

POULSBO CITY COUNCIL MEETING OF DECEMBER 2, 2020

MINUTES

PRESENT: Mayor Erickson; Councilmembers Livdahl, Lord, McGinty, McVey, Musgrove, Phillips, Stern

Staff: Finance Director Booher, City Clerk Fernandez, Parks & Recreation Directors McCluskey & Schoonmaker, and Public Works Superintendent Lund

MAJOR BUSINESS ITEMS

- * * * Minutes of November 18, 2020, Council Meeting
- * * * Baseline Adjustment Requests and New Program Requests and Decisions
- * * * Follow Up from Community Panel Discussion on Diversity, Equity, and Inclusion
- * * * Resolution No. 2020-26, Council Rules of Procedure Update

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Erickson called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

2. AGENDA APPROVAL

Motion: Move to approve the agenda as presented.

Action: Approve, **Moved by** Stern, **Seconded by** McGinty.

Motion carried.

3. COMMENTS FROM CITIZENS

Rita Hagwell spoke regarding her concerns with a development near her property.

4. MAYOR'S REPORT AND COUNCIL COMMENTS

Councilmember Lord said Parks & Recreation has put out their catalog with online classes starting in January. The Poulsbo Yacht Club is doing their annual parade on next Saturday from 5-9:30 p.m. She said Martha & Mary has a real need for COVID-19 relief. They are looking for financial assistance from the public. And the Fire Department is doing Santa drive-bys during the next couple weekends.

Councilmember McVey thanked the Historic Downtown Poulsbo Association, CenturyLink and City of Poulsbo Public Works crew for decorating downtown, and the Poulsbo Chamber of Commerce and Mayor Erickson for pulling off the tree lighting on Viking.

Councilmember Musgrove asked everyone to continue to stay safe during the holidays. He enjoyed the lighting of downtown and the tree lighting on Viking Way. Various businesses are running specials for the holidays on Viking Way. Small Business Saturday seemed to do well last weekend.

Councilmember Livdahl shared a new COVID testing drive-thru site will start Friday at Poulsbo City Hall in the garage. Testing is by appointment only (link on the City's website), and the parking garage will be closed to the public on Fridays.

Councilmember Phillips thanked Housing, Health, and Human Services Director Hendrickson, Fire Chief Gillard, and Captain Gillanders for kicking off the Poulsbo Fire Cares program.

Councilmember Stern said the Poulsbo Historical Society is considering expanding their property from the existing Maritime Center all the way up to the Quilt Shop. He thinks it will be a phenomenal opportunity.

Mayor Erickson shared the city webpage has a link to where all COVID-19 testing sites are available in Kitsap County. She thanked Councilmember Musgrove for his help with decorating downtown and for coming to West Poulsbo for the tree lighting. She announced this Saturday at Sons of Norway you can get a bowl of soup and ginger cookies from noon to 3pm. She said the downtown looks beautiful and thanked everyone who helped to improve how downtown looks for the holidays.

a. Department Head Reports – None.

5. **CONSENT AGENDA**

Motion: Move to approve the single consent agenda item as presented.

The item listed is:

a. Approval of November 18, 2020, Council Minutes

Action: Approve, **Moved by** Musgrove, **Seconded by** McGinty.
Motion carried.

6. **BUSINESS AGENDA**

a. Baseline Adjustment Requests and New Program Requests Discussion

Finance Director Booher reviewed the baseline adjustment requests (BARs) and new program requests (NPRs) that were submitted by various departments for the 2021-22

Biennial Budget. She reviewed the Mayor's recommendations and the Finance-Admin Committee recommendations.

Mayor Erickson said this is a very conservative approach, and if the cash flow improves in the spring, she would like to revisit some of the decision. Staffing is uncomfortably lean and she would like to refund some things she said to wait on.

Councilmember McVey said the Finance-Admin Committee reviewed this two weeks, and highlighted the differences between their recommendations and the Mayors: fund KEDA at \$7,000; fund SBDC at \$7,000 for the final year of the contract; fund the lobbyist at \$20,000 (he is willing to continue working for the City in a reduced capacity); increased funding for support of the Comprehensive Plan work to \$15,000 for 2021 and \$25,000 for 2022 for casual labor.

Councilmember Musgrove asked about the drug fund and thought it could only be used for certain expenses. Mayor Erickson said the Police asked for rifles, and they will do 9 this year and 9 next year. They also have an officer in the program that works collaboratively with other agencies, and they would like to use some of that funding for that officer's considerable overtime.

Councilmember Musgrove said he would like to see the Recreational Programmer funded as a full-time position. He would like to see programming doubled up when it becomes available again in the summer. The programming brings a high level of mental health to the community. He would also like the SBDC contract funded at full amount of \$10,000.

Mayor Erickson said she wants to fund the full-time recreation programmer but wants to wait until this spring. Right now, we cannot hold most of our programs because we don't have facilities to hold them in. She also wants to wait for the new person running the program to have a better idea of who he needs and what kinds of programs he wants to run. We need to be able fund the position.

Councilmember Mugsrove understood they would need to start planning in January for the summertime recreation programs.

Councilmember Phillips asked if the Council as a whole gets a brief on what the lobbyist does for the City. Mayor Erickson said he has been communicating directly to her and staff, and she needs to do a better job of sharing his emails with the Council

on what he is working on. She said he helped secure the \$1MM for Fish Park, lobby for Noll Road and some of our culvert work and keeps us informed on upcoming legislation that will affect the city. Councilmember McVey suggested having the lobbyist present at the Finance Committee. Mayor Erickson said she will have him come and speak.

Councilmember Phillips asked about the rifle purchase, and how old they were. Mayor Erickson said Chief Harding reported he pulled them out of the trunk, and one fell apart.

Councilmember Phillips said it is key to put the money up front for the recreation programmer. This summer will most likely be available for recreation programs. People need stuff to do.

Councilmember Livdahl said it is easier to scale back recreation plans in the summer if we are not where we think we will be, than to try to ramp up, and after speaking with Dan Schoonmaker, he said he would like the position to be full-time.

Mayor Erickson said she has not had a chance to talk with Dan Schoonmaker yet. She would like to be able to talk with him this week and defer this decision to next week's Council meeting.

Councilmember Lord agreed with the other Councilmembers about the Parks & Recreation position. She does not want them to be behind to get things geared up.

Councilmember Lord wants to increase the HDPA contract for watering by \$1,500. She feels they are in tough shape and are dedicated in keeping downtown beautiful with the plants and watering.

Mayor Erickson would like to see the HDPA revise their dues structures to include the new apartments that are coming downtown, as well as non-profits. They have not been changed in 26 years. She agreed with the watering contract increase, but they really need to revise their dues. Councilmember Lord agreed, but said the dues are in the City's ordinances, and HDPA will need some support from the City Attorney to restructure the dues. Mayor Erickson said she would be happy work with Councilmember Lord and HDPA on the bylaws.

Councilmember McVey would like to also be able to use casual labor to help supplement the recreation programmer position until we know what our revenues look like in the spring.

Mayor Erickson said her reluctance to fund the recreation programmer full time is due to what happened this summer. They kept the entire recreation staff all through the summer with no revenue and burned through a bunch of cash. She does not want to do that again. Hiring people, and not having revenues to support them concerns her. She will talk with Dan Schoonmaker and discuss it again next week's Council meeting.

The Council agreed with the FAC recommendations, with the change of \$10,000 to the SBDC to honor the last year of the contract. They also support the increase of \$1,500 for the watering contract with HDP.

Finance Director Booher said she will bring back the final budget next week for approval with the changes, and then they will need to make a final decision on the recreation programmer position next week to be included in the final budget.

b. Follow Up from Community Panel Discussion on Diversity, Equity, and Inclusion

Councilmember McVey said at the October 20 workshop they received several ideas from the panelists on things they could do to increase diversity, equity, and inclusion in the City of Poulsbo. He would like to get the Council's feedback on which ideas they should move forward on. He is interested in a multicultural festival, and there is a place holder in the budget of \$5,000 as seed money to help sponsor a festival with community partners. He also said he talked with a board member of the Poulsbo Historical Society and Maritime Museum, and he said they are interested in exhibiting more Suquamish and Native American artifacts in the City, and talked about their expansion plans.

Councilmember Stern said there will be a follow up workshop in January which will be assisted by Bremerton PAC, Pastor Johnson, and Prosecuting Attorney Foster for the list of questions that they did not have time to address at the first workshop.

Councilmember Phillips is doing outreach for youth involvement. He reached out to Jared Prince, the advisor for the North Kitsap ASB. He immediately got a list of students and which committees they would like to be on. He is not sure how to pull them in to participate in meetings.

Councilmember Lord supports the idea of an annual multicultural festival. She is excited the Poulsbo Historical Society is willing to partner with the Suquamish Tribe. As far as youth involvement, she supports it. They have tried many times to include the youth, but it never ended up working out. She said the Parks & Recreation would be a great place to have a youth liaison. They should be able to link into the meetings. She would like to see them get involved at the committee level first. They would probably get more out of those meetings and those topics. She feels having these events and exhibits will help start raising diversity and inclusion in the minds of our business owners and citizens.

Councilmember Musgrove supports the festival proposal, education is always a good thing. He also noted the Poulsbo Historical Society has reams of stuff on the local tribes and history and would be great partners in all these endeavors. He also said there are a lot of historical markers around town, and they can add more.

Councilmember Livdahl said the work with the students is so important. She said when she was running for this position, Running Start students reached out to her to help with the campaign as part of their course work. We can also reach out Running Start instructors. We need an event here that is unique to our community and the cultures that are around us. It should be led by those communities with our partnership. She agreed with merging education with art and adding to our stories at these markers around town.

Councilmember Livdahl also said we could work with the Chamber of Commerce to create a marketing campaign to let visitors coming to our City to know they are coming a safe and welcoming place. They could ask businesses to take a pledge towards non-discrimination.

The Council agreed with moving forward the multicultural event, working with the NK ASB to incorporate young people into city processes, have a meeting in January with PAC, a Poulsbo Welcomes marketing campaign from local businesses, and helping foster the partnership between the Maritime Museum and the Suquamish Tribe.

c. Resolution No. 2020-26, Council Rules of Procedure Update

City Clerk Fernandez presented the agenda summary, noting the Finance-Administration Committee requested the Council Rules of Procedure document be reviewed by the City Attorney for any revisions that might need to be made to be consistent with local, state, and federal laws. The Finance-Administration Committee reviewed the City Attorney's recommendations and recommended approval of the proposed changes.

After review of the recommended changes, the Council agreed to: 1) modify Rule 1.3 to remove the need to notify in advance (for unplanned/last minute absences), and to remove the language of needing to approve an absence at the meeting that is being missed, to allow flexibility to approve the absence when the missing Councilmember returns (in order to not publicly announce when out of town for security reasons); 2) modify Rule 2.2 to preserve the language of contacting Councilmembers by phone or otherwise, and to keep the more restrictive language of not adding agenda items to special meetings; and 3) accept the other recommended changes as presented.

Motion: Move to approve Resolution No. 2020-26, a resolution of the City Council of the City of Poulsbo, Washington, repealing Resolution No. 2020-02; adopting new Poulsbo City Council Rules of Procedure as amended following discussion at the December 2 meeting; and fixing a time when the same shall become effective.

Action: Approve, **Moved by** Lord, **Seconded by** McGinty.

Motion carried.

7. COUNCIL COMMITTEE REPORTS

Finance-Administration Committee: Councilmember McVey reported they discussed bringing forward a transportation benefit district agenda item in January to the Council to discuss \$20 car tab fees for vehicles in Poulsbo to raise funds to maintain Neighborhood Streets.

Public Safety/Legal Committee: Councilmember Phillips reported the Poulsbo Fire Cares Program will begin Q1 with just Fire dispatching to Bainbridge Island, North Kitsap, and Poulsbo. Afterwards they hope to include the Police in Q2 or Q3, after seeing what the workload will look like.

Public Works Committee: Councilmember Lord reported they had a long discussion on the building code/fire code updates (going to Planning Commission in January); update on how COVID has been affecting Engineering & Public Works; and Public Works is ready to go with sand and salt for icy conditions.

Housing, Health, and Human Services Committee: Councilmember Livdahl reported they received an update on the bathroom closures downtown; COVID cases in North Kitsap (8% positive rate); COVID Cares funding that went to Fishline for showers; Nordic Cottages concept; COVID testing will start this Friday at Poulsbo City Hall by appointment only; Fire Cares program and an RFP for a mental health professional; and Councilmember Lord added the parking garage will be closed on Fridays during the COVID testing.

Lodging Tax Advisory Committee: Councilmember Stern reported they met yesterday. The staffing for this committee will go to the Finance Department. They looked at 2022 revenues and expenditures. They talked about tightening up on the specificity of what the expenses will be used for during the grant submittals. This will help staff with reimbursements and auditing. They will meet again in April. They are ending the year 40% down in revenues. They still have a hefty reserve to allow for flexibility. When the new hotel is complete, the 100 units will provide an influx of funds. They may want to consider an event planner at that time. Mayor Erickson and Councilmember Livdahl agreed with that idea. Councilmember Livdahl added the City really needs a communications coordinator for the City. Those two key rolls could be combined into one position.

8. BOARD/COMMISSION REPORTS

Councilmember Stern reported on the Kitsap Regional Coordinating Council meeting yesterday. In Seattle, they have formed a group called Greater Seattle Partners (metropolitan chamber and King County ED Council), which excludes Kitsap County. They want to know if Kitsap should try to join that partnership. One reason they may want to is the fact that we have the Port of Bremerton and the largest open zoned and infrastructure parcel in the Greater Puget Sound.

Mayor Erickson said KEDA was not interested in this partnership, which she disagreed with. Many people who move to Kitsap County come from Seattle. We committed to fast ferries for connections to Seattle. We need to be partners. She would like KRCC to become involved with this. We need open lines of communicating with King County.

9. CONTINUED COMMENTS FROM CITIZENS

Mayor Erickson asked for citizen comments; no comments were received.

10. MAYOR & COUNCILMEMBER COMMENTS

Councilmember Livdahl encouraged the public to shop local.

Councilmember Lord agreed with Councilmember Livdahl and encouraged everyone to enjoy the festivities that are happening (Santa on the fire trucks, the Santa House, and the lighted boat parade).

Councilmember Musgrove asked everyone to shop local.

Councilmember Phillips thanked the police officers, fire fighters, public works crew, and city staff for all their hard work. They are doing a great job.

Motion: Move to exit to executive session from which they will adjourn.

Action: Approve, **Moved by** Stern, **Seconded by** McGinty.

Motion carried unanimously.

11. EXECUTIVE SESSIONS

At 9:21 p.m., Mayor Erickson recessed the Council into a 30-minute executive session to discuss real estate matters per RCW 42.30.110 (1)(b). No action was taken.

12. ADJOURNMENT

Mayor Erickson adjourned the meeting at 9:51 p.m.

Rebecca Erickson, Mayor

ATTEST:

Rhiannon Fernandez, CMC, City Clerk