

## POULSBO CITY COUNCIL MEETING OF APRIL 7, 2021

### MINUTES

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

Staff: City Clerk Fernandez, Parks & Recreation Director Schoonmaker, Senior Planner Coleman, Transportation Engineer Bateman, Engineer 1 Roberts

**ABSENT:** Councilmember Stern

### MAJOR BUSINESS ITEMS

- \* \* \* Minutes of February 17, 2021, Council Meeting
- \* \* \* Excuse Councilmembers McVey and Phillips from 3/17/2021 Council Meeting
- \* \* \* Minutes of February 24, 2021, Council Workshop
- \* \* \* Johnson Parkway Roundabout Centerpiece Art Contract
- \* \* \* Resolution No. 2021-05, Amending Resolution No, 2012-10 Parks & Recreation Commission
- \* \* \* Boards & Commissions
- \* \* \* Ordinance No. 2021-03, 2021 Comprehensive Plan Amendments
- \* \* \* TIB Relight Washington LED Streetlight Grant
- \* \* \* South Fork Dogfish Creek Retrofit Design Consultant Contract
- \* \* \* Purchase of Tables and Chairs for Downtown

#### 1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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

#### 2. AGENDA APPROVAL

Mayor Erickson said the agenda stands as presented, with the exception the executive session will not be held tonight and will be held at next week's meeting.

**Motion:** Move to approve the agenda as presented.

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

Motion carried unanimously.

#### 3. COMMENTS FROM CITIZENS

City Clerk Fernandez read the following comments into the record:

- Diane Wyland Carle wrote in support of the Poulsbo City Council establishing a Race Equity Advisory Committee.
- Claire Favro wrote in support of the proposed Race Equity Advisory Committee.

#### **4. MAYOR'S REPORT AND COUNCIL COMMENTS**

Councilmember Lord thanked City Clerk Fernandez for the minutes of the February 28 workshop on policing and social equity; announced the Poulsbo Historical Society grand opening is Friday for the Red House; and announced two meetings coming up for the Port of Poulsbo proposed annexation to replace the breakwater and expand the marina: 1) Planning Commission, April 13, 7:00 p.m., and 2) Hearing Examiner public hearing, April 22, 10:00 a.m.

Councilmember McVey congratulated the Poulsbo Historical Society for its grand opening of the new museum on Front Street. He will be attending the ribbon cutting tomorrow.

Councilmember Musgrove shared the current trends of COVID-19 infections; we need to keep this under control, but things are looking better. Poulsbo is safe and open, please visit our local businesses. He noted April 9 is National Former Prisoner of War Recognition Day. At the last meeting he mentioned it was Women's Month in March and the HDPa is comprised of 100% women and the Business Recovery Task Force is over 90% women who are working hard toward reviving business flow and survivability in Poulsbo. We have a lot of women doing a lot of cool stuff and carrying a heavy load. Finally, he noted April 13 is international "Be Kind to Lawyers Day."

Councilmember Phillips reminded the public they can order a dumpster once a year to do their annual clean up. It is a free program.

Mayor Erickson reported on the new pedestrian tunnel on SR-305 (Director of Engineering Lenius can arrange a tour); she participated in the Poulsbo Chamber Drive-By Easter Egg Hunt; the Poulsbo Historical Society has a real milestone with the purchase of the red house on Front Street (in 2010 they were just an office space, now they have a real presence in Poulsbo).

##### **a. Department Head Reports**

Director of Engineering Lenius gave an update of the Johnson Parkway project and shared some pictures of the tunnel over the last four weeks.

Parks & Recreation Director Schoonmaker gave an update on the PERC. They did a lot of community outreach last month and are working through the feasibility study.

The Steering Committee is working through the sub-committee groups. They have another community survey coming in May. They hope to complete the study in August and present the study to the Council.

Chief Harding had a nice visit with Councilmember Musgrove today and gave a tour of the remodel. He extended the invitation to the other Councilmembers.

## 5. **CONSENT AGENDA**

**Motion:** Move to approve Consent Agenda items a through d.

The items listed are:

- a. Approval of February 17, 2021, Council Meeting Minutes
- b. Excuse Councilmembers McVey and Phillips from 3/17/2021 Council Meeting
- c. Approval of February 24, 2021, Council Workshop Minutes
- d. Johnson Parkway Roundabout Centerpiece Art Contract

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

## 6. **BUSINESS AGENDA**

### a. **Resolution No. 2021-05, Amending Resolution No. 2012-10 Parks & Recreation Commission**

Parks & Recreation Director Schoonmaker presented the agenda summary, noting as adopted by City Council resolution 2012-10, the Parks and Recreation Commission currently consists of seven members, five of which must reside in the city limits. With the amount and scale of future projects, such as the Poulsbo Events and Recreation Center and the updating of the Parks, Recreation, and Open Spaces Plan (PROS), there is a need for additional members on the Parks and Recreation Commission. The proposed amendment to the resolution would expand the Parks and Recreation Commission to nine members, seven of which would be required to reside in the city limits. No other changes are recommended.

Councilmember Musgrove asked the purpose of having seven of the nine members being Poulsbo residents on this board. Parks & Recreation Director Schoonmaker said this was consistent language with the previous resolution as part of this expansion.

Councilmember Musgrove also understood said it included the North Kitsap School District, that they would need to be in the District boundaries. Parks & Recreation Director Schoonmaker said that was correct.

Councilmember Lord said Community Services Committee reviewed this and recommended approval of the changes.

**Motion:** Move to approve Resolution No. 2021-05, a resolution of the City Council of the City of Poulsbo, Washington, amending Sections 4 and 5 of Resolution 2012-10 in order to increase the membership of the Parks and Recreation Commission from seven members to nine members.

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

Motion carried unanimously.

#### **b. Boards & Commissions**

City Clerk Fernandez presented the agenda summary, noting Mayor Erickson has appointed the following citizens to the Parks & Recreation Commission and seeks Council concurrence:

- P&R Commission (term ending 12/31/2023): JoAnn Schlachter
- P&R Commission (term expiring 12/31/2023): Mary Swoboda-Groh
- P&R Commission (term expiring 12/31/2023): Amy Zinkhon

One unexpired term ending 12/31/2022 is still vacant.

**Motion:** Move to confirm the Mayor's recommendations for appointments to the Park & Recreation Commission as presented.

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

Motion carried unanimously.

#### **c. Ordinance No. 2021-03, 2021 Comprehensive Plan Amendments**

Senior Planner Coleman presented the agenda summary, noting Comprehensive Plan amendments are a Type IV permit, which requires public hearings before the Planning Commission and City Council. The Planning Commission held their public hearing on March 10, 2020 and offered a recommendation of approval of the proposed amendments. On March 17, 2021, the City Council held a public hearing on the proposed amendments, and after considering the information received, voted to approve the amendments and directed the PED Director to prepare an adoption ordinance.

**Motion:** Move to approve Ordinance No. 2021-03, an ordinance of the City of Poulso, Washington, adopting the 2021 Comprehensive Plan Amendments; amending Chapter 4, Transportation Policy TR 9-10 to update an existing policy regarding development of the Liberty Bay Waterfront Trail; amending Table CFP-4 to reflect projects listed in the City Budget 2021-2026 Capital Improvements Plan; providing for severability and establishing an effective date.

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

Motion carried unanimously.

**d. TIB Relight Washington LED Streetlight Grant**

Transportation Engineer Bateman gave a presentation on the grant. Presentation highlights included:

- The TIB Relight Washington grant program works with PSE and Washington Cities to retrofit existing PSE owned/operated High Pressure Sodium street lighting with more efficient full spectrum LED Lighting at no cost to the City
- Phase 1 of the TIB Relight Washington grant will replace 146 of the City's approximately 500 PSE owned/operated streetlights
- Except for two trees needing trimming the program will be full reimbursement – TIB will reimburse the City for the full invoiced amount – initial construction estimate for Phase I is \$42,744.43.
- Estimated yearly cost savings in billing for Phase I lighting amounts to approximately \$6,000
- For context – the City's annual street lighting budget for all types is \$180,000 and each new subdivision brings about \$1,500-\$2,000 annually in additional light billing. Poulso Meadows for instance @46 lots added \$1,500 in annual streetlight billing.

Councilmember Lord said this was discussed at the Public Works Committee and recommended approval.

Councilmember Musgrove said he is excited about this as well and staff going after these funds. For ten years he has been requesting LED lights from PSE. It is all finally coming together.

**Motion:** Move to accept the TIB Relight Washington Grant and authorize the Mayor to sign the TIB Gas Tax Agreement, PSE Master Lighting Services agreement and Custom Street Lighting order associated with the grant on behalf of the City.

**Action:** Approve, **Moved by** Musgrove, **Seconded by** Livdahl.

Motion carried unanimously.

**e. South Fork Dogfish Creek Retrofit Design Consultant Contract**

Engineer 1 Roberts presented the agenda summary, noting the consultant contract with Perteet is to complete the design of the South Fork Dogfish Creek Retrofit project. This project is funded with Ecology stormwater design funds and the purpose is to design improvements in the SF Dogfish creek basin with the goal of improving water quality. Perteet has prepared a scope and budget for the design project. Total budget is \$137,588 and work is anticipated to be completed by December 2021. The budget is within the overall budget for the project. Public Works Committee reviewed and recommended approval at the 3/24/21 meeting.

Councilmember Musgrove asked if Council allocated any funding in a general sense for the actual project. Engineer 1 Roberts thinks it is just in the CIP as a design project, he is unsure if the construction project is in there.

**Motion:** Move to approve consultant contract with Perteet for the South Fork Dogfish Creek Retrofit design project in the amount of \$137,588 and authorize the Mayor to sign the task authorization on behalf of the City.

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

Motion carried unanimously.

**f. Purchase of Tables and Chairs for Downtown**

Mayor Erickson wanted to get Council's feedback on if they wanted to have more small tables and chairs out in the public right-of-way. Some were purchased during the Summer Fair, some have disappeared, but she wanted to know if this is something they wish to continue.

Councilmember McGinty asked about accessibility and if this would create a bigger problem. Mayor Erickson said they would be placed in areas that are not blocking walkways for accessibility.

Councilmember Livdahl said the natural inclination for people to congregate this way exists, and she thinks it is great. She noticed the space near Wood-Fired Pizza is vacant and it would be a good space for this.

Councilmember McGinty likes the idea but does not want it to create more problems.

Councilmember Lord agrees with the concept but is concerned that we make sure we keep our risk management under control regarding ADA laws. She asked if there is

any way to protect ourselves with a policy statement to make some formality to our intent.

Councilmember Musgrove said the tables and chairs have been successful so far in the sidewalk areas because they have a commitment to be kept out of the walkway, cleaned, and brought inside to prevent theft for businesses that adopted them. He has a concern that if they are not adopted, cared for, and cleaned, we could run into problems if they are just put out there. They will inadvertently block ADA space and get trashed. He would only add more at the rate they are adopted by businesses. Councilmember Lord fully supported Councilmember Musgrove's comments.

Mayor Erickson will purchase more sets out of her miscellaneous budget and make sure they are adopted and keeping ADA accessibility open.

## **7. COUNCIL COMMITTEE REPORTS**

Finance-Administration Committee: Councilmember McVey reported they discussed the idea of purchasing a new emergency communications software package and the committee is recommending a contract with Nixle for \$4,000 per year; discussed reopening City Hall with a target date of May 1 for counter services; started discussion on the American Rescue Plan Act, which is a large federal package to help communities rebuild after COVID (Mayor's priorities are replenishing eliminated staff positions, supporting non-profits and small business groups, and infrastructure project possibilities).

Public Works Committee: Councilmember Lord reported they had a sewer update (one of our top priorities), Raab Park caretake update, and Lemolo-Fjord Drive traffic update.

Economic Development/Planning Committee: Councilmember Lord reported they discussed Kitsap Countywide Planning Policies update (minutes will become available), which involves big issues will be regarding our UGA, centers of growth, rural land and development patterns, citywide strategy for natural environment, transportation, and housing. They must come up with a strategy to accommodate what PSRC comes up with. We have a draft coming May 7, and the Planning Commission will review it May 11, and the Council will have a workshop. They also discussed the planning fee schedule update.

## **8. BOARD/COMMISSION REPORTS**

Councilmember Musgrove mentioned the Kitsap Economic Development Alliance attended the Business Recovery Task Force meeting, and they said to be aware that funding will become available with this rescue package.

Mayor Erickson shared the pins she purchased to celebrate and encourage others to get vaccinated (Viking Vaccinated). She has a big meeting at Puget Sound Regional Council Transportation Policy board tomorrow that is splitting up huge sums of money. She looks forward to working with the Council as the American Rescue Plan funding becomes available.

**9. CONTINUED COMMENTS FROM CITIZENS**

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

**10. MAYOR & COUNCILMEMBER COMMENTS**

Councilmember Lord wished everyone safe times, stay positive, and watch out for kids as they go back to school.

Councilmember McGinty thinks it is great that City Hall is opening back up.

Councilmember Musgrove asked everyone to be kind, caring, and courteous.

Councilmember Phillips sent his condolences to the families of the two pedestrians who were struck by a vehicle in Suquamish yesterday. He thanked Police, Fire, and P&R staff for their work.

**11. ADJOURNMENT**

**Motion:** Move to adjourn at 8:26 p.m.,

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

Motion carried unanimously.

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Rebecca Erickson, Mayor

ATTEST:

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Rhiannon Fernandez, CMC, City Clerk