

## POULSBO CITY COUNCIL MEETING OF AUGUST 4, 2021

### MINUTES

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

Staff: Finance Director Booher, City Clerk Fernandez, Director of Engineering Lenius,  
Police Chief Harding

**ABSENT:** Councilmember McVey

### MAJOR BUSINESS ITEMS

- \* \* \* Payable Disbursements for May 2021
- \* \* \* Payable Disbursements for June 2021
- \* \* \* Iverson-Lincoln Survey Consultant Contract
- \* \* \* Shoreline Master Plan Ordinance Adoption
- \* \* \* PMC Building Code Update Ordinance
- \* \* \* Interlocal Agreement with Kitsap County for Public Defense Services

#### 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

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

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

Motion carried unanimously.

#### 3. COMMENTS FROM CITIZENS

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

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

Councilmember Lord announced the Concerts at the Bay every Tuesday at the Waterfront Park at 6:30 p.m. She thanked the citizens who have emailed the Council expressing their gratitude for one-waying Fjord Drive. She wanted to provide more information to citizens to clarify a Kitsap Sun article on July 28 regarding the 1/10<sup>th</sup> of 1% sales tax for affordable housing. Sales tax is currently 9% and starting in January it will be 9.1%. The purpose was not clarified in the article. The purpose is 60% of the money will be allocated towards affordable housing, and the other 40% will be for related services.

The revenue stream will be on-going. The pilot program discussed was the Nordic Cottages. The project is still in the planning stages, but those funds could support that project. She emphasized the City adopted the tax, because Kitsap County will be enacting this tax throughout the County. By enacting the tax themselves, this allows local control and local projects for Poulsbo citizens. They were being proactive to protect the citizens of Poulsbo.

Councilmember Musgrove reported on the geocaching treasure hunt put on by the Parks & Rec program in three of the City's parks. His family had fun participating in it.

Councilmember Stern referenced broadband efforts the City pioneered in the past and how lots of progress has been made. His appointment to the State Public Works Board has allowed him to participate in an appropriation of \$150MM for public broadband across the state. This will be coupled by \$300MM from the federal government as well as the infrastructure bill. Governor Inslee and his staff will be in the area on Friday to discuss progress and hear feedback.

Mayor Erickson commended the Port of Poulsbo for finishing the boat ramp refurbishment, and on August 28 there will be a paddling event hosted by the Port.

## 5. **CONSENT AGENDA**

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

The items listed are:

- a. Payable Disbursements for May 2021
- b. Payable Disbursements for June 2021
- c. Iverson-Lincoln Survey Consultant Contract

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

## 6. **BUSINESS AGENDA**

### a. **Shoreline Master Plan Ordinance Adoption**

Senior Planner Coleman presented the final Shoreline Master Plan Ordinance for Council adoption.

Councilmember Lord thanked Senior Planner Coleman and Planning Director Boughton for their work on this update.

**Motion:** Move to adopt Ordinance 2021-08, an ordinance of the City of Poulsbo, Washington, adopting the 2021 Shoreline Master Program update; amending Chapters 16.08 and 16.09 of the Poulsbo Municipal Code; amending the Natural Environment chapter of the Poulsbo Comprehensive Plan; providing for severability and establishing an effective date.

**Discussion:** Mayor Erickson commended Senior Planner Coleman for her work on updating this difficult code and doing a superb job on it. Councilmember Musgrove agreed, especially in regulations required by the State, sometimes it is a no-win situation. He highly respects our staff getting it done without overcomplicating things.

**Action:** Approve, **Moved by** Lord, **Seconded by** Phillips.  
Motion carried unanimously.

**b. PMC Building Code Update Ordinance**

Engineer 1 Burgess presented final PMC Building Code Update Ordinance for Council adoption.

**Motion:** Move to adopt Ordinance 2021-09, an ordinance for the City of Poulsbo, Washington, amending the entirety of Poulsbo Municipal Code Title 15, current through Ordinance 2019-12, to revise language and structure to be consistent with Model Code and provide clarity for both the Public and City Staff.

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

**Discussion:** Councilmember Musgrove thanked staff for their considerable efforts in updating the code. Councilmember Lord thanked the citizen groups who helped weigh in to fine-tune this code, as well as Engineer 1 Burgess and the consultant for their work. It was completely overhauled.

Motion carried unanimously.

**c. Interlocal Agreement with Kitsap County for Public Defense Services**

Finance Director presented the agenda summary, noting Kitsap County's Office of Public Defense will be providing services for the City of Poulsbo. A full-time attorney will be appointed to the City with part-time administrative support. They will be located in the City of Poulsbo City Hall on the first floor allowing local accessibility for clients. An adjustment was posted with the carryover amendment, but a slight budget increase will be included with the mid-year budget amendment. Effective date of the agreement will be August 1, 2021, with an end date of December 31, 2022. Quarterly review of caseloads and associated costs will be conducted with the County to ascertain all costs and services are fairly compensated.

Councilmember Lord asked about the use of the Executive Conference Room and if it would still be accessible for executive sessions. Mayor Erickson said they needed their own office space, so executive sessions will have to be in the second or third floor conference rooms.

Councilmember Lord asked if the 2<sup>nd</sup> or 3<sup>rd</sup> floor conference rooms are secure for executive sessions. Mayor Erickson said they are, but the 3<sup>rd</sup> floor is the best option.

Councilmember Musgrove asked what the increase is in the new contract compared to the former one. Finance Director Booher said it was an additional \$5,000-\$6,000 approximately.

Councilmember Musgrove asked what it costs for a public defender each year (currently). Finance Director Booher said it is significantly less because they paid them on a part-time bases (approximately \$67K). This contract is more, but we are getting more services provided for this cost.

Councilmember McGinty asked if we know how many hours this is estimated to be at. Finance Director said based on our case load it is for a full-time public defender, we paid for a starting attorney (Attorney 1) and their part-time assistant. There is a law in the State of WA for the number of cases that they can support. For a private attorney they have a maximum of 400 cases. They are going to evaluate the number of cases every year and the cost associated. The law has it based on the number of cases. They said the public defender will be here 40 hours a week.

**Motion:** Move to approve interlocal agreement with Kitsap County to provide Public Defense Services effective August 1, 2021, through December 31, 2022.

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

Motion carried unanimously.

## 7. COUNCIL COMMITTEE REPORTS

*Finance-Administration Committee:* Councilmember McGinty reported they discussed the ARPA non-profit business grant process and application requirements (Councilmember Stern reviewed the list of non-profits to potentially receive funding and that it will come forward for approval); reviewed an application process for utility and rental assistance for Poulsbo citizens (the application is still being developed); the annual state audit is going well and wrapping up; sales tax is up 19% over last year for May; real estate excise tax is at 150% of the budget; the budget process is coming up and union negotiations is coming up for Teamsters and Police Guild.

Public Works Committee: Councilmember Musgrove reported the vacant Parks position has been filled; the church remodel is going slow; the Kitsap County Connection Fees to begin on August 1<sup>st</sup> is having billing adjusted; the Sewer Advisory Committee had their first meeting; the Bjorgen Creek Tunnel at the roundabout is about 75% done; the Kitsap County Traffic Impact Fees increased from \$700 to \$4200 for single family residences; the Lincoln Road Survey is beginning; the roundabout art MOU update is moving now to the Tribe; the downtown parking signage is coming. Mayor Erickson reported the 305 working group learned they are going to get Johnson, Totten, Stendahl and Stenbaum done (most of the NK projects).

Economic Development/Planning Committee: Councilmember Livdahl reported they discussed the Summer Faire program and whether it should change. Merchants can use the space through the end of the year, but they want to know whether they should do more investments for improvements or not and if they can become permanent. They also discussed downtown parking, merchant parking, and the need for enforcement and paid parking in order to make changes that are needed. Mayor Erickson is stepping down from KEDA, and they are waiting to hear back from KEDA on whether there will be a replacement. Viking Avenue has many new businesses opening. The Council Chambers is two months out for the upgrade to the AV equipment in order to have meetings in person again. There is a request to renew another three-year commitment for the WWU SBDC at \$10K per year (coming forward in the budget process). The Port of Poulsbo boat ramp was finished ahead of schedule. Councilmember Musgrove said he asked the Port of Poulsbo to put up signage for where trailer parking is located.

Housing, Health, and Human Services Committee: Councilmember Lord reported they discussed the new tax and next steps. They are doing due diligence on how to utilize the funds. It does not go into effect until January and revenues won't come into the City until March, so they have a lot of time to plan for use of the funds. They discussed use of the 1406 funds (Housing Kitsap partnership for design work on the Nordic Cottages). They discussed the County Treatment Tax application which is due tomorrow; it has to do with the funding for a community support specialist – geriatric case manager (may need to review different funding mechanisms if they don't receive the grant).

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

Councilmember Stern said the State Public Works Board meets this Friday at 8:30am on TVW and Facebook Live.

Mayor Erickson said they turned on passport services, and we are booked through the month. Appointments are required. She noted HB 1152 is requiring the health board to restructure its board. They have to have community members equivalent to the number of elected officials on the board. It will be one commissioner, four mayors, and five community members (a tribal member will be one of the five). They are having a tough discussion at PSRC for splitting up funds for transit. Kitsap Transit will get a good amount

of money, and she hopes it will be used to increase bus service frequency and restore Sunday service.

**9. CONTINUED COMMENTS FROM CITIZENS**

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

**10. MAYOR & COUNCILMEMBER COMMENTS**

Councilmember Lord said to stay safe and enjoy the beautiful weather.

Councilmember Musgrove said to be kind, caring, and considerate.

Councilmember Phillips said football starts this month. Things are looking up.

**11. ADJOURNMENT**

**Motion:** Move to adjourn at 8:19 p.m.,

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

Motion carried unanimously.

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Rebecca Erickson, Mayor

ATTEST:

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Rhiannon Fernandez, CMC, City Clerk