

POULSBO CITY COUNCIL WORKSHOP SPECIAL MEETING OF OCTOBER 12, 2022

MINUTES

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

Staff: Administrative Services Manager/City Clerk Fernandez, Planning and Economic Development Director Wright, Administrative Assistant Simmons, Human Resource Manager Kingery, Assistant City Administrator Booher, Special Events Coordinator Wilson, Senior Budget Accountant Ellington, Engineering Technician Bowen, Engineering Technician Burgess, Associate Planner Berghoff, Public Works Superintendent Lund, Public Works Director Lenius, Civil Engineer Roberts, Senior Contract Administrator Zieman, Health, Housing and Human Services Director Hendrickson, City Engineer Raney

ABSENT: Councilmember McGinty

WORKSHOP ITEMS

WA Archives Grant Acceptance and BA #22-0403
Legal Services Agreement – Prosecution Services
LTAC 2023 Recommendation
2022 Revenue and Expenditures – Year to Date
PMC 13.18 - Amendments for Source Control Ordinance Update
Poulsbo Summer Fair "Streatery" Discussion
Klinge House Demolition, BA #22-0405
Project Acceptance - Neighborhood Streets
Project Acceptance - 2022 Striping
Kitsap County Sewer Agreement
Utility Revenue Discussion

MAJOR BUSINESS ITEMS

- * * * Approval of Council Meeting Minutes of June 1, 2022
- * * * Approval of Council Meeting Minutes of June 29, 2022
- * * * Parks and Rec Building Re-Roof Project Construction Contract
- * * * AWC Grant Opportunity for Fire CARES Program
- * * * Olympic Community of Health Budget Amendment, Fire CARES Program Grant
- * * * WA Archives Grant Acceptance and BA #22-0403
- * * * PSE Easement on Park Property
- * * * Poulsbo Complete Streets Consultant Contract

- * * * Downtown Clock Refurbishment, BA #22-0401
- * * * Calavista Plat Final Acceptance
- * * * Glennwood Plat Final Acceptance
- * * * Johnson to Norum - Murray Smith Sewer Design Consultant Contract

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Erickson called the virtual meeting to order at 5:00 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** Lord.

Motion carried unanimously.

3. COMMENTS FROM CITIZENS

Carolynn Zimmers expressed concerns about recent events at St. Michaels Medical Center.

4. WORKSHOP AGENDA

a. WA Archives Grant Acceptance and BA #22-0403

Planning and Economic Development Director Wright and Administrative Assistant Simmons presented a grant contract and budget amendment.

The City of Poulsbo has received a competitive, no-match grant from the Office of the Secretary of the State of Washington Archives to scan archival documents. The Planning and Economic Development and Engineering/Building Departments partnered together to apply for this grant in May 2022 and were selected for an amount of \$50,000. All reimbursement requests must be submitted by May 31, 2023. This grant brings our departments closer to having all documents available in a digital format and available for Public Records Requests. An imaging vendor will be scanning the documents with existing staff preparing the files. Staff recommended this item be brought forth to consent this evening for Council to authorize the mayor to sign the grant agreement and approve BA# 22-0403.

Councilmember McVey asked how many years' worth of files they have to scan. Administrative Assistant Simmons said they have records back to the 1960s, perhaps older.

Councilmember Musgrove said he understands moving forward they are almost fully digital. He said getting these records scanned will save time doing things like records

searches, and it will aid in research. Administrative Assistant Simmons said it will help with doing word searches.

Councilmember Lord said this is fabulous they got the grant. She asked once the records are scanned, will that help with cross-pollination between departments that would have touched the files. Simmons said that Planning will try to be the main record holder of these files, but perhaps in the future they will work towards having one master file.

The Council gave consensus to bring this item forward to the consent agenda.

b. Legal Services Agreement – Prosecution Services

HR Manager Kingery informed the Council that historically, the Kitsap County Prosecutor provided legal advice and prosecution services to the City of Poulsbo. In May 2015, the City had an in-house Prosecutor assume the misdemeanor cases and the County Prosecutor continued to handle felony level cases. With the resignation of the current City Prosecutor, the City has the opportunity to consolidate prosecution services again. The County was contacted and has agreed to do so. The interlocal agreement for prosecution services will be on the Council agenda for October 19, 2022, and will be effective November 1, 2022. The County has agreed to fill in for the remainder of October 2022 at no cost. The agreement provides for office space and equipment in City Hall and the annual cost for 2023 will be \$131,505.

Councilmember McVey asked if the County plans to hire additional staff to make sure we have adequate coverage. Mayor Erickson said they said they will have to staff up some, but she doesn't know if that has occurred yet.

Councilmember Musgrove recommended bringing this forward to the business agenda on October 19.

Councilmember Stern said this is the way the City has done prosecution for decades, the County and the police department are familiar and he is comfortable with the agreement.

Councilmember Lord said looking at compensation, there is an increase in the monthly amount -- she assumes it is the cost of living increases. HR Manager Kingery said that is correct. She said there might be a cost savings because there won't be software subscriptions that will have to be paid.

Councilmember Stern said we are also using the public defender from Kitsap County and asked if there are any scales of economy. Mayor Erickson said they are managed by different departments; the cost is what it is. The savings will come from not having a stand-alone department.

Councilmember Stern asked what was going to happen with the support staff. HR Manager Kingery said because Risk Management was rolled into the Prosecutor position, the additional FTE will remain and move to Administrative Services to continue the risk management duties.

The Council recommended moving this item forward to the business agenda on October 19, 2022.

c. LTAC 2023 Recommendation

Councilmember Stern said a lot of hours went into this process. He recognized the members: Ashley Walchok, Fairfield Inn & Suites; Tracy Wall, Charming Cottage Airbnb; Greg Enright, Cultural Arts Foundation of the Northwest; and Sherry White, Sons of Norway. He reviewed the process of how they scored the applications.

Assistant City Administrator Booher/Special Events Coordinator Wilson presented a PowerPoint and stated the Lodging Tax Advisory Committee (LTAC) received several applications for funding in the 2023 Budget. The LTAC Committee had several meetings which included presentations from applicants, discussion of expectations for funding, future statistical reporting, progress reports and recommended funding. The Budget is prepared with anticipation of utilizing all operating revenues (\$190,000), transfer from General Fund for match of Event Coordinator (\$10,000) and reserves (\$40,000). Intent of workshop is to move forward with Committee recommendations or if necessary set a future LTAC meeting prior. With concurrence of City Council, the City would like to begin preparation of 2023-24 agreements and associated paperwork. Final contracts will not be executed until Council Adoption of final biennial budget.

Councilmember Lord said it is tricky to figure out what you are offering to the public and how do you tally who is actually staying overnight. Special Events Coordinator Wilson hopes to collaborate with lodging in Poulsbo to have packages for these events. For example, with Petswalk, which hotels allow pets, to encourage people to stay in town.

Councilmember Livdahl said the reserve fund was used, and asked what amount is left in the fund going forward. Assistant City Administrator Booher said the reserve fund is healthy, because we have the new hotel, and we haven't used much of the funds in the last two years.

Councilmember Lord asked what the former policy was for reserves. Assistant City Administrator Booher said in the past excess revenues would be kept in reserves, but now that it is a two year process, they can spread it through two years. And the new hotel may generate more revenues in the upcoming year.

Councilmember Lord asked what the minimum amount was for reserves. Assistant City Administrator Booher said it was 12 percent or two months expenditures.

Councilmember Musgrove said it is important to track events that create heads in beds. The winners produce themselves. He asked if the amount for the event coordinator covers the cost of the position. Assistant City Administrator Booher said they transfer \$10,000 into the LTAC fund to pay for the position (city match). She said it is 90% funded by hotel-motel tax. He said local events and non-tourist events would fall under what funding. Assistant City Administrator Booher said the purpose of the lodging tax is to drive heads in beds, cause the revenues come from hotels. Other events would have to be funded by general tax dollars, or fees from the event.

Councilmember McVey asked if Airbnbs and VRBOs contributed to the tax. Assistant City Administrator Booher said they do collect the tax and contribute.

Councilmember Stern said Viking Fest is not on this list, because they are able to be self-sustaining. They will not be doing fireworks any longer but focus just on Viking Fest.

The Council agreed to move to the consent agenda next week for approval subject to the final budget approval in December.

d. 2022 Revenue and Expenditures – Year to Date

Assistant City Administrator Booher/Senior Budget Acct Ellington provided a review and discussion of the 3rd Quarter 2022 Financial Status Report outlining revenues, expenditures, financial policy compliance, cash and investment balance, and capital project status year-to-date through September 30, 2022.

Councilmember Stern asked about the Johnson Parkway Roundabout Project and how far over budget they are. Mayor Erickson said they are over budget, she doesn't have the numbers. She said the project is tough, having done it through a pandemic, and Public Works Director Lenius can give an update on the project next week. Assistant City Administrator Booher said there may be additional funding sources as well, it is a moving target.

Assistant City Administrator Booher also provided a Monthly Sales Tax review and Real Estate Excise Tax (REET) review.

Councilmember Stern said REET has been fueled by federal interest rate policies. He wondered what she wanted to budget for next year. Mayor Erickson said we always budget conservatively for REET, because it is very unpredictable. She said there will be a bunch of apartment buildings going in, which will support the sales tax.

e. PMC 13.18 - Amendments for Source Control Ordinance Update

Engineering Technician Bowen presented a PowerPoint and provided that the National Pollutant Discharge Elimination System (NPDES) permit requires the City to implement a source control program by January 1st, 2023. The Source Control program requires sites that generate pollutants to take actions to prevent the release of pollutants to the stormwater system, called Best Management Practices (BMPs). Amendments to PMC 13.18 are being proposed in order to align with language in the NPDES permit, provide regional consistency for the source control program, and other small miscellaneous changes for clarity. The City Attorney has reviewed both ordinance and proposed amendments.

Councilmember McVey asked if we receive any funding from Ecology or other agencies to support this program and how will we prioritize which sites to start. Engineering Technician Bowen said they have a capacity grant and they can use some of those funds to help with the administrative costs and equipment. For prioritization, they are still discussing what to consider in prioritizing locations.

Councilmember Stern wondered about our ability to monitor, enforce, and inspect. Engineering Technician Bowen said the City gets to decide how it wants to do enforcement (it is an educational program and enforcement is discretionary). They will try to have voluntary compliance first.

Councilmember Musgrove ask how we will notify residents. Engineering Tech Bowen said they will send out flyers with the utility bills to let residents know about the programs. Once the program starts, they will send notifications out to the properties that will be affected. Musgrove asked where the hazardous materials are listed for citizens to reference (anything specific). Mayor Erickson said residents can always call and ask. Utility Engineer Roberts said Ecology listed the businesses that have a history of source control issues, so that is what they will use to determine which businesses would be subject to this program. They are not going around to homeowners, it is for businesses. They will incorporate their sampling program to determine who to contact.

Councilmember Lord asked if they will be policing people washing their cars. Mayor Erickson said this will be focusing on businesses and larger institutions.

The Council recommended moving this forward to a future business meeting for council consideration for adoption.

At 6:25 p.m., Mayor Erickson recessed the Council for a break.

At 6:33 p.m., Mayor Erickson reconvened the Council meeting.

f. Poulsbo Summer Fair "Streatery" Discussion

Engineering Technician Burgess gave a PowerPoint presentation to summarize the 2022 "Streatery" program, explaining that Poulsbo Summer Fair was introduced to provide COVID-19 pandemic relief to local businesses. The program was extended by City Council in December of 2021 and is set to expire December 31, 2022.

Council was asked to discuss the following questions.

- 1) Will the Summer Fair "Streatery" program be extended?
- 2) What is the appropriate "market" rate for private use of public rights of way?
- 3) Will this program be revisited on an annual basis or is PMC needed?

Councilmember Stern said the compensation element is secondary, but relevant. The revenue is going to the City, but other businesses are not able to benefit from the program. He thought perhaps when they get around to utility improvements and the rebuild of front street, that they can do a better job of creating punch out areas, but get out of the street, which is affecting other businesses.

Councilmember McVey said he called City Attorney Haney and asked some questions. A summary of their conversation is that Haney saw no legal reasons why they could not extend the streatery program for another year. He cautioned not to move forward with moves or actions to allow the program to remain on a permanent basis. He was not aware of any changes from the Liquor Control Board or Department of Revenue on how to handle these sites. Councilmember McVey has mixed feelings, but disagreed that other businesses don't benefit from the program. He thinks the outdoor venues brings more people to the businesses, and that revenue is shared. He thinks they add vibrancy to downtown. He knows several people in the last month who have gotten COVID. The pandemic may be over, but COVID is still with us. This program has helped a lot of our small businesses survive the last two years during an economic onslaught. He believes they need to charge more.

Councilmember Phillips said Front Street doesn't look great. What can we do to make it look better. He is not sold on having public parking spaces being taken over by wooden structures. As a City, they could create an area where everyone could go to read a book or drink coffee, instead of individual businesses take over parking stalls with wood structures.

Councilmember Livdahl said the public is telling us they like it and don't want it to go away. She agrees things could look better, but we only own the parking spots. There are a lot of buildings that could look better, but they don't own them. If we take them away, we are not doing ourselves any favors. Our residents have all agreed that they enjoy it. She wants to focus on the fact that we have changed because of the

pandemic, and we behave differently than we have before. She agrees with charging more.

Councilmember Phillips asked what their actual usage is. He doesn't see anyone using them. They receive the emails, but it is from the select few voices who know we are going to talk about it.

Councilmember McVey said some are well used, others are not. There are a couple of businesses using three parking spaces, and he never sees them full. He said they could limit it to two spaces. They might want to offer a seasonal option.

Councilmember Musgrove said his answer to item 1 is not without greater analysis. Number 2 is what is market value? He asked what it is they are taking away, it is not just pavement. Parking has a job, it provides people to enjoy the park and business revenue. He thinks the mechanism should be considered in the market rate valuation that includes things like the retail value of the job that it does right now. Edmonds was charging \$1,000 a month due to the impact it was having on reduction of parking and to the other businesses. That extra money was slated towards leasing other private parking, so the public parking doesn't shrink. He wants to do cool stuff for the public, but he wants to do it right. He thinks they can pull these things together, perhaps seasonally. They need time to figure it out and do it right. He is for ending it in December but regenerating it in a solid format for the summertime.

Councilmember Lord's biggest concern is not wanting to yank this away from business who have established an appendage to their business in order to survive. We are headed into uncertain economic times. There may be better ways to do this, but the Front Street improvements are several years out. She wants to continue it for another year and make refinements. She believes they are not charging enough. She doesn't want this to be a permanent solution until they come up with ways to utilize the other open spaces. She does think it benefits the other businesses to have a unique business set up.

Mayor Erickson said next week she will bring back a staff recommendation to move forward and increase the cost to \$150 a month per parking space and give them the chance to vote on this.

Mayor Erickson said the streateries have helped downtown and would like to see them continue another year. But we need to do them better. She is worried about the economy; she thinks it is going to turn downward. People come down here to eat and then they shop.

Councilmember Musgrove said all the businesses need their best shot at success. It is a working downtown, not a tourist downtown. Perhaps moving forward, the parking committee will have feedback on this to assess these values.

Councilmember Phillips asked if we could survey the public. Mayor Erickson said we could do an online survey. Councilmember Phillips asked if every business were to participate, it would be a giant wooden box downtown.

Councilmember McVey is open to more cooperative spaces, but the liquor control board would not support that type of format. He said these will not be permanent spaces, so if we do this, it will be for one more year. He said if outdoor spaces are important to businesses, they need to find a space that allows for outdoor dining/drinking.

Mayor Erickson said staff will bring forward a recommended action next week for a vote. They will conduct an online survey to see what people think and present that info next week as well.

g. Klingle House Demolition, Budget Amendment #22-0405

Public Works Superintendent Lund presented a PowerPoint and informed Council that the Klingle House has become damaged beyond repair and has become a liability to the City. The home, built in 1943, has been vacant for more than 10 years. Attempts to keep vandals out of the condemned building have failed. Concerns that trespassers may be hurt on the property have prompted the request of demolition. Public Works proposed demolition and disposal of Klingle property buildings. As the Klingle Property was identified by Council Resolution as a possible affordable housing site, funding will come from the Affordable Housing Fund.

The Council concurred with adding this to the 10/19/22 consent agenda.

h. Project Acceptance - Neighborhood Streets

Public Works Superintendent Lund presented a PowerPoint and provided that the 2021 Neighbor Streets Project - Liquid Roads Ultra was started in September of 2021. Due to a change in weather the project was suspended, and the contractor returned in July of 2022 to complete the planned roadways. All work was completed in July and the project is ready for Final Acceptance. Contract details:

- Bid Date - August 2021
- Contractor - Sierra Santa Fe
- Contract Award Amount - \$304,482.00
- Change Order - Quantity Overrun - \$6,591.76
- Final Contract Amount - \$311,073.76 = 2.16% Project Increase

Staff recommended this to be placed on City Council Consent Agenda for 10/19/22 to approve Final Acceptance of the 2021 Neighborhood Streets - Liquid Road Ultra Project with Sierra Santa Fe for the Final Contract Amount of \$311,073.76.

The Council concurred with adding this to the 10/19/22 consent agenda.

i. Project Acceptance - 2022 Road Striping Project

Public Works Superintendent Lund provided a PowerPoint with the explanation that the 2022 City of Poulsbo Road Striping Project is complete, and gave the following details:

Advertised on Small Works Roster April 2022
Opened Bids - April 22, 2022
Low Bid - Specialized Pavement Marking \$42,225.80
Contract Awarded - May, 5, 2022
Contract Work Completed - August 2022
Original Contract Amount - \$42,225.80
Final Contract Amount - \$41,410.48
Under Contract Amount \$815.32

Staff requests this be placed on the 10/19/2022 City Council Consent Agenda for final acceptance of the City of Poulsbo 2022 Roadway Striping Project with Specialized Pavement Marking in the amount of \$41,410.48

The Council concurred with adding this to the 10/19/22 consent agenda.

j. Kitsap County Sewer Agreement

Public Works Director Lenius and Civil Engineer Roberts provided a draft sewer agreement between City of Poulsbo and Kitsap County. This agreement includes provisions for the City to purchase additional capacity at the CK Treatment plant. The City will increase from 0.95mgd to 1.2mgd which supports and allows for continued growth in the City. This increases Poulsbo's share of the CKTP to 20% (1.2mgd / 6mgd). The cost of this increase will be \$2.25mm present asset value + interest for a probable total of \$2.6mm (range \$2.6 - \$2.95mm).

Agreement also includes provisions for quarterly billings for City portion of County projects, City will retain connection fees and not pass through to the County, clarified for consistency, updated variable flow percentages, provisions for future capacity purchase and 20-year agreement. The draft agreement is being reviewed by City Attorney and then will be reviewed by County Attorney. Staff anticipates having the agreement signed by the end of 2022.

Councilmember Musgrove asked if they could use the 1.2mgd before we lay the new pipe. Utility Engineer Roberts said it is possible, it is an average daily flow over the course of a month.

Councilmember Musgrove asked how long the term of the agreement was for. Utility Engineer Roberts said it is for 20 years.

Staff will bring forward to the consent agenda once it has been reviewed by Kitsap County.

k. Utility Revenue Discussion

Public Works Director Lenius and Assistant City Administrator Booher lead a discussion with presentation related to the utility revenues and utility rate impacts for 2023. The CPI-U is what is used to increase all rates and connection fees, which is 10.1% for next year. Staff agrees that the City does not need to increase by 10.1% to be financially viable. Staff recommends modifying the code to put a bracket on rate increases, with a minimum increase of 2% and a maximum increase of 6% unless otherwise determined by the Assistant City Administrator and the Public Works Director. The solid waste proposal does not align with this proposed methodology, because tipping fees are increasing significantly, and Bainbridge Disposal is also increasing at the CPI-U rate per our contract (outside of our control). Solid waste will remain at a 10.1% increase.

Councilmember Musgrove asked if we go into the recession, and it is under 2%, what would we do at that time. Mayor Erickson said it would be brought back to amend it. The idea is to capture an average of lows and highs.

Mayor Erickson said this will be coming back as an ordinance on a future business agenda.

5. MAYOR'S REPORTS AND COUNCIL COMMENTS

Councilmember Musgrove recommends everyone get out and enjoy the sunshine. Vitamin D is great for depression and anxiety.

a. Department Head Reports

Public Works Superintendent Lund said the Raab Park caretaker will be moving out at the end of the month. In the interim, staff will be taking care of duties up there. Also, due to increased vandalism, the parks restrooms will no longer be unisex at Lions Field and the Waterfront Park due to the ability of locking the doors in the unisex set-up.

6. CONSENT AGENDA

Motion: Move to approve Consent Agenda items a through i.

The items listed are:

- a. Approval of Council Meeting Minutes of June 1, 2022
- b. Approval of Council Meeting Minutes of June 29, 2022
- c. Parks and Rec Building Re-Roof Project Construction Contract
- d. AWC Grant Opportunity for Fire CARES Program
- e. Olympic Community of Health Budget Amendment, Fire CARES Program Grant
- f. WA Archives Grant Acceptance and BA #22-0403
- g. PSE Easement on Park Property
- h. Poulsbo Complete Streets Consultant Contract
- i. Downtown Clock Refurbishment, BA #22-0401

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

7. BUSINESES AGENDA

a. Calavista Plat Final Acceptance

Engineering Technician Burgess and Associate Planner Berghoff provided a presentation with a Review of SEPA Mitigations and Conditions of Approval, Calavista Final Plat Map, and CCRs, and explained that the civil infrastructure for the plat of Calavista, a 43 lot plat located adjacent to Caldart Avenue NE, has been completed to the satisfaction of the Engineering, and Public Works Department. There are documented requirements of the Planning Department that have not been met and are conditioned as part of the provided motion to be satisfied prior to Final Plat Recording. Summarized Conditions:

- Tree retention plan must be accepted by City's Arborist.
- Completion of landscaping along Caldart Avenue.
- Performance and Maintenance Bonding required for Street Trees, Open Space, and Amenities.

Completion of the listed requirements will fulfill the Final Plat Decision criteria of Title 17, and conditions of approval within the Hearing Examiner's Decision, as addressed in the attached final plat Review of SEPA Mitigations and Conditions of Approval. The

City Engineer and Planning Director respectfully recommends that the City Council approve Calavista for final plat with conditions to be met prior to recording.

Councilmember Livdahl asked if there were predetermined trees to be retained, and they were cut down anyway, why aren't there consequences? Mayor Erickson said the code allows for it, and after this incident, it will be a priority to amend the code. Associate Planner Berghoff said the applicant was not happy with the department for having them redo the tree retention report for us.

Councilmember Livdahl asked how many years they have to keep the trees alive that were shown. Associate Planner Berghoff said the trees in the slide are in the open space and the HOA becomes responsible for them. The development does have to provide a maintenance agreement for landscaping.

Councilmember Musgrove asked if the peer reviewed report expenses could have been avoided in any way. Associate Planner Berghoff said if all of the landscaping had been in and underground irrigation system, possibly. The code requires there is an irrigation system provided for two years to establish the plants.

Councilmember Phillips said when you throw the bark down and call it good, the weeds end up coming through. That is going to happen with this development as well. No one is going to maintain it. If we let them cut corners, you are doing a disservice to the people who are going to buy the homes. He also noted the barked trails will eventually turn into weeds as well.

Councilmember Stern asked what lessons can be applied here with other developments. Mayor Erickson said our tree retention code is terrible. They need to go back and revisit it. Councilmember Livdahl said the Council can amend the code. She welcomed other councilmembers to attend a Tree Board meeting and hear their frustrations. Associate Planner Berghoff said Planning & Economic Development Director Wright has been talking with the Tree Board, and they are working on developing minor changes first, and then bigger changes will come later.

Motion: Move to approve the Final Plat of Calavista with the following conditions to be met:

1. Prior to final plat recording and prior to November 1, 2022, all unplanted, dead, and peer review identified replacement landscaping along Caldart Avenue is to be planted per the approved landscape plan. Post installation city inspection, bond acceptance and written city acceptance shall be secured. Inspection may include peer review at the applicant's expense.
2. Prior to final plat recording, all other unplanted and dead landscaping (along proposed internal roads and the open space areas) shall be planted or replanted

per the approved landscape plan, unless a performance bond is approved by the city. Post installation, a landscape record drawing shall be provided to the city, and inspection with written city acceptance shall be secured to initiate the maintenance period. Inspection may include peer review at the applicant's expense.

3. Prior to final plat recording, the applicant shall provide a bond(s) for all landscaping. One year from maintenance period acceptance, a follow-up health and survival assessment of all landscaping, conducted by an ISA certified arborist, is to be submitted to the city for peer review, at the cost of the applicant.
4. Prior to final plat recording, the applicant shall bond for or install solid surface cement or set pavers under the picnic tables amenity and receive final approval through written acceptance by the city. Approval may require inspection at the applicant's expense prior to release of the bond.
5. Only the model homes permits shall be fully released prior to the completion of the trail amenity improvements in Tract D. Permits other than those for the model home shall not be able to receive an inspection prior to the structural underfloor inspection until the trail amenity improvement in Tract D is completed and receives final approval through written acceptance by the city. Trail improvements include stairs using pressure treated wood and filled with dirt and gravel and shall be installed as shown per the ERLA Landscape Architects plan, dated 10/7/2022 and shown in drawing by RDCJR Civil Engineering titled "Calavista – PRD Trail – Plan and Profile" stamped 10/11/2022. Approval may require inspection at applicant expense prior to release of the bond.

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

Discussion: Councilmember Musgrove said if this isn't what we meant, then we need to tighten things up with the code. He agrees with Councilmember Phillips, not only will the people moving will end up with a weed path, instead of a bark path, and the neighborhood will look lessor for it. For now, if they can do it, then they can do it and he cannot begrudge them for that. Engineering Technician Burgess said they had a long, dry summer, untypical for our area, and landscaping suffered on other projects, though, not as severely. The Council meeting format also changed during this time, and it was difficult to schedule the meetings. With the applicant acting in good faith to be willing to condition these requirements to rectify some of the deficiency before we record, they were able to keep the council date. The conditions are meant to rectify some of the concerns today.

Motion carried unanimously.

b. Glennwood Plat Final Acceptance

Engineering Technician Burgess provided a presentation with a Review of SEPA Mitigations and Conditions of Approval, Glennwood Final Plat Map, and CCRs, and explained that the infrastructure for the plat of Glennwood, an 81 lot plat located

adjacent to Urdahl Rd NE, has been completed to the satisfaction of the Engineering, Planning, and Public Works Department.

Glennwood, as proposed for final plat, conforms to the terms of preliminary plat approval as addressed in the final plat staff report. Given that Glennwood satisfies the conditions of approval within the Hearing Examiner's decision and conforms with Title 17 of the Poulsbo Municipal Code, the City Engineer respectfully recommends that the City Council approve Glennwood for final plat.

Motion: Move to approve the Final Plat of Glennwood.

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

Motion carried unanimously.

c. Johnson to Norum - Murray Smith Sewer Design Consultant Contract

Civil Engineer Roberts presented the Johnson to Norum design scope, budget and contract with Murraysmith for review, as presented at the 9/21/2022 City Council workshop. This is a county-owned facility that has 100% of City sewer flows. This is the critical infrastructure to upgrade to maintain sewer flows for the City. The City will lead design effort and County will manage construction. Scope and budget are provided. Total contract is \$528,879 and within the \$700k budget for design of this facility programmed in the CIP. Note that Task 9 will be reimbursed by the County (~\$19k) as efforts associated with the existing grinder pump connections in Lemolo. Note that Task 5 is contingency only (~\$62.5k). The City intends to move forward with permitting and environmental using in house staff and Murraysmith may provide support as requested.

Councilmember Stern asked with the additional flows we are pumping into the siphon; when was the pipe under Dogfish/Liberty Bay last inspected. How is the condition for what we are proposing moving forward? Public Works Director Lenius said the County has gone through a process of identifying a resource at taking a look at it again. The County also does dig it out and clean it out periodically.

Motion: Move to approve the consultant contract with Murraysmith for design of the Johnson to Norum pipeline upgrade project in the amount of \$528,879 and authorize the Mayor to sign on behalf of the City.

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

Motion carried unanimously.

8. BOARD & COMMISSION REPORTS

Councilmember Stern reported at the October 4 KRCC meeting they had a full discussion and action review for CPPs (growth targets were appended), reviewed the workplan with PSRC, and extended the contract with Triangle Associates as staff. The KRCC legislative reception is in November. During the ad-hoc committee of BI-Poulsbo City Council, they reviewed SR-305 projects and discussed project overruns and possibility of going back to the legislature for supplemental funding based on what was experienced at the Johnson Way roundabout. They also discussed St. Michael's Hospital, the problems they are experiencing, a hospital benefit district, and that the Health District will be doing a gap analysis. They also had a brief discussion of having district court in the north end and fast ferry service and if it could happen on an expanded level (intra-county).

9. CONTINUED COMMENTS FROM CITIZENS

None.

10. MAYOR & COUNCILMEMBER COMMENTS

Councilmember Lord thanked her colleagues for the thoughtful input from all the topics tonight.

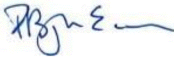
Councilmember Musgrove asked everyone to be kind, caring, and considerate.

11. ADJOURNMENT

Motion: Move to adjourn at 8:21 p.m.,

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

Motion carried unanimously.

DocuSigned by:

12C4BDCB4DDD40B...

Rebecca Erickson, Mayor

ATTEST:

DocuSigned by:

D21DA14DCC754A8...

Rhiannon Fernandez, CMC, City Clerk