

POULSBO CITY COUNCIL WORKSHOP SPECIAL MEETING OF NOVEMBER 2, 2022

MINUTES

PRESENT: Mayor Erickson; Councilmembers Livdahl, Lord, McGinty, McVey, Musgrove, Phillips (arrived at 5:50 p.m.), and Stern

Staff: Administrative Services Manager/City Clerk Fernandez; Assistant City Administrator Booher; Recreation Programmer Cornette; Senior Planner Coleman; Engineering Technician Burgess; Health, Housing and Human Services Director Hendrickson; Police Chief Harding; City Engineer Ranes, Public Works Director Lenius

WORKSHOP ITEMS

Play for All Grant and Consultant Contract Review
Planning & Economic Development (Land Use) Fee Schedule Update Resolution
Engineering Fee Schedule Update Resolution
Nordic Cottage Update
ARPA Agreement with Fishline for Mental Health Counseling – Request for 2023
Disposal of Surplus Goods
BA #22-0406 Marine Patrol Boating Program
SWAT Interlocal Agreement
Johnson Parkway Project Update

MAJOR BUSINESS ITEMS

* * * Ordinance No. 2022-14, Stormwater Source Control Update

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** McGinty.

Motion carried unanimously.

3. OATH OF OFFICE

Mayor Erickson administered the oath of office for Officers Phuvapaisalkij & Fenton.

4. COMMENTS FROM CITIZENS

Bill Austin thanked Mr. Musgrove for the kind words last week regarding the book, and he will be on tv next week on Eric's Heroes. He spoke regarding his concept for building a troll.

Denise Vestman expressed her appreciation for Rachel Cornette who has been working on the Play for All project.

Paul Vaughan expressed his appreciation for everyone that helped move the Play for All project along. He looks forward to the project getting finished.

5. WORKSHOP AGENDA

a. Play for All Grant and Consultant Contract Review

Recreation Programmer Cornette presented that after extensive community driven planning and pre-design, Raab Park will be receiving an all-abilities playground upgrade in 2023 funded through a combination of park reserves, state grants, and private donations. This project was originally planned for construction in 2022, however, a delay within the government departments that administer the grants stalled progress. Up for consideration at this juncture are the two primary grants, which are encompassed within RCO Grant Agreement 20-1648, specifically:

RCFB WWRP-Local Parks State Funding: \$379,824

RCFB Land And Water Conservation Federal Funding: \$370,000

Total Amount : \$749,824.00

In addition to the agreements, a design consultant has been selected to finalize design and create construction and bid documents. A contract engaging the firm, MIG, is also up for consideration. If the council concurs with acceptance, a consent decision indicating affirmative approval allowing the mayor to sign the agreement on behalf of the city will be needed on Nov.9. An additional affirmative consent decision authorizing the contract on Nov.9 is requested.

Councilmember Stern said Paul and Deborah brought the vision to the NK Rotary Club five years ago. He acknowledged all the parties that got the ball rolling.

Councilmember McVey said the \$100K from park reserves, were we required to contribute a certain amount. Cornett replied no, originally we were, but at this point they are not asking us to do that.

Councilmember Musgrove congratulated everyone who has been pushing to get this accomplished. He asked if our confidence is high in receiving all of the expecting funding sources. Cornette said it is high, the 2022 RCO list of recipients will be funded in 2023 and 2024. Our funding is coming from a prior cycle (2020 application).

Councilmember Lord congratulated the team on the project. She asked how we selected the designer and how many competitors were in the process. Cornette said she did a good broadcast, and they only received two applicants. One of the applicants were not going to be available during our timeline.

Mayor Erickson said this will come forward next week in the business agenda for approval.

b. Planning & Economic Development (Land Use) Fee Schedule Update Resolution and Engineering Fee Schedule Update Resolution

Senior Planner Coleman announced that the Planning Department is recommending updating the Land Use Review Fee Schedule to reflect the past two years of salary increases. Land Use Application fees were last adjusted in early 2021, with a minor clean up amendment in early 2022. This resolution will update the current fee schedule by adjusting per the two-year negotiated salary increase. This adjustment will take effect January 1, 2023.

Councilmember McVey asked if there is a limit to the staff consultation – is it one hour or five hours of consultation. Coleman said the fee is for one hour of consultation with planning staff. Coleman will clarify on the fee schedule it is a one-hour consultation with planning staff.

Councilmember Musgrove asked about the independent consultation for the critical areas report, and who was it previously paid by and to whom, or is this is a new requirement. Coleman said this is something that has been requested of us and we didn't have a line item in the schedule. With most of the properties left in the city being difficult to develop because they are encumbered by critical areas, we have applicants who say they don't know if they want to move forward until they know what the critical area implications are. They are asking us to do critical area review with our third-party peer reviewer which is the consultant cost.

Engineering Technician Burgess announced that the Engineering Department is recommending updating the Engineering Fee Schedule and Grading Permit application fees to reflect the past two years of salary increases. Application fees were last adjusted in early 2022. This Resolution will update the current fee schedules by adjusting per the two year negotiated salary increase. This adjustment will take effect January 1, 2023.

Councilmember Stern asked about counter reviews, and how much is available to the public before they encounter the option for consultation. Burgess said customer service is very important to the 2nd floor, they do their best to answer every question as quickly as they can. Typically, the process is they will hear the questions around the 15-20 minute mark, and then recommend going towards a consultation along with giving homework items for them to work on prior to the meeting to have a more detailed conversation in the future. Coleman added the public appreciates having the option to have dedicated staff time that is affordable.

The Council concurred with moving both fee schedules to the consent agenda at next week's meeting for approval.

c. Engineering Fee Schedule Update Resolution

Presented during item 5b.

d. Nordic Cottage Update

Housing, Health and Human Services Director Kim Hendrickson, Nordic Cottage Architect Matthew Coates and Emily Banks, and Housing Kitsap Director Heather Blough gave an update on revised designs for the Nordic Cottage Project. Design plans were modified after hearing neighborhood feedback at a June 2022 community meeting. Blough provided zoning considerations and exceptions for housing authorities and findings that would be required by the City Council. An October 25, 2022, community meeting held to present new plans was also discussed.

At 5:50 p.m., Councilmember Phillips joined the meeting.

Councilmember Musgrove had a question about the design, and noted since it was for seniors and people with disabilities, two bedrooms might be needed for residents who have in-home caretakers. Blough clarified in-home supportive service can have a 24-hour rotating schedule and could be done in the one-bedroom format (8 hours shifts and no need for sleeping quarters). Mayor Erickson said they went to one-bedrooms because this would be dependent on HUD vouchers.

Councilmember Musgrove asked how trash and waste is handled by residents and how will solid waste collection happen. Hendrickson said this was one of the main topics during the pre-application conference and they don't have definite answers at this moment, but it will be worked on further.

Councilmember Musgrove asked if the RCW allows deviation from Title 19 and other process requirements, and if so, in what ways and to what degree. Mayor Erickson said her understanding is these processes will be heard at the council level, not the hearing examiner level (that is part of the code that is already adopted).

Councilmember Stern asked who might qualify for one of these units. Blough said voucher income limits are 50% of median, typically if it is voucher it is 30% of adjusted monthly income minus the utility allowance.

Councilmember McVey said he liked the one bedroom format and getting two additional units. He likes the additional room on the property for landscaping. He asked if there was much pushback from having affordable housing at this location. Hendrickson said it was mixed opinion at that meeting. The opposition was less once they learned it was going to be geared towards senior and disabled citizens, but it did not go away. In both meetings there were comments about general support for affordable housing, but not where they live.

Councilmember Musgrove asked for a description about Section 8 being two different things, which one they plan to use, and why, and can it be changed in the future. Blough said Section 8 is a lot of things, but the program they propose to use Housing Choice Voucher, and it can be tenant based or project based, and this will need to be project based because it makes the viability of the development much more secure. After a year, if it doesn't work out for someone, they could leave with a voucher, and someone else could come in, so there is flexibility with that subsidy.

Councilmember Lord asked how they could screen applicants who would need more accessibility than the unit would provide. Blough said they are not allowed to screen. If the tenant can meet the criteria of the lease with reasonable accommodations, there wouldn't be additional screening due to fair housing rules. Lord said she is concerned with parking being offsite and quite a bit of walk to get back to the unit. Councilmember Livdahl said the units are ADA accessible and would work for those with motorized wheelchairs. This location is close to services and retail and may not need a vehicle at all. Hendrickson said the parking spots are immediately adjacent to the property, but they cannot get much closer, and it will be a short distance to span.

Mayor Erickson said they will continue to provide updates as the project progresses.

At 6:18 p.m., Mayor Erickson recessed the meeting into a 15-20 minute break.

At 6:36 p.m., Mayor Erickson convened the meeting at 6:36 p.m.

e. ARPA Agreement with Fishline for Mental Health Counseling – Request for 2023 Extension

Health, Housing and Human Services Director Hendrickson presented that in November 2021, Fishline Comprehensive Services was awarded \$50,000 in City ARPA funds to offset the cost of siting a behavioral health counselor at Fishline. Funds were awarded by the City with the understanding that the Poulsbo Police Navigator and

the Poulsbo Fire CARES team would have quick access to counseling services to assist the individuals that they assist. Fishline spent \$23,100 of their ARPA funds in 2022 but was unable to spend the remaining balance because of staffing issues (Fishline did not have a counselor, in place, for several months of the year.) Housing Health and Human Services Director Hendrickson is asking Council to consider extending the ARPA agreement to 2023 so Fishline can use their remaining \$26,900 to offset the costs of 2023 counseling services. Having a counselor at Fishline has been a great benefit to the Poulsbo community and is a valuable resource for the police and fire programs. Staff recommends adding extension of ARPA agreement with Fishline to the November 9 consent agenda.

Councilmember Musgrove clarified with the extended period, it would extend the police and fire access to the counseling effectively realizing the full extent of the public benefit that was intended because the counselor was not available during the time period. Hendrickson said that is correct.

Mayor Erickson said this will be on the consent agenda next week for Council consideration.

f. Disposal of Surplus Goods

Administrative Services Manager/City Clerk Fernandez stated that the Finance Department has compiled a list of items deemed as surplus by City Departments. General use items have been circulated to staff for review of need and transferred, if desired, by another department. The list presented contains the remaining items, now awaiting surplus. Items will be sold via public auction, donated if unable to sell, thrown away if of no use or value, or destroyed where deemed necessary. Recommend addition of this item to consent agenda for 11/9/22 City Council meeting to approve/disapprove the disposal of the attached surplus listing in accordance with the City of Poulsbo Ordinance No. 94-08.

Mayor Erickson said this will be on the consent agenda next week for Council consideration.

g. BA #22-0406 Marine Patrol Boating Program

Police Chief Harding presented a budget amendment needed to cover unanticipated costs for the marine patrol boating program in 2022. These costs were necessary engine repairs to the patrol boat made prior to the beginning of boating season in March 2022 along with the need to send an additional officer to BMLE Certification training to add to the program. Recommend approval of BA #22-0406 to be moved to the November 9, 2022, consent agenda for Council approval.

Mayor Erickson said this will be added to the consent agenda next week.

h. SWAT Interlocal Agreement

Police Chief Harding presented an interlocal agreement between Kitsap County, City of Poulsbo and the WA State Department of Fish and Wildlife for the formal establishment of a regional SWAT Team. Chief Harding stated that this is a multi-jurisdictional approach to expand the capabilities of each agency and provide for sharing of personnel, equipment, knowledge, and resources in high-risk critical incidents. The Poulsbo Police Department has historically had a dedicated member from our agency on the regional SWAT Team. This ILA is the product of a recent reformation of the team. It is anticipated that other area agencies will be joining in this ILA soon. Recommend approval of the ILA SWAT Agreement between the City of Poulsbo, Kitsap County and WA State Dept of Fish and Wildlife be moved to the November 9, 2022, consent agenda for council approval.

Councilmember McVey asked what sorts of things the task force responds to. Harding said it is a traditional SWAT team that responds to high incident/liability warrant services or shooting incidents. It is an on-call team composed of different agencies in the County. Kitsap County runs the team, and other agencies participate in it. One member would train and be on-call for incidents.

Councilmember Stern asked if there are any material changes as far as training, obligation, time, money, resources. Harding said there are no changes.

Councilmember Stern asked about the last time there was a SWAT incident in Poulsbo. Mayor Erickson said maybe the bank robbery might have been right after the Les Schwab incident, but she is guessing.

Councilmember Musgrove said having a SWAT Team is primarily for special tasks and we rely on our regular patrol officers to respond to everything initially. Having the team does not relieve of properly training and equipping our officers. Musgrove asked if this would affect the budget substantially or staffing patrol officers substantially. Harding said the team's training is scheduled a year in advance, so they are able to staff accordingly. The other by-product we benefit from is getting access to the most current tactical training, and our member is an instructor for our department. He acquires skills from this participation that he then brings back to the rest of staff.

Mayor Erickson said this will be on the consent agenda next week.

i. Johnson Parkway Project Update

Public Works Director Lenius and City Engineer Raney provided an update on the Johnson Parkway Project. Presentation highlights included project status, project budget and completion status, project challenges, significant change orders and

quantity increases, funding summary exhibit, and next steps/future budget amendments.

Councilmember McGinty commended the team on all of the work they have done in managing this complex project. He has been very impressed by them.

Councilmember Stern said the state contract administration is overbudget, and he wondered if there was any negotiating, questioning, or reviewing their numbers. Lenius said at the end of the year they got a full break down of everyone involved in the project, and felt the charges were valid. The caliber of people that have been working on the project has been very good. They have had to drive further out of Tacoma, than Port Orchard, which was what was originally expected, which increased travel costs. WSDOT is very short staffed, and her team feels very lucky to still be receiving support from them on this project.

Councilmember McVey asked what the total contingency was and how much has been used. Lenius said the short answer is the budget was \$18.2MM and they have spent \$16.3MM. The contractor's bid was \$15.4MM and they had a 10% contingency (\$1.5MM) and have had \$600K in change orders and soon to spend \$800K. She also reviewed the different categories and segments. They believe they will be \$850K-\$1MM over on the roundabout project and have been in discussions with WSDOT with how to handle that.

Councilmember Musgrove said for clarification, they need to make sure they have enough funds to pay the contractor and asked if that is for the \$750K and there will be another request later. Lenius said that is correct. In terms of the budget amendment, they are seeking \$750K for the south segment roadway and \$250K for the Bjorgen Creek and storm. They will also request additional funding from TIB.

Councilmember Stern said our project experiences are not unique to us during the pandemic period, he wondered if there is any precedence of how to handle cost overruns that are not the fault of the administration. Lenius said they have seen contracts that have been bid during the pandemic came in high and were given extra funding. Our bids came in prior to the pandemic. They have not seen additional actions except contribute additional money so the project can be built, and TIB would be a good source to ask for more funding. Mayor Erickson said everyone knows why the project is over, and there are several resources to make up the shortfall. REET will cover our side and she thinks WSDOT needs to cover their side and are probably expecting the ask.

Councilmember Stern asked about the housing development being built on the hill and if it impacts our project. Raney said they had our contractor connect with the developers contract to coordinate as best as possible. They were moving a lot of dirt, so we made modifications to restrictions on the development on how they could haul

to make it as easy for our contractor to work around. In general, it was better than anticipated. The City is monitoring erosion control.

6. MAYOR'S REPORTS AND COUNCIL COMMENTS

Councilmember Phillips gave an update on NKHS sports.

Councilmember Livdahl said she handed out candy on Front Street during Halloween and she had so much fun. She is excited for next year.

Councilmember Stern said the Kitsap Small Business Development Center has partnered with WWU, and on Tuesday November 8 they are offering a cyber security program for small businesses and others who want to learn about cyber security.

Councilmember Musgrove said Halloween was awesome despite it being wet. He encouraged everyone to get out and vote.

a. Department Head Reports

Public Works Director Lenius reported she and Utilities Engineer Roberts met with Kitsap County regarding their capital facilities plan and improvements. They shared their program for improving the digesters at the CK Plant, with costs that have gone up significantly, and we will have to pay 20% of that over the next six years.

Lenius reported they met with the North Segment citizens as it relates to the continuation of the Noll Corridor project. It was a good meeting, and the right-of-way consultant was also present.

7. CONSENT AGENDA

None.

8. BUSINESSES AGENDA

a. Ordinance No. 2022-14, Stormwater Source Control Update

Engineering Technician Bowen reminded Council, staff, and citizens that National Pollutant Discharge Elimination System (NPDES) permit requires the City to implement a source control program by January 1, 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). To support the source control program, amendments to PMC 13.18 were discussed at the October 12, 2022, City Council workshop and recommended for approval.

The City Attorney has reviewed both the ordinance and proposed amendments.

Motion: Move to approve ordinance number 2022-14, amending Chapters 13.18 of the Poulsbo Municipal Code in order to comply with requirements for the Stormwater Source Control Program as required by the City's National Pollutant Discharge Elimination System Permit issued by the Washington Department of Ecology; providing for severability; and establishing an immediate effective date.

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

Motion carried unanimously.

9. BOARD & COMMISSION REPORTS

Councilmember Stern said LTAC met today to review their procedures of the 2023 recommendations. They are operating with more discipline and focus. They have worked with Lin Wilson to create the Poulsbo Strong Alliance, which is composed of the funded organizations of the LTAC to see what each of their marketing plans are, where they have overlap to have the strongest possible Poulsbo tourism program, and create synergy working together. The Alliance will meet November 10.

Councilmember Stern said at Kitsap Regional Coordinating Council they will be assisting with comprehensive plans. They reviewed land use and transportation funding and created a calendar.

He said the KRCC legislative reception will be Wednesday, November 30 at the Point Casino & Hotel.

Mayor Erickson said Kitsap Transit met and they passed their budget, which includes resuming Sunday service. The Health District is also passing their budget that will have funding to do a comprehensive health care study in Kitsap County. She will be meeting with EMS and hospital leadership on Friday morning to help figure out the process of diversion. At Housing Kitsap, they are going into a conversion of their public housing into the housing choice vouchers. She also announced this coming Saturday is Salmon Days, and next Saturday is Daffodil Day. She also noted park restrooms will be locked at 7pm due to vandalism.

10. CONTINUED COMMENTS FROM CITIZENS

Christine asked if we still have medical emergency services from our regular doctors. Her GI doctor is state mandated to be in an emergency facility and she asked if we still have that. Her appointment got pushed back because the ambulance brought in an emergency patient. She said the Mayor may want to check who is on the state list.

11. MAYOR & COUNCILMEMBER COMMENTS

Councilmember Phillips said Friday the football team won the league championship, Saturday morning they were at First Lutheran Church cleaning up gravesites.

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

12. ADJOURNMENT

Motion: Move to adjourn at 7:52 p.m.,

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

Motion carried unanimously.

Rebecca Erickson, Mayor

ATTEST:

Rhiannon Fernandez, CMC, City Clerk