



**Public Works Committee
City Hall – 200 NE Moe Street
2nd Floor Conference Room**

Subject	Meeting Agenda	Date	February 28, 2018
Recorder	DKL	Start Time	5:00 PM
Committee Chair	Dave Musgrove	End Time	7:00 PM
Committee Members	Dave Musgrove (DM) Gary Nystul (GN) Connie Lord (CL)		
Staff Present	Becky Erickson, Mike Lund, Diane Lenius, Cemetery Committee Members - Bill Austin, Jeff Bauman, Harlen Knudsen, City Council Member - Ken Thomas,		

Agenda		
No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
A.	Questions & Concerns of the Committee	None
B.	Agenda and Extended Agenda Review	Added Ridgewood Traffic Calming, Update on Lincoln Well #2 Water Treatment Plant
C.	Mayor and Department Head Reports	ML – reported that we have a group of citizens that have concerns about speeding in Ridgewood. We are updating traffic counts to evaluate the situation. BE has been talking with the home owners about potential solutions including a circle or landscape island that they would maintain. ML – PW is cleaning up from the storm. DL – The kick off meeting for safety plan steering committee was last night. PWC requested the meeting minutes and an update to stay in touch with the progress of this group. They are interested in how projects will be prioritized.
D.	Approval of Minutes: 1/31/18	No action. Provide minutes to PWC.
2.	Agenda Items:	
1.	Cemetery Committee Presentation	Jeff Bauman distributed a progress report for the Poulsbo Municipal Cemetery Master Plan and provide an update to PWC. The cemetery committee will be hosting a meeting to

The committee may add and discuss other items not listed on the agenda.

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		<p>discuss the master plan on March 20th at the library. The goal is to complete the master plan and bring the recommendations to PWC in June. Current work includes bringing a clean up team together for the cemetery and posting flags for Memorial day and Veterans day. Harlan has been coordinating with the VFW and American Legion to obtain flags for the veterans in the cemetery. Bill Austin has been moving forward with the design of the Pergola (medium size gazebo) for the cemetery. He is currently seeking building permits. Jeff B. mentioned that the goal of the cemetery master plan is to balance the desire to make the cemetery nice and keep it an affordable space. Bill mentioned that power will be necessary to do the things they want to do. The mayor mentioned that it should be installed underground, not overhead. Lights would keep the facility safer. The mayor would like to see a lot of rhododendrons installed in the cemetery. It would be nice to see more flowers. Ken recommended coordinating with the tree board for labeling of trees and for identifying trees for removal.</p> <p>Brief discussion followed about storage at West side Well for HDPA and removing cross walks.</p>
2.	Latecomer Agreement Update	<p>DL – provided the recent update to the PMC to revise our latecomer process. The final version will be brought to committee following Jim Haney’s approval. Charlie has done a good job putting this together.</p>
3.	Engineering Dept. 2018 Work Plan	<p>DL – presented the engineering and building work plan. DM – Asked to have this information available on the web page. BE asked that we check with IT about a shared library drive prior to posting. She believes they will be setting</p>

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		up a library on line for council access. Discussion of the work plan ensued. DM supports in house projects as long as it makes sense for the team. CM and would like us to update council at the next meeting. PWC requested quarterly updates of the work plan and including it on the overhead to present to council. The next update will be at the end of 1 st quarter.
	Lincoln Well #2 – Water Treatment Plant (Additional Item)	KS – provided an energetic update on the Lincoln Well #2 Water Treatment Plant. The system was started up and WQ tests performed this week. The manganese has been reduced from 1.5 parts per million to negligible amounts. The final step is to obtain DOH approval of the system and bring it fully on line. This will occur in the next week or two. KS described the next steps for cleaning manganese from the system. This includes cleaning the tanks, flushing the mains and ultimately adding a treatment plant to the West side Well.
Future Agenda Items		

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No.	Item(s)	Responsibility	Anticipated Meeting Date
1.	Construction Standards Update		Mar/Apr
2.	Neighborhood Speeding Program/Policy		Mar/Apr
3.	PMC – Transportation Development Code Update		Mar/Apr
4.	a. Speed Hump Policy		
	b. Street Lighting		
	c. Street Connectivity		
	d. Cross Walks/Green Plastic		
5.	Grading Ordinance & Enforcement		Mar/Apr
6.	2022 KCTP Capacity Improvements – Costs/Poulsbo share		Mar/Apr

Reviewed by Mayor Erickson

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