



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

Subject	Meeting Agenda	Date	July 24, 2019
Recorder	C. Roberts	Start Time	5:00 PM
Committee Chair	David Musgrove	End Time	7:00 PM
Committee Members	David Musgrove (DM) Gary Nystul (GN) Absent Connie Lord (CL)		
Staff Present	Mike Lund (ML), Shannon Wood (SW), Charlie Roberts (CR), Andrzej Kasiniak (AK), Also present: Carol Tripp (Port), Carol Ingles (HDPa), Annita (HDPa), Sluys (HDPa), Becky Erickson (BE), Debbie Booher (DB), Diane Lenius (DL)		

Agenda		
No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
A.	Questions & Concerns of the Committee	GN is absent. CL asked ML if prepared for weather.
B.	Agenda and Extended Agenda Review	None
C.	Mayor, Department Head and Staff Reports	<p>CR update about Forest Rock Lane, paving completed doing last minute items. ML updated about July 24th county is coming into change Lincoln / Caldart intersection to flashing yellow from current operations. Also may remove stop signs at Mesford and install flashing Ped. Signs. DM asked if light has battery backup and if it is needed, ML does not and likely does not need it.</p> <p>AK – Receive word that City received funding for west waterfront storm water grant (196K). Also received rural town center grant which funds study (215k). Poulsbo’s grant application was the highest scoring project in the pool. Has 35k matching requirement. Need to identify source.</p> <p>BE – updated about Department Ecology fine for project in Port Orchard. DOE fined developer was fined over 200k for</p>

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

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		runoff issues. CL will not be present at PWC of July 24 th .

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D.	Approval of Minutes: 6/12 and 6/19	Approved minutes.
E.	Future Meeting Conflicts	CL will not be present at meeting of July 24 th .
2. Agenda Items:		
1.	Christmas Lighting: Bill Austin & Carol Ingles	ML updated about the desire to have City takeover the Christmas lighting. Intent for this meeting is to have a kickoff and to nail down details over future meetings before Holiday season. ML asked Carol Ingels to provide and bring some additional details. DM asked if analysis has been done whether city should or should not take over lighting. DM would like analysis of how much and how far. Ongoing expense, DB clarified that we cannot use volunteers for work, per agreement City is to bill downtown association for services provided, currently bill \$3000 but does not necessarily match level of effort required. Carol Ingels – Bill Austin was not aware of meeting so not in attendance. HDPA main concern is what could be done, worry is that HDPA will no longer be able to put lights up using volunteers (dwindling relationships, etc.). DM clarified that concern is that the lights could go away if nothing is done, other concern is safety (volunteers), vs. should be done by qualified personnel. Dan Sluys – had relationship where City watered plants and charged for water used. Other cities do maintenance in downtown core at no cost to merchants. Wants to solve for extended future, make town look great, and where does money come. Want city that has something or nothing? DB clarified that it is a benefit to

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		<p>everyone, and points out that City does partner in a lot of ways already. ML is not against it, but points out that City has only 1 bucket truck, Centurylink provides 5, so level of effort going forward would take more time. Need to recognize that shifting effort to this would take away effort from other items which is a policy decision. DM focused back to analysis required, acknowledges HDPa has potential issue, wants ML to look at effort required to provide possible alternatives going forward. Carol indicated that HDPa still looking to partner and volunteer moving forward, talking a transition. Not looking for 100% out of their hands. ML pointed out issues of liability which need to be addressed. BE – everyone wants more downtown, wants Viking, Noll, bottom line is who pays for it. Wants HDPa to look at dues now, and think about the future apartment buildings. Unclear answer about dues, need to look at the bylaws and agreement to clarify. BE – sees that likelihood is city will take on lights, wants to know what HDPa would contribute financially. Approx cost to convert lights to LEDs would be about \$3500 but need to drill down to confirm. Mayor and PWC is committed to figuring out continuing lighting all over town. Possible solution would be HDPa maintains lights and PW hangs them. DM – to summarize, HDPa and City will take look at contribution and get together again in future. In addition need to look at HDPa bylaws. ML is looking for number of man-hours required to install. Easier for City to help others install lights than other help City install them.</p>

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		ACTION: Both HDPA and PW will do more analysis and bring forward info in about two months. Will come to PWC again in September (11 th and 25 th). Will coordinate in meantime.

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2.	Anderson Parkway Dumpsters: Carol Tripp	ML gave update about dumpsters downtown and what has been an on going issue. Brought forward by Carol Tripp of Port of Poulsbo. The port owns a dumpster and enclosure in Little Anderson and it is used by port liveboards, Slippery Pig, Brass Kraken, and Loft. Dumpster is picked up 5 times a week and is still a mess, and overflowing. Enclosure limits size of dumpsters to 4 yards, inadequate recycling areas as well (picked up 1/week). Port is looking for solutions to the issue and looked at various options, in downtown no dumpsters are on public property, likely not option to place to in parking area. Potential to look at different compactors. ML will provide Port with contact about compactor options, some may be smaller, large 20 yard compactor likely will not work with space available. PWC agrees dumpster enclosure is eye sore and tough situation with no obvious solutions. Will explore compactors and see if any other arrangement could work. No action taken.
3.	Hansen Olsen Street Deviation	Applicant has pulled their request today verbally. Will not be covered at this time, may come forward if applicant puts application in again in future.
4.	2019 Sewer Rehabilitation Project Update	AK gave update on the 2019 Sewer manhole rehab projects, these are 3 CIP projects which are bundled together in one bid package and will award 2 different project contracts due to the nature of the work. Bid will be July 19 th and 26 th and bid open on August 1 st . Special meeting from PWC on August 7 (before council) or earlier in the week (Monday / Tuesday). CIP budget is 840k and the engineers estimate is 754k to

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		875k so AK feels comfortable going out to bid. AK showed photos of the project location to remind PWC of project (manhole rebah on SR305 and lining old sewer on 11 th , and Raab area. PWC supports plan to bid and supports special meeting once bids are opened before August 7 th .
5.	Rural Town Center Grant Acceptance	DL – presented about the Rural Town Center Grant and need to accept the grant. This is the first time the city has been successful in applying for the this grant and it is a planning to study to look at whole city including complete streets, downtown core, compact roundabout locations and will set the stage for future grant asks. This is a 215k grant with a 35k city match. This plan will build on the Safety Plan previously completed and will help focus on future priority and funding. Grant funding will be in 2020. On this application the City scored the highest out of all grants submitted which is an impressive feat. Action: PWC agrees and supports acceptance of the grant and also recommend approval of the acceptance to council.
6.	Review of the Audited Financial Statements	Removed from meeting since GN asked about it and is not present. Future meeting where GN is present
	Meeting Adjourned 6:31pm	
Future Agenda Items		

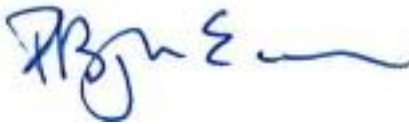
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No.	Item(s)	Responsibility	Anticipated Meeting Date
1.	PMC – Transportation Development Code Update		August
2.	a. Speed Limit Policy		
	b. Speed Hump Policy		
	c. Street Lighting		
	d. Street Connectivity		
	e. Cross Walks/Green Plastic		
3.	2022 KCTP Capacity Improvements – Costs/Poulsbo share		August
4.	Long Range Plans & Legal Options for the Old Dump Site		August
5.	Assets for the Retiring PW Facility		August
6.	Water Filtration and Pump Station Visit		August
7.	Site Visit to Lincoln Well #2 WTP		August
8.	PW emergency prep and status overview		August/Sept



Reviewed by Mayor Erickson

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