



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

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|--------------------------|---|-------------------|---------------------------|
| Subject | Meeting Agenda | Date | September 25, 2019 |
| Recorder | A.Zieman | Start Time | 5:00 PM |
| Committee Chair | David Musgrove | End Time | 7:00 PM |
| Committee Members | David Musgrove (DM) Gary Nystul (GN) Connie Lord (CL) , | | |
| Staff Present | Becky Erickson (BE), Diane Lenius (DL), Mike Lund (ML), Shannon Wood (SW), Joe Walker (JW), April Zieman (AZ), Carol Ingalls – HDPa (CI) | | |

THE MEETING MINUTES ARE A SUMMARY OF THE AUDIO THAT IS AVAILABLE UPON REQUEST.

| Agenda | | |
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| No. | Topic | Action/Recommendation/Discussion |
| 1. | Administrative: | |
| A. | Questions & Concerns of the Committee | GN-Asked about storm requirements for NK School District. Anja Hart may have info on agreements in place. Will follow up with Anja. DM – Carol Ingalls with HDPa is present to give PW an update on the Christmas lights and will speak before the agenda items. |
| B. | Agenda and Extended Agenda Review | Add Waterfront Park Shifting to Future Agenda |
| C. | Mayor, Department Head and Staff Reports | BE- Thistle Court would like to move forward with creating a fire lane and designating parking on other side of street as previously discussed at PWC. The City will get a letter of agreement from the Fire Dept. before proceeding. Also, Cathy Forsey called regarding the City tree lighting trees. They need to be trimmed before lights can be hung. JW also mentioned someone has gone around town and hacked up trees and the thought is to raise the canopy of the trees to make them look better or shape them in some fashion. Will talk to PW landscaping staff. |

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

IT IS REQUESTED THAT ATTENDEES LIMIT THE USE OF SCENTED PRODUCTS (PERFUME, COLOGNE, HAIR SPRAY, AFTER SHAVE, LOTION, FABRIC SOFTENER, ETC.). FRAGRANCES CAN BE TOXIC SUBSTANCES TO SOME PEOPLE, CAUSING RESPIRATORY OR NEUROLOGICAL DISABLING ALLERGIC REACTIONS. THIS REQUIREMENT IS CONSISTENT WITH THE AMERICAN WITH DISABILITIES ACT FOR A BARRIER-FREE ENVIRONMENT.

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| | | <p>ML-Viking Fence Co. will be at Lion's Park on Monday (9/30) to install the donated fence.</p> <p>JW-PW has been doing a lot of work at Waterfront Park. Landscaping, removal of structures and reworking sidewalks for ADA compliance. Requested concrete stamping similar to what is in other areas of the park. PW has also added water service near the Son's of Norway and has done other miscellaneous repairs.</p> <p>ML- Mentioned that Waterfront Park is shifting and PW will keep an eye on sidewalks gaps/ popping up and perhaps getting a Geotech report. This topic will be added to the future agenda.</p> <p>DL-Damon (ENG) has been working on the ADA Transition Plan and is making progress. A draft plan is expected in Dec/Jan. Also the SR305 Group met last week regarding the Corridor.</p> <p>BE-Rough meeting. A lot of money has been spent on design with very little to show for it. A lot of project challenges ahead for the group.</p> |

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| D. | Approval of Minutes: 9/11/19 | Approved |
| E. | Future Meeting Conflicts | None |
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| 2. | Agenda Items: | |
| | HDPA Christmas Light Update | <p>Carol Ingalls from the HDPA attended PWC to give an update on the Christmas lights. The HDPA has enough money for the Downtown Christmas decorations to strip, paint, rewire, weld and add LED lights. The cost is estimated at approx. \$5,000. Decorations should then be good for another couple of years. Volunteers are still needed. Discussed the desire to buy new decorations in the future and use the old ones in other areas throughout the City. Repair ideas shared by PWC with HDPA. Carol discussed a need for the storage of the horse drawn carriage. Mayor will follow up the Cherilyn to work out what is needed. The Mayor also presented an idea of adding a carousel to the Waterfront Park area for the Christmas season. Well received idea – even in exchange for a couple of parking places. Mayor needs to research costs to see if we can fund it.</p> <p>No Action – Update Only</p> |
| 1. | City Weed Spraying Policy Discussion | <p>ML discussed the challenges PW is having keeping up with the weeds throughout the City since the City no longer uses Roundup. ML reached out to other jurisdictions to find out how they are handling this issue. ML has a couple of different options and will be trying them out or doing more research. Goal is to make the City look great efficiently with the available manpower. PW will be doing a demo on a new method (FOAMSTREAM) which uses hot water/steam in October and invited all to watch.</p> <p>No Action – Discussion Only</p> |
| 2. | Sewer Rates 2020 Update | DL reviewed the previously approved sewer |

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| | | <p>rate increase schedule per the approved Comprehensive Plan. Last increase was in 2018 (2%) and the City is scheduled to do the next increase (2%) in Jan 2020. This does not include the annual CPI adjustment. DL also updated on the Sewer Financial Plan review just completed by BHC. Revenue forecasts are still tracking and actually look better than predicted. The Draft changes to the sewer rates and a change to late fee assessments were shared with PWC. AZ will verify the 2020 rates for committee members. New rate changes will go to Council for approval via resolution in November.</p> <p>No Action – Update Only</p> |
| 3. | Johnson Parkway Project Update | <p>DL gave an update on the Johnson Parkway project. ROW (Cert 3) certified, Art Plan update given, STP Tunnel money available to City earlier than planned, 90% design being reviewed by WSDOT and City teams. Plan is to advertise late October. DL to update Council on 10/16.</p> <p>No Action – Update Only</p> |
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Future Agenda Items

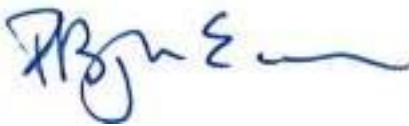
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| No. | Item(s) | Responsibility | Anticipated Meeting Date |
|-----|--|----------------|--------------------------|
| 1. | PMC – Transportation Development Code Update | | Oct/Nov |
| 2. | a. Speed Limit Policy | | |
| | b. Speed Hump Policy | | |
| | c. Street Lighting | | |
| | d. Street Connectivity | | |
| | e. Cross Walks/Green Plastic | | |
| 3. | 2022 KCTP Capacity Improvements – Costs/Poulsbo share | | Oct/Nov |
| 4. | Long Range Plans & Legal Options for the Old Dump Site | | Oct/Nov |
| 5. | Assets for the Retiring PW Facility | | Oct/Nov |
| 6. | PW emergency prep and status overview | | Oct/Nov |
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Reviewed by Mayor Erickson

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