



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

Subject	Meeting Agenda	Date	April 8, 2020
Recorder		Start Time	5:00 PM
Committee Chair	Connie Lord	End Time	5:56 PM
Committee Members	Connie Lord (CL) David Musgrove (DM) Britt Livdahl (BL)		
Staff Present	Mayor Becky Erickson (BE), Diane Lenius (DL), Mike Lund (ML), Josh Raney (JR), Charlie Roberts (CR), Shannon Wood (SW), April Zieman (AZ)		

**The meeting will be held virtually. The public is welcome to call in:
Phone: 1 (623) 404-9000 / Meeting ID: 924 004 0690**

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

Agenda		
No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
A.	Questions & Concerns of the Committee	None
B.	Agenda and Extended Agenda Review	CL wants more details listed on the Speed Limit Policy extended agenda item. i.e. Fjord Drive and Viking Ave specifically listed. Important to address this topic and not forget about it. DM would like the topic of Assets in Public Works discussed in May or June. He would like to review all PW assets.
C.	Mayor, Department Head and Staff Reports	ML reported about PW staffing which is down about 25% due to varying reasons related to the COVID-19 virus. He is working on keeping crews working and keeping PW head above water. DL reported that the Building Dept. is working on permits (processing but not issuing) and working to keep the permit process moving forward in order to hit the ground running once the Stay Home Stay Healthy order is lifted. DL reported Sheila Salerno will be retiring the end of April and her position will remain open until the Department needs are reassessed after the

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.

To request an alternative format of the printed agenda, contact the City Clerk's office at 360.394.9880.

Para solicitar un formato alternativo de la agenda impresa, comuníquese con la oficina del City Clerk al 360.394.9880.

Agenda		
No.	Topic	Action/Recommendation/Discussion
		Stay Home Stay Healthy order is lifted. Also, a new project has come in from Kelly Clark – 100+ apartments in Olhava. Finally, DL reported she will be requesting at Council tonight the Engineer Tech position (who is Anthony Burgess) be re-classified to an Engineer 1 position in order to make room for STEP increases. Person is currently at the top of the Eng Tech range and work being done merits the bump to an Engineer 1.
D.	Approval of Minutes: N/A	Minutes from past meetings will be included in the April 22, 2020 PWC meeting
E.	Future Meeting Conflicts	None
2.	Agenda Items:	
1.	Park Bench Donations Budget Amendment	SW presented a request for a budget amendment for the anticipated purchase of park benches and plaques to recognize the donation funds received. These funds will only be expended if benches and plaques are purchased. Will not be used for any other purpose. ACTION: PW recommended moving BA to Council consent agenda on 4/8/20.
2.	Noll Rd Stormwater Retrofit Project Consultant Agreement	CR gave a presentation on the Noll Rd Stormwater Retrofit project which will provide stormwater treatment in the Bjorgen Creek and Lemolo Creek drainage basins. Both basins are a priority for water quality treatment. The City has a \$250K Dept. of Ecology grant for the design of this project with 0% City match. The City is asking for approval of the contract with Struck Environmental to assist the City with design. ACTION: PW recommended moving the task authorization for \$159,295.00 with Struck Environmental to Council for approval on 4/15/20.

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.

To request an alternative format of the printed agenda, contact the City Clerk's office at 360.394.9880.

Para solicitar un formato alternativo de la agenda impresa, comuníquese con la oficina del City Clerk al 360.394.9880.

Agenda		
No.	Topic	Action/Recommendation/Discussion
3.	Johnson Pkwy/Noll Rd Consultant Contract Supplement	<p>DL gave a Johnson Pkwy/SR305 Roundabout project update. WSDOT has approved releasing the funding for the project and is in the process of obligating the funding for construction. The City anticipates advertising the project the week of April 13,2020 if all goes as planned. As part of this process and to move on to the next phase of the project, DL requested approval of a contract supplement with Parametrix for services during advertisement and construction. DL also outlined the plan moving forward for this phase of the project and the team who will be working on the project. DL also gave an update on the Call to Artists for the Art feature for the roundabout. The Call to Artists will be put on hold for 1-2 months.</p> <p>ACTION: PW recommended moving the Supplement with Parametrix in the amount of \$157,811.00 for services during advertisement and construction of the project to City Council for approval on 4/15/2020.</p>
4.	COVID-19 Impacts Update	<p>This topic was further discussed from the earlier Dept. Head updates by DL and ML. DL noted in the Building and Engineering Depts that productivity was good but also stress levels were up as a result of the work changes due to COVI-10. It was noted that it is easier for City Hall employees to work from home than the PW Dept. staff. PW is doing a lot of preventative maintenance work while the time is available. The COVID-19 situation could impact projects that were to be completed this year, such as Neighborhood Streets. BE added that how the Noll Rd project come in could</p>

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.

To request an alternative format of the printed agenda, contact the City Clerk's office at 360.394.9880.

Para solicitar un formato alternativo de la agenda impresa, comuníquese con la oficina del City Clerk al 360.394.9880.

Agenda		
No.	Topic	Action/Recommendation/Discussion
		<p>affect if we construct other projects. Noll Road project is the priority for a number of reasons.</p> <p>NO ACTION – on going update subject</p>
	Other Updates	<p>BE noted that the Finance Committee would meet next week to discuss City revenues and how the City plans to manage the anticipated lower revenues. No answer yet until we know more. This will be a topic of ongoing discussion. DL and ML reported both talked to other jurisdictions to find out how they were handling PW staffing in their arenas. Some jurisdictions had sent staff home with the first Stay at Home order and were having difficulty getting staff back to work. ML reiterated how he was committed to keep his crews working. BE ended the meeting with the message of how important she felt it is to keep the City staff working.</p>
Future Agenda Items		

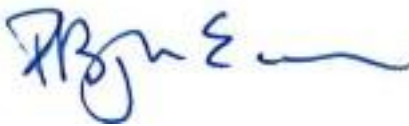
The committee may add and discuss other items not listed on the agenda.

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.

To request an alternative format of the printed agenda, contact the City Clerk’s office at 360.394.9880.

Para solicitar un formato alternativo de la agenda impresa, comuníquese con la oficina del City Clerk al 360.394.9880.

No.	Item(s)	Responsibility	Anticipated Meeting Date
1.	PMC – Transportation Development Code Update		May/Jun
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		May/Jun
4.	Long Range Plans & Legal Options for the Old Dump Site		May/Jun
5.	Assets for the Retiring PW Facility		May/Jun
6.	PW emergency prep and status overview		May/Jun



Reviewed by Mayor Erickson

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.

To request an alternative format of the printed agenda, contact the City Clerk’s office at 360.394.9880.

Para solicitar un formato alternativo de la agenda impresa, comuníquese con la oficina del City Clerk al 360.394.9880.