



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

<b>Subject</b>	<b>Meeting Agenda</b>	<b>Date</b>	<b>June 10, 2020</b>
<b>Recorder</b>	<b>CR</b>	<b>Start Time</b>	<b>5:00 PM</b>
<b>Committee Chair</b>	<b>Connie Lord</b>	<b>End Time</b>	<b>7:00 PM</b>
<b>Committee Members</b>	<b>Connie Lord (CL) David Musgrove (DM) Britt Livdahl (BL)</b>		
<b>Staff Present</b>	<b>Mike Lund (ML), April Zieman (AZ), Charlie Roberts (CR), Shannon Wood (SW), Diane Lenius (DL), Anthony Burgess (AB), Mayor Becky Erickson (BE)</b>		

**The meeting will be held virtually. The public is welcome to call in:  
Phone: 1 (623) 404-9000 / Meeting ID: 149 926 8131**

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

<b>Agenda</b>		
<b>No.</b>	<b>Topic</b>	<b>Action/Recommendation/Discussion</b>
<b>1.</b>	<b>Administrative:</b>	
A.	Questions & Concerns of the Committee	DM – has not reviewed correct minutes. Will move minutes to next meeting. DM – Independent contractor hired to do traffic study – concern over individual who may own property in area. Potential conflict of interest? DL - Traffic study being done, person doing study Alex A. lives in Seattle, possibly referring to Phil Struck who has done other traffic/projects for City. Do not see a concern since person doing the study does not own property on Fjord.
B.	Agenda and Extended Agenda Review	DL – parametrix scheduled to give satellite wastewater treatment plants presentation at next PWC. AK will give update to council tonight. CL asked about discussion, DL – education primarily about the small-scale wastewater plants. 6/24 meeting.
C.	Mayor, Department Head and Staff Reports	DL – mentioned in Phase 2 so can issue

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

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No.	Topic	Action/Recommendation/Discussion
		permits. Building department has issued Fairfield hotel, ~750k in permit fees, connection fees, etc. Accepted application on model homes for Crystal View. Submitted grading permit for Norland apartments (100 units in Olhava). Anticipated 6-8 week review time. Mayor – received new population numbers, 11,550 population. Reported county numbers and looked at growth rate. Very important to keep growth in mind as it relates to sewer. CL requested numbers to be sent to full Council. DM highlighted importance of population + sewer decisions/infrastructure.
D.	Approval of Minutes: 5/27/20	To be approved at next meeting.
E.	Future Meeting Conflicts	None for next meeting.
<b>2.</b>	<b>Agenda Items:</b>	
1.	Liberty Bay Bioretention Project Public Outreach & Change Orders	CR gave presentation about the Bioretention project. Discussed project and showed picture of construction and finished product. Also brought up many underground utility issues encountered. Lots of unmarked/unknown utilities on School district property including power, irrigation, storm, water, etc. Led to change orders. Project is completed, 7 approved change orders totaling 23k within mayor’s authority, final change order to account for quantity overruns is 30k and requires council approval. DM asked about investing in/looking to tools to help find underground utilities. DM asked about bioretention soil mix, CR answered that can get treatment if placed under asphalt or concrete but requires a different subgrade material/sand vs.

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		organic material. Projected project budget was ~435k, have 300k from ecology. After change orders, and quantity adjustments project budget is actually ~410k. PWC recommended approval to move the change order to council on June 17 <sup>th</sup> and authorize mayor to sign on behalf of City.

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2.	Public Works Dept. Mechanic	<p>ML – Presented about the Public works mechanic position. 1 full time mechanic to work on 36 small vehicles, 40 large vehicles, 100 small equipment (weed eaters, compressors, generators, etc.). Also helps with maintenance at sewer lift stations, wells, all generators, metal fabricator, welder, ordering parts and stocking, etc. Also assists in storm and weather events. Workload is too much for 1 person, not safe due to nature of work, Timeoff/burnout. Currently have a casual labor/helper since Oct. 2019, has helped to get caught up. Maintenance person does save money vs. sending to a shop. City of Poulsbo is understaffed compared to other departments. Mechanic assistant will be funded out of utilities, no impact on general fund. Range 26 of teamster's salary (lower/room to grow). Each utility will pay approx. \$21,000. Single point failure currently. PW will stay FTE neutral, will not backfill vacant parks position. BL gave high compliments to Josh and recognizes his work ethic and fully supports assistance position. CL acknowledges how long has it as taken to get this. CL asked if position will be advertised, ML plans to offer to person who has been filling causal labor roll. CL clarified that position is 100% utility funded and salary + benefits is \$84,000. DM asked about why it wasn't approved on last budget, concern over priorities of budget. Primary sticking point was that partially funded by general fund.</p> <p>PWC recommended approval for Mechanic Assistant position to City Council.</p>

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3.	Brown-Alarcon Utility Extension Application	<p>AB – Utility extension agreement, inside UGA, request for outside utility extension agreement. Desire to build a single-family home, review for annexation. Did survey of annexation area, did not achieve sufficient annexation support. Utility Extension agreement is appropriate, meets code provisions. Will pay City utility connection fees. DM asked about private line and payment of fees, AB clarified that connecting to side sewer and tying into public sewer. City ran sewer previously since Finn Hill expansion many years ago eliminated drain field, so private sewer meets public sewer standards. CL asked about potential annexation in the future. By signing UEA, they sign waiver of protest of future annexation. Gets closer to annexing larger areas in the future. PWC recommend approval to City Council of the Brown Alarcon utility extension agreement to provide utility extension.</p>
4.	COVID-19 Phase 2 Update	<p>ML – update about PW, Shannon working with Kim to do PPE outreach to businesses. Tackling lots of requests, SW very busy. Served about 70+ businesses, PW has been able to find more cleaning supplies as City hall gets closer to opening.</p> <p>DL – has about 40% of people in the office with everyone rotating in. Service to citizens going well overall, uptick in individuals at the door. Also moved traffic study forward with PMX. Taking an independent look at one-way option for Fjord. DM asked if there is an immediate need to put signage up or do a local road closure, DL feels that level is still acceptable as is. ML most concerned about people walking in lane with back to traffic. Mayor feels that pedestrian stepping into street is directly related to COVID-19. People taking 6' separation</p>

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		seriously. DM asked if immediate need for safety, Mayor comments that closing to local traffic could cause more confusion and traffic study is very important, appropriate response vs. knee jerk reaction.
	Any further items?	ML – will be bringing forward some discussion about memorial signs. Received questions recently. Will look into how County handles it. DL – update about Finn Hill. Contractor back out to work next week. Mayor – update about Oslo (Edward rose) apartments, good conversations and shift in path forward to be more positive. DM – liaison to port, Port received grant to repair seawall near boat ramp. Possibly owned by City, and Port needs assistance in moving permits forward. DL will look into permits/any issues.
	Meeting Adjourned 6:30pm.	

**Future Agenda Items**

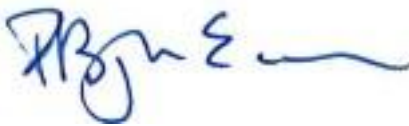
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No.	Item(s)	Responsibility	Anticipated Meeting Date
1.	PMC – Transportation Development Code Update		July
2.	a. Speed Limit Policy		July
	b. Speed Hump Policy		
	c. Street Lighting		
	d. Street Connectivity		
	e. Cross Walks/Green Plastic		
3.	2022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




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Reviewed by Mayor Erickson

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