



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

Subject	Meeting Agenda	Date	September 23, 2020
Recorder	C. Smith	Start Time	5:00 PM
Committee Chair	Connie Lord	End Time	6:30 PM
Committee Members	Connie Lord (CL) David Musgrove (DM) Britt Livdahl (BL)		
Staff Present	Bruce Peterson (BP), Christine Smith (CS), Jeannie Vaughn (JV), Diane Lenius (DL), Anthony Burgess (AB), Craig Frazier (CF), Joshua Ranes (JR), Mike Lund (ML), Becky Erickson (BE), David Musgrove (DM), Connie Lord (CL)		

The meeting will be held virtually. The public is welcome to call in:

Phone: 1 (623) 404-9000 / Meeting ID: 149 954 7723

Agenda		
No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
A.	Questions & Concerns of the Committee	Britt Livdahl is out of state and can't make the meeting this week. DM - Overhead sign at the Poulsbo cemetery? ML – Concrete truck doing work ended up running into it and it is getting worked on, will be back soon DM – Update on solid waste haul truck, no need for a comment now but would like to discuss next meeting.
B.	Agenda and Extended Agenda Review	CL - Should we have council goals on the agenda for the next meeting? Would like review on council goals for the year on the next PW meeting
C.	Mayor, Department Head and Staff Reports	ML – chip seal project completed, finished in 4 days. No negative comments from neighborhood so far. CL – is there advantage to using a smaller rock? ML – Used more in the south, finer rock makes a smoother finish and looks better. Some cost savings, project came in 16k under bid

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		<p>DL – Will be opening RFQ for sewer on Oct 5th, inquiries have come in from 6 different places. DM will be gone for a portion of Oct but beginning of the month, could do a selection. Oct 12th will be the date to receive submittals for art in the middle of the round about, have had some inquiries so far. Will be looking for selection team after receiving submittals.</p> <p>DM – When will the process be for sewer? DL – will distribute on the 6th</p> <p>Finn Hill: DL – Finn Hill going well, traffic control at lower end and some backup but SUP is paved, project continues to move forward.</p> <p>Fish Park: AB – some trouble with southbound traffic going into medical compound, traffic revisions were made First section of wall was placed and prepping for sidewalk next week. Some trouble with timber on boardwalk but moving forward quickly.</p> <p>Johnson Parkway: DL – Next week going with Josh to Johnson parkway and will be in field with future inspectors and WSDOT personnel. Risk analysis on the project will happen in the office, to manage together. Expecting to start on the week of the 12th. JR – still working with PSE to get poles relocated</p> <p>Building Code Update: DL – PMC Title 15 update, two presentations. One from packet, one if there is time CL - Oct 12th roundabout art submittals, and next meeting not until 14th. DL – Will report at that meeting and will select at that time.</p>

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D.	Approval of Minutes: 9/9/20	Minutes approved, DM moves, CL seconds
E.	Future Meeting Conflicts: 10/14, 10/28, 11/11	DM tentative on the 28 th meeting 11 th is a holiday, will touch on next meeting, check agenda, see if we can skip meeting
2.	Agenda Items:	
1.	Johnson Parkway Joint Utility Agreements Approvals	<p>JR – With Johnson Pkwy project, gave utilities in the area the opportunity to be involved in the trench. Includes Cascade, Centurylink, Comcast, PSE and the City. Developed agreements with each</p> <p>Johnson Parkway contractor will be supplying conduit for City. Agreements approved by Jim Haney. Price was included in the project budget so no amendment is needed. Would like to move to council to approve agreements.</p> <p>DM – What illumination is being installed with our portion?</p> <p>JR – Street lighting to light up path and along road. To be installed by contractor</p> <p>CL – Cost shown is already budgeted?</p> <p>JR – Yes, to pay for materials and the contractor to install.</p> <p>DM – Would like to know if it can go under the consent agenda.</p> <p>DL – reason it's under consent agenda is because it's already in the budget and everything has been reviewed.</p> <p>CL – Doesn't see a problem with it being on the consent agenda</p> <p>JR – still working on the fourth signature, may not be ready on the 7th, will reach back out to Centurylink for final signature</p> <p>RECOMMENDATION:</p> <p>DM – Recommends bringing to City Council for approval on consent agenda.</p> <p>CL seconds</p>

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2.	Building Code Update	<p>DL – Introducing Jeannie Vaughn retired building official currently teaching IBC and highly regarded teacher, working for City as casual labor</p> <p>Bruce Peterson helping with Fire Protection related sections of code.</p> <p>Overview of code modification and Fire protection</p> <p>When building department joined engineering, it was identified that they need to update code. 20 years since last intensive update.</p> <p>Many sections were out of date. IBC is more restrictive now and definitions have changed, this was not all reflected in PMC.</p> <p>Improvements in readability and resolving conflicts within code. Specific sections include only building and construction related. IBC updated every three years, adopted by state and then city. 2018 code will not be adopted until Feb 2021 because of COVID delay.</p> <p>Additional fire and fire alarm codes adopted. Focus of the update was to identify what areas were out of date, or in conflict with other relevant codes.</p> <p>This type of work requires extensive experience, that's why Jeannie Vaughn was hired, and she identified areas in need of review.</p> <p>Invited developers in to have a meeting and asked for feedback regarding potential problems in the code.</p> <p>Ready to give the draft form of the information to council for review.</p> <p>The most difficult to implement is fire protection. Some items related to fees and penalties that also needed clarity.</p> <p>Four sections on fire safety were moved into a different format. Sections were not deleted, just moved and reformatted.</p> <p>JV – Incorporate requirements into fire code as well as building code. The codes should match, and you'll see that the amendments are repeated in each.</p>

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		<p>New adoptions are consistent with other jurisdictions and the current code. DL - Code enforcement includes fire chief and building code official, don't have a fire marshal in the city of Poulsbo but it is a possible official in the City. No official board in the City, but if developers want to go above and beyond it would go to the hearing examiner. Packet that you'll receive is not as significant as it looks because so much was moved and not changed.</p> <p>International codes at state level and PMC is the opportunity to amend at a closer level. Next steps: Believe this is type 4 process and Karla will look at it also. Brought to Committee in draft format to incorporate thoughts and considerations before starting public process, similar to construction standards process. A final will be taken to Jim Haney for review and then the public process will begin. Share changes in code with initial development committee for thoughts, as well as Kitsap Builder's association. Highlighted areas are information that is new and recently added, everything in red was already in the code. Matrix included that shows comments and reasoning to changes. Any questions could be answered here.</p> <p>FIRE CODE</p> <p>Jeannie Vaughn presented on Fire Sprinklers with a focus on property protection, life safety and community risk reduction as well as Fire Alarms with a focus on early notification, occupants time to evacuate and fire department time to fight fire to prevent community spread. Areas downtown have shown an increase in existing fire protection since 2017. The presentation included various examples</p>

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		<p>of occupancy, square footage, building subdivisions, fire barriers, fire sprinkler system types and applications as it would change from the current code to the revised code and reasoning behind outlined changes. New term: fire protection area, to designate a building</p> <p>Downtown is the highest community risk, old buildings, built before code was in place. BP – graphic in Fire Presentation illustrates the risk the fire dept sees when looking at downtown. A lot of potential for fire to spread in the downtown area.</p> <p>JV – Important to know when a building use has changed.</p> <p>DM – Clarification necessary that there are changes along with the “cleanup” of the code?</p> <p>JV – Changes aren’t substantial, just making clarifications on what to consider for alarms and sprinklers. Clarifications are for ease of use.</p> <p>DM – Department head can designate who they want for code enforcement position?</p> <p>DL – Yes</p> <p>DM – Mobile home definition, asking to be viewed considering potential changes for ADUs and other things that could be considered and keep in mind affordable housing emphasis.</p> <p>Makes comment that “following the leader” is not necessarily the best when considering changes to code</p> <p>Buildings with changes of use, allow for additions to various fire protection</p> <p>CL – Goal of code is community risk reduction. Code is black and white in a lot of ways, when a structure is grandfathered in and has few requirements, it would now be under the current code?</p> <p>JV – it would either be property maintenance code or existing building codes</p> <p>CL – What section of the code defines that?</p>

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		<p>Have not heard of this code, would like to follow up on that information.</p> <p>Concerned with the first Lutheran church. It's iconic and has some constraints on it and grandfathered in. How can the code and the city help with encouraging further protection when the property has limited funds? How would the code be flexible to incrementally allow improvements to at risk structures without being overly heavy handed?</p> <p>JV – If someone performs a safety analysis. As deputy fire marshal, she would communicate on a plan with the building to find cost effective solutions to safety risks before the next inspection takes place.</p> <p>Fire code Ch 11 has guidelines for existing buildings</p> <p>CL – Would like timeline on when it goes for adoption. Summary sheet of changes can help speed up a review.</p> <p>AB – Steps that need to be taken first, review by city attorney and then type 4 process can begin, once confirming with Karla. Timeframe will be similar to Construction Standards. Ideally, Feb 2021</p> <p>DM – Appreciates the depth of the presentations, comments and questions. Big concern has been downtown regarding fire safety. Question to Diane – can we consider looking into grant opportunities that can be put towards downtown improvements</p> <p>DL – Will include on her list to look for</p> <p>DM – Would like to push forward sooner rather than later and possibly include in a later meeting.</p> <p>DL – Will distribute a packet, after making a summary sheet.</p>

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3.	Olhava Water Main Relocation Discussion	<p>In Olhava, by OC, Norland Trails Apts construction being done and found existing main is crossing the lot, not where previously thought. Went back in 2002 and not in the correct location. Water line needs to be moved off the private property.</p> <p>DM – can it be left where it is? ML – It will impact the construction of the approved project and other private properties All types of utilities are in the way Next city council meeting will include a movement Water reserves 75k City will order materials 25k Contractor installation 45k Unknown contingency, not sure what they will find when they dig it up Confirmed with Jim Haney that they do not need to bid. Construction company there can do the work</p> <p>BE – Will sit down with Deb and see if they can get cost from Olhava associates Doesn't seem to be built to the standards and want to see if they can get the money back. Not built to the specs ML – OC was going in, Water tank was installed and then Olhava was just starting up, no property lines at that point in time. Discussed going to first western w/ Jim Haney DM – Appropriate to go forward and make approvals</p> <p>ML – Will put on the agenda for the next council for a full presentation</p>
4.	COVID-19 Update	Will discuss next meeting
5.	Committee Coordination	Will discuss next meeting
		Meeting adjourned 6:58

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Future Agenda Items			
No.	Item(s)	Responsibility	Anticipated Meeting Date
1.	PMC – Transportation Development Code Update		Nov-Dec
2.	a. Speed Limit Policy		Jan 2021
	b. Speed Hump Policy		Jan 2021
	c. Street Lighting		Jan 2021
	d. Street Connectivity		Jan 2021
	e. Cross Walks/Green Plastic		Jan 2021
3.	2022 KCTP Capacity Improvements – Costs/Poulsbo share		Nov-Dec
4.	Long Range Plans & Legal Options for the Old Dump Site		Nov-Dec
5.	Assets for the Retiring PW Facility		Nov-Dec
6.	PW emergency prep and status overview		Nov-Dec
7.	Raab Park Tank Replacement Consultant Contract		October

Reviewed by Mayor Erickson

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