



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

<b>Subject</b>	<b>Meeting Agenda</b>	<b>Date</b>	<b>Jul 28, 2021</b>
<b>Recorder</b>		<b>Start Time</b>	<b>5:00 PM</b>
<b>Committee Chair</b>	<b>David Musgrove</b>	<b>End Time</b>	<b>6:30 PM</b>
<b>Committee Members</b>	<b>David Musgrove (DM) Connie Lord (CL) Britt Livdahl (BL)</b>		
<b>Staff Present</b>			

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

**Phone: 1(253)215-8782 / Meeting ID: 955 3072 1142 / Passcode: 303192**

Agenda			
No.	Topic	Action/Recommendation/Discussion	
<b>1.</b>	<b>Administrative:</b>		
A.	Questions & Concerns of the Committee		
B.	Public Comment Opportunity	Public comment is welcomed at the discretion of the chair not to exceed five minutes.	
C.	Mayor, Department Head and Staff Reports		
D.	Agenda and Extended Agenda Review		
E.	Approval of Minutes: 07/14/2021		
F.	Future Meeting Conflicts: 8/11/21, 8/25/21, 9/8/21		
<b>2.</b>	<b>Agenda Items:</b>		
1.	Iverson-Lincoln Survey Work	15 min	D. Lenius
2.	RAB Artwork Memorandum of Understanding Update	5 min	D. Lenius
3.	Soft Parking Management Update	10 min	

**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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Future Agenda Items			
No.	Item(s)	Responsibility	Anticipated Meeting Date
1.	PMC – Transportation Development Code Update	M. Bateman	Fall/Wint 2021
2.	a. Speed Limit Policy		Fall/Wint 2021
	b. Speed Hump Policy		Fall/Wint 2021
	c. Street Lighting		Fall/Wint 2021
	d. Street Connectivity		Fall/Wint 2021
	e. Cross Walks/Green Plastic		Fall/Wint 2021
3.	2022 KCTP Capacity Improvements – Costs/Poulsbo share	Lund/Lenius	July 2021
4.	Long Range Plans & Legal Options for the Old Dump Site	Lund/Lenius	July 2021
5.	Assets for the Retiring PW Facility	Lund/Lenius	July 2021
6.	PW emergency prep and status overview	Lund	July 2021
7.	City Maintenance Workload	Lund	July 2021



Reviewed by Mayor Erickson

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

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**City of Poulsbo**  
**Public Works Committee**  
**City Hall – 200 NE Moe Street**  
**3rd Floor Conference Room**

<b>Subject</b>	<b>Meeting Minutes</b>	<b>Date</b>	<b>7/14/2021</b>
<b>Recorder</b>	Christine Smith	<b>Start Time</b>	5:00 PM
<b>Committee Chair</b>	David Musgrove	<b>End Time</b>	6:30 PM
<b>Committee Members</b>	Connie Lord, David Musgrove, Britt Livdahl		
<b>Staff Present</b>	Becky Erickson, Mike Lund, Diane Lenius, Josh Ranes, Charlie Roberts, Shannon Wood, Ryan Golden, Christine Smith		

**Meeting Video:** <https://vimeo.com/575913004>

No.	Topic	Action/Recommendation/Discussion
<b>Administrative</b>		
1.	Questions & Concerns of the Committee	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: <b>CL requests update on RAB traffic. DL/JR: Lower section of Johnson Way open, starting to see RAB take shape. JR will update further at Council next week.</b> <b>DM would like to see shift in agenda order: Move public comment to be under item 1</b>
2.	Agenda and Extended Agenda Review	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested:
3.	Mayor, Department Head and Staff Reports	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: <b>ML met with KC Public Waste: household hazardous waste Sept 18<sup>th</sup> in PW new parking lot. No latex paint, and will do community outreach.</b>
4.	Approval of Minutes: 6/23/21	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Further Action Requested:
5.	Future Meeting Conflicts:	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: BL may be gone from 11 <sup>th</sup>
6.	Public Comment Opportunity	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested:
<b>Agenda Items</b>		
1.	<a href="#">Sewer Plan Phase II – Consultant Agreement with BHC</a>	<input checked="" type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: <b>Moving forward with Phase II of the Sewer Comp Plan</b>
2.	<a href="#">Mesford PRV Project Update</a>	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: <b>Considering installing PRVs in two locations – Mesford and Swanson to balance between high/middle/low pressure zones and update old systems.</b>

3.	Gorst Coalition Memorandum of Understanding	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: <b>Coalition would like all members to sign the memorandum, to plan and advocate for improving the Gorst corridor, specifically the section of Hwy 16 leading into Hwy 3 towards downtown Bremerton. Mayor Becky will bring the memorandum to City Council.</b>
4.	RAB – Suquamish Art MOU Update	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: <b>Contractor will complete their work before the installation of the art, and the City will provide support leading up to the installation. Discussion held regarding who will retain ownership and maintenance of the artwork.  CL requests a draft MOU be provided when available.</b>
<b>Adjournment. Meeting adjourned 6:41pm</b>		

**POULSBO PUBLIC WORKS COMMITTEE**  
**AGENDA SUMMARY**  
MEETING DATE: 07/28/2021

<b>AGENDA ITEM:</b>	Iverson-Lincoln Survey
<b>EXHIBITS:</b>	Scope of Work and Budget
<b>STAFFED BY:</b>	D. Lenius

**SUMMARY STATEMENT:**  
A budget for the Land Survey and Boundary Line Adjustments on Iverson and Lincoln was approved in the amount of \$30,000 at the 6/16/21 City Council Meeting. The City has reached out to KPG to assist with this work. The scope of work and budget for this work will be presented for recommendation to City Council for approval.

**RECOMMENDED ACTION:**  
Recommend bringing the scope of work and budget from KPG in the amount of \$28,507.00 to City Council on consent agenda for approval.

**City of Poulsbo Survey On-call  
NE Iverson Street and NE Lincoln Road Survey Services**

**INTRODUCTION**

The City of Poulsbo (City) desires to subdivide the Public Works property on NE Iverson Street as well as determine the right of way margins of NE Lincoln Road and provide boundary and a topographic survey on their triangular shaped property (Tax Parcel No. 232601-2-132-2005) also located on NE Lincoln Road.

**SCOPE OF WORK**

**Task 1 – NE Iverson Street Survey and Short Plat**

General Description: NE Iverson Street right of way is not defined and the existing lot includes the City Public Works property. The City desires to establish the right of way (ROW) and potentially sub-divide the Public Works property into two or more lots.

- 1.1 Establish property lines and corners and prepare survey of existing conditions. This shall include building corners, pavement limits and utility locations. Deliverables are pdf survey map with and without aerial photo base.
- 1.2 Prepare a short plat to establish right of way limits and new lot lines for up to three (3) lots. Short plat property line layout to be provided by City. Deliverable is draft and final short plat.
- 1.3 An allowance is provided to prepare lot layout options in CADD.
- 1.4 Provide supplemental topographic mapping for approximately 200 lineal feet along 8th Ave NE as provided in sketch.
- 1.5 Set rebar with plastic survey cap at property corners.

*Task 1 assumptions:*

KPG's prior mapping from the Dogfish Creek project includes the existing conditions of parcel 232601-2-299 which will be incorporated.

Short Plat recording and associated fees will be the City's responsibility.

Title Reports for Tax Parcels 232601-2-299 and 2-134 will be provided by the City.

**Task 2 – NE Lincoln Road Triangle Property Survey**

General Description: The City owns a parcel adjacent to NE Lincoln Road which may be developed. The City wants to establish the property lines, easements and locations of utilities.

- 2.1 Establish property lines and corners and prepare survey of existing conditions. This shall include structures, landscaping, pavement limits and utility locations. Deliverables are pdf survey map with and without aerial photo base.
- 2.2 Prepare a draft Record of Survey (ROS) and review with City. Drafts shall include copies with and without aerial photo base. Prepare a final ROS based on city comments.

*Task 2 assumptions:*

ROS recording and associated fees will be the City's responsibility.

The City-provided title report will be used for this task.

Utility locates will be provided by the City.

### **Task 3 – NE Lincoln Road Mapping**

General Description: The Lincoln Road ROW between Hostmark Street and Iverson Street is not well defined. The City desires to establish the ROW margins and significant encroachments.

- 3.1 Perform field survey to locate street monuments and property corners along the ROW. Survey shall also include structure encroachments and grave headstones closest to the ROW on the adjacent cemetery property.
- 3.2 Perform survey research and calculations to determine the existing ROW limits and prepare survey base map of existing conditions and right of way lines. With the exception of the property surveyed in Task 2, property lines terminating at the right of way will be shown graphically via available GIS information.

*Task 3 assumptions:*

Probing of the edges of buried caskets, etc. is not anticipated.

Title reports or research assistance will be provided by the City.

### **Task 4 – NE Lincoln Road Record of Survey**

Prepare a draft ROS and review with City. Drafts shall include copies with and without aerial photo base. Prepare a final ROS based on city comments.

*Task 4 assumptions:*

ROS recording and associated fees will be the City's responsibility.

**Project: NE Iverson Street and NE Lincoln Road Survey Services**

**KPG Project no. 20138W3**

**DATE: July 21, 2021**

Task No.	Task Description	Labor Hour Estimate				Total Hours and Labor Fee Estimate by Task	
		Survey Manager	Survey Crew II (W/Equip)	Project Surveyor	Senior Survey Technician		
		226	219	142	117	Hours	Fee
<b>Task 1 - NE Iverson Street Survey and Short Plat</b>							
1.1	Boundary and Existing Conditions Survey	1	8		8	17	\$ 2,914.00
1.2	Short Plat Preparation	2		16	20	38	\$ 5,064.00
1.3	CADD allowance for layout options	1			8	9	\$ 1,162.00
1.4	Mapping of 8th Ave NE		4		4	8	\$ 1,344.00
1.5	Set Property Corners		8		1	9	\$ 1,869.00
<b>Task Total</b>		<b>4</b>	<b>20</b>	<b>16</b>	<b>41</b>	<b>17</b>	<b>\$ 12,353.00</b>
<b>Task 2 - NE Lincoln Road Triangle Property Survey</b>							
2.1	Boundary and Existing Conditions Survey	1	4	4	4	13	\$ 2,138.00
2.2	Prepare Record of Survey	1		2	8	11	\$ 1,446.00
<b>Task Total</b>		<b>2</b>	<b>4</b>	<b>6</b>	<b>12</b>	<b>11</b>	<b>\$ 3,584.00</b>
<b>Task 3 - NE Lincoln Road Mapping</b>							
3.1	Survey of monuments and possible encroachments		16	2		18	\$ 3,788.00
3.2	Right of Way Research, Calculations and Base Map	2		24	16	42	\$ 5,732.00
<b>Task Total</b>		<b>2</b>	<b>16</b>	<b>26</b>	<b>16</b>	<b>0</b>	<b>\$ 9,520.00</b>
<b>Task 4 - NE Lincoln Road Record of Survey</b>							
4	Prepare Record of Survey	1		2	20	23	\$ 2,850.00
<b>Task Total</b>		<b>1</b>	<b>0</b>	<b>2</b>	<b>20</b>	<b>23</b>	<b>\$ 2,850.00</b>
<b>Total Labor Hours and Fee</b>		<b>9</b>	<b>40</b>	<b>50</b>	<b>89</b>	<b>51</b>	<b>\$ 28,307.00</b>
<b>Reimbursable Direct Non-Salary Costs</b>							
						Mileage at current IRS rate	\$ 200.00
						<b>Total Reimbursable Expense</b>	<b>\$ 200.00</b>
						<b>Total Estimated Budget</b>	<b>\$ 28,507.00</b>





# **Iverson Street, Lincoln Road & Triangle Property Survey**

## ***Consultant Scope of Work and Budget Review***

**July 30, 2021**

## Goals:

- 1) Define right of way
- 2) Subdivide PW property
- 3) Verify boundaries and ownership

## Costs:

\$30,000 budget currently allocated

\$28,500 survey consultant KPG

Additional work may be needed

## Schedule:

Start August

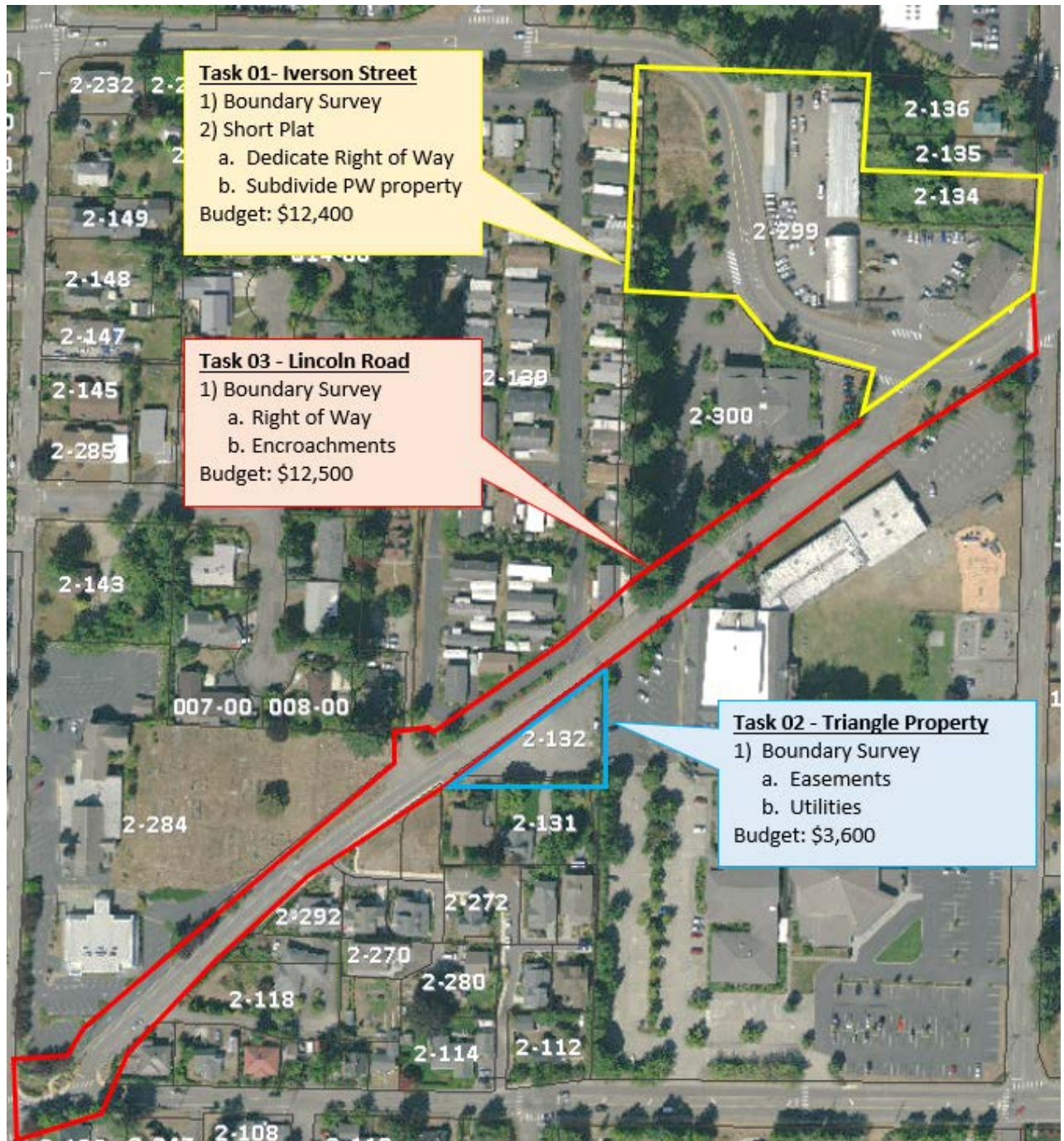
Triangle property first

Draft surveys ~ October

## Next Steps:

Draft survey exhibits

Evaluate issues/options ~ Oct.-Nov.



# QUESTIONS AND COMMENTS

**POULSBO PUBLIC WORKS COMMITTEE**  
**AGENDA SUMMARY**  
MEETING DATE: 7/28/21

AGENDA ITEM:	RAB Artwork Memorandum of Understanding Update
EXHIBITS:	Draft Memorandum
STAFFED BY:	D. Lenius

SUMMARY STATEMENT:	
Staff will present an updated draft of the Roundabout Suquamish Art Memorandum of Understanding.	

RECOMMENDED ACTION:	
Discussion	

## Preliminary Draft Suquamish-Poulsbo MOU for Roundabout Retaining Wall Art

(Robin's later 7/20/22 minor revision of installation cost provision, at Diane's request)

*This preliminary draft MOU incorporates input from and tentative agreement between the Suquamish Tribe and the City of Poulsbo with respect to the creation and eventual installation of original Suquamish art for Poulsbo's new roundabout retaining wall at the junction of Highway 305 and Johnson Parkway. Both parties may further adjust some of this draft language before the creation and signing of the final MOU.*

*For now, however, Robin will forward this preliminary draft MOU simultaneously to the City and the Tribe. The City has expressed its agreement with these general terms. The question for the Tribe is whether it is also in basic agreement with these general terms, such that the City can present this preliminary draft MOU to the City Council for their consideration at their next meeting.*

Retaining Wall Art Selection: When this MOU is finalized, the Suquamish Tribe will select a Suquamish artist to design and craft an art installation for the retaining wall at the Highway 305/Johnson Parkway roundabout project being constructed by the City of Poulsbo. City Engineer Josh Raney will provide the Tribe with the dimensions of the retaining wall, dimensions of the space available for the artwork, the maximum distance the artwork may protrude from the retaining wall, and any other engineering or safety constraints that will affect the size, color, shape, and materials of the artwork. In addition, this artwork is anticipated to be durable in nature and easy to maintain, with graffiti-resistant coating.

Financing: The City is donating \$25,000 to the Tribe toward production of this retaining wall artwork; this includes concept design, final design, and fabrication. The City is also forgoing collecting the Tribe's usual payment of \$20,000 impact fees for the 2019 cycle; instead, the Tribe will retain this \$20,000 to use for production of the artwork and a portion of its installation cost.

Timeline: The retaining wall is estimated to be completed in October 2021. The wall art installation may be planned for January 2022, depending on when the City's general contractor has completed its work and departed.

- The City would like to receive the Suquamish artist's wall art concept design by late August, 2021. The City will then coordinate with WSDOT for the artwork's approval from engineering and safety perspectives; this process generally takes a month.
- After WSDOT approves this initial wall art design concept, the artist will finalize the wall art's design details. The City would like to receive the artist's final design by late October, 2021. Once the City receives the wall art's final design, the City will provide structural design specifications for its connection to the retaining wall.
- The City will then coordinate with WSDOT to obtain the wall art's installation permit. This will likely take a month.

Installation: The City requires that the retaining wall artwork be installed by a licensed/bonded contractor. The City will contract for and oversee the artwork's installation into/onto the retaining wall. The artist will assist the City's contracted artwork installer by providing oversight as needed. The City will provide engineering details for anchoring the art to the retaining wall. The City will coordinate with the installation contractor and the artist to accomplish this wall art installation.

The Tribe will pay for a portion of the artwork's installation costs, not to exceed \$3000. The Tribe's installation contribution may be paid from the monies the City is providing to the Tribe for this artwork project.

These installation-related portions of the MOU may need modification after the final artwork design is approved by WSDOT. Only then will it be possible to ascertain with more specificity the final engineering needs.

Artist's post-installation responsibilities: The artist will touch up the artwork as needed after its installation on the retaining wall. The artist will also provide maintenance instructions to the City.

Maintenance: The City will own the installed retaining wall art. The City will bear primary responsibility for the wall art's ongoing maintenance/repair/replacement, leaving open the potential for future partnering with the Suquamish artist under a separate contract as needed.

Severe Damage: In the rare event of severe damage to the artwork, significant repairs might need to be performed by the original artist or another qualified Native artist. If required, the City and the Tribe will coordinate/ partner to accomplish significant repairs.

Accompanying Signage: Interpretive signage will be installed near the walkway adjacent to and in the vicinity of the roundabout retaining wall. The Tribe and the City will coordinate on this interpretive signage after the retaining wall, Native artwork, and the roundabout centerpiece artwork are complete. The City will provide the signage. The roundabout artist, the Suquamish retaining wall artist, the Tribe, and the City will work collaboratively to draft interpretive content for the signage and to keep the cost modest. The roundabout artist and the Suquamish retaining wall artist will each provide a statement explaining his or her respective artwork.

*The City (Diane) will add an introductory caption and ending signature and date lines for use when a final version of this MOU is approved by both the Tribe and the City.*

**POULSBO PUBLIC WORKS COMMITTEE**  
**AGENDA SUMMARY**  
MEETING DATE: 7/28/21

AGENDA ITEM:	Soft Parking Management Update
EXHIBITS:	
STAFFED BY:	D. Musgrove

SUMMARY STATEMENT:	
Agenda item added per request of Committee Chair Musgrove.	

RECOMMENDED ACTION:	
Discussion	