



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

Subject	Meeting Minutes	Date	4/28/2021
Recorder	C. Roberts	Start Time	5:00 PM
Committee Chair	Connie Lord	End Time	6:30 PM
Committee Members	Connie Lord, David Musgrove, Britt Livdahl		
Staff Present	Charles Roberts (CR), Josh Ranes (JR), Diane Lenius (DL), Anthony Burgess (AB), Shannon Wood (SW), Mike Lund (ML), Mayor Becky Erickson (BE)		
Meeting Video: https://vimeo.com/543683851			
No.	Topic	Action/Recommendation/Discussion	
Administrative			
1.	Questions & Concerns of the Committee	<input type="checkbox"/> Discussed <input checked="" type="checkbox"/> Further Action Requested: CL – citizen email regarding sewer summer billing (with warmer weather earlier in the year). BL – question about upgrading public garbage cans downtown to the double garbage & recycling solar compacting style. Interested about cost. ML to look at cost.	
2.	Agenda and Extended Agenda Review	<input type="checkbox"/> Discussed <input checked="" type="checkbox"/> Further Action Requested: ML asked for 5 minutes at end to look at roofing contract	
3.	Mayor, Department Head and Staff Reports	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: SW and ML discussing hazardous waste collection event with Kitsap County. Raab park caretaker moving in this weekend. DL updated that KC invited DL to newcomer (sewer connection fee) board meeting.	
4.	Approval of Minutes: 3/24/2021 & 4/14/2021	<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: None	
6.	Public Comment Opportunity	<input type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested:	
Agenda Items			
1.	Engineering Application Fee Update	<input type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: AB presented fee increase of 6% and addition of a few minor fees. 6% is the same as union labor rates so fees increased to accommodate.	
2.	Building Department Staffing	<input type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: DL presented building team and the upcoming	

		<p>construction workload. Strong revenue and strong development and need to maintain level of service as well as support development community. Would like to advertise for building inspector position as the highest priority. Will require a budget amendment and be brought to council on May 12th. DM asked about effect on other staffing needs. Also brought attention to importance of prioritizing needs in creative ways. PWC well aware need for staff.</p>
3.	Sewer Storage Project Update	<p><input type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested:</p> <p>DL and CR shared the sewer storage project at Nordness. Scope and budget for phase 1 work which includes 30% design and support for wsdot coordination. Also need to move project forward in CIP from 2024. Phase 1 work is 61k and project budget is 600k.</p>
4.	Schedule Council Workshop – Sewer	<p><input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested:</p> <p>Sewer consultants have completed some work and are ready to share results of preliminary analysis. Will bring to PWC on may 12th for a short discussion and then full council on May 19th for a presentation by our consultants.</p>
5.	Noll N. Project Update	<p><input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested:</p> <p>Update given about funding on phase 3a and 2b. Successful funding and looks like may be able to construct both at same time. Will be moving forward with design + right of way contract with parametrix. Still negotiating so will be brought forward in future. Happy with progress of south segment construction.</p>
	PW Property Roof Contract – Mike Lund	<p>ML updated about PW property roof contract – church needed new 10,000sf roof. Garland is the prime and got 3 quotes at about \$88.5k for base bid. Additive for low slope roof was 4.5k. total contract value is about \$101k incl. tax. PWC recommend approval and put onto consent agenda at Council.</p>
6.	Adjournment. 6:38PM	Next Meeting: