



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

Subject	Meeting Minutes	Date	6/9/2021
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	Charlie Roberts (CR), Diane Lenius (DL), Anthony Burgess (AB), Josh Raney (JR), Shannon Wood (SW), Keith Svarthumle (KS), Marla Powers (MP) Mayor Becky Erickson (BE), Guests: Tom Curran, Jean Charters		

Meeting Video: <https://vimeo.com/564704955>

No.	Topic	Action/Recommendation/Discussion
Administrative		
1.	Questions & Concerns of the Committee	<input type="checkbox"/> Discussed <input checked="" type="checkbox"/> Further Action Requested: DM asked about bench counts citywide. Idea to include those as part of the refinishing.
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: BE updated about her research into infrastructure and marginalized communities. Would like to coordinate with Kitsap Transit about no fee ride for lower income communities and making sure vouchers are available for our community. JR updated about Johnson Parkway, highway walls have slight delay, overall project schedule has not change. Traffic shift will remain for ~ 1 month. Completed first stream culvert crossing. DL updated that attended Kitsap County board meeting about Sewer Connection Fees. KC has been invited to next City Council meeting to discuss the proposed adjustment. CL asked about the county portion and breakdown on City vs. County. AB updated about building code update going to Council in July.
4.	Approval of Minutes: 5/12/21	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Further Action Requested: DM correction: looking for a bench count downtown and City wide. Downtown is looking at refinishing benches...need to look to see whether it makes financial sense to include other benches around the City. Mayor clarified that primary concern is

		<p>the downtown blue benches, other brown benches around town are new (~3 years old). City is not looking to refurbish anything other than downtown.</p> <p>Minutes accepted as modified.</p>
5.	Future Meeting Conflicts:	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: No conflicts as of now.
6.	Public Comment Opportunity	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: <p>Jean Charters: resident near the downtown area, own property between 4th and 3rd. Heard about the brainstorming of upgrading street. Is primarily concerned about listening to the plans, they own garage right on 3rd ave.</p> <p>Tom Curran: lives next door to Jean, property is sloped and City owns about half and he owns top of slope. Attending for informational purposes.</p>
Agenda Items		
1.	Westside Well Rehab Change Order	<input type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: KS presented pump/moto rehab cost increase. The wire was compromised by metal bands which damaged the wire casing. Additionally the drop pipe was black iron pipe and not galvanized so the drop pipe was significantly corroded. In this case these were unknowns and replacement is necessary to ensure the longevity of the City system. DM discussed the conversation he had with Keith offline about the technical issues. Also asked about oversight in 2002 vs now. KS answered that westside went in before Olhava and we have more oversight now. DM recommended approval to City Council to replace the well column and well wire in the amount of \$31,000. Overall cost is still within the project budget.
2.	Systemic Safety Project Consultant Design Contract	<input type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: CR Presented systemic project consultant task authorization with KPG to provide survey and cadd support. This will be a city led design effort and will rely on consultants for support. The scope and budget is \$18,110. PWC recommended approval to council on the consent agenda.
3.	Downtown Construction Discussion	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: AB gave update

		<p>about the downtown development and the impact on the area. Three large scale projects: Vanaheimer, Old City Hall, and Poulsbo Place Div 8. City will condition the clearing and grading permit to require contractors and subcontractors to park employees offsite. DM asked about guidelines for parking plan. Likely require no parking in C1 zone and/or not in public parking lots (IE street parking elsewhere). DM also mentioned guiding them to certain businesses in the area that have large parking lots. Discussion about different ideas but in general good path forward.</p>
4.	Soft-touch Parking Management	<p><input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: DM discussed that summer starts, grumblings about parking, seems to be a constant. Concern is that parking is lacking for business customers. Development, port, street eateries etc. have all reduced parking (maybe as many as 100 stalls). With no enforcement there is an issue with employees parking in public parking lots that takes away from customers. DM looking for soft touch and looking for ways to guide people to where and how they should park. CL said that she attended HDPa and stated it was their time to start taking action, potential first Lutheran option, bank of America parking lot. HDPa should start employee parking system/program (ie tags) and that businesses should start enforcement to make sure that employees aren't parking in Anderson Parkway. HDPa will take it up at next board meeting. Mayor has a few meetings set up with Bank of America, and others to discuss options.</p>
	Mayor Added Item – Budget Amendment for Survey	<p>Mayor will bring up at full Council but desire to bring money forward to survey Iverson, Triangle, public works, etc. To push forward the affordable housing (on triangle) and potential farmers market moving to PW yard. Lots of survey work to be completed.</p>
6.	Adjournment. Meeting adjourned 6:32pm	<p>Next Meeting: June 23rd</p>