



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

Subject	Meeting Minutes	Date	9/22/2021
Recorder	CR	Start Time	5:00 PM
Committee Chair	David Musgrove	End Time	6:30 PM
Committee Members	Connie Lord, David Musgrove, Britt Livdahl		
Staff Present	Charlie Roberts (CR), Diane Lenius (DL), Josh Ranes (JR), Shannon Wood (SW), Mike Lund (ML), Mayor Becky Erickson (BE),		
Meeting Video: https://vimeo.com/612749520			
No.	Topic	Action/Recommendation/Discussion	
Administrative			
1.	Questions & Concerns of the Committee	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: CL – talked with Gary Nystul about technology/company that cuts concrete around trees where trees are pushing panels up. Also asked about chip seal vs. seal coat. DM – question about traffic counts, and paving methodology (sent to Mike).	
2.	Public Comment Opportunity	<input type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: None	
3.	Mayor, Department Head and Staff Reports	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: BE – staff is very busy, and PW is down multiple people. Having trouble hiring. ML updated about interviews for mechanic helper, and maintenance tech (offer made), and janitor interview. DL updated that we interviewed and made offer for NPDES position. Also applied for ecology capacity grant (\$50k). Damon has left and have received applications to fill inspector position. Also have open Eng 1 and engineer tech position with a few applicants. On the Project side, all contractors are preparing for winter. Diane, Josh, and Mike will be at APWA conference for next PWC on Oct. 13 th .	
4.	Agenda and Extended Agenda Review	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: ML would like to update about Seal Coat project – 5 min topic to end of Agenda. DL would like to add systematic safety project consultant contract – 5 min.	
5.	Approval of Minutes: 9/08/21	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Further Action Requested:	
6.	Future Meeting Conflicts: 10/13/21, 10/27/21, 11/10/21	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested:	

Agenda Items

1.	SR305 Storage Project Phase II	<input type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: CR presented scope for phase 2 work on the SR305 Wet Weather Storage Tank. Phase 1 moved forward with preliminary concept level and WSDOT coordination. Phase 2 includes completing the design, doing geotech, bidding support and construction services. Phase 2 budget is around \$175k. Also had good conversations with the neighbors and plan to include plantings to dress up the site. Question about painting tank, DL answered not recommended for concrete since will flake off and increase maintenance. Staff will look into possibility of using colored, textured , or tinted concrete. PWC recommended approval of the phase 2 scope and budget.
2.	ADA Transition Plan Update	<input type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: CR briefly discussed ADA transition plan and asked if anyone had any specific revisions. Will go back to previous minutes and incorporate revisions including UGA requirements and other topics. Will review minutes, incorporate and bring forward to Council.
3.	Green Roof Feasibility Evaluation	<input type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: JR Presented Green Roof conversion at City Hall – convert to deck/patio area open to employees and public. Reached out to Helix Design group – on call architect. 2 options interior access only and both interior and exterior access. Would also develop concepts as well cost estimates. Budget is \$15,520 – will require a professional services budget amendment from general fund. CL brought up idea about rough cost and if wise use of money given other costs in the City. BL asked if maintenance would be eased if access – ML answered yes and BL also pointed out that it would be a public space, potential to recoup costs at special times? Space rental? DM asked about green roof requirements – building was built to “leed” standards but not certified. CL – wants immediate access (for maintenance) included in the feasibility IE install interior/exterior door (approximate cost to add door). A few places on 2 nd floor so broad topics would include is load bearing walls, possibilities for access, etc. Josh to add appropriate language which captures the

		interim step of adding interior door for maintenance.
4.	Cemetery Event	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: SW shared the Cemetery Event. Historical Society taking interest in graveyard, and wanted to get PWC input before moving it forward. CL – brought up by HDP, want to make sure it is processes appropriately (scheduled to go through Community Services), also have bonfire downtown (Saturday) and additionally drive through trick or treating (Sunday). CL wants to make sure there aren't any major red flags, things like parking and such. DM in support of having historical events at the Cemetery, BL and CL concur, suggest go to Community Services asap.
5.	ADA/Engineering Requirements for Street Vending	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: DM requested in advance of October discussion at Council. ADA requirements for moving forward as well as liability issues. DL – streeteries have evolved over the past year. Most jurisdictions figuring out as they go along. Mayor put together application for Summer Fair and engineering included supplement with requirements for ADA, lane width, reflective striping, heaters, etc. City of Edmonds has done quite a bit to further street cafes. DM – recognizes that emerging from emergency situation and time to formalize. 4 cities in California – 3 of them got rid of street cafes and 1 (Palm Desert) left it but made stringent requirements. Mayor answered that they will have solid requirements for Oct. 6 th , DM doesn't want rules to change in 6months or 12months. CL does not want to be so regimented such that creativity isn't compromised. Information to be included in the packet for Council.
6.	Downtown Temporary Speed Bump Update	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: DM – topic regarding the speed bumps downtown, they are temporary and are showing the temporary nature. CL understands the need for speed bumps to safety of the streeteries but are an issue for sons of Norway and HDP for future events. Christmas Yulefest and concern over speed bumps. If horse drawn carriage follows same route as previous years (south bound lane no speed bumps allows for carriages and also opposite side from

		<p>streeteries). ML stated that they can be removed with some work. Will be removed if snow is forecasted. ML can remove them at council's direction. DM consider raised crosswalks and appropriateness if formalizing streateries. Prime opportunity to spend money to implement permanent solutions. BL agrees need to slow speeds and all the elements and distractions downtown does slow people. CL aware of storm issues and wants to make sure downtown is flexible for all uses. JR excited to revamp downtown as part of Complete Streets project and who is the primary user of downtown. Also important to keep eye on long term projects.</p>
7.	<p>Systemic Safety Consultant Supplement</p>	<p><input type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: JR presented scope of work for the safety improvement project, currently in process for obligating the federal funds. Awarded 255k and based on package WSDOT will give us \$50k additional funding, however need to accelerate project and obtain 100% grant funding. KPG had survey and Cadd support (previously awarded about \$18k). City staff does not have capacity to complete the PSE package so would like to supplement design support for KPG for about 14.8k. Total \$32k and within the overall \$45k design budget. Construction estimate \$200 – 250k about 15% design budget.</p>
	<p>Seal Coat Project Update</p>	<p>ML updated about the Seal Coat project. Late in the season and the coating needs to be completely dry, took a lot longer to dry than anticipated. Only got 1 coat on half of deer run done and planning to finish deer run tomorrow. Looking at long range forecast – rain forecasted and want to coordinate with neighborhoods because of the schedule slip. ML plans to finish Deer Run and then will suspend contract until spring when better weather can be anticipated. ML believes most prudent thing (best product for the City) and contractor is on-board.</p>
	<p>Adjournment.</p>	