



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

Subject	Meeting Minutes	Date	10/27/2021
Recorder	CS	Start Time	5:00 PM
Committee Chair	David Musgrove	End Time	6:50 PM
Committee Members	Connie Lord, David Musgrove, Britt Livdahl		
Staff Present	Christine Smith (CS), Shannon Wood (SW), Diane Lenius (DL), Josh Raney (JR), Mike Lund (ML), Anthony Burgess (AB), Britt Livdahl (BL), Phil Struck (PS), David Musgrove (DM), Connie Lord (CL), Becky Erickson (BE)		

Meeting Video: <https://vimeo.com/640027683>

No.	Topic	Action/Recommendation/Discussion
Administrative		
1.	Questions & Concerns of the Committee	<input checked="" type="checkbox"/> Discussed <input checked="" type="checkbox"/> Further Action Requested: BL requests vandalism be brought up. ML - touching base with police dept to hopefully get more observation and locking doors more regularly. Public Works was able to clean and repair most items. Looking at setting up cameras in Nelson Park. Met with Sgt Zieman at Nelson and submitted a vandalism report. CL brought up cameras in American Legion Park. ML has two game cameras, but issue is more with staff time. DM suggests changing section 2 of the agenda from numbers to letters and touching base on extended agenda items.
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: ML – storm event over the weekend was not as extreme as expected. Open invite to councilmembers to visit the new PW facility and see the progress. DL – Talked with Connie Smith on 9 th Ave and will likely have traffic evaluation at the next PWC meeting. Expects public participation. Geotech at Nordness for drilling soil sample. Design phase for Noll N segment beginning, starting ROW purchasing. DL, ML, JR went to APWA conference, good participation and good feedback. DM asks if there are creative options for additional labor opportunities, to help with the departments.

4.	Agenda and Extended Agenda Review	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: ML asks to include Gary Nystul's email regarding trip hazards.
5.	Approval of Minutes: 9/22/21	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Further Action Requested: Under the SR305 Phase II Item, end of paragraph re: colored, tinted ADD textured.
6.	Future Meeting Conflicts: 11/10/21, 11/24/21, 12/8/21	<input type="checkbox"/> Discussed <input checked="" type="checkbox"/> Further Action Requested: Motion to cancel the November 24 th PWC meeting.
Agenda Items		
1.	Poulsbo Complete Streets Consultant Selection Update	<input checked="" type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: JR – presented background information of Complete Streets Program and budget of \$250k. RFQ was advertised in June and interviews were held in Sept. Three firms interviewed: Parametrix, Transpo Group, and Framework. Parametrix scored highest and was selected. They will be looking at priorities street by street, specifically for non-motorized users. They will review scope and budget with Parametrix, and then move forward to Council. The health department submitted a nomination for Poulsbo for a grant with TIB. Grant range is \$100K to \$1M.
2.	Noll Road Consultant Contract Update	<input type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council for Consent Agenda <input type="checkbox"/> Further Action Requested: No addition of funds, just shifting budget within the contract from environmental task to geotechnical construction support task. Supplement also updates billing rates, typically done on an annual basis. Shared photos of Johnson Pkwy project.
3.	PSE Downtown Night Work Request	<input type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: Poles need to be moved to accommodate the height of the new building. PPCP was dependent on the Clearing and Grading permit issuance. Groundbreaking will begin next week. Both poles will move into new landscaped bulb-outs. Nightwork requested because of the length of the outage. Equipment will also take most of street. DM – will require coordination with downtown businesses. PSE would need to

		provide at least a week's notice to downtown. AB expects 2-3 nights of work. BL – Roadside parking space will be lost AB – loss of the parking space was discussed during site plan review of the Sophie project.
4.	Historic Cemetery Preservation Grant	<input checked="" type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Further Action Requested: Proposed purchases with the grant money are row markers, message centers, and a lighted flag pole. Current markers are not very legible. Does not need to be brought to City Council. Purchases can't be made for the grant before January 2022. Recommended to move forward with the grant application.
5.	City "Triangle" Property Update	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: Discussion held regarding the City's triangle property on Lincoln and potential difficulties with future development. Discussion can be viewed at timestamp 45:00 of the Vimeo video linked on page 1 of the meeting minutes.
	Gary Nystul - Trip Hazards	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: Poulsbo Place specifically but all over town trip hazards. Had Precision Concrete Cutting come out to review hazards within City. Had a recent trip near the post office. PW does have a grinder but takes time and does not look great. Looking at dedicating future ADA funding to this type of project. DM – Should funding be allocated for this, and where would the funding come from ML – General streets funding but would like its own specific line for this type of work, to mitigate this specific type of hazard.
	Adjournment. Meeting adjourned 6:50pm	
Extended Agenda Adjustments for next Public Works Committee Meeting		
1.	PMC – Transportation Development Code Update	Update for transportation items scheduled 12/8/21
2.	a. Speed Limit Policy	
	b. Speed Hump Policy	
	c. Street Lighting	
	d. Street Connectivity	

	e. Cross Walks/Green Plastic	
3.	2022 KCTP Capacity Improvements – Costs/Poulsbo share	Item scheduled for 11/10 meeting
4.	Long Range Plans & Legal Options for the Old Dump Site	Anticipated meeting date moved to 2022
5.	Assets for the Retiring PW Facility	Anticipated meeting date moved to 2022
6.	PW Emergency Prep and Status Overview	Anticipated meeting date Dec 2021
7.	City Maintenance Workload	Anticipated meeting date Dec 2021
8.	Additional One-Way Shared Use Street Opportunities	