



**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>2/9/2022</b>
<b>Recorder</b>	C. Roberts	<b>Start Time</b>	5:00 PM
<b>Committee Chair</b>	David Musgrove	<b>End Time</b>	6:50 PM
<b>Committee Members</b>	Connie Lord, David Musgrove, Andrew Phillips		
<b>Staff Present</b>	Charles Roberts (CR), Michael Bateman (MB), Shannon Wood (SW), Sam Snook (SS), Mike Lund (ML), Josh Ranes (JR), Brenda Yates (Tizzy's EuroPub call-in), Mayor Becky Erickson (BE), Pam Keely (call in)		

**Meeting Video:** <https://vimeo.com/675956031>

<b>No.</b>	<b>Topic</b>	<b>Action/Recommendation/Discussion</b>
<b>1. Administrative</b>		
A.	Questions & Concerns of the Committee	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: <b>CL had a question about the artwork on the wall. Expecting late summer before any artwork is installed. JR clarified that City contractor would like to be substantially complete prior to another contractor coming in to install art.</b> Andrew Phillips introduced himself and gave brief background. Asked about name of committee – PW and not Engineering & Public Works Committee
B.	Public Comment Opportunity	<input type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: <b>2 Citizens called in, one will speak during parking discussion. Pam Keeley &amp; Brenda Yates</b>
C.	Mayor, Department Head and Staff Reports	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: DL introduced Sam Snook as new engineering tech. SS gave background coming from local survey firm. DL will cover a lot items under engineering work plan update.
D.	Agenda and Extended Agenda Review	<input checked="" type="checkbox"/> Discussed <input checked="" type="checkbox"/> Further Action Requested: AP asked about residential parking and street striping policy – requested for future agenda. CL brought up fogline striping and inquired about publishing a schedule. ML answered that last year county had issues and didn't stripe and having issue committing to this year, is looking at a quote to complete striping.
E.	Approval of Minutes: 1/12/21	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: Minutes approved – CL & DM. AP – abstain since not on the committee at the time.

F.	Future Meeting Conflicts:	<input type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: <b>None noted</b>
<b>2. Agenda Items</b>		
A.	Noll Road Contract Supplement	<input type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: JR presented the Consultant Contract Supplement for the Noll Road Corridor project. Parametrix is contracted for design of full corridor, however supplement is for construction for Johnson Parkway portion only. Requested \$25,000 supplement for construction support, number of unanticipated items came up during construction which were outside of scope. Includes tunnel security, Wall 3B changes and revisions, roundabout center island sign and landscape revisions, and submittal review. Supplement is included in the Johnson Parkway construction budget. JR shared construction photos and progress. PWC recommend approval of the contract supplement and recommends placing on consent agenda.
B.	Engineering Work Plan Update	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: DL presented the Engineering Work Plan Update for 2022. Shared department staffing. Priorities for 2022 include complete Johnson Parkway, integrate new staff and strengthen the team, and plan and construct utility infrastructure necessary to support Poulsbo community and growth of our City. Shared high priority grants – complete streets for ADA improvements or 3 <sup>rd</sup> avenue at different funding levels. STP funding potential projects are Noll Rd 3B, 3 <sup>rd</sup> Ave, or Finn Hill Overlay. Busy with Utility Planning, Sewer Comp Plan is wrapping up, and starting Water Comp plan. Design projects include Lemolo Shoreline pipe, sewer MBR study, Noll Road 3A & 3B, Poulsbo Complete Street plan, 3 <sup>rd</sup> ave improvements, West Poulsbo waterfront park retrofit, South Fork Dogfish creek retrofit. Construction projects are: Westside Well, Mesford and Swanson PRV, SR305 Wet Weather Sewer storage tank, Johnson Parkway and Citywide Systemic safety project. A lot of private development on going as well. MB updated on Sophie apartment downtown. DM asked about PSE coordination with downtown businesses. CL – update that downtown business will be in attendance tonight.
C.	Parking Discussion	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council

		<p><input type="checkbox"/> Further Action Requested: <b>DL reminded PWC that streateries were extended through end of year and some businesses removed them, some are being modified and kept. One topic that was not previously addressed was the option for a loading/unloading downtown (quick pickup spots).</b></p> <p>MB – shared proposed locations – in front of Maritime Museum, some conditions/requests once Summer fair is lifted, but makes sense for bistro, coffee shops, etc. 2<sup>nd</sup> location – Central front street in front of Bad Blanche, close to marina market, Sluys, Cups, Hot Shots, located close to existing crosswalk and curblin allows for easy/quick in and outs. 3<sup>rd</sup> Location – Southern front street, close to crosswalks, serves multiple locations, where Sogni di Vino currently has a sign. Brenda Yates – owns Tizzly’s suggest take a look at existing load/unload zone near 4-way intersection – potential for shared use (trucks in morning / customers in afternoon). Things for consideration – time limits, budget, and expire with summer fair or stay for longer. Also had conversation with Kitsap Transit, they are fine stopping in the street or pulling into location near Senior Center. Brought forward at the request of Council/citizens, will be brought forward if requested. Brenda Yates supports idea. Andrew brought up enforcement as minimal concern. CL – suggests pilot program. Also wants businesses to weigh in prior to going to council. What like ability to enforce time limit. DM – agree about pilot program with end date. Can always extend forward. Has been watching Safeway example where they have not been used as intended.</p> <p>Mayor – asked Brenda to inform HPDA of conversation and Mayor will send letter to HDPDA and then move it forward to full Council. Brenda requested map showing 3 spots.</p>
D.	<a href="#">Streetlight Upgrade Discussion</a>	<p><input type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council</p> <p><input type="checkbox"/> Further Action Requested: <b>MB presented update on the TIB Relight Washington program. PSE expects to complete Phase 1 in February, this will replace HPS sodium cobra heads with LED which saves on monthly tariff and received a grant to cover install cost.</b></p>
	<b>Adjournment.</b>	Meeting adjourned 6:38pm