



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

Subject	Meeting Minutes	Date	4/27/2022
Recorder	C. Roberts	Start Time	5:00 PM
Committee Chair	Connie Lord	End Time	6:30 PM
Committee Members	Connie Lord, David Musgrove, Andrew Philips (not present)		
Staff Present	Mike Lund (ML), Charlie Roberts (CR), Diane Lenius (DL), Shannon Wood (SW) Guest: Carollynn Zimmers; Mayor Becky Erickson (BE), Guest: Pam Keeley		

Meeting Video: <https://vimeo.com/705818273>

No.	Topic	Action/Recommendation/Discussion
1. Administrative		
A.	Questions & Concerns of the Committee	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: CL – asked if worth attending PW open house for Kitsap County facility on Bond & Gunderson. ML has an interest/on his calendar if available.
B.	Public Comment Opportunity	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: Carollynn Zimmer has question about the \$3.5mil of the ARPA funds and is committee in charge of deciding how it is spent. BE – distributed money in a number of ways at council level. A good portion was for small business grants, PPE, paid staff wages for laid off, about \$900k left and hoping to spend on infrastructure project but will be a council decision and will be spent by 2024. Mayor has list available for interest. Carollynn interested if citizens had input and timing/committee for remaining \$900k. BE – likely within 6 months and at PWC as it relates to infrastructure/utility improvements. Pam Keeley – interested in PW emergency preparedness.
C.	Mayor, Department Head and Staff Reports	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: Mayor updated series of important meetings at PSRC as it moves toward conclusion. Emphasis on green gas emission, climate change, and equity. Transportation plan been in works for over a year and very important. DL – trickle down from PSRC has impacts on grants. Lots of emphasis on equity and how project serves underserved communities. Other high priority is safety and target goal of zero deaths on highways, good news/bad news is safe

		<p>city means harder to achieve the grant funding. CR updated about County Bid opening on the Bangor Force main and engineers estimate was \$23mil and low bidder was about \$18mil. Still working out the details of the Cities contribution to the project.</p> <p>DL also updated that the bid opening for the safety project was not as successful. One bidder and bid was higher than anticipated, will be meeting with WSDOT to discuss options.</p>
D.	Agenda and Extended Agenda Review	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: ML will pull item 2B and will add item to update on what PW is doing. DM would like PW asset review – real estate assets. ML has Jordan working on it now.
E.	Approval of Minutes: 4/13/22	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: Minutes approved
F.	Future Meeting Conflicts:	<input type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: None
2. Agenda Items		
A.	Striping Project Contract Award	<input type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: ML presented striping project. Historically Kitsap County striped fogline and centerline for City, however informed they will not be able to do it for foreseeable future. About 48 miles and great cost from County ~\$20k/year or less. City Advertised and opened 2 bids, low bid was Specialized Pavement Markings at \$42.25k and Striperight was \$68k. Budget Amendment needed for about \$40k in PW professional services budget. Professional service budget is \$55k/yr, with 38k for KC traffic signal maintenance, 7k single upgrade, and \$42k for striping. Shortfall of around \$32k and requesting 40k since early in the year still. DM requested to increase budget by % instead of \$40k. Asked about borrowing KC equipment and using City forces – ML answered KC has new equipment and takes training so probably unlikely. Also asked about purchasing a share of a striping truck in the future. ML can look at it but gut feel is may not work out. This is 1 year contract but likely multiyear contract would be slightly cheaper. PWC recommended to council. ML will bring either May 4 th or 11 th
B.	PW Emergency Prep and Status Overview (Removed from agenda)	<input type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested:

C.	PW Admin Generator Design Scope and Budget	<input type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: ML presented PW admin building generator design scope and budget. Purchased and remodeled and PW will be moving in June 2022. Building needs emergency generator to keep operations running. Reached out to electricians and they require electrical design to assist in work. Generators have long lead time right now and first phase will be manual transfer switch initially and then will include automatic transfer switch and permanent auxiliary. Reached out to Gray and Osborne and they put together a scope and budget totaling \$29,860. Anticipate bidding in July and generator install in August 2023. CL requested ML give full presentation to Council and not put on the consent agenda. ML will give full presentation to Council. Question about solar/charging stations – not included in current scope. PWC recommended approval to Council.
	PW Update	ML presented Phase 1 boardwalk repairs. Currently in process and crews are working hard but should have it opened by Vikingfest. Also updated that radio controlled mower in budget has had some demos and Mike has selected one to purchase. RC Mower did demo in town. PW was very impressed with machine and was a bit more expensive but have stormwater grant fund a portion of it. ML updated on neighborhood street project from last year. Project was paused last year and contractor will be on site July 5-15 th to finish seal coating. New PW admin building – restriped parking lot stalls, ready to pour sidewalk. Showed pictures of progress.
	Adjournment.	Adjourned 6:06PM