



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

Subject	Meeting Minutes	Date	08/10/2022
Recorder	R. Bowen	Start Time	5:00 PM
Committee Chair	Connie Lord	End Time	6:30 PM
Committee Members	Connie Lord, David Musgrove, Andrew Philips		
Staff Present	Diane Lenius (DL), Rachel Bowen (RB), Charlie Roberts (CR), Shannon Wood (SW), Mike Lund (ML), April Ziemann (AZ) Josh Ranes (JR), Mayor Becky Erickson (BE), Online guests Colleen Smith (from 9 th Ave) and Elizabeth Wolfe (from 9 th Ave)		

Meeting Video: <https://vimeo.com/739016029>

No.	Topic	Action/Recommendation/Discussion
1. Administrative		
A.	Questions & Concerns of the Committee	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: None
B.	Public Comment Opportunity	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: 2 guests attending online for the 9 th Ave discussion.
C.	Mayor, Department Head and Staff Reports	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: DL updated that Josh Ranes will be promoted to City Engineer on August 16 th . Will be seeking to hire a new engineer for our team as well. Also have received information from Kitsap County about the cost for treatment capacity at the CK treatment plant. Starting negotiation process. Also initiated a process with Murray Smith to kickoff Lemolo Shore Drive pipeline project (Johnson to Norum) planning to kickoff with Kitsap County in the near future. JR updated on Johnson Parkway – finished paving on highway for roundabout – no issues. Systemic Safety project has started slow due to utility conflicts but have picked up pace, and concrete scheduled Tuesday (next week) with road opened to traffic on Friday (1.5 weeks) which is ahead of schedule. CL asked about the work up at the school – JR said they are hoping to pour curb ramps up at high school same day as concrete downtown.
D.	Agenda and Extended Agenda Review	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: DL request to add agenda item to accept TIB

		money for ADA project.
E.	Approval of Minutes: 07/13/2022	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: Minutes approved
F.	Future Meeting Conflicts:	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: None
2. Agenda Items		
A.	WSSOG ILA	<input type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: RB presented ILA with Kitsap County for stormwater outreach and public education. NPDES permit requires public outreach component including general awareness, behavior change and stewardship opportunities. City partners West Sound Stormwater Outreach Group (WSSOG) which includes all local jurisdictions and Gig Harbor, Port Angeles. Programs include Mutt Mitts, Natural Yard Care campaign (promotes natural yard care and coupons for organic fertilizers), and participation in the Puget Sound Starts here campaign. KC represents City in the Puget Sound Starts Here and is region wide including ads, promotional items. Other activities include K-9 classroom lessons. City gets a lot of benefits out of the ILA including fulltime outreach and education positions and the uniform messaging, reducing duplicated efforts throughout jurisdictions and cost sharing. 2023-2025 ILA budget for City of Poulsbo is \$31,116 or \$10,372 per year for 3 years. Previous contract was \$9,421 per year. Increase of approximately 10%. Added benefit includes Source Control Program support which is a new requirement under the NPDES permit. CL asked about population share of Gig Harbor & Port Angeles. RB answered its total population of participating jurisdictions. DM questioned about the effectiveness of the cinema ads and the K-9 education campaigns. PWC recommends the WSSOG ILA should move to council. Approved Motion:
B.	Right of Way Procedures Update	<input type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: AZ: right of way document is required to purchase right of way for federal funded programs The last update was in 2016, and it must be updated if it is

		<p>older than 3 years. The documents provide clarity for roles and responsibilities between city, WSDOT and consultants. Once approved it is sent to WSDOT and then they review and approve it. It has been reviewed by WSDOT right of way contact and they had no comments. These procedures need to be formalized before acquiring right of way along Noll Road North Segment Project. Tierra Services will help acquire the right of way. CL asked how this new procedure is different from old one. AZ said that the only thing that has changed is the roles (people) in each position. A flowchart was provided to show where we are in the process and to keep city council advised.</p> <p>Approved Motion: Recommend bringing city of Poulsbo right of way procedures to city council for approval. Motion approved.</p>
C.	<p>9th Avenue Traffic Updates</p>	<p><input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested:</p> <p>DL: several months ago, some citizens wrote a petition to City Council about speeding on 9th avenue. A traffic study was done and presented. Now we are back to report out additional research.</p> <p>CR: In October a petition from citizens was presented to City Council about speeding on 9th avenue. In November a traffic study was done. 9th avenue is a 25-mph road and study found that 85% percentile was 3-5% over posted speed limit. Study showed that there were 300-500 average daily trips, which is lower than expected of a road of that class and with the number of houses on road. Staff recommended additional speed enforcement as well as fog line striping and the addition of radar speed signs. Initial data from summer 2022 after fog line striping, which narrowed roadway from 12 feet to 10 feet showed roughly 350 average daily trips and the 85% percentile for speeding was slightly less reduced. The next step would be radar signs which is currently not in the budget.</p> <p>DL: standard process in engineering is to look at the 85% percentile and make changes if it is 5 mph</p>

over speed limit. Then additional speed enforcement is asked for as well as striping. This is not the case with 9th avenue and the City's current position is to take no further action.

Colleen Smith (citizen) Asked if that means they are not going to get speed signs? DL said that is what this discussion is deciding.

DM: Reading the data, the numbers were surprising in that the small fixes made small improvements but are within an actionable level. At 4 mph over is mostly at the south end of the road and speeds are much slower at north end. At this point he thinks we can continue to watch it and see if the striping continues to cause slower speeds, as well as occasional enforcement on the south end of the road.

Colleen Smith said that they are calling in with neighbors Jackie and Penny Cleveland. Penny asked if the speed would continue to be checked after this summer? DL responded said that periodically data is taken throughout the city, but we don't anticipate it doing it monthly. Typical frequency is annual tracking for roads that have issues like reported speeding. Colleen Smith asked if they should be looking for potential speeders and reporting their license plates? DL said that the data showed that out of 350 trips a day, 15% of them are going over 29mph or more. Colleen Smith expressed concern about neighbors and children in the neighborhood and says that 25mph is too fast for the traffic that they have at night. The road does not have sidewalks. She mentioned that the speed bumps along 6th avenue that slows people down. She understands the data but as citizens they want more things to stop speeding like speed bumps. Colleen Smith talked about the one way on Fjord and the increased number of walkers on 9th avenue in 2020 and that they are worried about safety.

BE responded that part of the problem is the lack of sidewalk. The road was built when City was more rural and without development standards. local improvement district (LID) could be considered but it would be expensive for the residents. CL mentioned speed bumps but BE said that the solution would be having sidewalks so

		<p>that people can walk along it safely and that the city can put together information on cost of that. Colleen Smith said that they would want to look at the bottom line of speed bumps vs sidewalks and thinks speed bumps would be cheaper. CL responded that one of the things they could do that is more cost and justification for speed bumps on 9th. Speed bumps have to placed carefully.</p> <p>AL Said that speeding is throughout the city and in front of his house even with speed bumps. BE said that speed bumps have an issue for first responders. BE said that the data has showed that there is not an issue for speeding but says that her neighborhood should consider sidewalks.</p> <p>CL asked if the sidewalks would go on existing right of way? BE said that they can look at the right of way on that street and that for the value of homes on the street and safety to look into sidewalks. CR responded that they also got a petition for 6th avenue. The traffic on 6th avenue is faster than 9th even though 6th has 3 speed bumps. People speed up after going over the speed bumps.</p> <p>CL said that the appreciate the citizens calling in and her recommendation is that they should look into research into how the right of way exists and information into LID. It is expensive but it would improve house values. Colleen Smith said that it would be a great start to look into LID. CL said that the fog line and narrowing of lanes has helped to a degree but if they are not satisfied that they can look into what an LID would entail and the cost of doing that.</p> <p>ML said that public works has one small trailer with a radar sign at PW and they could put that out for one week in one direction and one week in the other direction on 9th.</p>
D.	Klinge House Demolition	<input type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: ML: Klinge house is at end of 2 nd avenue on Torval Canyon on about 8.3 acres. House was built in 1943 and has been vacant for about 10 years. They have tried boarding it up, but it just continues to get torn down and trashed. They are concerned that someone will get hurt by going in there,

		<p>making the house a liability for the city. All the plumbing and wiring has been ripped out. After talking with mayor, they've decided that it needs to be torn down. Best guess on cost is 100k for total teardown including hazardous waste assessment and abatement, moving PSE lines, renting machines, etc. BE said that the budget amendment will be out of parks general reserve. CL asked when it would go to city council and ML said they he thinks it would go to city council at the end of September. DM mentioned that it cannot be burned or used by the fire department because of the hazardous materials.</p> <p>Motion recommended by DM and seconded by AP. Motion Approved.</p>
	<p>TIB Grant Acceptance – ADA Project (added agenda item)</p>	<p><input type="checkbox"/> Discussed <input checked="" type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested</p> <p>JR: Poulsbo was nominated for this grant through Transportation Improvement Board by the department of health. The projects are for complete streets to enhance bikes and pedestrian facilities. The submitted proposals included a project on 3rd avenue project to create a bike lane and sidewalks as well as ADA improvements city-wide. TIB selected ADA improvements and awarded City with 600k with 0 city match. Highest priority curb ramps were identified, with 600 total non-compliant and 50 curbs have no ramp at all and is considered a physical barrier. TIB was given a range of 60-90 to replace and about 12-20 areas to put in ramps where there are none. Project will be done in 2023. Consultants will do the survey and design will be done in house. Next steps are to look at non-compliant ramps and look at construction efficiency and bunching up what ramps are being improved. Tonight, we are asking for a budget amendment to get it on the CIP and accept the 600k. DM asked about current ramps being built, and JR said that they are fully funded through a separate state grant. DM asked about a cookie cutter template for ramps. JR said that the threshold is 2% grade with zero tolerance, so each site has to be considered individually to make sure that they are built within the current regulations. JR said that the grant will be given up front and at the end of the project we will send in information confirming the work that was performed. DL said this may be a recurring funding source and we</p>

		<p>could go for future awards. ML asked if it was for ramps only or if it could be used for sidewalk improvements. JR said that if needed sidewalk improvements are close to the ramp and impacting access then sidewalk improvements could be done. BE asked if they are thinking about the frequency of pedestrian activity to put new curbs where the sidewalks are being used the most? JR responded that that was their plan. DM recommended budget amendment and acceptance of award. AL and CL seconded. Motion passed.</p>
	<p>Meeting adjourned 6:22PM</p>	
	<p>Adjournment.</p>	