



**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>3/23/2022</b>
<b>Recorder</b>	Josh Ranes	<b>Start Time</b>	5:00 PM
<b>Committee Chair</b>	Connie Lord	<b>End Time</b>	6:30 PM
<b>Committee Members</b>	Connie Lord, David Musgrove, Andrew Philips		
<b>Staff Present</b>	Diane Lenius (DL), Mike Lund (ML), Mayor Becky Erickson (BE), Shannon Wood (SW), Josh Ranes (JR)		
<b>Meeting Video:</b> <a href="https://vimeo.com/691925281">https://vimeo.com/691925281</a>			
<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: Andrew requested future meetings to try to be grouped to save staff time	
B.	Public Comment Opportunity	<input type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: None	
C.	Mayor, Department Head and Staff Reports	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: ML: Crews cleaning downtown, Viking Fest prep DL: Invites sent to Council for visiting Johnson Parkway art DL: Will provide an update on Grant applications, add to tonight's agenda	
D.	Agenda and Extended Agenda Review	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: SW: Add Cemetery discussion DL: Deletion of extended agenda items, if discussed in a meeting and on agenda then it is typically removed from extended agenda Musgrove: Request to keep extended agenda item on list for at least one additional meeting with description/explanation of it being removed for future meetings	
E.	Approval of Minutes: 3/9/22	<input type="checkbox"/> Discussed <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Further Action Requested:	
F.	Future Meeting Conflicts:	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Further Action Requested: None	
<b>2. Agenda Items</b>			
A.	<a href="#">City Maintenance Workload</a>	<input checked="" type="checkbox"/> Discussed <input type="checkbox"/> Recommended to Council <input type="checkbox"/> Further Action Requested: ML: discussed Admin 4-FTE and common tasks, Central Services 3-FTE (2 custodians & 1 bldg maint. Tech) and common facilities serviced, Water 5.5-FTE and water infrastructure maintained/operated, Sewer 2.5-FTE and	

	<p>infrastructure maintained/operated, Solid Waste 5-FTE and typical services, Parks 3-FTE and facilities being maintained, Stormwater 4.5-FTE and typical facilities maintained, Streets 2.5-FTE and infrastructure maintained, Fleet Maintenance 2-FTE but allocated to other departments and mechanic helper currently vacant, discussed other common work items (utility locates, finance dept. help, special events, citizen/business concerns, weather related issues). Discussed upcoming projects (Cracksealing, Fogseal, Waterfront Park). Mayor asked about waterfront park and whether we should contract out. Discussed job advertisements for Public Works and need for future request for additional staff.</p> <p>Musgrove: asking about tracking work and GIS integration and do we have opportunities to contract any work out. Is there needed additional technology to assist workload?</p> <p>Mayor: 10<sup>th</sup> Ave – Hostmark to Liberty, is concerned with pavement and requested to add to crack sealing</p> <p>Lord: requested presentation to have simplified background for ease of printing</p>
Transportation Grant Applications	<p>JR: Discussed upcoming grants, TIB Complete Streets, Surface Transportation Program (STP), WSDOT Bike/Ped, &amp; WSDOT Safe Routes to School. Apply for multiple grants for several projects. Total grant applications approximately 12, total grant request \$4M - \$8M. STP grant is Federally funded and will require Resolution at Council.</p>
Cemetery	<p>SW: Grant received for \$15,500 for improvements at cemetery, upcoming events: cleanup, historical re-enactment, wreathes across America. Cartegraph (GIS) has ability to mark graves. Lord asked about costs of software, already purchased and subscribed to so no additional costs.</p> <p>Philips: Asked about screening from subdivisions, Mayor suggested rhododendrons, SW-noted that the space to plant is narrow/limited.</p>
	<p>Mayor: Discussed City growth vs limited staffing growth of Public Works</p>
<b>Adjournment.</b>	<p>Adjourned 6:18pm</p>

**Future Agenda Items**

<b>Item(s)</b>	<b>Anticipated Meeting Date</b>	
Long Range Plans & Legal Options for the Old Dump Site	2022	
Assets for the Retiring PW Facility	2022	
PW emergency prep and status overview	April 2022	
<b>City Maintenance Workload</b>	<b>March 23, 2022</b>	Item discussed in 3/23 PWC meeting, removed from extended agenda