

**PUBLIC WORKS COMMITTEE  
MINUTES**

April 2, 2015

3:00 PM

The meeting was called to order by Chair Jason Leonard on April 2, 2015, at 3:00 p.m. at the Public Works meeting room, 1515 Willow Lane, Philomath.

**ROLL CALL:**

**COMMITTEE:** Jason Leonard, Doug Edmonds, and Eric Niemann

**TREE ADVISORY BOARD:** Jason Leonard, Doug Edmonds and Eric Niemann

**STAFF:** Kevin Fear, Public Works Director; Garry Black, Public Works Operations Supervisor; and Joan Swanson, Finance Director.

**GUEST:** Lige Weedman

**MINUTES:**

Councilor Leonard moved, Councilor Niemann second, to approve the minutes of the February 5 and 12, 2015, meeting as presented. Motion APPROVED 3-0.

**TREE BOARD BUSINESS:**

**Dead tree removal request at 1505 Applegate** – Councilor Niemann brought in pictures of the tree for councilors who may not have had time to go by and see the tree. Lige Weedman, city staff arborist, presented his findings on the health of the tree. Discussion included committee members agreeing that the tree is not showing any sign of life and that there is rot and decay that is very evident in the tree.

**MOTION:** Councilor Niemann moved, Councilor Edmonds second, the tree identified at 1505 Applegate be removed. Motion Approved 3-0.

**Other business –**

Councilor Edmonds asked for an update on the Arbor Day celebration. Mr. Black updated the Committee on the Tree City USA and the City celebration. He stated it will be held on April 24 and is waiting to firm up the time with Mayor Sloan. The Arbor Day celebration time has historically always been at noon. Mr. Fear stated that the proclamation of Arbor Day and a firm time will be announced at the next Council meeting on April 13.

**PUBLIC WORKS BUSINESS:**

**Review of utility rate notification** – Ms. Swanson presented the utility rate notification letter that the committee requested, explaining the need to raise water and sewer rates on July 1. She asked for input from the Committee on wording and content and stated that the letter would go out in the June 30 newsletter. The committee agreed on the key issues and content with the exception of paragraph 5, sentences number 3 and 5 stating that the Department of Environmental Quality (DEQ) has mandated replacement of the 1952 pipe which is not the case and that we need to stay ahead of the mandates. Mr. Fear explained that while there is not an official mandate from DEQ to replace all 1952 sewer pipe, it really needs to be done to prevent problems that could possibly cause DEQ to place the City on a mandated schedule. The Committee gave consensus to release it with the June 30 newsletter after corrections to the identified items were made.

**Plan Review Fee** – Mr. Fear explained the need to implement the plan review policy with a fee. He explained that the need for this is to help protect the city and developers

by having subdivision plans reviewed by the city engineer, which is currently Westech Engineering. Mr. Fear continued to explain that currently developers have the Oregon Health Authority (OHA) and DEQ review water and sewer plans per regulations for the City. This method is incomplete as these agencies do not review city standards, materials, storm or streets for compliance. Mr. Fear gave some examples of projects that did not go through a full review and have cost the City money. He also stated that it saves the developer money in the long run as the City staff does a “walk through” of the project to make sure it is up to City standards and note corrections to be made before acceptance. Items that are not to standard are required to be replaced and generally cost more to replace and reinstall than getting it put in correctly the first time.

Councilor Edmonds asked about DHS and DEQ charging Westech to allow them to review our plans. Mr. Fear explained that DHS and DEQ allow engineering firms to apply for an exemption that lets them review plans on behalf of DHS and DEQ and neither agency passes on the cost.

There was also discussion about the difference between type “A” and type “B” permits and whether we should charge for type “A” permits also. Mr. Fear stated that type “A” permits are non-infrastructure changing items such as sidewalk replacement, driveways, curb cuts, asphalt cuts and the like. He stated that the city has standards for those items and that they are inspected by City staff and didn’t see the need to charge. Councilor Edmonds stated that he agreed with the free permit also since the homeowner is responsible for the sidewalk and driveway approach and felt charging for a permit for that is unnecessary. Mr. Fear stated that the City would rather know about these small projects so they can make sure that they are done correctly and completely in a timely manner. It was decided by consensus to not charge for type “A” permits.

The Committee decided to table discussion to a later date to request Westech Engineering come in with some examples of some other cities’ projects they have reviewed to get a feel for costs and how it seems to work.

The Committee instructed Mr. Fear to set up a time, if possible, with Westech to come to a meeting on either Thursday, April 23, or Thursday, April 30, at 3:00 p.m. at the Public Works meeting room. They requested some examples of different projects with costs that they had done. Mr. Fear agreed to set that up.

**Fund Transfer request to complete rip rap project this fiscal year** – Ms. Swanson explained the funding in the capital outlay budget and showed where the City has spent less than what was allocated, leaving enough cash on hand to complete the lagoon riprap project early. Ms. Swanson was looking for consensus to spend the money this fiscal year to finish. Mr. Fear stated that some benefit to finishing early is that fuel prices remain lower and rock price has remained the same. Also, we are holding more water back and are able to discharge the water from cell #2 instead of having the cost of pumping the sewage to another cell. Also, by getting it done early, we can get more water back into cell #2 before the sunny weather, which can cause weed growth in the cell which then leads to other problems and expenses.

The Committee gave staff approval to proceed with the rip rap of sewer lagoon cell #2 to be completed prior to June 30, 2015. Motion APPROVED 3-0.

**Other business** – Councilor Leonard inquired about the request by Mr. and Mrs. Gay to prohibit parking on one side of 30<sup>th</sup> Street between Southwood Drive and Applegate

Street for safety. Mr. Fear told the Committee that the request was turned over to the City Manager who is deciding whether it should be discussed further in another committee such as the Police Committee. The City Manager has not made the determination at this time.

**ADJOURNMENT:** The meeting was adjourned at 4:18 pm.

Recorded by: Kevin Fear, Public Works Director