

**Public Works Committee
Minutes of
April 7, 2016**

The meeting was called to order by Chair Jason Leonard on April 7, 2016, at 4:00 p.m. at City Hall, 980 Applegate Street, Philomath.

ROLL CALL:

Committee: Councilors Jason Leonard, and Doug Edmonds

Staff: City Manager Chris Workman, Public Works Director Kevin Fear, Operations Supervisor Garry Black and City Recorder Ruth Post.

Excused: Councilor Eric Niemann

MINUTES:

MOTION: Councilor Edmonds moved, Councilor Leonard second, to approve the minutes of the February 3, 2016, meeting as presented. Motion APPROVED 3-0.

TREE BOARD BUSINESS:

Tree removal request at 1136 Main Street – Mr. Black distributed a packet regarding a request received from the property owner to remove the three trees in front of her building. The owner's husband was in attendance at the meeting. Mr. Black noted that the City's arborist had examined the trees and reported they are healthy. The owner's husband cited issues with the seed pods that litter the sidewalk and concerns that they've already had one slip and fall incident. Mr. Black stated that the trees were planted in 2000 and are trimmed annually. He stated Public Works prefers not to remove healthy trees without a plan. After brief discussion, members of the Tree Board stated they would like the opportunity to personally drive by the trees before making any decisions. The request was tabled until the next meeting.

Other Business – None.

PUBLIC WORKS BUSINESS:

Benton View LID Discussion – Tabled.

Road Transfer Proposal – Mr. Fear reviewed the road transfer request from Benton County. He stated no roads would be transferred until they were up to City standards. There was discussion about North 9th Street not being on the list. Mr. Fear noted that they County has already been through this process this with Monroe. Mr. Workman explained the County receives a clear benefit by divesting themselves of maintenance responsibility for the streets they would like to transfer. There was discussion about only accepting those streets that are up to City standard or on the condition that they won't be transferred until they are up to that standard. Councilor Edmonds questioned if the City has sufficient staff and resources to absorb the additional streets. Mr. Black described the additional maintenance, such as street sweeping, that would require the most resources. There was discussion about North 20th Place not being transferred until such time as it sees development.

MOTION: Councilor Leonard moved, Councilor Edmonds second, to send the Intergovernmental Agreement to the City Council with the recommendation to approve. Motion approved 2-0.

Inclement Weather Policy – Mr. Black reviewed the proposed policy. He explained the meetings held with other area jurisdictions to create coordinated policies. He noted that the

policy describes both with the City will do and what the expectation is of citizens during a weather-related emergency. He stated that Philomath's primary snow and ice response is street sanding, rather than plowing. There was discussion about the expectation that citizens will remove vehicles from streets and the fact that many citizens on Neabeack Hill leave vehicles parked on Southwood because they can't get up the hill. It was agreed that language should be changed to "encourage" citizens not to park on the streets. There was additional discussion about the use of the City's web page during weather-related incidents and directing citizens there for additional information. Mr. Black agreed to make the recommended changes and send the updated policy out to the Committee for final review.

Hydrant Meter Charge – Mr. Fear explained that construction season brings out contractors who need to truck water to their work sites. He reviewed the current practice for selling bulk water to contractors and described the need for a more specific process to track and monitor usage. He reviewed the process and fees used by other local cities. He stated a preference for remaining more generous than other cities while still having consistency. There was discussion about problems in the past with hydrants being damaged from improper use. Mr. Workman noted that developers should pay for services, particularly if they would pay for those services anywhere else.

MOTION: Councilor Edmonds moved, Councilor Leonard second, to send the Hydrant Meter Fee to the City Council with the recommendation to approve. Motion approved 2-0.

Other Business – None.

Meeting adjourned at 4:45 p.m.