

## **PUBLIC WORKS COMMITTEE**

**May 31, 2018**

### **Meeting Minutes**

Councilor Niemann called the meeting to order at 5:00 p.m.

#### **ROLL CALL:**

Committee Present: Mayor Rocky Sloan, Councilor Doug Edmonds. Councilor and Chair Eric Niemann  
Committee Absent: None

Staff Present: Public Works Director Kevin Fear, Public Works Operations Supervisor Garry Black, City Manager Chris Workman.

#### **APPROVAL OF MINUTES:**

Minutes of March 6, 2018 –

**MOTION:** Moved by Councilor Edmonds second by Rocky Sloan, to approve the meeting minutes of March 6, 2018. Motion APPROVED 3-0.

#### **TREE BOARD:**

Mr. Black reported that the City is on track to maintain it's Tree City USA designation again this year making it the 25<sup>th</sup> year in a row and that Philomath was only 1 of 8 cities in Oregon that received the Growth Award. He also reported that the Arbor Day celebration was a success. Councilor Niemann asked how many trees were given out. Mr. Black reported that we ordered 200 trees, gave out about 150 to students and passed out another 30 or so at the informational stand at True Value that he and city arborist Lige Weedman staffed.

Councilor Niemann inquired whether there were any current city trees in peril. Mr. Black stated that some are being watched for bugs that infect and kill Birches and Maples.

#### **Other Business**

None.

Tree Board business closed at 5:04 p.m.

#### **PUBLIC WORKS BUSINESS:**

##### **Loading Zone Request-Spaeth Heritage House:**

Councilor Niemann read the AIS regarding the request for a loading zone located on N. 13<sup>th</sup> St for Spaeth Lumber and the request letter from Paul Farrell Manager of Spaeth Lumber. Discussion followed and Councilor Edmonds requested to hear from Mr. Paul Farrell who was in attendance. Mr. Farrell stated that people park on 13<sup>th</sup> Street next to there loading door for hours at a time forcing them to double park on 13<sup>th</sup> street to load their delivery truck. He requested 2 parking spots be designated as a loading zone so they could park next to the curb to load their delivery truck and not obstruct traffic.

Councilor Edmonds asked what times the loading zone would be in effect. Mr. Farrell stated that Monday through Saturday from 7 a.m. to 5 p.m. would be ideal. Councilor Niemann asked if Spaeth Lumber would be willing to pay the cost of the signs along with installation as has been done with requested signage in the past for other businesses. He said he believed so, but would have to check with the owner of Spaeths. Mr. Black stated that the cost would be \$190 for each sign and 2 signs would be needed.

**MOTION:** Councilor Edmonds moved to designate the two parking spots outside Spaeth Lumbers loading doors as a loading zone, requiring that signage is clearly written and that Spaeth would be responsible for the cost. Motion was seconded by Mayor Sloan. Motion passed 3-0.

**Timed Parking – 125 S. 17<sup>th</sup> St.:**

Councilor Niemann read the AIS from staff regarding the request for a single timed parking spot on S. 17<sup>th</sup> in front of the Farmers Insurance office of Mr. Gary White. Discussion by the committee followed. Mr. White was in attendance and explained that workers from the restaurant park in front of his business for several hours limiting access for his customers to park. He stated several of his customers are elderly and parking farther away can be difficult for them to conduct business at his office. Mr. White stated that he has spoken to several of the restaurants employees if he sees them parking there and they have been very understanding and have parked elsewhere when asked, but turnover at the restaurants means new employees so the parking troubles continue. He stated that a 30 minute parking limit Monday to Friday from 8 a.m. to 5 p.m. would help his customers. Mr. white agreed that he would pay for the sign installation that was quoted at \$165.00 ea. Mr. Black stated that only one sign would be needed and the reason for the cost difference between the Farmers Insurance sign and the Spaeth Lumber sign was the way the signs had to be installed to the ground.

**MOTION:** Councilor Edmonds moved to designate the parking spot outside the Farmers Insurance office at 125 S. 17<sup>th</sup> as a limited time parking spot of 30 minutes from Monday through Friday from 8 a.m. to 5 p.m. Councilor Sloan seconded. Motion passed 3-0.

**Transferring Ownership of Sewer Laterals to Homeowners-Ordinance Review –**

Mr. Fear Stated that the sewer ordinance returned from the March 6<sup>th</sup> meeting with the proposed language written by the City Attorney as requested by the committee on March 6<sup>th</sup>. Councilor Edmonds questioned Mr. Fear on the handout he requested with a picture that shows the responsibilities of the homeowner and the city. Mr. Fear stated that he had gotten it drawn up as requested, but failed to bring copies to the meeting. He stated he would email copies to the committee on Friday and include copies to the Council with the packet for the council meeting. Mayor Sloan stated in past ordinance reviews that the committee passes them to the council through a consensus. The committee recommended by consensus to forward the recommendation to approve as written to the City Council for passage.

**City Park Paving Request**

Mr. Black outlined the scope of work that was planned for the paving project and the project limits. Mr. Black stated that the money was available in the Bike/Pedestrian Fund with a small amount (\$716.00) coming from the Land Building and Equipment Fund. The Bike/Pedestrian fund had an unidentified project budget for the fiscal year and next fiscal year in case of construction delays. Staff felt this project fit ideally as the roadway surrounding the park has extensive use from walkers and bike riders and is in need of an overlay. He also informed that 3 bids were requested and 2 were received with Holderman Paving being the low bid. Both Councilors Edmonds and Niemann stated that they have noticed the erosion and crumbling around the roadway and paving it sooner rather than later would be beneficial since asphalt prices are rising.

**MOTION:** Councilor Edmonds moved to award the project to Holderman Paving for the quoted price of \$19,916.00. Mayor Sloan Seconded. Motion passed 3-0.

### **Water Master Plan Discussion**

Mr. Fear informed the Committee that Mr. Brugato, the City Engineer from Westech, was going to be attending the meeting, but had fallen ill and was unable to attend. Mr. Fear explained to the committee that the State of Oregon, Department of Human Services which oversees and reviews the Master Plan work, has rejected at least one other Master Plan submitted to them due to a recent change in the requirements of the Master Plans. As of January 1, 2018 a Water Master Plan must contain a section regarding Seismic review of a Cities water infrastructure and have recommendations and timeline for replacing non-seismic infrastructure, believed to be within the next 50 years. Mr. Fear stated that from the discussion with Westech and their preliminary review of the new requirement that they will have to add another chapter for Seismic evaluation before it can be submitted to DHS for review. Westech and staff feel the current document is sound and is ready for review once the additional requirements are made. Mr. Fear and Mr. Workman recommended tabling forwarding the document to the Council until the update is complete.

**MOTION:** Councilor Edmonds moved to table the request to forward until the document is completed to the new standards. Mayor Sloan seconded. Motion passed 3-0.

### **Other Business**

Councilor Niemann asked how the ball field in City Park was doing. Mr. Workman stated that in talking to Ed Van Vlack from PYAC that there is now 3 teams trying to practice and play games on the field. He stated that PYAC and the Frolic are discussing adding ball fields on the Frolic property.

Councilor Niemann asked if the Kugler Shelter was getting used on a regular basis and if the fees are keeping pace with repairs, maintenance, etc. Mr. Black informed the Committee that the Shelter is receiving heavy use, especially during graduation time and that so far the fees charged for use have been enough to keep up with maintenance costs.

Mr. Workman explained that the Park Advisory Board had met and requested to forward the request to the Public Works Committee to name the new park located on N 11<sup>th</sup> Street the "Flossie Overman Discovery Park" in honor of Flossie Overman who was a long time citizen and teacher in Philomath. Mr. Workman explained the history of Ms. Overman. He also stated that if the name is advanced past the Public Works Committee that the Park Advisory Board would start family outreach to the Overman family for the dedication of the park. There is also a plan to install an informational sign at the park highlighting Ms. Overman's history. Councilor Edmonds requested that the planned sign wording be presented to the City Council when it goes to them for the recommendation.

Meeting adjourned at 5:53 p.m.

Respectfully submitted, Kevin Fear Public Works Director.