



Notice of Public Works Committee Meeting

AGENDA

PUBLIC WORKS COMMITTEE - CITY OF FALLS CITY, OREGON

Meeting Location: 320 N Main Street, Falls City

Meeting Date: Thursday July 25, 2019 6:00 PM

Posted on June 22, 2019

1. Call to order

Roll Call: Chair Jennifer Drill ___ Jeff Propp ___ Mike McConnell ___ Guy Mack ___
Tony Meier ___ Cliff Lauder ___ Gordon Hanson ___

2. Pledge of Allegiance

3. Motion to adopt the entire agenda

4. Consent Agenda: Motion Action Approving Consent Agenda Items

- a. Public Works Committee Meeting Minutes June 27, 2019 (p. 1-2)

5. Public Comments:

Citizens may address the Committee or introduce items for Committee consideration on any matters. The Committee may not be able to provide an immediate answer or response, but may direct staff to follow-up on any questions raised. Out of respect to the Committee and others in attendance, please limit your comment to five (5) minutes. Please state your name and city of residence for the record.

6. Announcements

- a. The 2018/2019 Small City Allotment Grant Paving project is complete on Fair Oaks and Boundary street
- b. Polk Cemetery Savers working on the Odd Fellows Cemetery (lower cemetery) Restoration Project was completed on July 20, 2019.
- c. Reminder to bring back the City Master Water Plan Book if you are finished with your research

7. Old Business

- a. Agenda Reports for Leak adjustments on 210 Fairview and 246. S Main. St (p. 3-4)

8. New Business

- a. SR 2020 Small City Allotment Grant (p. 5)
- b. Agenda Report for Councilor Drill's Resignation. (6-9)

9. Correspondence, Comments and Ex-Officio Reports

10. Adjourn

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City of Falls City
Public Works Committee Meeting
Thursday June 27, 2019, 6:00 p.m.
Meeting Location: 320 N Main Street, Falls City, OR 97344

Committee Members Present

Tony Meier, Mike McConnell, Cliff Lauder, Gordon Hanson, Guy Mack.

1) Call to Order

Vice Chair McConnell called meeting to order at 6:04 p.m. and took roll call. Chair Drill absent.

2) Pledge of Allegiance

Vice Chair McConnell led committee in the Pledge of Allegiance.

3) Motion to Adopt the entire agenda

Vice Chair McConnell requested a FYI for Committee Members and Committee Member Mack requested that the absence Chair Drill be added to the Agenda.

A motion was made by Member Mack and seconded by Member Lauder to adopt the entire agenda **with addition of FYI from Vice Chair McConnell and absence of Chair Drill..** Motion carried 5-0-0 Ayes. Tony Meier, Mike McConnell, Cliff Lauder, Gordon Hanson, Guy Mack.

4) Consent Agenda: Motion Action Approving Consent Agenda Items

A. Public Works Committee Minutes May 23, 2019.

A motion was made by Member Mack and seconded by Member Meier **approving Consent Agenda item A.** Motion carried 5-0-0 Ayes. Tony Meier, Mike McConnell, Cliff Lauder, Gordon Hanson, Guy Mack.

5) Public Comments - None

6) Old Business

A. Shared Sewer Tanks

PWC reviewed information and discussed various scenarios to bring equity to shared tanks users. The preferred option would be to meter flow into the tanks from each entity and charge fee based on use, but due to cost restraints, this option does not seem possible.

PWC also had some difficulty with reconciling information as to Pump Frequency and Last Pump information; i.e. Pump Frequency every two years but last pumped 2010. PWC requests further clarification, possibly in person by City Staff or PW Supervisor Poe.

Options considered by PWC:

1. Charge Commercial Users more. There is a concern over stifling commercial growth.

2. City would pay for first pumping of tank per year, user(s) pay for additional pumping.

PWC determined that there are 25 shared 1250 gallon tanks and it was difficult to determine which were commercial/ residential shared. Further clarification needed. It did appear to PWC that these shared tanks, if each user is charged base rate, cover the pump costs but this does not address equity between commercial/residential users or maintenance/improvement costs.

Some of the information provided was contested by members on the sewer system who said their tanks were not pumped at the frequency stated.

7) New Business

A. Utility Deposit and Billing Policies

PWC reviewed information and agrees with current City Billing Policy.

B. Absence of Chair Drill

PWC consensus to ask Chair Drill to resign due to absences or attend meetings.

C. Vice Chair McConnell FYI for committee members.

8) Correspondence, Comments and Ex-Officio Reports

A. Next Public Works Committee Meeting will be held July 25, 2019 at 6:00 p.m.

9) Adjourn

A motion was made by Member Mack and seconded by Member Hanson to adjourn the meeting. Motion carried 5-0-0. Ayes: Tony Meier, Cliff Lauder, Mike McConnell, Gordon Hanson, Guy Mack.

The meeting was adjourned at 7:20 PM.

_____ Public Works Committee Member

Attested: _____ Public Works Committee Member

STAFF REPORT

TO: PUBLIC WORKS COMMITTEE MEETING
FROM: JAMIE WARD, CITY CLERK
SUBJECT: SMALL CITY ALLOTMENT
DATE: JULY 11, 2019

SUMMARY

We would like to apply for the Oregon Department of Transportation Small City Allotment Grant. The City was rewarded 50,000.00 in 2018 and 100,000.00 in 2019. The application deadline is August 1, 2019

Background

The Small City Allotment (SCA) Program was established in 1947 by the Oregon legislature under Oregon Revised Statute (ORS) 266.805. Guidelines and a working Agreement have been developed between ODOT and the League of Oregon Cities. The purpose of the program is to address city streets that are inadequate for the capacity they serve or are in a condition detrimental to safety.

Committee Task

The City would like you to make a recommendation on what streets would benefit the most. Please list your top three choices, label them 1-3 with 1 being the highest priority.

ALTERNATIVES/FINANCIAL IMPLICATIONS

The alternative is to not apply for this allotment grant and use limited city resources to make temporary repairs.

STAFF RECOMMENDATION

None

AGENDA REPORT

TO: PUBLIC WORKS COMMITTEE
FROM: JOHANNA BIRR, ASSISTANT CITY CLERK
SUBJECT: LEAK ADJUSTMENT REQUEST –ROBERT WILLITS
DATE: 06/27/2019

SUMMARY

Mr. Willits at 210 Fairview requested a leak adjustment for the month of June. The June high usage registered at 18,000 gallons amounting to a \$75.11 water charge. The twelve-month average water consumption for this property is 5,333 gallons. The leak has been repaired.

Staff has calculated a leak adjustment for Council, using the approved formula.

BACKGROUND

The leak adjustment policy considers an adjustment to a single month water charge, in this case the December 2018 charge of \$75.11.

Average water bill amount over 12 months	\$ 45.36	
Multiply the average bill amount by 1.5 times	\$ 68.04	= Calculated base for adjustment

Actual water service charge for month of leak	\$ 75.11
Subtracted by the calculated base for adjustment	\$ 68.04

Credit Amount	\$ 7.07
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PREVIOUS COUNCIL ACTION N/A

ALTERNATIVES/FINANCIAL IMPLICATIONS

The financial impact to the City would be a \$7.07 charge to the account.

STAFF RECOMMENDATION

Staff approved leak adjustment.

EXHIBIT N/A

PROPOSED MOTION N/A

AGENDA REPORT

TO: PUBLIC WORKS COMMITTEE
FROM: JAMIE WARD, CITY CLERK
SUBJECT: LEAK ADJUSTMENT REQUEST –DAVID RADKE
DATE: 07/02/2019

SUMMARY

Mr. Radke at 246 S. Main St. requested a leak adjustment for the month of June. The June high usage registered at 38,000 gallons amounting to a \$126.11 water charge. The twelve-month average water consumption for this property is 10,500 gallons. The leak has been repaired.

Staff has calculated a leak adjustment for Council, using the approved formula.

BACKGROUND

The leak adjustment policy considers an adjustment to a single month water charge, in this case the May 2019 charge of \$59.81.

Average water bill amount over 12 months	\$ 59.81	
Multiply the average bill amount by 1.5 times	\$ 89.72	= Calculated base for adjustment

Actual water service charge for month of leak	\$ 126.11
Subtracted by the calculated base for adjustment	\$ 89.72

Credit Amount	\$ 36.39
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PREVIOUS COUNCIL ACTION N/A

ALTERNATIVES/FINANCIAL IMPLICATIONS

The financial impact to the City would be a \$36.39 charge to the account.

STAFF RECOMMENDATION

Staff approved leak adjustment.

EXHIBIT N/A

PROPOSED MOTION N/A

AGENDA REPORT

TO: Public Works Committee Meeting
FROM: Jamie Ward, City Clerk
SUBJECT: Select Committee Chair for 2019
DATE: July 22, 2019

SUMMARY

On July 22, 2019 Committee Chair Jennifer Drill has submitted her resignation to serve on the Public Works Committee via Email to the City Clerk.

PREVIOUS COMMITTEE ACTION

Chair Drill has missed three (3) consecutive meetings in 2019

STAFF RECOMMENDATION

That the Public Works Committee elect a new Chair.

EXHIBIT

Exhibit A- Public Works Committee 32.03 Municipal Code

PROPOSED MOTIONS

I move _____ be appointed Chair of the Public Works Committee for 2019.

Motion made by:

Seconded by:

Record the vote:

32.03 PUBLIC WORKS COMMITTEE

32.03.010 Public Works Committee established.

32.03.020 Membership qualifications.

32.03.030 Terms of Office; Vacancies and Removal

32.03.040 Meetings.

32.03.050 Purpose.

32.03.060 Compensation of members.

32.03.070 Rules and regulations.

32.03.010 Public Works Committee Established

The public works committee is hereby established. The committee shall be composed of seven members appointed by the mayor, with the consent of the council. The public works committee members shall elect, at their first regular meeting, a chairperson, vice chairperson and secretary from their membership. Thereafter, the committee shall elect a chairperson at its first meeting each year, to serve for the calendar year and until the chairperson's successor has been elected; provided, however, that no member shall serve more than two consecutive terms as chairperson.

32.03.020 Membership Qualifications

Members of the public works committee must reside in the city at the time of their appointment and at all times during their term in office.

32.03.030 Terms of Office; Vacancies and Removal

Public works committee members shall hold office for four years, except when filling the unexpired portion of a vacancy in office. Any vacancies in the committee shall be filled by appointment by the Mayor, with the consent of the council. A member of the committee who is absent from two consecutive meetings without the approval of the committee is presumed to be in nonperformance of duty and the council may remove the member from the committee and declare the position vacant.

32.03.040 Meetings

Four members of the committee shall constitute a quorum. When a quorum is present, the concurrence of a majority of the members present shall be required to decide any matter. It shall meet at least twice per year, at such times and places as may be fixed by the chairperson, or as directed by the city council. If necessary, members may attend a meeting of the committee by conference call in accordance with state law.

32.03.050 Purpose

The purpose of the public works committee shall be to advise the city council regarding matters in the water, sewer, streets, transportation, bridges, trails planning, acquisition, construction and maintenance, grants acquisition, volunteer coordination, improvements, and the following tasks:

Falls City, OR Code of Ordinances

American Legal Publishing Corporation 16

- A. Review and make recommendations on public works projects.
- B. Advise on utility or street systems development charge rate analysis and recommendations.
- C. Advise on city utility use procedures.
- D. Advise on city budget for operation and capital improvements.
- E. Troubleshoot capital and maintenance projects.
- F. Utility rules and policy recommendations.

In addition, the board may advise the council on any matter upon which the council requests guidance.

32.03.060 Compensation of Members

The public works committee members shall receive no compensation for their services. The public works committee members shall have no authority to make any expenditure on behalf of the city, or obligate the city for payment of any sums of money. However, they may make recommendations to the city council from time to time regarding expenditures and/or

obligations.

32.03.070 Rules and Regulations

The committee may adopt rules and regulations to conduct its affairs, which rules and regulations shall be consistent with the laws of the state of Oregon, Falls City Charter and city of Falls City code and ordinances.