



**MINUTES
FAIRVIEW CITY COUNCIL WORK SESSION MEETING
FAIRVIEW CITY HALL
1300 NE VILLAGE STREET
FAIRVIEW, OREGON 97024**

January 18, 2006 – 5:30 p.m.

I. CALL TO ORDER/ROLL CALL

Mayor Weatherby called the meeting to order at 5:30 p.m.

PRESENT:

Mayor Weatherby
Councilor Darrell Cornelius
Councilor Barbara Jones
Councilor Steve Owen
Councilor Jim Raze
Councilor Ken Quinby
Councilor Larry Cooper

STAFF:

Jan Wellman, City Administrator
Tamara DeRidder, Community Development Director
Bob Cochran, Public Works Director
Laura Zentner, Finance Director
Connie Hansen, Secretary

II. PROPOSED LANDLORD UTILITY RESPONSIBILITY ORDINANCE – Laura Zentner, Finance Director

Director Zentner stated that staff is proposing a change to the City Code to require the payment of water and sewer services by property owners in the event tenants fail to pay. Council received a draft ordinance for their review. The proposed ordinance would allow the City to collect outstanding water and sewer fees from property owners or tenants. Both would sign an agreement that they are jointly and separately responsible for the fees. Payment would first be requested from the tenant and then the property owner. The City would make every effort to obtain payment from the tenant before requesting payment from the owner of the property. Tenants move out leaving unpaid bills and the City has difficulty tracking them down for payment. Currently the FMC does not allow the City to collect from the property owner and the taxpayers have to pay for

those delinquent fees. Most other cities have a mechanism in place to charge the property owners for those unpaid bills.

Council discussed problems with the current practices, how much the City is actually losing from these unpaid bills, how to protect the property owner's rights, procedures the staff would need to follow, and policies that would need to be developed. Council directed that a sub-committee be formed with staff and two Councilors to review and develop the policies and procedures, and the ordinance language, with the assistance of the City Attorney's office. Once the subcommittee has reviewed and approved the proposed ordinance, staff is to bring this issue back to the Council for review and discussion.

Mayor Weatherby appointed Councilor Raze and Councilor Cornelius to the sub-committee. Administrator Wellman noted this could be brought back to the Council on February 15, 2006.

III. PRESENTATION BY ARCHITECT RALPH HARTMAN CONCERNING THE COMMUNITY CENTER IMPROVEMENTS

Mayor Weatherby called for Director DeRidder to report and introduce Ralph Hartmann.

Director DeRidder stated that the Community Center has been a long-term priority for the City in both its Parks Master Plan and the Recreation Plan. Two Community Development Block Grants have already been completed for the Bonita Jenkins Plaza, ADA access ramps, and for landscaping. Currently the City has \$94,000 in CDBG funds for the interior improvements of the building. Staff conducted three meetings prior to submitting the application for those funds, and four meetings subsequent to receiving the grant approval. Due to building and fire code changes since the grant was originally applied for, the necessary changes to the structure, to meet those code changes, has increased the amount needed to adequately remodel the building. The interpretation of the occupancy has also changed from a B type to an A type occupancy.

Staff has reviewed the Parks SDC budget, which has \$200,000 set aside for renovations to this structure. The estimates for the additional required elements of the remodel, according to the Fire and Building Codes, have been received. Funds are also set aside through the yearly budget for repairs to the building, and staff is pursuing donations of supplies and services for this project.

Director DeRidder introduced Ralph Hartmann, a retired architect with over 28 years experience. DeRidder noted that Mr. Hartmann provides his services at a significant reduction in cost to the City, specifically for this remodel project.

Mr. Hartman reviewed the costs for the remodel and the necessary improvements that have to be made to meet the Code requirements. The improvements are mainly to the upper floor. Those improvements include an upgrade to the HVAC system, removal of walls to make a larger assembly room, an additional bathroom (ADA compliant), a small kitchenette, a drinking fountain and a storage area. The lower level improvements

include adding an ADA compliant bathroom, as the existing bathrooms cannot be remodeled to meet the Code. The existing bathrooms downstairs would be sealed off; one of them would be remodeled for use during events at the Plaza and the other one for storage. Also, the entire building must have a sprinkler system installed. The existing access from the basement to the upper floor will be removed and the riser for the fire suppression system would be installed there, with the rest of that area used for storage of tables and chairs. The outside wheelchair ramp to the upper floor has to be brought up to Code and redirected to the front of the building. The front steps and landing for the upper floor also have to be brought up to Code. Exterior lighting of that front area would also be upgraded. A security system is part of the proposed improvements, and options on level of service and equipment were noted. After most of the work has been completed, interior and exterior painting would be needed, and could be part of the next budget. Windows on the structure will eventually need replacement, but can be a scheduled as part of the ongoing maintenance and upkeep.

Mr. Hartmann noted that with the expansion of an assembly space, the Community Center would become a more viable space for a wider variety of uses. Administrative Assistant Connie Hansen briefly outlined the problems with rental of the space in its current configuration, and plans for marketing the structure once the remodel is complete.

Administrator Wellman stated that the grant for \$94,000 and the \$200,000 in Parks SDC funds would be used for the remodel. In the next fiscal year's budget, the painting, floors, and other maintenance items would be budgeted. However, with the bulk of the remodel complete, the facility would be useable as a community facility. Staff is asking for Council approval to utilize the Parks SDC funds that are set aside for the Community Center improvements.

Council discussed the pros and cons of the remodel as proposed, the additional costs and the benefits to the community. Councilor Cornelius asked what the consequences would be if the City sold the building. Administrative Assistant Connie Hansen stated that the CDBG funds that were used for phases one and two of the Community Center improvements would have to be paid back. Councilor Cornelius asked for verification of that statement and directed staff to do so. Councilor Raze stated that with all the improvements that have been made to the outside, it is time to improve the interior of the structure and he recommended moving forward with the project. Councilor Owen noted that the building is an important part of the Old Town neighborhood, but would like to see more information on use and maintenance costs before deciding. Councilor Jones raised the concern about asbestos in the building, as that could add significant cost to the remodel.

Council directed staff to hire an asbestos testing company to see what level, if any, exists in the structure and how much it would cost to clean up. Staff was also directed to provide additional information on past usage and maintenance costs, an accounting of the prior grants, and what the City has spent to date before a decision can be made to expend the additional funds.

Mayor Weatherby asked for the Councilors to address any concerns, or additional comments, to Director DeRidder prior to the presentation on the remodel in the next work session scheduled for February 1, 2006.

IV. ADJOURNMENT

Mayor Weatherby called for and received a consensus to adjourn the work session.

The meeting was adjourned at 6:55 p.m.

Jan C. Wellman, City Recorder

Mike Weatherby, Mayor

Date of Signing