

**MINUTES
FAIRVIEW CITY COUNCIL WORK SESSION
FAIRVIEW CITY HALL
300 HARRISON
FAIRVIEW, OREGON 97024**

FEBRUARY 25, 1998 -- 7:00pm

**I. CALL TO ORDER/
ROLL CALL**

Mayor Vonderharr called the meeting to order at 7:00pm.

PRESENT: Mayor Roger Vonderharr
Councilor Dave McCutcheon
Councilor Steve Owen
Councilor Len Edwards
Councilor Sherry Lillard

ABSENT: Councilor James Raze
Councilor Mike Weatherby

STAFF PRESENT: Marilyn Holstrom, City Administrator
Caren Huson, City Recorder
Jeffrey Sarvis, Director of Public Works
Bob Cochran, City Engineer
John Knapp, Public Works Technician
John Bricker, Public Works Inspector
Steve Bennett, Ralph Horn, Stephen Richards, Derrick Yates, all Maintenance Worker II,
Susie Wylder, Administrative Assistant

**II. INTRODUCTIONS; PURPOSE
OF WORK SESSION**

Jeffrey Sarvis, Director of Public Works, asked that the Council introduce themselves to the Public Works staff. Director Sarvis stated that 1997 had been a record year for the Public Works Department, and that the Council would hear a report from each Public Works employee on their job responsibilities. Director Sarvis commented that most people did not know exactly what the Public Works Department did, and that was the reason for the Work Session. Director Sarvis commented that all City departments rely on the Public Works Department, and that the Department was professional and diverse. Director Sarvis added that the Public Works Department has a current total of 1,955 safe work days, and that the Public Works crew was rewarded annually for their safe work days by the City hosting a dinner cruise or other activity. Director Sarvis reported that everyone in the Public Works Department was cross-trained, and that he was proud of his crew. 1998 will be a challenging year for the Public Works Department as they are bursting at the seams for work space; they hope to contract for meter reading, have more part-time workers, have a new telemetry system, develop a CIP, prepare an atlas update, switch to the 800mhz radio system, and plan to have a stronger safety program within the Public Works Department. Director Sarvis indicated that his job responsibilities included: management, construction grant management, personnel, wastewater management, project manager for the new City Hall, fleet management, right-of-way management, multi-agency representative, CIPs, water system management, parks management, and legal responsibilities.

Director Sarvis commented that Fairview's street mileage has increased 160%; however, there were four maintenance workers in 1987 and still only four maintenance workers in 1997.

III. ENGINEERING

Bob Cochran, City Engineer, stated that he has been with the City for one year and that he was a Registered Civil Engineer. Mr. Cochran reported that his job responsibilities basically covered six areas: 1) Point Man with City projects, in which he spends most of his time, and which includes the coordination management of city projects (\$6 million in work), the writing of Requests for Proposal, bidding processes, consultant interaction, and contractor selection; 2) development overview, which includes the technical review of calculations and assisting in areas where developments may not meet standards; 3) citizen/developer contact, which includes phone calls and research for the public; 4) representing Fairview at Intergovernmental Situations, such as the Gresham stormwater issues and the Clackamas County study; 5) back-up for the Director of Public Works; and, 6) Supervisor of the Public Works Inspector and Public Works Technician.

IV. PUBLIC WORKS TECHNICIAN

John Knapp, Public Works Technician, reported that his job responsibilities included: review of proposed developments from the planning stage through construction; route applications to proper agencies; check that all proposals meet City standards and specifications; sewer and utility easements; approval of construction plans; determining SDCs; attending pre-construction meetings; customer service; and record keeping. Mr. Knapp stated that he has worked for the City 1½ years and has worked on over 70 projects; his goal is to serve the City and he appreciates the "team" atmosphere of staff. Councilor Lillard questioned if Mr. Knapp worked with ODOT staff. Mr. Knapp responded yes, but only in the areas of right-of-way permits and design. Mayor Vonderharr asked if the Public Works Technician position required some type of degree. Mr. Knapp responded that an engineering technician could possess an "Engineering In Training" certificate through work experience, and that he has over 20 years of experience. He did attend college, but would need two additional full years to receive his Registered Civil Engineer degree.

V. PUBLIC WORKS INSPECTOR

John Bricker, Public Works Inspector, stated that he has been with the City for four years and that his job entails inspection of all installation of infrastructures that will be City owned and maintained by the City, such as sanitary sewer systems, water systems, storm detention and drainage, sub-grade and rock grade and asphalt for streets and alleyways, curbs and sidewalks, street trees, etc., making sure pipe size and types are approved materials and installed to City standards as approved drawings have been engineered. Mr. Bricker added that on Monday, Wednesday, and Friday he performs a tour of the City, checking on any new or on-going projects that are being worked on by contractors; also, at that time, he monitors sanitary sewer lift stations for flow, exercising pumps, and logging information. During the City tour, he also checks on street signs that may be damaged or missing and reports them to the Public Works Maintenance Department. Mr. Bricker reported that he reviews all erosion control and grading permits, and that he inspects most sites daily to ensure that erosion control measures are in place and are being maintained; he also reviews right-of-way permits to make sure that all work in the City Right-of-Way is being done to City standards. Mr. Bricker added that he inspects nearly completed projects, and that he creates a punch list of outstanding items before the development receives substantial completion. Mr. Bricker indicated that in 1996 and 1997, the City had a 74% increase in permitting, and a 50% increase in inspections. Mr. Bricker concluded by stating that he places Stop Work orders when necessary, and that he works closely with the City's Planning Department. Councilor Lillard questioned how the City would know that something

was built as approved. Mr. Bricker responded that the building inspectors would review actual building construction, and that he would test all utility systems to make sure everything was to City standards. Councilor McCutcheon asked what the City did for inspections before Mr. Bricker's position was created. Mr. Bricker responded that he did not know for certain, but he thought inspections were done through contract services.

VI. ADMINISTRATIVE ASSISTANT

Susie Wylder, Administrative Assistant, reported that she has been with the City for three years and that her job responsibilities include: class scheduling; file management; accounts payable; office supplies; timecards; water turn-off notices; clerical work for Department Director; receptionist; minor computer troubleshooting; typing of correspondence and all agreements; maintaining a project board and project binders; data base maintenance; water meter install record on the computer; locate requests (441 in 1996 vs. 554 in 1997); inspection requests; flume readings; water well data information; forms; inventory; and, the opening of an EOC should one be needed.

VII. CROSS CONNECTION

Steve Bennett, Maintenance Worker II, stated that he has been with the City for 12 years, and that he: oversees the cross connection program as required by the State to ensure clean water; conducts home business inspections on cross connectors; maintains a customer test notification system for backflow devices in the City; monitors stormwater systems; maintains ditches; cleans lines and catch basins; detention pond maintenance; spill response and clean-up; clears creeks of debris; sandbagging; and, once a year must provide a report to the health division. Councilor Owen commented that he thought there may be some possible backflow devices which had not been tested and encouraged the Public Works crew to drive through and review their list of backflow devices. Councilor Owen asked if there was a reason why the City couldn't test backflow devices and collect the fee. Director Sarvis responded that currently there were 165 devices on the backflow list and that not enough staff would be available to perform the testing. Councilor Lillard suggested that backflow device testing by the City should be considered for the revenue it could generate.

VIII. WATER

Ralph Horn, Maintenance Worker II, reported that he has been with the City 13 years and that in terms of water, the Public Works crew was responsible for: taking monthly water samples; special water sampling for new construction; hydrant maintenance; standpipe installation; water meter installation (218% increase in new installs); meter reading; water shut-off's; well readings performed every other day; water line tap-in's; water, sewer, and storm line locates (26% more locates are being performed than a year ago); main line flushing; meter repairs; well and pump maintenance; customer complaints; maintain vaults; and, winterizing parks.

Councilor McCutcheon asked if the City used a locate service. Director Sarvis responded no. Councilor McCutcheon questioned if the Public Works Department had been receiving many complaints on low water pressure. Mr. Horn responded no, and that perhaps Councilor McCutcheon's water meter should be inspected. The Public Works Department tries to replace 25% of all water meters annually. Councilor McCutcheon asked if the new reservoir would take any pressure off of the City. Director Sarvis responded no, that it would mainly service new areas of the City, but would be a back-up to the rest of the City.

IX. PARKS

Stephen Richards, Maintenance Worker II, stated that he has been with the City for 9 years and that Public Works job responsibilities include: maintaining parks and equipment; tree and shrub trimming; weed control; licensed pesticide application; re-rocking and barking of parks; plantings; maintain and install sprinkler systems in

parks; park equipment maintenance; alley maintenance; create and maintain alley drainage systems; building maintenance; safety issues of city-owned buildings; City Hall maintenance; delivering Council/Commission packets; and, Street Faire set-up.

Mayor Vonderharr questioned the additional percentage of workload required for Halsey Street. Mr. Richards responded that Halsey Street maintenance will have quite an increase on workload, and that it would take at least two individuals full-time to maintain parks in the City. Mayor Vonderharr commented that the City was going to have to figure out how to finance the beautification of Fairview. Councilor Lillard suggested that perhaps gardening groups or scout troops could maintain some of the City parks, or the City could possibly have an "Adopt a Park" program to maintain a park. Mayor Vonderharr stated that neighborhood/homeowner associations should be required to maintain parks in their areas.

Councilor McCutcheon asked if signage could be placed in alleys stating that they are not 4x4 test grounds or through-streets. Mayor Vonderharr commented that an alley is a public access and can be used as a driveway, and that it would be hard to come up with rules and restrictions. Councilor McCutcheon mentioned that there are some individuals who use the alley on Sixth Street between Cedar and Harrison as a speedway.

X.SEWER

Derrick Yates, Maintenance Worker II, stated that he has been with the City for 1½ years and that Public Works job responsibilities also include: maintenance of equipment; City tour three times a week; paint street lines and crosswalks; place new signage; sweep intersections as needed; gravel road shoulders; patch potholes; trim trees; monitor pump stations three times a week; perform maintenance on pump stations; flume readings; manhole and trunk line repairs; video inspection of sewer lines; customer complaints; telemetry problems; smoke testing of sewer lines; emergency generator hook-up; confined space entry training and air monitoring; and, emergency response coordination.

XI.CONCLUSION

Director Sarvis indicated that the Public Works Department was on-call seven days a week, 24 hours a day, and that the on-call service rotates between the four Maintenance Workers. Public Works will respond to an on-call request within 15 minutes and be on the site within a half-hour. Marilyn Holstrom, City Administrator, added that an annual insurance walk-through is held, unannounced, and that Fairview serves as an example throughout the State.

Councilor Edwards stated that he was very impressed with the Public Works crew. Mayor Vonderharr thanked the Public Works employees for their presentation.

XII.ADJOURNMENT

Mayor Vonderharr adjourned the Work Session at 9:25pm.

Mayor, City of Fairview

Dated:

Caren C. Huson Quiniones
City Recorder