

Public Works Department

October 3, 2019

Memorandum for Public Works Committee

From: Jeffrey A. Lincoln, Public Works Director

Subject: Minutes of meeting of September 23, 2019

1. Meeting Convened at 5:30 PM, with council members Wright, LaFleur and Chevassus present. Staff Lincoln present.
2. Minutes for September 9, 2019 were approved.
3. Old Business:
 - a. Facility Assessment. Lincoln provided a set of drawings prepared by Architect Christine Mill which contained assessments of Stevenson-Yerxa building, City Hall and City Shops. Lincoln pointed out the highlights of the report, including:
 - Stevenson-Yerxa, the former library, now has 20 employees and only two bathrooms. The building is dated with worn out carpets and furniture and was recently expanded by building 4 workspaces in the basement. The architect suggested that more space could be created in the short run in the basement by digitizing all records in a modular building. She suggests in the long run that the three departments in that building (Planning, Public Works Engineering and Parks) be consolidated in appropriate facilities with the Finance, IT, Admin and Executive departments currently housed in City Hall.
 - City Shops, built in 1990, was not designed with office-type work spaces as significant space there is currently used. She identified that the city has no meeting space for employee meeting or training, and suggested expanding the existing office area by adding a second floor for meeting space for up to 100 persons. She noted that employees do not have space to change clothes from working in the field to the office environment and suggested building on “mud rooms” to each of the 3 bays currently used for office and meeting space, while modifying the space to facilitate the administrative functions (marking up drawings, record keeping and other computer related functions). Needed in the long run is more storage space, for which she suggested building a new building on the footprint of the old shops building to store equipment, materials and general city storage of records, etc..
 - City Hall is dated, last having been renovated in 1987 (32 years ago). IT and significant infrastructure as well as the breakroom are located on the second floor, connected by a single narrow stairway. Office are randomly located throughout the building, housing Council chambers, Courts, Finance, Admin, City Clerk, IT and HR functions. All building is characterized by dated furniture and fixtures all of which are well maintained but worn. Architect suggested that the city consider a new 17 ,000 SF facility to house all the functions currently in Stevenson Yerxa and City Hall, and renovate both City Hall for Council and Historical purposes and Stevenson Yerxa for general community meeting space or

training or other uses, or alternatively, disposing of the building and parcel. She suggested that parking could be diagonal around city hall, Stevenson-Yerxa and the Police Station and that a new building could be built on the parking lot of the current city hall.

4. New Business:

a. Agenda Items (Consent Agenda).

- i. Award Sewer System Smoke Testing. Contract has been negotiated and is ready to be signed. The testing will be focused on those areas identified as most problematic during flow measuring, which is the areas west and north of downtown
- ii. Award Contract for Semanski Warner Intersection Design. The assumed design of a compact roundabout will be confirmed as the best alternative and the Engineering firm, SJC of Lacey, Washington, will complete designs for construction next year.
- iii. Award Pussyfoot Creek Gas Pipeline Relocation. Contract has been bid and 2d low bidder is recommended for Award. The apparent low bidder qualified the bid which rendered his bid as non-responsive and award to the 2d low bidder is recommended. The second low bid was from Infosource, a highly qualified gas pipeline company with whom we are familiar.

- b. Walk on Agenda Item – Transportation Impact Fee Credit for Street Improvements at Elk Meadow 3. The City Engineer recommends crediting the developer of Elk Meadow 3 with \$38,868 in impact fees (the total from that new sub-division) in exchange for completing curb and gutters connecting Watson to Cooper Lane across the frontage of the park parcel located between Elk Meadow 3 on the corner of Watson and Warner and the remainder of Elk Meadow on Warner, as well as the full street improvements on Warner in front of Elk Meadow 3 instead of the required ½-street improvements. The Engineer estimated that the cost of completing this work would have been \$73,712 if a separate contractor had been contracted for the work.

5. Meeting adjourned at approximately 6:30 PM.