



**Cooperative Public Agencies of Washington County  
Minutes for Nov. 12, 2015**

**Members Present:**

**Guy Graham – City of Lake Oswego  
Don Januik – Clean Water Services  
Bert Olheiser – City of Tualatin  
Keith Lewis – Washington Couty OPS  
Deb Dalenberg – Washington County DLUT  
Nicole Danielowicz – Forest Grove  
Dale Fishback – Tualatin Valley Water District  
Julia Erickson – City of Hillsboro  
Mike Lueck – City of Tigard  
Mel Schultz – City of Beaverton  
Mark Crowell – City of Cornelius  
Steve Lampert – City of Hillsboro  
Lynn Johnson – City of Sherwood  
Jeff Shelby – Washington County Parks**

Mark Crowell called the meeting to order at 9:02 am. The meeting took place at 15527 SW Willamette St., Sherwood OR

**INTRODUCTIONS**

All members present and our guest David Janusz introduced themselves.

## **HOST PRESENTATIONS**

City of Sherwood Sidewalk Repair Assistance Program- Presented by Lynn Johnson and David Janusz.

See power point presentation for details and also visit City of Sherwood's website at [www.sherwoodoregon.gov/publicworks/page/sidewalk-repair-assistance-program](http://www.sherwoodoregon.gov/publicworks/page/sidewalk-repair-assistance-program)

<http://www.sherwoodoregon.gov/sites/default/files/fileattachments/ordinance/1078/resolution202011-09720sidewalk20repair20assistance20program2012.06.11.pdf>

### **Overview**

The goal of the Concrete Sidewalk Repair Assistance Program is to prevent and repair sidewalk trip hazards in a timely manner in the interest of public safety and welfare and to assist property owner with repair costs.

### **Industry Practices for Responsibility of Sidewalk**

According to the U.S. Department of Transportation, Federal Highway Administration (FHWA), city charters commonly specify that the city is not liable for any accidents or injuries incurred due to sidewalk conditions. Some charters assign complete responsibility of sidewalk maintenance to the owner of the adjacent property (i.e. City of Seattle, City of Portland, City of Ann Arbor).

Pursuant to the Sherwood Municipal Code Section 12.08, the City of Sherwood (City) assigns sidewalk responsibility to abutting property owners. This assistance program is in no way intended to relieve property owners of their responsibilities, but rather it is intended to assist property owners with the cost of repairing or replacing sidewalks.

### **Sidewalk Maintenance Criteria**

Sidewalk trip hazards for the City of Sherwood are defined by the following criteria:

- Vertical separation greater than a 1/4"
- Horizontal separation greater than a 1/4"
- Obstructions located within the sidewalk area
- Other defects deemed necessary for repair

These criteria are based on current industry standards used by municipalities across the United States.

## **Responsible Party**

Chapter 12.08 of the Sherwood Municipal Code states that property owners abutting sidewalks are the responsible party for all sidewalk maintenance and repair in the City of Sherwood. In order to assist with sidewalk repairs, the City has created this sidewalk repair assistance program.

## **SIDEWALK REPAIR ASSISTANCE PROGRAM**

The City of Sherwood Sidewalk Repair Assistance Program utilizes limited funds collected from households and businesses in Sherwood. The City offers two options for repair: shaving or full replacement. The program can provide assistance to repair concrete sidewalks that meet the following criteria:

### **SHAVING:**

- Vertical separation ¼” to 2”
- Horizontal separation ¼” to 2“
- Less than 25% of the total number of sidewalk panels on any given side of the property needs to be repaired.

### **FULL REPLACEMENT:**

- Vertical separation greater than 2”
- Horizontal separation greater than 2“
- Less than 25% of the total number of sidewalk panels on any given side of the property needs to be repaired.

All other sidewalk repairs (i.e. spauling and/or holes) not meeting the criteria above are the responsibility of the abutting property owner and shall be repaired.

For repairs with less than two inches of vertical separation (based on standard sidewalk of 4”), shaving of the sidewalk may be an acceptable repair. When the City provides notice to the property owner it will include in the notice whether shaving the sidewalk is an acceptable repair. Shaving sidewalks is a much less expensive than full replacement of sidewalks. The Public Works Department, at their option, may decide to provide further assistance for these repairs by maintaining a list of Contractors that perform this type of work for abutting property owners

to hire.

The City would then complete the sidewalk shaving or full replacement and bill the responsible property owner through their utility bill. Once the final costs are assessed the Utility Billing Department will issue a statement of balance to the responsible party showing the total costs minus the approved 50% sharing of costs through the Sidewalk Repair Assistance Program. Non-payment of these charges may be assessed, at the City's discretion, upon the property in the form of an assessment lien.

### **FINANCIAL REPORT**

Nicole Danielowicz reported the current balance of \$12,936.65 ending Oct. 31, 2015. Explained the loss from the workshop was expected due to not raising the fee for attendance. Also mentioned the \$200 bill for the website for the upgrades to the site and addition of pictures from the workshop.

### **COMMITTEE REPORTS**

#### **Fleet**

No Fleet meetings

#### **RDPO Update**

Keith Lewis: Open to everyone. You would need to get your foot in the door and anyone sitting at the table can get in on the purchasing. The latest and greatest request for purchase through RDPO is for funding the water treatment in Gresham. Washington County is trying to get air quality monitoring for vault cleaning.

Next meeting November 18<sup>th</sup>, 2015.

#### **Storm/Sanitary**

Don Januik: No report

#### **Training**

Deb Dalenberg- passed out information on Learning Point and the price breaks we get as the CPAWC. 25% discount when using the online code. See attachment for details. Will also add to the website.

#### **Fall Workshop**

Future Workshop notes: Add time during the conference to fill out the survey. 15 min prior to the last speaker. Have an agenda for everyone at registration. Go back to the crew members who attended and get a better idea of what their thoughts were for the conference. One idea for next year would be to use the City of Cornelius Police Chief

as a presenter for violence in the work place. Should always be thinking about different speakers or breakout sessions to pass along to the planning committee. Reviewed 12 surveys that were collect from the conference.

Took a vote to see if we should change to a spring workshop and wait till 2017. It was unanimously in favor of waiting till spring 2017 for the next workshop.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

Chair and Vice Chair: no volunteers for nominations. Will revisit in December.

Passed around the sign up for meeting locations for 2016. Will add to the website calendar.

### **CPAWC AT WORK**

Mark Crowell: Asked about borrowing a mobile man lift for tree decorating. \$1800 to rent. Need it for two days. Contact Todd Winters/John Williams at Washington County.

Keith Lewis: Thanks for the use of the vactor truck.

Mike Lueck thanks Deb for the CDL Training.

Guy Graham thanks Dale for pointed us to correct person who is familiar with safety for crane operation and fall protection.

Steve Lampert: mentioned that we need to get a video going for the CPAWC. Mark also mentioned that his son has made videos for City of Hillsboro. Steve also mentioned contracting out half of street sweeping program. Contracting the nighttime sweeping out. More efficient and free up more of the crew. Looking to buy new TV van.

The meeting was adjourned at 11:00 am.

**FUTURE CPAWC MEETINGS**

<b>Date</b>	<b>Hosting Agency</b>	<b>Location</b>
Dec. 10, 2015	Clean Water Services	2025 Merlo Ct. Beaverton OR
Jan. 14, 2016	City of Cornelius	1300 Kodiak Circle, Cornelius OR
Feb. 11, 2016	Washington County	1400 SW Walnut St., Hillsboro OR
March 10, 2016	City of Tigard	8777 SW Burnham St., Tigard OR
April 14, 2016	Tualatin Valley Water Dist	1850 SW 170 <sup>th</sup> Ave, Beaverton OR
May 12, 2016	City of Beaverton	9600 SW Allen Blvd., Beaverton OR
June 9, 2016	City of Tualatin	10699 SW Herman Rd., Tualatin OR
July 14, 2016	City of Hillsboro	150 E Main St., Hillsboro OR
August	No Meeting	
Sept 8, 2016	City of Forest Grove	1915 Main St., Forest Grove OR
Oct. 13, 2016		
Nov. 10, 2016	City of Sherwood	15527 SW Willamette St., Sherwood OR
Dec. 8, 2016	Clean Water Services	2025 Merlo St., Beaverton OR