



# City of Fort Bragg

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## Meeting Minutes Public Works and Facilities Committee

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Wednesday, October 11, 2017

3:00 PM

Town Hall, 363 N. Main Street

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### MEETING CALLED TO ORDER

Meeting called to order by Committee Member Lee at 3:07pm.

### ROLL CALL

**Present:** 2 - Will Lee and Bernie Norvell

**Absent:** 1 - Michael Cimolino

### 1. APPROVAL OF MINUTES

1A. [17-524](#) Approve Minutes of Special Meeting of 8/8/17

Approved by Lee and abstain by Norvell.

### 2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

### 3. CONDUCT OF BUSINESS

3A. [17-526](#) Presentation by Ruth Sparks Regarding Improvements and Maintenance at Guest House

Ruth Sparks talked about community organizations helping with Guest House Park, and "Adopt-a-Park." Interested organizations are: Rhododendron Society, American Legion (around flagpole,) Lion's Club and the Leos, and Native Daughters of the Golden West.

Ted Steinhart with American Rhododendron Society, Noyo Chapter, spoke regarding assistance with the Guest House Park. They would be pruning, shaping, etc. Done as "work days" if agreeable to City.

There was discussion about what would be provided to volunteers, such as tools, equipment, etc. Signage was mentioned as a way to designate areas that organizations would be responsible for. There was discussion about limiting staff time with City staff, and liability. There was discussion about time commitments as well. Ruth Sparks will send information regarding what other Cities regulations are, as well as a group of organizations that she has spoken to already, to Public Works Director Varga.

The "Bee City" portion is separate and shall remain as such.

Director Varga would like to have further discussion to figure out how to make this happen. Committee Member Lee and Committee Member Norvell would like to move forward with discussion about the program, and approve it at the Committee level. Director Varga will meet with

Ruth and volunteers after discussing with staff. Committee Member Lee requested the City Manager put it in her column once the program is established, and get it out on social media.

**This Staff Report was referred to staff**

**3B. [17-525](#) Receive Oral Update from Staff on Departmental Activities**

Public Works Director Varga spoke regarding the Streets and Alley Project. Alleys are basically done. Striping is happening now. Should be finished by end of week, then cleanup.

Coastal Trail Project drainage work finished. Can see path starting to form. Another month left.

Wastewater Treatment Facility Upgrade: Working on funding from USDA to get grant agreement and loan agreement. Working with SRF also.

CDBG money lined up for water tank project. Going out to bid in less than a month.

Closing out projects involving Guest House and City Hall.

Influent Flow Meter installed and operable.

Bainbridge Park: Path done, finishing up paving and resurfacing of basketball court and tennis court. Should be done in next two weeks.

Wastewater Outfall Repair project beginning in the next week.

Welcome sign is finished.

Committee Member Lee recommended a "year end report" of calendar year projects and getting it in the paper and out on Social Media. Director Varga suggested it be done during the Mid-Year Budget Review.

**4. MATTERS FROM COMMITTEE / STAFF**

**ADJOURNMENT**

**Meeting adjoured at 3:37pm by Committee Member Lee.**