

**MEETING OF THE
WOOD VILLAGE CITY COUNCIL
April 25, 2019
MINUTES**

PRESENT: Mayor Scott Harden, Council President Patricia Smith, and Councilors Bruce Nissen and John Miner, City Manager Bill Peterson, Finance Director Seth Reeser, and interested parties.

ABSENT: City Attorney Jeff Condit and Public Works Director John Niiyama

CITIZEN COMMENTS (NON-AGENDA ITEMS)

There were none.

WORKSHOP: ORDINANCE 2-2019 – SINGLE USE PLASTIC BAG BAN

Dirks presented the draft ordinance and stated that it is in response to the Council's direction to prepare a single-use plastic bag ban in case there was not action at the state level. Dirks stated that HB 2509 which would prohibit single-use plastic bags in the state did pass the House, and is scheduled to go to the Senate later this week.

Dirks stated that a lot of element in HB 2509 were used in the draft code for the City. Dirks explained that the code prohibits plastic bags at retail stores, restaurants, and City events, and does not include plastic bags for meats and produce or bags sold in bulk such as garage bags. Dirks stated that there is not a fee associated with the ban, and it does not prohibit a store from charging a fee. Dirks stated that the HB 2509 has a five-cent mandatory fee. Dirks stated that while ordinances go into effect 30 days after adoption, the Council can set a longer date for the effective date.

Dirks stated that while the draft code bans all plastic bags, some code enable thicker plastic bags such as 2.25 or 4-millimeter-thick bags. The Council directed to ban all plastic bags. The Council directed that the Ordinance be brought back for adoption consideration if HB 2509 does not pass in this session.

DISCUSSION: REGIONAL SOLID WASTE PLAN AND LOCAL STRATEGY

Dirks presented the discussion and stated that it is focused on an overview of Metro's recently updated and adopted Regional Solid Waste Plan. Dirks stated that this is the fourth update of the plan, and the first one was developed in 1988. Dirks stated that the plan covers 12 cities, three counties, and over one-million residents. Dirks stated that the plan is broken down into five categories with 19 goals, and 108 action items to be completed. Dirks stated that all the items can be linked to at least one of the plan's three main objectives which are to advance equity, look at product life-cycle, and to protect health and the environment.

Dirks stated that there are seven action items that will need to be completed by cities somewhere over the next few years. Dirks presented the items and stated that while some items may not directly cost the City money, there will be additional costs of compliance that would be spread to rate payers.

Dirks stated that now that the plan has been adopted by the Metro Council, Metro staff is working on specific plan priorities and deadlines. Dirks stated that this is an area in which the City can be involved. Dirks stated that the involvement can also be with the proposed shared solid waste coordinator position with Gresham. Dirks stated that solid waste regulations and requirements are increasing, and technical support will be needed at some point in the future. Dirks stated that the full plan is in the packet for review, and staff will keep the Council up to date on proposed timelines and priorities.

DISCUSSION: ORDINANCE 3-2019 - COMMERCIAL FOOD WASTE RECYCLING

Dirks presented the draft ordinance and stated that it is a Metro requirement. Dirks stated that on July 26, 2018, the Metro Council adopted new regulations in terms of commercial food waste recycling. Dirks stated that food waste makes up about 16% of the solid waste in the region, and all cities must adopt commercial food recycling requirements by July 31st of this year.

Dirks stated that the proposed code follows Metro's model code, so it is in compliance with all Metro requirements. Dirks stated that all commercial food generators are subject to the code, and it is rolled out in three phases, with the largest food waste generators being first to comply. Dirks stated that the code does not pertain to residential units, or food used or purchased by consumers in the commercial setting. Dirks provided an example stated that if a restaurant made 100 extra burgers, the burgers could not be placed in the garbage. Dirks stated that if a customer bought 100 burgers and did not want them, then they could be placed in the garbage.

Dirks stated that staff believes that all phase one commercial locations are already using a food waste recycling service, and the real outreach and education effort will be to the phase two commercial locations. Dirks stated that the ordinance will be brought back for adoption consideration at a future meeting.

RESOLUTION 18-2019: BUILDING PERMIT FEES

Reeser presented the resolution and stated that the Council reviewed the building permit fees and proposed increases at the meeting last month. Reeser stated that the resolution tonight matches the direction provided by Council last month. Reeser stated that the charges match to Gresham's current rates, which will increase some minimums, and will have the most impact on larger projects.

Reeser stated that an example is an average new build for a single-family home has about \$4,200 in permit fees, and under the new fee structure it will be about \$4,800. Reeser stated that the increases mainly impact the plumbing and mechanical permits which had dramatically lower fees than other permits. Reeser stated that if approved, staff will send it to the building official in

Gresham to send to the state Building Code Division, which approves the rates. That process takes about 60-90 days.

Miner asked how our rates compare to the other cities. Reeser stated that Fairview is considering adopting Gresham's rates, and Troutdale is not. Peterson stated that Troutdale is higher and lower in certain areas, but it is about a wash for a single-family home.

Upon motion by Miner, seconded by Smith and passing 4-0, Resolution 18-2019 revising the building permit fees was approved.

RESOLUTION 20-2019: CONTRACT AWARD – HAWTHORNE TRAILHEAD AND NATURE PLAY DESIGN

Peterson presented the resolution and stated that the City is prepared to select a design firm to design the Hawthorne trail head and nature park. Peterson stated that was a qualification-based selection process. As such, staff evaluated the qualifications of the firms that submitted a proposal. Staff will then proceed to enter into a contract with the best qualified firm, and if a deal cannot be met, then we will go to the next most qualified.

Peterson stated that the Hawthorne project is on existing park land, and this will expand the recreational and educational opportunities of the park. Peterson stated that part of the project is to turn the Hawthorne park entry into a formal trailhead. The improvements will also include a turn around when the park is open.

Peterson stated that there is funding of \$92,000 and a portion of that came from a state parks grant. Peterson stated that the design cost is estimated at \$15-25,000, but that might be a little light. Peterson stated that since this is a qualification-based selection, staff narrowed it to the top two firms, and the recommendation is to first negotiate with the firm Bergerabam, which also developed the current master plan. Peterson stated that the resolution is generic and recognizes that if a deal cannot be reach with the first firm then staff will go to the next qualified firm.

Upon motion by Nissen, seconded by Smith and passing 4-0, the City Manager was authorized to conduct negotiations and sign a contract for the Hawthorne Park project design.

RESOLUTION 21-2019: IGA WITH FAIRVIEW FOR CENSUS CORRECT COUNT INTERN

Peterson presented the IGA and stated that the 2020 census is coming up, and the Federal census is the measuring mark for the amount of state shared revenues, federal funding, and mapping. Peterson stated that the community ratios and longer-term trends are all projected off of each census. Peterson stated that because of that, it is important to get an accurate census count. Peterson stated that implementing a correct committee is essential to getting a full and accurate count. Peterson stated that a correct count committee goes to each household and ensures that the census forms are filled out timely and accurately.

Peterson stated that this is in partnership with the City of Fairview. The work will be done by a Hatfield fellow for 12 weeks. Peterson stated that the census work will take about half that time, and Fairview has a use for that other half. Peterson stated that the agreement is to split the other half of the cost which is \$10,750. Peterson stated that he does not want to recommend an amount based on population, which could decrease the responsiveness to the City

Upon motion by Smith, seconded by Nissen and passing 4-0, Resolution 21-2019 authoring the IGA with Fairview for a Hatfield Fellow to complete a correct county committee was approved.

RESOLUTION 22-2019: RESOLUTION 23-2019: BUDGET ADJUSTMENT – CONTINGENCY TO STREET FUND

Reeser presented the resolution and stated that this is a budget adjustment for the Cedar Lane project. Reeser stated that the original contract and budget was split between water, sewer and streets. Subsequent to the project being underway, it was discovered that there were sections of street with no sub base and differing levels of asphalt. Reeser stated that we brought in a geo tech firm and the design engineers and asked them to come up with a cost-effective plan to make a quality roadway project. Reeser stated that the change order to add additional base it is \$72,000. Reeser stated that while there have been other change orders, this change order alters the cost shares and budget of the entire project. Based on Oregon budget law, the Council has to act on the item before the work can begin.

Reeser stated that from a budgetary perspective, it impacts the Street Fund. Reeser stated that this project will pull from other funds allocations and contingency to cover the costs of the program. Reeser stated that means it will take it from contingency and the remaining capital that was underutilized this year. Reeser stated that those funds would be moved into capital to complete the project. Reeser stated that will also impact next year's beginning fin balance, but it will not impact the anticipated capital projects for next year.

Miner asked about the confidence level and the relative quality of the project with the all the issues that were discovered. Peterson stated that as the asphalt was ground, there were sections with a lot of base, some sections with none. Peterson stated that we took core samples of the project area before the project, and all the cores ended up in the better areas. Peterson stated that the end result of this project is a roadway that should last over 50 years.

Upon motion by Miner, seconded by Nissen and passing 4-0, Resolutions 22 and 23-2019 making budget adjustments was approved.

DISCUSSION: 31ST ANNUAL EASTER EGG HUNT DEBRIEF

Dirks presented the discussion and stated that the event took place on Saturday, April 20th and featured 31,000 eggs. Dirks stated that there were pre-hunt activities such as face painting and other crafts by Emilio Inc. The Boy Scouts sold refreshments to guests, and the bunny arrived via the bunny mobile.

Dirks stated that there were revisions to the special needs hunt areas and times to accommodate children with sensory needs. Dirks explained that while participation in the special needs hunt areas was low, the parents appreciated the options. Dirks stated that Spanish and Russian translations were made via pre-recorded audio, and there were about 2,000 people in attendance.

Dirks stated that the cost of the event was \$4,826, with most of the expense coming from the eggs. Dirks presented a listing of sponsors and stated that the City was essentially not out of pocket for any of the costs.

The Council thanked Dirks for the report and event.

PUBLIC WORKS DIRECTOR'S REPORT

Peterson presented the report and stated that the Public Works Director is on vacation with his family. Peterson stated that the status on Cedar Lane has been discussed, and the report highlights more details regarding that project. Peterson stated that we have also been able to leverage additional maintenance response from Multnomah county on the roadways and right of ways, and the areas are looking good.

Peterson stated that there was a 238th design meeting with Treehill. Peterson stated that it was a county ran meeting, and City officials were in attendance to listen. Peterson stated that proposals for engineering master services are being reviewed to award in May. Peterson stated that Niiyama attended a lot of regional meetings as well. Peterson stated that from a development standpoint, the seven units at the west end of Halsey are coming along and are being framed up. The fill work on the City Hall site is moving along quickly, with a lot of dirt coming into the site. Peterson stated that the south Riverwood is project is moving along with a lot of units being completed.

Peterson stated that the production and consumption report is in the packet. Peterson stated that the water loss is just under eight percent, which is within the standards.

FINANCE DIRECTOR'S REPORT

Reeser presented the report and stated that the report covers the month ending in March. Reeser stated that the franchise fees came in, and they came in over the budget estimate. The personnel costs are also coming in at under budget. Reeser stated that all other items except for the Cedar Lane project are coming in at under budget.

Reeser stated that the report includes additional graphs and reports for the Council to review and provide feedback. Reeser stated that these are updated graphs based on the comments from two months ago. Reeser stated that there is a high-level graph by category, as well as a vertical graph for a year to year comparison. Reeser stated that there is a personal services graph over the past three years, including month by month totals. Reeser stated that there is a property tax graph which show the different timing of the different revenues.

Reeser asked for feedback on the new reports and how often the Council would like to see them in the packet. Reeser stated that the first few months of the new fiscal year will not show much, and the detailed charts could be done on a quarterly basis. Smith stated the new detailed graphs probably do not need to be done monthly. Harden agreed, and stated that the monthly report is to have the ability for the Council to ensure its fiscal responsibility to see what is going on.

Reeser stated that he will produce the standard report, with additional graphs and details every few months.

CITY MANAGER'S REPORT

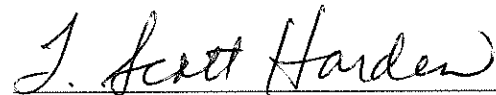
Peterson presented the report and stated that there is nothing new or unusual with the Annual Performance Plan. Peterson stated that the Arata Road project is moving along well, and it could be completed by the end of July. Peterson stated that there is a recreation program diner at the end of June and the City will pay for the Council and partners. Peterson stated that the appreciation diner is on May 9th.

CITY COUNCIL REPORTS

Harden stated that he attended the monthly MHCC meeting, and all the positions except for the director are vacant, which is making it difficult for the organization to be effective.

ADJOURN

With no further business coming before the Council, the Council adjourned at 7:52pm.



T. Scott Harden
Mayor

10-12-19

Date

ATTEST:


Greg Dirks: City Recorder