

**MEETING OF THE
WOOD VILLAGE CITY COUNCIL
April 9, 2019
MINUTES**

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

ABSENT: None.

CITIZEN COMMENTS (NON-AGENDA ITEMS)

There were none.

PUBLIC SAFETY REPORT

Chief Wendland presented the report and stated that he wanted to highlight some items from the past month. Wendland stated that traffic accidents were reduced from last year's average, down to eight. Wendland stated that there were also nearly double the amount of traffic stops from last year's average as well. Wendland stated that stolen vehicles are on a slight increase. Wendland stated it is concern not just for this community, but the metro area as well. Wendland stated that the percentage increase in thefts is dramatically more in the surrounding communities, so we are less then that.

Wendland stated that there were 490 calls for service in the report. Wendland stated that the overall trendline for all calls is steady, despite the growth in the region. Wendland stated that the dispatched times for emergency calls was 3:52, and non-emergency was 8:58. Wendland stated that the total time spent on calls was 179 hours. Wendland stated that the call response rate is good, and the Sheriff's Office will continue to keep a prompt response time.

Wendland stated that there were no incidents of note this past month, but there was an incident of note this morning. Wendland stated that a proactive deputy spotted a stolen car, and it took off east on I-84. The MCSO was able stop the vehicle and apprehend all suspects.

Smith stated that suicides seems to be up in Wood Village, as well as the country. Wendland stated that there are lots of people in need all over. Regarding recent activity, the incidents in the City to be more in the business areas, which tends to be visitors or those passing through, and not residents. Wendland started that it is an issue country wide, and it can be related to drug and substance abuse issues and a lack of social services.

Miner asked if there was any anecdotal evidence that the suicide or self-harm calls could be related to lack of healthcare access. Wendland stated that it could, and he sees the issues as having substance abuse issues, and mental health issues with a lack of access to services. Miner

asked about the traffic stops and the self-initialed stops, and if it was due to something different like increased staff levels, or just direction from command staff. Wendland stated that it is not due to increased staff, but rather command staff orders related to data driven patrol and enforcement in safety sensitive areas. Wendland stated that it is not based on citations, but rather safety related stops.

Smith asked about the campsite on 238th. Wendland stated that it has been cleaned up and removed. Smith stated that she often sees a camper in the willow tree area in the park. Wendland stated that they will look through the area.

Harden asked about how the dispatched calls add up to more than what is reported for the call type, and asked if there is another call type. Wendland stated that he will ask the analyst who puts together the report and will find the details behind the numbers.

Miner asked about the traffic stops and if that was included in the self-initiated calls. Wendland stated that the self-initiated stops will include all traffic stops as well as suspicion person/vehicle stop.

The Council thanked Wendland for the report and service.

CONSENT CALENDAR

a. Review of bills paid in March 2019

b. Contracts \$2,500 - \$50,000

- Elaine Howard – Urban Renewal Plan Update: \$3,500
- Pacific Service Center – 2019 Utility Truck Accessories: \$3,983
- Global Network Support – 4 replacement computers: \$11,376
- GC Systems – Cla-Val Rebuilds: \$3,994

Upon motion by Smith, seconded by Nissen and passing 4-0, the Consent Calendar was approved.

PRESENTATION: PHASE 1 CITY HALL DESIGN REPORT

Paul Boundy with LRS Architects presented the report and stated that he will work through the process of where we were, and where we are going with the project. Boundy stated that phase one included the programing of a site, which then moved into the preliminary design and programming for a selected site. Boundy stated that the Donald Robertson Park was selected as the preferred site.

Boundy stated that concept site plans have been developed for a basic site. Boundy stated that the process also included the focus on the internal design of the building. The outcomes of that were to focus on the public space and Council chambers. There was also a needs analysis for

staff including long term storage and archival needs. Boundy stated that the storage places can also be used in the future as flexible workspace if the need comes up. Boundy stated that the overall size of the building is right around 9,000 square feet.

Boundy presented the initial concepts for the building at the park site, and how the layout changed with additional input. Boundy stated that while the building is set back from Halsey, the investments can enhance the park.

Boundy stated that as part of phase two, more detailed options were programmed. The landscape architect that was brought on board also worked on the City's Gorge Hub project at the park and knew the site well. Boundy presented the overview of the layout and stated that the idea behind the layout is to link the amenities within the park. Boundy stated that the internal roadway would eliminate one to two trees in the main grove area, but the overall grove would remain.

Boundy stated that the elevations and amenity areas are still very conceptual and includes options for the plaza areas and planter spaces. Boundy stated that what is being looked at today, is still very preliminary, and will be used only to get a sense of cost and size.

Boundy presented a refined interior concept plan, and it retains much of the concept elements, and is right around 9,400 square feet. Boundy stated that the design will continue to evolve as the process moves forward, and it will include details

Boundy stated that they developed some initial elevations, and they are simply initial design concepts, and not final designs. Boundy presented concept images from other projects that represent the NW Cascadia look and feel. Boundy stated that there are also options for canopies for rain protection and to extend the entry to the building. Boundy presented the initial elevations.

Boundy stated that they also looked at flat roof options, butterfly roof options, and a full truss system option. As the process moves forward, it will become clearer on the options and pricing. Boundy stated that the overall goal is to be cost effective, easy to build and easy to maintain.

Miner asked about the entry and if it was to the east. Boundy stated that the entry is to the east, but the doors orient to the north. Peterson stated that something that was direly from the north into the main lobby would be preferred and would give the sense of the great room look and feel. Peterson stated that there may also need to be some tune up around how the staff break space works with the overall chamber space that can be rented out.

Miner stated that he is not a fan of flat roofs, and while they may be cost effective, they do not do anything for him, especially with water. Miner stated that the building needs to make a statement, brand the community, and be statement piece, while not being over the top. Miner stated that the covered outdoor areas can also serve a good purpose and provide outdoor space most of the year.

Boundy stated that the costs are broken down for site work, parking, and the building. Boundy stated that on the low side it is \$3.5 to \$4.5 million for the building. Boundy stated that there are then the soft costs for the project which can run about 50% of the project cost. Boundy stated that the overall low estimate is about \$4.6 million to a high of about \$7.4 million all in. Boundy stated that will change as this comes into the actual scope of the building and value engineering the project.

Peterson stated that the sale of the City Hall site land will generate about \$3.8 million, and there is \$750,000 in next year's budget, \$1.5 million from urban renal, and another \$1 million in 20/21. Peterson stated that gets to about \$7.5 million for an overall project cost. At the end of that, there would still be about \$2.5 million in the General Fund.

DISCUSSION: CITY HALL DESIGN AND CONSTRUCTION OPTIONS

Boundy presented the options in moving forward in the actual construction of the new City Hall. Boundy stated that there are several options which include design bid, CMGC, traditional design build, and then progressive design build.

Boundy presented a summary of each method and the positive and potential downside to each method. Boundy stated that design bid will result in awarding to the lowest cost bidder, but not necessarily what would be the best cost. Boundy stated that is because there is more risk and money with the plans, bids, and project management. Harden asked about the risk of change orders. Boundy stated that there is always the risk of change orders in any method, and the role of the project manager is essentially to manage that process. Harden asked about the schedule impact between the methods. Boundy stated that there are a number of elements that factor into schedule optimization, and generally each method from quickest to slowest is about two to three months.

Boundy stated that with CMGC there is qualification-based selections. Boundy explained that the Council can make the qualifications whatever they want and prioritize the qualifications, not just the cost. Boundy stated that then the selected firm is involved in the design process early on, which enables more value engineering and constructability review, which can lower the cost. Boundy stated that the downside is that there are fewer contractors familiar with the process in the smaller price range, but it is becoming more common. Boundy stated that there may also be more legal costs compared to more traditional methods. Condit stated that his firm has been through all the processes before and have canned contracts and are very familiar with the process. Condit stated that while there is more process at the front end, the forms are ready if needed. Boundy stated that the last potential downside to CMGC is the perception that it is not the best price, but that is generally not the case, and it is just a perception. Boundy stated that it is all very transparent for costs and fees.

Miner stated that he is familiar with this process from his work in schools. Miner stated that the concept of this is that we start out from the beginning to find a contractor and manager to run this program for the new building. Miner stated that this process is not that new anymore, and we

have experienced legal counsel that can make this work. Miner stated that he finds value with all parties at the table before the final designs are completed. Miner stated that the Council would then be in control of who is running the project, who is building it, and the final outcome of the building.

Harden asked about how the guaranteed maximum price provides cost certainty, but how often does the project come in on that amount. Boundy stated that there will be items that come up during the project, and depending on the contingency, it could be covered or something else in the project would need to be adjusted. Boundy stated that there are many ways to program the options, and the important thing is to make sure the items and costs are covered.

Boundy stated that he does not recommend the traditional design build approach for this project. Boundy stated that the progressive design build is being done in Fairview. A team of architects and the contractor is hired to take the concept and develop actual construction drawings and plans to build. Boundy stated that the pro is also a con in that it is under one contract for the project. Boundy stated that the approach can work well for projects, but there has to be a good design team, and it is less common approach.

Harden stated that cost management and design control are important to him and asked which method best fits those items. Boundy stated that he would go with the CMGC process every time. Boundy stated that he feels that you get the best of all options including costs, schedule, and design within the full process. Boundy stated that CMGC gives the most control of the process, and it develops a team for the project. Harden stated that he is also concerned with the timing, and getting back into a City Hall, and which process would be the fastest. Boundy stated that design build, done early is fast, but at this point CMGC would be just as fast.

Harden asked for a roll call regarding a decision on how to move forward. The Council elected a CMGC process.

DISCUSSION: CITY MANAGER RECRUITMENT PROCESS

Peterson presented the discussion and stated that he has prepared a full presentation and given the time constraints he will provide more of a summary. Peterson stated that he will be gone this coming November, and the timing is setup for a replacement City Manager by that time. Peterson stated that the Council directly hires two critical positions, the City Attorney and the City Manager. It is one of the biggest decisions a Council can make.

Peterson stated that there are key questions such as support, challenges and opportunities to shape the process. Peterson stated that the process can be as big or little as the Council wants. Peterson explained that the Council in 2010 chose to bring on a large recruitment firm to help handle the issues and recruitment, and the cost was just over \$18,000.

Peterson stated that in looking at a recruitment firm package, an RFP would need to be developed as soon as possible to get a new manager on board in November. Peterson stated that

even then it is still a tight timeline. Peterson stated that the cost range is about \$18,000-\$30,000 depending on the firm and expenses. Peterson presented the outreach items presented by the different level of firms that are in the market. Peterson stated that a quality firm will not only help direct the recruitment process, but also keep the Council focused and out of legal trouble. Peterson stated that the budget for next year is set at \$40,000 so the process is open for any option that the Council wants complete. Peterson stated that the level of success for the process will be determined by the number and caliber of the candidates. Peterson stated that to continue to have a high-quality team, the Council will want to find and attract the best possible candidate.

Peterson stated that this was a very brief summary, and the staff recommendation is to develop an RFP for a recruitment firm. Peterson stated that while this is a tight deadline, the Council will not want to rush the process and more time can be added if the Council needs more time.

Harden stated that the staff report mentioned the ICMA, and they had a lot of openings for managers nationwide. Harden stated that an initial concern was the increase of retirements and the ability to find qualified candidates. Peterson stated that has recovered and there are good candidates available. Harden stated that he recommends a nationwide search, and the quality of person we are looking for may respond to some of the local ads and recruitments.

Condit stated that he has been through a number of these, and with an executive recruitment firm, the firms know those people who are not necessarily looking for a job but know who has the skill sets.

Miner stated that he believes the Council and the City will benefit greatly with a recruitment service. Miner stated that regionally for him is the western states, and feels that we may not have to go nationally, but can still cast a good net. Miner stated that bringing people in from the other side of the county can be challenging with the local culture as well as funding and fiscal structures.

Nissen agreed with the recruitment service just because of all the other projects going on that involve the Council and staff. While this may cost more dollars, it will be a better way to go all around. Smith stated that is how it was done before, and it worked out well.

Upon motion by Miner, seconded by Nissen and passing 4-0, the Council authorized an RFP for an Executive Recruitment firm to hire a new City Manager.

RESOLUTION 16-2019: 2019/2020 ANNUAL PERFORMANCE PLAN ADOPTION

Peterson presented the resolution and stated that this was presented at the last Council meeting. Peterson stated that there were no changes at that meeting, and this resolution adopts the plan

Harden stated that at the last meeting there were comments that the APP may consume more than the time allocations provided for the total time. Harden asked if more detail could be provided on which projects may bump over the time. Peterson stated that a lot of it is driven by projects

like the Arata Road fencing project, undergrounding the utilities on Halsey, and similar projects that have rolled over that add to the overall bulk of work. Peterson stated that given the recruitment firm, he will be able to target more time to the APP for the rest of the calendar year. Peterson walked through the main projects in the plan and the time estimate for each.

Harden stated that if the land sale for the school district cannot occur, then it should be removed from the plan.

Upon motion by Miner, seconded by Nissen and passing 4-0, Resolution 16-2019 adopting the 2019-2020 Annual Performance Plan with the removal of the school site purchase was approved.

DISCUSSION: ANNUAL GARAGE SALE AND CLEANUP DAY

Dirks presented the discussion and stated that this will be the 4th year for the garage sale event. Dirks stated that the planned weekend is June 14-16th, which has been the weekend for the past three years. Dirks stated that the overall plan is very similar to the plan in the past, with the City conducting advertising, but not providing open public space for sales. Dirks stated that advertising will be on banners, the newsletter, the City's website, and other garage sale focused sale sites. Dirks stated that 16 people participated last year, and the hope is that more will participate this year. Dirks stated that while participation may be down, it is a low cost and low staff time event.

The Council approved the garage sale event plan.

Dirks presented the event plan for the cleanup day event. Dirks stated that the event will take place on Saturday, June 22nd which is the Saturday following the garage sale event. Dirks stated that the plan is to hold the event again at Lowes due to the construction on Arata, but he has not been able to confirm Lowes participation. Dirks presented a list of accepted items including electronics, which was popular last year. Dirks stated that recruiting volunteers has been difficult for this event, and he will do what he can to ensure that there are enough volunteers to have a successful and safe event.

The Council approved the cleanup day event plan.

DISCUSSION: 21ST ANNUAL CITY NITE OUT

Dirks presented the discussion for the City Nite Out event and stated that it will be the 21st annual event. Dirks stated that the date is the third Friday in July, which is the 19th. Dirks presented an overview of the event features and stated that a parade will be difficult due to the construction on Arata. Dirks presented alternatives to a parade. The Council requested that a parade of some form be developed for the event.

Dirks stated that he would like to partner with PlayEAST recreation for the giveaway item and help ensure that it is something that kids in the community can use. Dirks stated that the Morasch family has already confirmed their financial participation in the donation of the items.

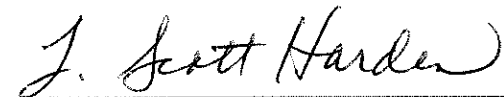
Dirks presented the layout of the site and stated that some items like the act react challenge are still up in the air due to the County's budget concerns, but there will be the core demonstrations and support by the Sheriff's Office.

Dirks stated that there will be the usual offerings of hot dogs, popcorn, cotton candy, ice cream and beverages. Dirks stated that he will be focusing the vendor recruitment at service organizations, public entities, and sponsors. Dirks stated that the purpose of the vendor area is to offer access to social capital to those who may not interact with the organizations in their daily lives.

Dirks stated that the budget is \$6,000 and will try to have as many items donated as possible. The Council approved the event plan.

ADJOURN

With no further business coming before the Council, the Council adjourned at 8:27pm.



T. Scott Harden
Mayor

20-12-1a

Date

ATTEST:



Greg Dirks: City Recorder