

**REGULAR MEETING OF THE
WOOD VILLAGE CITY COUNCIL
February 13, 2018
AGENDA**

6:00 P.M. PLEDGE OF ALLEGIANCE

1. Citizen Comments (non-agenda items)
2. Public Safety Report (MCSO)
3. Consent Calendar:
 - a. [Review of bills paid in January, 2018](#)
 - b. Liquor License
 - Super Brewing Co. LLC
 - c. Contracts \$2,500 - \$50,000
 - Conservation Technix – Park Master Plan Update: \$9,291
 - Multnomah County – Quarterly Traffic Maintenance: \$3,044.47
 - Kip Edgley – SCADA Upgrades: \$20,000
 - NetEgg – Easter Eggs: \$3,300
 - EC Power Systems – Generator Maintenance: \$4,271.55
 - Edgefield – Appreciation Dinner Venue: \$3,000
 - d. City Council Minutes
 - [December 12, 2017](#)
 - January 9, 2018
4. Presentation: Metro Update – Metro Councilor Shirley Craddick
5. Presentation: 238th Dr. Enhancement Project Update – Multnomah County
6. [Discussion: Shea Lift Station – Scott Sloan](#)
7. [Resolution 5-2018: Architectural Services Contract Award – Bill Peterson](#)

8. [Presentation: Best Practices Report – Peggy Minter](#)
9. [Discussion: 2018 City Council Retreat Recap – Bill Peterson](#)

ADJOURN

The meeting location is wheelchair accessible. This information is available in large print upon request. To request large-print documents or for accommodations such as assistive listening device, sign language, and/or oral interpreter, please call 503-667-6211 at least two working days in advance of this meeting. (TDD 1-800-735-2900).

Next Meeting: Tuesday, February 27, 2018



CITY OF WOOD VILLAGE

Check Report

By Check Number

Date Range: 01/01/2018 - 01/31/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP River-AP Riverview Bank						
0081	AFLAC	01/02/2018	Regular	0.00	161.83	22110
0637	CONST & GEN LABORERS' UNION LOCAL 737	01/02/2018	Regular	0.00	148.00	22111
0431	76 FOODMART	01/04/2018	Regular	0.00	115.72	22112
10033	CHR CREATIVE	01/04/2018	Regular	0.00	270.00	22113
0520	CITY OF GRESHAM	01/04/2018	Regular	0.00	81.69	22114
0636	COSTCO	01/04/2018	Regular	0.00	60.00	22115
0730	DAILY JOURNAL OF COMMERCE, INC	01/04/2018	Regular	0.00	331.50	22116
1028	EXPRESS ENVELOPES	01/04/2018	Regular	0.00	1,527.78	22117
1049	FEI PORTLAND WATERWORKS #3011	01/04/2018	Regular	0.00	50.38	22118
1200	GLOBAL NETWORK SUPPORT INC.	01/04/2018	Regular	0.00	1,595.00	22119
1215	GOV FINANCE OFFICERS ASSN	01/04/2018	Regular	0.00	150.00	22120
1235	GRESHAM FORD	01/04/2018	Regular	0.00	952.25	22121
1290	HACH COMPANY	01/04/2018	Regular	0.00	976.77	22122
1303	HARBOR FREIGHT TOOLS	01/04/2018	Regular	0.00	116.91	22123
1429	JOHN DEERE FINANCIAL	01/04/2018	Regular	0.00	43.94	22124
1571	LOWES COMPANIES, INC	01/04/2018	Regular	0.00	502.79	22125
	Void	01/04/2018	Regular	0.00	0.00	22126
1760	MOEN MACHINERY COMPANY	01/04/2018	Regular	0.00	162.48	22127
1910	NOLAN'S TIRE FACTORY	01/04/2018	Regular	0.00	48.00	22128
1980	OCCMA	01/04/2018	Regular	0.00	153.65	22129
10150	PACIFIC INT-R-TEK	01/04/2018	Regular	0.00	580.00	22130
2233	PETERSON MACHINERY CO	01/04/2018	Regular	0.00	1,247.20	22131
2244	PITNEY BOWES, INC	01/04/2018	Regular	0.00	78.48	22132
10151	RIVER CITY NW MECHANICAL	01/04/2018	Regular	0.00	108.64	22133
10121	RR LANDSCAPE INC	01/04/2018	Regular	0.00	350.00	22134
2970	UNITED RENTALS NORTHWEST, INC	01/04/2018	Regular	0.00	746.00	22135
10078	YELENA SHAPOVALOV	01/04/2018	Regular	0.00	647.00	22136
0970	ADVANCE AUTO PARTS	01/11/2018	Regular	0.00	10.99	22138
0132	APOLLO DRAIN & ROOTER SERVICE, INC	01/11/2018	Regular	0.00	67.90	22139
10130	BETTY LYN LORD	01/11/2018	Regular	0.00	11.00	22140
0505	CITY OF FAIRVIEW	01/11/2018	Regular	0.00	63.92	22141
0520	CITY OF GRESHAM	01/11/2018	Regular	0.00	1,211.49	22142
0638	COPYTRONIX	01/11/2018	Regular	0.00	1,221.12	22143
0770	DCBS-FISCAL SERVICES	01/11/2018	Regular	0.00	1,087.95	22144
0841	GREG F DIRKS	01/11/2018	Regular	0.00	14,466.21	22145
1648	MERINA & COMPANY, LLP	01/11/2018	Regular	0.00	7,000.00	22146
1650	METRO	01/11/2018	Regular	0.00	570.00	22147
10122	NET ASSETS	01/11/2018	Regular	0.00	32.00	22148
2236	PETTY CASH	01/11/2018	Regular	0.00	9.16	22149
10011	PIXIS LABS, LLC	01/11/2018	Regular	0.00	45.00	22150
2350	POSTMASTER	01/11/2018	Regular	0.00	180.00	22151
10003	RIVER CITY ENVIRONMENTAL	01/11/2018	Regular	0.00	1,017.72	22152
10152	WOLCOTT PLUMBING	01/11/2018	Regular	0.00	715.20	22153
0510	CITY OF GRESHAM	01/18/2018	Regular	0.00	31,243.65	22154
0530	CITY OF PORTLAND	01/18/2018	Regular	0.00	9,874.00	22155
0579	COLUMBIA PEST CONTROL	01/18/2018	Regular	0.00	65.00	22156
1220	GRAINGER	01/18/2018	Regular	0.00	239.10	22157
10095	KELLY MARLIN	01/18/2018	Regular	0.00	18.00	22158
1775	MULTNOMAH CO.TREASURY	01/18/2018	Regular	0.00	2,651.34	22159
1980	OCCMA	01/18/2018	Regular	0.00	207.44	22160
2020	ONE CALL CONCEPTS, INC	01/18/2018	Regular	0.00	55.65	22161
2164	OREGON MAYOR'S ASSOCIATION	01/18/2018	Regular	0.00	103.00	22162
10143	PAULA WOOD	01/18/2018	Regular	0.00	18.00	22163
10140	RELAY RESOURCES	01/18/2018	Regular	0.00	387.70	22164

Check Report

Date Range: 01/01/2018 - 01/31/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
3005	WALMART COMMUNITY	01/18/2018	Regular	0.00	230.98	22165
3010	WASTE MANAGEMENT OF	01/18/2018	Regular	0.00	1,376.46	22166
10147	AKS ENGINEERING & FORESTRY, LLC	01/24/2018	Regular	0.00	2,330.00	22167
0505	CITY OF FAIRVIEW	01/24/2018	Regular	0.00	11,429.00	22168
1042	FASTENAL COMPANY	01/24/2018	Regular	0.00	55.36	22169
1056	FIERCE THOUGHT	01/24/2018	Regular	0.00	110.00	22170
1054	FIRWOOD DESIGN GROUP, LLC	01/24/2018	Regular	0.00	2,336.25	22171
1290	HACH COMPANY	01/24/2018	Regular	0.00	354.89	22172
1775	MULTNOMAH CO.TREASURY	01/24/2018	Regular	0.00	18,442.31	22173
1790	MULTNOMAH COUNTY SHERIFF'S OFF	01/24/2018	Regular	0.00	103,562.25	22174
1936	NORTHSIDE FORD TRUCK SALES, INC	01/24/2018	Regular	0.00	58,662.10	22175
1960	OFFICE DEPOT CREDIT PLAN	01/24/2018	Regular	0.00	584.71	22176
0802	OREGON DEPT OF REVENUE	01/24/2018	Regular	0.00	28.88	22177
0081	AFLAC	01/30/2018	Regular	0.00	161.83	22179
0637	CONST & GEN LABORERS' UNION LOCAL 737	01/30/2018	Regular	0.00	152.00	22180
1120	FRONTIER	01/04/2018	Bank Draft	0.00	42.63	DFT0000801
1120	FRONTIER	01/04/2018	Bank Draft	0.00	42.63	DFT0000802
1120	FRONTIER	01/04/2018	Bank Draft	0.00	42.63	DFT0000803
1120	FRONTIER	01/04/2018	Bank Draft	0.00	42.63	DFT0000804
1120	FRONTIER	01/11/2018	Bank Draft	0.00	89.99	DFT0000805
1120	FRONTIER	01/11/2018	Bank Draft	0.00	42.63	DFT0000806
0170	AT & T MOBILITY	01/11/2018	Bank Draft	0.00	455.72	DFT0000807
2270	PGE	01/11/2018	Bank Draft	0.00	25.55	DFT0000808
2270	PGE	01/11/2018	Bank Draft	0.00	1,655.23	DFT0000809
2270	PGE	01/11/2018	Bank Draft	0.00	138.94	DFT0000810
2270	PGE	01/11/2018	Bank Draft	0.00	16.74	DFT0000811
2270	PGE	01/11/2018	Bank Draft	0.00	26.11	DFT0000812
2270	PGE	01/11/2018	Bank Draft	0.00	30.44	DFT0000813
2270	PGE	01/11/2018	Bank Draft	0.00	655.05	DFT0000814
2270	PGE	01/11/2018	Bank Draft	0.00	1,213.89	DFT0000815
2270	PGE	01/11/2018	Bank Draft	0.00	19.19	DFT0000816
2270	PGE	01/11/2018	Bank Draft	0.00	562.63	DFT0000817
2270	PGE	01/11/2018	Bank Draft	0.00	17.29	DFT0000818
2270	PGE	01/11/2018	Bank Draft	0.00	878.43	DFT0000819
2270	PGE	01/11/2018	Bank Draft	0.00	306.61	DFT0000820
1120	FRONTIER	01/18/2018	Bank Draft	0.00	26.93	DFT0000821
1390	INTEGRA TELECOM	01/18/2018	Bank Draft	0.00	602.37	DFT0000822
1710	MILLER NASH GRAHAM & DUNN LLP	01/18/2018	Bank Draft	0.00	2,222.00	DFT0000823
2270	PGE	01/18/2018	Bank Draft	0.00	3,251.20	DFT0000824
2704	STERICYCLE COMMUNICATION SOLUTIONS	01/18/2018	Bank Draft	0.00	61.07	DFT0000825
2942	TYLER TECHNOLOGIES INC	01/18/2018	Bank Draft	0.00	15.20	DFT0000826
1920	NW NATURAL	01/24/2018	Bank Draft	0.00	221.82	DFT0000827
2153	OREGON DEPT OF JUSTICE	01/31/2018	Bank Draft	0.00	600.00	DFT0000829
0920	CIS TRUST	01/30/2018	Bank Draft	0.00	11,825.02	DFT0000830
1358	ICMA	01/30/2018	Bank Draft	0.00	1,500.00	DFT0000831
1880	NATIONWIDE RETIREMENT SOL.	01/30/2018	Bank Draft	0.00	700.00	DFT0000832
2200	OREGON PERS	01/30/2018	Bank Draft	0.00	12,929.65	DFT0000833

Bank Code AP River Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	102	68	0.00	283,595.57
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	47	32	0.00	40,260.22
EFT's	0	0	0.00	0.00
	149	101	0.00	323,855.79

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	102	68	0.00	283,595.57
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	47	32	0.00	40,260.22
EFT's	0	0	0.00	0.00
	149	101	0.00	323,855.79

Fund Summary

Fund	Name	Period	Amount
01	POOLED CASH FUND	1/2018	323,855.79
			323,855.79

**MEETING OF THE
WOOD VILLAGE CITY COUNCIL
December 12, 2017
MINUTES**

PRESENT: Council President Scott Harden, Councilors Patricia Smith, Mark Clark, and Bruce Nissen. City Attorney Jeff Condit, City Manager Bill Peterson, Finance Director Peggy Minter, Public Works Director Scott Sloan, and interested parties.

ABSENT: Mayor Timothy Clark

MAYOR TIMOTHY CLARK CALLED THE MEETING TO ORDER AT 6:00 PM.

CITIZEN COMMENTS (NON-AGENDA ITEMS)

There were none.

PUBLIC SAFETY REPORT

Chief Gates presented the report and stated that the averages for November were within the normal parameters. Gates stated that there is an increase in stolen vehicles region wide. Gates explained that there has also been an increase in suspicious person or vehicle calls. That is not necessarily a bad thing as it can mean that more people are paying attention to what is going on in the neighborhood.

Gates stated that response times for priority 1 and 2 calls were under four minutes, and it was under eight minutes for non-emergency calls. Gates stated that an incident of note was a burglary alarm at Camping World. Deputies responded and searched the area, and they were able to find and arrest the suspect. Gates stated that another incident was in Troutdale where a suspect on a Greyhound bus stabbed passengers in an unprovoked attack. Gates stated that deputies responded and were able to detain the suspect without further injuries.

Gates stated that their annual toy drive was a success with 130 barrels of toys. They also collected over \$2,000, which was used to sponsor seven families. Gates stated that it was a great event, and they enjoy the partnership with Walmart.

Harden asked if there was any information about the hit and run at Cedar and Maple Blvd. Gates stated that he will review the report and send more information to the Council on that incident. Harden asked about the response to stolen cars. Gates stated that unlike other jurisdictions where a report is done online, a deputy will respond and write the report. Gates stated that they like to collect statistics to look for patterns and conduct preventative measures.

The Council thanked Gates for the service and report.

CONSENT CALENDAR:

- a. Review of bills paid in November, 2017

- b. Contracts \$2,500 - \$50,000
 - Tice Electric - Well 3 Electrical Upgrade: \$3,799.15

- c. 2018 OLCC Liquor License Application Renewals

- d. Resolution 43-2017 IGA Extension with the City of Gresham for Sewer Treatment Services

- e. Council Minutes:
 - November 16, 2017

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

**PUBLIC HEARING: RESOLUTION 39-2017: CHANGE PROPERTY RATIO
ADJUSTMENT**

Peterson presented the resolution and stated that this is a formal public hearing on the property tax change property ratio. Peterson stated that he will present the staff report, open the floor for public comments, and then the Council can deliberate and take action.

Peterson stated that the change property ratio is related to measures 5 and 50. Peterson explained that measure 50 created a market value, and a separate assessed value. The change property ratio attempts to tax new construction at a similar rate compared to similarly situated properties. Peterson stated that the real issue is that it is based on a regional basis. For example, our region is Multnomah County, which has values driven by the Portland market. Peterson explained that because of that, the change property ratio is about 50%. However, HB 2088 was adopted to enable jurisdictions within Multnomah County to petition for a separate rate.

Peterson stated that the City of Gresham took action last week to define their boundary as their city limits. Peterson explained that if enacted, we would take a similar action that would be effective January 1, 2018. Peterson stated that if enacted, it would impact a couple of upcoming developments. Peterson explained that for the Riverwood North development, this action would increase the taxable value by about \$2.6 million, and would increase the taxable value of the City Hall site development site by about \$5.6 million. Peterson stated that this would create better property tax equity between current homes and new construction. Currently, there is a wide disparity between existing homes and new construction. Peterson stated that this would help restore some equity.

Harden opened the floor to public comments.

There were no comments.

Harden closed the floor to public testimony.

Smith asked how this would impact low-income or elderly homeowners. Peterson stated that this action would not impact current property owners unless they construct a new home or substantially remodel their current home.

Nissen asked about the associated fee to the county, and if that was an overall total, or per city. Peterson stated that the assessor is seeking clarification on that item. Peterson stated that he understands the fee as a one-time payment, and Gresham would be covering the majority of that fee. Peterson stated that even if the City had to pay the entire amount, the City would still be in a better financial shape with the revision, and it would create a better sense of property tax equity within the community.

Upon motion by Nissen, seconded by Smith and passing 4-0, Resolution 39-2017 filing for a change property ratio adjustment was approved.

RESOLUTION 40-2017: CITY HALL DEVELOPMENT AGREEMENT ADDENDUM

Peterson presented the resolution and stated that this is regarding the development agreement between the City and WDA. Peterson explained that the Council authorized the agreement, which included an attached site plan and development details. Peterson stated that the adopted plan included 166 multifamily units. Peterson stated that in the process of actually developing the property, changes may occur. Peterson explained that a design review process is required, but hard standards were included in the development agreement. Peterson stated that the action tonight would enable a range of modifications to occur within the development agreement.

Peterson stated that some of the amendments to the plan include a range of multifamily units, and parking spaces and standards. Peterson explained that while parking can be met at 166 units, a variance would be needed for additional units.

Peterson stated that this action would simply recognize that some level of change will occur as the process moves forward. Peterson explained that the final design and technical work has not been completed, and that can alter the final layout and design. Peterson stated that the revised agreement has a range of multifamily units, while keeping the percentage of three-bedroom units at 8%, and 8,600 square feet of retail.

Mark Clark asked if the parking structure has been removed from the plan. WDA principal Jim Atkins stated that the parking structure was removed in the latest set of plans. Harden asked if we

approve the resolution does that mean that the site plan is approved. Peterson stated that is not what it means. Peterson explained that the applicant still has to go through the design review process and get approval from the Design Review Board. Harden asked if approving the resolution gives more leeway at the design review hearing. Peterson stated that it does not. The resolution simply acknowledges a range of options within the purchase agreement.

Condit stated that the development agreement states that it does not control the underlying decision making process. This revisions enables a range of options, and not one specific development. Condit stated that the Design Review will still review and approval the final plan. Peterson stated that this amendment revises the agreement to the sale of the property, it does not alter or change the development or design review standards.

Harden asked why this resolution is needed. Peterson stated that the development agreement included specific details about the number of units and a specific site plan. Peterson explained that this resolution provides for a range of options that can move forward to the design review process. Condit stated that it was unusual to have so many details about the development of the site in the development agreement. This revision enables a range of options, so there is not a conflict with the agreement. Condit stated that WDA still has to go through the design review process and receive the final authority.

Upon motion by Smith, seconded by Nissen and passing 4-0, Resolution 40-2017 amending the development agreement between the City and WDA was approved.

ORDINANCE 12-2017: ZONING CODE UPDATE: PARKING STANDARDS

HR/Records Manager Greg Dirks read the hearings disclosure statement.

Harden asked if there were any conflicts of interest or personal bias. There were none.

Peterson presented the staff report and stated that this action revises the parking code. Peterson stated that this process has been in the works for about seven months, and all started with a restaurant modification on a small parcel adjacent to a large parcel. Peterson explained that the restaurant required more parking spaces than could fit on the parcel, which is 15 spaces per 1,000 square feet of building. Peterson stated that other parking standards for restaurants ranges from four spaces per 1,000 in Portland to 20 spaces per 1,000 in Corvallis. Peterson stated that the average is about nine spaces per 1,000. Peterson explained that the recommendation from the ICMA is four spaces per 1,000 if there is access to transit.

Peterson stated that this item was reviewed by the Planning Commission, and the recommendation was for eight spaces per 1,000 square feet. Peterson explained that would enable a moderately sized facility to locate at most places in the City. Peterson stated that the staff report covers the findings, and this action better meets the economic development goal by reducing the required amount of parking.

Peterson stated that the Planning Commission's recommendation is to revise the number of required parking spaces for restaurants.

Harden opened the floor to public comments.

There were none.

Harden closed the floor.

Smith asked what would occur to the restaurants that still do not have enough parking spaces per this code. Peterson stated that nothing will occur, because once a development is approved, it remains approved under the standards that were put in place when it was authorized. Condit stated that new standards do not impact developments retroactively unless significant improvements or alternations are made.

Upon motion by Mark Clark, seconded by Nissen and passing 4-0, Ordinance 12-2017 revising the parking standards for restaurants was adopted.

ORDINANCE 13-2017: ZONING CODE UPDATE: ENABLING FOOD CARTS

Peterson presented the staff report and stated that this is a hearing on the potential to include food carts in the development code. Peterson stated that this would be a new section of the code that would regulate and permit food carts. Peterson explained that the code enables exemptions from the standards such as mobile food vendors that are open less than two hours a day, or that are part of a City approved event.

Peterson stated that food carts were enabled in the Town Center as part of the update to the zone, and there was a large amount of interest in having food cart options around the City. Peterson explained that the Planning Commission recommended that food carts be enabled in all zones except residential, and their approval would be by conditional use. The authorization would be for a one-year period, with two additional years allowed with an administrative review and approval. Peterson explained that the code provides for some minimal standards, and then other discretionary standards. Peterson stated that there is some risk associated with this type of code, but that is how the Planning Commission wanted to have the code.

Peterson stated that carts must be located on private property, and there are standards for hard surfaces, cleanliness, nominal seating, and waste receptacles. Peterson explained that one or two units can free stand, but pods of three or more units have additional standards such as connected utilities. Peterson stated that there were also fire standards put in place as recommended from Gresham Fire.

Peterson stated that the findings of fact are contained in the staff report, and the recommendation from the Planning Commission is to adopt the ordinance.

Harden opened the floor to public comments.

There were none.

Harden closed the floor.

Upon motion by Nissen, seconded by Mark Clark and passing 4-0, Ordinance 13-2017 creating a new section of the Wood Village Zoning and Development Code to provide for mobile food units and food pods, and amending and readopting the use tables for all zones was adopted.

RESOLUTION 41-2017: UTILITY SERVICE FEES

Minter presented the resolution and stated that this is based on the discussion that occurred a few meetings ago. Minter stated that the question about utility services fees came up when the Council discussed and approved utility rate increases. Minter stated that staff conducted an analysis of the time it takes to conduct the shut-off and turn-on procedure in non-payment cases. Minter stated that the current fees are about 10% below costs, and the actual rate should be \$27.50 per service for \$55.00 total. Minter explained that the resolution also authorizes the fee to be indexed for future years.

Upon motion by Nissen, seconded by Smith and passing 4-0, Resolution 41-2017 adjusting the Utility Service Fees was approved.

RESOLUTION 42-2017: PROPERTY ACQUISITION AUTHORIZATION

Peterson presented the staff report and stated that the Council can go into an Executive Session if they want to. The Council remained in Regular Session. Peterson stated that the sale of the City Hall property requires the purchase of an adjacent property to square off the site. Peterson stated that this acquisition would help the sale of the City Hall site regardless if the development agreement does or does not go through.

Peterson stated that the terms of the sale of the City Hall site are set at \$13.64 a square foot, and the realtor's estimated value was between \$12 and \$15 per square foot. Peterson stated that the asking price for the parcel is \$15.65 per square foot. Peterson stated that is based on the site being adjacent Halsey, and not a composite like the City Hall site which also fronts the railroad tracks. Peterson stated that the purchase price is \$300,000, which is a fair deal.

Peterson stated that staff is still working on the timing to close the deal, and this resolution would authorize the purchase of the site. Peterson stated that the purchase of the site would be taken from the proceeds of the City Hall sale.

Upon motion by Mark Clark, seconded by Smith and passing 4-0, Resolution 42-2017 authoring the acquisition of property adjacent to City Hall was approved.

DISCUSSION: CITY OF GRESHAM SEWER LINE ACCESS

Sloan presented the report and stated that this discussion originated because a resident along Glisan had a septic tank fail. Sloan explained that the owner went to the County for a septic permit, and

also asked the City if a connection to the sewer system was possible. Sloan stated that the City does not currently have a sewer line in Glisan.

Sloan stated that there is a Gresham sewer line in Glisan, but no one has ever asked if the City could connect into it. Sloan stated that the law is a sewer connection is required if there is access within 150 feet from the property. Sloan explained that while there is not a City line in Glisan, an IGA with Gresham would enable sewer connections.

Smith asked how many lots are impacted. Sloan stated that it is about six properties. Peterson stated that while it is only six different properties, the access to a sewer line could enable additional development to create about 40 lots. Mark Clark asked if the City could install a parallel line in Glisan that links into the Gresham line so residents do not have to directly connect to the Gresham line.

Sloan stated that there are a series of options available including an advanced financed district, or a local improvement district. The difference between the two items is that property owners do not have to pay under an advanced financed district unless they connect to the system. An LID assess each property regardless if they connect to the system or not. Sloan stated that the City can also pursue an IGA with the City of Gresham for the use of that line. Sloan explained that option would still enable sewer connections, without a large cost to the City. Sloan stated that the Council also does not have to make any changes, which would continue the use of septic tanks.

Smith asked what the immediate impacts would be under the IGA. Sloan stated that there would not be any requirements to hook into the sewer system unless there was new construction or a failed septic tank. Nissen stated that if an IGA were approved, then the only other part of the City without access to sewer would be a small portion on Sandy. Peterson stated that is correct.

The Council asked that an IGA be brought forward for consideration, and to review the feasibility and cost of a sub-basin sewer plan for that area.

PUBLIC WORKS DIRECTOR'S REPORT

Sloan presented the report and stated that the topography survey for the park irrigation design has been completed. The Cedar Lane project is moving along, and 30% plans should be ready by the end of January. Sloan explained that there are still issues at the Shea lift station, and we have to pump it out about every seven to ten days. Sloan stated that the Cottonwood waterline project is under design, and we will be scheduling some work to ensure that the carrier pipe design will work. Sloan explained that the Park Master Plan update is still in progress, and the Riverwood South development is making good progress.

FINANCE DIRECTOR’S REPORT

Minter presented the report and introduced Yelena Shapovalov, who is the accountant and is taking over while she is out of the office. Minter stated that the GFOA just releases an alert about how the new tax measures may impact how municipal bonds will function. Minter stated that it does not look good for cities.

Minter stated that the report covers through November, and expenditures and revenues are all on track. Minter stated that the City has received over \$804,000 in property taxes which is the largest return yet. Minter stated that State Shared Revenues are down, but only because we have yet to receive our last quarterly payment. Minter stated that investments are at 1.55%, and we are receive that largest amount of interest income since 2009. Minter stated that the audit and CAFR will be completed this week, and asked if there were any questions. There were none.

CITY MANAGER’S REPORT

Peterson stated that the APP is in the packet, and nothing is concerning at this time except the Arata Road project. Peterson explained that project has been frustrating on several levels, and the County will be at the next meeting to talk with the Council about that project.

CITY COUNCIL REPORTS

Harden stated that the Las Posadas event is on Monday at the Wood Village Baptist Church from 6-9pm, and encouraged people to come.

ADJOURN

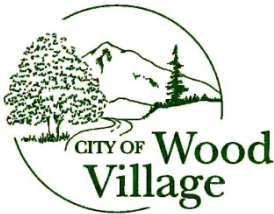
With no further business coming before the Council, the Council adjourned at 8:15pm.

Timothy Clark
Mayor

Date

ATTEST:

Greg Dirks: City Recorder



Shea Lift Station Discussion
City Council Agenda Item Staff Report

Meeting Date: February 13, 2018

TO: Mayor Clark and Members of the Wood Village City Council
FROM: Scott Sloan, Public Works Director
DATE: February 13, 2018
SUBJECT: Discussion of Shea Lift Station History and Current Status

Requested Council Action

No action is required. This staff report is solely to open discussion regarding the history, construction and on-going maintenance of the Shea lift station.

Background

In 1942 the city constructed a sanitary sewer treatment plant specifically to serve the small residential area south of NE Halsey. The treatment plant was located just east of 240th and north of Halsey on the property that is now Troutdale Sand & Gravel. In 1981 that company purchased that property and the small inefficient and outdated treatment plant was abandoned while the gravity line, now called the Wood Village Interceptor to the Gresham Treatment Plant became the main line via easements along NE Bridge St. to NE 223rd Ave.

In 1995 the Shea lift station was designed by consultants named Curren-McLeod (acting as city engineer at the time) and constructed by a company called Baugh Construction as part of a development called Wood Village Business Park. The cost at the time for the lift station was \$87,520 including the force main to the gravity interceptor. The lift station was designed to serve 22 properties and businesses in the area that is north of the interceptor line and below the gravity grade line of the interceptor. Additionally, the lift station included approximately 350 linear feet of 4" diameter ductile iron sanitary sewer force main to the 10" interceptor. The original lift station was designed with two above-ground Hydronix pumps on single-phase power. The original installation was designed with a 15-year usable life.

In the subsequent years documentation of maintenance is nearly nonexistent though our public works crews were called out on occasion for high flow alarms, and those same crews performed routing maintenance. Our maintenance records do however pick up in 2012 and indicate nearly \$12,000 in maintenance costs (not including personnel wages) through 2014. The lift station had required a great deal of maintenance and repairs over the years and had resulted in some small but alarming overflows. The pumps had been rebuilt several times, the telemetry has been upgraded, vibration dampeners were added because the vibration from the pumps motors which were damaging electrical components and other miscellaneous parts had been replaced over the years.

Resolution #36-2014 provided authorization to City staff to enter into various contracts for the renovation of the pumps, generator, power supply upgrade to 3-phase and SCADA instrumentation acquisition and installation.

River City Environmental, Inc. submitted a quote in September 2014 for \$82,983.88 which included two Hydronix pumps, the same brand as the original, but newer models with new gaskets, peripheral hardware, priming and testing included. Replacing the pumps and installing the electrical upgrades have extended the life of the lift station to approximately 2030.

Construction began December 15, 2014 with substantial completion January 30, 2015.

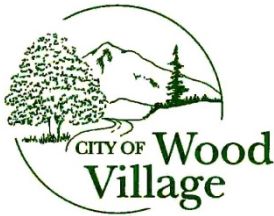
The lift station upgrades were projected to reduce maintenance costs and time spent on repairs and cleaning of the lift station. However, since about the first quarter of 2015 we have been experiencing clogging problems of the flapper valves in the equipment due to the presence of material in the lines being discharged from the Wood Villa Business Park.

Educational motivated visits of the suites at the park were made by the Public Works Director at the time to help assist those tenants in determining the kinds of material that cannot be discharged into the lines. The problems have persisted and, in fact, increased in frequency resulting in more frequent pumping of the wet well and more frequent re-priming of the system.

In July 2017 the Public Works Director initially wrote the owner of the business park regarding the problems being encountered with the lift station and the accumulation of discharged materials which the pumps were unable to handle. The owner sent letters to his tenants informing them of the situation. That notification was not successful and the monitoring of our pumps and unacceptable discharge was not curtailed. More emails between the PWD and the owner ensued with no improvement to the situation. The owner of the Wood Villa Business Park has been very cooperative with the City's requests and has notified all his tenants several times by email, door hangers, letters and face-to-face meetings explaining the problems that exist and what they could do to eliminate the problems. No communications have had the desired effect to date.

Based on observations of the manhole flows at the convergence point of the business park we were unable to ascertain which building within the park was responsible. Early November we concluded that a team of representatives from the Gresham Building Department, Gresham Fire, Wood Village Public Works and the owner of the Wood Villa Business Park would conduct a door-to-door investigation of each suite inspecting for modifications that could have been made in the past that would allow material to be disposed of in such a way as to obstruct the pump motors of the lift station. Our research was inconclusive. We were unable to enter all the suites but nothing was found that could be deemed a responsible fixture for the problems in those we reviewed. Another such team was assembled in mid-January to conduct further inquiries to those tenants previously missed. Again, nothing was found.

Nearly \$16,000 has been spent on overtime and call-outs after hours, pumping and cleaning the wet well and miscellaneous pump maintenance since June 2017 through January of this year. Pumping and cleaning activities have occurred at least every week since at an average cost of approximately \$900 per visit.



City Council Agenda Item Staff Report

Meeting Date: February 13, 2018

TO: Mayor Smith and Councilors

FROM: Bill Peterson, City Manager

AUTHOR: Greg Dirks: HR/Records Manager

DATE: February 5, 2018

SUBJECT: Resolution 5-2018: Architectural Services Award

Requested Council Action

Adopt the Resolution authorizing the City Manager to negotiate and enter into a contract for architectural services related to the design and location of a replacement City Hall.

Background

As part of the redevelopment of the City Hall property, a new City Hall building and location will be needed. This process will include site evaluations and selection, as well as the design of a new municipal building.

Staff solicited proposals for architectural firms, and received five responses. Respondents included: Mackenzie, LRS, FFA, Axis, and Sera. A review team was put together and included Mayor Clark, Councilor Mark Clark, Bill Peterson, Scott Sloan, and Greg Dirks. The review team analyzed and ranked the firms based on several criteria including experience with public agencies, smaller entities, familiarity with the project and City, and reference feedback. The review team narrowed the field to Mackenzie and LRS. Interviews with the firms occurred on February 8, 2018 to come up with the recommended firm. As of this writing, that has not yet occurred, and the outcome will be presented at the Council meeting.

Next Steps

Staff will negotiate a contract with the selected firm. If an agreement cannot be reached, staff will negotiate with the alternative firm. Once a firm is under contract, the process of selecting a site, and designing the new building will begin.

Alternatives

The City Council could:

1. The Council could elect to conduct a detailed work session to review all proposals.
2. Adopt the resolution.

City Council Goal

This action will impact City Council “**Goal 4: Long Term Financial Stability and Economic Vitality.**”

Fiscal Impact

Oregon statute does not permit cost to be a consideration when reviewing the qualifications of a firm. The contract price can be negotiated once the contract has been awarded. If an agreement cannot be reached with the selected firm, the City can negotiate with the alternative firm. In general, architectural service contracts cost about 10% of a project’s total. Very rough cost estimates put the project total between \$3.4 and \$4 million for a new municipal building, including the cost of land.

Suggested Motions

“ I move to adopt resolution number 5-2018 awarding the architectural services contract to _____ and authorizing the City Manager to negotiate an execute a contract. If a contract cannot be negotiated, the alternative firm is: _____.”

RESOLUTION 5-2018

**A RESOLUTION AWARDING AN ARCHITECTURAL SERVICES CONTACT
AWARD FOR THE SITE SELECTION AND DESIGN OF A REPLACEMENT
MUNICIPAL BUILDING**

THE WOOD VILLAGE CITY COUNCIL FINDS AS FOLLOWS:

WHEREAS:

- 1. The City Council authorized the circulation of a request for proposals for architectural services, and
- 2. Five architectural firms responded to the request by providing detail proposals for services including site selection and building design, and
- 3. An evaluation team consisting of Mayor Tim Clark, Councilor Mark Clark, City Manager Bill Peterson, Public Works Director Scott Sloan, and HR/Records Manager Greg Dirks read all provided proposals and ranked them in accord with the guidelines established in the request for proposals, and
- 4. The selection team has a unanimous recommendation based on the review and firm interview process.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Wood Village that the City Manager is authorized to negotiate and execute a contract between the City of Wood Village and _____ for architectural services. If an agreement cannot be reached, the City Manager is authorized to negotiate and execute a contract with the alternative firm: _____.

Moved to approve by _____; seconded by _____ and adopted this 13th day of February, 2018

YEAS _____ NAYS _____

TIMOTHY CLARK, MAYOR

ATTEST:

GREG DIRKS,
CITY RECORDER



City Council Agenda Item Staff Report

Meeting Date: February 13, 2018

TO: Mayor and Councilors

FROM: Bill Peterson: City Manager

Authored by: Yelena Shapovalov, Accountant

DATE: February 6, 2018

SUBJECT: Benchmarking Utility Billing Online and Online Payments

Requested Council Action

Review and discuss different options that can be offered to customers to make payments and view bills online.

Background

Currently the city sends out bills by mail or email and customers do not have an option to view their bill online. For current account balances the customer has to call City Hall. The city offers online credit/debit card payments through Government Payment Service, Inc., for a fee of \$3.50 or 3.25% whichever is greater. The fee is charged to the customer at the time of payment and there is no cost to the City to provide this service. Another option that is currently available to the customers is automatic withdrawal from their bank account, which is free of charge. The City conducted a best practices survey to help determine how other cities of similar size handle online utility bill payments and access. A report of that effort is below:

Background

The purpose of this analysis is two-fold. The first part looks at options for customers to view their utility bill online and see their current account balance. The City currently sends utility bills via mail or email. For current account balances the customer has to call City Hall. The second part looks at online payment options. The City currently offers online credit/debit card payments through Government Payment Service, Inc., for a fee of \$3.50 or 3.25% whichever is greater. This fee is charged directly to the customer and there is no cost to the City to provide this service. We do not offer any online payment options using a bank account, just a free automatic withdrawal from a banking account.

Survey Methodology

To help determine what other cities in Oregon are doing, the City sent out a survey. There were fourteen cities that participated in the online utility billing and payment survey. All participants fell in the same category, the 2,500-4,999 population range. Seven of the cities surveyed have their utility bills available online, and ten of them offer online utility payment options. Of the ten cities with online utility payment options, half of them charge the customer a fee for this service. Only five of the cities offered online payment options for other services, such as permits. Of these cities only Dundee covered the associated fees, however, they only accept credit cards for certain permits. Fairview and Troutdale were also looked as regional comparators. They both

offer utility bills online in addition to online payment options, and they cover all of the costs. Troutdale also accepts online payments for other services and covers those costs as well. The results are summarized in the table below.

CITY	UTILITY BILLS ONLINE	UTILITY PAYMENTS ONLINE	UTILITY CUSTOMER CHARGED	OTHER ONLINE PAYMENTS	OTHER CUSTOMER CHARGED
Aumsville	Yes	Yes	Yes	Yes	Yes
Boardman	Yes	Yes	No	Yes	Yes
Dundee	Yes	Yes	No	Yes	No
Coquille	Yes	Yes	No	No	N/A
Dayton	Yes	Yes	Yes	No	N/A
Harrisburg	Yes	Yes	No	No	N/A
Lafayette	Yes	Yes	No	No	N/A
Estacada	No	Yes	Yes	Yes	Yes
Jacksonville	No	Yes	Yes	Yes	Yes
Bandon	No	Yes	Yes	No	N/A
Gervais	No	No	N/A	No	N/A
King City	No	No	N/A	No	N/A
Myrtle Point	No	No	N/A	No	N/A
Shady Cove	No	No	N/A	No	N/A
Cities that offer online service or cover associated charges	7	10	5	5	4
Fairview	Yes	Yes	No	No	N/A
Troutdale	Yes	Yes	No	Yes	No

Potential Online Vendors

There are a number of vendors that provide online bill presentment and/or online payment options, as well as varying levels of integration with our utility billing software system, Tyler. For this analysis, we reviewed initial costs, recurring monthly charges, payment processing fees and level of integration with Tyler.

Tyler offers a fully integrated online bill presentation platform in conjunction with two preferred payment merchants, AMS and ETS. This option would provide utility customers with real time transaction history and account balances. Utility payments made online would be automatically imported and processed in Tyler. Non-utility payments would still be entered manually. Since both AMS and ETS offer similar features and processing fees, we confined our analysis to AMS. The initial setup fee for Tyler/AMS is \$950 and the recurring monthly charge is approximately \$63 using another vendor for non-utility payments. All costs for the monthly service, transaction fees and credit card processing fees would be billed directly to the City. AMS evaluated our payment transaction history for FY17 to determine the fees and/or percentage to charge customers in order to recover processing costs. The recommended fees for utility customers are \$2.75 for e-checks and \$3.50 for debit/credit cards. Non-utility payments would be charged a minimum of \$3.50 or 3.25%, whichever is greater. The City would be responsible for any merchant fees charged in excess of the fees collected from the customers.

Easy2Pay and **Xpress Pay** both provide bill presentation but require a merchant to handle the credit card processing. Both charge transaction fees for e-checks and credit card payments in addition to monthly service fees for bill presentation. Easy2 Pay has a monthly fee of \$545. While Xpress Pay has a lower monthly fee of \$69, the initial setup cost is higher at \$1500 plus airfare and hotel costs. Additional monthly and transactional fees would depend on the merchant selected to process payments.

Invoice Cloud provides online bill presentation, payment processing and the ability to accept non-account based payments. There is no charge for setup, and the monthly fee for this service is \$75. Invoice Cloud collects the transaction fees directly from the customer based on the payment type, so the City would not be responsible for any additional merchant fees. There are a few different fee options based on an analysis of our payment transaction history for FY17. The first option charges the same fee for e-checks and credit cards, a flat fee of \$2.95 with a \$300 maximum utility credit card payment. The fee for non-utility purchases would be \$2.95 minimum or 2.95%, whichever is greater. Other fee options for utility e-check and credit card payments are \$0.95 and \$3.95 respectively or \$1.50 and \$3.50 respectively. Both options would still have a \$300 maximum utility credit card payment. While Invoice Cloud would not be automatically integrated with Tyler, the billing and payment manual export/import features would eliminate the need for manual entry for utility transactions. An optional feature is the online bank direct which would cost the City \$0.25 per transaction. With this feature, payments made through the customer's bank bill pay would be electronically deposited to our account instead of mailed from the bank. We currently process approximately 110 bank checks per month.

Convenient Payments provides a limited account interface with balance information and payment features. The system lacks bill presentation and does not currently allow a customer to view all of their utility accounts on one page. There is no setup fee or monthly charge for this service and the payment transaction fees are charged directly to the customer, so the City would not be responsible for any additional merchant fees. The fee for e-check payments is \$1.50 and the fee for credit card payments is \$1.50 minimum or 2.49% whichever is greater. These fees also apply to non-utility account payments. Additional work would be required to develop utility bill and payment export files in Tyler to match Convenient Payments import requirements.

The results are summarized in the table below.

	Online Merchant	Current Provider	Tyler / AMS	Invoice Cloud	Convenient Payments
	Utility bills online cost				
City Cost	Initial	N/A	\$950.00	\$0.00	\$0
	Recurring	N/A	\$62.62	\$75.00	\$0
Customer Cost	Utility Payment				
	E-Check Fee	N/A	\$2.75	\$1.50	\$1.50
	Credit Card Fee	\$3.50 min or 3.25%	\$3.50	\$3.50 - \$300 max payment	\$1.50 min or 2.49%
	Miscellaneous Payment				
	E-Check Fee	N/A	\$2.85	\$1.50	\$1.50
	Credit Card Fee	\$3.50 min or 3.25%	\$3.50 min or 3.25%	2.95%	\$1.50 min or 2.49%

Recommendation

Based on the analysis of costs and features, we recommend using Invoice Cloud for online billing and payment. This service provides full online account features, including automated payment reminders, multiple payment options and reasonable transaction fee charges. The annual cost to the City is estimated at \$900, and customer fees are \$1.50 for e-check and \$3.50 for credit card transactions. While there would be increased costs to the City compared to the current provider, the new service would reduce staff time to process electronic payments, while also offering online utility account information to customers. This option would also increase the amount of online payment options available to customers at or below the current rate. The platform is also mobile friendly and permits text based reminders and payment options. While there is a cost to the City, the payment import/export capabilities would save staff time receipting credit card transactions. We currently process about 60 utility credit card transactions per month. Utilizing the additional online bank direct feature would also save staff processing time as we currently process about 110 bank checks per month. This recommended option would cost the City \$0.25 per transaction, approximately \$27.50 based on our current transaction history. That amount can be covered by reduced staff time needed to process paper checks. This is also a feature that many of our customers would like to see as it would enable real-time payments from checking accounts, instead of bank-mailed checks.

Next Steps

Review options available and choose the most cost-effective and beneficial option for the City. If the direction is to go with a new provider, staff will complete that work as directed.

Alternatives

Stay with the current provider and payment options, or direct staff to pursue the recommended option for online utility bill access, and payment options.

Fiscal Impact

Based on the analysis of costs and features, we recommend using Invoice Cloud for online billing and payment. This service provides full online account features, including automated payment reminders, multiple payment options and reasonable transaction fee charges. The annual cost to the City is estimated at \$900, and customer fees are \$1.50 for e-check and \$3.50 for credit card transactions. While there would be increased costs to the City compared to the current provider, the new service would reduce staff time to process electronic payments, while also offering online utility account information to customers. This option would also increase the amount of online payment options available to customers at or below the current rate. The platform is also mobile friendly and permits text based reminders and payment options. While there is a cost to the City, the payment import/export capabilities would save staff time receipting credit card transactions. We currently process about 60 utility credit card transactions per month. Utilizing the additional online bank direct feature would also save staff processing time as we currently process about 110 bank checks per month. This recommended option would cost the City \$0.25 per transaction, approximately \$27.50 based on our current transaction history. That amount can be covered by reduced staff time needed to process paper checks. This is also a feature that many of our customers would like to see as it would enable real-time payments from checking accounts, instead of bank-mailed checks.

City Goal

Choosing the best option will meet City Goal 3: High quality, cost effective public utilities, parks and events.

Suggested Motions

“I plan to direct the City Manager to negotiate and setup Invoice Cloud feature for online billing and payment options.”



City Council Agenda Item Staff Report

Meeting Date: February 13, 2018

TO: Mayor Clark and Members of the Council
FROM: Bill Peterson, City Manager
DATE: February 5, 2018
SUBJECT: City Council Retreat

Council Discussion Item

The City Council retreat will occur on February 10th. To help guide future retreats, and to assure that staff is on track with the appropriate inclusions in the Annual Performance Plan, this agenda item will debrief the meeting.

Background

Our retreat this year was facilitated by City Manager Bill Peterson, and a discussion on the City Hall relocation and design was led by David Berniker. The location was held at the City Hall, food was catered or acquired by staff and readied on site. The key items in the retreat agenda included:

- 1 5 year Financial Projection
- 2 Update on the Master Plans
- 3 City Hall Relocation and Design Discussion
- 4 Active work on the items to consider in the Annual Performance Plan

We are seeking feedback on the following:

1. How did the City Hall work as a site?
2. Food OK?
3. What was your opinion of the 5 year projection materials and presentation?
 - a. Should this be at the retreat or done in advance?
4. Update on Master Plans
5. City Hall location and Design Options
6. Annual Performance Plan Development

A listing of potential Annual Performance Plan items, as well as other future potential discussion or action items that came out of the retreat will be listed and presented at the Council meeting.

Next Steps

Staff will be drafting the Annual Performance Plan for consideration.

Fiscal Impact

The APP drives the annual budgeting process and has significant implications.

Recommendation and Motion

This is a request for feedback and verification of identified outcomes.