

**REGULAR MEETING OF THE
WOOD VILLAGE CITY COUNCIL
February 16, 2017
AGENDA**

6:00 P.M. PLEDGE OF ALLEGIANCE

1. Citizen Comments (non-agenda items)
2. Public Safety Report (MCSO)
3. Presentation: Metro Councilor Shirley Craddick
4. Consent Calendar:
 - a. Review of bills paid in January, 2017
 - b. Contracts \$2,500 - \$50,000
There were none.
 - c. Committee Appointments
 - Parks Commission
 - Patricia Smith: Term Expires 12/31/2018
 - Jim Mott: Term Expires 12/31/2018
 - David Evans: Term Expires 12/31/2018
 - Charles Crowder: Term Expires 12/31/2018
 - Dana Brumbaugh: Term Expires 12/31/2018
 - Budget Committee
 - Byron Barnett: Term Expires 12/31/2019
 - Stanley Dirks: Term Expires 12/31/2019
 - Urban Renewal Agency:
 - Patricia Smith: Term Expires 12/31/20
 - Scott Harden: Term Expires 12/31/20
 - Steven Morasch: Term Expires 12/31/20
 - d. Council Minutes:
 - January 9, 2017
 - January 26, 2017
5. Debrief: Annual City Council Retreat
6. Discussion: Paperless City Council Packets
7. Discussion: Community Banners

8. Discussion: Wood Village – Fairview Interceptor Trail Update

EXECUTIVE SESSION PER ORS 192.660(2) (e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

EXECUTIVE SESSION PER ORS 192.660(2) (h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

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.

NEXT MEETING: Tuesday, February 28, 2017

Check Report

Date Range: 01/01/2017 - 01/31/2017

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP River-AP Riverview Bank						
0431	76 FOODMART	01/05/2017	Regular	0.00	75.73	21377
0970	ADVANCE AUTO PARTS	01/05/2017	Regular	0.00	6.29	21378
1410	AS&P BILLING SERVICES CORP	01/05/2017	Regular	0.00	235.00	21379
0172	ATLAS FINANCIAL SERVICES	01/05/2017	Regular	0.00	545.08	21380
0530	CITY OF PORTLAND	01/05/2017	Regular	0.00	9,254.00	21381
0630	CONNELLPC ASSOCIATES, INC	01/05/2017	Regular	0.00	339.75	21382
0636	COSTCO	01/05/2017	Regular	0.00	55.00	21383
0770	DCBS-FISCAL SERVICES	01/05/2017	Regular	0.00	1,188.53	21384
1042	FASTENAL COMPANY	01/05/2017	Regular	0.00	58.26	21385
1120	FRONTIER	01/05/2017	Regular	0.00	130.32	21386
0960	KIP EDGLEY	01/05/2017	Regular	0.00	2,315.00	21387
1571	LOWES COMPANIES, INC	01/05/2017	Regular	0.00	183.06	21388
1650	METRO	01/05/2017	Regular	0.00	205.20	21389
1760	MOEN MACHINERY COMPANY	01/05/2017	Regular	0.00	49.28	21390
2020	ONE CALL CONCEPTS, INC	01/05/2017	Regular	0.00	27.30	21391
2236	PETTY CASH	01/05/2017	Regular	0.00	74.25	21392
10111	RE/MAX EQUITY GROUP	01/05/2017	Regular	0.00	2,500.00	21393
10113	THE MORGANCPG GROUP	01/05/2017	Regular	0.00	968.75	21394
0170	AT & T MOBILITY	01/12/2017	Regular	0.00	410.19	21395
0287	BRENNTAG PACIFIC INC	01/12/2017	Regular	0.00	1,591.89	21396
0505	CITY OF FAIRVIEW	01/12/2017	Regular	0.00	63.92	21397
0510	CITY OF GRESHAM	01/12/2017	Regular	0.00	28,136.72	21398
0638	COPYTRONIX	01/12/2017	Regular	0.00	1,264.03	21399
1200	GLOBAL NETWORK SUPPORT INC.	01/12/2017	Regular	0.00	1,495.00	21400
1229	GRAYBEARD'S WOVEN WIRE FENCE CO	01/12/2017	Regular	0.00	3,069.00	21401
1610	MASTERTech SECURITY SVC	01/12/2017	Regular	0.00	80.85	21402
2164	OREGON MAYOR'S ASSOCIATION	01/12/2017	Regular	0.00	100.00	21403
2270	PGE	01/12/2017	Regular	0.00	5,850.38	21404
10011	PIXIS LABS, LLC	01/12/2017	Regular	0.00	130.20	21405
10072	VALLEY WEST LANDSCAPES	01/12/2017	Regular	0.00	976.21	21406
3005	WALMART COMMUNITY	01/12/2017	Regular	0.00	243.71	21407
3098	WELLS FARGO - PW	01/12/2017	Regular	0.00	843.81	21408
1120	FRONTIER	01/19/2017	Regular	0.00	26.93	21409
1390	INTEGRA TELECOM	01/19/2017	Regular	0.00	605.22	21410
10095	KELLY MARLIN	01/19/2017	Regular	0.00	16.00	21411
10115	MULTNOMAH CO DEPT OF SCHOOL & COMMUNI	01/19/2017	Regular	0.00	565.00	21412
10115	MULTNOMAH CO DEPT OF SCHOOL & COMMUNI	01/19/2017	Regular	0.00	-565.00	21412
1775	MULTNOMAH CO.TREASURY	01/19/2017	Regular	0.00	1,615.15	21413
1790	MULTNOMAH COUNTY SHERIFF'S OFF	01/19/2017	Regular	0.00	101,362.75	21414
1960	OFFICE DEPOT CREDIT PLAN	01/19/2017	Regular	0.00	308.01	21415
2270	PGE	01/19/2017	Regular	0.00	3,240.48	21416
2704	STERICYCLE COMMUNICATION SOLUTIONS	01/19/2017	Regular	0.00	77.32	21417
3010	WASTE MANAGEMENT OF	01/19/2017	Regular	0.00	518.93	21418
0137	ARBOR DAY FOUNDATION	01/26/2017	Regular	0.00	15.00	21419
0309	BUILDING CODE CONSULTANCY	01/26/2017	Regular	0.00	1,773.62	21420
1042	FASTENAL COMPANY	01/26/2017	Regular	0.00	87.04	21421
1056	FIERCE THOUGHT	01/26/2017	Regular	0.00	110.00	21422
1054	FIRWOOD DESIGN GROUP, LLC	01/26/2017	Regular	0.00	1,233.75	21423
1120	FRONTIER	01/26/2017	Regular	0.00	208.11	21424
1235	GRESHAM FORD	01/26/2017	Regular	0.00	104.50	21425
1648	MERINA & COMPANY, LLP	01/26/2017	Regular	0.00	5,000.00	21426
1920	NW NATURAL	01/26/2017	Regular	0.00	1,234.75	21427
2229	PERFECT CLIMATE	01/26/2017	Regular	0.00	584.00	21428
2350	POSTMASTER	01/26/2017	Regular	0.00	240.00	21429
2529	REYNOLDS HIGH SCHOOL	01/26/2017	Regular	0.00	150.00	21430
2530	REYNOLD'S SCHOOL DISTRICT #7	01/26/2017	Regular	0.00	472.70	21431
10092	RITZ SAFETY, LLC	01/26/2017	Regular	0.00	200.00	21432
0081	AFLAC	01/27/2017	Regular	0.00	243.73	21433
0637	CONST & GEN LABORERS' UNION LOCAL 737	01/27/2017	Regular	0.00	148.00	21434
1049	FEI PORTLAND WATERWORKS #3011	01/12/2017	Bank Draft	0.00	40.68	DFT0000407

Check Report

Date Range: 01/01/2017 - 01/31/2017

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
2942	TYLER TECHNOLOGIES INC	01/19/2017	Bank Draft	0.00	19.40	DFT0000408
10108	RIVERVIEW CC - FD	01/26/2017	Bank Draft	0.00	907.00	DFT0000409
10109	RIVERVIEW CC - HR	01/26/2017	Bank Draft	0.00	109.58	DFT0000410
10110	RIVERVIEW CC - PW	01/26/2017	Bank Draft	0.00	55.00	DFT0000411
2153	OREGON DEPT OF JUSTICE	01/31/2017	Bank Draft	0.00	600.00	DFT0000413
0920	CIS TRUST	01/27/2017	Bank Draft	0.00	16,140.06	DFT0000414
1880	NATIONWIDE RETIREMENT SOL.	01/27/2017	Bank Draft	0.00	750.00	DFT0000415
2200	OREGON PERS	01/27/2017	Bank Draft	0.00	13,763.79	DFT0000416

Bank Code AP River Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	108	58	0.00	182,607.70
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-565.00
Bank Drafts	28	9	0.00	32,385.51
EFT's	0	0	0.00	0.00
	136	68	0.00	214,428.21

**MEETING OF THE
WOOD VILLAGE CITY COUNCIL
January 10, 2017
MINUTES**

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

ABSENT: None.

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

SWEARING IN OF NEWLY ELECTED COUNCILORS

City Recorder Greg Dirks swore in Councilor Smith for Council position two, Councilor Nissen for position three, and Councilor Tim Clark for Council position five, and presented the Councilors with a certificate of election.

APPOINTMENT OF MAYOR

Upon motion by Harden, seconded by Nissen and passing 5-0, Tim Clark was appointed Mayor of Wood Village.

APPOINTMENT OF COUNCIL PRESIDENT

Upon motion by Mark Clark, seconded by Nissen and passing 5-0, Harden was appointed Council President.

CITIZEN COMMENTS

There were none.

PUBLIC SAFETY REPORT

Chief Gates presented the report, and stated that there were 356 calls for service in December. Gates explained that the overall trend line continues to go down, and has been since August, 2015.

*Condit arrived 6:10pm

Gates stated that there were 32 priority one and two emergency calls, with a response time of just over four minutes. Non-emergency calls had a response time of just over eight minutes. Gates

explained that the total time on calls was 299 hours, which is higher than normal. Gates stated that there were 18 traffic incidents, with eight of them along 238th Drive.

Kevin Maurelli with the Multnomah County Sheriff's Office stated that traffic accidents increased about 12% compared to last quarter. Maurelli explained that the evening hours between Friday and Sunday are the most prevalent for traffic accidents. Maurelli stated that 223rd at Glisan has the highest number of crashes over the past five years.

Maurelli explained that the MCSO developed a traffic accident map to help locate potential problem areas. Gates stated that 238th has the highest amount of traffic incidents, and there are increasing accidents at Wood Village Blvd. at Arata Road. Gates explained that he sent a letter to the County's road department, but has not received a response. Peterson stated that the stop bar on Wood Village Blvd. has been relocated to provide for increased line of site. It is a temporary solution until the roadway is rebuilt.

Gates asked if there were any questions on the traffic data. Mark Clark stated that he no longer goes through the intersection at Wood Village Blvd. Mark Clark stated that intersection could use a four-way stop to improve safety. Gates explained that the other issue is that pedestrian traffic has also increased at that location since it was connected with Halsey.

Gates stated that the MCSO is developing new programs and goals, and one of the new items is called the HOPE Team. Gates explained that it is a dedicated homeless outreach team that will focus on underlying issues, and provide working knowledge of resources in specific areas. This team will be able to assist deputies in providing help and support to homeless individuals. Gates stated that they are also working gun violence prevention programs. Gates explained that the program will cover more than just gang violence, but domestic violence, suicide, and accidental discharge prevention. Gates stated that they are working with the County Health Department, and will incorporate lethal means reduction into concealed hand gun permits.

Gates stated that there are several large protests planned in Portland on January 20th. Gates explained that the MCSO will be involved in assisting other agencies, and ensuring that public safety is maintained. Gates stated that the Women's March is the following Saturday, but that group did receive a permit which helps in the planning process.

Smith asked how many people will be part of the HOPE Team. Gates stated that ideally it would be a four person team. Harden asked about the gun violence reduction outreach method. Gates stated that information will be distributed to all concealed gun holders in the county, as well as the County's gun safety program. Harden asked about an eight-hour emergency medical call. Gates stated that he will look up the specifics on that case, and send it to the Council.

The Council thanked Gates and Maurelli for the report and service.

CONSENT CALENDAR:

- a. Review of bills paid in October, 2016
- b. Review of bills paid in November, 2016
- c. Review of bills paid in December, 2016
- d. Contracts \$2,500 - \$50,000
 - Peterson Machinery – Generator Maintenance: \$3,499.25
 - McNamara Construction – Park/Gorge Hub Sign: \$5,292.00
- e. Council Minutes:
 - October 13, 2016
 - October 25, 2016
 - November 8, 2016
 - November 21, 2016
 - December 22, 2016
- f. Resolution 3-2017 JPACT Appointment

Tim Clark asked that Resolution 3-2017 regarding the appointment to JPACT be added to the Consent Calendar.

Upon motion by Harden, seconded by Nissen and passing 5-0, the Consent Calendar was approved.

ORDINANCE 1-2017 AMENDMENT TO ORDINANCE 4-2016: MARIJUANA TAX CODE

Peterson presented the ordinance, and explained that the ordinance that was adopted seven months ago was based off of a model ordinance. Peterson stated that the state has provided an updated model ordinance since that time that addresses issues of penalties and interest on uncollected taxes. Peterson stated that this ordinance would include those items into the City's code, and would permit the state to fully enforce the provisions.

Upon motion by Nissen, seconded by Mark Clark and passing 5-0, Ordinance 1-2017 amending the marijuana tax code to include interest and penalties was adopted.

ORDINANCE 2-2017 ACCEPTING FOR THE CITY OF WOOD VILLAGE REVENUE SHARING PROGRAM OF THE STATE OF OREGON

Peterson presented the resolution and stated that the state requires the Council to take action to receive state shared revenue. Peterson explained that this is an annual ordinance, and the City receives about \$35,000 in state shared revenue a year.

Upon motion by Harden, seconded by Nissen and passing 5-0, Ordinance 2-2017 accepting the state shared revenues was adopted.

RESOLUTION 39-2016: CITY WEBSITE AND HOSTING CONTRACT AWARD

HR/Records Manager Greg Dirks presented the resolution. Dirks explained that this item was postponed due to weather, and it is regarding the contract award for the City's website redevelopment. Dirks explained that staff developed an RFP based on the Council's goals and objectives that were discussed in October. 15 firms responded to the request, and 11 of the proposals were fully reviewed. Dirks explained that four proposals had costs that were beyond the project's budget.

Dirks stated that the review team consisted of Tim Clark, Peterson, Minter, and himself. All proposals were evaluated on the same 20 different criteria, and the recommended firm was Portland Web Design. Dirks explained that the largest factor in this decision was the redesign would not cost any money. Dirks stated that Portland Web Design is the City's current webhost, and they offered to design a completely new webpage in order to use it as a model to gain other municipal business. Dirks stated that the firm had a solid proposal, and offers new features that will enhance electronic communication.

Tim Clark stated that he contacted the representative from Portland Web Design, and felt comfortable with the firm. Tim Clark explained that he was surprised that the firm would do this project for free, but feels that we will get a solid website in the end. Dirks stated that there is a kickoff meeting next week, and the goal is to get the new website launched by the end of June.

Upon motion by Smith, seconded by Nissen and passing 5-0, Resolution 39-2017 awarding the web site update project to Portland Web Design was approved.

DISCUSSION: ANNUAL CITY COUNCIL RETREAT

Peterson presented the discussion and stated that it will be held at City Hall, and the facilitator is John Morgan. Peterson explained that staff is looking for couches to make the event more comfortable. Peterson presented the agenda, and stated that it has also been emailed to the Council. Peterson explained that the opening session will focus on leadership styles, and there is an assessment that the Council will need to take prior to the retreat.

Peterson stated that this agenda is very different from the retreats of the past five years. Peterson explained that past retreats were very topic driven, and were more like a workshop than a retreat. Peterson stated that this retreat will have the leadership discussion followed by the five-year financial projection, and upcoming projects. Peterson explained that the afternoon sessions will focus on where we want to go in the future. Peterson stated that individual items will not be covered specifically, but could be brought up as a future goal. Peterson explained that the agenda was formulated based on the Council and staff interviews with the facilitator.

Peterson stated that Councilors Harden and Mark Clark have sent over items that they would like to discuss as part of the retreat. Peterson stated that food will be brought in for snacks and lunch. The Council requested Teriyaki Guys.

Upon motion by Mark Clark, seconded by Harden and passing 5-0, the City Council retreat agenda was approved.

DISCUSSION: 1ST ANNUAL PUMPKIN FEST EVENT

Dirks presented the discussion, and stated that the event took place on Saturday, October 29th. Dirks explained that the event featured over 250 carved pumpkins from area schools. There were also three large pumpkins that were carved by a professional carver. Dirks stated that while about 18 vendors had registered for the event, only 11 showed up. Dirks explained that the early morning rain kept some people and vendors away. Dirks stated that attendees were able to carve pumpkins, and there were free family activities from 4-6pm.

Dirks stated that the attendance was around 500 people, and sponsors included Lowes and Emilio Inc. Dirks explained that the budget for the event was \$5,000, and the City spent \$4,600. Dirks stated that staff is working with Edgefield to plan a joint-event for next year, and overall the event went really well.

The Council stated that the event was a success, and thanked Dirks for the report.

DISCUSSION: TREE LIGHTING EVENT

Dirks presented the discussion, and stated that the event took place on Saturday, December 3rd. This was the seventh annual event, and it has grown in popularity. Dirks explained that the event featured lights on City Hall, smaller street trees, and an 80 foot fir tree. Dirks stated that the recent ice and snow storms damaged some of the lights, so they were not on for the full month of December.

Dirks explained that Kohl's handed out free books and stuffed animals for kids, and US Taekwondo provided free hot chocolate. Dirks stated that Santa arrived via Gresham Fire, and the only downside to the event was that we ran out of room. Dirks explained that the attendance

estimate was 80-100 people, which is a lot for this space. Dirks stated that there is no easy solution to that problem, but the event has grown and is a popular event for the community. Dirks stated that \$5,000 was budgeted for the event, and the City spent \$4,992.

The Council thanked Dirks for the report, and stated that it was another great event.

PUBLIC WORKS DIRECTOR'S REPORT

Sloan presented the report and stated that it covers a couple of months' worth of items. Sloan stated that the interceptor trail easements have been cleared, and staff is working with the property owners to get the formal easements for the project. Sloan stated that the Wood Village Green water line project has a bid opening tomorrow, and we are expecting seven bids to come in.

Sloan explained that the CDBG boundary recertification has been completed, and the City's Engineering Tech Jennifer Parks did an outstanding job getting that completed. Sloan stated that we will not have to conduct financial surveys for the park to be CDBG eligible.

Sloan stated that the 244th and Halsey gateway sign has been put on hold, but staff is working with Advanced Metal and Wire to create the new sign. Sloan stated that the design and project management firm for the Stanley Street reconstruction project has been selected. Firwood Design Group has helped with other projects, and we are scheduling the project for this spring. Sloan stated that it has been a busy month especially with all the snow and ice removal activities.

Tim Clark asked if Auto Zone is interested in holding a grand opening event. Peterson stated that he reached out once, and will do so again. Mark Clark asked about the water loss issue. Sloan stated that staff has been checking valves and other areas, but there is not an explanation for the loss. Sloan stated that staff is still looking for the cause, and will make corrections when it is found.

FINANCE DIRECTOR'S REPORT

Minter presented the report and stated that it covers October and November. Minter explained that all items are within budget, and tax revenues have been coming in very strong. Minter stated that the interest rate on investments is up to 1.03% which is nearly double what it was a year ago. Minter stated that the transition to the new bank has occurred, and staff has been very pleased with the process.

Minter stated that the audit has been completed, and the auditors will be at the next meeting to go over their report. Minter explained that it was a clean audit with no findings, but a few recommendations. Minter stated that copies of the CAFR are available, and can email or deliver a hard copy.

The Council thanked Minter for the report, and exceptional work on the finances.

CITY MANAGER’S REPORT

Peterson stated that the APP report is in the packet, and most items are on or ahead of schedule. Peterson explained that the largest issue on the APP is the Arata Road project which continues to be delayed. Peterson stated that we do not have any control over that project, but it has impacted the APP. Sloan stated that he understands that Sandy Blvd. will bid mid-March, and Arata will bid mid-April. Peterson stated that means the project can still be competed in 2017, but the fencing project will probably be moved to 2018.

Peterson stated that the other project that has fallen behind is the Town Center Master Plan. Peterson explained that a grant update for the TGM Grant has been received which will permit us to conduct another round of review prior to the public hearing. Peterson stated that while that took some time to accomplish, it should prevent issues at the time of adoption.

The Council thanked Peterson for the report.

CITY ATTORNEY’S REPORT

Condit stated that a motion has been filed to move the MHCRC lawsuit to federal court. There was also a motion to delay a response until March. Condit stated that additional meetings will occur later this month, and the idea is to try and get the motions tossed out of court. Condit stated that he is trying reduce fiscal impacts to the City while working on this case.

The Council thanked Condit for the update.

ADJOURN

With no further business coming before the Council, and upon motion by Harden, seconded by Nissen and passing 5-0, the Council adjourned at 7:37pm.

Timothy Clark
Mayor

Date

ATTEST:

Greg Dirks: City Recorder

**MEETING OF THE
WOOD VILLAGE CITY COUNCIL
January 26, 2017
MINUTES**

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

ABSENT: None.

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

CITIZEN COMMENTS (NON-AGENDA ITEMS)

There were none.

PRESENTATION: 2015-16 AUDIT

Tonya Moffitt from Merina and Company presented the audit. Moffitt stated that the audit for fiscal year ending June, 2016 has been completed with a clean opinion and no findings. Moffitt explained that all requested records were produced quickly, and the audit team was provided with full access to the documents. Moffitt stated that in addition to the financial records, they also check purchasing contracts, bid awards, and publishing records to ensure that the City is complying with state procurement laws. Moffitt stated that those activities are in full compliance as well.

Moffitt explained that the financial statements are comparable to last year, and there were no changes that made them incomparable. Moffitt stated that there were some regulation and reporting changes such as GASB 64 regarding PERS. Moffitt explained that the changes had the effect of having PERS go from an asset to a net liability. Moffitt stated that the City will be able to meet the requirements, and that is the only major change from the past two years. Peterson stated that the GASB 68 had a swing of about \$500,000 for the City, but it will not have a dramatic operational impact. Moffitt explained that the important aspect is that the City is able to make its required payments.

Smith asked about the PERS shortfall. Moffitt stated that based on the amount of potential retirees, the actuary stated that there is not enough money in the system to fund all the benefits. Moffitt stated that is why it is listed as a net liability. Moffitt explained that it is a state level issue. Peterson stated that it has affected all PERS eligible entities.

Moffitt stated that her contact information is in the report, and is happy to answer any questions that may come up through the year. Moffitt stated that a potential future change is regarding property

tax abatements, and they will work with the county to get that information. Harden asked the reason for the change. Moffitt stated that the idea is to publish the foregone taxes for the public to view. Moffitt stated that it is being done now as a note disclosure.

Peterson stated that the financial statements that evaluate the utilities both show losses. Peterson explained that is because of depreciation, but the City does not directly fund depreciation. Peterson stated that the City uses a combination of SDC's for capacity, and user rates. Moffitt stated that is a common approach.

Moffitt stated that she has no reason to doubt that the City will receive another CAFR award.

The Council thanked Moffitt for the report, and Minter for the effort on City finances.

RESOLUTION 1-2017: UNDERWRITER/PLACEMENT AGENT ENGAGEMENT LETTER - URBAN RENEWAL FINANCING

Peterson presented the resolution and stated that this is regarding contracting with a professional financial advisor to help organize the long-term debt of the Urban Renewal Agency. Peterson stated that historically he has brought on financial advisors and bond counsel early in the process so ensure that smaller loans can be integrated into one large bond issuance.

Peterson stated that he has worked with Carol Samuels, the Managing Director of Piper Jaffray & Co. on ten different bond issues over the past 20 years. Peterson explained that due to changes in Federal law, she cannot be the City's financial advisor, but she can offer professional guidance through the use of an engagement letter. Peterson stated that this will essentially be consulting services, with the guarantee that the City or Agency will place the bonds through them. That is how they will get paid.

Peterson stated that there are potential downsides, and they are outlined in the engagement letter which is included in the packet. Peterson explained that Samuels is one of the top people in the industry, and there are only a few people who do this kind of work. Peterson stated that the recommendation is to approve the resolution which would authorize the engagement letter. Peterson explained that alternatives include issuing an RFP for a financial advisor, and those services would cost a few hundred dollars an hour. Peterson stated that under the engagement letter, we would not pay for services until we issue the bonds.

Peterson stated that he would like this agreement in place for both the City and the Urban Renewal Agency, so both boards are engaged with the activities of the agency. Peterson asked if there were any questions.

Mark Clark asked why we are going through this process, or considering borrowing money. Peterson stated that the agency will be involved in many upcoming projects. Some of them will be

smaller, but some will be quite large. Peterson explained that the total of the upcoming projects is around \$1.5 million, but that is not enough to take out a bond. Peterson stated that as additional projects come forward it would be beneficial to wrap up all the loans into a single bond. Peterson explained that having someone on board now will help ensure that we structure the debts in a way that can be rolled into a bond in the future. Condit stated that the IRS classifies bonds in several ways, and having advice early on will ensure that the bonds can be issued. Condit explained that it takes a specialty advisor to handle these types of items.

Harden asked how the firm makes money on the bond issuance. Peterson stated that there are bond issuance fees that we will have to pay the firm. Harden asked how competitive the fees are compared to other firms. Peterson stated that he cannot attest to the fee structure compared to other firms. Condit stated that he has worked with different firms, and their fees are similar. Condit stated that the main issue is about the firm's expertise. Peterson stated that the right firm can save hundreds of thousands of dollars a year in interest.

Mark Clark asked how the City will be able to pay the bond. Peterson stated that bonds will not be issued until there are viable urban renewal projects. The bonds will be paid with the tax increment financing of those projects over time, and the agency is authorized to issue debt up to \$11 million.

Smith asked if this is a normal way to operate for financial advice. Peterson explained that it is a standard form agreement, and other firms do this in a similar manner. Smith asked if there is any idea on the future potential costs. Peterson stated that normal charges and fees are around 10-15% of the bond value. Condit stated that in order to issue a bond, an entity has to have a bond counsel, an underwriter, and a financial advisor.

Mark Clark asked if we know the City's bond rating. Peterson stated that we do not, and it will go against the Urban Renewal Agency, which is small and narrow. Peterson explained that it will not be well rated, and we will probably have to self-insure the bond.

Upon motion by Smith, seconded by Nissen and passing 5-0, Resolution 1-2017 authorizing the City Manager to sign an engagement letter with Piper Jaffray for financial services was approved.

RESOLUTION 2-2017: 2016 SYSTEM DEVELOPMENT CHARGES REPORT

Minter presented the resolution and stated that this is a required annual report. Minter explained that it covers the City's SDC funds, the revenues, and expenses. Minter stated that the Water Fund has a balance of about \$30,000, but the Sewer Fund SDC's have been spent on the Halsey sewer line. Minter explained that the funds will be in good shape with the proposed upcoming developments.

Upon motion by Nissen, seconded by Smith and passing 5-0, Resolution 2-2017 accepting the 2016 System Development Charge report was approved.

RESOLUTION 4-2017 AWARDING THE WOOD VILLAGE GREEN WATERLINE AND FIRE HYDRANT PROJECT

Sloan presented the resolution and stated that this is for the waterline construction at Wood Village Green. Sloan stated that the bid was \$234,000, which was about \$10,000 less than the engineer's estimate. Sloan explained that this will complete the full looped waterline, with the addition of three fire hydrants in Wood Village Green. Smith asked when the project will begin. Sloan stated that the contractor is ready to begin as soon as there is a notice to proceed.

Smith asked if the residents of the park have been notified. Sloan explained that the property owner has been involved with the process, and there will be time to notify the residents. Sloan stated that he has been assured that there will be barricades and caution tape all around the construction site. Peterson stated that we will hold a community meeting with translators to provide information to those residents.

Harden stated that we should mention how there will be increased fire protection for some residents, but not for the entire facility. Smith stated that could scare the residents that are not fully covered. Harden stated that could force the owner to complete the project. Sloan stated that he feels the owner will complete the project as long as it can be done for a reasonable cost. Peterson stated that the primary purpose of this project is to loop a dead-end line. The addition of three fire hydrants is a secondary benefit.

Harden asked what percentage of homes will be better protected with the hydrants. Sloan stated that it will cover about a third or more of the park. Mark Clark asked if the easements are in place. Sloan stated that the easements have been drafted, and will be conveyed to the owner prior to the start of the project. Peterson stated that we can have a fire representative at the meeting to discuss fire coverage and prevention measures.

Upon motion by Mark Clark, seconded by Nissen and passing 5-0, Resolution 4-2017 awarding the Wood Village Green Waterline project to Emery & Sons Construction was approved.

DISCUSSION: 29TH ANNUAL EASTER EGG HUNT EVENT

HR/Records Manager Greg Dirks presented the discussion, and stated that the event is scheduled for Saturday, April 15th. This will be the 29th annual event, and the proposed plan is very similar to the past couple of years. Dirks stated that the recommendation is to have 15,000 eggs distributed between the hunt fields. There will be hunts for kids ages 3-4, 5-6, 7-9, and special needs. Based on last year's event, the plan is to reduce the prizes to 22, but have them be larger in value. Dirks stated that there were no complaints regarding the lack of prizes last year.

Dirks stated that there needs to be some direction on how the Easter Bunny arrives at the event. The cost for a helicopter increased to over \$1,000 which has made it cost prohibitive. Last year the bunny arrived in a new SUV, but was not very dramatic. Dirks stated that the Council had discussed having the bunny arrive in a custom cart, and there is a student willing to design something that can be temporarily attached to the City's Gator utility vehicle.

Dirks stated that he will also solicit for Spanish speaking support which has helped create an inclusive event. There will also be requests for reusable shopping bags and support from the MCSO. Dirks stated that \$3,500 was budgeted for the event, and the estimated costs come in at \$3,400. The majority of expenses are for plastic eggs and candy. Dirks explained that there will be extra eggs and candy for children who did not get anything during the hunt. Dirks presented a site layout, and stated that it is the same as the past few years with the 3-4 year old field divided up into four quadrants. Smith asked if the time between hunts could be reduced to ten minutes instead of fifteen. Dirks stated that can be done. Dirks stated that he has also applied for a Walmart Community Grant to help fund the event.

Upon motion by Smith, seconded by Harden and passing 5-0, the Council approved the 29th annual Easter Egg Hunt as discussed.

DISCUSSION: CITY-GARAGE SALE/CLEANUP EVENTS

Dirks presented the discussion and stated that this will be the second annual garage sale event. Dirks explained that last year the event took place over Memorial Day weekend, but based on feedback it is being proposed for June 16-18th. That matches up with another large garage sale that occurs in Troutdale. Dirks presented the advertising options, and asked how involved the Council would like to be in advertising and promotion. Dirks explained that last year the City put up banners, placed online ads, and provided maps for registered sales. Registered participants also received a lawn sign for their sale.

The Council directed to use the same outreach method. Harden asked if the lawn signs can be placed in areas outside the City to direct people to the community. Dirks stated that is possible as long as it complies with other jurisdiction's codes.

Dirks stated that the following Saturday, June 24th will be the City's cleanup day event. Again, this event is being planned similar to the past few years, except for a separate dumpster for tires. Dirks presented a list of items that will be accepted, and stated that Metro has not released their hazardous waste collection dates, so it is unlikely that we will match up for that event. Dirks stated that there is also increased scrutiny on collected items to ensure that they do not contain asbestos.

Dirks stated that the budget for both events is \$1,000, and there should not be a problem bringing them within budget. Dirks stated that he will recruit for volunteers, and asked if there were any questions.

Upon motion by Mark Clark, seconded by Smith and passing 5-0, the City Garage Sale and Cleanup Events were approved as discussed.

PUBLIC WORKS DIRECTOR'S REPORT

Sloan presented the report and stated that a meeting with the property owners along the proposed Wood Village Interceptor Trail was held, but with mixed results. Sloan explained that one of the property owners had concerns regarding homeless camps and vandalism if the trail is constructed. Sloan stated that the other property owner is more enthusiastic about the project, and would fit in to a potential new development that they are considering. Peterson stated that the Morasch family is

interested in building housing for their workers on the northern end of their property. Sloan stated that all the trail elements are in place, but it will depend on getting easements from the owners.

Sloan stated that the park is once again CDBG grant eligible. Next year the City will apply for the small grant which is about \$10,000, and that will be used to design a new irrigation system for the park.

Sloan stated that the topography for the Stanley Street reconstruction project is being completed, and other projects include resolving the storm runoff from a property onto 238th Dr. Sloan explained that the property owner has a contractor looking into the options, and the City received a right of way permit from the county to help complete the project. Sloan stated that the plans for Arata Road and Sandy Blvd. are at ODOT for final review. The county staff indicates that both projects will be out for bid by mid-March.

FINANCE DIRECTOR'S REPORT

Minter presented the report and started that the City's finances are on track, but there will be some need for adjustments. Minter stated that the interest rate is at 1.03 percent, which has doubled the interest income. Minter explained that property tax revenues are already at 91%, and the City's account at Wells Fargo is now closed.

Minter stated that the budget calendar is in the packet, and asked that she be contacted if there any dates in conflict.

CITY MANAGER'S REPORT

Peterson stated that the APP is in the packet, and everything is on track and on schedule.

CITY COUNCIL REPORTS

Tim Clark asked about getting new shirts and vests for the Council. Peterson stated that will be accomplished. Tim Clark asked the Council what they thought of having individual Councilor photos, instead of just a photo of the Mayor. Tim Clark stated that it would work well for the new website, as well as on the televised Council meetings. Tim Clark stated that they could also do a group Council photo as well. The Council agreed, and asked for a date that corresponds to a City Council meeting.

Tim Clark stated that he is now serving on JPACT, and that board has a lot more power than MPAC. Peterson stated that Metro and JPACT must agree on all transportation system projects. The Metro Council cannot take action unless JPACT concurs.

Tim Clark stated that EMCTC discussed the Cleveland and Division Street projects for flex fund usage. Tim Clark stated that Metro Councilor Shirley Craddick advocated for the Division Street sidewalks, but Mayor Bemis of Gresham made a great case for the Cleveland project. Tim Clark

explained that EMCTC unanimously voted for the Cleveland project, but at JPACT Craddick asked him to advocate for the Division project. Tim Clark stated that the issue was left open, and will be voted on at the next meeting.

Tim Clark stated that EMEA was cancelled, but he did attend a low income taskforce meeting at Metro. Tim Clark explained that this is an informal taskforce to review policy elements, and make recommendations. Tim Clark stated that one of the programs could increase Tri-Met fares in order to reduce ticket prices for low income people.

Harden stated that he attended a listening session with the House majority leader and other state elected representatives. Harden stated that he asked if legislation will be introduced to resolve the bid by qualification requirement. Peterson stated that the League of Oregon Cities is taking on that item. Harden stated that he also asked about restoring recreational immunity, and that is in progress as well.

Harden stated that he attended the Fire User Board meeting last night, and the main topic of discussion was the end of the one-year trial period for the QRV. Harden stated that the QRV was predominantly used to respond to medical calls, but also gave Gresham Fire the ability to patrol and roam in the three-city area. Harden explained that Gresham will be evaluating the program, but does not know if it will be continued. Harden stated that the estimated cost for a 24-hour QRV is about \$1 million a year.

ADJOURN

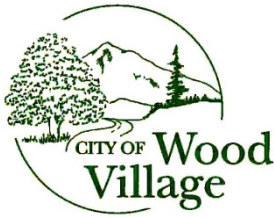
With no further business coming before the Council, and upon motion by Harden, seconded by Nissen and passing 5-0, the Council adjourned at 8:35pm.

Timothy Clark
Mayor

Date

ATTEST:

Greg Dirks



City Council Agenda Item Staff Report

Meeting Date: February 16, 2017

TO: Mayor Clark and Members of the Council
FROM: Bill Peterson, City Manager
DATE: February 9, 2017
SUBJECT: City Council Retreat

Council Discussion Item

The City Council retreat occurred on January 28th. To help guide future retreats, and to assure the 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 John Morgan, conducted at the City Hall, food was catered or acquired by staff and readied on site. The key items in the retreat agenda included:

- 1 Identification of Cool and Not-Cool
- 2 Strength Based Leadership
- 3 5 year Projection
- 4 "What is in the Plan"
- 5 Active work on the items to include in the annual plan

We are seeking feedback on the following:

1. How did the City Hall work as a site?
2. Food OK?
3. What is your opinion of the Facilitation and should he be secured again?
4. Did you like the "Cool Not-Cool" exercise?
5. Did you enjoy the segment on Strength Based Leadership?
 - a. Would you like more training on this topic?
 - b. Do you want future retreats to include similar training?
6. What was your opinion of the 5 year projection materials and presentation?
 - a. Should this be at the retreat or done in advance?
7. The "What is in the Plan" segment work for the setting?
 - a. Should this be at the retreat or done in advance?
8. Key Outcomes are as follows:
 - a. Citizen Engagement Strategies
 - b. Overpass Art Project
 - c. Compensation Analysis
 - d. Roadway, water and storm water project
 - e. Housing Plan
 - f. Town Center Process

- i. Leverage Public Interest
- g. City Property Sale and Strategic Evaluation of Alternatives
- h. Park Plan Update
 - i. Skate Park
 - ii. Wetlands

These would be combined with the identified projects coming from the adopted plans to create an Annual Performance Plan. Are there any items that you think are not appropriately included here that you would like to see?

Of note, the following items were also identified to include in City Council agendas for consideration:

1. Panhandlers and enforcement mechanisms
2. Hawthorne Avenue potential extension
3. Paperless Agenda and combination of hardware and software to support the Council
4. Community Branding Status and efforts to promote the community
5. Parks Commission Status
6. Banners
7. Council Training Availability and Access
8. Drone Acquisition
9. Street Light considerations on NE 238th Place

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.



City Council Agenda Item Staff Report

Meeting Date: February 16, 2017

TO: Mayor and Councilors

FROM: Bill Peterson: City Manager
Authored by: Greg Dirks: HR/Records Manager

DATE: February 9, 2017

SUBJECT: Paperless City Council Packets

Requested Council Action

Review and discuss the information, and provide direction on different hardware and software preference for paperless Council packets.

Background

The Council first discussed paperless Council packets during the 2014 retreat. In July of 2014, the Council selected the Dell Venue 11 Pro as the preferred hardware for the paperless packets. That was based in part on the City's IT provider's recommendation, and an informal survey to other local jurisdictions. The City Council started using the tablet in September 2014. At that time, the packet was an enhanced PDF with bookmarks to each item. Mayor Tim Clark later developed the now used Agenda Keeper program for easier access and navigation.

The Council has expressed concerns regarding the reliability, ease of use, and functionality of the tablets. There has also been requests to find a hardware or software solution that would enable handwritten notes directly on the e-packet. Staff has researched some potential new units as well as software programs to better enable the paperless Council packets. These options include:

- Touchscreen laptop
- Touchscreen 2-in-1 laptop
- PDF Annotator program to enable handwriting on a PDF

Next Steps

Staff will work to procure sample computers with software options for the Council to use. A full set of items will be procured once the Council agrees on the hardware and software solutions.

Alternatives

The Council has an array of options, and potential alternatives include:

- Review laptop, 2-in-1, and tablet options, and each Councilor select their own preferred unit.
- Keep the current tablet, and work with the PDF annotator program
- Offer paper packets to interested Councilors

Fiscal Impact

No specific appropriation was included in the current budget. 2-in-1 options start at \$350 and go up to over \$1,000 for the Surface Pro 4. Touchscreen laptops have a similar range in price. The PDF annotator is \$450 a year for all five Councilors. The savings the City has received by not creating paper agenda packets exceeds 8 hours of personnel time monthly, so we have an impetus to not go back to paper agenda packets.

City Goal

Electronic Council Packets would help achieve City Goal 7: Environmental Responsibility.

Suggested Motions

No specific motion is suggested. Staff is seeking direction on paperless Council packets.



City Council Agenda Item Staff Report

Meeting Date: February 16, 2017

TO: Mayor and Councilors
FROM: Bill Peterson: City Manager
Authored by: Greg Dirks: HR/Records Manager
DATE: February 3, 2016
SUBJECT: City Banners

Requested Council Action

Review the information, and provide direction on the community banner program.

Background

The City started installing banners along major roadways in 2012. Areas that had banners included Halsey, Sandy Blvd, Arata, and 238th near the freeway. Initial banners were printed by Reynolds High School and installed with locally made brackets. That combination did not perform well in high winds, and all the banners and brackets were removed. Staff revised the approach by using a banner manufacturer to produce the banners and brackets.

The first round of the new banners were installed along Halsey Street, and the newer section of Wood Village Blvd. Last year, the council directed that additional banners be placed along Glisan, adjacent to the Town Center. In total, the City has 28 banners installations around the community, with the majority along Halsey (16), Glisan (8), and Wood Village Blvd. (4). All banners have the same design which features Mt. Hood with a multi-color background, and is attached as Exhibit A.

Staff is now seeking direction on where any new banners should be installed, as well the long-term vision and direction for the banner program. Location options include:

- Wood Village Blvd.
- Remaining sections of Glisan
- Sandy Blvd.
- Arata Road

Staff is also seeking direction on the banner design. The Council has indicated that seasonal banners should be incorporated into the program, and staff is requesting direction on which seasons to include, which banners would be changed, the frequency of changes, and what designs to utilize. The Council had selected a design for winter months, and it is included as Exhibit B.

Next Steps

Staff will coordinate the installation of the new set of banners, and include future expansions to the program in the annual discretionary capital budget request.

Alternatives

There are a series of alternatives that the Council may select from. Options include:

- Direct a new main banner design be developed for specific areas of the community such as Halsey or the Town Center.
- Direct that seasonal banners be developed prior to expanding the current banner locations.
- Direct that neighborhoods be included in the banner program.

Fiscal Impact

- Brackets are \$95 each
- Banners are \$115 each
- We will solicit for in-kind work to install the brackets/banners at no cost to the City.

There is \$6,000 in the FY 2015-16 budget for community banners. This was originally budgeted to complete banners along Arata Road, but that project has been delayed. The funding is enough for 28 banner and bracket sets which could complete the sections of Wood Village Blvd, and Glisan. No funding was requested, or provided, for the acquisition of seasonal banners in the current year.

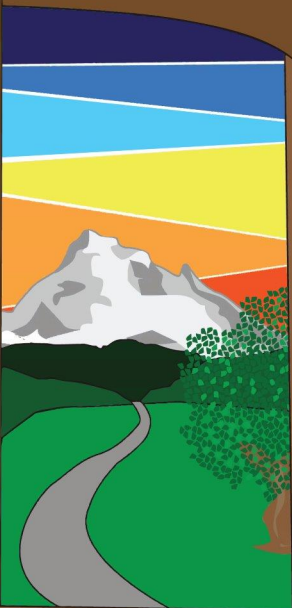
City Goal

The Community Banner program helps achieve City Goal 1: A safe, clean, livable community with a sense of pride, quality housing, and strong identity.

Suggested Motions

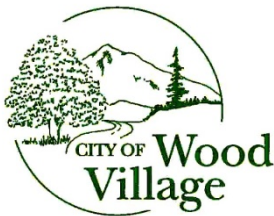
I move to proceed with the Community Banner program as discussed.

WOOD VILLAGE



*Welcome to
Wood Village*





Wood Village-Fairview Interceptor Trail

City Council Agenda Item Staff Report

Meeting Date: February 16, 2017

TO: Mayor Clark and Members of the Council
THROUGH: Bill Peterson, City Manager
AUTHOR: Scott Sloan, Public Works Director
DATE: February 16, 2017
SUBJECT: Wood Village – Fairview Interceptor Trail

Council Discussion Item

We were unable to secure an agreement with Grovtec owners for a public and maintenance access easement across their property. This situation leaves the City unable to utilize the Metro grant for the project as per the application and financially incapable of proceeding with the project as intended.

Background

Our city council has been dedicated to making the connectivity between the two cities a reality. This project was a unique opportunity to collaborate with the City of Fairview and the adjacent property owners for a beneficial connection between the two cities. The trail was recently adopted, with several others, into the City of Wood Village's 2015 Parks Master Plan and staff proceeded to garner the funding necessary to construct the path.

With the support of our partners (Home Forward, City of Fairview, and verbal acknowledgement and approval of the conceptual plans, staff applied to Metro's Nature in Neighborhoods and received \$67,390 representing their 50% match for the project. Based on the good faith understanding between staff and the property owners, staff then engaged the consulting services of a civil design company called Firwood Design Group to survey the three lots and prepare construction drawings for the pathway.

Upon receiving the easement descriptions and accompanying sketches staff engaged the property owners in a discussion of the scope and merits of the project. The owners of Pressure Safe were enthusiastic and in fact have had plans of their own to enhance the north end of their property with the hope of providing low-cost housing for their employees. The owners of Grovtec were much less enthusiastic and in fact were negative in their response. They mentioned their own improvements to the property which would have been in conflict with our plans. "The only way we would even consider this option is with a revised agreement, gates on the road entering our property line, an upgraded fence and possibly a retaining wall to protect against slides, and lighting." To upgrade a fence along the GROVTEC property is estimated to cost between \$18.00 per foot for Chain Link to \$42.50 for board fencing for the 1,150 lineal foot of the area, a total ranging from \$20,700 to \$48,875. Lighting for the pathway, including extending electrical and installing fixtures is estimated just over \$22,000. If some sort of retaining wall is required, we would have to estimate costs depending on height and field construction issues, but it would certainly cost as much as a masonry fence or wall, a minimum of \$165.00 per lineal foot. If retention were required for the entire 1,150 feet, the costs would exceed \$189,000. Summary of the requests:

Fencing	\$20,700 to \$48,875
Lighting	\$22,000
Retaining Wall	\$189,000

Our total budget for this project is \$146,930, with the grant from Metro representing \$67,390 of that funding. There are not sufficient funds to meet the property owner requests and build a pathway.

Staff enlisted legal counsel from our city attorney regarding the language of the existing sanitary sewer easement and it is his opinion that we have “the authority to enter onto the twenty-foot-wide easement area and do what you need to do in terms of vegetation removal and improvements to access the easement area for construction and maintenance.” He advised that we could, with conditions, also amend the new easement language agreeing “to defend and indemnify the owners from any third party claims arising from the City’s use of the easement.” From our discussions with the owners and their strongly worded email correspondence to our City Manager, this likely would be adverse to their stated interest.

Alternatives

Staff has several options available to them.

- We could pursue renegotiating the easement to meet the requests from the property owner, adding funding from the General Fund to be able to upgrade the fencing, provide lighting, and install retaining walls were necessary. This would require a supplemental budget, and is an estimated total cost of \$260,000.
- Eliminate the pedestrian pathway description, building a roadway minimally able to transport maintenance vehicles on the existing easement. To the extent GROVETEC or other property owners wish to limit access, they may individually place gates, bollards, or other items in the easement as long as we still have the ability to access the service road.
- Develop the easement across the Pressure Safe property and an access from the City Hall property to optimize the amount of sewer line that can be maintained from each side of the Grovetec property. It is possible to reach significant portions of the line and most of the manholes adjacent to the Grovtec. The sewer line has functioned since the early 1970’s without cleaning or maintenance, and leaving a small segment without access and attempting to reach from the adjacent manholes may be adequate.

Next Steps

We are seeking direction from Council based on the three options.

Fiscal Impact

The project cost has been to this point for topo survey and design is \$15,234. We have also signed a not-to-exceed contract for an additional \$12,471 for specifications, contract documents and project administration of which \$10,817 remains. The design is complete, and we would not need to incur additional expense with the engineer for the construction of a maintenance road.

Because this access would no longer be public it will be required to forfeit the Metro Nature in Neighborhoods grant in the amount of \$67,390. We have spent \$16,888

from the matching Metro funds leaving \$50,502. We would be required to return the draw on Metro funds.

Recommendation and Motion

It is recommended that the staff be directed to abandon the effort to construct a pedestrian/bicycle access along this area and pursue option #2, constructing the minimum service roadway possible to allow access and maintenance of the sewer line. An updated estimate for construction of such a roadway, including utilizing municipal personal and rental equipment, will be developed, with the intent of being able to complete the work within the current budget allocation (absent the Metro Funding) of \$79,540. Recognizing the return of Metro funds, and the expenses in design, this would mean the roadway would need to be constructed for \$62,652.

I move to authorize the staff to proceed with the design and construction of the minimum maintenance access road to assure maintenance of the Wood Village interceptor sewer.