



*Mayor*  
Scott Harden

*Council President*  
Patricia Smith

*Councilors*  
Bruce Nissen

John Miner

---

**MEETING OF THE  
WOOD VILLAGE CITY COUNCIL  
January 10, 2019  
MINUTES**

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

**ABSENT:** None.

**COUNCIL PRESIDENT HARDEN CALLED THE MEETING TO ORDER AT 6:00 PM.**

**SWEARING IN OF NEWLY ELECTED COUNCILORS**

- City Council Position 1: Bruce Nissen
- City Council Position 4: John Miner

HR/Records Manager Greg Dirks swore in Councilors Bruce Nissen and John Miner.

**ELECTION OF MAYOR AND COUNCIL PRESIDENT**

Peterson stated that a letter from Mayor Clark is in front of the Council, and it has been labeled as Council memo one, which outlines the status of Mayor Clark. Peterson stated that Mayor Clark will be resigning and asked for a nomination to replace him as Mayor. Peterson read the letter from Clark.

Peterson stated that the Council President will call for nominations. Peterson explained that the letter from Mayor Clark cannot be used to nominate, and the nomination must be from a Councilor present this evening. Peterson stated that the formal resignation letter is effective tomorrow. Peterson stated that a replacement can be done via appointment since there is less than two years remaining in the term. Peterson stated that the opening would be advertised, and interviews would be at the February 12<sup>th</sup> Council meeting.

Peterson stated that he wanted to express his gratitude for Mayor's Clark's service. Peterson stated that Mayor Clark also requested to purchase the surface pro that is provided to each Councilor. Peterson stated that there is a personnel policy for service recognition, and the suggestion is to gift the surface pro to Mayor Clark as part of his service to the community.

Upon motion by Harden seconded by Smith and passing 4-0, the Council gifted for gifting the surface pro to Clark

Upon motion by Nissen, seconded by Smith and passing 4-0, T. Scott Harden was elected as Mayor.

Upon motion by Harden, seconded by Nissen and passing 4-0, Smith was elected as Council President.

### **CITIZEN COMMENTS (NON-AGENDA ITEMS)**

There were none.

### **PUBLIC SAFETY REPORT**

Chief Deputy Jason Gates of the Multnomah County Sheriff's Office gave the report. Gates stated that the next month's report will include the yearly recap for 2018. Gates stated that December was an average month, and there is not any upticks in crime rates in the City. Gates explained that there are some specific crimes that are up throughout the region such as auto theft. Gates stated that the average auto theft is about seven thefts per month, and has been as high as twelve.

Gates stated that for December there were 184 calls for service, 26 priority one and two call calls, and the average response time for emergency calls was four minutes and forty-two seconds. Gates stated that the response time for non-emergency calls was just over seven minutes. Gates stated that there was a total of 182 hours of service in the City. Gates stated that the quarterly traffic accident report is included in the packet, and Sunday evenings between five and six pm has the highest rate of accidents.

Gates stated that there was a reference to a potential homeless camp behind the gas station, and that issue has been resolved. The property owner has also signed a letter of responsible charge to enable the MCSO to take action against any future camps. Gates stated that there was also a call regarding a potential homeless camp by GrovTec today. Gates stated that the MCSO investigated, and stated that the camp had been abandoned for quite some time. Gates explained that the property was provided with some suggestions on clearing the overgrowth to limit camps in the future.

Gates stated that a pedestrian was fatally hit on 233<sup>rd</sup>. Gates stated that there is not a lot of details that can be provided, and it was a person crossing the road at night. Smith asked about the suicide in the park and if there was anything that could be discussed. Gates stated that he can get that information, and would rather not discuss it at the meeting out of respect of the family.

Peterson stated that Chief Gates will be working with us in the next few weeks to name a new Chief for the City. Peterson stated that the hope is that can be accomplished by the first meeting in February. Gates stated that there will continue to be quality service to the City.

Harden asked if the MCSO had a handout that can be published regarding preventing auto theft and break-ins. Gates stated that he does not know if something is already put together, but he will make sure that something gets to the City.

The Council thanked Gates for the report and service to the City.

**CONSENT CALENDAR:**

- a. Review of bills paid in December, 2018
  
- b. Contracts \$2,500 - \$50,000
  - Power Systems West – Generator Maintenance: \$3,356.55
  - Abbate Designs LLC – City Council Facilitation: \$5,600
  
- d. Council Minutes:
  - November 13, 2018
  - November 29, 2013

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

**ORDINANCE 1-2019: ACCEPTING FOR THE CITY OF WOOD VILLAGE REVENUE SHARING PROGRAM OF THE STATE OF OREGON**

Dirks presented the ordinance and stated that it is an annual ordinance for state shared revenue. Dirks stated that it is the first step in the budget process, which will take place this spring. Dirks asked if there were any questions. There were none.

Upon motion by Smith, seconded by Nissen and passing 4-0, Ordinance 1-2019 accepting state shared revenues was adopted.

**RESOLUTION 1-2019: 2018 SYSTEM DEVELOPMENT CHARGES REPORT**

Reeser presented the resolution, and stated that this is an annual report required by the state for system development charges. Reeser stated that the city has SDC's for water, sewer, and parks. Reeser stated that there was a lot of new development this past year with the Riverwood project, and this is also the first year that the parks SDC was collected. Reeser asked if there were any questions. There were no questions.

Upon motion by Smith, seconded by Miner and passing 4-0, Resolution 1-2019 accepting the System Development Charge report was approved.

**RESOLUTION 2-2019: BID AWARD – CEDAR LANE RECONSTRUCTION**

Niiyama presented the resolution and stated that there is an updated resolution to this item. Niiyama stated that this project supports the City's water master plan, storm water master plan, and the streets and pavement management plan. Niiyama stated that this project has been in the works for about 18 months including the design and engineering work. Niiyama explained that the project design was awarded in October of 2017, construction bids were advertised this past December. Niiyama stated that the engineers estimate was over \$900,000, but this bid came in under that amount.

Niiyama presented the preliminary project budget numbers, and stated that there is \$680,000 allocated to the project for this current year. Niiyama explained that the staff report evaluated alternative funding options and methods, and if the project should be funded at a higher level. Niiyama stated that a number of the bids came in under the engineer's estimate. Niiyama stated that there were eight bids which ranged from the low bid of \$741,000 to over \$1.2 million. Niiyama stated that the low bid was \$741,713, and with contingency and engineering the total project cost is about \$850,000. Niiyama stated that the project can be funded with the appropriations this year that were allocated for crack sealing, the county service allocation.. Niiyama stated that the Street Fund can fund the full project, and there is also General Fund capacity as well.

Niiyama outlined the pros and cons to supplementing additional funds to pay for the project. Niiyama explained that funds taken from other allocations cannot be used for those projects. Niiyama stated that the project is to rebuild Cedar Lane in its entirety. Niiyama explained that the project includes a new storm line in the roadway to replace the current smaller line that is in the backlot of homes. The plastic water line would be replaced in full with ductal iron, sewer repairs made, and a full rebuild of the roadway. Niiyama stated that it will be like a brand new roadway from the utilities up.

Niiyama stated that the staff recommendation is to approve the modified resolution, and asked if there were any questions. Smith asked about the differences between the high and low bidders. Niiyama stated that there were no specific differences, but rather it was a combinations of materials and labor. Peterson stated that the bidding was all done by units, and the units costs varied dramatically. Miner stated that he can get nervous with the lower bidder, and sees that there is not a lot of difference between the lowest couple of bidders, which gives him comfort. Peterson stated that it is a known company that is bonded, and it meets the requirements.

Harden stated that when the storm plan was adopted, this project seemed almost impossible to complete, and here it is. Harden asked what has been done on 236<sup>th</sup> and 237<sup>th</sup> since those roads will be pushed back. Peterson stated that those roads have been cracked and sealed four years ago, but it needs done again. Peterson stated that those roads can be crack and surface sealed next year.

Nissen asked about the Multnomah County enhancement funds and how that works. Peterson stated that it is part of the transportation utility fee, which designates an amount to go into a fund to get a higher level of service from the County if needed. Peterson explained that at the time the fee was adopted the County had indicated that the maintenance of County owned roads would be diminished. Peterson stated that the county never reduced the level of service, and the allocation has been accumulating. Peterson stated that the allocation could have been used for ADA ramps on Glisan to help get an overlay completed, or it could have been used to help pay for concrete sidewalks on the 238<sup>th</sup> project instead of asphalt. Peterson stated that those items can still be funded, just at a lower level.

Upon motion by Nissen, seconded by Smith and passing 4-0, Resolution 2-2019 awarding the Cedar Lane reconstruction project to Catworks was approved.

### **RESOLUTION 3-2019: UTILITY RATE ADJUSTMENT**

Reeser presented the resolution and stated that the resolution indexes the water and sewer rates, and street fees based on the cost of living index. Reeser explained that this action enables the current level of service and investment into the City's utility systems. Reeser stated that keeping pace with inflation also avoids larger increases over time. Reeser stated that this is an annual resolution, and simply increases the rates by the cost of living. The effective date is February 1<sup>st</sup>.

Smith asked what the average increase will be . Reeser stated that it will be about a \$1 more per month for the average household.

Upon motion by Smith, seconded by Nissen and passing 4-0, Resolution 3-2019 adjusting the City's utility rates was approved.

### **DISCUSSION: SEWER LATERALS**

Dirks presented the discussion and stated that staff is bringing this item forward after a resident asked if there were any assistance programs for sewer lateral repairs. Dirks stated that the City does not have an assistance program for sewer lateral repairs, and community grant programs for the repairs is rare. Dirks explained that a sewer lateral is the sewer line that goes from the home or business to the City's main sewer line in the street. Dirks stated that the street section of the lateral is the City's responsibly, and the other portion is the property owners responsibility to maintain.

Dirks explained that sewer laterals can fail for a number of reasons, and the most common failures include root intrusion, dips, offsets, and a collapse of all or a portion of the pipe. Dirks stated that lateral repairs are often not covered by insurance, and third party coverage can be expensive. Dirks stated that the average replacement cost is \$3,000 - \$5,000, and repairs cost about \$200 per lineal foot. Dirks explained that there are about three to five repairs or replacements a year, and typically no one has asked for any assistance.

Dirks stated that the main question is if the City would like to develop a program or fund to help with sewer lateral replacements. Dirks stated that a loan or grant program is outside the current scope of services, the City is not a bank and the funds would have to come from user fees. Dirks stated that while the long term impact would be net-zero, a program would take away from the year to year funding that is available for capital projects.

Dirks stated that a loan program could be put together in a variety of ways, and staff included a couple of examples of how a program could work. Dirks presented potential loan program options, and explained that program targeted at just low-income residents becomes difficult. Dirks stated that there will always be those who would not qualify for a low-income program, but may not have the capacity to pay for repairs.

Dirks asked for feedback and direction from the Council. Dirks stated that not taking any new action is also an appropriate action, as there has not been any formal request for a program. The Council stated that the City is not a bank, and asked if other partnerships between either a bank or a construction company could be formed to help people pay for lateral repairs. Dirks stated that staff can look into the formation of partnerships, and report back to the Council at a future meeting.

**2019 CITY COUNCIL MEETING DATES**

Dirks presented the list of 2019 City Council dates. Dirks explained that the dates are based on known Councilor availability, and approving the list does not alter the ability to add or remove dates. Harden stated that he would like to advocate for a meeting in August.

The Council approved the 2019 meeting schedule as presented.

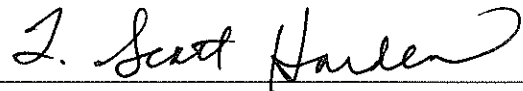
**EXECUTIVE SESSION: 192.660(2) (e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.**

The City Council entered into Executive session at 7:30pm.

The Council convened back into regular session at 7:52pm.

**ADJOURN**

With no further business coming before the Council, the Council adjourned at 7:53pm.



T. Scott Harden  
Mayor

3/14/19

Date

ATTEST:



Greg Dirks: City Recorder