



Mayor
Timothy Clark

Council President
Scott Harden

Councilors
Patricia Smith

Bruce Nissen

Mark Clark

**MEETING OF THE
WOOD VILLAGE CITY COUNCIL
January 23, 2018
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.

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

CITIZEN COMMENTS (NON-AGENDA ITEMS)

There were none.

PUBLIC SAFETY REPORT – GRESHAM FIRE

Fire Chief Scott Lewis presented the report and stated that the report covers the last quarter of 2017. Lewis explained that the Fire User Board receives these reports on a quarterly basis, and looks for trends and issues. Lewis stated that the trial program for the quick response vehicle has ended, and the department will be reviewing the results of the program to determine its effectiveness. Lewis explained that the quick response vehicle was able to handle medical calls, as well as be first on the scene for fire calls. Lewis stated that when the quick response vehicle would go to medical calls, it would enable the full fire truck to remain at the station able to respond to other calls for service. Lewis explained that the first review of data looks like the quick response vehicle added about 25% capacity in terms of call response, and that is without building any new facilities. Lewis stated that would be many more months before the final report is completed, and the results will be shared with the user board.

The Council thanked Lewis for the report and service to the community.

CONSENT CALENDAR

- MPAC Appointments:
 - Larry Morgan: Primary
 - Brian Cooper: Alternate

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

PRESENTATION: 2016/17 AUDIT – MERINA AND CO.

Tonya Moffitt of Merina and Co. presented the audit report. Moffitt stated that the audit opinion is clean and unmodified which is the highest opinion given in an audit. Moffitt stated that the

finance reports and statements were reviewed and submitted to the Government Finance Officer's Association for consideration of the CAFR award. Moffitt stated that the award is difficult to receive, and the City has received it for many years in a row. Moffitt stated that she does not see why the City will not receive the award again for the 2017 year. Moffitt explained the specific sections of the audit report, and what elements go into completing each section.

Moffitt asked if there were any questions from the Council, and stated that her contact information is in the report if there are questions or concerns throughout the year.

Peterson asked about the change in how PERS retirement liability is calculated and how that impacted the audit and financial statements. Moffitt stated that there were changes to how retirement liabilities are reported, and as long as the City is making the required annual contribution then the liabilities will be covered. Moffitt explained that some jurisdictions have side accounts which helps pay down the overall retirement liability for that entity. Peterson stated that he understands that the state is encouraging the creation of side accounts, and the creation of a side account for the City will not necessarily impact the ratings because the tier one employees have retired.

Moffitt stated that there were no issues in working with staff to complete the audit, and was impressed on how quickly staff was able to respond to requests for documents and other information.

The Council thanked Moffitt for the report.

RESOLUTION 2-2018: IGA WITH THE CITY OF GRESHAM FOR WASTER WATER FACILITY ACCESS AND USE

Sloan presented the resolution and stated that this resolution would authorize the City Manager to negotiate and enter into an IGA with the City of Gresham to enable homes off of Glisan to access Gresham's sewer main which is in Glisan. Sloan explained that there are a series of homes along the western section of Glisan before the hill that do not have access to City sewer. Sloan stated that this issues came up when a homeowner applied for a replacement septic system, and the county notified the City. Sloan explained that since there is not a City sewer main within 150 feet of the property, the homeowner can install a new septic system. Sloan stated that there is a Gresham owned sewer line in Glisan, and if an agreement can be reached, then homeowners would be required to connect if there was a septic failure or new development in that area. Sloan stated that enabling sewer access could also aid in the redevelopment of some of the lots off of Glisan which are large, but unable to subdivide because of a lack of sewer access.

Sloan stated that while the current issue of the septic tank has been resolved with a full replacement, it would be good to have a solution in place before Glisan is fully repaved. Sloan explained that Glisan is expected to be fully repaved within the next year. Sloan stated that an option could be to install a parallel line with laterals that can be linked into in the future without cutting into the road. Peterson stated that part of the IGA negation would be about SDCs and

monthly treatment payments. Peterson stated that if the City builds and installs a parallel line, then there is not really an issue. There could be questions about SDCs and monthly billing if customers connect directly to Gresham's line.

The Council asked if residents would be required to pay and hook into the system as soon as it was built. Sloan stated that while that is an option, staff's recommendation would be not to require hooking into the system until there is a septic tank failure or new development. The intent is to provide a better long term solution without harming residents.

Upon motion by Mark Clark, seconded by Nissen and passing 4-0, Resolution 2-2018 authorizing the City Manager to negotiate an IGA with Gresham for sewer access off Glisan was approved.

RESOLUTION 3-2018: BUDGET ADJUSTMENT: DLCD GRANT AWARD

Peterson presented the resolution and stated that Oregon budget law requires that anticipated or expected revenue sources be included in the budget. Peterson explained that in this case a budget adjustment is required to acknowledge a grant award from the DLCD. Peterson stated that because the amount is relatively small, the adjustment can be made with a resolution. If the amount were larger, then a supplemental budget would have been required.

Peterson stated that the grant is for the Main Streets on Halsey project to identify the specific economic opportunities within the corridor. Peterson explained that the project will also include a branding component and a building code evaluation. Peterson stated that the grant is for \$41,000, and Troutdale has a match of \$10,000, an \$8,000 match from Fairview, and \$5,000 from the City for a total project allocation of \$64,000.

Peterson stated that the staff recommendation is to approve the resolution, and asked if there were any questions. The Council asked about how the project will impact the overall workload. Peterson stated that the majority of the work will be completed by consultants, and staff time will be used to manage those contracts, keep the overall project on track, and supplying information to the work group.

Upon motion by Nissen, seconded by Smith and passing 4-0, Resolution 3-2018 authorizing a budget adjustment for the Halsey Corridor project was approved.

PRESENTATION: EMPLOYEE COMPENSATION ANALYSIS

HR/Records Manager Greg Dirks presented the compensation analysis. Dirks stated that the city conducts a compensation analysis every three years. The analysis includes wages, healthcare and related contributions, retirement benefits, and paid leave. Dirks explained that the analysis is organized by position, and similar positions in other cities were selected based on job duties. Dirks stated that while the analysis attempts to be based on objective data, there are still several assumptions in the overall analysis.

Dirks stated that similar cities were selected using the Public Employers Collective bargaining Act, which stated that cities of similar population be used. Dirks stated that while the act specifies that the next five highest and lowest cities in population be used, the city used the next highest eight and lowest seven cities in the analysis. Addition cities were added to help ensure enough comparable positions were included in the analysis. Dirks explained that Troutdale and Fairview were also included as regional comparators.

Dirks presented how to read the analysis as well as the included charts. Dirks explained that three positions were included in the analysis, but did not have enough comparator positions to draw any conclusions. There were also three positions that did not have any comparators, and were not included in the analysis. Dirks stated that overall the City is in line with wages and benefits. Dirks explained that leave benefits are very similar, and the healthcare benefits that just took effect will have a positive impact on employee-take home wages.

Dirks stated that staff is not recommending any revisions to the compensation system at this time, and asked if there were any questions.

There were no questions, and the council accepted the 2017 compensation analysis.

DISCUSSION: 30TH ANNUAL EAST EGG HUNT EVENT

Dirks presented the discussion and stated that this year will mark the 30th anniversary of the event. Dirks stated that the overall event plan is similar to the last several years in terms of features and layout. Dirks stated that the main question is how many eggs to have at the event. Dirks stated that we have used 15,00 eggs for the past several years, and that has worked out well. Dirks stated that it is also possible to have 30,000 eggs in honor of the 30th year. Dirks stated that he found a source of pre-stuffed eggs that will cost \$3,300. The cost for 15,000 that were not stuffed is about \$2,300 including the cost of candy, but not the time it takes to fill and sort the eggs.

Dirks explained that the number of prizes has been declining over the past couple of years, and asked if prizes were still wanted at the event. Dirks stated that the budget for the event is \$3,500, which would be stretched if the Council wanted 30,000 eggs, but there is room in the budget to make that happen.

The Council directed that there be 30,000 eggs at the event, and no prizes. The rest of the event features were approved as presented.

PUBLIC WORKS DIRECTOR'S REPORT

Sloan presented the report and stated that the park irrigation design project is wrapping up, and should be completed in time to put together the budget to build out the project. Sloan stated that the engineer's estimate for the Cedar Lane reconstruction project has increased dramatically from the original estimate. Sloan explained that there were a number elements that increased the projects estimated cost including an upsized storm system. Sloan stated that the storm line will

go from the existing 36 inch line to a 72 inch line. That work will require nearly the entire roadway to be rebuilt. Sloan stated that the engineer's estimate is about \$730,000.

Sloan stated that there are still issues at the Shea lift station. Sloan explained that even though there have been inspections on uses, there are still issues with illicit discharge from a single development. Sloan stated that he is meeting with the property owner to go over some potential solutions and options. Sloan stated that the design of the Cottonwood water project is also coming along. Sloan stated that the design team is looking at using an abandoned waterline under 238th. If the line is still useable, that would save a lot of money in construction costs.

Sloan stated that the Park Master Plan update is underway. Sloan stated that several projects are being reviewed for potential inclusion in the update. Sloan explained that once the staff work is completed, the update will go to the Parks Commission before coming to the Council for a review and vote.

The Council thanked Sloan for the report.

FINANCE DIRECTOR'S REPORT

Miner provided the report and stated that it covers half of the fiscal year. Minter stated that in general all expenses and revenues are on track and as expected. Minter stated that the interest rate for the investments is increasing slowly, but it is increasing. The Council asked about the tobacco state shared revenue, and how it is continually decreasing. Minter stated that cigarette tax revenues have been declining for some time as people smoke less.

Minter asked if there were any questions about the finances or report. The Council did not have any questions, and thanked Minter for the report.

CITY MANAGER'S REPORT

Peterson presented the report and stated that the Annual Performance Plan update is in the packet. All the items except for Arata Road are on track and on schedule. Peterson explained that some pre-construction work on Arata is occurring. Utilities are being relocated in advance of the actual project slated to start this spring. Peterson asked if there were any questions on the report. There were none.

CITY ATTORNEY REPORT


Condit stated that the City has been named in a lawsuit over an incident that occurred on the 238th overpass. Condit stated that he has motioned for the City to be removed from the litigation as it was not our construction project, and it is not our street. Condit stated that often plaintiffs will fill tort notices with several agencies, and we should be able to get out of this one. The Council thanked Condit for the update.

CITY COUNCIL REPORTS

There were no reports from the Council.

ADJOURN

With no further business coming before the Council, the Council adjourned at 8:17pm.



Timothy Clark
Mayor

1/23/18
Date

ATTEST:



Greg Dirks: City Recorder