



*Mayor*  
Timothy Clark

*Council President*  
Scott Harden

*Councilors*  
Patricia Smith

Bruce Nissen

Mark Clark

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**MEETING OF THE  
WOOD VILLAGE CITY COUNCIL  
January 9, 2018  
MINUTES**

**PRESENT:** Mayor Timothy Clark, Council President Scott Harden, Councilors 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:** Councilor Patricia Smith.

**MAYOR 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 calls for service for December had an increase of stolen vehicles, which is a region wide issue. Gates stated that other than that, the number and types of calls were normal. Gates stated that there were 489 calls for service with 203 of them as dispatched calls and 286 as self-initiated calls. Gates stated that is above average compared to previous years, which indicates a continued balance between self-initiated and citizen calls for service. Gates stated that response times were well under the previous year's average of 4:26 for priority calls and 8:22 for non-emergency calls.

Gates stated that the quarterly traffic collision report is included, and the third quarter of 2017 had the lowest number of collisions in six years. Gates stated that is an incredible statistic considering the increased amount of traffic over the same time period. Gates stated overall it was a good month.

Mark Clark stated that there were no collisions at Arata Road and Wood Village Blvd, which is a good thing. Gates stated that it feels a lot safer at that location with the four-way stop. Nissen asked about the increase in suspicious person and vehicle calls, and asked if that is an anomaly or due to the month. Gates stated that he noticed that as well, and will look into the figures a bit more.

The council thanked gates for the report.

## **CONSENT CALENDAR**

1. Consent Calendar:
  - a. Review of bills paid in December, 2017
  
  - b. Contracts \$2,500 - \$50,000
    - There were none.

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

### **PRESENTATION: UPDATE ON ROADWAY PROJECTS – MULTNOMAH COUNTY**

Riad Alharithi Road Engineer for Multnomah County and Arata Road Project Manager Ian Cannon presented the update. Cannon stated that the County has three projects underway. Cannon stated that the Sandy Blvd. reconstruction project contract has been awarded, and utilities are being relocated right now for that project. The roadway section will begin this March with completion in July.

Cannon stated that the bid process for Arata Road has been completed, and a couple of contractors were deemed non-responsive. Cannon stated that a contractor has been selected, and construction is scheduled to begin in March, with a November completion date. Cannon explained that the Arata project will be an intense project.

Cannon stated that 238<sup>th</sup> is also under design with construction anticipated sometime in 2019. Cannon explained that there will be addition information on the preliminary designs in about 6-8 weeks. Cannon stated that there is website and email list for that project as well.

Alharithi stated that Sandy Blvd. will have traffic flaggers to ensure access to residences and businesses. Traffic will be one-way at a time though. Alharithi explained that Arata Road will also be one-way traffic, but east bound only. Alharithi explained that there will be access to homes and businesses, and there will be advanced notice when work will conducted that blocks or needs to rebuild driveways.

Mark Clark asked about where comments regarding the 238<sup>th</sup> Dr. project can be viewed. Alharithi stated that comments submitted via the project website are posted with responses. Alharithi explained that the county is planning another community meeting after the designs are refined. Alharithi stated that the questions regarding noise, landslides, and entry/exit points are still under review, but will be answered in about 6-8 weeks.

Sloan asked what firms were selected for the project. Cannon stated that Kodiak was selected for the Sandy Blvd. project, and Wildish Paving was selected for the Arata Road project. Peterson asked if there were any bid protests on the Arata project. Cannon explained that the

protest period expired last Friday, and there were no formal protests. Peterson asked what will be the next steps in terms of residential notifications. Alharithi stated that there will be press releases and notifications once the contract is signed. Alharithi explained that there will also be door hanger notices before the construction begins, and the county is willing to consider a neighborhood meeting as well.

Tim Clark asked if the end date for the project was a hard date. Alharithi stated that it is except for a few items like final planting. Alharithi explained that there is a provision for damages if the project runs long.

The Council thanked the county for the update.

**ORDINANCE 1-2018: ACCEPTING FOR THE CITY OF WOOD VILLAGE REVENUE SHARING PROGRAM OF THE STATE OF OREGON**

Peterson presented the ordinance and stated that it is an annual ordinance required by the state to receive state shared revenues.

Upon motion by Nissen, seconded by Mark Clark and passing 4-0, Ordinance 1-2018 accepting state shared revenue for FY 2018-19 was adopted.

**RESOLUTION 1-2018: 2017 SYSTEM DEVELOPMENT CHARGES REPORT**

Minter presented the resolution and stated that it is an annual report on SDC revenues and expenditures. Minter stated that there is \$33,313 in Water and \$4,707 in Sewer. Minter explained that Sewer is lower because funds were used to construct the new line in Halsey, which increased capacity.

Peterson stated that the City is also facing the need to purchase additional treatment capacity in a few years. That amount will be about \$450,000 to \$500,000. After the completion of Riverwood South and the redevelopment of City Hall, the City will be around 90-95% of treatment capacity. More will be needed.

Upon motion by Mark Clark, seconded by Nissen and passing 4-0, Resolution 1-2018 accepting the annual SDC Report was approved.

**DISCUSSION: HOW TO REVIEW AN EMPLOYEE COMPENSATION ANALYSIS**

HR/Records Manager Greg Dirks presented the discussion. Dirks explained that the full compensation analysis will be presented at the next meeting, and the intent of this discussion is inform the Council on what goes into a compensation analysis, and how to read the results.

Dirks stated that a compensation analysis looks at base wages and benefits for each position during different steps in the compensation schedule. Dirks stated that a number of assumptions are made in this process, and the purpose is to gauge the market competitiveness of each position relative to similar positions in similar cities. Dirks stated that similar positions are selected by reviewing job descriptions and linking anchor points. Similar cities are determined by the Public Employees Collective Bargaining Act, and is the next five highest and lowest in population compared to the City. Dirks stated that this analysis included a couple of more cities to help ensure that enough data could be collected, and the cities of Troutdale and Fairview were also included.

Dirks stated that the analysis is organized by position, and will include base wages at entry, and employment after 5, 10, 15, and 20 years. The analysis then includes information on the total cost of employment which includes wages and benefits. The information is then averaged out, as well as displayed graphically based on a normative distribution. Dirks stated that it is good to have the City's ranges at or to the right of center in those charts.

Dirks stated that the full report will be included in the next Council packet and asked if there were any questions. There were none.

#### **DISCUSSION: CITY COUNCIL RETREAT**

Peterson presented the discussion and stated that the purpose of this discussion is to get a direction on the upcoming Council retreat. Peterson stated that the retreat is scheduled for Saturday, February 10<sup>th</sup> from 8am-4pm at City Hall. Peterson explained that he would facilitate the retreat, and the Urban Planning Director for the City of Gresham will facilitate the discussion on the City Hall. Peterson stated that the City of Gresham is allowing the City to use their employee at no cost.

Peterson stated that the agenda will include a session on the five-year financial projections, an update on the master plans, a lengthy discussion on the City Hall, and some time on the Annual Performance Plan. Peterson stated that the City Hall discussion will focus on how big or little the development will be, and then potential locations and site criteria.

Peterson stated that a formal RFQ was sent out in November, and proposals are due on the 17<sup>th</sup>. Peterson stated that the award will be made at the Council meeting on February 13<sup>th</sup>. That action will enable a discussion on contract negotiation, with the project kicking off in March. Peterson stated that the project will be broken up into phases, with the last of being the final designs and construction of the new City Hall.

Mark Clark asked what level of citizen input will be in the project. Peterson stated that a TAC or CAC could be developed, but was not anticipated for this project. Peterson stated that there will

be many public meetings on this topic as the site and design are refined. Peterson explained that there would not be any public input once the design has been finalized and construction is underway. The public input would be during the early design and location phases. Peterson asked how much involvement the Council would like to have in the selection of the architectural firm. Peterson stated that the full Council can be involved, or a few members can be added to the review team. Peterson stated that he envisioned a review team consisting of staff members and one or two Councilors. Tim Clark stated that seems easier. Nissen and Harden agreed.

Tim Clark and Mark Clark were appointed to the review committee.

Peterson stated that if everything stays on schedule, the selected firm could be at the retreat to gain insights from the discussion. Peterson explained that one of the most important things to get out of the retreat on this topic is what will be the most impactful and meaningful to the community and residents.

Peterson stated that the discussion on the APP will include priority projects from the different master plans, and other potential projects. Peterson explained that staff will then review the list and create cost estimates prior to the plan's adoption. Harden asked if the Council can bring APP ideas. Peterson stated that ideas from the Council are encouraged.

Tim Clark stated that he is concerned about funding APP items and the cost of a new City Hall. Peterson stated that gets to a fiscal policy question, and how much in reserves should be in the bank. Harden stated that there is no set or legal amount to have, and the money should be used to benefit the public and not to have a bank account. Peterson stated that was the main reason the City left the TSCC because they indicated that the City had too much money in the bank and was not going to authorize the City to collect any additional property taxes. Condit stated that while there is no legal limit or amount, there are rule of thumb amounts to have, and public agencies cannot have an endowment fund as a revenue source.

Tim Clark stated that he agreed that the funds should be used to the public's benefit, but we do not necessarily know what that is. It will take a long time to build those funds back up once they are spent, and we may miss out on other, more meaningful opportunities. Peterson stated that this organization has been very fiscally conservative for over 20 years. Harden stated that there are also opportunity costs for not doing projects and community investments. Peterson stated that this can be a future agenda or workshop item.

## **OTHER BUSINESS**

Peterson stated that a three-city meeting is needed, and currently has been scheduled for February 22<sup>nd</sup> in Fairview.

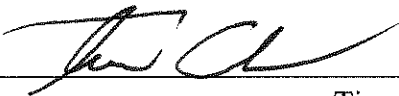
Peterson stated that the sale of the City Hall property is moving forward. Part of that agreement relies on the purchase of a section of property adjacent to City Hall. Peterson stated that purchase option is also moving forward, and should close within the next couple of months. Peterson stated that the latest timeframe on the development has the City Hall being demolished in mid-August. Harden asked if a public event should be organized on demolition day. Peterson stated that something could be put together, but there are safety concerns. Peterson stated that he will organize a walk-through of the potential temporary location in the next month or so.

**DISCUSSION: 8<sup>TH</sup> ANNUAL TREE LIGHTING EVENT RECAP**

Dirks presented the discussion, and stated that overall the event was a success. Dirks stated that there was a record crowd, and the size of City Hall is what is limiting the size of the event. Dirks explained that even though the large tree was not lit this year, people enjoyed the decorations and activities. Dirks stated that Kohl's once again donated books for kids, and there was financial sponsorship from AAA and the Confederated Tribes of the Grand Ronde. Dirks stated that the largest question for next year will be where to hold the event. There are several potential locations, but the temporary City Hall site will probably not be the most viable. Dirks stated that more discussions on next year's event will occur later in the year, and asked if there were any questions on this year's event. There were none.

**ADJOURN**

With no further business coming before the Council, the Council adjourned at 8:34pm.

  
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Timothy Clark  
Mayor

2-13-18  
Date

ATTEST:

  
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Greg Dirks: City Recorder