



Mayor
Timothy Clark

Council President
Scott Harden

Councilors
Patricia Smith

Bruce Nissen

Mark Clark

**MEETING OF THE
WOOD VILLAGE CITY COUNCIL
July 25, 2017
MINUTES**

PRESENT: Mayor Timothy 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 TIMOTHY CLARK CALLED THE MEETING TO ORDER AT 6:00 PM.

CITIZEN COMMENTS (NON-AGENDA ITEMS)

An unnamed resident of Treehill stated that the field behind Treehill is City owned, and wanted to know about the ongoing maintenance and how it will be accessed. The resident stated that they had been planning to build a kid play area in that location, but it will be moved off of City property. The resident stated that she has seen a lot of activity and markings going on in that area, and there are a lot of questions about the future use of that property.

Harden stated that the City had a property line survey conducted so we know where the property line is. Peterson stated that was in an effort to know where a play area being built by Treehill could be located. Peterson explained that this was also done to determine where a possible wetlands relocation could go in the City's park system. Peterson explained that all construction access of the wetlands would be off of Hawthorne through the City's property. Peterson stated that there was a discussion about connecting a roadway between Treehill and Hawthorn to make a secondary access route, but the Parks Commission did not like that concept and it has not been pursued any further.

The resident stated that Treehill's roadways were not built to handle commuting traffic, and there are a lot of concerns about increased vehicles and pedestrians. Peterson stated that Treehill would not have been able to be built today without a secondary access road, and the original route was along the backside of the development to Hawthorne. Peterson explained that the developer went bankrupt before that could occur. Smith asked if the fire department has complained. Peterson stated that there have not been any concerns raised by the fire department.

Mark Clark stated that he tracks the criminal activity in the monthly reports, and the crime rate in Treehill is really no different than any other area of the City. Harden stated that crime as a whole

is going down in the City. Peterson stated that Treehill generally has a lower amount of crime compared to other areas of the City.

The resident asked how Treehill can be updated on future development or access in that area. Sloan stated that right now there is no intention to have Treehill move any sections of the parking lot that are on City property. Resident asked if Treehill builds a fence, could it go on the property line. Sloan stated that fences can be placed on a property line. Peterson stated that it is a park area, so a fence may not be needed. It is okay for people to recreate and play in the park. The resident thanked the Council for their time.

COMPREHENSIVE ANNUAL FINANCIAL AWARD (CAFR) RECOGNITION

Peterson stated that this is the 14th consecutive award for the City, and Minter's tenth. Peterson explained that receiving this award is a big deal, and indicates that we meet the highest professional accounting standards that exist in the county. Peterson stated that it is a testament to the professional staff in the finance department.

Peterson presented Minter with the award. The Council thanked Minter for her work, and for receiving the award.

RESOLUTION 25-2017 EMERGENCY MANAGEMENT PLAN UPDATE

Sloan presented the resolution and stated that this update started in September of 2016, and included the four cities, the county, and the Port of Portland. Sloan explained that the purpose of the update was for the agencies to go over a risk assessment of potential natural disasters that could affect each organization. Sloan stated that the City has a relatively low risk for most events except for winter weather related events, and there is a potential for landslides.

Sloan explained that once all hazards were identified and ranked, the document was available for public comment. Sloan stated that while the City has had an emergency plan in place, this is the first multi-agency plan that has been developed. The plan implements similar responses and resolutions to events throughout the region. Sloan stated that in addition, these plans are required to be updated every five years to be eligible for FEMA funding, and it has been five years since our plan was adopted. Sloan stated that there is no direct financial impact with this plan, other than the eligibility to receive federal funds during a disaster. The staff recommendation is to approve the resolution adopting the plan.

Mark Clark asked how this ties into the current emergency management plan. Peterson stated that this acts as a companion document. Harden asked if this would create an additional list of action items that we would need to adopt. Sloan stated that all the other items are in place, and this is the final coordinating document. Harden stated that while there is no out of pocket cost

for the City, we would not get any FEMA funding if this is not adopted. Sloan stated that is correct.

Sloan stated that this is a complex and thorough document. Peterson stated that there is a lot of data and documentation on how the risk assessment profile was developed. Smith asked if we are in a floodplain. Sloan stated that we are not. Peterson explained that if there is a blockage in the storm drain, that is not a flood in this context. Smith stated that she is concerned about what would occur if the levy fails. Peterson stated that the models have indicated that if that occurs, the water would not even reach the railroad tracks. Peterson stated that even though we will not be impacted, we do contribute to that overall flow, and will be asked to share in the costs for improving the levies.

Upon motion by Smith, seconded by Nissen and passing 5-0, Resolution 25-2017 accepting the emergency management plan was approved.

RESOLUTION 26-2017: CONTRACT AWARD: SEWER CLEANING AND INSPECTION

Peterson presented the resolution, and stated that we recently entered into an agreement with the City of Gresham to use a five-year average for sewer bills. Peterson stated that an interesting part of that work was recent increases in sewer flow. Peterson explained that the City has purchased 412,895 gallons of average dry weather capacity, and historically the City has been around 300,000 gallons. Peterson stated that recently the flow has increased to 538,000 gallons, and we do not know why.

Peterson stated that the SDC evaluation indicated that there was excess capacity. The new reports indicated that we are over capacity, and we did not include that into the SDC calculation. Peterson stated that the flow meters have been recalibrated, but there was no substantial correction. Peterson explained that some of the new SCADA sensors that convert the data could be an issue, and we are looking into that as well. Peterson stated that there have been a total of 11 new connections to the system since 2012. The increase in flow is not from new users. Peterson stated that we know there has been reduced consumption and associated flow from the manufactured home parks as well. Peterson stated that the issue has to be a technology related issue, or a lot of inflow.

Peterson stated that we have evaluated all the easy potentials, and now we are at the more complicated and expensive efforts. Peterson explained that we are looking to clean and inspect all the sewer lines, which will let us know if there are large amounts of inflow. Sloan stated that there would have to be several large breaks and flows of ground water to get at these numbers.

Peterson stated that the new numbers for the year have been lower, but there are only two months' worth of data. Peterson stated that we received a quote for \$85,000 to clean and inspect all sewer lines. When this was done in 2007, the price was \$225,000. Peterson stated that the \$85,000 does not include disposal costs, which will probably be around \$10,000-\$15,000.

Peterson stated that under the City's procurement standards there has to be multiple bids for a project in this price range. Peterson explained that staff attempted to get multiple quotes, but we only received the one bid for \$85,000. Peterson stated that we are still within state law, and the staff recommendation is to approve the resolution. Sloan stated that the firm is very reputable, has worked with the City a lot, and has been very responsive.

Upon motion by Harden, seconded by Smith and passing 5-0, Resolution 26-2017 awarding the sewer cleaning and inspection contract to Iron Horse was approved.

DISCUSSION: NITE OUT DEBRIEF

HR/Records Manager Greg Dirks presented the report. Dirks stated that the event was held on Friday, July 21st from 5-9pm. Dirks stated that while attendance was not as high as the past couple of years, it was still very well attended and everyone had a great time. Dirks stated that the cost for the event was just under \$4,800, and the budget was \$6,000. There were \$1,800 in cash donations with in-kind donations of food, beverages, waste services, and the items provided by the church. Dirks explained that the more expensive items were the Frisbees for kids, the band, and pony rides.

Dirks stated that main features and activities included a parade, pony rides, activities for kids, free food, beverages, cotton candy, and popcorn. There were also several police demonstrations, and 24 vendors. Dirks explained that we were not able to get a helicopter because of schedule conflicts, and the shoot/don't was also cancelled. Dirks stated that we will try to bring those items back for next year.

Dirks stated that there will need to be some revisions to next year's event as Arata Road will be under construction, and the church property will have new features. Dirks stated that will work around all those items to have another quality event. The Council asked about the parade. Dirks stated that we may have to revise the parade route or options as Arata Road will be under construction. The Council requested more candy for the parade as well. Dirks stated that he is happy to provide more candy for the parade, but the MCSO will be very concerned about tossing candy on surface streets. Sloan stated that as a driver, it was unnerving having kids run around the street collecting candy. Dirks stated that we will work on having a parade that provides an opportunity for the Council to hand out candy, while being safe for spectators.

The Council thanked Dirks for his work on the event.

DISCUSSION: EVENT OUTREACH AND ENGAGEMENT

Dirks presented the discussion, and stated that this is an effort to put together a package that would enable greater participation and support of the City's events and activities by the City's business community. Dirks stated that the City hosts six main events a year, and has a budget of \$23,000 to put them on. Dirks explained that financial sponsorship had averaged about \$6,000 for the past couple of years, until last year's donations dropped to \$2,500. That was the result of losing two main sponsors. In-kind support and donations have remained consistent though. Dirks stated that staff used to make annual presentations to potential business sponsors, but the last main effort was in 2012. Dirks explained that the current practice is to reach out to businesses that regularly support an event, and ask for a specific donation.

Dirks stated that it is time to change the current practice, and develop a comprehensive outreach program for city and area businesses and organizations. Dirks explained that a lot of communities put together a formal sponsorship program with specific levels of support and a set amount of advertising. Dirks presented examples from other communities.

Dirks stated that staff would like to develop a similar approach that informs and encourages businesses to support City events. Dirks explained that the program would provide a listing of events and needs, and would recognize both cash and in-kind contributions. Dirks stated that staff would work on the development of the plan in August, and we could roll out the plan in September or October.

Dirks asked if there were any questions. The Council asked about how specific the program will be in terms of sponsorship recognition. Dirks stated that we are not planning to put anything too specific in the plan to enable the maximum amount of flexibility.

Upon motion by Nissen, seconded by Mark Clark and passing 5-0, the development of an events engagement guide was approved.

FOG PROGRAM INCENTIVE PROPOSAL

Sloan presented the report, and explained that this all started from a pump being clogged with fats, oils, and grease. Sloan stated that City crews then discovered a local restaurant had not had its grease trap cleaned, and there were other service restaurants that could have also been contributing to the problem. Sloan explained that in the past, the City would handle the issue by cleaning hot spot locations on a regular cycle. Sloan stated that we want to put together a more comprehensive program to reduce FOG in the system, while providing an incentive for businesses to install a grease trap.

Sloan stated that the City has scrapers and can lids for residential users, but there are a few businesses that were not required to install a grease trap when they were developed, but now are. Sloan explained that this incentive program would help provide funds for the installation of those devices. Sloan stated that this program is based off of Gresham's program, but at a smaller scale. Sloan stated that the proposed program would provide a grant of \$500 to a qualifying business.

Nissen asked how many businesses in the City need to install a trap. Sloan stated that staff has identified three, but there could be a few more locations. Tim Clark asked if any of those businesses have asked for assistance. Sloan stated that they have not, but staff has not informed them of the mandate yet. Sloan explained that staff wanted to wait to see if an incentive program would be available, and then start with where the locations that could be contributing the most grease.

Harden asked about the restaurant that had the overflowing grease trap. Sloan stated that there were records that indicated the trap had been cleaned, but that was not the case when it was inspected. Sloan stated that staff now receives notifications when traps are cleaned within the City. Harden asked how would the three or so businesses who need traps be informed of that requirement. Sloan stated that he would prefer to take a softer approach at first and see how they respond.

Tim Clark stated that he is not concerned with the upfront costs to install a trap, but the ongoing maintenance costs. Harden stated that if they do not do it, the City has to pay to clean the sewer lines, so it should be a cost of doing business for them. Sloan stated that this is not about whether or not the traps are needed, they are needed. This is about offering an incentive to help offset the costs. Tim Clark stated that he would prefer to know if an incentive is needed because some people may just install the trap because it is required. Peterson stated that if the City is going to offer an incentive, it should be offered openly to those who qualify, not just those who complain.

Smith asked if the incentive could be based on need? Harden asked if it could be based on what type of trap is needed? Peterson stated that those things can be done, and staff's intent was to use Gresham's program, which included two types of traps and the incentive was based on which trap was needed. Peterson stated that it is less complicated, and easier to monitor. Peterson explained that we also do not need to have an incentive program.

Tim Clark stated that he is still concerned that this may be more of an educational need, and not a financial need. Tim Clark explained that he would like to know if this is a money issue before we give out free money. Peterson explained that this is all based on the Gresham program and their experience. Peterson explained that Gresham was having a lot of difficulties getting compliance until they offered an incentive. Harden stated that these programs exist as a way to gain compliance.

Upon motion by Harden, seconded by Mark Clark and passing 5-0, the City Council approved a FOG incentive program.

PUBLIC WORKS DIRECTOR'S REPORT

Sloan presented the report and stated that the sewer maintenance road is complete, and there is now open access to inspect and maintain that section of the City's sewer system. Sloan stated that the Wood Village Green water line and fire hydrant project is also complete. That project went really well, and we were able to loop our system and add fire hydrants to the park. Harden asked if the owner will expand the fire hydrant system. Sloan explained that the owner will probably not expand the system even after several price discounts for the design and construction.

Sloan stated that the Stanley Street project is complete, but the mix of asphalt was not what the specifications required, so we are looking at next steps to resolve that issue. Sloan stated that it is a high quality road, and a great project. Tim Clark asked about the asphalt mix. Sloan stated that it was a softer mix at first, but over time it should not be an issue.

Sloan stated that the Wood Village Baptist Church irrigation meter relocation has been completed as well. This project was done by City crews in advance of the Arata Road construction project. Sloan stated that the reservoir one booster station decommissioning project is still on hold as we wait for PGE to remove power from that site. Once that is done we can move forward on that project.

The Council thanked Sloan for the report.

FINANCE DIRECTOR'S REPORT

Minter presented the report and stated that the May and June reports are in the packet. Minter stated that all expenses were under budget, and some revenues were over budget for this last fiscal year. Minter stated that as of July 1st, we will be receiving 1.45% interest on our investments. Minter explained that interest has increased to a point that in one month we received more interest income than all of 2009.

Minter stated that all the budget filings have been completed, and the preliminary audit was completed in half the expected time. Minter explained that there were no issues or findings, and the final review will be in September, with the final report in November.

The Council thanked Minter for the report and her work.

CITY MANAGER'S REPORT

Peterson presented the report and stated that the Council Calendar is in the packet. Peterson stated that staff met with the labors' union and a deal was done in about 20 minutes. Peterson stated that the plan was accepted as authorized by the City Council.

MAYOR AND COUNCIL REPORTS

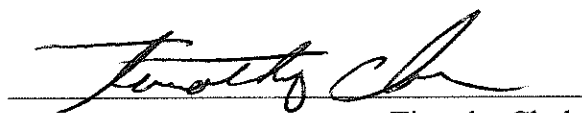
Tim Clark stated that the Mayor’s Consortium was about the legislative updates. Tim Clark explained that there is also a new study for Tri-Met, and using emergency lanes for bus travel. Tri-Met’s low income fare program also starts in 2019. Tim Clark stated that the Regional Transportation Plan project list was submitted, and he was happy with the final list. Tim Clark explained that House Bill 2017-10 was passed in July, which is the largest transportation bill in Oregon’s history. Tim Clark explained that the City will receive more gas tax revenue as a result. Tim Clark stated that the League of Oregon Cities conference is in Portland this year, and asked if the Councilors could at least attend the opening day sessions.

Mark Clark stated that there has been a lot going on at the airport’s citizen noise advisory committee. Mark Clark explained that the continuous overhead approach is being conducted, but there have been issue with fighter jets. Mark Clark stated that us all being worked out. Mark Clark explained that while Portland uses the performance based navigation system, it is the only airport that uses it. Mark Clark stated that it is a great new system that enables plans to fly more efficiently, and at higher levels during an approach.

Nissen stated that he wanted to thank staff for all the work at the Nite Out event. Smith stated that there was a neighborhood watch meeting, but there is nothing to report from it. Harden stated that the MHCRC met to discuss the lawsuit that was dismissed. Even though the lawsuit was dismissed, the MHCRC was not able to give out any tech smart initiative grants that had been approved, so Centennial will have to wait until next year.

ADJOURN

With no further business coming before the Council, the Council adjourned at 8:35pm.



Timothy Clark
Mayor

7-14-17
Date

ATTEST:


Greg Dirks: City Recorder