

**REGULAR MEETING OF THE
WOOD VILLAGE CITY COUNCIL
May 11, 2017
AGENDA**

6:00 P.M. PLEDGE OF ALLEGIANCE

1. Citizen Comments (non-agenda items)
2. Public Safety Report (MCSO)
3. [Consent Calendar:](#)
 - a. Review of bills paid in April, 2017
 - b. Contracts \$2,500 - \$50,000
 - FEI Portland Waterworks – Meter Stock: \$2,520.73
 - c. Council Minutes:
 - April 11, 2017
 - April 25, 2017
4. [Resolution 14-2017: Stanley Street Reconstruction Bid Award](#)
5. [Proclamation: Public Works Week](#)
6. [Discussion: Aerial Photography](#)

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.

Workshop: Training Session: City Council Tablets and Xodo Program

**NEXT MEETING:
City Council: May 23, 2017**



CITY OF WOOD VILLAGE

Check Report

By Check Number

Date Range: 04/01/2017 - 04/30/2017

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP River-AP Riverview Bank						
1410	AS&P BILLING SERVICES CORP	04/06/2017	Regular	0.00	235.00	21549
0330	BURNS FEED STORE, INC	04/06/2017	Regular	0.00	333.98	21550
10033	CHR CREATIVE	04/06/2017	Regular	0.00	540.00	21551
0505	CITY OF FAIRVIEW	04/06/2017	Regular	0.00	63.92	21552
0630	CONNELLPC ASSOCIATES, INC	04/06/2017	Regular	0.00	1,432.65	21553
0770	DCBS-FISCAL SERVICES	04/06/2017	Regular	0.00	876.94	21554
1236	GREATER PORTLAND INC	04/06/2017	Regular	0.00	375.00	21555
0841	GREG F DIRKS	04/06/2017	Regular	0.00	220.00	21556
1429	JOHN DEERE FINANCIAL	04/06/2017	Regular	0.00	27.18	21557
1448	KELLER ASSOCIATES, INC	04/06/2017	Regular	0.00	1,550.00	21558
1571	LOWES COMPANIES, INC	04/06/2017	Regular	0.00	407.25	21559
	Void	04/06/2017	Regular	0.00	0.00	21560
10122	NET ASSETS	04/06/2017	Regular	0.00	62.00	21561
2020	ONE CALL CONCEPTS, INC	04/06/2017	Regular	0.00	34.65	21562
2210	PARKROSE HARDWARE	04/06/2017	Regular	0.00	22.96	21563
2236	PETTY CASH	04/06/2017	Regular	0.00	214.65	21564
10011	PIXIS LABS, LLC	04/06/2017	Regular	0.00	111.60	21565
2250	PLATT ELECTRIC SUPPLY, INC	04/06/2017	Regular	0.00	78.48	21566
2569	RODDA PAINT	04/06/2017	Regular	0.00	20.86	21567
10121	RR LANDSCAPE INC	04/06/2017	Regular	0.00	152.89	21568
10025	STREET DECOR INC	04/06/2017	Regular	0.00	5,702.60	21569
2821	TELOG INSTRUMENTS INC	04/06/2017	Regular	0.00	1,249.00	21570
0970	ADVANCE AUTO PARTS	04/13/2017	Regular	0.00	86.33	21571
0087	ALLWOOD RECYCLERS	04/13/2017	Regular	0.00	84.00	21572
10033	CHR CREATIVE	04/13/2017	Regular	0.00	270.00	21573
0510	CITY OF GRESHAM	04/13/2017	Regular	0.00	29,167.16	21574
0635	CONSOLIDATED ELECT. DIST., INC	04/13/2017	Regular	0.00	200.76	21575
1056	FIERCE THOUGHT	04/13/2017	Regular	0.00	110.00	21576
1200	GLOBAL NETWORK SUPPORT INC.	04/13/2017	Regular	0.00	1,520.00	21577
2996	GO HEALTH URGENT CARE	04/13/2017	Regular	0.00	422.00	21578
1235	GRESHAM FORD	04/13/2017	Regular	0.00	1,278.14	21579
1290	HACH COMPANY	04/13/2017	Regular	0.00	459.19	21580
1303	HARBOR FREIGHT TOOLS	04/13/2017	Regular	0.00	16.98	21581
10095	KELLY MARLIN	04/13/2017	Regular	0.00	18.00	21582
0960	KIP EDGLEY	04/13/2017	Regular	0.00	2,880.00	21583
10123	LOOP HI-WAY TOWING	04/13/2017	Regular	0.00	72.00	21584
1643	MEASUREMENT SPECIALTIES, INC	04/13/2017	Regular	0.00	959.52	21585
10002	MEASURE-TECH INC	04/13/2017	Regular	0.00	574.25	21586
2202	PAPE MACHINERY EXCHANGE	04/13/2017	Regular	0.00	9.80	21587
2209	PARKIN ELECTRIC	04/13/2017	Regular	0.00	620.47	21588
10124	ANTHONY AIVALIOTIS	04/20/2017	Regular	0.00	69.14	21594
0520	CITY OF GRESHAM	04/20/2017	Regular	0.00	1,181.25	21595
0638	COPYTRONIX	04/20/2017	Regular	0.00	2,038.21	21596
10126	CRISTY LITTLE	04/20/2017	Regular	0.00	103.52	21597
10125	EMERY & SONS CONSTRUCTION GROUP	04/20/2017	Regular	0.00	205,605.65	21598
10120	MESHER SUPPLY	04/20/2017	Regular	0.00	490.90	21599
1790	MULTNOMAH COUNTY SHERIFF'S OFF	04/20/2017	Regular	0.00	101,362.75	21600
0810	OREGON DEPT OF ENVIRONMENTAL QUALITY	04/20/2017	Regular	0.00	875.00	21601
2245	PITNEY BOWES/RESERVE ACCOUNT	04/20/2017	Regular	0.00	500.00	21602
2350	POSTMASTER	04/20/2017	Regular	0.00	725.00	21603
2704	STERICYCLE COMMUNICATION SOLUTIONS	04/20/2017	Regular	0.00	61.07	21604
	Void	04/21/2017	Regular	0.00	0.00	21605
3005	WALMART COMMUNITY	04/20/2017	Regular	0.00	1,071.23	21606
0081	AFLAC	04/26/2017	Regular	0.00	243.73	21607

Check Report

Date Range: 04/01/2017 - 04/30/2017

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0637	CONST & GEN LABORERS' UNION LOCAL 737	04/26/2017	Regular	0.00	148.00	21608
0431	76 FOODMART	04/27/2017	Regular	0.00	62.76	21609
10065	AAA OREGON	04/27/2017	Regular	0.00	50.00	21610
0579	COLUMBIA PEST CONTROL	04/27/2017	Regular	0.00	65.00	21611
1049	FEI PORTLAND WATERWORKS #3011	04/27/2017	Regular	0.00	487.87	21612
1054	FIRWOOD DESIGN GROUP, LLC	04/27/2017	Regular	0.00	5,624.07	21613
10127	MISSION COMMUNICATIONS LLC	04/27/2017	Regular	0.00	563.40	21614
1760	MOEN MACHINERY COMPANY	04/27/2017	Regular	0.00	39.18	21615
1775	MULTNOMAH CO.TREASURY	04/27/2017	Regular	0.00	7,488.18	21616
1910	NOLAN'S TIRE FACTORY	04/27/2017	Regular	0.00	39.55	21617
0810	OREGON DEPT OF ENVIRONMENTAL QUALITY	04/27/2017	Regular	0.00	160.00	21618
2222	PAVEMENT MAINTENANCE, INC	04/27/2017	Regular	0.00	490.00	21619
10011	PIXIS LABS, LLC	04/27/2017	Regular	0.00	99.40	21620
1049	FEI PORTLAND WATERWORKS #3011	04/06/2017	Bank Draft	0.00	772.95	DFT0000455
1120	FRONTIER	04/06/2017	Bank Draft	0.00	89.99	DFT0000456
1120	FRONTIER	04/12/2017	Bank Draft	0.00	40.28	DFT0000458
2270	PGE	04/13/2017	Bank Draft	0.00	29.46	DFT0000459
2270	PGE	04/13/2017	Bank Draft	0.00	29.78	DFT0000460
2270	PGE	04/13/2017	Bank Draft	0.00	130.04	DFT0000461
1120	FRONTIER	04/13/2017	Bank Draft	0.00	26.93	DFT0000462
0170	AT & T MOBILITY	04/13/2017	Bank Draft	0.00	356.08	DFT0000463
2270	PGE	04/13/2017	Bank Draft	0.00	543.53	DFT0000464
2270	PGE	04/13/2017	Bank Draft	0.00	25.67	DFT0000465
2270	PGE	04/13/2017	Bank Draft	0.00	25.92	DFT0000466
2270	PGE	04/13/2017	Bank Draft	0.00	915.44	DFT0000467
2270	PGE	04/13/2017	Bank Draft	0.00	18.31	DFT0000468
2270	PGE	04/13/2017	Bank Draft	0.00	16.74	DFT0000469
2270	PGE	04/13/2017	Bank Draft	0.00	1,152.08	DFT0000470
2270	PGE	04/13/2017	Bank Draft	0.00	245.30	DFT0000471
2270	PGE	04/13/2017	Bank Draft	0.00	379.78	DFT0000472
2270	PGE	04/13/2017	Bank Draft	0.00	1,401.40	DFT0000473
2270	PGE	04/13/2017	Bank Draft	0.00	18.75	DFT0000474
2270	PGE	04/13/2017	Bank Draft	0.00	3,250.42	DFT0000475
1390	INTEGRA TELECOM	04/20/2017	Bank Draft	0.00	599.74	DFT0000476
2942	TYLER TECHNOLOGIES INC	04/20/2017	Bank Draft	0.00	14.80	DFT0000477
2153	OREGON DEPT OF JUSTICE	04/30/2017	Bank Draft	0.00	600.00	DFT0000479
0920	CIS TRUST	04/26/2017	Bank Draft	0.00	16,140.06	DFT0000480
1880	NATIONWIDE RETIREMENT SOL.	04/26/2017	Bank Draft	0.00	750.00	DFT0000481
2200	OREGON PERS	04/26/2017	Bank Draft	0.00	13,938.41	DFT0000482
1120	FRONTIER	04/27/2017	Bank Draft	0.00	47.08	DFT0000483
1710	MILLER NASH GRAHAM & DUNN LLP	04/27/2017	Bank Draft	0.00	924.00	DFT0000484
1920	NW NATURAL	04/27/2017	Bank Draft	0.00	99.53	DFT0000485
1920	NW NATURAL	04/27/2017	Bank Draft	0.00	202.70	DFT0000486
1920	NW NATURAL	04/27/2017	Bank Draft	0.00	222.96	DFT0000487
10108	RIVERVIEW CC - FD	04/27/2017	Bank Draft	0.00	647.00	DFT0000488
10109	RIVERVIEW CC - HR	04/27/2017	Bank Draft	0.00	4,992.99	DFT0000489
10110	RIVERVIEW CC - PW	04/27/2017	Bank Draft	0.00	1,326.97	DFT0000490

Bank Code AP River Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	107	65	0.00	382,105.07
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	0.00
Bank Drafts	76	34	0.00	49,975.09
EFT's	0	0	0.00	0.00
	183	101	0.00	432,080.16

Fund Summary

Fund	Name	Period	Amount
01	POOLED CASH FUND	4/2017	432,080.16
			<u>432,080.16</u>

**MEETING OF THE
WOOD VILLAGE CITY COUNCIL
April 11, 2017
MINUTES**

PRESENT: 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: Mayor Tim Clark.

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

CITIZEN COMMENTS (NON-AGENDA ITEMS)

Judy Trent of 24203 NE Oregon Street stated that she is here to discuss the parking situation on Oregon Street. Harden stated that item is on the agenda for a discussion later in the meeting.

PUBLIC SAFETY REPORT

Chief Deputy Jason Gates with the Multnomah County Sheriff's Office presented the report. Gates stated that in March there was a slight increase in welfare checks and suspicious vehicle calls. Gates stated that the Sheriff's Office has repurposed the Warrant Strike Team to be the HOPE Team which focuses on the homelessness in the area. Gates stated that one of the first focus areas will be south of the City's park. Gates explained that Friday is set to be the cleanup day for that site which includes a few different camps.

Gates stated that the overall trend line continues to go down, and in March there were 38 priority 1 and 2 calls. Gates explained that is about average. There were also 154 non-emergency calls which is a bit higher than average. Gates stated that response times for priority 1 and 2 calls was below the yearly average time. Gates stated that there was a total of 178 hours of service provided to the City in March.

Gates stated that there is also a report on the quarterly traffic crash data. Gates explained that the highest rate of traffic collisions occurs on Sunday evenings between 5 and 6pm. Gates stated that the major areas of concern continue to be main intersections such as 223rd and Glisan, 238th and Sandy, and the on and off ramps. Gates explained that it is all about the high-volume of traffic that is moving through the area.

*Condit arrived at 6:10pm.

Mark Clark stated that he is noticing a lot more Troutdale Police cars in the area, and if that was due to the merger. Gates stated that all Troutdale cars are County cars as part of the contract for service. Gates stated that he has also been contacted regarding the parking issues on Oregon Street, and they have been conducting additional patrols in that area to look for violations. Gates explained that he does not have any information if there have been any citations issued though.

The Council thanked Gates for his report and service.

CONSENT CALENDAR:

- a. Review of bills paid in March, 2017
- b. Contracts \$2,500 - \$50,000
 - Street Décor Inc. – Banners: \$5,630
 - NW Arbor Culture – Hazardous Tree Removal: \$2,950
- c. Council Minutes:
 - March 14, 2017
 - March 30, 2017

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

RESOLUTION 9-2017: MHCRC BUDGET REVIEW AND APPROVAL

Harden presented the report and stated that Ann Goldenberg and Julie Omelchuck from the MHCRC are here as well. Harden stated that the MHCRC is a multi-city organization for the oversight, enforcement, and management of benefits for cable franchise agreements. Harden explained that he is the City's representative on the board. Harden stated that the annual report has been released and highlights the main achievements for the year. Harden explained that the MHCRC has been taking a hard look at the public benefits provided by cable franchise providers. This includes high speed broadband for libraries and schools, as well as ensuring digital equity in cities. Harden stated that the MHCRC provides grants to schools through the Tech Smart Initiative, and the Reynolds School District has received a \$1.3 million grant to aid in 6th grade math outcomes.

Harden stated that there is also a competitive community grant round which has about \$1.6 million in matching funds for local projects. Harden explained that future initiatives include affordable broadband, maintaining the current service delivery model, ensuring local control over right of ways, and protecting consumers and cities. Harden stated that the MHCRC is responsible for developing a budget for these initiatives and programs, and the cities have to approve the annual budget. Harden stated that the budget report is also in the packet.

Harden asked if there were any questions. There were no questions. Smith stated that she is happy with the work from the MHCRC

Upon motion by Nissen, seconded by Smith and passing 4-0, Resolution 9-2017 approving the FY 2017-18 MHCRC budget was approved.

DISCUSSION: PARKING ON OREGON ST.

Peterson presented the discussion and stated that this deals with parking on Oregon Street which came to the Council's attention at the last meeting. Peterson stated that several residents came to the last meeting regarding parking difficulties and other issues on that street. Peterson presented an aerial photo of the area, as well as photos of the current parking condition. Peterson stated that the volume of parking varies by day and time, and there is a lot of parking going on near the adjacent commercial development. Peterson explained that the commercial center is doing very well which has increased the parking demand. Peterson stated that the residents expressed a desire to limit parking to residents only. Peterson explained that the City can regulate a lot of things regarding parking, but it cannot be limited by character or type such as residential only. Peterson stated that even with a permit system you cannot limit who can purchase a permit.

Peterson stated that Oregon Street is one of the widest streets in the City at 32 feet wide. Peterson explained that when there are cars parked on both sides of the street there is only about 16 feet of travel lane available which can feel narrow when there are cars coming in both directions. Peterson stated that residents had indicated that there is some difficulty turning onto Oregon Street from 238th when cars are parked near the intersection. Peterson explained that there is some line of sight concerns at that location especially turning onto 238th from Oregon Street. Peterson stated that we can prohibit parking for the first 20 feet at the intersections to help ensure that there is enough room and sight clearance to get in and out of the street.

Peterson explained that he put together a series of options that the Council can consider along with any comments from the public. Peterson stated that the first option would eliminate parking along a portion of the roadway. That would maximize the street and would be much easier to enforce compared to a permit system. The downside is that it would eliminate parking for all users. Peterson explained that we are also not in the parking enforcement business, and we have to rely on the Sheriff's Office for enforcement. Parking issues do not rise to a high level, so it could be 30-60 minutes before we would get a response.

Peterson stated that another option is to limit parking for a certain number of hours. Peterson explained that helps turn over parking spaces, but we again run into enforcement issues. Peterson stated that it also just takes minor movement to start the clock over again. Peterson stated that we could use a permit system, and that has been used for part of Shea Lane. Peterson

explained that this is a workable approach, but you cannot limit who can buy a permit. Peterson stated that the final option is to utilize street markings to designate no parking areas. Peterson explained that the City does not have the equipment to mark curbs, but we can borrow the tools if needed. Peterson stated that we can paint the 20-30 feet from the intersection as well as a couple of feet on either side of driveways and mailboxes. That would at least provide some guidance on where not to park.

Peterson stated that those are the options, and staff is looking for direction.

Harden opened the floor for public comment.

Jack Krewson of 24223 NE Oregon stated that he would like to reiterate what he said at the last meeting regarding the safety of people on Oregon Street. Krewson stated that there are small children in the area and he does not want to see anyone get hurt because of all the cars parked on the street. Krewson stated that as a homeowner he feels that he is subsidizing the parking for the adjacent commercial area, and does not think that is right. Krewson stated that he does not want to infringe on their rights, but also does not want his property values to decline because of the parking and roadway issues.

Smith asked which option he would prefer. Krewson stated that he would be in favor of limiting parking. Right now, guests are unable to park in front of his home. Smith asked what time limits he would prefer. Krewson stated that he is not sure, and there is no easy answer for which solution would be best.

Judy Trent of 24203 NE Oregon Street stated that she sees a lot of illegal parking on Oregon Street, and it has become hazardous turning onto Oregon Street from 238th because you never know how many cars will be at that intersection. Trent stated that people park wherever, and do not care about the neighbors. Trent stated that eliminating parking altogether is not feasible, and a permit system would not be much better. Trent stated that we do not want to spend a lot of tax dollars on this issue, and the solution can probably be something simple. Trent stated that she is in favor of painting the curbs to see how that will work, and thanked the Council for their time.

Tip Hanslik stated that he owns a shop in the adjacent commercial area, and agreed with the residents that something needs to be done. Hanslik stated that he would be upset as well if someone blocked his mailbox or driveway. Hanslik stated that he is in favor of doing educational outreach to the businesses in the shopping center about the parking issues as well as painting the curbs. Hanslik stated that the parking next to the commercial center has not been an issues for the past seven years, but there has been additional parking pressure as the center has been filled. Hanslik stated that the business representatives in the center want to be good neighbors and help create a solution.

Katie McAllister of 24002 NE Oregon Street stated that she has lived at her home for over 17 years, and this is the most cars she has ever seen on the street. McAllister stated that maybe some of the shoppers could park at the shopping center on the other side of 238th and walk over.

Jim Hartner stated that he is part of the ownership group that owns the commercial center. Hartner stated that he appreciates the comments from the neighbors and he wants to be a good neighbor as well. Hartner stated that he has talked with the business representatives and asked that employees take their smoking break adjacent to Glisan, not Oregon Street. Hartner stated that they developed this site over 17 years ago, and while there were concerns about the development none of them were about parking. Hartner stated that painting the curbs near driveways and mailboxes could make a big improvement, and appreciated the time that the City has spent on this issue.

Harden closed the floor to public comment.

Nissen stated that it seems less invasive to paint the curbs and see how that goes. It would also help the situation turning onto and off of 238th from Oregon Street. Mark Clark agreed and stated that he is also leaning towards painting the curbs. If that does not work we can then look at other options. Smith agreed. Harden asked what the distances will be. Peterson stated that we will follow the manual on traffic control devices.

The Council directed staff to paint curbs along Oregon Street to indicate where parking is prohibited.

ORDINANCE 4-2017: SIGN CODE UPDATE

Peterson presented the ordinance and stated that this project began with issues that involved the signage at a local store. When the City attempted to enforce the sign code, the owner of that facility presented information about other sign code violations in the City. Peterson explained that we could have still enforced the code against that business, but instead we looked at revising and updating the code. Peterson stated that we will discuss the criteria for the revisions, review the summary of changes, and provide the findings of fact needed for approval.

Peterson stated that the main criteria are state goals 1 and 9 regarding public involvement and economic development. Peterson stated that updating the sign code was included in the 2016/17 Annual Performance Plan. The City hired a graduate intern from Portland state to work on the project. The intern did an analysis of all the signs currently in the City by character and type, and provided a draft set of recommendations based off of best practices. Peterson explained that information was presented to the Council and Planning Commission at a workshop which was followed by an open house this past November. Peterson stated that every business received a

hand delivered invitation to the open house, and one business representative attended. Peterson stated that we also placed the information in the City's newsletters as well as our website. Peterson explained that there has been very few inquiries regarding the update, and the Planning Commission took action last week to recommend that the code be adopted.

Peterson stated that the current code prohibits portable signs, roof signs, flashing signs, and electronic signs. Peterson explained that there are also limitations to banners and other wall mounted signs. Peterson stated that there were several sign types that were not included in the current code, but several new types have been added to either be regulated or prohibited.

Peterson presented a graphic of businesses that meet the current code. Peterson explained that the updated code includes standards for banners, a-frames, feather banners, and inflatable signs. Peterson stated that directory signs were also revised to allow them to expand as a center grows, and electronic signs were also enabled. Peterson stated that the code format was also optimized by zoning type.

Peterson stated that businesses will be permitted one banner up to 32 square feet, and it must be attached to a permanent structure. Peterson explained that field posts and wire do not count as a permanent structure. There will also be a one-time permit fee of \$20. Peterson stated that there is no time limit for the banner, and it can be up as long as it is in good condition. Peterson stated that the code will enable feather banners, a-frames, and inflatable signs, and a business may have two of those three items up at any given time. Peterson stated that we will no longer enforce signs displayed in windows as that proved to be difficult to enforce.

Petersons stated that we are enabling electronic message centers with limitations on brightness and prohibiting flashing, movements, and other distracting graphics. Peterson explained that we worked with the sign industry on creating the regulations to ensure that they are not too bright or distracting to drivers.

Peterson presented a graphic of what a storefront looks like under the current code, and what the same complex could look like under the new code. Peterson stated that while the new code enables more types of signs, it will still be less than what is currently at several stores around the City. Peterson stated that existing permanently mounted non-conforming signs can remain, but all others will have to be removed within 90 days of the code taking affect.

Petersons stated that we have made extensive outreach efforts and opportunities for public comment. Peterson stated that the revised code still enables opportunities for economic activity. Peterson stated that staff has found that all the conditions needed for approval have been met, and those details are in the staff report. The staff recommendation is to adopt the revisions.

Harden opened the floor to public comments.

There were none

Harden closed the floor to public comments.

Upon motion by Nissen, seconded by Mark Clark and passing 4-0, Ordinance 4-2017 amending the City's Sign Code was adopted.

RESOLUTION 12-2017: TWO-CITY RECREATION PROGRAM

Harden moved Resolution 12-2017 up in the agenda to accommodate audience members interested in the topic.

Peterson presented the resolution and stated that it is regarding the adoption of a two-city recreation program. Peterson explained that some of the Council members have been serving on the working group with Fairview, and are fairly familiar with the proposal. Peterson stated that this effort started about a year and a half ago, and was originally designed as a three-city program but Troutdale did not have any interest. The City and Fairview continued to work on the program, and hired a Resident Fellow at PSU to conduct an analysis and proposal. Both documents are included in the packet.

Peterson explained that the final report provides a detailed survey and data on participation levels and recreational needs in the area. The report also includes a fairly significant component on the recreational programs offered in other areas. Peterson stated that there was a community meeting on March 6th, and the main participants were those that could be potential users of a program and expressed their desire for an affordable recreational program. Peterson stated that there was then a joint session with the Fairview City Council, and that Council raised some questions that have also been included in the staff report. Peterson explained that the oversight board membership has been reduced from 11 to 7 members.

Peterson stated that one of the main questions and concerns raised at the joint session was the ability to raise funds for the program. Peterson explained that Mayor Tosterud has indicated that he will lead that effort, but support could be difficult at first. Peterson stated that the Fairview City Council voted on the item last week and it was approved in a 6-1 vote. Peterson stated that specifically, Fairview authorized a three-year commitment to the program.

Peterson stated that the estimated annual cost is \$133,000 to \$145,000 offset by revenues. The allocation is split 60-40, which was not done based on population but rather the financial assistance that is estimated will be needed for the City's residents. Peterson stated that the City's cost will be \$45,716 next year, with a total cost of about \$132,000 for all three years.

Harden asked about the motion, and if another motion is needed to work with the school district to create an agreement to use some of their facilities. Peterson stated that if created, the recreation board will be a separate 190 entity that will handle the operations and agreements with the various partners. Condit stated that is a fairly common approach, and the agreement will be an IGE.

Upon motion by Smith, seconded by Mark Clark and passing 4-0, Resolution 12-2017 approving a two-city recreation program with funding for the current fiscal year was approved.

RESOLUTION 10-2017: 2017-18 ANNUAL PERFORMANCE PLAN ADOPTION

Peterson presented the resolution and stated that this is an opportunity to discuss the projects and priorities for the upcoming year. Peterson stated that the Council met earlier this year to review and affirm the seven City goals, and the Annual Performance Plan takes those goals and outlines projects to help achieve the goals. The City Manager is held accountable by the City Council for the completion of the APP every year.

Peterson presented a summary of the projects as well as the projected timeline for completion. Peterson stated that the community engagement strategies is a broad term, and the specific project has yet to be identified so additional consideration will be needed for that item. Peterson stated that the housing analysis has a very specific process that is time consuming and potentially expensive. The analysis is needed if the Council wants to take a look at affordable housing options.

Peterson stated that there is low water pressure at both Treehill and Cotton Wood. Peterson explained that representatives from Treehill made it clear that they are not interested in increasing pressure, but it is needed and wanted at Cotton Wood. Peterson stated that this project would create a new pressure zone and system just for Cotton Wood. Peterson stated that it is still a relatively expensive project that will serve less people, but it does solve a critical water pressure issue. Peterson stated that in general, what gets accomplished every day in the City is not in the plan. The APP is designed to take up about 20% of time, and is focused on specific projects and outcomes.

Upon motion by Mark Clark, seconded by Smith and passing 4-0, Resolution 10-2017 adopting the 2017-18 Annual Performance Plan was approved.

RESOLUTION 11-2017: ESTABLISHING ELECTRONIC PAYMENT EXCEPTIONS TO TWO SIGNATURE CHECKS

Peterson presented the resolution and stated that the City's internal controls are designed and maintained by the Finance Director and himself. Peterson explained that two signatures on checks provides some basic internal control, but it is not mandatory. Peterson stated that the

payroll checks do not have two signatures because they are all done electronically. Peterson stated that we would like to take advantage a new GFOA guideline to reduce costs by utilizing electric payment transfers when possible. Peterson stated that the specific recommendation is the use of a voucher authorization which is still an acceptable form of internal controls. Peterson explained that he discussed this item with the Mayor, and Mayor Clark indicated that he wanted it to be a Council decision.

Smith stated that she does not have a problem with this approach as long as they still receive the monthly reports. Mark Clark asked how much time or resource will this change save. Minter stated that it would not save a lot of time, but it would save on costs related to checks and postage.

Upon motion by Smith, seconded by Nissen and passing 4-0, Resolution 11-2017 authorizing electronic payment exceptions to two signatures was approved.

ADJOURN

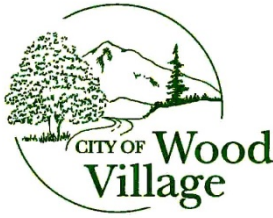
With no further business coming before the Council, the Council adjourned at 7:55pm.

Timothy Clark
Mayor

Date

ATTEST:

Greg Dirks: City Recorder



City of Wood Village –Stanley St./Holt Ct. Reconstruction
City Council Agenda Item Staff Report

Meeting Date: May 11, 2017

TO: Mayor Clark and Members of the Wood Village City Council

FROM: Bill Peterson, City Manager

Authored by: Scott Sloan, Public Works Director

DATE: May 11, 2017

SUBJECT: Resolution 14-2017 Stanley St./Holt Ct. Reconstruction Contract Award

Requested Council Action

We request adoption of Resolution 14-2017 authorizing a contract with Tapani Construction for the construction of the Stanley St./Holt Ct. Reconstruction project.

Background

2016-17 as Goal 3 of the APP list of projects Stanley St. and Holt Ct. were selected for resurfacing with a complete waterline replacement and incidental storm and sanitary spot repairs.

Because of severe asphalt structural failure of portions of Stanley St. and Holt Ct., the City hired the engineering services of Firwood Design Group in Troutdale for the determination of the extent of the failures and how to most cost effectively remedy the problems. Additionally, the City has had video inspections of both the storm lines and sanitary sewer lines to determine the extent, if any of repairs that can be made at the same time as when the street is open. The 6" steel waterline in both streets will be removed and replaced with 8" ductile iron for further longevity.

The scope of work for the project includes both full street section removal, and overlays, along with utility rejuvenation. The areas of roadway deemed severely damaged, an area at the terminus of 237th and Stanley and the intersection of 236th and Stanley, will be completely removed. The remaining street sections on both streets will receive an overlay.

On May 4th the City received four bids from contractors, Emery & Sons, BRX, Pacific Rim Construction and Tapani Construction. The four bids were found to be responsible with Tier 1 contractors being received prior to the two hour time limit. The four bids were opened and read publicly that date. The bids also included not only the itemized base bid but an alternate bid for the installation of a new catch basin and the accompanying pipe necessary to connect to the existing storm line.

The four bids were:	Base Bid	Combined Bid
Emery & Sons	\$192,578.25	\$206,228.25
BRX	\$229,008.00	\$238,433/00
Pacific Rim Construction	\$210,243.10	\$220,610.60
Tapani Construction	\$195,106.50	\$205,331.50

The bids indicate a very competitive construction environment and extremely close to the Engineer's Estimate of \$193,645.00 and \$200,695 respectively, or less than 3% differential. This bid tabulation also points out the fact that if a reduction of scope, the storm drain element, was to be considered, the winning bid would be awarded to Emery & Sons. We recommend instead the award of the entire project, inclusive of this storm water improvement, to Tapani Construction.

Financing and Total Project Contracts

Funding is from the Streets, Sanitary Sewer and Water. The City budgeted \$325,000 for engineering, waterline replacement and surface restoration. (Street Fund \$220,000, Water Fund \$55,000; Sewer \$50,000) Firwood's contract for design, contract administration and inspections services was \$32,481.00. There were also video inspections of the sanitary sewer line and storm lines to isolate those locations where repairs would be necessary. Those amounted to an additional cost of \$2,047.50. The total project estimate is as follows:

Stanley Street/Holt Court Street Rejuvenation and Utility Restoration		
Appropriation Sources		
	Street Fund	220,000.00
	Water Fund	55,000.00
	Sewer Fund	50,000.00
Total Available Resource		325,000.00
Project Costs		
	Engineering	32,481.00
	Design Investigations	2,047.50
	Contract Award (Tapani)	205,331.50
	Subtotal	239,860.00
	Contingency 5%	10,266.58
Total Project Cost		250,126.58

Fiscal Impact

To proceed as designed and bid, the project will leave \$74,873.00 in existing appropriations that will not be utilized for the project. These funds will remain in the fund of appropriation and will be available in future years for project investments.

Alternatives

The actions available to the Council include:

1. Adopt the Resolution, authorizing the project to proceed as designed and bid, utilizing existing appropriations.
2. Direct the Resolution to be modified awarding the base project (not including the storm water element) and awarding the contract to Emery & Sons (as low base bid).
3. Move to reject the resolution, delaying the project for this budget year and increase the budget for FY 2017-2018 to accommodate construction costs for this roadway and utility work along with the planned work on Cedar.
4. Reject the Resolution.

Recommendation for Staff to Proceed

It is the recommendation of your staff that the project be authorized to proceed to the signing of the contract with Tapani construction, and a total project budget of \$250,126.58 be authorized.

Suggested Motion

“I move to approve Resolution 14-2017 awarding the Stanley St./Holt Ct. Reconstruction Project contract to Tapani Construction in the amount of \$205,331.50 and authorizing the City Manager to prepare and execute all required documents.”

RESOLUTION 14-2017

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH TAPANI CONSTRUCTION FOR THE RESTORATION AND OVERLAY OF STANLEY STREET/HOLT COURT, INCLUSIVE OF UTILITY IMPROVEMENTS AND STORM WATER IMPROVEMENTS

WHEREAS:

1. The City of Wood Village provided complete documents for a public bid in accord with the statutory requirements provided in Oregon Public Contract law, and
2. Bids were advertised for and accepted on May 4, 2017, at which time they were publically opened and read aloud, and
3. Bid tabulations were evaluated by the City staff and the contracted design engineer (Firwood Design), and
4. The project as bid provides for a base bid for the scope of work, and an alternate to include an additional catch basin and storm line. The intent of the base and alternate was to be able to reduce the scope of work if the project bid exceeded available appropriations, and
5. Total appropriations for the project are \$325,000, with appropriations in the Streets, Water and Sewer Funds for the project, and
6. The City Council is desirous of completing all of the work planned that is within the available appropriations.

NOW THEREFORE, BE IT RESOLVED BY THE WOOD VILLAGE CITY COUNCIL;

Section 1: The project bid for the base construction and the combined bid including storm water improvements submitted by Tapani Construction is the low bid submitted on the project. The City Manager is directed to execute all documents necessary to enter into a contract with Tapani Construction in the combined bid value of \$205,331.50.

Section 2: The Total project budget authorization for this project is \$250,126.58, including design, inspection, and construction cost.

Moved to approve by _____; seconded by _____ and adopted this 11th day of April 2017.

YEAS _____ NAYS _____

Tim Clark, Mayor

ATTEST:

GREG DIRKS; Human Resources/Records

City of Wood Village

Proclamation

Whereas, Public Works services provided in our community are an integral part of our citizens' everyday lives; and

Whereas, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewers, streets and highways, public buildings, and solid waste collection; and

Whereas, the health, safety and comfort of this community greatly depends on these facilities and services; and

Whereas, the quality and effectiveness of these facilities, as well as their planning, design, and construction, are vitally dependent upon the efforts and skill of public works officials; and

Whereas, the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the people's attitude and understanding of the importance of the work they perform,

Now, therefore, I, Timothy Clark, Mayor of the City of Wood Village,
Do hereby proclaim the week of May 21-27, 2017 as

"National Public Works Week"

in The City of Wood Village and I call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions which public works officials make every day to our health, safety, comfort, and quality of life.

Given under my hand and Seal of the
City of Wood Village, Oregon, this 11th day of May, 2017

Timothy Clark: Mayor



City Council Agenda Item Staff Report

Meeting Date: May 11, 2017

TO: Mayor and Councilors

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

DATE: May 3, 2017

SUBJECT: Aerial Photography

Requested Council Action

Review and discuss the information regarding aerial photography options, and provide direction for staff.

Background

Members of the City Council have been interested in having aerial photography at various City events. An option to accomplish this task is with the use of a photography drone. There are several options and price ranges for photography drones, as well as professional services that utilize photography drones. The use of a service often costs more than the cost of a mid-range drone.

Lower-end drones can be purchased for under \$100. These drones are often very small in size, have a limited range of a couple hundred feet, have a flight time of under five-minutes, and cannot fly in wind or breezy conditions. The camera on these drones is often a lower quality of 1MP or less. Mid-range drones are priced from about \$500-\$1,000. These drones are larger in size compared to the lower priced options which allows for a longer range, flight time, and can fly in additional types of weather. In addition, these drones have a better camera with MP of 10-15 and 2k video options, as well as programmable flight options. Higher-end drones cost anywhere from \$1,000 to over \$10,000. These drones are typically used for professional photography and video uses, and are more than what the City would need.

In discussing aerial photography with staff, additional uses include planning related items when a high-resolution aerial photograph is needed, photos of park features and trail locations, and images for the City's website. In general, a drone would be used occasionally similar to our other cameras. The City's insurance provider, CIS, has optional liability coverage for drones which includes liability of up to \$250,000. The cost for coverage is \$750 a year.

Next Steps

If approved, staff will procure a photography drone and obtain the certifications and registration needed to operate the drone. If not approved, staff will continue to utilize online aerial photos for planning, park, and website uses. We will also attempt to find other creative solutions for aerial photographs at events such as the use of the fire department aerial ladder for photographs.

Alternatives

There is an array of options for the Council to select from. These include:

- Do not acquire a drone and utilize other existing options for aerial photos
- Direct that a low or mid-range drone be acquired
- Direct that additional information including more detail on potential uses and liability be provided before making a final decision.

Fiscal Impact

No specific funds have been allocated for this purchase. If approved, staff would recommend a mid-range drone in the \$500-\$1,000 range, with the funding for the acquisition provided from the City Council contingency funds (90.001.63111).

City Goal

The acquisition of a drone would help achieve City Goal 1: A safe, clean, livable community with a sense of pride, quality housing, and strong identity, and City Goal 3: High Quality, Cost Effective Public Utilities, Parks, and Events.

Suggested Motions

Staff recommends a mid-range drone, with the acquisition value near the \$500.00 range, similar to a high quality camera.

I move to authorize the acquisition of an aerial photography platform (drone) in the \$500.00 range, with funding from the City Council fund allocation in the Intergovernmental Service Fund.