

*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  
November 16, 2017  
MINUTES**

**PRESENT:** Mayor Timothy Clark, Council President Scott Harden, Councilors Patricia Smith, Mark Clark, and Bruce Nissen. Attorney James Walker, City Manager Bill Peterson, Finance Director Peggy Minter, Public Works Director Scott Sloan, and interested parties.

**ABSENT:** City Attorney Jeff Condit.

**MAYOR TIMOTHY CLARK CALLED THE MEETING TO ORDER AT 6:00 PM.**

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

There were none.

**PUBLIC SAFETY REPORT**

Chief Deputy Jason Gates presented the report. Gates stated that the most frequent call last month was regarding suspicious vehicles, and that is a good thing. Gates explained that there are no real measures of how reporting suspicious vehicles prevent or deter crime, but it does bring attention to an area. Gates stated that there were no incidents or events that were out of the ordinary this past month. Gates stated that he enjoyed the Pumpkin Fest, and especially enjoyed the involvement of the deputies in the Pumpkin Roll. Gates stated that the annual toy drive will begin the weekend after Thanksgiving at Walmart. Gates asked if there were any questions. There were none.

The Council thanked Gates and the MCSO for their service.

**CONSENT CALENDAR**

- a. Review of bills paid in October, 2017
- b. Contracts \$2,500 - \$50,000
  - Keller \$ Associates – Cotton Wood Water Line Design: \$33,200.00
  - Kip Edgley – SCADA Upgrades - \$11,766.00
  - Knife River – Crushed Gravel for Access Road: \$2,850.17
  - Iron Horse – Shea Lift Station Cleaning: \$3,600.00
  - Graybeard’s Fencing – Ops Fence Expansion: \$3,613.00

- c. Resolution 37-2017 IGA with Troutdale: Municipal Court Services
- d. Committee Appointments: Halsey Community Collaborative Compact
- e. Council Minutes:
  - October 10, 2017
  - October 26, 2017

Upon motion by Harden, seconded by Nissen and passing 5-0, the Consent Calendar was approved.

**PRESENTATION: COMMUNITY MEDIA DAY – METRO EAST COMMUNITY MEDIA**

Martin Jones from Metro East Community Media gave the presentation. Jones stated that he was hear a year ago for the Community Media Day Proclamation, and is here this evening to say thank you and provide an update.

Jones stated that Metro East has been around since 1984, and has been recording the City Council meetings for about three years. Jones stated that project is going well, and has benefited a lot of people. Jones stated that they have also been working with the Reynolds School District to create welcome videos for new students, and they have been created in seven different languages. Jones stated explained that they are currently working on producing three more.

Jones stated that the Community Hotline show had it's 1,000 episode not long ago, and that is a great milestone for any show. Jones stated that the last update is about the Rockwood Raising project, and a satellite location that Metro East has in the new development. Jones stated that they have served over 400 people so far doing educational workshops such as smart phone classes for seniors. Jones stated that an exciting part of the program is that the younger generation is involved with helping the older generation. Jones stated that they hope to expand the program, and are a finalist for a \$100,000 grant.

Tim Clark thanked Jones for all his work in growing and promoting Metro East.

**ORDINANCE 9-2017: WATER LEAK RELIEF PROGRAM**

Peterson presented the staff report, and stated that this is a follow up on the City Council's request to put together a water leak relief program. Peterson stated that this request originated from a homeowner, who received a large bill of nearly \$1,000 due to an underground leak. Peterson stated that the average bill for the resident was \$86.90. Peterson stated that bill was directly related to the water consumption due to the leak, as the sewer bill is a flat fee and not based on consumption.

Peterson presented the current code, and that stated that customers are responsible for the water consumed once it passes through the meter. Peterson stated that staff went through the City's history of leak relief requests, which dealt with sewer relief for water consumed, but did not go to the sewer system. Peterson stated that looking back further, there were a series of leaks in other properties, and no water adjustments were made.

Peterson stated that because single family residents cannot get a sewer relief credit, the bill can be paid in some cases through the hardship donation account. Peterson explained that account was originally established from the council as a way to make adjustments so there would not be a waiver. That account is now funded by staff donations, and we enable customers to access that once a year if needed. Peterson stated that there are about four leak relief requests a year, but there could be many more that just do not come forward. Peterson stated that there could be a number of claims if a policy were developed.

Peterson stated that staff went to a series of different water providers in Oregon and other places such as the AWA, to look at well-structured water relief policies. Peterson stated that all of the utilities that were reviewed provide some kind of adjustment on water. Peterson explained that most of them had a 50% reduction. Peterson stated that 50% was used to capture the marginal cost of producing the water. Peterson stated that there were some that write off the entire excess amount.

Peterson stated that he did some calculations for the full cost of producing water including personnel, depreciation, and the billed consumption is about \$3.36 per 100 cubic feet of water. The marginal cost for power, maintenance, and other service is about \$.50 per 100 cubic feet.

Peterson stated that the policy issues include the applicable user categories. Peterson explained that could apply to just single family, multi-family, or all users. Peterson stated that the staff recommendation is for single family users, because any other user categories have a sewer adjustment provision.

Peterson stated that the other issue is for the type of leak. As written, the policy would apply for service line breaks or breaks in a crawl space. Peterson stated that it would not cover leaky toilets, sinks, or pipes inside the home. Peterson stated that internal leaks in a sink or toilet, go to the sewer, which does create a cost. The staff recommendation is for service lines and leaks in a crawl space.

Peterson stated that the next issue is the time period for adjustments. Peterson stated that a discussion on timelines for adjustments was done some time ago, and that period was set at four months. Peterson explained that rational was used for this policy as well.

Peterson stated that this was drafted to permit one adjustment every two years, and other codes that were reviewed had a similar provision. Peterson explained that the actual adjustment amount being recommended is at the historic usage at the site. Peterson stated that would write-off the bulk of a leak. Peterson stated that this forgoes even the marginal cost of the excess production. Peterson explained that if there were three to four leaks in the 3,000-4,000 cubic feet range, then this policy would not have any real impact on the budget. Peterson stated that would not be the case if other user categories were added, or if there are a lot of leak adjustments made.

Harden asked how long a person has to repair the leak, and if people who wait long periods should still be rewarded with an adjustment. Peterson explained that a person has 21 days to report and repair a leak, but the adjustment can go back for up to four months. Peterson stated that the adjustment also has to be for an amount over \$15, otherwise it is not worth the time to process.

Peterson stated that the municipal code needs to be amended in order for the policy to be written. There is an ordinance for the code amendment, as well as a resolution for the policy. Peterson stated that staff has mixed feelings regarding this policy. Once the water has been consumed, it cannot be returned to the system. Even though the water was not used for beneficial purposes, it was consumed and there are costs associated with that production. Peterson stated that the recommendation is to adopt the ordinance, and approve the resolution.

Upon motion by Smith, seconded by Harden and passing 5-0, Ordinance 9-2017 and Resolution 38-2017 enabling and establishing a water leak relief policy was adopted.

Peterson stated that while ordinances do not take effect for 30 days, staff will administer the policy immediately for the current case.

#### **ORDINANCE 10-2017: COMPREHENSIVE PLAN UPDATE**

HR/Records Manager Greg Dirks read the hearings disclosure statement.

Tim Clark asked if there were any conflicts of interest. There were none.

Peterson presented the staff report. Peterson stated that we do not have an audience for testimony, which is a surprising given how many people attended the meeting to sell the property.

Peterson stated that he would like to enter into the record the minutes and the full agenda packet of the October 30<sup>th</sup> Planning Commissions meeting. Peterson explained that it is a 350 page document that was not in the City Council packet, but is entered into the record. Peterson stated that this action would adjust the Comprehensive Plan and Zoning Map from Light

Manufacturing to Neighborhood Commercial. Peterson explained that the Neighborhood Commercial zone is already contiguous to Halsey.

Peterson stated that the proposed development for this site is not part of the discussion tonight. Peterson explained that this is not to enable a specific development or type, but is rezone for general purposes. Peterson stated that the Planning Commission reviewed all the findings of fact as required by applicable laws. Peterson stated that the recommendation from the Planning Commission was to take positive action on both items. Peterson stated that the Planning Commission also took an action to interpret mixed use. Peterson explained that a mixed use development is defined as vertical mixed use in one structure, or horizontal where there are a mix of uses are part of a single property and development plan.

Peterson presented an aerial and zone map of the site. Peterson stated that the entire parcel is about five acres, and the rezone is for about three of those acres. Peterson stated that applicable goals and findings include economic development, housing, and other similar measures. Peterson presented a history of the site and stated that it was housing in the 1940-50's when there were barracks at the site for the aluminum plant. Peterson stated that in the 1960s those barracks were removed, and a lumber yard located on the northern portion of the site. Peterson stated that firm had expanded into the 1990's as did other uses, until the interchange project occurred. The parcel was condemned by ODOT for the freeway project, and then was acquired by the City as the only access was through the City Hall site.

Peterson stated that there is a potential site development for the site, and presented renderings of the development. Peterson explained that this action is not exclusively for the development, but to fix the split zone that occurred once the City acquired the site.

Peterson stated that the findings of fact are included in the packet, but those will not be addressed in any detail unless there are specific questions. Peterson explained that the recent economic evaluation work that was conducted serves as the basis for many of the findings. The predominate economic activity in the City will be for housing to support the industrial development occurring in adjacent cities.

Peterson presented the housing goals, and stated that as a City, there needs to be about 400 more housing units. Peterson stated that those allocations are from Metro, and this will action will enable about 200 units. Peterson explained that there is a detailed traffic analysis which reviewed several intersections. Peterson stated the evaluation indicated that there would not be any adverse traffic impacts because of the zone change. Peterson stated that the County recognized the TPR, but asked that a TIA be done for any new development on the site. Peterson stated that the City already requires a TIA for this kind of redevelopment, so no additional code or regulatory language will be needed.

Peterson stated that the recommendation, subject to any testimony is to adopt the ordinance for the Comprehensive Plan and Zone Change.

Tim Clark opened the floor for public comments.

There were no comments.

Tim Clark closed the hearing.

Upon motion by Harden, seconded by Mark Clark and passing 5-0, the findings of fact contained in the staff report of 1 November, 2017, and Ordinance Number 10-2017 changing of the Comprehensive Plan map from Commercial/Industrial to Neighborhood Commercial on lands identified as 1N3E27D; Tax Lot 800, 1200, and 900, a total of 2.97 acres was adopted.

Upon motion by Mark Clark, seconded by Smith and passing 5-0, Ordinance 11-2017 revising the zoning map from Light Manufacturing (LM) to Neighborhood Commercial (NC) on lands identified as 1N3E27D; Tax Lot 800, 1200, and 900, a total of 2.97 acres was adopted.

### **DISCUSSION: 2<sup>ND</sup> ANNUAL GREAT PUMPKIN FEST**

Dirks presented the discussion, and stated that this was the City's second annual event. The event took place on Saturday, October 28<sup>th</sup> at the Donald Robertson Park. There were over 100 carved pumpkins that were done by area school kids, 14 vendors including two food vendors, and there were over 200 pumpkins for open carving. Dirks stated that the highlight of the event was the pumpkin roll which closed out the day.

Dirks stated that Emilio Inc. partnered with the City to provide free crafts and games during the day. In addition there was free popcorn, face painting, and balloons for kids. Dirks stated that while he was not able to make arrangements for Dia de Los Muertos or Native American cultural aspects, he was able to establish contacts and can probably add those elements next year.

Dirks stated that the main sponsor was the Confederated Tribes of the Grand Ronde, with additional in-kind support from the Wood Village Baptist Church and Emilio Inc. The cost of the event was just under \$4,400, and the budget was \$5,000. The out of pocket cost for the City was about \$3,400. Dirks stated that the main expenses included the tent, pumpkins, and the carving supplies.

Dirks stated that there are already ideas working for next year's event, and this event can really grow into something big. The Council thanked Dirks for the work on the event.

### **PUBLIC WORKS DIRECTOR'S REPORT**

Sloan presented the report and stated that the CDBG grant IGA has been signed, and the contractor is working on the irrigation design now. Sloan stated that the Cedar Lane reconstruction project has a signed contract for the design work.

Sloan stated that there was an inspection to help resolve the issues at the Shea lift station. Staff was able to get into about 75% of the units at Wood Villa. Sloan stated that there were a couple of illegal plumbing fixtures in some of the units, and they could have been contributing to the issue. Sloan stated that there was another issue again this week, so another inspection for the remaining units will occur. Sloan stated that the Cotton Wood project is moving along, and a full set of construction drawings should be completed by the end of the year.

The Council thanked Sloan for the report.

### **FINANCE DIRECTOR'S REPORT**

Minter presented the report and stated that it covers the year through October. Minter stated that all expenses are within parameters, and we just received the first tax transfer for property taxes. Minter stated that the rate is at 1.55%, and the investments have a total of about \$5.3 million.

Minter stated that the audit and CAFR preparations are still underway. Minter explained that the auditors are working with a new software program, which has slowed their progress. Mark Clark asked about the liquor tax revenue increase. Peterson stated that includes marijuana tax revenues because we cannot disclose individual sources. Minter stated that the first payment was for the state tax from last year, as well as the first quarter of the local tax.

Harden asked why state shared revenues are down. Minter stated that state shared revenues are reported quarterly, but they did not come in this quarter due to the work on the marijuana tax.

The Council thanked Minter for the report.

### **CITY MANAGER'S REPORT**

Peterson stated that the APP is on track, and the detailed report is in the packet. Tim Clark asked about the staff changes taking place, and if that will affect the APP moving forward. Peterson stated that with the retirements and step ups of current employees, we will be able to accomplish the APP. Peterson stated that we will be replacing the Public Works Director right away, and we will be evaluating a current employee for the finance director position and move forward from there. Peterson stated that there is enough capacity to get thought the APP.

Peterson stated that the biggest concern with the APP is the budget. When the APP was discussed at the retreat, a number of tasks were selected and approved on the APP. Peterson stated that when those items were brought into the budget, many of them were not funded. Peterson stated that for the upcoming retreat, we will try to focus on where the Council wants to focus. Peterson stated that probably most of the time will be spent reviewing City Hall plans.

**CITY COUNCIL REPORTS**

Smith stated that her and Harden went to the East County Recreation Committee meeting and discussed the logo and other programs. Harden stated that they also reviewed their first financial statement, and signed an agreement with the Sun School. Smith stated that there was a discussion about participating in the Las Posadas event, but it did not seem like the City could financially participate in the effort.


Mark Clark stated that he attended the Mayor’s Roundtable discussion in Fairview, and many of the topics had already been discussed with the Council. Nissen stated that he wanted to express his appreciation for the retiring staff members to come back and help the City through the transition.

Tim Clark stated that there was a Mayor’s retreat a few weeks ago in Cascade Locks. Tim Clark stated that it was a great event, and new sub-committees will be formed to help strengthen the group and enable better information flow. Tim Clark stated that the potential transportation bond that Tri-met was looking at in either 2018 or 2020 has been dropped. The initiative will probably go to Metro for a 2020 vote.

Tim Clark asked if the Council would be interested in holding a Council dinner. Tim Clark stated that spouses and department directors would also be provided. Tim Clark explained that he asked Peterson about the idea, and it can be funded from the City, and the intent is to have a nice dinner together without any business. The Council stated that would be a good idea. Peterson stated that he will have staff coordinate for dates and a location.

**ADJOURN**

With no further business coming before the Council, the Council adjourned at 8:15pm.

  
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Timothy Clark  
Mayor

12-12-17  
Date

ATTEST:

  
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Greg Dirks: City Recorder