



Mayor
Timothy Clark

Council President
Scott Harden

Councilors
Patricia Smith

Bruce Nissen

Mark Clark

**MEETING OF THE
WOOD VILLAGE CITY COUNCIL
October 10, 2017
MINUTES**

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

ABSENT: None.

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

CITIZEN COMMENTS (NON-AGENDA ITEMS)

Kim Taylor of 1407 NE 237th stated that she had a pipe break at her home, and was made aware of the issue a few weeks ago. The issue was fixed today, and stated that her bill is \$966. Taylor asked if there was any remedy or program that could help reduce that amount. Smith asked where the leak was. Taylor stated that it was underground. Tim Clark asked for a staff response. Peterson stated that the Council's response in the past has been that if water passes through a meter and is consumed, then it should be billed. Peterson stated that the Council has permitted penalty waivers and arrangements, but not a full waiver of the charge because the product has been consumed.

Smith stated that the City of Portland offers adjustments and forgiveness. Harden read the Portland policy from their website, and stated that a customer may qualify for one adjustment per 12 month period. Peterson stated that there is not a policy in place for that here, and the current code does not enable that action. Peterson stated that there can be a code amendment, but that is not in place at this time.

Tim Clark asked what can be done, and what are the options. Peterson stated that options include standing by the policy, and staff would waive penalty fees and make an arrangement. The Council can also direct that staff bring back a policy to amend the code. Tim Clark asked if there is the ability to handle this one case. Peterson stated that it is not good policy to deal with only one issue. Harden asked if the shut-off can be avoided until a policy amendment can be made. Peterson stated that can occur.

Council directed a policy amendment be brought back at a future meeting to address this issue, and permit the customer to keep service while making regular payments on the ongoing utility

account until the policy is considered. Taylor thanked the Council for their time and consideration.

PRESENTATION: CITY HALL SAFETY AWARD

Mark Clark presented the safety award to the City that was received at the League of Oregon Cities annual conference. The safety award is the gold award. It was presented for no-time loss injuries in the last fiscal year.

PUBLIC SAFETY REPORT

Marc Shrake with the MCSO provided the report. Shrake stated that Gates is on vacation, so he is filling in. Shrake stated that he reviewed the report and there are a few incidents of note. Shrake explained that traffic crashes are down for the year, and will probably end up as a five-year low as the year closes out. Shrake stated that the average response time for this past period has been decreased for both emergency and non-emergency calls for service. Shrake asked if there were any questions.

Mark Clark asked if he know what the response time is for Gresham. Sharke stated that he does not know the time, but they are faster than Gresham and Portland. Smith asked about the 99 minute call spent on community policing at 240th and Halsey. Shrake stated that he will get the answer and send it to Peterson later in the week.

The Council thanked Shrake for the report.

CONSENT CALENDAR:

- a. Review of bills paid in September, 2017

- b. Contracts \$2,500 - \$50,000
 - Adesa Portland: Dump Truck Repaint - \$3,348.80

- c. Council Minutes:
 - September 14, 2017
 - September 26, 2017

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

RESOLUTION 32-2017: CITY MANAGER CONTRACT APPROVAL

Clark stated that this is for the CM contract approval, and asked if the Council would like to go into Executive Session. The Council remained in an open session.

Peterson stated that he has the same presentation that was given last month, and nothing has changed since that time about the agreement. Peterson stated that he could also respond to questions. Condit stated that he transmitted the contract to the Council, and can answer questions about the contract if there are issues.

Harden stated that the only concern is that two Councilors were not at the last meeting when this was discussed in more great detail. Tim Clark stated that there was a compensation question regarding the acting in capacity level, and that had been resolved with the staff to his satisfaction. Smith stated that this agreement will save about \$60,000. Peterson stated that is correct.

Peterson stated that even though there will be a year with lower wages, we do not want to lose the growth that has been made to the overall compensation level. Peterson stated that the budget will be under, and the appropriation level will remain the same. Condit stated that the proposed contract also has a termination clause, so the Council will want the appropriation if something occurs. Tim Clark stated that there are other cities that are having high-level directors retire, and there will probably be a smaller pool of applicants for some time.

Upon motion by Harden, seconded by Mark Clark and passing 5-0, Resolution 32-2017 approving a half-time City Manager contract with Peterson was approved.

ORDINANCE 8-2017: SANITARY SEWER CODE UPDATE

Peterson presented the ordinance and stated that an updated background has been included to the packet. Peterson stated that this issue originated with the Shea lift station along 240th. Peterson stated that starting about two years ago, the pumps were not maintaining prime and had several issues with materials that clogged the pumps. Peterson stated that we went to the City's named engineering firm to address the issue. The firm stated that the fix would cost about \$400,000 to fully replace the lift station. Peterson explained that this station serves 28 customers, so we evaluated other options. The fix was new pumps and controls to upgrade the system in a more cost effective manner. Peterson stated that there were still issues with products clogging the pump. Peterson stated that all kinds of large paper products, charcoal, and food waste items in the system.

Peterson stated that we went to every business that is served by the lift station, and the issue appears to be coming from one section of the industrial area. Peterson stated that development has a private sewer system that then goes into the City's system just before the lift station. Peterson explained that doing outreach to the tenants in that area did not resolve the problem, so staff went to the property owner. Copies of the correspondence are included in the packet. Peterson stated that the owner has cleaned and inspected the lines, and provided notice to the tenants about proper disposal.

Peterson stated that we have not commissioned the plumbing inspector to review the buildings to see what modifications have been made, which would be needed to get some of this material down the drain. Smith asked if the items paper or cloth. Sloan stated that it is both. Peterson stated that on one occasion it was an entire roll of paper towels. Smith asked if there are any suspects. Peterson stated that there are not, and we do not even know exactly where the issue is coming from. There are several units in each building that are in the area. Peterson presented sample of what has been collected from the lift station.

Peterson stated that as staff reviewed the municipal code, and there was no way bill the property owner for the costs associated with pumping and cleaning these items out of the lift station. Peterson stated that this code update does two things. It enables the City to bill for the cleaning charges, as well as plug the sewer line if the cleaning bill goes unpaid. Mark Clark stated that if the water is not shut-off the that could cause a surcharge, which would be an issue. Peterson stated that there could be a DEQ violation because of that, but it would not occur in the City's system.

Peterson stated that the maintenance costs are about \$500 a week to clean the system. The public works crew has been using a cleaning grate that catches larger objects, and then we have to clean the trap weekly.

Smith asked what the response from the property owner has been Peterson stated that while the property owner has been working at some level, he feels strongly that the issue is with an inadequate lift station. Sloan stated that the property owner has contacted most of the tenants, and are abiding by the rules. Sloan explained that not all the tenants have been contacted though. That is why we are seeking the inspection. Peterson stated that we need these additional tools to get the property owner's attention

Upon motion by Mark Clark with an Emergency Clause for the ordinance to take effect immediately, seconded by Nissen and passing 5-0, Ordinance 8-2017 updating and revising the waste water code was adopted.

RESOLUTION 33-2017: CITY DUMP TRUCK PURCHASE

Sloan presented the resolution and stated that this purchase will supplement the current dump truck that is over 20 years old. The current truck is only a three-yard truck. While it has been refurbished, it lacks the larger capacity and options of a modern truck. Sloan stated that the new truck will also enable the current truck to remain as the plow through the winter season. Currently, the crew has to remove the sander and plow if they need to use the truck for a project during the winter season. That will not have occur with the new truck.

Sloan stated that the new truck is a 2018 Ford F-750, with a gross weight of 25,999 pounds. The budget for this item is \$88,000, and the estimated cost will be right around \$72,000 once all the additions have been installed.

Upon motion by Harden, seconded by Nissen and passing 5-0, Resolution 33-2017 authorizing the purchase of a new dump truck was approved.

PRESENTATION: WOOD VILLAGE WEBSITE

HR/Records Manager Greg Dirks gave the presentation. Dirks stated that this project started back in January, and was supposed to be completed around this past July. Dirks explained that the vendor is providing the update for no cost, and they are tailoring the platform to what we want. Dirks explained other vendors migrate over information to existing platforms and templates, but we get the opportunity to design what will work best for us and the community.

Dirks presented the homepage and discussed the main features and elements. Dirks explained that some elements are still being modified like the calendar. Before launch, the calendar will be able to scroll through different months, and then in early 2018 people will be able to subscribe to the calendar to get updates on new meetings or event.

Dirks stated that the overall design and highlighted features are based off of the current website's analytics. The goal is to make it easier for visitors to the website to find what they are looking for. Dirks explained that even though we do not have many open positions, a lot of visitors go to our site to look for jobs. That is why it is featured in a prominent location. Nissen asked if information on volunteering can be added to that section. Dirks stated that can occur.

Dirks presented the layout of main pages, as well as the ability to push emergency messages. The Council asked if that can be done remotely. Dirks stated that the website can be updated as long as there is an internet connection. Dirks explained that while some pages and options will not be moved over to the new site, there will actually more content. Dirks presented the layout of a City document, and showed how the text can be enlarged, translated, or printed right from the screen. Dirks stated that the conversion of a lot of our documents in order to utilize these options is another reason why the development has taken longer to occur.

Dirks stated that the new website is very mobile friendly, and will be up to date on ADA standards. The estimated completion and launch date is early November. The Council thanked Dirks for the presentation, and stated that the new website is looking good.

PUBLIC WORKS DIRECTOR'S REPORT

Sloan presented the report, and stated that the report covers several months' worth of activity since there has not been a director's report since July. Sloan stated that the sewer maintenance

spring. Tim Clark asked what a tree costs. Sloan stated that it depends on a number of factors, and the cost we are looking at is around \$20-65 per tree.

Sloan stated that there was an unreported accident the other day into our planting island tree. Sloan explained that the impact took the tree out, and we had to have it removed. Sloan stated that the sprinkler system has already been shut off, so we do not yet know if there was damage to that system. Sloan stated that another tree will be planted in its place. Sloan stated that there is good news on the sanitary sewer capacity issue. Sloan stated that about three years ago, some anomaly occurred that dramatically increased the sewer flows. That occurred for two years as we tried to identify the source of the flow. Sloan explained that back in May, the flow went back down and stayed down. Sloan stated that we do not know what caused the anomaly, but it is no longer an issue. Peterson stated that it went from over 20 million gallons monthly to around 9 million. Sloan stated that we are installing another measuring instrument downstream as a backup measurement if this issue occurs again.

Mark Clark stated that he walks the park a lot, and people are using the dog waste stations for regular trash, and stated that there needs to be more trash cans to handle the additional waste. Sloan stated that he and Peterson were with representatives from Gresham the other day to tour the park, and the park did not look good. The issue will be resolved tomorrow. Sloan stated that the issue of solid waste will be added to the Park Master plan update.

FINANCE DIRECTOR'S REPORT

Minter presented the report and stated that there are two months' worth of reports. The reports cover July and August. Minter stated that she will talk about the August report, and is open to questions from July. Minter stated that we are within budget on all items. Revenues are coming in a bit slower than usual, and the state has been slower to send out the shared revenues. Minter stated that the total for liquor revenues now includes the marijuana tax as well. Peterson stated that the first deposit will come next week, but it will not be reported separately.

Minter stated that investments are at \$5.3 million and we just sold our \$100,000 bond. The interest rate at LGIP is at 1.56% which bring in nearly \$6,000 a month in revenue. Minter stated that the audit and CAFR are moving forward, and should be completed by the end of November.

Minter asked if there were any questions. There were no questions.

CITY MANAGER'S REPORT

Peterson stated that the APP is in the packet. Peterson stated that this is the first report in the fiscal period. Peterson explained that the Arata Road project is the most frustrating project he has had to deal with, and does not know when the project will move forward. Peterson stated

that a federal ADA issue came up and shut down the project again. Peterson stated that at this point, the project is scheduled to bid in March. If that occurs, the road would be done around the spring of 2019. Peterson stated that the fencing project associated with this project, has also been compromised because the property owners have lost all faith in the process with the county. Peterson stated that this will make our fence project much more difficult.

Peterson stated that the building services contract that we have has exceeded expectations of performance, and the costs have been dramatically better. Peterson explained that we now pay on demand, with no standby time and same day inspections in most cases. Peterson stated that the police response has also been great, and the service level has increased with the consolidation of the other departments. Peterson stated that the quick response vehicle is being added to Gresham, and the fire contract is being modified. The issue has just resolved and we will see a QRV rolling out in January. The unit will be based in Gresham, so there will not be an additional cost to the City. Peterson stated that there is an elected official in Fairview that wants a dedicated unit, and that would have dramatic costs to the area cities.

Peterson stated that they are aware of the utility projects, and upgrades to SCADA are underway. Peterson explained that there are about \$70,000 in upgrades that will be made. Peterson stated that we are in additional negotiations with Best Western for the additional land section needed for the sale of City Hall. Peterson stated that the discussion has been less pleasant as they made a counter offer that was much higher than our original offer.

Tim Clark asked if there is anything that needs to be coordinated in the short term for the City Hall project. Peterson stated that the next step is the zone change and traffic study. Once those have been completed, we can talk about hiring an architect and where we want to relocate the City Hall. Peterson stated that those items can be discussed at the next retreat.

Council

Tim Clark stated that there was an EMEA breakfast at Gresham City Hall, and he presented economic information about the City. Tim Clark stated that it went really well. Mark Clark stated that he enjoyed it and thought it went well. Tim Clark stated that he went to Denver for a rail discussion. It was funded by Metro, and focused on Denver's transit system as a single large project. Tim Clark explained that it was a discussion of what went right and wrong on that bond measure. Tim Clark stated that he learned about the concept called the big tent, which is getting the main collection of power players together to build a coalition of support.

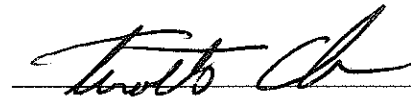
Tim Clark stated that he has been asked to serve on the JPACT funding subcommittee, and it is a review of HB 2017 and what can be funded. This subcommittee is reviewing when the \$1.79 billion bond move forward. Tim Clark stated that the initial timeline looks like there is not enough time to do a thorough process.

Smith stated that she asked Sen. Merkley about the decision not to test day cares in the state. Smith stated that he sort of passed on a response, and stated that it is a state issue, not a federal issue.

Harden stated that the City Hall project was presented to a group that he meets with monthly. Even though many of the members do not live in the City, they liked the project. Harden stated that the only criticism of the project was that more units would not be affordable. Harden stated that the group liked the idea of developing projects that benefit the people who live here.

ADJOURN

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



Timothy Clark
Mayor

11-16-17

Date

ATTEST:



Greg Dirks: City Recorder