

**REGULAR MEETING OF THE
WOOD VILLAGE CITY COUNCIL
October 13, 2016
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 September, 2016
 - b. Contracts \$2,500 - \$50,000
 - Global Network Support: New computers, monitors, and hardware: \$21,617.50
 - c. Council Minutes:
 - September 13, 2016
 - September 27, 2016
4. Resolution 36-2016: Workers Compensation Coverage for Volunteers
5. Discussion: City Website Design – Features and Priorities
6. Ordinance 7-2016: Waste Water Discharge Limit Modification
7. Debrief: League of Oregon Cities Annual Conference

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. (TDD 1-800-735-2900).



CITY OF WOOD VILLAGE

Check Report

By Check Number

Date Range: 09/01/2016 - 10/31/2016

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
0431	76 FOODMART	09/08/2016	Regular	0.00	97.86	21162
1410	AS&P BILLING SERVICES CORP	09/08/2016	Regular	0.00	235.00	21163
0170	AT & T MOBILITY	09/08/2016	Regular	0.00	398.59	21164
0258	BMI	09/08/2016	Regular	0.00	85.00	21165
10033	CHR CREATIVE	09/08/2016	Regular	0.00	270.00	21166
0505	CITY OF FAIRVIEW	09/08/2016	Regular	0.00	63.92	21167
0540	CITY OF TROUTDALE	09/08/2016	Regular	0.00	7.50	21168
0630	CONNELLPC ASSOCIATES, INC	09/08/2016	Regular	0.00	225.00	21169
1056	FIERCE THOUGHT	09/08/2016	Regular	0.00	110.00	21170
1120	FRONTIER	09/08/2016	Regular	0.00	170.77	21171
1200	GLOBAL NETWORK SUPPORT INC.	09/08/2016	Regular	0.00	21,617.50	21172
1403	IRON HORSE EXCAVATION	09/08/2016	Regular	0.00	2,203.50	21173
1429	JOHN DEERE FINANCIAL	09/08/2016	Regular	0.00	130.55	21174
0960	KIP EDGLEY	09/08/2016	Regular	0.00	14,133.80	21175
1571	LOWES COMPANIES, INC	09/08/2016	Regular	0.00	511.66	21176
	Void	09/08/2016	Regular	0.00	0.00	21177
	Void	09/08/2016	Regular	0.00	0.00	21178
1760	MOEN MACHINERY COMPANY	09/08/2016	Regular	0.00	113.35	21179
10049	NICO WIND CORDOVA	09/08/2016	Regular	0.00	200.00	21180
1910	NOLAN'S TIRE FACTORY	09/08/2016	Regular	0.00	15.00	21181
2020	ONE CALL CONCEPTS, INC	09/08/2016	Regular	0.00	30.45	21182
2202	PAPE MACHINERY EXCHANGE	09/08/2016	Regular	0.00	27.44	21183
2270	PGE	09/08/2016	Regular	0.00	5,540.14	21184
0309	BUILDING CODE CONSULTANCY	09/15/2016	Regular	0.00	3,222.50	21185
0970	ADVANCE AUTO PARTS	09/15/2016	Regular	0.00	46.36	21186
1120	FRONTIER	09/15/2016	Regular	0.00	26.93	21187
1200	GLOBAL NETWORK SUPPORT INC.	09/15/2016	Regular	0.00	1,680.00	21188
1290	HACH COMPANY	09/15/2016	Regular	0.00	531.58	21189
0960	KIP EDGLEY	09/15/2016	Regular	0.00	3,385.60	21190
1762	KNIFE RIVER	09/15/2016	Regular	0.00	719.56	21191
1610	MASTERTECH SECURITY SVC	09/15/2016	Regular	0.00	80.85	21192
1960	OFFICE DEPOT CREDIT PLAN	09/15/2016	Regular	0.00	275.94	21193
2046	OPENONLINE, LLC	09/15/2016	Regular	0.00	91.38	21194
2236	PETTY CASH	09/15/2016	Regular	0.00	181.84	21195
2270	PGE	09/15/2016	Regular	0.00	3,224.51	21196
2244	PITNEY BOWES, INC	09/15/2016	Regular	0.00	105.00	21197
3005	WALMART COMMUNITY	09/15/2016	Regular	0.00	80.74	21198
2235	WILLIAM PETERSON, JR.	09/15/2016	Regular	0.00	255.58	21199
0970	ADVANCE AUTO PARTS	09/22/2016	Regular	0.00	34.36	21201
10093	APEX UNIVERSAL INC	09/22/2016	Regular	0.00	303.59	21202
0520	CITY OF GRESHAM	09/22/2016	Regular	0.00	250.00	21203
0579	COLUMBIA PEST CONTROL	09/22/2016	Regular	0.00	65.00	21204
0730	DAILY JOURNAL OF COMMERCE, INC	09/22/2016	Regular	0.00	167.70	21205
1120	FRONTIER	09/22/2016	Regular	0.00	208.64	21206
1220	GRAINGER	09/22/2016	Regular	0.00	903.55	21207
1303	HARBOR FREIGHT TOOLS	09/22/2016	Regular	0.00	80.45	21208
1390	INTEGRA TELECOM	09/22/2016	Regular	0.00	587.50	21209
10094	JOSHUA MAKOSKY	09/22/2016	Regular	0.00	200.00	21210
10095	KELLY MARLIN	09/22/2016	Regular	0.00	20.00	21211
10049	NICO WIND CORDOVA	09/22/2016	Regular	0.00	200.00	21212
10011	PIXIS LABS, LLC	09/22/2016	Regular	0.00	4,125.00	21213
2569	RODDA PAINT	09/22/2016	Regular	0.00	124.04	21214
2600	SECRETARY OF STATE	09/22/2016	Regular	0.00	20.00	21215
2704	STERICYCLE COMMUNICATION SOLUTIONS	09/22/2016	Regular	0.00	61.07	21216

Check Report

Date Range: 09/01/2016 - 10/31/2016

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
2235	WILLIAM PETERSON, JR.	09/22/2016	Regular	0.00	175.00	21217
0081	AFLAC	09/27/2016	Regular	0.00	341.62	21218
0637	CONST & GEN LABORERS' UNION LOCAL 737	09/27/2016	Regular	0.00	148.00	21219
1410	AS&P BILLING SERVICES CORP	09/27/2016	Regular	0.00	235.00	21220
0287	BRENNTAG PACIFIC INC	09/27/2016	Regular	0.00	1,066.08	21221
1054	FIRWOOD DESIGN GROUP, LLC	09/27/2016	Regular	0.00	1,425.00	21222
1500	LEAGUE OF OREGON CITIES	09/27/2016	Regular	0.00	400.00	21223
1760	MOEN MACHINERY COMPANY	09/27/2016	Regular	0.00	41.61	21224
1910	NOLAN'S TIRE FACTORY	09/27/2016	Regular	0.00	36.00	21225
1920	NW NATURAL	09/27/2016	Regular	0.00	343.15	21226
2191	OREGON PERMIT TECHNICIANS ASSOC	09/27/2016	Regular	0.00	480.00	21227
2350	POSTMASTER	09/27/2016	Regular	0.00	180.00	21228
10096	TIM PATE	09/27/2016	Regular	0.00	1,500.00	21229
0920	CIS TRUST	09/22/2016	Bank Draft	0.00	3,951.88	DFT0000366
3097	WELLS FARGO - CA	09/22/2016	Bank Draft	0.00	140.00	DFT0000367
3096	WELLS FARGO - FD	09/22/2016	Bank Draft	0.00	1,022.47	DFT0000368
3098	WELLS FARGO - PW	09/22/2016	Bank Draft	0.00	1,798.91	DFT0000369
2153	OREGON DEPT OF JUSTICE	09/30/2016	Bank Draft	0.00	600.00	DFT0000371
0920	CIS TRUST	09/27/2016	Bank Draft	0.00	14,720.41	DFT0000372
1880	NATIONWIDE RETIREMENT SOL.	09/27/2016	Bank Draft	0.00	750.00	DFT0000373
2200	OREGON PERS	09/27/2016	Bank Draft	0.00	13,103.61	DFT0000374

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	136	65	0.00	73,817.76
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	0.00
Bank Drafts	39	8	0.00	36,087.28
EFT's	0	0	0.00	0.00
	175	75	0.00	109,905.04

**MEETING OF THE
WOOD VILLAGE CITY COUNCIL
September 13, 2016
MINUTES**

PRESENT: Mayor Patricia Smith, Council President Tim Clark, Councilors Scott Harden, 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 SMITH CALLED THE MEETING TO ORDER AT 6:00 PM.

CITIZEN COMMENTS

There were none.

INTERVIEWS: CITY COUNCIL POSITION #4

Smith asked Mark Clark to come forward. Tim Clark asked why Mark Clark was interested in coming back to the Council. Mark Clark stated that his employment situation has changed, and this looked like a good opportunity to come back to the Council. Smith stated that he was good to work with, and would be good to have him back on the Council.

APPOINTMENT SELECTION: CITY COUNCIL POSITION #4

Upon motion by Tim Clark, seconded by Harden and passing 4-0, Mark Clark was appointed to the remainder of the term for Council Position 4.

HR/Records Manager Greg Dirks swore in Mark Clark.

PUBLIC SAFETY REPORT

Chief Deputy Jason Gates presented the report. Gates stated that he will cover the past two months of reports. Gates stated that the City Nite Out event was in July, and that event was a great success. Gates explained that there has been an increase in traffic accidents, and that is a result of more people living and driving through this region. Traffic accidents will increase as the amount of daily traffic increases. Gates stated that there is a concern on Wood Village Blvd. at Arata Road. Vehicles going northbound on Wood Village Blvd. have to go beyond the stop line to see cross traffic. Gates explained that the MCSO has set out the speed trailer a few times over the summer, and there has been increased enforcement as well. Gates stated that he would like to request that the county do an analysis of that intersection before a major accident occurs. Peterson stated that the City has already asked the county for an evaluation, but a secondary request from the MCSO would help. Gates stated that he will take care of it.

Gates stated that there was an overall downward trend of calls for service in August. There were about 40 priority one and two calls which is about average. Gates stated that August had 142 hours of dedicated service in the City which is about normal. Gates explained that there is a homeless crisis occurring all over the county. The recent push to remove illegal campers out of the Springwater trail displaced about 500 homeless people. Gates stated that most of them relocated into the Portland area. There is also an issue with homeless RV campers. Gates explained that a number of those campers have been living on Sandy Blvd, and we are working on restricting the parking along Sandy Blvd to limit that kind of activity.

Gates stated that the community survey only had 16 responses, so no real conclusions can be made from the results. Gates stated that while the survey is not statistically valid, the comments were positive. Gates explained that people in general feel safe, but traffic is a concern.

Gates stated that there was a shot fired call in the Treehill area last night. Witnesses stated that they heard two males arguing prior to the call. Gates stated that there were three deputies on scene within minutes of the call. Gates explained that while there was evidence of gun fire, no one was injured. Gates stated that extra patrol has been added to that area.

Harden asked if there is any speed data on Arata Road. Gates stated that he does not have that data with him, but he will look it up.

The Council thanked Gates for the report.

CONSENT CALENDAR:

- a. Review of bills paid in July and August, 2016
- b. Contracts \$2,500 - \$50,000
 - Well #4 Remanufactured Drive – Kip Edgley: \$8,938.00
 - Halsey Street Sinkhole Repair – Multnomah County: \$3,824.81
 - Street Light Replacement – PGE: \$2,665.53
 - Water Testing – Pixis Labs: \$6,040.00
- c. League of Oregon Cities Conference Voting Delegate – Tim Clark
- d. Council Minutes:
 - June 30, 2016
 - July 11, 2016
 - July 26, 2016

Tim Clark asked about the Halsey Street sinkhole repair. Sloan stated that was for half of the cost of the repair. Sloan explained that the sinkhole appeared near the bursting site for the new sewer line. While there was no evidence that the bursting project caused the sinkhole, the decision was made to split the repair costs. Peterson stated that the money came from the annual road allocation to the county.

Harden asked about the street light replacement. Sloan stated that it was caused by a motor vehicle accident, and we will attempt to recover the replacement costs from insurance. Harden asked why Councilor Frank was listed as absent in the July meetings when the Council has approved meetings via phone. Dirks stated that Councilor Frank did not call in to those meetings, and was absent.

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

PUBLIC HEARING: ORDINANCE 5-2016 MUNICIPAL CODE NUISANCE, NOISE, AND PROPERTY MAINTENANCE REVISIONS

Dirks presented the ordinance and stated that these revisions were reviewed with the City Council at the last meeting. Dirks explained that the ordinance has been updated to reflect the discussion at the last Council meeting, and information was sent out in the City's newsletter.

Dirks stated that the purpose of the revisions are to clean up outdated code provisions, reorganize the code structure, and to add some new provisions. Dirks explained that there was nothing substantially wrong with the code or current standard, but some improvements to the structure were needed.

Dirks stated that the first substantial revision to the code is regarding off-street parking. Dirks explained that the current provisions prohibit parking on grass or bare soil, but that has led to people parking on bark chips, plywood, or creating random graveled areas in yards. Dirks stated that the proposed standard is concrete, asphalt, or gravel in accordance with public works standards. Dirks stated that gravel is still permitted, there are just regulations for graveled parking areas. Dirks presented the public works standard and stated that a parking area must be continuous from the curb, have a weed barrier, and no less than four inches of gravel. Dirks stated that there are about ten homes that will be impacted by the revision, and the plan is to give them up to six months to come into compliance with the new standard. Dirks explained that most of the current graveled parking areas in the City meet the new standard.

Dirks stated that the next substantial revision deals with RV's that are parked both on and off-street. Dirks explained that occupied RV's on the street are limited to 8 hours. An unoccupied RV can remain on the street for up to 48 hours. Dirks stated that an occupied RV is permitted on

private property for up to ten days in a calendar year, and there is no limit for an unoccupied RV on an approved surface. Dirks stated that the code also prohibits camping, except on private property with the owner's permission for no more than 72 hours in a 30 day period.

Dirks stated that the Council had a discussion about basketball hoops in the street, and the code was revised to permit basketball hoops in the street as long as they are in good repair, and not causing a traffic or safety hazard. Dirks explained that there were also substantial revisions to the noise code. While the base noise code remains, a decibel standard was included. Dirks explained that will permit law enforcement to take a reading and potentially issue a citation for repeat offenders. Dirks stated that an administrative waiver for construction activities was also added.

Mark Clark stated that the quiet time for weekends seemed late in the day, and asked if the time could be pushed back. The Council asked that the time for amplified music be pushed back from 10am to 8am on weekends.

Dirks explained that the graffiti code was condensed, and provisions that the City does not utilized were removed. Other revisions included changing City Administrator to City Manager throughout the code.

Dirks stated that the project also included a rework of the code enforcement process. A code enforcement manual was developed to help with consistency, and a new report template was also created to help provide a more detailed picture of enforcement actions.

Dirks stated that the Council can request that additional revisions be made, request that a panel of Councilor and residents be put together to review the proposed changes, or the Council can adopt the ordinance. Dirks stated that the staff recommendation is to adopt the ordinance, and can answer any questions.

Smith opened the floor for public comments.

There were no comments.

Smith closed the floor to public comments.

Harden asked if the City is able to help residents that cannot afford or physically construct new parking areas. Peterson stated that is possible. Dirks stated that we will be doing outreach to those that need to make improvements, and we can see if anyone needs any aid.

Upon motion by Harden, seconded by Mark Clark and passing 5-0, Ordinance 5-2016 amending and the Wood Village Municipal Code for Nuisance and Noise code updates was approved.

RESOLUTION 33-2016 TRANSPORTATION SYSTEM PLAN UPDATE PRIORITIES

Peterson presented the resolution and stated that updating the Transportation System Plan is part of the TGM grant project. Peterson stated that the TSP was updated in 2012, but the roadway elements were not included. That was because the East Metro Connections Plan was going on at that time, and the results would be included later on in the TSP.

Peterson stated that the EMCP is done, and some of the Councilors are very familiar with the outcomes, and project evaluation. Peterson explained that the number one priority is the rebuild of 238th/242nd. That project was adopted into the five-year plan, and it is funded. Peterson stated that the design work will begin this fall. Peterson explained that two new issues were discovered when the surveying work was being completed for the roadway. The on and off ramps at 238th, as well as the intersection at Glisan and 242nd will have failing ratings.

Peterson stated that every main roadway in the plan is a county owed road, so there is nothing the City would do physically. Peterson explained that the City's role will be to advocate for projects. For example the intersection at 242nd and Glisan goes through four separate jurisdictions. Clark stated that the Gresham Vista development will probably have an impact on that issue. Peterson stated that is correct, and the new signal installed on 242nd has reduced some of the impacts at 242nd and Glisan.

Peterson stated that the next key project is the rebuild of Arata Road. That project is fully funded, and the project should bid for construction this fall. Peterson explained that there are about nine new connections coming out of the Town Center Master Plan project. Some of the connections are also included in the Parks Master Plan in the form of pedestrian trails.

Peterson stated that of the 30 overall projects, residents preferred the 238th/242nd improvements, improved pedestrian access at the Town Center, rebuilding Arata Road, and the Halsey Street corridor plan.

Peterson stated that there are short term, medium term, and long term projects and priorities. Peterson explained that short term projects include Arata Road, and Sandy Blvd improvements. Medium term projects include the Halsey Corridor Plan, Glisan intersections, I-84 ramp improvements, and bicycle and pedestrian enhancements. Peterson stated that there is a lot of concern around the intersection at Wood Village Blvd and Arata Road. Peterson stated that long term priorities include connectivity enhancements. Those projects include a pedestrian trail network from the Town Center to the Park. It also includes additional neighborhood connectivity improvements.

Harden asked about the connection of Hawthorne to Treehill to provide an additional access point at that location. Peterson stated that can still be evaluated, but the TSP only looks at connector level streets and above.

Upon motion by Harden, seconded by Tim Clark and passing 5-0, Resolution 33-2016 adopting the Transportation System Plan priorities was approved.

DISCUSSION: 1ST ANNUAL GREAT PUMPKIN EVENT

Dirks presented the discussion stated that while a framework for the event has been put together, there is room for additional features as directed by Council. Dirks stated that the date for the event is Saturday, October 29th from 10am to 8pm. Dirks explained that the event would probably wrap up before 8pm.

Dirks explained that the main feature of the event are pumpkins. 250 pumpkins have been ordered, as well as three large pumpkins. Dirks stated that local students will carve about 150 of the pumpkins, and the three larger pumpkins will be carved by a pumpkin artist. The pumpkin artist will also hold a carving class that people can take for a \$20 fee. The fee includes the lesson, pumpkin, and tools.

Dirks stated that staff has started to contact food and craft vendors to have a market during the first part of the event. Emilio Inc. will then hold some free family activities from 4-6pm, and cap off the event with a costume contest. Dirks explained that he is attempting to partner with different organizations to help increase the attendance. There is also a Red Cross blood drive scheduled at the event as well.

Dirks stated that there is \$5,000 in the budget for the event, and preliminary cost estimates have the event on track. The majority of the expenses are from the pumpkins, and rental items. Dirks asked if the Council would want to consider a beer garden. The Council stated that they would rather start small with the event, and grow it in future years.

The Council thanked Dirks for the update on the event.

RESOLUTION 34-2016: IGA WITH THE STATE OF OREGON FOR SURPLUS PROPERTY SALE

Dirks presented the resolution and stated that the IGA is with the state of Oregon to dispose of surplus property on behalf of the City. Dirks explained that the majority of surplus items either gets recycled or donated. On occasion there are items with some value remaining such as vehicles. Dirks stated that this IGA would permit the City to have the state operate the auction to sell certain items. Dirks stated that specifically this is for a large trailer mounted generator. The

City provides a description and photos of the item, and pays a 13% fee. Dirks stated that the City would probably not use this method often, but it is a good tool to have for some items.

Upon motion by Mark Clark, seconded by Harden and passing 5-0, Resolution 34-2016 authorizing the City Manager to enter into an IGA with the State of Oregon for surplus property sale was approved.

ORDINANCE 6-2016 and RESOLUTION 35-2016: ESTABLISHING THE PARKS SYSTEM DEVELOPMENT CHARGE FEES

Peterson presented the ordinance and resolution. Peterson stated that the park SDC methodology was adopted by resolution at the last meeting. This ordinance codifies the park SDC, and the resolution establishes the rates based on the methodology.

Peterson stated that the Park System Master Plan could be financed in several ways, but the primary financial source will be through SDCs. Peterson explained that an SDC is a one-time fee levied when an original development occurs. Peterson stated that statutes prescribe what can, and cannot be done with SDC revenues. Peterson explained that the City's current parks service level is six acres per 1,000 residents. The City will need to add about eight acres by the time the City is built out to keep that same ratio.

Peterson stated that the Parks Master Plan has about \$3.2 million in improvements, and about \$2.1 million of that can be funded with SDCs. Peterson explained that the SDC is split between residential and commercial development. There is a reimbursement SDC, and an improvement SDC. The reimbursement SDC is based on the current net asset value minus grants and in-kind donations. Peterson stated that amount is about \$347,000. Peterson stated that the Parks SDC for a single family home would be \$2,466. Peterson presented a comparison of regional SDCs, and explained that Fairview waived all SDCs except for parks which is about \$2,000.

Tim Clark asked about the acquisition of new park land, and if the SDC money had to go to new park space or if it could go to park enhancements. Peterson stated that there is an adopted capital improvement plan. Some new park land may be gifted to the City in exchange for ongoing maintenance. If that were to occur then those items can be removed from the plan, and the fund would be reallocated. Peterson explained that paying for maintenance is a different issue, and there will be substantial cost increases in maintaining ten additional acres. Tim Clark stated that he does not want to make the same mistake that Metro did of having more land then we can afford to maintain.

Harden asked how we got to the measure of six acres per 1,000 residents. Peterson stated that it was based on best practices, but that standard is still less than the national standard. Tim Clark asked if it is better to have more park land, or a better park. Peterson stated that the capital

improvement plan can be amended. Peterson explained that if there are no dramatic fluctuations in public safety costs, then there should be enough fiscal capacity to maintain eight additional acres by the time the City is built out.

Upon motion by Mark Clark, seconded by Harden and passing 5-0, Ordinance 6-2016 establishing the Parks System Development Charge was adopted.

Upon motion by Harden, seconded by Tim Clark and passing 5-0, Resolution 35-2016 establishing the Parks System Development Charge fee was approved.

FINANCE DIRECTOR'S REPORT

Minter presented the report and stated that the report is for July, and the August report will be delivered at the next meeting. Minter stated that the interest rate is at .93%, and that increase has made a difference. Minter explained that the interest rate at Wells Fargo has dropped to .21%, and the City is now spending between \$200 and \$350 a month on bank fees. Minter stated that an RFP for new banking services has been sent out, and there has been about six responses.

Minter stated that the auditors are on location, and they will probably wrap up early because our records have been so clean. Minter explained that that the process has been going very well. Peterson stated that Miner has been doing a wonderful with the finances, and because of that the City has received another CAFR award. The Council thanked Minter for her services.

ADJOURN

With no further business coming before the Council, and upon motion by Harden, seconded by Tim Clark and passing 5-0 the Council adjourned at 8:21pm.

Patricia Smith
Mayor

Date

ATTEST:

Greg Dirks
Recorder

**MEETING OF THE
WOOD VILLAGE CITY COUNCIL AND
PLANNING COMMISSION
September 27, 2016
MINUTES**

PRESENT: Mayor Patricia Smith, Council President Tim Clark, Councilors Scott Harden, Bruce Nissen, and Mark Clark. Planning Commissioners Stanley Dirks, Linda Jensen, and Nathan Smith. City Attorney Jeff Condit, City Manager Bill Peterson, Finance Director Peggy Minter, Public Works Director Scott Sloan, and interested parties.

ABSENT: Planning Commission President Craig Howard, and Commissioner Jim Mott.

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

CITIZEN COMMENTS

There were none.

DISCUSSION: WOOD VILLAGE DEVELOPMENT CODE – SIGN CODE UPDATE AND REVISION

HR/Records Manager Greg Dirks presented the discussion. Greg Dirks explained that this project is part of the annual performance plan. The purpose of the project is to get a feel for the number, character, and types of signs currently in the community. Model sign codes were reviewed, and a set of recommended improvements to the City's sign code were drafted. Greg Dirks stated that this work was completed by an Oregon Summer Fellow intern from PSU. The intern was Cassie Richard who is pursuing an MPP at Michigan State.

Greg Dirks stated that a sign inventory was conducted in August, and provided a snapshot of the signs in the community. Dirks explained that the inventory also indicated if the signs were permitted under the current code. Dirks presented the inventory results by zoning district, and stated that the overall predominance of signs in the City are wall signs, banners, and feather banners. The Neighborhood Commercial zone has the highest rate of signs that are not permitted. Greg Dirks stated that overall the majority of signs are in compliance.

Greg Dirks stated that the first item for discussion are banners. Currently the code permits one banner up to 60 square feet, but it must be removed after 30 days. Greg Dirks explained that the 30 day limit has been difficult to enforce because a shop owner could put the sign back up, and the 30 day limit starts over again. Banners have also been erected on makeshift fences, and other temporary structures. Greg Dirks stated that the proposed revision would remove the time

limitation, and reduce the banner size to 30 square feet. Banners would also have to be mounted on a permanent structure, and would require a \$20 permit. The Board asked why a fee is required. Greg Dirks stated that it is to help ensure that banners are placed in appropriate locations. The Board asked that the size be increased to 32 square feet.

Greg Dirks stated that the next discussion point is feather banners. Greg Dirks explained that the City does not currently regulate feather banners, and they were not included in a lot of codes that were reviewed. Dirks stated that the recommendation is to permit one feather banner per business. That limit would also pertain to a business inside of a business, such as the bank inside of Fred Meyer. The Board asked that the limit be revised to one per street frontage per business.

Greg Dirks stated that the next issue is a bit of an anomaly. Greg Dirks explained that the freestanding signs at the Town Center cannot be expanded or enlarged, which has resulted in several businesses not being able to be on the sign. Greg Dirks stated that the current code is specific about the number and size of this type of sign. Greg Dirks stated that the recommendation is to enable the signs to expand as new development occurs. The Board agreed.

Greg Dirks stated that the next sign type are air blown, or air filled signs. Greg Dirks explained that none of these signs were observed during the survey, but a local store has been using one recently. Greg Dirks stated that staff's initial recommendation was not to regulate this type of sign, or to regulate them in certain zoning areas. Regulations could be in the form of number per business, height, and setback distances from the right of way. The Board stated that they would like to regulate air filled signs, and limit them to one per business with a required setback.

Greg Dirks stated that the next discussion is on electronic message centers. Greg Dirks explained that the City permits these signs only in freeway oriented areas. That revision was made a few years ago at the request of a couple of businesses. Greg Dirks stated that the survey indicated that there are two electronic signs in the community. One is a small sign in a window of a store, and the other is the price sign at a gas station. Peterson stated that the electronic gas price sign was enabled because it cannot be seen from the right of way. Greg Dirks explained that electronic signs are becoming more prevalent in development, and they are being used for many different purposes.

Greg Dirks stated that staff has a set of recommendations which includes a limit on brightness, minimum time that an image could be displayed, limiting animations, and a size limit of 35 square feet. The board asked that the size limit be revised to the maximum amount currently permitted for wall signs.

Greg Dirks stated that there are other suggested revisions including permitting a-frame signs. A business could have one a-frame sign that is less than 36 inches in height, and less than 12 square

feet in area. Greg Dirks explained that each business could have one banner, one feather banner, and one a-frame in addition to their wall signs per the suggested revisions. The Board mentioned that may be too many signs per location, but stated that was an acceptable approach at this time. Greg Dirks stated that staff suggests not regulating signs in windows, on vehicles, or telephone poles. Human powered signs must be at least 20 feet from an intersection. The Board asked about run down or damaged signs. Greg Dirks stated that those would be addressed under the hazardous sign provision.

Greg Dirks presented a rough timeline for implementation. The timeline included an open house with businesses in November, direct contact with businesses in January and February, consideration from the Planning Commission in March, and adoption consideration from Council in April. The Board asked to be notified when the open house occurs. Dirks stated that he would let them know that date and time. The Board thanked Greg Dirks for the presentation.

Members of the Planning Commission left at 7:40pm.

DISCUSSION: WOOD VILLAGE MUNICIPAL CODE PARKING REGULATIONS AND ENFORCEMENT

Greg Dirks presented the discussion, and stated that it is regarding on-street parking regulations and enforcement. Greg Dirks explained that parking provisions are in two sections of the municipal code. Section 10.12 covers the majority of parking regulations, and the penalty is a \$50 citation. Greg Dirks stated that the Multnomah Sheriff's Office issues the citations on behalf of the City. Greg Dirks explained that only a few citations have been issued in the past couple of years. The citations were issued to a chronic offender who was parking in the middle of the roadway. Greg Dirks stated that the citations work well in that type of case, but not as well for short term parking violations.

Greg Dirks stated that additional parking provisions are in section 10.08 of the municipal code, and covers the storage of private property on public roadways. Greg Dirks explained that storing a vehicle in excess of 48 hours is considered storage of an abandoned vehicle. The remedy had been to contact the MCSO, and they would tag the vehicle for towing. Greg Dirks explained that only a few vehicles were ever towed because the owner would usually move the vehicle, or remove the tag notice.

Greg Dirks stated that the MCSO will no longer tow on behalf of the City. That is because of a semi-recent court decision that limited the ability to tow an otherwise properly parked vehicle. Greg Dirks explained that the City could still tow vehicles, but additional process would have to be added. The staff recommendation is to administratively move from towing vehicles, to issuing citations. Greg Dirks stated that will still involve some additional staff work to mark the vehicles, but that process is easier to accomplish than towing vehicles. Greg Dirks explained

that there have only been seven cases of parking violations since June, so the caseload is not that great. Greg Dirks asked if there were any questions. There were none.

BANKING SERVICES RFP REVIEW - COUNCIL LIAISON SELECTION

Minter stated that that the request is for a Council representative to help evaluate the proposals for banking services.

Upon motion by Harden, seconded by Nissen and passing 5-0, Mark Clark was appointed as the Council review liaison.

PUBLIC WORKS DRECITR'S REPORT

Sloan presented the report and stated that there are completed easement documents and designs for the connector trail. Sloan explained that we will have to add emergency vehicle access to the easement agreements. Sloan stated that staff will be working on recertifying the neighborhood around the park for CDBG eligibility for future grant projects.

Sloan stated that the tree removal in front of Best Western occurred, and the owner has assured the City that contractors will be working shortly to rebuild the sidewalk. There will also be some kind of guarantee that the trees will be replaced once the Halsey Corridor plan has been completed.

Sloan stated that the gateway sign at 244th is underway. There was a meeting with the contractor about the design, and the work should begin shortly. Harden asked if we should wait until electronic message centers are approved to complete that project. Sloan stated that there was not room in the budget for that scope, but we can get some price options for the Council. Sloan stated that the pavement indexing project is complete, and the overall rating was very good. Sloan explained that Stanley St. was selected for a full rebuild because of the poor surface condition, and utility improvements that can be made to that street section.

Sloan explained that the GIS mapping project is about 75% complete. Mark Clark asked why we did not partner with another agency for that project. Sloan stated that we did partner with Multnomah County for storm facilities, but we are now able to do the work in-house. Sloan explained that about 90% of the private storm detention facilities have been cleaned this year. There is still one property that has yet to comply, and we are working to ensure that they maintain their system.

Smith asked about the IHOP development. Peterson stated that is scheduled for a hearing on October 4th.

FINANCE DIRECTOR'S REPORT

Minter provided the report and stated that the finances are on track and within parameters. The investments at LGIP are up to 1.02%, and that has been making a difference. Minter stated that the field audit work was completed in three days, and there were no findings. Minter explained that staff worked hard, and all the records were good to go.

The Council thanked Miner for the report, and finance work.

CITY MANAGER'S REPORT

Peterson stated that the Annual Performance Plan update is in the packet. Peterson stated that there is a great management team, and staff is doing great work. Peterson explained that there continues to be delays in the Arata Road project. Peterson stated that the County is still waiting to procure two right of way easements. Those delays have resulted in delays on City projects. Peterson explained that there seems to be frustration at all levels, and we will provide an update when one is available.

CITY COUNCIL REPORTS

Tim Clark stated that there was a presentation from Tri-Met at EMCTC, and the presentation was on the East Side Service Enhancement Plan. Tim Clark stated that there will be new lines serving the City, and one of them will go through the Town Center. Tim Clark stated that there were no timelines for completion, but the top lines that would serve the City were included in the final plan. Tim Clark stated that the rapid transit bus from downtown Portland to MHCC had some cuts. The line will stop at the Gresham Transit Center instead of the college. Tim Clark stated that the cut was frustrating, but it will result in saving \$22 million that could be used for other area transit projects.

Tim Clark stated that there was a leadership forum at MPAC, as well as a growth distribution update. Tim Clark explained that the update focused on the analysis zones which often overlap city boundaries. There was not a lot of useful information for individual cities when the findings were presented. Peterson explained that the purpose of the analysis is for predictive modeling of relative traffic patterns. Tim Clark stated that it will also be essential to have matching funds for future grant opportunities. Peterson stated that the forum stressed that funding from the state and federal level will be diminished, and something different will have to be done to fund roads.

Smith stated that EMEA took a position on measure 97, as well as the Gresham Barlow bond measure.

ADJOURN

With no further business coming before the Council, and upon motion by Tim Clark seconded by Harden, and passing 5-0 the Council adjourned at 8:50pm.

Patricia Smith
Mayor

Date

ATTEST:

Greg Dirks
Recorder



City Council Agenda Item Staff Report

Meeting Date: October 13, 2016

TO: Mayor and Councilors

FROM: Bill Peterson, City Manager

Authored by: Greg Dirks, Records Manager/HR Specialist

DATE: October 3, 2016

SUBJECT: **Resolution 36-2016 Extending Workers' Compensation Coverage to Volunteers**

Requested Council Action

Approve Resolution 36-2016 extending workers' compensation coverage to volunteers.

Background

This resolution is brought forward to Council each fiscal year. The purpose of the resolution is to extend workers' compensation to volunteers including Councilors, Commissioners, event and other City volunteers. This resolution had been approved in July, but CIS, the City's insurance provider required a new format for the resolution. The updated format is attached.

Next Steps

Staff will notify City County Insurance Services of the extension of coverage.

Alternatives

The Council may elect to do nothing, and not extend coverage for fiscal year 2016-17. Providing workers' compensation coverage to volunteers helps reduce the risk of a lawsuit in the event of an injured volunteer.

The Council may direct that alternatives be researched and reviewed.

The Council may proceed as recommended.

City Goal

The provision of Workers Compensation coverage to volunteers helps support City Council Goal 4: Long-term financial stability, economic vitality and growth.

Fiscal Impact

The cost for Fiscal Year 2016-17 is \$105.17.

Suggested Motions

"I move to approve Resolution 36-2016 extending worker's compensation coverage to volunteers, and rescinding Resolution 28-2016."

RESOLUTION 36-2016
A RESOLUTION EXTENDING CITY OF WOOD VILLAGE'S
WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF
THE CITY OF WOOD VILLAGE FOR POLICY YEAR 2016-17 AND
RECINDING RESOLUTION 28-2016

A resolution extending workers' compensation coverage to volunteers of the City of Wood Village, in which the City elects the following:

Pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteers listed in this resolution, noted on CIS payroll schedule, and verified at audit:

1. Public Safety Volunteers

Non-applicable

2. Volunteer boards, commissions, and councils for the performance of administrative duties.

Applicable

An aggregate assumed annual wage of \$2,500 will be used per each volunteer board, commission, or council for the performance of administrative duties. The covered bodies are:

- a. City Council
- b. Planning Commission/ Design Review Board
- c. Parks Commission
- d. Budget Committee
- e. Urban Renewal Board

3. Manual labor by elected officials.

Applicable

An assumed monthly wage of \$800 per month will be used for public officials for the performance of non-administrative duties other than those covered in paragraph 2 above
List duties: Any manual labor performed by elected or appointed officials will be in conjunction with a public event.

4. Non-public safety volunteers

Non-applicable

All non-public safety volunteers listed below will track their hours and Oregon minimum wage will serve as assumed wage for both premium and benefits calculations. CIS will assign the appropriate classification code according to the type of volunteer work being performed.

5. Public Events

Applicable

Volunteers at the following public events will be covered under workers' compensation coverage using verified hourly Oregon minimum wage as basis for premium and/or benefit calculation:

- a. Wood Village Easter Egg Hunt

- b. Wood Village Nite Out

- c. Wood Village Cleanup Day
- d. Wood Village Great Pumpkin Fest
- e. Wood Village Tree Lighting

6. Community Service Volunteers/Inmates

Non-applicable

Pursuant to ORS 656.041, workers' compensation coverage will be provided to community service volunteers commuting their sentences by performing work authorized by Oregon minimum wage tracked hourly will be used for both premium and benefit calculations, verifiable by providing a copy of the roster and/or sentencing agreement from the court.

7. Other Volunteers

Volunteer exposures not addressed here will have workers' compensation coverage if, prior to the onset of the work provided that the City:

- a. Provides at least two weeks' advance written notice to CIS underwriting requesting the coverage
- b. CIS approves the coverage and date of coverage
- c. CIS provides written confirmation of coverage

Wood Village agrees to maintain verifiable rosters for all volunteers including volunteer name, date of service, and hours of service and make them available at the time of a claim or audit to verify coverage.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Wood Village that workers' compensation insurance coverage be provided as indicated above. This resolution will be updated annually.

Motion to approve by _____, seconded by _____ and adopted this 13th day of October, 2016.

YEAS ____ NAYS ____

Patricia Smith, Mayor

Attest:

Greg Dirks, City Recorder



City Council Agenda Item Staff Report

Meeting Date: October 13, 2016

TO: Mayor and Councilors

FROM: Bill Peterson: City Manager

Authored by: Greg Dirks: HR/Records Manager

DATE: September 30, 2016

SUBJECT: Wood Village Website Priorities and Goals

Requested Council Action

Review, discuss, and select a series of goals and priorities to be used in the development of the Request for Proposals (FRP) for website design services.

Background

The City's current website was developed in 2009, and received a cosmetic update about three years ago. Main features of the webpage includes a homepage separated into four functional areas including hot topics, City calendar, events, and a main navigation menu. There are fillable forms that are submitted through the website, and a link to online payments. The webpage contains multimedia content such as photos, City Council videos, and a few widgets. Other than the fillable forms, there are no comment or social media aspects in the site. City Council meetings are not streamed on the website, but rather imbedded once they are uploaded to Metro East's website. The website is also not optimized for mobile devices. Content management is provided by staff via a text editor. While photos, video, and text can be updated, there are limits on the style, format, and capabilities of the updates.

The current Annual Performance Plan includes upgrading the City's website. As part of the development of the RFP, a series of goals and priorities needs to be developed to include in the RFP. The staff has identified a series of goals and ideas, and are seeking feedback from the City Council before we take next steps. Our staff ideas include:

Goal Ideas Include:

- Excellent User Experience
- Citizen Self-Service
- Empowers Staff to Update
- Improves/Enhances the City's Image and Brand

Ideas for Priorities Includes:

- Optimized for mobile devices
- Streamlined navigation
- Personalized service for users
- Ability to keep relevant

Next Steps

Staff will draft and send out the website development RFP based on the goals and priorities. The proposed schedule is as follows:

- November 1, 2016 – Advertise RFP
- November 8, 2016 - Select Council Member to be on the RFP Review Committee
- December 15, 2016 – Award Contract, and establish Website Development Team
- January 2017 – Meet with developers to create new website
- June 30, 2017 – Final deadline for the roll out of the new webpage

Fiscal Impact

\$30,000 was included in the FY 2016-17 budget for this project.

City Goal

The successful completion of this activity helps achieve City Goal 3: High Quality, Cost Effective, Public Utilities, Parks, and Event.

Suggested Motions

No motion requested. The information provided by the Council will be used in the development of the RFP.



City Council Agenda Item Staff Report

Meeting Date: October 13, 2016

TO: Mayor and Councilors
FROM: Bill Peterson: City Manager
DATE: September 28, 2016
SUBJECT: Update to Discharge Limits for Sewerage

Requested Council Action

It is requested the Council adopt Ordinance number 7-2016 updating the discharge limit for Silver in sewerage.

Background

The City relies on Gresham through an intergovernmental agreement to implement the industrial pretreatment standards applicable to all waste dischargers in the City. One of the standards we agreed to meet in our IGA is to adopt local limits that are identical to those provided in the Gresham code. We have received notice that a new standard is applicable to the discharge of Silver, and that our code must be updated.

Fiscal Impact

None is anticipated to the City, nor to any existing discharger in our City.

City Goal

This action will further the City Council GOAL 3: High Quality, cost-effective public utilities, parks and events through assuring the discharge standards are current.

Staff Recommendation and Suggested Motions

Staff recommends the adoption of the ordinance.

I move to adopt ordinance number 7-2016 amending chapter 13 of the Wood Village Municipal Code amending the discharge standard for Silver.

Ordinance Number 7-2016

WHEREAS:

- 1. The City of Wood Village relies on an intergovernmental agreement with the City of Gresham to assure industrial pretreatment standards are met and compliance is achieved with federal law, and**
- 2. The IGA between Gresham and Wood Village calls for Wood Village to adopt standards for discharge to the wastewater system that meet the local discharge standards adopted in Gresham, and the federal law, and**
- 3. The City Council desires to adopt changes to assure the IGA is upheld.**

NOW, THEREFORE, it is ordained by the common council of the City of Wood Village that section 13.16.020 of the Wood Village Municipal code is amended and readopted to modify the discharge standard for Silver in the waste stream as provided in Attachment A.

**PASSED BY THE COMMON COUNCIL OF THE CITY OF WOOD VILLAGE, OREGON,
THIS 13TH DAY OF SEPTEMBER, 2016.**

Motion to approve by _____; seconded by _____ and adopted this 13th day of October, 2016.

YEAS _____ NAYS _____

Patricia Smith, Mayor

ATTEST:

Greg Dirks, Human Resources/Records

Attachment A to Ordinance Number 7-2016

13.16.020 Limitations on Wastewater Discharge Characteristics

(1) Categorical Standards.

All dischargers shall meet the supplementary limitations (Subsection E) and where applicable, Categorical Standards.

(2) State Requirements.

State requirements and limitations on discharges into the sanitary sewer system apply in any case where they are more stringent than federal requirements and limitations or those in this code.

(3) Right of Revision.

The City reserves the right to amend this chapter to provide for more stringent limitations or requirements on discharges to the sanitary sewerage system if necessary to comply with the objectives of the federal general pretreatment regulations.

(4) Dilution.

No Industrial User may increase the use of potable or process water in any way, for the purpose of diluting wastewater to achieve compliance with the standards set forth in this code.

(5) Local Limitations.

No Industrial User may discharge wastewater containing concentrations of the following materials, exceeding the follow

Pollutant¹	Maximum Daily Maximum Limit
	(Mg/L)
Arsenic (As)	.48
Cadmium (Cd)	.50
Chromium (Cr)	1.58
Copper (Cu)	2.00
Cyanide (CN)	1.00
Lead (Pb)	1.00
Mercury (Hg)	0.10
Molybdenum (M0)	6.58
Oil and Grease	100
Nickel (Ni)	3.00
Selenium (Se)	4.48
Silver (Ag)	.47
Zinc (Zn)	4.00

1 Limits established for total metals and total cyanide.

2 Oil and Grease limit is for total non-polar oils; petroleum oil, non-biodegradable cutting oil, or products of mineral oil origin.

(6) Additional Limitations.

The City Manager may apply best professional judgment (BPJ) and impose technical or performance based pollutant concentrations and Best Management Practices, in addition to limits specified in subsection E of this section above, on Industrial Users. The City Manager may impose flow (gallons per day), mass (pounds per day), pH, and/or temperature limitations on Industrial Users. The City Manager may impose categorical equivalent mass or equivalent concentration limits pursuant to 40 CFR 403.6(c).

(7) The prohibitions of Section 13.16.030 are incorporated into Chapter 13.16 by this reference and may be enforced, pursuant to this Chapter, against users subject to Chapter 13.16. (Ord. 3-2009; Ord. 2-2003)

August 18, 2015

Gunter Mark
Public Works Director
City of Wood Village
2055 NE 238th Dr.
Wood Village, OR 97060

Dear Mr. Mark:

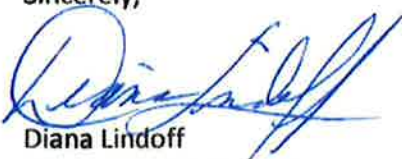
**RE: Industrial Wastewater Discharge Modification
New Local Limit for Silver Effective August 20, 2015**

The purpose of this letter is to inform you of a change to the City of Gresham's Local Limit for silver. The Silver indicated in your Waste Discharge Permit is 1.0 mg/L. Effective August 20, 2015, the revised Local Limit for Silver is 0.47 mg/L.

In 2011 the City re-evaluated its local limits as part of the May 2010 National Pollution Discharge Elimination System Permit renewal. Subsequent to this, the City discovered a calculating error for Silver. The corrected Local Limit for Silver was approved by the DEQ on March 11, 2015. Gresham City Council enacted new Silver limit of 0.47 on July 21, 2015, with an effective date of August 20, 2015.

If you have questions or need further information about the revised Local Limit for silver, please contact me at 503-618-2552 or Diana.lindoff@Greshamoregon.gov.

Sincerely,



Diana Lindoff
Environmental Specialist

Enclosures

pc: Brian R. Stahl, Deputy Director, DES (w/out enclosure)
Keely Thompson, Regulatory Water Services Program Manager

File: 3.31-3



City Council Agenda Item Staff Report

Meeting Date: October 13, 2016

TO: Mayor and Councilors
FROM: Bill Peterson, City Manager
DATE: October 5, 2016
SUBJECT: League of Oregon Cities Debrief

Requested Council Action

None.

Background

The 91st annual League of Oregon Cities Conference was held in Salem September 29 to October 1, 2016. Attending the conference this year on behalf of Wood Village were the following:

Councilor Nissen: Attended the Councilor Workshop *Strategic Planning for a Changing and Challenging World*.

Council President Tim Clark: Attended the entire conference and functioned as the voting delegate for Wood Village.

Councilor Mark Clark: Attended the entire Conference

Commissioner Linda Jensen: Attended the Planning Commissioner Training on Thursday afternoon

City Manager Peterson: Attended the entire conference and organized and moderated a breakout session on the Cost of Growth.

HR/Records Manager Dirks: Attended the City Manager's session on Thursday focused on bargaining and negotiating.

Council representatives and staff members will discuss with the Council the workshops, information obtained and ideas shared, as well as key things learned during the conference.

City Goal

Attendance and participation in the League conference supports

GOAL 6: Effective local, state and regional partnerships.

Fiscal Impact

The cost for Fiscal Year 2016-17 is \$2,800.

Suggested Motions

None