



*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  
October 26, 2017  
MINUTES**

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

**ABSENT:** Councilor Bruce Nissen.

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

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

There were no comments.

**CONSENT CALENDAR**

- a. Resolution 37-2017: Appointment to PDX Citizen Noise Advisory Committee - Mark Clark

Tim Clark thanked Mark Clark for his service on CNAC, and appreciated his efforts on behalf of the areas cities.

Upon motion by Smith, seconded by Harden and passing 4-0, the Consent Calendar was approved.

**RESOLUTION 34-2017 IGA WITH MULTNOMAH COUNTY FOR CDBG FUNDING**

Sloan presented the resolution and stated that it is an IGA with Multnomah county for CDBG funding. Sloan explained that the project is the irrigation design at the Donald Robertson Park. Sloan stated that this year is the smaller amount of funding at \$10,200, and the plan for next year is to build the system with the larger grant. Sloan stated that this irrigation plan will extend the current irrigation system to the arboretum, while designing some new features to the current system.

Sloan stated that our play field can be enhanced once the irrigation system is functional again. It will take some work, and the irrigation will make a dramatic difference for the playability of the surface.

Upon motion by Mark Clark, seconded by Harden and passing 4-0, Resolution 34-2017 authoring the IGA with Multnomah County for CDBG funding was approved.

### **RESOLUTION 35-2017: CEDAR LANE PROJECT ENGINEER SELECTION**

Sloan presented the resolution and stated that it is for the design work for the Cedar Lane reconstruction project. Sloan stated that there was an RFP in August with four submittals. Firwood Design Group based out of Troutdale was selected, and they came back with a cost of \$59,456. Tim Clark asked if the project is buildable with the current funds. Sloan stated that it will be close. Peterson stated that the project may have to be pushed back for another year. Sloan stated that there are a lot of variables that could make the project go either way. Sloan stated that items such as subgrades, construction scheduling, and item costs will all have a factor on the bids. Sloan stated that the firm is aware of the potential to have to push the project back a year.

Peterson stated that if the bids come in over budget, the council has the ability to increase the allocation, not award the bid, or hold off on the project until more resources can be allocated. Peterson stated that it all depends on the bid market as well. Smith stated that the construction industry is very busy right now. Tim Clark stated that it may be possible to slip in between larger projects and get a fair deal. Peterson stated that is possible.

Upon motion by Harden, seconded by Smith and passing 4-0, Resolution 35-2017 awarding the Cedar Lane Reconstruction Design to Firwood Design Group was approved.

### **RESOLUTION 36-2017: UTILITY RATE ADJUSTMENTS**

Minter presented the resolution and stated that this is an annual adjustment to utility rates. Minter stated that the increase is 2.1%, which is based on the cost of living. Minter stated that years ago annual increases did not occur, so the increases were for a large amount. Minter stated that this keeps it more manageable for residents. Minter stated that for a single family home the entire bill will increase by about \$2.

Minter explained that the main costs to the utilities are sewer treatment and personnel. Minter stated that we adjust the rates based on personnel costs. Minter stated that this action only increases the base fees, not the associated fees. Minter asked if the Council would like to consider increases to the associated fees.

Mark Clark asked how many meters are locked out each month. Minter stated it varies from month to month, but typically is around five. Mark Clark asked what the turn-on fees are. Minter stated that the City charges \$25 to turn off the meter, and another \$25 to restore service for a total of \$50. Smith stated that is cheap, and should be increased. Mark Clark stated that years ago the water bill used to be \$25, so that amount seems high. Harden asked what the average past due amount is. Minter stated that we stop it when the amounts gets to about \$200. Harden stated that means that it is about \$250 to get the water back on. Harden stated that he would rather have residents have their water back on.

Smith asked if some accounts get shut off, and then move away without paying. Minter stated that does happen, and then we place a lean on the property for the amount. Minter stated that usually it is the same people who get turned off each month. Harden stated that he feels it is a health and community issue to help get water service restored. Minter stated that we offer payment plans and options, as well as a donation fund that can be utilized. Minter stated that the residents also get a notification prior to shut-off, and can make a payment arrangement as well.

Peterson stated that we will put the item on consent at the next meeting, and staff will review the hard costs associated with these fees. The Council agreed.

Minter stated that attachment A has an error. Minter stated that the fire hydrant fee should be \$200.

Upon motion by Smith, seconded by Mark Clark and passing 4-0, Resolution 36-2017 adjusting utility rates with the correction identified for fire hydrants was approved.

#### **RECAP: LOC ANNUAL CONFERENCE DISCUSSION**

Tim Clark stated that there is no specific presentation, and he had some notes on the conference. Tim Clark stated that he attended the councilor's workshop instead of the mayor's workshop. Tim Clark explained that it was about the fundamentals of being a good councilor. It was a type of session that was fundamental and basic, but still good to get a refresher. Tim Clark stated that it was also good to share experiences and issues with others at the table.

Tim Clark stated that he attended the homelessness forum. Tim Clark explained that no specific solutions were presented, and it was just how there is a homeless problem. Tim Clark explained that he enjoyed the session on unmanned aircraft, and the technology is amazing. Tim Clark stated that they have firefighting drones, locating drones, and all kinds of specialty drones for certain uses. Tim Clark stated that they are testing autonomous drones that carry people. The idea is that it would be an aerial taxi.

Tim stated that the keynote was a Major in the army who was a pilot, and the title was shoot like a girl. It was about challenging the status quo and promoting the movement to enable women into infantry. Tim Clark stated that the message was about fighting for what you believe in.

Mark Clark stated that he attended the session on emergency preparedness that took place just prior to the awards ceremony. Mark Clark stated that he learned a lot about what the county does in terms of emergency management. Mark Clark explained that the County is trying to grow and expand the program in the area, and he liked the session.

Tim Clark stated that he took a tour of the Lake Oswego and Tigard water treatment plant. The facility was recently opened, and it was very impressive. Tim Clark stated that he was very excited about the project because it was a two-city project that also involved a third jurisdiction.

Tim Clark stated that his favorite session was on preventing and managing conflict in meetings. Tim Clark explained that within the first few minutes of the presentation, the session went into an entirely different direction. It was a very self-directed discussion.

Tim Clark stated that the lunch endnote was an Abraham Lincoln impersonation town hall. Tim Clark stated that there was a 30 minute address as a live act, and that was followed up by questions from the audience while the person was still in character.

Peterson stated that this was his 31<sup>st</sup> conference. Peterson stated that he got professional information, and listened to people talk about issues and situations that he had not considered. Peterson stated that the city manager session was about making change. It was a good session, and got him engaged thinking about the upcoming changes at City Hall. Peterson stated that there was also a great session on affordable housing and incentive packages. Peterson stated that he learned a lot about those options. Peterson explained that urban renewal agencies will be under attack again in 2018, so we will want to be careful on how we move forward in the next couple of years.

HR/Records Manager Greg Dirks stated that he was less impressed with the sessions he attended. Dirks stated that while there was always some nugget of good information or insights, many of the sessions he attended did not go into depth on the information. Dirks explained that the session on retail had conflicting information, and the session on customer service talked more about using existing public records or meetings laws to get out of providing exceptional customer service. Dirks stated that he was happy to attend, and explained that some of the better information comes from sitting around a table with peers from other communities.

## **PUBLIC WORKS DIRECTORS REPORT**

Sloan presented the report and stated that most of the items are not too new from last month's report. Sloan stated that the CDBG work will begin now that the IGA has been approved. Sloan stated that the Cedar Lane project will now also get underway with design work. Sloan stated that the sanitary sewer cleaning and inspection is also complete except for 238<sup>th</sup> and Arata due to traffic control issues. That section will be picked up later this spring. Tim Clark asked about the root intrusion that he was told about on 238<sup>th</sup> Pl. Sloan stated that it was a lateral that was clogged, and not the mainline.

Sloan stated that the Cotton Wood water line is under design. Sloan explained that we coordinated the topography with the county's contractor, which made it easier to get. Sloan

stated that we have not heard from IHOP on when they will open, but they are making process. Sloan stated that south Riverwood is making progress, and the new roadway has been cut-in.

Harden stated that he keeps getting asked about the greyhound park, but not Riverwood. Harden asked what is going on at the dog track with the construction storage. Peterson stated that it is Wilson construction doing a PGE project. Sloan stated that the Village Manner rebuild project is now underway which will make a number of improvements to that site.

Smith asked about storm drainage in Treehill that connects into the City's system. Smith stated that she heard Treehill had their line televised, and there was slow flow when it entered the City's line. Sloan stated that he has been in constant communication with Treehill, and the condition of the storm lines at Treehill. Smith stated that this last rain caused a large overflow that has not occurred with other larger rain events, and asked why that occurred. Harden asked if the grate had been cleaned. Peterson stated that he was made aware that the grate had been cleaned, which would increase and help Treehill's flow. Sloan stated that the last culvert on Treehills' property was about half-filled with debris, and would need to be cleaned. Sloan explained that Treehill got a quote to clean that section, and it was around \$3,000. Treehill asked if that cost could be shared with the City, and Sloan stated that it would not. Sloan stated that he then got a quote for a larger section of cleaning that included both Treehill and the City's facilities, but Treehill was not interested in that deal.

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

Minter presented the report and stated that all expenses and revenues are within budget, and things are coming in as expected. Minter stated that the interest rate will be 1.55% at LGIP starting on November 1<sup>st</sup>. Minter stated that we are now making between \$5,000 and \$6,000 a month on interest.

Minter stated that the City's Accountant Yelena Shapovalov went to the GFOA conference last week in Portland. Minter stated that the audit and CAFR are also coming along. The financial statements have all been completed, and now we are working on the management report and statistical analysis. Minter stated that the auditors will present the final report in January.

Mark Clark asked if we have received any marijuana revenues. Minter stated that we have received a percentage of the statewide collection, but not our local 3% tax yet. Peterson stated that we should be receiving the local 3% tax revenue soon, but that amount will not be able to be shared as a standalone figure because of the statutory non-disclosure mandate. Peterson stated that the total amount will be rolled into the liquor tax revenues. Peterson explained that the law is really clear, and the intent was to protect individual businesses, so others could not determine how well or not well any one facility was doing.

Harden asked if elected officials can sign the non-disclosure agreements, and be party to the information. Harden stated that Condit replied that unless the law prohibits that action, then that can occur. Peterson stated that in this case, we were limited to naming three individuals, and they have been named and signed the agreement. Condit stated that Councilors can sign a non-disclosure agreement, unless something prohibits that action. Peterson stated that it was defined in an administrative rule.

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

Peterson presented the report and stated that there are a couple of items that need Council direction, but staff was unable to prepare reports in advance of this meeting. Peterson stated that while we like to have all the information to the Council in advance of the meetings, that was not possible in these cases. Peterson stated that the first issue is on the Gorge Hub project. Peterson explained that the West Columbia Gorge Chamber of Commerce is interested in obtaining grants to fund the construction and project oversight for the hubs.

Peterson stated that the grant is from Travel Oregon, and the application has to be filed by the 16<sup>th</sup> of November. Peterson stated that the Gorge Hub effort initially began as a means to increase and induce bicycle tourism, which is a fast growing segment of the tourism related spending in the state. Peterson explained that the historic Columbia River Highway was identified as a potential project to induce tourism to the Gorge region, and surrounding communities. Peterson stated that ODOT is spending around \$40 million to complete the trail connections.

Peterson stated that the original intent was to have the pathway go from Troutdale to Hood River. The Dalles heard of the effort and asked to be included as well. Peterson explained that Karen Schaaf came to the City and advocated to include Wood Village as the western starting point. Peterson stated that we got included in the project, and the entire trail goes from Wood Village to The Dalles. Peterson presented graphics and photos of the trail as well as hubs in the adjacent communities. Peterson stated that the hub for the City is located in the Donald Robertson Park. While the buildout of the hub has been included in the last two budget proposals, it has not been funded.

Peterson stated that a \$1 million grant is being proposed to complete the hubs through the project area. Peterson explained that the grant requires a match from each community, but the City does not have any allocation. Peterson stated that the chamber representative stated that they would go out for a Visitor Development Fund grant through the county for \$45,000. Peterson stated that fund was also looked at to help fund some Main Streets on Halsey work.

Peterson stated that the next steps if the Council wants to move forward is to permit the chamber of commerce to submit the grant to Multnomah county for our match, which will then be used

for the Travel Oregon Grant. Peterson explained that we will also need to dedicate the front section of our park as the Gorge Hub location. Peterson stated that the grant and fiscal management would be through the Mid-Columbia Economic Development District. Peterson stated that he is looking for direction on how to proceed.

Mark Clark stated that he thinks it is a good idea. Bicycles are becoming more and more popular, and will continue to be with other regional improvements. Mark Clark stated that he is glad Schaaf brought this to our attention many years ago. Sloan stated that right now our designs and costs are very rough. We will have completed drawings and plans in February, and that will give us a better idea on costs. Peterson stated that the design could also be expanded to include the Halsey frontage of the park, which would also dovetail with the Main Streets on Halsey project.

Harden asked about the difference between the \$45,000 county grant, and the \$98,000 projected construction cost, and where that money is coming from. Peterson stated would come from the state grant through Travel Oregon. Harden stated that if we receive both grants, then the City is not out of pocket any money. Peterson stated that is correct, and does not feel comfortable with the approach. Tim Clark stated that he does not feel uncomfortable with that approach. Harden stated that he would like to see some use out of the County's Visitor Development Fund. Tim Clark stated that he wanted to use this for Halsey, but this looks like a better fit. Peterson stated that it is. Smith stated that she likes the idea as well.

The Council provided direction to move forward on the project and letter of intent as discussed.

Peterson stated that the next issue is the upcoming tree lighting event. Several years ago the City had more permanent lights installed on the tree, which made it more durable in bad weather. Peterson explained that last year's winter weather damaged a lot of the branches and lights on the tree, and a large section of it no longer lit up. The most recent wind storm did additional damage, which basically destroyed the light setup.

Peterson explained that there is a smaller tree near the current tree that can be wrapped for about \$3,000 including lights. Peterson stated that would be in addition to the \$4,000 lighting contract. Peterson asked what we want to do about lighting a tree this year. Peterson stated that lighting a tree at the park could cost just as much or more. We could get an artificial tree and move the event to the Town Center. The area store managers like that idea, but it would cost about \$15,000 to get an artificial tree large enough to have a presence at the center. Peterson stated that we could also just light City Hall and the street trees for the event.

Mark Clark stated that we should light City Hall, and not a large tree. Tim Clark agreed, and stated that the large tree was not all that impressive anyway. Harden agreed with just lighting City Hall and the smaller trees.

Peterson stated that he understands that the direction is to light City Hall and the smaller street trees, and that will be the event for the year. The Council stated that is correct.

Peterson stated that another update is on the Fire User Board. Peterson stated that he would like to invite the Gresham Fire representative into the Council meetings once a quarter to go over the quarterly reports, as well as other projects and items going on with this service provider. Peterson explained that the CARES program working with the Gresham Fire Department has been working to pair student nurses to care facilities that have a large emergency call rate. Calls at those facilities have now decreased substantially because of this program.

Harden asked if we were going to discuss the Rover Dog Walking Pet Station offer. Peterson stated that he already made that decision based on email feedback that was received. Peterson stated that he treated non-responses as having no opinion on the matter. Harden stated that he thought it was going to be discussed this evening.

### **MAYOR AND COUNCIL REPORTS**

Harden stated that the MHCRC completed the competitive grant process for the year. Harden stated that there was a hold on the program because of the lawsuit, but now that has been resolved, and a new round of grants was established. The approved projects include a Tech Smart Coach for the Reynolds School District, and talks with Centennial School District have resumed as well.

Harden stated that he attended the East County Democrats meeting, and Mayor Tosterud gave a presentation on the Main Streets on Halsey concept. Harden stated that he also shared the plans for the City Hall site, and how that fit into the Halsey concept. Harden explained that there were only about 35 people at the meeting, and they were all supportive of the project and concept.

Tim Clark stated that EMCTC had a presentation on the 2020 transportation plan, which is fueled by a \$1.7 billion bond measure to fund the SW Corridor and other projects such as regional congestion relief. Tim Clark stated that main point of discussion was if the bond would go to voters in 2018 or in 2020. Smith asked what the funding mechanism is. Tim Clark stated that it is a combination of payroll and property tax increases.

Tim Clark stated that he gave a recap of his Denver rail trip to JPACT. There was also a presentation on technology on transportation related issues. Tim Clark stated that EMEA had a field trip to Mt. Hood Community College, where they learned about the automotive program. Tim Clark stated that since 1980, every student that goes through the program gets placed at an employer. Tim Clark stated that there are some issues going on at EMEA that will need to be discussed and resolved at some point in the future. Tim Clark stated that he is concerned a large city partner will exit the group, which could lead to others leaving the group as well. Peterson



stated that the group is missing focus. Harden stated that EMEA is missing the salesmanship to East County, and the capacities and capabilities of the area and properties.

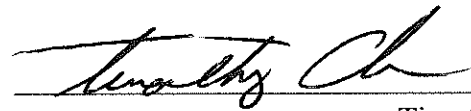
Tim Clark stated that he attended the Mayor's Consortium, and while it was a good meeting there as a lot of talk about issues, but no consensus or action on what to do about any of them. Tim Clark stated that it was a good discussion, but he is tired of not getting to fix anything or make decisions.

Tim Clark stated that he has also been meeting with area retail store managers, and he has been enjoying the experience. Tim Clark stated that he works a lot on regional issues, and it was good to get to know the area managers and store details. Tim Clark stated that in addition, Walmart will be placing our City flag in their store. Peterson stated that the flags have been ordered.

Tim Clark asked if anyone on the Council would like to represent the City on the Halsey Corridor Committee. Tim Clark stated that it needs to be a person of passion for this effort. Harden stated that he would like to serve on the committee. The Council agreed to that.

**ADJOURN**

With no further business coming before the Council, the Council adjourned at 8:14pm.



Timothy Clark  
Mayor

11-16-17

Date

ATTEST:



Greg Dirks: City Recorder