

**MEETING OF THE  
WOOD VILLAGE CITY COUNCIL  
December 8, 2015  
MINUTES**

**PRESENT:** Mayor Patricia Smith, Council President Tim Clark, Councilors Scott Harden, Bruce Nissen, and Jimmy Frank, 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.**

**INTERVIEW: PLANNING COMMISSION APPLICANT - LINDA JENSEN**

Smith asked Jensen why she applied to be on the Planning Commission. Jensen stated that she is semi-retired, and wants to help the community. Jensen explained that she has a background in bookkeeping, and had a lot of clients in the construction industry.

\*Condit arrived at 6:02pm.

Jensen stated that she has also served on some difference boards in the past, and was a Girl Scout Leader.

The Council appointed Jensen to the Planning Commission for a four-year term.

**RESOLUTION 41-2015: ENTERPRISE ZONE BENEFITS**

Peterson presented the resolution, and stated that he is excited about this new opportunity for the City. Peterson stated that a business called GrovTec USA Inc. has applied for the Enterprise Zone benefits. Peterson explained that GrovTec is a precision machining business that makes parts primarily for the firearms and medical industries.

Peterson stated that GrovTec is acquiring the properties at 23555 NE Hasley which is about 8.9 acres, and is the former LBL windows site. Peterson explained that the current lease agreements will be retained, and they will spend about \$950,000 in building improvements to one of the buildings. There will be about \$4 million in equipment at the site as well. Peterson stated that the initial employment will be about 65 jobs, then increasing to 90 jobs.

Peterson stated that GrovTec started in 2006 as a family operated business, and has grown from there. Peterson stated that a three-year abatement under the Enterprise Zone is automatically applied to those that qualify. A five-year abatement requires Council approval. Peterson explained that the property tax abatement will include the nearly \$1 million in building improvements, and \$4 million in equipment. The current value of the site will stay on the tax roll. Peterson stated that in years four and five of the program, the business is required to pay a community service fee which is 25% of the taxable amount. That will be shared with other agencies.

Peterson stated that the qualifications include a minimum investment of \$2 million in new constructions, or \$500,000 in improvements. There is also a first source hiring contract which gives area residents the first opportunity to apply for new jobs, and the employment must increase by a least 10%. Petersons stated that the compensation has to be at least 150% of the minimum wage, and a vendor plan to source local materials if available. Peterson stated that GrovTec exceeds all the requirements, and will be a prime employer in the community.

Peterson presented the alternatives which included declining to act. That would automatically enable the three-year abatement. Peterson stated that the Council can also delay action, request additional information, and take a tour of the current facility. Peterson stated that the staff recommendation is to approve the five-year agreement.

Bob Grover introduced his team which included his son Tyler Grover, Erik Schock who is an engineer in training, Kim Graham from the sales team, and the finance director Kevin Monroe. Bob Grover stated that his wife intended to come to the meeting as well, but could not make it. Bob Grover explained that their current location in Milwaukie flooded yesterday, but it was all contained to the parking lot. Bob Grover thanked the Council for the opportunity to consider his company for the program. Bob Grover explained that he started this company in 2006 after the company he worked for moved overseas. Bob Grover stated that when he started looking for a new location, he did not know Wood Village existed. Now that he has gotten to know the community, it has been a great experience.

Smith thanked them for locating in Wood Village, and asked what source they use to fill new positions. Bob Grover stated that they use Worksource Oregon, and also train and promote from within the company.

Nissen asked if they have any suppliers in East County already. Bob Grover stated that they do not, but will be looking for vendors and other kinds of outsourcing work such as anodizing. Frank asked about their sales, and annual revenues. Graham stated that they have about \$6 million in annual sales, and they are experiencing double digit growth. Bob Grover explained that about 75% of their business is being the OEM provider for parts and accessories.

Upon motion by Clark, seconded by Harden and passing 5-0, Resolution 41-2015 accepting the five-year Enterprise Zone agreement with GrovTec USA Inc. was approved.

#### **CITIZEN COMMENTS**

There were none.

#### **PUBLIC SAFETY REPORT**

Act. Commander Reiser stated for the month of November there were 414 incidents which resulted in 99 traffic stops, 24 subject stops, and 11 vehicle collisions. Reiser stated that the MCSO has set up an incident command center regarding the weather related incidents. There will be extra patrols this evening looking out for flooding, and trouble areas. Reiser explained that the search and rescue team has also been placed on notice to help respond to emergencies. Reiser stated that evacuation plans and routes have been established, but it is unlikely that they will need to be used. Reiser stated that Public Alerts.Org is providing people who have registered with the site with the latest information on the event

Reiser stated that a little over a month ago the MCSO reworked the liaison relationship with the City, and the communication has improved since then. Reiser stated that the MCSO is also doing their annual toy drive at Wal-Mart. All the toys collected go to SnowCap which will distribute them to children in East County. Reiser explained that Commander Gates was volunteering at the event when a shoplifter tried to run away. Gates was able to chase and arrest the suspect without incident.

Reiser stated that on behalf of Sheriff Staton and the MCSO, he wanted to thank the City Council for the great working relationship and invitation to the appreciation dinner event.

The Council thanked Reiser and the MCSO for their work to the City.

#### **CONSENT CALENDAR:**

- Review of bills paid in November 2015
- Liquor License Renewals
- Contracts \$2,500 - \$50,000
  
- Waste Management – Leaf Drop Off Service: \$2,800
  
- Council Minutes:

- November 2, 2015
- November 9, 2015

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

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

Minter presented the report, and stated that everything is on target. Minter explained that revenues are higher than expected, except for cigarette tax revenue which is declining. Minter stated that the investments are at about \$4.6 million, and there are \$100,000 worth of bonds as well. The first bond interest payment will be received in April. Minter stated that the audit is going well, and should be completed by the 18<sup>th</sup> of the month.

Minter stated that the property tax revenue is increasing. This year the expected revenue is \$911,990, and last year it was about \$855,000. The year before that was \$812,000. Minter stated that the City has already received \$755,800 in property tax revenues which is really good for this time of year. Minter explained that the collection rate for property taxes is about 95%. Petersons stated that the City will eventually receive all 100% of the taxes, and each year the City receives past payments from the county. While there could be a reduction in current year property tax revenues, the money eventually comes in, and is not written off.

The Council thanked Minter for the report

\*Minter left at 6:36pm.

### **ORDINANCE 5-2015: REVISIONS TO MUNICIPAL CODE CHAPTER 2 FOR ADMINISTRATION AND PERSONNEL**

Peterson presented the ordinance and stated that staff was revising the municipal code with the purpose of reducing the Planning Commission membership from seven to five people. Peterson explained that there had been a vacancy on the Commission for over a year, and then a second Commissioner resigned. Peterson stated that the Council just appointed a new member this evening, which will allow a Council Liaison to the Planning Commission, but not an actual member.

Peterson stated that the main reason for the reduction in membership is to have a quorum at meetings. There are a lot of upcoming items, and reducing the membership will make it easier to gather and have a quorum. Peterson explained that when he went in to revise the code, he noticed outdated language and provisions in the code as well. Peterson stated that he sent the proposed revisions to Condit, and the entire section was revised. The revisions also match the recently revised City Charter.

Peterson stated that the main revisions include changing the name of the City Administrator to City Manager, eliminating the Treasurer position, and removing outdated language from the 1950's. Peterson explained that the Animal Control Board was eliminated, and it was never actually in service for the City. Peterson stated that the Measure 37 Claim provision was also removed. Peterson explained that the City received one claim, and it was dropped several years ago. No new claims are possible.

Peterson stated that the end result is a lot less code section. The only real revision of substance is changing the Planning Commission from seven to five members. Peterson explained that having the ability to have a three-member quorum will be helpful as issues come forward. All the other items were housekeeping in nature. Condit agreed.

Harden stated that the revisions match actual practice. Peterson stated that is correct, and was surprised at some of the outdated provisions that were in the code. Peterson stated that the staff recommendation is to adopt the Ordinance.

Upon motion by Harden, seconded by Nissen and passing 5-0, Ordinance 5-2015 making revisions to Municipal Code Chapter 2 was adopted.

### **RESOLUTION 42-2015: HALSEY STREET SEWER LINE BID AWARD**

Sloan presented the resolution and stated that the resolution is to award the bid for the Halsey Street Sanitary Sewer Line Upgrade. Sloan stated that this is the number one project in the Sewer Master Plan, and the Capital Improvement Plan project estimate was \$797,000.

Sloan stated that the project was advertised in the DJC on November 9<sup>th</sup> and 12<sup>th</sup>. The advertisement also ran in the Pamplin Media Group. Sloan explained that the project engineer's cost estimate was \$400,000. Overall six bids were received. The high bid was \$406,000, and the low bid was \$347,000 from a company out of Silverton. Sloan stated that there is \$595,000 in the budget for the project. \$68,000 has been allocated for the engineering and construction oversight work. Sloan explained that the total project cost is \$492,000 including contingency. There will be no need to borrow money to complete the project.

Sloan stated that the alternatives include rejecting all the bids and postponing the project, reject all the bids and advertise the project again, or the staff recommendation which is to approve the bid award. Sloan explained that all the bidders were well qualified, and this firm is very reputable.

Frank asked how the payments will be made. Peterson stated that it was a unit bid, but there will be progress payments every 30 days. Smith asked if there was a final completion date in the contract. Sloan stated that will be part of the contract. Peterson explained that there are no specific penalties if there is a significant delay. Peterson stated that the City is not under a time crunch to complete the project. Sloan stated that the contractor is ready to go, and will start the project in mid-January.

Frank asked if the contractor has been verified. Sloan stated that the due diligence on reference and past projects has been completed. All the contractors were also ODOT certified. Clark asked about the bursting process, and if that could impact other adjacent utilities. Sloan stated that the other utilities are out of the immediate area, and should not be impacted by this process.

Upon motion by Harden, seconded by Clark and passing 5-0, Resolution 42-2015 awarding the Halsey Street Sanitary Sewer project to Jesse Rodriguez Construction was approved.

### **DISCUSSION: COMMUNITY EDUCATION PROGRAM BUDGET**

HR/Records Manager Greg Dirks presented the item. Dirks stated that the City Council has approved a series of community education programs. Those programs will include a session on tenant's rights, a basic budget program, and a resume and interview skills workshop. Dirks stated that providers have been found for the tenant's rights workshop, and the basic budgeting program. Staff is still looking for a provider for the resume and interview skills workshop.

Dirks stated that the provider for the tenant's rights workshop is the Community Alliance of Tenants. They are a non-profit tenant advocacy group. They have done similar trainings in Gresham and Fairview. Dirks explained that the group has requested \$500 for the training. That fee will cover the material costs, translation services, and childcare during the session. Dirks stated that the representatives from the Community Alliance of Tenants explained that childcare is an important feature to get people to come to the session. The translation service will be for Spanish and Russian. Dirks stated that a tentative date for the training has been set for February 3<sup>rd</sup>.

Dirks stated that the provider for the budget workshop is Innovative Changes. They are based out of Portland in the Lloyd Center, and work extensively with Home Forward. Dirks explained that they also requested \$500 to put on the program. That fee will cover the material costs as well as the childcare. Dirks explained that translation services will not be available for the program. There is an option to run a separate program in a different language if there is enough interested people. Dirks stated that each participant will get a tool kit of

items to help them plan their budget. The tentative date for the budget workshop is February 10<sup>th</sup>.

Dirks stated that while staff has not yet been able to find a provider for the resume and interview workshop, he would like to request \$500 for that program as well. Dirks stated that total request is for \$1,500. Money for these programs was not included in this year's budget, but the Council could authorize the use of the Council Funds to support the programs.

Clark asked why the two programs have the same cost, but the tenant's rights workshop offers translation services. Dirks explained that the budget workshop is part one of a four part budget series. The participants receive more than just information, and that drives up the cost of the program. Clark asked if there should be a fee to attend the programs. Clark stated that when there is a fee, people tend to have better interest, and realize that there is actual value. Peterson stated that he agrees, but the Community Garden has been dramatically more successful once the Council dropped the fees. Dirks stated that this is the first time the City has done a program like this, and we do not know what the turnout will be.

Harden asked if the programs would be for Wood Village residents only. Dirks stated that the programs will be available to everyone in the area, but Wood Village residency will take priority. Harden asked if the Council should allocate \$2,000 just in case another budget program is needed in a different language.

Upon motion by Harden, seconded by Nissen and passing 5-0, the City Council authorized up to \$2,000 to fund the community education programs.

## **DISCUSSION: 6<sup>TH</sup> ANNUAL TREE LIGHTING RECAP**

Dirks presented the discussion and stated that the event took place this past Saturday on the 5<sup>th</sup>. The event featured lights on City Hall, the street trees, and the 85' fir tree. Dirks stated that the Reynolds High School Expression's Choir had members sing carols, and Kohl's handed out free books and stuffed animals to the kids. Dirks explained that Brasher's donated the funds for the candy canes and cookies, and US Taekwondo supplied all the hot chocolate.

Dirks stated that there were about 75 people at the event, and the lights will remain on through the month. Dirks explained that the event cost \$4,800, and \$5,000 was budgeted for the event. The cost may go up because the big tree took more light than the contractor originally thought. Dirks stated that feedback includes revising how Santa enters the event, and having better coordination with the choir. The Council agreed, and stated that Santa should already have a chair to sit, and improved coordination with the transition from the choir to Santa.

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

Sloan presented the report and stated that he wanted to cover the highlights from the storm the other day. Sloan stated that there was about four inches of rain in a 24 hour period. Sloan presented photos of localized flooding, mainly along Halsey St. Sloan stated that crews from the county were not available, so the City's crew took the lead to clear the storm lines. Sloan explained that there was a good amount of debris that had blocked the flow of water.

Harden asked if any homes flooded. Sloan stated that some homes had water issues. Sloan explained that the lines have been cleared, and are operating well. Clark asked if having a large amount of water rush through the system could act as a cleaning method for the system. Sloan stated that while the system is likely flushed by the process, the storm grates can get clogged with debris and cause problems.

Harden asked if there is a local sandbag resource for residents. Peterson stated that we have been directing people to the County's resources instead of using the City's personnel. There are two sites in Troutdale, and one site in Gresham.

## **CITY MANAGER'S REPORT**

Peterson presented the report and stated that the full APP and report is in the packet. Overall, the APP is on track and ahead of schedule. Peterson asked if there were any questions. There were none.

## **COUNCIL REPORTS**

Clark stated that EMCTC had some updates, and Peterson presented at the meeting. Peterson explained that the new federal transportation bill has been adopted, and will allow for a full five years of federal financing. The 238<sup>th</sup> project should be started in about four years.

Smith stated that EMEA is still working on a plan to attract more members. There was a good neighborhood watch meeting as well.

## **EXECUTIVE SESSION PER ORS 192.660(2) (e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.**

The Council entered Executive Session at 7:41pm.

The Council reconvened the Regular Session at 8:54pm.

## **ADJOURN**

With no further business coming before the Council, and upon motion by Clark, seconded by Harden and passing 5-0, the Council adjourned at 8:55pm.

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Patricia Smith  
Mayor

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Date

ATTEST:

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Greg Dirks  
Recorder