

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

PRESENT: Mayor Tim Clark, Council President Scott Harden, Councilors Patricia Smith, 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.
SWEARING IN OF NEWLY ELECTED COUNCILORS**

City Recorder Greg Dirks swore in Councilor Smith for Council position two, Councilor Harden for position three, and Councilor Tim Clark for Council position five, and presented the Councilors with a certificate of election.

APPOINTMENT OF MAYOR

Upon motion by Harden, seconded by Nissen and passing 5-0, Tim Clark was appointed Mayor of Wood Village.

APPOINTMENT OF COUNCIL PRESIDENT

Upon motion by Mark Clark, seconded by Nissen and passing 5-0, Harden was appointed Council President.

CITIZEN COMMENTS

There were none.

PUBLIC SAFETY REPORT

Chief Gates presented the report, and stated that there were 356 calls for service in December. Gates explained that the overall trend line continues to go down, and has been since August, 2015.

*Condit arrived 6:10pm

Gates stated that there were 32 priority one and two emergency calls, with a response time of just over four minutes. Non-emergency calls had a response time of just over eight minutes. Gates explained that the total time on calls was 299 hours, which is higher than normal. Gates stated that there were 18 traffic incidents, with eight of them along 238th Drive.

Kevin Maurelli with the Multnomah County Sheriff's Office stated that traffic accidents increased about 12% compared to last quarter. Maurelli explained that the evening hours between Friday and Sunday are the most prevalent for traffic accidents. Maurelli stated that 223rd at Glisan has the highest number of crashes over the past five years.

Maurelli explained that the MCSO developed a traffic accident map to help locate potential problem areas. Gates stated that 238th has the highest amount of traffic incidents, and there are increasing accidents at Wood Village Blvd. at Arata Road. Gates explained that he sent a letter to the County's road department, but has not received a response. Peterson stated that the stop bar on Wood Village Blvd. has been relocated to provide for increased line of site. It is a temporary solution until the roadway is rebuilt.

Gates asked if there were any questions on the traffic data. Mark Clark stated that he no longer goes through the intersection at Wood Village Blvd. Mark Clark stated that intersection could use a four-way stop to improve

safety. Gates explained that the other issue is that pedestrian traffic has also increased at that location since it was connected with Halsey.

Gates stated that the MCSO is developing new programs and goals, and one of the new items is called the HOPE Team. Gates explained that it is a dedicated homeless outreach team that will focus on underlying issues, and provide working knowledge of resources in specific areas. This team will be able to assist deputies in providing help and support to homeless individuals. Gates stated that they are also working gun violence prevention programs. Gates explained that the program will cover more than just gang violence, but domestic violence, suicide, and accidental discharge prevention. Gates stated that they are working with the County Health Department, and will incorporate lethal means reduction into concealed hand gun permits.

Gates stated that there are several large protests planned in Portland on January 20th. Gates explained that the MCSO will be involved in assisting other agencies, and ensuring that public safety is maintained. Gates stated that the Women's March is the following Saturday, but that group did receive a permit which helps in the planning process.

Smith asked how many people will be part of the HOPE Team. Gates stated that ideally it would be a four person team. Harden asked about the gun violence reduction outreach method. Gates stated that information will be distributed to all concealed gun holders in the county, as well as the County's gun safety program. Harden asked about an eight-hour emergency medical call. Gates stated that he will look up the specifics on that case, and send it to the Council.

The Council thanked Gates and Maurelli for the report and service.

CONSENT CALENDAR:

- Review of bills paid in October, 2016
- Review of bills paid in November, 2016
- Review of bills paid in December, 2016

- Contracts \$2,500 - \$50,000

- Peterson Machinery – Generator Maintenance: \$3,499.25
- McNamara Construction – Park/Gorge Hub Sign: \$5,292.00

e. Council Minutes:

- October 13, 2016
- October 25, 2016
- November 8, 2016
- November 21, 2016
- December 22, 2016

f. Resolution 3-2017 JPACT Appointment

Tim Clark asked that Resolution 3-2017 regarding the appointment to JPACT be added to the Consent Calendar.

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

ORDINANCE 1-2017 AMENDMENT TO ORDINANCE 4-2016: MARIJUANA TAX CODE

Peterson presented the ordinance, and explained that the ordinance that was adopted seven months ago was based off of a model ordinance. Peterson stated that the state has provided an updated model ordinance since that time that addresses issues of penalties and interest on uncollected taxes. Peterson stated that this ordinance would include those items into the City's code, and would permit the state to fully enforce the provisions.

Upon motion by Nissen, seconded by Mark Clark and passing 5-0, Ordinance 1-2017 amending the marijuana tax code to include interest and penalties was adopted.

ORDINANCE 2-2017 ACCEPTING FOR THE CITY OF WOOD VILLAGE REVENUE SHARING PROGRAM OF THE STATE OF OREGON

Peterson presented the resolution and stated that the state requires the Council to take action to receive state shared revenue. Peterson explained that this is an annual ordinance, and the City receives about \$35,000 in state shared revenue a year.

Upon motion by Harden, seconded by Nissen and passing 5-0, Ordinance 2-2017 accepting the state shared revenues was adopted.

RESOLUTION 39-2016: CITY WEBSITE AND HOSTING CONTRACT AWARD

HR/Records Manager Greg Dirks presented the resolution. Dirks explained that this item was postponed due to weather, and it is regarding the contract award for the City's website redevelopment. Dirks explained that staff developed an RFP based on the Council's goals and objectives that were discussed in October. 15 firms responded to the request, and 11 of the proposals were fully reviewed. Dirks explained that four proposals had costs that were beyond the project's budget.

Dirks stated that the review team consisted of Tim Clark, Peterson, Minter, and himself. All proposals were evaluated on the same 20 different criteria, and the recommended firm was Portland Web Design. Dirks explained that the largest factor in this decision was the redesign would not cost any money. Dirks stated that Portland Web Design is the City's current webhost, and they offered to design a completely new webpage in order to use it as a model to gain other municipal business. Dirks stated that the firm had a solid proposal, and offers new features that will enhance electronic communication.

Tim Clark stated that he contacted the representative from Portland Web Design, and felt comfortable with the firm. Tim Clark explained that he was surprised that the firm would do this project for free, but feels that we will get a solid website in the end. Dirks stated that there is a kickoff meeting next week, and the goal is to get the new website launched by the end of June.

Upon motion by Smith, seconded by Nissen and passing 5-0, Resolution 39-2017 awarding the web site update project to Portland Web Design was approved.

DISCUSSION: ANNUAL CITY COUNCIL RETREAT

Peterson presented the discussion and stated that it will be held at City Hall, and the facilitator is John Morgan. Peterson explained that staff is looking for couches to make the event more comfortable. Peterson presented the agenda, and stated that it has also been emailed to the Council. Peterson explained that the opening session will focus on leadership styles, and there is an assessment that the Council will need to take prior to the retreat.

Peterson stated that this agenda is very different from the retreats of the past five years. Peterson explained that past retreats were very topic driven, and were more like a workshop than a retreat. Peterson stated that this retreat

will have the leadership discussion followed by the five-year financial projection, and upcoming projects. Peterson explained that the afternoon sessions will focus on where we want to go in the future. Peterson stated that individual items will not be covered specifically, but could be brought up as a future goal. Peterson explained that the agenda was formulated based on the Council and staff interviews with the facilitator.

Peterson stated that Councilors Harden and Mark Clark have sent over items that they would like to discuss as part of the retreat. Peterson stated that food will be brought in for snacks and lunch. The Council requested Teriyaki Guys.

Upon motion by Mark Clark, seconded by Harden and passing 5-0, the City Council retreat agenda was approved.

DISCUSSION: 1ST ANNUAL PUMPKIN FEST EVENT

Dirks presented the discussion, and stated that the event took place on Saturday, October 29th. Dirks explained that the event featured over 250 carved pumpkins from area schools. There were also three large pumpkins that were carved by a professional carver. Dirks stated that while about 18 vendors had registered for the event, only 11 showed up. Dirks explained that the early morning rain kept some people and vendors away. Dirks stated that attendees were able to carve pumpkins, and there were free family activities from 4-6pm.

Dirks stated that the attendance was around 500 people, and sponsors included Lowes and Emilio Inc. Dirks explained that the budget for the event was \$5,000, and the City spent \$4,600. Dirks stated that staff is working with Edgefield to plan a joint-event for next year, and overall the event went really well.

The Council stated that the event was a success, and thanked Dirks for the report.

DISCUSSION: TREE LIGHTING EVENT

Dirks presented the discussion, and stated that the event took place on Saturday, December 3rd. This was the seventh annual event, and it has grown in popularity. Dirks explained that the event featured lights on City Hall, smaller street trees, and an 80 foot fir tree. Dirks stated that the recent ice and snow storms damaged some of the lights, so they were not on for the full month of December.

Dirks explained that Kohl's handed out free books and stuffed animals for kids, and US Taekwondo provided free hot chocolate. Dirks stated that Santa arrived via Gresham Fire, and the only downside to the event was that we ran out of room. Dirks explained that the attendance estimate was 80-100 people, which is a lot for this space. Dirks stated that there is no easy solution to that problem, but the event has grown and is a popular event for the community. Dirks stated that \$5,000 was budgeted for the event, and the City spent \$4,992.

The Council thanked Dirks for the report, and stated that it was another great event.

PUBLIC WORKS DIRECTOR'S REPORT

Sloan presented the report and stated that it covers a couple of months' worth of items. Sloan stated that the interceptor trail easements have been cleared, and staff is working with the property owners to get the formal easements for the project. Sloan stated that the Wood Village Green water line project has a bid opening tomorrow, and we are expecting seven bids to come in.

Sloan explained that the CDBG boundary recertification has been completed, and the City's Engineering Tech Jennifer Parks did an outstanding job getting that completed. Sloan stated that we will not have to conduct financial surveys for the park to be CDBG eligible.

Sloan stated that the 244th and Halsey gateway sign has been put on hold, but staff is working with Advanced Metal and Wire to create the new sign. Sloan stated that the design and project management firm for the Stanley Street reconstruction project has been selected. Firwood Design Group has helped with other projects, and we are

scheduling the project for this spring. Sloan stated that it has been a busy month especially with all the snow and ice removal activities.

Tim Clark asked if Auto Zone is interested in holding a grand opening event. Peterson stated that he reached out once, and will do so again. Mark Clark asked about the water loss issue. Sloan stated that staff has been checking valves and other areas, but there is not an explanation for the loss. Sloan stated that staff is still looking for the cause, and will make corrections when it is found.

FINANCE DIRECTOR'S REPORT

Minter presented the report and stated that it covers October and November. Minter explained that all items are within budget, and tax revenues have been coming in very strong. Minter stated that the interest rate on investments is up to 1.03% which is nearly double what it was a year ago. Minter stated that the transition to the new bank has occurred, and staff has been very pleased with the process.

Minter stated that the audit has been completed, and the auditors will be at the next meeting to go over their report. Minter explained that it was a clean audit with no findings, but a few recommendations. Minter stated that copies of the CAFR are available, and can email or deliver a hard copy.

The Council thanked Minter for the report, and exceptional work on the finances.

CITY MANAGER'S REPORT

Peterson stated that the APP report is in the packet, and most items are on or ahead of schedule. Peterson explained that the largest issue on the APP is the Arata Road project which continues to be delayed. Peterson stated that we do not have any control over that project, but it has impacted the APP. Sloan stated that he understands that Sandy Blvd. will bid mid-March, and Arata will bid mid-April. Peterson stated that means the project can still be competed in 2017, but the fencing project will probably be moved to 2018.

Peterson stated that the other project that has fallen behind is the Town Center Master Plan. Peterson explained that a grant update for the TGM Grant has been received which will permit us to conduct another round of review prior to the public hearing. Peterson stated that while that took some time to accomplish, it should prevent issues at the time of adoption.

The Council thanked Peterson for the report.

CITY ATTORNEY'S REPORT

Condit stated that a motion has been filed to move the MHCRC lawsuit to federal court. There was also a motion to delay a response until March. Condit stated that additional meetings will occur later this month, and the idea is to try and get the motions tossed out of court. Condit stated that he is trying reduce fiscal impacts to the City while working on this case.

The Council thanked Condit for the update.

ADJOURN

With no further business coming before the Council, and upon motion by Harden, seconded by Nissen and passing 5-0, the Council adjourned at 7:37pm.

Timothy Clark
Mayor

Date

ATTEST:

