

**MEETING OF THE
WOOD VILLAGE CITY COUNCIL
June 13, 2017
MINUTES**

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

ABSENT: City Attorney Jeff Condit.

**MAYOR CLARK CALLED THE MEETING TO ORDER AT 6:00 PM.
CITIZEN COMMENTS (NON-AGENDA ITEMS)**

There were none.

PUBLIC SAFETY REPORT

Lieutenant Joel Wendland of the Multnomah County Sheriff's Office presented the report. Wendland stated that we are getting into vacation season and the MCSO offers vacation home checks. Wendland explained that homeowners can fill out an online form that will generate a property check about every 39 hours. The call rotates so deputies will be there at different times of the day.

Wendland stated that for the month of May there were 17 welfare checks, 12 traffic collisions, and an increase in vehicle stops. Wendland explained that the MCSO has been working on oversized traffic on the 238th hill, as well as speed patrol along I-84. Wendland stated that there were 353 calls for service with 163 as dispatched calls and 190 self-initiated stops. Wendland stated that there were 27 emergency calls with an average response time of four minutes and thirty seconds. Non-emergency calls had an average response of seven minutes and thirty-five seconds. Wendland stated that total time in Wood Village was 147 hours.

Wendland stated that there was an accident on I-84 that involved a stalled vehicle being hit at about 70mph. A person was killed in that incident, and the case is still being investigated. Wendland stated that the majority of calls have been typical and routine for this time of year.

Peterson stated that he wanted to thank the MCSO for working with the City and bringing in the HOPE Team to remove squatters from a home. Peterson explained that our hands were tied in removing those people, and the MCSO came in and did an outstanding job. Wendland stated that this team will be more comprehensive once it is fully up and running.

Peterson stated that Chief Gates was also instrumental in getting a four-way stop placed at Wood Village Blvd. and Arata Road. His inclusion in the process has led to a resolution.

The Council thanked Wendland for the report and his service.

CONSENT CALENDAR:

- Review of bills paid in May, 2017
- Contracts \$2,500 - \$50,000

- NW Arbor Culture: Tree Removal - \$2,950.00
- RR Landscape: 238th Island Plantings - \$2,500.00

- City of Fairview: Flower Basket Watering Service - \$4,550.00
- Refined Painting: City Hall Trim - \$2,975
- Resolution 21-2017: Solid Waste Letter of Understanding
- Council Minutes:
 - May 11, 2017
 - May 23, 2017

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

PUBLIC HEARING: RESOLUTION 17-2017 FOR RECEIPT OF STATE SHARED REVENUE

Peterson presented the resolution and stated that there are no changes to the number of personnel, and all operating budgets are structured with a positive relationship between revenues and expenses. That will allow us to handle some level of capital improvement. Peterson explained that the Urban Renewal borrowing will be internally financed, which will provide for a greater level of investment return compared to what is currently being earned. Peterson stated that there is a change to the Internal Services fund which will impact the administration of that fund, but it does not really impact the operations of the overall budget.

Peterson stated that before he moves forward with his presentation, a public hearing is require for state shard revenue.

Tim Clark open the public hearing and asked for any comments.

There were no comments.

Tim Clark closed the public hearing.

Peterson presented the budget funds and status. Peterson stated that there is an 8% overall increase in the budget, with a 5% increase in the operating budget. Peterson explained that this based on the high side of expenditures and a conservative estimate on revenues. Peterson stated that the City will end the year in a slightly better financial position overall.

Peterson stated that Councilor Harden had pointed out that the fire services contract has a cap at 4.5%, and the allocation for that amount has been rounded off so it is slightly higher than 4.5% for the budgeted amount. Peterson explained that public safety drives the majority of budget expenses

Peterson stated that there is one new program, and that is the two-city recreation program. Peterson presented the capital items as recommended by the Budget Committee, as well as the discretionary capital projects that were recommended by the Budget Committee. Peterson explained that there was a request to reconsider the allocation for an electronic sign, as well as the addition of \$16,000 to use as a potential matching grant with Fairview on a possible Halsey Corridor project. Peterson stated that the inclusion of either item will reduce the ending fund balance.

Peterson stated that the Street Fund is in good shape with revenues, expenses and the margin. The big project for the year will be the rebuilding of Cedar Lane. Peterson explained that the Water Fund is also in great shape, and

revenues include a 2% cost of living adjustment on user fees. Peterson stated that the Sewer Fund is in good shape compared to previous years. There is a request to clean and inspect all the sewer lines in the City, and that was intended to be brought up to the Budget Committee but was inadvertently left out. Peterson stated that it is essential to look at our system and find any deficiencies such as I&I.

Peterson stated that is a summary of the budget, and three separate motions are needed. One is to adopt the budget, one for state shared revenues, and the last one to levy the taxes. Peterson explained that three separate resolutions have been developed to cover some or none of the alternative project items, and Peterson stated that the staff recommendation is to adopt version A, which includes the \$16,000 potential grant allocation.

Smith asked if anyone has been contacted to conduct the sewer cleaning. Sloan stated that we have received a hard bid, and the project is scheduled this summer pending budget approval. Mark Clark asked if it would be better to inspect the pipes during the rainy season to locate any I&I. Peterson stated that we need the flow to be low so the camera can see the physical condition of the pipes. Sloan stated that we can still see I&I in the dry season because of all the ground water.

Upon motion by Mark Clark, seconded by Harden and passing 5-0, Resolution 17-2017 accepting state shared revenues was approved.

RESOLUTION 18-2017 ADOPTING FISCAL YEAR 2017-18 WOOD VILLAGE BUDGET AND MAKING APPROPRIATIONS

Upon motion by Harden, seconded by Nissen and passing 5-0, Resolution 18-2017A adopting the 2017-18 budget including \$16,000 for a potential Halsey Street matching grant was approved.

RESOLUTION 19-2017 LEVYING AND CATEGORIZING AD VALOREM TAXES FOR FISCAL YEAR 2017-18

Upon motion by Smith, seconded by Mark Clark and passing 5-0, Resolution 19-2017 levying and categorizing as valorem taxes was approved.

RESOLUTION 20-2017: IGA AND APPOINTMENT TO THE TWO-CITY RECREATION BOARD

Peterson presented the resolution and stated that this approves the IGA with Fairview for the two-city recreation program, and assigns liaisons to the board. Peterson stated that the members would be Harden, Smith, and Tom Miles from the Baptist Church. Peterson explained that he had Condit review the agreement, and the City is well protected. Peterson stated that the program is funded and structured for three full years.

Upon motion by Harden, seconded by Mark Clark and passing 5-0, Resolution 20-2017 approving the two-city recreation program IGA and assigning board members was approved.

STAFF REPORT: FATS, OILS, AND GREASE (FOG) PROGRAM

Sloan presented the discussion on fats, oils, and grease. Sloan played a video on FOG that was developed by the City of Gresham. Sloan explained that there were issues related to grease build-up at the 238th lift station in early April. Sloan stated that staff did an investigation and found that a nearby restaurant had not been properly maintaining its grease trap. Sloan explained that since that incident staff has been taking a more proactive approach to managing and preventing FOG in the system. Prior to this effort, the only item that was being conducted was quarterly cleaning of areas known to accumulate FOG.

Tim Clark asked how FOG is cleaned from the system. Sloan explained that we hire a contractor that specializes in that service. There are areas that we know accumulate FOG more quickly than others, but some of the accumulations have not been as bad as initially thought. Tim Clark asked if homeowners contribute to the

problem. Sloan stated that it is hard to determine which users contribute more, and there is an educational and outreach component as well. Sloan explained that there are chemicals that homeowners can use to push a grease buildup through the line, but it eventually reaches the City's system and adds to the problem.

Sloan stated that he thought the City at one point had offered food scrapers and a can lid for people to store and dispose of their home grease, but cannot remember if that program actually took off. Sloan presented photos of grease in the City's sewer system, and stated that staff has made contact with all businesses that have, or should have a grease trap. Sloan explained that the outreach plan is pretty straightforward and simple. The existing sewer code can be utilized for access and enforcement, and we will develop a series of outreach materials. Sloan stated that we will conduct additional inspections, and try to gain voluntary compliance first, and then use more forceful means.

Mark Clark stated that he would be willing to be at the City booth during the Nite Out to handout FOG related information. Sloan stated that he will help with the effort.

Sloan presented cost estimates of what some grease traps may cost to install. Tim Clark asked where is the grease coming from as it may have resale value. Sloan stated that this grease is mainly from washing activities, and not necessarily dumping fry oil down the drain. Sloan explained that Gresham budgets \$25,000 to help offer grants to businesses that need to install a grease trap. That program has been successful at gaining compliance.

Nissen asked if business owners have asked about any incentives or grants. Sloan stated that no one has asked, and we have not offered any assistance. Peterson stated that he did receive two calls regarding this issue. Sloan stated that some of the smaller businesses have been concerned, but they also need a smaller, less expensive device.

Sloan stated that we have cleaned all the hot spots so we can establish a baseline for monitoring. Staff will then monitor those locations, and see what the overall maintenances needs are. Sloan stated that it is at that point that we would be tougher on businesses to ensure compliance. Peterson explained that it would be at that point that we would determine if we want to offer an inducements or incentives.

Mark Clark stated that he likes the friendly educational approach first, and then use a tougher enforcement process if needed. Nissen stated that he is also in favor of educating first, and having some inducement money could be a wise investment compared to cleaning out the system. Sloan stated that the City spent about \$4,000 in the removal of fog in specific areas, so \$2,500 - \$5,000 in an inducement could make quite a difference.

Harden stated that he also likes that approach, and then we can go after specific businesses if they do not comply. Peterson stated that another type of inducement is to waive the permit fee for the installation of the devices. Sloan stated that we can also have the scraper and can lid ready for the Nite Out. Nissen stated that he would like to see that information in a couple of different languages like Spanish and Russian. The Council agreed.

ADDITIONAL COMMENTS AND BUSINESS

Tim Clark asked about the Riverwood Canvassing project tomorrow. Peterson stated that the plan right now is to meet here at 5:30pm, and then go over to Riverwood. We will be supplied with a voting form and a list of addresses. Tim Clark asked if they should wear their City vests. Peterson stated that is a great idea.

ADJOURN

With no further business coming before the Council, the Council adjourned at 7:22pm.

Timothy Clark
Mayor

Date

ATTEST:

Greg Dirks: City Recorder