

**MEETING OF THE  
WOOD VILLAGE CITY COUNCIL  
June 23, 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 Mark Gunter, and interested parties.

**ABSENT:** None.

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

**CITIZEN COMMENTS**

There were none.

**MT HOOD CABLE REGULATORY COMMISSION BUDGET**

Harden stated that he is presenting the MHCRC budget for approval along with the Director Mary Beth Henry. Harden stated that Rob Brading from Metro East Media is also here this evening. Harden stated that there is a copy of the annual report, as well as a copy of the organization's mission, vision, and goals. Harden explained that the MHCRC operates with an IGA between the area cities, and each jurisdiction appoints a representative. Harden stated that the MHCRC has oversight, enforcement, and benefit control for the cable franchises in the area. Harden stated that the two main providers in the area are Comcast and Frontier.

Harden stated that highlights from the year include using about \$2 million in grants to leverage over \$4 million in projects for schools, governments, and non-profits. Harden stated that over \$400,000 was allocated for the Park Rose School District for their technology initiative, and over \$900,000 was used for a technology early learning center. Harden explained that there was also about a \$1.3 million grant for the Reynolds School District for 8<sup>th</sup> and 9<sup>th</sup> grade credit attainment in math to help improve graduation rates. Harden stated that affordable broadband is getting more critical, and that is why there is the INET. Harden explained that the MHCRC provided broadband services to over 239 schools.

Harden stated that the audit of the MHCRC fiscal year 2014-15 budget was clean, and the full audit documentation is available on the MHCRC webpage. Harden explained that the fiscal year 2015-16 budget is just over \$15 million with flat revenues. Harden stated that could change because there is the potential for Century Link to offer cable services in Portland. The 2015-16 MHCRC budget focuses on advancing technology and helping communities with their needs and services.

Clark asked if there was any more information on the Reynolds School program. Harden stated that the program will actually start for 6<sup>th</sup> graders, and the goal is to get everyone ready and prepared for 9<sup>th</sup> grade math. Harden explained that there will be a new focus on how math is taught in the classroom. Henry stated that the primary goal for the Tech Smart Initiative is using technology in achieving educational outcomes. Henry explained that there will be training for instructors on how new technology can be used in the classrooms. Henry stated that the Tech Smart program is being closing watched and benchmarked so there can be a full evaluation on the success of the program.

Harden stated that the Tech Smart program is about a \$19 million program which covers everything from kindergarten readiness to math, and credit attainment in order to increase graduation rates. Smith asked how many students will be in the new math program. Harden stated that he cannot remember the number off hand, but he will provide the number to the Council.

Nissen asked how these programs will be utilized across the different districts, and if there will be any unified curriculum. Henry stated that will be part of the overall evaluation on how the programs works, and what pieces could be utilized across the districts.

The Council thanked the MHCRC for the presentation, and for authoring the grant to televise meetings at City Hall.

Upon motion by Clark, seconded by Nissen and passing 4-0 with Harden abstaining, the fiscal year 2015-15 MHCRC budget was approved.

### **PRESENTATION: SUMMER LUNCH PROGRAM – TOM MILES**

Tom Miles the Associate Pastor from the Wood Village Baptist Church gave the presentation. Miles stated that there is a summer lunch program at the church, and it is managed by the Reynolds School District, and operated by the Department of Agriculture. Miles explained that the USDA partners with non-profits and governments to help feed kids in the summer when school is not in session.

Miles stated that a lot of children who get free lunch or breakfast during the school year will not get a meal during the summer. The USDA expanded their programs to help fill that gap, and a lot of the feeding sites are at local schools. Miles explained that the local schools can offer a hot meal, and remote sites like churches or apartment complexes offer a cold sack lunch. Miles stated that the lunches must include at least three of the five listed elements, and two of the elements have to be a fruit and vegetable. Miles explained that the meals at the church have all five elements.

Miles stated that there were about eight kids on the first day of the program last week. By the end of the week there were over 60 kids. The church decided to start the program a week early to cover the gap between school ending, and the districts lunch program beginning. Miles explained that the church has also partnered with the county and the STRYVE program to help run the lunch program. Miles stated that the STRYVE program is a national initiative that aims to reduce violence in the community. The program trains kids on how to be leaders, and then offers them internships in non-profits and other organizations.

Miles stated that is the basics of the lunch program, but the church is interested in having programs and activities as part of the program. Miles explained that they are also working on offering food for adults as well. The free lunches are only for people under the age of 18. Peterson asked if the church was offering breakfast as well. Miles stated that they are not, but the school site programs do offer free breakfast.

Clark asked if there was a funding source for the adult or parent meals. Miles stated that the church is covering the cost of the adult meals, or they are providing the food directly. Harden asked how much it cost the church to run the program for the first week. Miles stated that he did not know the exact figure off hand, but it was around \$300.

Clark asked how the City can help. Miles stated that they would like to have funds to pay for the adult meals, and have activities for the kids. Nissen asked where the lunches are made. Miles stated that the school has a cook who prepares all the meals offsite. The cook then delivers the meals to the church for distribution. Miles explained that the cook also does the meal count and administration of the program. The breakeven point for the program is 40 kids per day, after that the site has to provide the oversight and administration. Nissen asked if the 40 kids was an average per day. Miles stated that it is.

Clark asked how the estimate is done to know how many meals need to be brought over to the church. Miles stated that he did not know, but there are adjustments made every day. Harden asked how the meals for adults or parents works. Miles stated that a parent could buy a meal from the program for \$3.50. The church can make a meal for about \$1.50 and just give it out to a parent. Harden stated that he heard that some kids will not go to a lunch site because their parents could not eat, and they did not want to eat without their parents. Harden stated that providing funds for adult meals could increase participation in the overall program.

Clark asked if feeding adults for free could cause other issues, and draw people without kids to the site. Miles stated that there was one person last week that came without a child, but most people understand what the program is about. Miles stated that the bigger issue is kids not having food to eat, and getting them access to meals.

Frank asked about the STRYVE program, and how that is working. Miles stated that it is through the county, and it has been operating for that past 12 weeks. Miles stated that he does not have a lot of information about the program, except for the classes that he has been involved with. Miles explained that the students involved in the program are very good workers, and have wonderful character.

Clark asked if Miles had an idea of about how much money or supplies are needed to help with the program. Harden stated that he wants to make sure that food is provided first, then equipment if funds are available. Clark stated that he views it as getting kids to the site, and making sure that they get a meal.

Peterson stated that based on the figures provided, it would take about \$1,500 to cover the meals for parents, and to extend the program until the end of summer. There could be a similar amount for supplies for activities which would put the total at around \$3,000. Miles stated that sounded about right. Peterson stated his main concern is about the physical transfer of funds. Condit stated that he would suggest doing this as a resolution which states the public purpose, and authorizes the City Manager to distribute the funds. Condit stated that it would be similar to a grant process.

Peterson stated that he will bring a resolution back at the next meeting for \$3,000 for the summer lunch program. Harden asked if a motion could be made tonight so the funds could be released sooner. Peterson explained that he would like to draft the language to indicate the public purpose first. Miles stated that they will be okay covering a two week period. The Council had consensus to bring back a resolution for \$3,000 to support the summer lunch program at their next meeting.

Clark asked about the possibility of a new building at the campus. Miles stated that is always a constant part of their conversations, but there is nothing formal to present at this time. The Council thanked Miles for the presentation.

#### **DISCUSSION: CITY HALL APPRAISAL RFP**

Peterson presented the discussion, and stated that the City received one formal proposal, and a letter of interest from another firm regarding the appraisal of the City Hall site. Peterson explained that he had developed a request for consulting services for the valuation of the land including the constraints, an analysis of relocating the constraints compared to the market value, and a replacement cost of the City Hall building. Peterson stated that it was a reasonably complicated request, and many firms found it to be too open ended.

Peterson stated that the two proposals that were received were nearly identical, and very similar to template appraisal guidelines. Peterson explained that the two proposals also just dealt with the site value, and City Hall demolition estimate. Peterson stated that an architect would be needed to draft a replacement estimate for City Hall.

Clark stated that is he concerned that the land may not have a high value if here were not a lot of interested firms. Peterson stated that he spoke with a firm who conducted work for the City of Troutdale in the Urban Renewal Area, and the firm would not do this work unless it was on a cost based agreement with an open amount. Peterson explained that the low response was about the costs involved.

Frank asked why the City Hall site would be removed. Peterson stated that it was based on the Council's direction to get to the total land value, and keeping City Hall would change the scope. Frank stated that there could be value in the building, and asked if there could be a different use for it. Peterson stated that the presumption was that this site would be the heart of the City, and the City Hall building site has the highest and best value. Peterson presented concept drawings that were developed as part of the heart of the City project.

Frank asked why there was no action taken on the heart of the City plan, and why the City Hall site was remodeled. Peterson stated that it was all about available funds, and the cost of relocating City Hall was more than the sale of the land. Minter stated that the Council at that time wanted a net zero transaction at the time of sale.

Peterson stated that you can view the project and deal over the lifespan of the structures. Peterson explained that there will be a breakeven point with the increased tax revenues over time. Peterson stated that the City Hall relocation is also in the Urban Renewal Plan, and a lot of change can occur with the Urban Renewal Agency.

Harden asked about the well site on the property, and if there were other alternatives. Peterson stated that the City cannot walk away from that well site. Peterson explained that while there are a lot of pipes and infrastructure in the ground at this site, some of those features are needed for commercial development.

Clark stated that he would prefer to have someone approach the City to buy the site instead of spending money on an appraisal. Peterson explained that an appraisal is only a snapshot in time, and the values change over time. Peterson stated that an appraisal would have almost no value after a year. Clark stated that an appraisal could be conducted during the negotiation of the sale. Peterson stated that the Council could also elect to market the land with a real estate firm, and see if there were any buyers. The realtor could provide an estimate of the market value, but that is all it would be.

Frank stated that would be a broker price option on a sales comparison approach, rather than the City throwing out a sales number. Frank stated that option at least gives an idea of the land value, but a realtor would not want to take on the project just to test the market. Peterson stated that a simple appraisal would cost \$3,500 per parcel, and there are five parcels. Frank asked what the number was so high. Condit stated that it could be because the uses and constraints are different between each parcel.

Clark asked if there could be inducements to add value to a potential development since this land is in the Urban Renewal area. Peterson explained that there have been instances where a city sold parcels for the best development, which was not necessarily for the best price. Condit stated that occurs frequently because the city wants a particular type of development. Frank stated that there can be negotiations if someone really wants the property. Clark stated that it also depends on the development plan. Condit explained that the City could also use a development agreement which not only covers the purchase of the property, but the development as well.

Harden asked how the Halsey Corridor Plan could impact the site development. Peterson stated that if the Halsey Corridor becomes a destination, then land values and development go up. Peterson stated that he understands that the Council is okay with not awarding a contract for an appraisal, but rather conduct and RFP for a real estate brokerage service. Peterson stated that a public hearing will be needed regarding the potential sale of the City Hall site. Condit stated that it is not a lengthy process, but people can get upset if the process is not done carefully.

Frank stated that he feels people will wonder why we want to sell the site. Clark stated that it is about the longer term vision for the area, and the overall value of the property. Clark stated that it is not about getting a new City Hall, but about full development of the site. Harden stated that people could be upset because the building was remodeled not that long ago. Frank asked how much a new City Hall would cost. Peterson stated that he does not have any estimates, and does not want to guess at the cost.

The Council directed staff to prepare and RFP for real estate brokerage services, and not award any contract for the appraisal RFP.

## **PRESENTATION: 2014-15 ANNUAL PERFORMANCE PLAN RECAP PRESENTATION**

Peterson presented the recap of the 2014-15 Annual Performance Plan. Peterson explained that the APP implements the mission and goals of the City with specific projects for the year. The manager is accountable to the City Council to ensure that those projects are completed. Peterson stated that all projects are wrapped around

the seven City goals which are adopted by the Council. Peterson explained that a lot of what occurs on a day to day basis is not in the plan.

Peterson stated that the first project in Goal One is the Brush Up Wood Village program. Peterson explained that this program has not taken off in the community, but a Spruce Up Wood Village project will occur this fall. Peterson stated that another project was to add more banners in the community. New banners were installed along Halsey Street, and the new section of Wood Village Blvd. Clark stated that in the future he would prefer to have the Wood Village name on the street side of all the banners.

Peterson stated that the graffiti abatement program has been enhanced and expanded. Peterson explained that staff reviewed several grant opportunities for the City, and the City received a TGM and CDBG grant. The City also received one of three grants for park improvements. Peterson stated that staff looked at applying for a USDA food grant, but the real cost of a food program is in the administration, and not in the actual food. Peterson explained that the City also received a grant to add television equipment to the Council Chambers, and for the Halsey Corridor Plan.

Peterson stated that the City held a flag design contest, but no entries were received so the flag was designed by staff. Peterson explained that three Council meetings were televised, and the Council elected to make the televising permanent. Peterson stated that there was a project to sponsor a school TAG project, but there was no interest from the school even after several contact efforts.

Peterson stated that there was a City Charter amendment put on the May ballot, and it passed. Peterson explained that a lot of time was spent this year on the fire service delivery system, and reviewing potential alternatives. Peterson stated that there was a lot of good work around the process, and the cities involved worked really well together.

Peterson stated that staff also worked on the Multnomah County Sheriff's Office relocation, but the City's site ranked low in the evaluation. The MCSO is working on growing the Youth Police Academy Program, and this year there were about 25 students. Peterson stated that emergency management activities have been occurring, and the City is participating on a regional level. There are also updated emergency agreements, and resources on the City's webpage.

Peterson explained that Goal Three has the most projects out of the seven goals. Peterson stated that the City's events have gone really well. Clark asked if a generic t-shirt could be produced for the volunteers instead of individual shirts. Peterson stated that can occur.

Peterson stated that the Water Master Plan capital projects were identified and prioritized. One of the larger projects will occur in the upcoming year, and that will be to move Treehill into the upper water zone. Peterson explained that the painting of Reservoir One occurred, but it took a bit longer to accomplish due to weather. Peterson stated that the Shea lift station had a series of design alternatives which delayed the project. The final approach was cost effective, and reliable. Peterson stated that the project will be wrapped up by the end of the fiscal year.

Peterson stated that the Parks Masterplan is still ongoing, and will not be completed by the end of the fiscal year. Peterson explained that it was better to have a quality product, than to just have it finished by June 30<sup>th</sup>. Peterson stated that the draft plan will go before the Parks Commission, before coming to the Council for adoption.

Peterson stated that there were two internal operating procedure projects that were completed. The first was regarding the water valves and ensuring that they are regularly tested and exercised. The second item was regarding the fire hydrant flushing and replacement program.

Peterson stated that the Sewer Master Plan is still underway, but it is in the final stages of completion. Peterson explained that the street slurry project was completed last summer, and that was the final stage of the slurry

program. This upcoming year will be used as an accumulating year to gather funds for a future overlay project.

Peterson stated that the park trails grants have already been discussed, and a grant is still pending from the State Parks Department. Peterson explained that the CDBG project is going well, and the new basketball court looks great.

Peterson stated that the Council has directed that the City offer a meet or beat economic development package, and there have been several meetings with potential developers. Peterson explained that there have been a lot of proposed activities for the City, and some of them are still in the works. Peterson stated that there is also a lot of activity taking place around the former dog track facility, but there is no idea on what the final project will be.

Peterson stated that no properties were looked at this year for City acquisition, but there are several properties that are being watched if they go on the market. Peterson explained that Minter developed a nice RFP for auditing services, and the Council awarded the contract to Merina and Co.

Peterson stated that there were two targeted all-staff safety trainings, and an all-staff teambuilding session will occur later in the week. Peterson explained that the collective bargaining process went well, and the City received a five-year agreement. Peterson stated that benchmarking for payroll processes occurred, and the City is near the leading edge on the process. Peterson explained that a compensation analysis was conducted, and the City is in good shape.

Petersons stated that regular four-city manager meetings have been occurring, and they have been going on for about four years. Peterson explained that there has been representation on several League of Oregon City committees, and at the Metro and County level. Peterson stated that the City hosted a City Hall event which was a great venue to discuss legislative priorities.

Peterson stated that the Council received their electronic council packets, and the technology is working well enough. Peterson explained that the LED street light conversion was completed, and new trees were planted. Peterson stated that overall it was a great year, and all projects were completed.

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

Gunter presented the report, and stated that most of the projects were already discussed. Gunter explained that the City needs to add ten additional water sampling locations for lead and copper. These locations take place inside a home, and notifications for interested owners has been sent out.

Gunter stated that the building department is working on having Sierra Auto complete some final projects on their building. A meeting with the owner of the Greyhound Park also occurred to help make up a plan for improvements on that site. Gunter explained that the Fred Meyer gas station is coming along, and should be completed shortly. Gunter stated that there has been a lot of code enforcement action, and a lot of it deals with overgrown yards and vehicles.

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

Minter presented the report and stated that the end of the fiscal year is approaching. All funds were reviewed, and everything is in great shape for the end of the year. Minter explained that all funds are under budget, and revenues were about 2% greater than projected. Overall the City will close with about 102% in revenues, and 94% of expenditures.

Minter stated that the GFOA publishes a book on best practices, and she will gather information from that book for the Council

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

Peterson stated that the APP was already discussed, and the Council Calendar is in the packet. Peterson asked the Council if they would like to have a meeting in August. Peterson explained that there is nothing essential that has

to come to the Council in August.

The Council elected to not have any meetings in August.

### **CITY COUNCIL REPORTS**

Clark stated that there was a great round of project presentations at EMCTC. The information focused on the specific projects, and the overall lifecycle of a project. Gunter explained that the presentation was intended to help new members get up to speed on what occurs with large transportation projects. Clark stated that there was also a presentation at MPAC about Hillsboro, and the Urban Growth Boundary. Clark explained that there is an upcoming meeting on the Urban Growth Report and population projections over the next 20 years.

Smith stated that EMEA seems to be falling on hard times, and six companies including Boeing just quite. Smith stated that there is a new manager, so hopefully things will turn around soon.

Clark asked if there was a timeline for the street light project. Peterson stated that staff is getting in bids for the electrical work. The first bid was fairly high, and staff is waiting for two more bids to come in.

### **ADJOURN**

With no further business coming before the Council, and upon motion by Clark, seconded by Nissen and passing 5-0, the Council adjourned at 8:40pm.

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Patricia Smith  
Mayor

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Date

ATTEST:

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Greg Dirks