

**MEETING OF THE
WOOD VILLAGE CITY COUNCIL
October 25, 2016
MINUTES**

PRESENT: Mayor Patricia Smith, Council President Tim Clark, Councilors Scott Harden, Bruce Nissen, and Mark Clark, City Manager Bill Peterson, City Attorney Jeff Condit, 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.

CITIZEN COMMENTS

There were none.

RESOLUTION 37-2016: SEWER SDC REIMBURSEMENT FOR ELIGIBLE PROJECT EXPENSES

Peterson presented the resolution and stated that the City's SDC's are structures with two elements. The first element is a reimbursement fee for the improvements that already exist, but are consumed by the new development. The second element is an improvement fee which is used to pay for new facilities. Peterson explained that the City built the expanded Halsey Street Sewer line by saving up for four consecutive fiscal periods. Peterson explained that there was only \$18,000 in sewer SDC's at the time of construction. Peterson stated that the question is should SDC's pay for some of the improvement project now that it is complete.

Peterson stated that staff contacted the City Attorney about the option to recover SDC fees for this project. Peterson explained that there is a good argument to include the project as a reimbursement, and that can be established by a resolution. Peterson stated that would enable SDC fees for up to three years to pay its portion of the project. Peterson explained that would relieve current users from paying for a project that will be utilized by future development.

Peterson stated that the SDC funds are needed to increase the sewer treatment capacity. Peterson explained that the City currently consumes about 90% of the capacity allocation. The future improvements at the Town Center and other area sites will require increased capacity. Peterson stated that the increased capacity will cost about \$400,000.

Peterson stated that the recommendation is to adopt the resolution which would enable the repayment for the Halsey Sewer line project.

Condit stated that from the public policy standpoint the argument for this approach is strong. Nissen stated that it is uncommon for a City to save for a project instead of taking out a loan. Condit stated that is correct, and the SDC funds will be used for what they were intended.

Mark Clark asked how the Halsey line qualifies for SDCs. Peterson stated that the project increased the capacity of the line, and the SDCs will recover that increment of the project. Harden asked about the three year timeframe. Peterson stated that there are several pending projects within that time period. The next major investment will be to purchase the increased treatment capacity. Tim Clark asked about the amount of treatment capacity needed at buildout. Peterson stated that the Waste Water Master Plan outlines the treatment needs, but there are still a lot of unknowns about the potential future development.

Mark Clark asked if the project reduced the I&I, and if that could reduce the amount of treatment capacity needed. Sloan stated that while there was evidence of I&I from the Halsey Line; there has not been any significant decreases in overall flow.

Upon motion by Nissen, seconded by Harden and passing 5-0, Resolution 37-2016 declaring the expenses incurred for the Halsey Sewer line construction to be a loan to the sewer SDC account and allowing Sewer SDC collected revenues to be placed directly in the Sewer Fund was approved.

RESOLUTION 38-2016: CONTRACT AWARD FOR BANKING SERVICES

Minter presented the resolution and stated that five banks responded to the RFP, and they were reviewed by the Management Team and Councilor Mark Clark. Minter stated that the review team concluded the Riverview Bank offered the best value for the City's banking needs. Minter explained that a bank had been located in the City, but they are now located in Gresham. Mark Clark stated that the process was well thought out, and Riverview came out as the clear choice.

Mark Clark asked how soon the transition will occur. Minter stated that the process will begin as soon as the resolution is approved, and hopefully wrapped up by the 1st of the year. Smith stated that it looks like there will be a cost savings by switching banks. Minter stated that is correct, and the City will be saving about \$400 a month in banking fees. While the interest rate is the same, there will be a savings from the fee structure.

Upon motion by Mark Clark, seconded by Nissen and passing 5-0, Resolution 38-2016 awarding the banking services contract to Riverview Bank and authorizing the City Manager to execute a contract for banking services was approved.

PROCLAMATION: COMMUNITY MEDIA DAY

Smith read the proclamation declaring October 20th as Community Media Day. Marty Jones Executive Director for Metro East Community Media stated that he has been with Metro East for a little over 100 days, and it has been a great process. Jones explained that Metro East helps promote free speech, as well as increase government transparency by televising meetings. Jones thanked the Council for their support.

DISCUSSION: UPDATE ON BUILDING INSPECTION SERVICES

Peterson presented the discussion, and stated that he wanted to provide an update on the process. Peterson stated that Steve Winstead has functioned as the City's third-party building official for over six years. Peterson explained that Winstead also had contracts for Fairview and Troutdale, as well as other communities in Oregon. Peterson stated that the State Building Code Division has developed new guidelines that state a building official who also functions as an architect can no longer perform both services. Peterson explained that Winstead has elected to keep his architectural certification, so he will no longer be able to serve as the City's building official. Peterson stated that decision is effective on January 1st.

Peterson stated that staff got together with the City of Troutdale to develop an RFP for building services. Peterson explained that the proposals are due the first part of November, and he was going to treat the decision as a personnel action. Peterson explained that both jurisdictions would select one firm, but negotiate independent contracts. Peterson stated that he wanted to check in with the Council on the approach.

Tim Clark asked if there was any advantage to working with Troutdale for a joint agreement. Peterson stated that the two jurisdictions could not get together on service levels and standards. Peterson explained that it works to our advantage to have Troutdale as the main customer, but we have differing service standards.

Tim Clark stated that he does not have an issue treating the matter as a personnel issue. The Council agreed. Peterson explained that while this is a contracted position, it is more akin to hiring a person rather than a service. Tim Clark asked how the selection process would occur, and if it would be a transparent process. Condit stated that it has to be an open and advertised process, but there is a lot of variance in how that can all be evaluated. The Council was okay with the process.

DISCUSSION: WOOD VILLAGE GREEN CDBG WATERLINE PROJECT

Sloan presented the discussion and stated that this project requires further direction from the Council. Sloan stated that this project as originally proposed would loop a section of the City's water line, as well add three fire hydrants inside the Wood Village Green Mobile Home Park. Sloan explained that the rough staff estimate for the project was \$120,000, with \$60,000 of that coming from grant money. Sloan stated that the now that the project has been designed, the engineer's estimate is \$260,000.

Sloan presented an aerial of the project, and explained that this project would make it easier for the owner to extend the fire line to the rest of the park. Smith asked how willing the owner is to complete the fire line system. Sloan stated that the owner seemed interested in completing the project as proposed.

Tim Clark asked what could be built with the existing funds. Sloan stated that a new design would have to be developed for a smaller project. Harden asked how many homes would be protected with the smaller scale project. Sloan stated that it would be significantly less. Mark Clark asked if the owner could be the rest of the line, if we build what we can within the current budget. Sloan stated that there is little chance that the line would be extended if we build the smaller scale project. Harden stated that the point of the project was to help protect the residents.

Nissen asked if we could require a contract with the owner to complete the full fire line. Condit stated that is possible to do if the owner is willing to enter into a contract. Harden stated that could be difficult to accomplish. Mark Clark asked if the owner could add on to the construction contract to complete the improvements. Peterson explained that there would be complications with a joint-contract for this project because Davis-Bacon is required. Sloan explained that the preferred project would provide a looped water system for the City, as well as increased fire protection for the residents.

Sloan explained that the \$244,000 engineer's estimate is very conservative, and many of the City's recent projects have come in well under the estimate. Sloan stated that we will not know what the project will cost until it goes out to bid. Mark Clark asked about bidding alternatives. Sloan stated that idea has been discussed. Tim Clark stated that would provide the Council with more options.

Smith stated that she is concerned about providing these low income people with some kind of fire protection. Smith stated that she is also concerned about the lower water pressure at Treehill and Cottonwood, and the fire line project could take away from those funds. Peterson explained that even if the water pressure project was approved tomorrow, it could not be built in the current fiscal year.

Sloan stated that if the CDBG money is not used on this project, then it will be lost. Tim Clark asked about the issue with dead-end water lines. Sloan stated that dead-end lines lead to stagnated water which can lead to other issues. Sloan explained that this project will connect two main lines which will resolve that issue in this area.

Harden asked about how many homes will be protected with the lower cost alternative. Sloan stated that it would be about 70 homes. The preferred project will protect about three-times that amount. Harden stated that the priority should be about protecting people. Harden stated that the Treehill water pressure project has not moved anywhere at this point, and it is not a safety issue either. Tim Clark stated that we need to look past the owner, and do what is best for these residents.

Nissen stated that it would just be nice to leverage this work to have the owner complete the remainder of the improvements. Sloan stated that the owner has been positive, and may complete the improvements. Peterson stated that the project will not go forward if it requires the owner to sign a completion agreement. Smith stated that she would at least like to ask the owner, but move forward on the project anyway.

The Council agreed to complete the full project as designed.

DISCUSSION: ANNUAL CITY COUNCIL RETREAT

Peterson presented the discussion, and asked if the Council wanted to conduct an annual retreat. The Council

agreed.

Peterson asked about a facilitator, and stated that the evaluation after the last retreat indicated that the majority of the Council wanted a new facilitator. Harden stated that it is just time for a change. Peterson stated that he will contact a few different facilitators, and they can be interviewed by some members of the Council.

Peterson asked about the location. Tim Clark stated that he looked into Manucha, and stated that it was very reasonably priced. Harden asked if that would be too far away. Condit stated that the intent of the law is to avoid meetings that are held hundreds of miles away. Manucha is only another ten minutes away. Mark Clark asked about City Hall. The Council agreed to hold the retreat at City Hall.

Peterson asked about the date. The Council selected Saturday, January 28th. Peterson stated that he will put together potential topics, and the Council can review them at a future meeting.

PUBLIC WORKS DIRECTOR'S REPORT

Sloan presented the report and stated that the interceptor trail project has had some delays. Staff is waiting for an inmate crew to do some additional clearing before excavation can begin. Sloan stated that staff will also start working on recertifying the park for CDBG eligibility. Sloan stated that a new park entry sign has been installed, and includes information on the Gorge Hub network.

Sloan explained that the RFP for engineering services for the Stanley Street rebuild will be advertised next week. The GIS data point project has been going very well, and all the water utilities have been identified. Sloan stated that new maps will be developed with the data over the next few months.

FINANCE DIRECTOR'S REPORT

Minter presented the report and stated that finances are on target. Revenues are coming in a little slower than expected, but it is still early in the year. Minter stated that the interest rate at LGIP is 1.03% with about \$5 million in investments. Minter stated that the bank RFP is done, and staff hopes to wrap up the audit by December 1st.

Tim Clark asked about the interest rate at the new bank. Minter stated that it will be .5%, but will offset expenses. Peterson stated that the next closest interest rate was .38%.

CITY MANAGER'S REPORT

Peterson stated that the Annual Performance Plan is in the packet, and everything is on track. Peterson explained that there are some major projects yet to be completed, but they will get done.

CITY ATTORNEY'S REPORT

Condit stated that there were updates to the state's contracting rules, and some of the rules for the City will need to be revised. Condit stated that there was nothing significant, but it would be good to get updated.

CITY COUNCIL REPORTS

Tim Clark stated that there was a recap of the leadership forum at EMCTC. Tim Clark explained that there is another forum scheduled for December 2nd at the Convention Center. Peterson stated that the focus will be on developing a regional transportation funding element. Tim Clark stated that there was an update on Metro's solid waste roadmap, and the focus will be on food waste reduction. Tim Clark stated that there was also a presentation on oversized loads for freight movement, and he was surprised to learn that there were no time restrictions on the permits.

Tim Clark stated that there was another elimination in Tri-Met's East Side Enhancement Plan. Tim Clark explained that the E-line from 233rd through the Town Center and into the TRIP properties has been cut. The new plan is to enhance line 21 to go through the Town Center, but not to TRIP. Line 81 will go to TRIP instead. Harden stated that there will not be a line from Max to the TRIP properties. Tim Clark stated that the focus has been on serving the

Gresham Vista properties which are estimated at bringing in over 3,000 jobs. Tim Clark stated that there are few options to choose from, but it is also a 20 year plan. Tim Clark stated that there is a Halsey Corridor open house this Thursday.

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 into Executive Session at 8:00pm

REGULAR SESSION

The Council reconvened into a regular session at 8:40pm

ADJOURN

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

Timothy Clark
Mayor

Date

ATTEST:

Greg Dirks
Recorder