

**MEETING OF THE  
WOOD VILLAGE CITY COUNCIL  
September 13, 2016  
MINUTES**

**PRESENT:** Mayor Patricia Smith, Council President Tim Clark, Councilors Scott Harden, 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.**

**CITIZEN COMMENTS**

There were none.

**INTERVIEWS: CITY COUNCIL POSITION #4**

Smith asked Mark Clark to come forward. Tim Clark asked why Mark Clark was interested in coming back to the Council. Mark Clark stated that his employment situation has changed, and this looked like a good opportunity to come back to the Council. Smith stated that he was good to work with, and would be good to have him back on the Council.

**APPOINTMENT SELECTION: CITY COUNCIL POSITION #4**

Upon motion by Tim Clark, seconded by Harden and passing 4-0, Mark Clark was appointed to the remainder of the term for Council Position 4.

HR/Records Manager Greg Dirks swore in Mark Clark.

**PUBLIC SAFETY REPORT**

Chief Deputy Jason Gates presented the report. Gates stated that he will cover the past two months of reports. Gates stated that the City Nite Out event was in July, and that event was a great success. Gates explained that there has been an increase in traffic accidents, and that is a result of more people living and driving through this region. Traffic accidents will increase as the amount of daily traffic increases. Gates stated that there is a concern on Wood Village Blvd. at Arata Road. Vehicles going northbound on Wood Village Blvd. have to go beyond the stop line to see cross traffic. Gates explained that the MCSO has set out the speed trailer a few times over the summer, and there has been increased enforcement as well. Gates stated that he would like to request that the county do an analysis of that intersection before a major accident occurs. Peterson stated that the City has already asked the county for an evaluation, but a secondary request from the MCSO would help. Gates stated that he will take care of it.

Gates stated that there was an overall downward trend of calls for service in August. There were about 40 priority one and two calls which is about average. Gates stated that August had 142 hours of dedicated service in the City which is about normal. Gates explained that there is a homeless crisis occurring all over the county. The recent push to remove illegal campers out of the Springwater trail displaced about 500 homeless people. Gates stated that most of them relocated into the Portland area. There is also an issue with homeless RV campers. Gates explained that a number of those campers have been living on Sandy Blvd, and we are working on restricting the parking along Sandy Blvd to limit that kind of activity.

Gates stated that the community survey only had 16 responses, so no real conclusions can be made from the results. Gates stated that while the survey is not statistically valid, the comments were positive. Gates explained that people in general feel safe, but traffic is a concern.

Gates stated that there was a shot fired call in the Treehill area last night. Witnesses stated that they heard two

males arguing prior to the call. Gates stated that there were three deputies on scene within minutes of the call. Gates explained that while there was evidence of gun fire, no one was injured. Gates stated that extra patrol has been added to that area.

Harden asked if there is any speed data on Arata Road. Gates stated that he does not have that data with him, but he will look it up.

The Council thanked Gates for the report.

#### **CONSENT CALENDAR:**

- Review of bills paid in July and August, 2016
- Contracts \$2,500 - \$50,000
  
- Well #4 Remanufactured Drive – Kip Edgley: \$8,938.00
- Halsey Street Sinkhole Repair – Multnomah County: \$3,824.81
- Street Light Replacement – PGE: \$2,665.53
- Water Testing – Pixis Labs: \$6,040.00
  
- League of Oregon Cities Conference Voting Delegate – Tim Clark
  
  
- Council Minutes:
  - June 30, 2016
  - July 11, 2016
  - July 26, 2016

Tim Clark asked about the Halsey Street sinkhole repair. Sloan stated that was for half of the cost of the repair. Sloan explained that the sinkhole appeared near the bursting site for the new sewer line. While there was no evidence that the bursting project caused the sinkhole, the decision was made to split the repair costs. Peterson stated that the money came from the annual road allocation to the county.

Harden asked about the street light replacement. Sloan stated that it was caused by a motor vehicle accident, and we will attempt to recover the replacement costs from insurance. Harden asked why Councilor Frank was listed as absent in the July meetings when the Council has approved meetings via phone. Dirks stated that Councilor Frank did not call in to those meetings, and was absent.

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

#### **PUBLIC HEARING: ORDINANCE 5-2016 MUNICIPAL CODE NUISANCE, NOISE, AND PROPERTY MAINTENANCE REVISIONS**

Dirks presented the ordinance and stated that these revisions were reviewed with the City Council at the last meeting. Dirks explained that the ordinance has been updated to reflect the discussion at the last Council meeting, and information was sent out in the City's newsletter.

Dirks stated that the purpose of the revisions are to clean up outdated code provisions, reorganize the code structure, and to add some new provisions. Dirks explained that there was nothing substantially wrong with the code or current standard, but some improvements to the structure were needed.

Dirks stated that the first substantial revision to the code is regarding off-street parking. Dirks explained that the current provisions prohibit parking on grass or bare soil, but that has led to people parking on bark chips, plywood, or creating random graveled areas in yards. Dirks stated that the proposed standard is concrete, asphalt, or gravel in accordance with public works standards. Dirks stated that gravel is still permitted, there are just regulations for graveled parking areas. Dirks presented the public works standard and stated that a parking area must be continuous from the curb, have a weed barrier, and no less than four inches of gravel. Dirks stated that there are about ten homes that will be impacted by the revision, and the plan is to give them up to six months to come into compliance with the new standard. Dirks explained that most of the current graveled parking areas in the City meet the new standard.

Dirks stated that the next substantial revision deals with RV's that are parked both on and off-street. Dirks explained that occupied RV's on the street are limited to 8 hours. An unoccupied RV can remain on the street for up to 48 hours. Dirks stated that an occupied RV is permitted on private property for up to ten days in a calendar year, and there is no limit for an unoccupied RV on an approved surface. Dirks stated that the code also prohibits camping, except on private property with the owner's permission for no more than 72 hours in a 30 day period.

Dirks stated that the Council had a discussion about basketball hoops in the street, and the code was revised to permit basketball hoops in the street as long as they are in good repair, and not causing a traffic or safety hazard. Dirks explained that there were also substantial revisions to the noise code. While the base noise code remains, a decibel standard was included. Dirks explained that will permit law enforcement to take a reading and potentially issue a citation for repeat offenders. Dirks stated that an administrative waiver for construction activities was also added.

Mark Clark stated that the quiet time for weekends seemed late in the day, and asked if the time could be pushed back. The Council asked that the time for amplified music be pushed back from 10am to 8am on weekends.

Dirks explained that the graffiti code was condensed, and provisions that the City does not utilize were removed. Other revisions included changing City Administrator to City Manager throughout the code.

Dirks stated that the project also included a rework of the code enforcement process. A code enforcement manual was developed to help with consistency, and a new report template was also created to help provide a more detailed picture of enforcement actions.

Dirks stated that the Council can request that additional revisions be made, request that a panel of Councilor and residents be put together to review the proposed changes, or the Council can adopt the ordinance. Dirks stated that the staff recommendation is to adopt the ordinance, and can answer any questions.

Smith opened the floor for public comments.

There were no comments.

Smith closed the floor to public comments.

Harden asked if the City is able to help residents that cannot afford or physically construct new parking areas. Peterson stated that is possible. Dirks stated that we will be doing outreach to those that need to make improvements, and we can see if anyone needs any aid.

Upon motion by Harden, seconded by Mark Clark and passing 5-0, Ordinance 5-2016 amending and the Wood Village Municipal Code for Nuisance and Noise code updates was approved.

## **RESOLUTION 33-2016 TRANSPORTATION SYSTEM PLAN UPDATE PRIORITIES**

Peterson presented the resolution and stated that updating the Transportation System Plan is part of the TGM

grant project. Peterson stated that the TSP was updated in 2012, but the roadway elements were not included. That was because the East Metro Connections Plan was going on at that time, and the results would be included later on in the TSP.

Peterson stated that the EMCP is done, and some of the Councilors are very familiar with the outcomes, and project evaluation. Peterson explained that the number one priority is the rebuild of 238<sup>th</sup>/242<sup>nd</sup>. That project was adopted into the five-year plan, and it is funded. Peterson stated that the design work will begin this fall. Peterson explained that two new issues were discovered when the surveying work was being completed for the roadway. The on and off ramps at 238<sup>th</sup>, as well as the intersection at Glisan and 242<sup>nd</sup> will have failing ratings.

Peterson stated that every main roadway in the plan is a county owed road, so there is nothing the City would do physically. Peterson explained that the City's role will be to advocate for projects. For example the intersection at 242<sup>nd</sup> and Glisan goes through four separate jurisdictions. Clark stated that the Gresham Vista development will probably have an impact on that issue. Peterson stated that is correct, and the new signal installed on 242<sup>nd</sup> has reduced some of the impacts at 242<sup>nd</sup> and Glisan.

Peterson stated that the next key project is the rebuild of Arata Road. That project is fully funded, and the project should bid for construction this fall. Peterson explained that there are about nine new connections coming out of the Town Center Master Plan project. Some of the connections are also included in the Parks Master Plan in the form of pedestrian trails.

Peterson stated that of the 30 overall projects, residents preferred the 238<sup>th</sup>/242<sup>nd</sup> improvements, improved pedestrian access at the Town Center, rebuilding Arata Road, and the Halsey Street corridor plan.

Peterson stated that there are short term, medium term, and long term projects and priorities. Peterson explained that short term projects include Arata Road, and Sandy Blvd improvements. Medium term projects include the Halsey Corridor Plan, Glisan intersections, I-84 ramp improvements, and bicycle and pedestrian enhancements. Peterson stated that there is a lot of concern around the intersection at Wood Village Blvd and Arata Road. Peterson stated that long term priorities include connectivity enhancements. Those projects include a pedestrian trail network from the Town Center to the Park. It also includes additional neighborhood connectivity improvements.

Harden asked about the connection of Hawthorne to Treehill to provide an additional access point at that location. Peterson stated that can still be evaluated, but the TSP only looks at connector level streets and above.

Upon motion by Harden, seconded by Tim Clark and passing 5-0, Resolution 33-2016 adopting the Transportation System Plan priorities was approved.

## **DISCUSSION: 1<sup>ST</sup> ANNUAL GREAT PUMPKIN EVENT**

Dirks presented the discussion stated that while a framework for the event has been put together, there is room for additional features as directed by Council. Dirks stated that the date for the event is Saturday, October 29<sup>th</sup> from 10am to 8pm. Dirks explained that the event would probably wrap up before 8pm.

Dirks explained that the main feature of the event are pumpkins. 250 pumpkins have been ordered, as well as three large pumpkins. Dirks stated that local students will carve about 150 of the pumpkins, and the three larger pumpkins will be carved by a pumpkin artist. The pumpkin artist will also hold a carving class that people can take for a \$20 fee. The fee includes the lesson, pumpkin, and tools.

Dirks stated that staff has started to contact food and craft vendors to have a market during the first part of the event. Emilio Inc. will then hold some free family activities from 4-6pm, and cap off the event with a costume contest. Dirks explained that he is attempting to partner with different organizations to help increase the

attendance. There is also a Red Cross blood drive scheduled at the event as well.

Dirks stated that there is \$5,000 in the budget for the event, and preliminary cost estimates have the event on track. The majority of the expenses are from the pumpkins, and rental items. Dirks asked if the Council would want to consider a beer garden. The Council stated that they would rather start small with the event, and grow it in future years.

The Council thanked Dirks for the update on the event.

#### **RESOLUTION 34-2016: IGA WITH THE STATE OF OREGON FOR SURPLUS PROPERTY SALE**

Dirks presented the resolution and stated that the IGA is with the state of Oregon to dispose of surplus property on behalf of the City. Dirks explained that the majority of surplus items either gets recycled or donated. On occasion there are items with some value remaining such as vehicles. Dirks stated that this IGA would permit the City to have the state operate the auction to sell certain items. Dirks stated that specifically this is for a large trailer mounted generator. The City provides a description and photos of the item, and pays a 13% fee. Dirks stated that the City would probably not use this method often, but it is a good tool to have for some items.

Upon motion by Mark Clark, seconded by Harden and passing 5-0, Resolution 34-2016 authorizing the City Manager to enter into an IGA with the State of Oregon for surplus property sale was approved.

#### **ORDINANCE 6-2016 and RESOLUTION 35-2016: ESTABLISHING THE PARKS SYSTEM DEVELOPMENT CHARGE FEES**

Peterson presented the ordinance and resolution. Peterson stated that the park SDC methodology was adopted by resolution at the last meeting. This ordinance codifies the park SDC, and the resolution establishes the rates based on the methodology.

Peterson stated that the Park System Master Plan could be financed in several ways, but the primary financial source will be through SDCs. Peterson explained that an SDC is a one-time fee levied when an original development occurs. Peterson stated that statutes prescribe what can, and cannot be done with SDC revenues. Peterson explained that the City's current parks service level is six acres per 1,000 residents. The City will need to add about eight acres by the time the City is built out to keep that same ratio.

Peterson stated that the Parks Master Plan has about \$3.2 million in improvements, and about \$2.1 million of that can be funded with SDCs. Peterson explained that the SDC is split between residential and commercial development. There is a reimbursement SDC, and an improvement SDC. The reimbursement SDC is based on the current net asset value minus grants and in-kind donations. Peterson stated that amount is about \$347,000. Peterson stated that the Parks SDC for a single family home would be \$2,466. Peterson presented a comparison of regional SDCs, and explained that Fairview waived all SDCs except for parks which is about \$2,000.

Tim Clark asked about the acquisition of new park land, and if the SDC money had to go to new park space or if it could go to park enhancements. Peterson stated that there is an adopted capital improvement plan. Some new park land may be gifted to the City in exchange for ongoing maintenance. If that were to occur then those items can be removed from the plan, and the fund would be reallocated. Peterson explained that paying for maintenance is a different issue, and there will be substantial cost increases in maintaining ten additional acres. Tim Clark stated that he does not want to make the same mistake that Metro did of having more land than we can afford to maintain.

Harden asked how we got to the measure of six acres per 1,000 residents. Peterson stated that it was based on best practices, but that standard is still less than the national standard. Tim Clark asked if it is better to have more park land, or a better park. Peterson stated that the capital improvement plan can be amended. Peterson explained that if there are no dramatic fluctuations in public safety costs, then there should be enough fiscal capacity to maintain eight additional acres by the time the City is built out.

Upon motion by Mark Clark, seconded by Harden and passing 5-0, Ordinance 6-2016 establishing the Parks System Development Charge was adopted.

Upon motion by Harden, seconded by Tim Clark and passing 5-0, Resolution 35-2016 establishing the Parks System Development Charge fee was approved.

**FINANCE DIRECTOR'S REPORT**

Minter presented the report and stated that the report is for July, and the August report will be delivered at the next meeting. Minter stated that the interest rate is at .93%, and that increase has made a difference. Minter explained that the interest rate at Wells Fargo has dropped to .21%, and the City is now spending between \$200 and \$350 a month on bank fees. Minter stated that an RFP for new banking services has been sent out, and there has been about six responses.

Minter stated that the auditors are on location, and they will probably wrap up early because our records have been so clean. Minter explained that that the process has been going very well. Peterson stated that Miner has been doing a wonderful with the finances, and because of that the City has received another CAFR award. The Council thanked Minter for her services.

**ADJOURN**

With no further business coming before the Council, and upon motion by Harden, seconded by Tim Clark and passing 5-0 the Council adjourned at 8:21pm.

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Patricia Smith  
Mayor

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Date

ATTEST:

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Greg Dirks  
Recorder