



*Mayor*  
Timothy Clark

*Council President*  
Scott Harden

*Councilors*  
Patricia Smith

Bruce Nissen

Mark Clark

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**MEETING OF THE  
WOOD VILLAGE CITY COUNCIL  
September 14, 2017  
MINUTES**

**PRESENT:** Mayor Timothy Clark, Council President Scott Harden, Councilor Bruce Nissen. City Attorney Jeff Condit, City Manager Bill Peterson, Finance Director Peggy Minter, Public Works Director Scott Sloan, and interested parties.

**ABSENT:** Councilors Patricia Smith and Mark Clark.

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

**CITIZEN COMMENTS (NON-AGENDA ITEMS)**

There were none.

**PUBLIC SAFETY REPORT**

Chief Deputy Jason Gates presented the report, and stated that there were a lower number of vehicle crashes in July and August. There have been no reported collisions at the intersection of Arata and Wood Village Blvd. since the four-way stop was installed. Gates stated that the big activity recently was the Eagle Creek fire in the Gorge. Gates explained that it was a perfect storm of conditions that caused the fire to spread so rapidly. Gates stated that I-84 will still be closed for some time as there is a large risk of falling trees and rocks, and those will have to be cleared out before the freeway opens.

Gates stated that the Gorge still mostly looks like the Gorge. There are some scorched areas that are visible, and it was the wilderness areas that are not easily accessible or viewable that were the most damaged by the fire. Gates explained that the wind and rains could do additional damage this fall and winter since there is less ground cover to prevent flash floods and landslides, so some of the issues will continue for a while.

The Council thanked Gates for the report.

**CONSENT CALENDAR:**

- a. Review of bills paid in July & August, 2017
- b. Contracts \$2,500 - \$50,000
  - Global Network Support – New computers: \$10,912

- Brenntag – Sodium Hypochlorite: \$2,761.80
- c. Resolution 27-2017: Extension of Volunteer Coverage
- d. Resolution 28-2017: Personal Service Contract - Kittleson and Associates: City Hall Traffic Impact Analysis Study
- e. LOC Conference Voting Delegate: Timothy Clark
- f. Liquor License Applications:
- Wood Village Burrito Inc.
  - Wood Village Liquor Store
- g. Council Minutes:
- July 13, 2017
  - July 25, 2017

Harden asked why the City was paying for the traffic impact analysis. Peterson stated that it is part of the re-zone process, and the City's total cost will be about 40% of the contract price.

Upon motion by Nissen, seconded by Harden and passing 3-0, the Consent Calendar was approved.

**PRESENTATION: METRO COMMERCIAL FOOD SCRAP COLLECTION PROGRAM**

Metro Councilor Shirley Craddick and Metro staff member Holly Stirnkorb gave the presentation. Craddick stated that approximately 2.4 million tons of solid waste is sent to area landfills. About 20% of that amount is food waste that could be used for other purposes. Stirnkorb explained that food waste is a large contributor of methane gas in landfills. Metro is working on a policy that would remove food waste that is generated from commercial users from going to landfills.

Stirnkorb explained that this policy would not be for residential users, and would focus on larger restaurants and food establishments. Metro is currently in the process of notifying businesses that would be affected by the new policy, and over 360 letters have been sent out. Stirnkorb explained that region wide, this could impact about 3,000 businesses, there are 1,300 that already recycle their food scraps including four in Wood Village.

Stirnkorb stated that Metro is looking for feedback from cities, and the plan is to phase in the requirements over a five year period. Stirnkorb explained that cities will be required to adopt an ordinance that meets five key areas. Those areas include sending notices to affected businesses, requiring businesses to separate food from other waste, provide educational materials, program setup

assistance, ensure collection service is provided, and enforcement, grant waivers, reporting. Stirnkorb stated that the goal for city adoption is July of 2018 with the first phase beginning in March of 2019.

Stirnkorb stated that early feedback from businesses included that most were not opposed to a mandatory program, but the phase-in was critical. 45% of businesses were in favor of the program. Stirnkorb presented a timeline of the program, and asked if there were any questions.

Peterson asked when the RFP results regarding food waste recyclers will be released. Stirnkorb stated that the results will be ready in next month. Harden asked how will the educational and enforcement of these regulations be funded and supported. Stirnkorb stated that Metro will be providing technical assistance.

Peterson asked how the City rates overall in compliance. Stirnkorb stated that the City is doing well, and the main issue is with the lack of space inside existing enclosures to add more bins for food waste. Tim Clark stated that having food on otherwise recyclable materials makes them unrecyclable, and how will that get resolved. Stirnkorb stated that food will be pulled out, which will increase cardboard recycling. Tim Clark asked why Metro is using a tougher approach. Stirnkorb stated that the voluntary program did not work to induce more food recycling. Tim Clark stated that it may cost too much, and businesses are unable to cover those costs. Stirnkorb explained that since this policy will involve all facilities, there will be economies of scale to increase efficiency and reduce costs.

The Council thanked Craddick and Stirnkorb for the presentation.

#### **RESOLUTION 29-2017: HALSEY CORRIDOR PLAN AND AGREEMENT**

Peterson presented the resolution and stated that this process started in 2015 between the three cities on how Halsey can function better. Peterson explained that the cities received a \$100,000 grant to develop a corridor plan. Peterson stated that the study area goes from 201<sup>st</sup> to the Sandy River along Halsey Street.

Peterson stated that seven key strategies were developed as part of this process, and the majority of them focus on consistency and coordination between the cities. Peterson presented the demographics of the study area, which includes a median household income of \$45,080. The City has a median income of about \$37,000. Peterson explained that this area is relatively young in age, is diverse, and is ready for opportunity.

Peterson explained that there has been lots of work with area participants in developing this program, and business and property owners are ready. Peterson stated that the three-city compact agreement is to facilitate three-city meetings. No decisions will be made at the meetings, and items needing a decision will go back to the Council. Peterson stated that the idea behind the compact agreement is to have a group of people to discuss and review ideas.

Peterson presented a listing of coordinated investments which include about \$900,000 for the City, just over \$1 million for Fairview, and over \$3 million for Troutdale. Peterson explained that most of

Troutdale's improvements will be adjacent to Edgefield, and they will be responsible for making those improvements. Peterson presented potential funding incentives, which include urban renewal where applicable, low-income housing credits, local improvement districts, CDBG, and new market tax credits. Peterson stated that new market tax credits are highly coveted.

Peterson explained that there is about \$500 million in potential development within the Main Streets on Halsey corridor area. That includes a potential of 1,400 jobs and 1,300 housing units. Peterson stated that the potential for this plan is huge. Peterson stated that specific projects for the City include a signal at Wood Village Blvd. and Halsey, additional pedestrian crossings on Halsey, a new entry feature at 238<sup>th</sup> and Halsey, and some significant improvements at 244<sup>th</sup> and Halsey.

Peterson stated that an extensive market analysis was conducted for this plan, and multi-family residential is in high demand in this area. Peterson explained that while big box retail is going away, there is still demand for smaller scale retail development. Even mixed use is starting to have some potential in this area. Peterson explained that the big trend is to have flex space that can be used for almost any option.

Peterson asked if there were any questions.

Harden asked if there needs to be a three-city adopted zoning and development code. Peterson stated that the City's current Neighborhood Commercial Zone fits the intent of the plan. Harden asked about affordable housing, and how is that rate selected. Peterson explained that the Council has some choice in the matter. Harden asked if we can induce Amazon to develop housing for their workers. Peterson stated that this is a good idea, and the question is how to induce that development. Harden asked if there will be enough staff capacity to get this going with all the staffing changes at City Hall. Peterson stated that we can get this going and be successful.

Upon motion by Harden, seconded by Nissen and passing 3-0, Resolution 29-2017 the Halsey Corridor Plan and Agreement was approved.

#### **DISCUSSION: CITY HALL STAFFING PLAN**

Peterson presented the discussion and stated that due to changes in the PERS annuity rate, he will be retiring at the end of November. Peterson stated that staff has prepared two potential alternatives to handle the transition. Peterson explained that he can retire, and then come back under a new contract for half-time, or he could come back under a new contract as the interim manager while the Council goes through a recruitment process.

Peterson stated that if the Council elects to go with the half-time approach, there would be an acting manager in charge when he is not in the office. Peterson explained that the person selected to be in charge is mostly likely to be HR/Records Manager Greg Dirks. Peterson stated that Dirks would remain in his current position, and be paid an increase while acting in capacity. Peterson stated that the approach at this time is for a one-year contract that could be renewed if it is going well, or the Council could elect to recruit a new manager at that time. Peterson explained that either way, there will be a recruitment for a new City Manager at some point in the future.

Peterson presented the preliminary financial aspects of the transition, and stated that his salary would be cut by 50%, with no benefits. That would take the salary to about \$61,935, and with mandatory benefits the amount comes out to around \$68,056. Peterson explained that the HR/Records Manager would get an increase of about \$22,000 a year including benefits, and because of other pending retirements some other clerical positions would get an increase of about \$33,900. Peterson stated that the net savings to the City would be about \$54,297.

Peterson stated that the Council can also recruit now for a new City Manager. Peterson explained that he would be willing to stay on board under a contract until a replacement is found. There would probably be a couple of weeks of overlap, and then he would be gone. Peterson stated that the estimated cost for recruitment is about \$25,000, and there would be a reduction in the City's PERS cost of about \$18,400. Peterson stated that in all, this action has a net cost of about \$21,750.

Peterson stated that while the City Manager position is the responsibility of the City Council, the City Manager is then responsible for the rest of the City staff. Peterson stated that Minter is retiring at the end of November, and Sloan is retiring around January. Both have agreed to come back part-time, while we go through this transition. Peterson stated that we will recruit for a new Public Works Director first, and then see if we need to recruit for a new Finance Director. Peterson explained that there is a potential internal candidate that may work for that position.


Peterson presented some basic question and answer components of the transition including days in the office, oversight and responsibilities, outside meeting responsibilities, and the general recruitment process.

The Council entered into Executive Session per ORS 192.660(2) (a) to consider the employment of a public officer, employee, staff member or individual agent at 8:25pm.

The Council convened back into Regular Session at 8:55pm.

**ADJOURN**

With no further business coming before the Council, the Council adjourned at 8:57pm.

  
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Timothy Clark  
Mayor

10-11-17  
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Date

ATTEST:

  
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Greg Dirks: City Recorder