



*Mayor*  
Patricia Smith

*Council President*  
Timothy Clark

*Councilors*  
Scott Harden

Bruce Nissen

Jimmy Frank

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**MEETING OF THE  
WOOD VILLAGE CITY COUNCIL  
February 24, 2015  
MINUTES**

**PRESENT:** Council President Tim Clark, Councilors Scott Harden, Bruce Nissen and Jimmy Frank, City Attorney Jeff Condit\*, City Administrator Bill Peterson, Finance Director Peggy Minter, Public Works Director Mark Gunter, and interested parties.

**ABSENT:** Mayor Patricia Smith

**COUNCIL PRESIDENT CLARK CALLED THE MEETING TO ORDER AT 6:00 PM.**

**CITIZEN COMMENTS**

There were none.

**DISCUSSION: FIRE CONTRACT NEGOTIATIONS UPDATE**

Peterson presented the discussion and stated that this presentation was originally scheduled for the retreat, but it has now been updated with new developments. Peterson explained there is a three-city bargaining team, and that team met a few days ago to discuss the next steps.

Peterson explained that this area was originally served by Fire District 10, and then in the early 1990's a citizen group formed to review alternative options for fire service. Peterson stated that the cities successfully withdrew from the district which lowered the property tax rate by about \$2 per \$1,000 of assessed value. The cities then contracted with the City of Gresham for fire service. Peterson explained that in 2004 the cities contracted with ESCI to review fire service alternatives. The results were to keep with Gresham for fire service, and the cities signed a ten-year agreement. Peterson stated that agreement expires on June 30<sup>th</sup> of this year.

Peterson stated that about two years ago the cities got together to evaluate potential alternatives. The cities hired Portland State University to review options and key findings. Peterson explained that the key findings included that about 75% of all calls are medical related, and 90% of the total time is spent on emergency medical calls. Structural fires occur in the three-city area once every 25 days.

Peterson stated that Gresham Fire is a highly regarded agency with a good configuration. Peterson explained that the residents in the three-cities get their fire service for about 20-30% less than the residents of Gresham pay, but there is a slightly lower response rate. Clark asked about the response

time for calls to the City. Peterson stated that less than 5% of the calls took longer to respond in the City.

Peterson stated that Gresham has a large system that relies on closest unit dispatching for response. Peterson explained that ambulance service is contracted through the county, and the service provider is AMR. Peterson stated that AMR does not get paid unless they transport a patient. The emergency communications is provided by BOEC which is based out of Portland.

Peterson stated that there are different rates for the three cities because of the relative assessed values in each city. Peterson explained that when the rates were put together in 2004, a composite number was formed and adjusted for the first two years. After the adjustment the rate increased at 4% a year. Peterson stated that while that method has created a predicable rate, the equivalent value is much higher for the City compared to the other cities because of how the assessed values have work out. Peterson explained that the new proposed rate is looking at the comparative cost and the assessed value.

Peterson explained that the City has to have a service with immediate availability and a five minute fire response. Peterson stated that a lot of discussion has taken place around alternatives. Peterson explained that Fire District 10 contracts out their fire service, and it is not a viable option. Fire District 14 is a volunteer service and is not a viable option either. Peterson explained that a direct EMS provision is the most cost effective approach, but that is precluded by the County. Peterson stated that there were some people on the negotiations team who thought that the state fire conflagration act would work, but that is not a viable option either as there is no way to guarantee a fast response.

Peterson stated that the team has been working with the City of Gresham for a renewal. Peterson explained that Gresham first came back with rate set at \$1.81 per assessed \$1,000 and a 3.81% annual increase for ten years. Peterson stated that the negotiations team responded with a modified rate, and Gresham modified their proposal. Peterson explained that Gresham modified their proposal by removing all of their overhead costs in the rate structure which reduced it to \$1.74 per \$1,000. That was then discounted by 7.5% with a starting rate of \$1.41 per \$1,000 of assessed value. The ongoing costs would be adjusted by a three year rolling average.

Peterson stated that the next meeting has been scheduled for March 13<sup>th</sup>, and a draft agreement has been prepared. Peterson explained that the draft agreement retains the existing fire user board, and adds some new language around stations 74 and 75 which serve the three cities. Peterson stated that Gresham will not accept performance standards in the agreement, but they will produce regular reports on response times.

Peterson explained that the group was able to get a standard of services document as part of the new agreement. That document outlines about 40 scenarios and what the response will be to each incident.

Peterson stated that a lot of discussion took place around the cost sharing between the cities, and the decision was to go to an assessed value equivalent with annual increases based on the COLA in the fire fighters collective bargaining agreement. Peterson explained that there was some opposition to that approach by members in other cities, but it is the approach moving forward. Peterson stated that the opposition was because the City's cost will be going down, and the other cities costs will be going up.

Harden stated that the City has been paying more than a fair share during this last contract period. Peterson stated the City has been paying more for fire service than the other cities based on the net value. Clark asked if the issue has gone away. Peterson stated that it has not gone away, and there is a misconception of the costs. Peterson explained that Gresham has a price and that price is then spread based on a formula.

Harden asked what would occur if a contract cannot be negotiated by the end of June. Harden stated that he understands that Gresham will not allow for an extension of the current contract. Peterson stated that is correct, and the idea is to move to a new contract while still reviewing alternatives. Clark asked if there was an option to negotiate on our own if the group negotiations do not go well. Peterson stated that would increase the City's costs, and so there is a stake in keeping the three cities together.

Frank asked about Gresham, and if they have an edge in the negotiations. Peterson stated that was the feeling at the start of the negotiations, but the tone has since changed. Peterson stated that he is very impressed at what the staff at Gresham has done. Clark asked if in the long run an East County Fire District would make sense. Peterson stated that a mega fire district is the most cost effective model, but it has to be big.

The Council thanked Peterson for the update.

#### **DISCUSSION: BRUSH UP WOOD VILLAGE APPLICATIONS**

HR/Records Manager Greg Dirks presented the discussion. Dirks stated that the Council discussed the Brush Up Wood Village event in September, and decided to run the event as it was ran last year. Dirks explained that staff put together an application packet, and advertised the program throughout the City since early January. Staff called a few potentially qualified residents, but there was no interest. Dirks stated that no applications, phone calls or emails were received by the deadline on February 13<sup>th</sup>.

Dirks stated that he is looking for direction from the Council on the next steps for the program. Dirks explained that alternatives were presented in September, and they could be used to revise the program. Dirks stated that a Brush Up event is on the APP for an event this spring or summer. Dirks presented the list of alternatives that were presented in September. Alternatives included cleaning up graffiti and picking up litter along right of ways. Planting or enhancement projects could also occur along right of ways or pocket areas like Mayor's Corner.

The Council stated that they like the idea of community enhancement projects, but would still like the house painting event as an option. Dirks stated that he can bring back a listing of potential projects, and the Council could select a project each year if a house is not selected as a project. The Council agreed.

**DISCUSSION: ANNUAL CLEANUP DAY**

Dirks presented the discussion and stated that this event typically takes place in mid-May, but Waste Management requested that the date be changed to May 2<sup>nd</sup> this year. Dirks explained that Waste Management is also holding Troutdale's event on the 2<sup>nd</sup>, and it will cost them less to hold both events at the same time. Dirks stated that it could also reduce confusion if Wood Village residents receive information on Troutdale's event again this year.

Dirks stated that the rest of the event is the same as in previous years. The Baptist Church has reserved the date, and Waste Management will bring in six drop boxes. Dirks stated that the City already received 15 disposal vouchers from Metro, and we will work with area partners for volunteers. Dirks stated that we are also planning on having the food drive again this year, and last year we had a total of one full 55 gallon barrel of food donated. Dirks asked if there were any questions.

Upon motion by Nissen, seconded by Harden and passing 4-0, the City Council approved the 2015 City Cleanup Day as presented.

**RESOLUTION 6-2015: PARK MASTER PLAN CONTRACT AWARD**

Gunter presented the resolution and stated that a parks master plan RFP was solicited, and the Parks Commission reviewed two applicants last week. Gunter explained that the Parks Commission recommended that the contract be awarded to Conservation Technix, and authorize the City Administrator to begin negotiations. Gunter stated that there is \$25,000 in the budget for this project, and the negotiations will be at that level.

Upon motion by Harden, seconded by Nissen and passing 4-0, Resolution 6-2015 authorizing the City Administrator to enter into a contract negotiations and execution with Conservation Technix or the next qualified firm if negotiations are unsuccessful for the preparation of a Park Master Plan was approved.

**RESOLUTION 7-2015 REFERRING TO THE VOTERS OF THE CITY OF WOOD VILLAGE TO CONSIDER AMENDMENTS TO THE CITY CHARTER**

Condit presented the resolution and stated that this would refer the proposed City Charter amendments at the May special election. Condit stated that all the major components are set forth in the ballot title, and it mainly consists of housekeeping items and language revisions. There are no substantive changes in the proposed amendments.

Peterson asked about the proposed language revisions around the taxing provision. Condit stated that was not included in this amendment per Council direction, but it could be added at the next General Election.

Upon motion by Harden, seconded by Nissen and passing 4-0, Resolution 7-2015 referring to the voters of the City of Wood Village amendments to the City Charter, and authorizing the City Administrator or designee to file all necessary paperwork was approved.

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

Gunter presented the report and stated that there has been some movement in the Sewer Master Plan. A draft will be presented to the Council in the near future. Gunter stated that the Shea lift station pump replacement is complete. The new pumps are in, and the facility is working much better. Gunter explained that PGE has received the request for three-phase power, and that part of the project will be underway soon.

Gunter stated that the Shea lift station project timing was good because there was a plugged line behind City Hall that caused some issues. Gunter explained that the sewage did not overflow any manholes, but it was a good thing that the Shea lift station was working. Gunter stated that the line behind City Hall had become clogged with fats, oils and grease, and the City had to hire a work crew to clear an easement to access the line. The line was then cleaned, and it is now functioning better.

Peterson stated that there was no access easement when the line was constructed in the 1970's which has made access difficult. Peterson explained that a future capital project will be to improve that area, and make an access road for maintenance. Gunter stated that the line had probably not been cleaned for decades, and there was 2.5 yards of fats removed from the line.

Gunter stated that a transducer at reservoir 1 failed, but a new one is on order. The transducer reads how full the reservoir is, but now a utility worker checks the levels twice a day until the part can be replaced.

Gunter stated that the Fred Meyer fueling station is under review, and a new salon on 242<sup>nd</sup> and Glisan is almost complete. Gunter explained that there are still issues at Affordable Truck Repair and the former Greyhound Park building. The truck repair facility has not been shut down yet, but it is a possibility.

Harden asked about the advantages and disadvantages of posting a property as dangerous. Peterson stated that that City adopted the state's building code, and the City has an obligation to post or prevent access to dangerous buildings. Condit stated that the City has an obligation to enforce the code, and the City could be sued if insufficient action is taken. Condit explained that taking hard action also has liability, so a balanced approach is needed. Peterson stated that the Greyhound Park building was

posted, and they are getting to that point with the truck repair business. Gunter stated that progress has been made, but it has been slow.

Gunter stated that he is planning on having a backhoe day for those interested in trying out the City's new backhoe. The Council requested a date a few weeks in advance.

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

Minter stated that the report is in the packet, and overall things are in good shape. Minter stated that revenues are high, and expenditures are on track. Minter explained that the Multnomah Business Income Tax and Motel tax have increased dramatically which is a sign of a strong economy. Minter stated that the investment portfolio is at \$4.7 million.

Minter explained that there have been a few applicants for the Accountant 1 position, but they have all been from qualified applicants. Minter explained that there needs to be a revision to the budget calendar to push back the date a few weeks. The Council requested April 21<sup>st</sup> for the first budget hearing.

Minter stated that the City received three responses to the auditing rfp. Minter explained that staff is hoping to have a decision by the end of March, and asked if a Councilor was interested in reviewing the proposals. Frank stated that he would like to be added to the review process.

Harden asked about the pre-budget meetings and when they would be scheduled. Minter stated that right now they are between March 13<sup>th</sup> and 21<sup>st</sup>. Peterson stated that Councilors who are comfortable with the process do not need to attend, and the meetings do not cover decision making aspects. The meetings go over how to read the budget and if there were any large changes to the format.

### **CITY ADMINISTRATOR'S REPORT**

Peterson stated that the Annual Performance Plan is in the packet, and he has nothing else to report.

### **CITY ATTORNEY'S REPORT**

Condit stated that there are a number of bills being proposed to tighten up the ethics and meetings laws, and some of them could have cost implications. Condit stated that there are usually unintended consequences when there is big momentum around a change, but he will keep an eye on the proposed measures.

### **CITY COUNCIL REPORTS**

Clark stated that there is a dilemma with the Urban Growth Boundary, and asked if Peterson could explain the issue in more detail. Peterson stated that a remand was issued on the urban reserves which can have implications on the urban growth boundary. Peterson stated that there are several options

including adopting the plan with no change, or requesting a delay. Peterson explained that the data may need revised if a delay is granted.

Harden stated that the Reynolds School District will also be on the May ballot with a \$125,000,000 bond request. Harden explained that the money will replace three schools, build new classrooms at the high school, and construct other safety improvements to other schools.

\*Condit left at 8:08pm.

### **ANNUAL PERFORMANCE PLAN WORKSHOP**

Peterson stated that the APP is a work plan that makes the organization accountable to the City Council. The City Council sets and adopts the plan every year. Peterson explained that the Council has adopted a vision statement and goals to develop the vision. Objectives are then created to help achieve the mission. Peterson explained that the City Administrator is then held accountable for the objectives.

Peterson stated that the process does not include all the items that the City does during the scope of the day. Items put on the APP cannot be removed or modified unless there is a vote of the Council. Peterson explained that the Council receives an update every month on the plan, and the success or failure of the plan is the success or failure of the administrator.

Peterson explained that about 70-80% of what staff accomplished every day is not in the plan. It is important to not put more than what can be accomplished in one year into the plan. Peterson presented the seven City Goals, and stated that the goals help achieve the City's mission.

Peterson explained that the workshop outline is to review items from the current plan that will rollover into the new plan. Then projects from the master plans will be presented. Following that will be project ideas from staff, and then the projects from the Council's retreat. Peterson stated that once the draft plan items are selected, staff will review the plan and bring it back in April for adoption.

Peterson presented items that could continue into the next plan, and stated that they include graffiti abatement, televising the City Council meetings, and participating in the Sheriff's Office relocation. Peterson explained that the preliminary review has been completed, and the City Hall site did not favor well. Clark stated that he does not think this site has a good chance. Harden agreed. The Council requested that item be put on a secondary list for potential consideration.

Peterson explained that other items include emergency management promotion, City events, and a water/sewer rate analysis. Peterson stated that the water and sewer rate analysis was on this year's plan but was eventually pulled. Peterson asked if the Council wanted to bring that into the new plan. Peterson explained that a rate analysis is a big undertaking in terms of staff time and budget resource.

Nissen asked what the process is for a rate evaluation. Peterson stated that the last structural rate evaluation was conducted about 15 years ago, and helped determine the flat rate and consumption rates for the classifications.

Clark asked what a rate evaluation will give the City in the end. Peterson stated that there might not be any revisions to the rate structure, but it would provide a detailed analysis of the user rates. Clark stated that it is about rate fairness, and not necessarily about the expenses. Frank asked if it could be put off again, and brought back next year. Peterson stated that is an option. Harden stated that he would like to charge less, but that may cause additional issues. Peterson stated that any rate revisions would have to be a net zero action. Some users could be paying a lot more in fees. The Council agreed that this project could be put off for one year, and asked for it to be considered next year.

Peterson stated that the sewer SDC rates need to be completed this year as well as the Halsey I&I project. Peterson explained that the Transportation System Plan update will be completed as part of the Town Center work which has a grant and will be completed in this next year. Peterson stated that staff safety trainings and team building sessions would be conducted even if they were not in the plan. Clark asked about the Town Center work and how much staff time that would involve. Peterson stated that this is a large project with potential zone changes, visioning work, and an enabling process. Peterson explained that it also includes a full economic analysis of potential options and development. The Council elected to keep all of those items on the current plan.

Peterson presented the intergovernmental items as well as annual tree planting program. Harden stated that he is no longer on the Reynolds Budget Committee so that item can be removed.

Peterson presented the projects from the Master Plans and stated that all the roadway slurry seals are complete. Peterson stated that the next step will be for rebuilds and overlays. Clark asked if the Arata Road project will require staff time. Peterson stated that it could depending on the Urban Renewal Agency.

Peterson stated that the Water Master Plan has Treehill moving to the upper water zone, drainage improvements to reservoir 1, SCADA upgrades, and replacing 6% of the City's cast iron pipe a year. Peterson explained that the budget is around \$150,000 which could complete one project this year.

Peterson stated that projects for the park include grading the area by the gazebo for additional seating, trail enhancements and extensions, and improving the park entry features.

Peterson presented that list of potential projects from staff. Peterson explained that staff is also looking on holding off on a street project until next year when sections of water, sewer and storm lines can be replaced. A large combination project will be developed for the next phase of improving the roadways.

Peterson presented that list of options from the Council retreat and asked for feedback. The Council approved a City-wide garage sale event. The Council requested that the shared economic development position be put on a secondary list. The Council added Urban Renewal Agency enhancements, and asked that the free lunch program be further defined and placed as a secondary item. Clark asked what the celebrating diversity project would entail. Harden stated that was his idea, and the idea was to supply funding for an outside organization to hold an event. The Council requested that item be added to the Council's discretionary funds in the budgetary process.

Peterson stated that he has a personal interest in the City entrance features and would like to see those refurbished. The Council asked how much that would cost. Peterson stated that there is an estimate, and it would cost about \$72,000 for the feature with the City's gateway sign. The project would remove all existing items, and come back with a permanent irrigation system and new plants and decorative rock. The Council added the entrance feature, but stated that it may be cut at budget time.

The Council elected not to add any park projects in this year's plan, and wait and see what comes out of the Park Master Plan. The Council added the redesign of the City's other entry signs, and for refurbishing Mayor's corner. A gravel access road for the City Hall sewer line was added, as well as a pavement management plan.

Peterson stated that he will draft these items into the plan, and come back in April for the adoption.

**ADJOURN**

With no further business coming before the Council, and upon motion by Harden, seconded by Nissen and passing 4-0, the Council adjourned at 9:47pm.

  
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Patricia Smith  
Mayor

3-10-15  
Date

ATTEST:

  
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Greg Dirks