

*Mayor*  
Patricia Smith

*Council President*  
Mark Clark

*Councilors*  
Stanley Dirks

Timothy Clark

Scott Harden

---

**REGULAR MEETING OF THE  
WOOD VILLAGE CITY COUNCIL**

**July 22, 2014**

**MINUTES**

**PRESENT:** Mayor Patricia Smith, Council President Mark Clark, Councilors Stanley Dirks, Tim Clark and Scott Harden, City Administrator Bill Peterson, City Attorney Jeff Condit, Finance Director Peggy Minter, and interested parties.

**ABSENT:** Public Works Director Mark Gunter.

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

**CITIZEN COMMENTS**

There were none.

**DISCUSSION: REYNOLDS SCHOOL DISTRICT PARTNERSHIP PROJECT**

A representative from the school district was not in attendance, and there was no discussion.

**RESOLUTION 28-2014: SLURRY SEAL BID AWARD**

Peterson presented the resolution, and stated that a supplemental staff report with an updated bid award has been provided. Peterson explained that staff solicited bids from seven companies, but only received one actual bid. Peterson stated that the bid was from Oregon Asphaltic, and they have done the work for the past few slurry projects.

Peterson stated that the bid was for \$110,671.77, and staff is requesting a 5% contingency on top of the bid. Peterson stated that the staff recommendation is to award the bid.

Smith asked why only one firm bid on the job. Peterson stated that staff contacted the other companies after the deadline, and one company is doing a large project out of state, another company sub-contracts to Oregon Asphaltic, and another company no longer does slurry seals.

Upon motion by Dirks, seconded by Tim Clark and passing 5-0, Resolution 28-2014 awarding the slurry seal contract to Oregon Asphaltic in the amount of \$116,300 was approved.

## **PUBLIC HEARING - RESOLUTION 29-2014: WATER SDC RATES AND WATER CAPITAL FACILITIES PLAN**

Peterson presented the resolution and stated that the water system development charges are based on the recently updated Water Master Plan. Peterson explained that the new SDC has a different meter ratio, and that is largely because of the increased efficiency of larger meters. Peterson stated that there are two kinds of SDC's. There is prospective fee, and a reimbursement fee. Peterson stated that the previously adopted water SDC only included a reimbursement SDC as the City was no longer able to collect a prospective fee. Peterson explained that the both are included in this SDC. Peterson stated that the water system has the capacity to meet the projected demand in 2034, and probably into 2044.

Peterson stated that the single largest change in the water system has been the reduction of water consumption for residential users. Peterson explained that part of that is due to the high efficiency appliances and fixtures. Peterson presented a chart of the projected peak flow going out to 2044. Peterson stated that there is enough capacity to meet the demands of the City. Peterson explained that the City could have the largest producing well taken out of service, and still maintain the needs of the City for some time. Peterson stated that the water storage capacity is excellent, and covers both the baseline and emergency needs of the City.

Peterson stated that there has not been much discussion on the City's pipelines, and there is some cast iron pipe that will need to be replaced. Peterson explained the pipe replacement will take place over the next 20 years, and will go along with the roadway improvement projects.

Peterson stated that a lot of great work has been accomplished by the governing board, the previous board, and past administration. Peterson stated that every new connection to the system will have to buy their fair share of the capacity consumed, and that it what makes up the reimbursement fee. Peterson explained that staff was also able to get certified replacement values added to the SDC. Peterson stated that the certified replacement value is just over \$8 million, which is a lot greater than the depreciated value of about \$1.9 million.

Peterson stated that the reimbursement fee is \$2,700. Peterson explained that the prospective fee is based off of the facilities that still need to be built. While there are no production improvements, there are still several projects for the growth of the system. Peterson presented a list of future projects, and their allocated share of the SDC. Peterson stated that the prospective SDC is \$187, which makes the bulk of the total SDC based on a reimbursement fee.

Peterson stated that the total SDC is \$2,887, which is slightly more than it was before the recent revision when the SDC's were reduced because of the depreciated value. Peterson stated that staff provided direct notice of the proposed SDC's to developers who had potential projects or developments. Peterson stated that those people include the developers of the proposed memory

care center, the owner of the former dog track facility, the developers of the proposed multi-family complex, and the active home builders off of Glisan. Peterson stated that notice was also provided to the Home Builders Association. Peterson explained that the only feedback he received was from the multi-family developer who indicated that new SDC's will cost him \$140,000. Peterson stated that he responded by stating how the City does not have a street, storm or park SDC, so the rates are still lower compared to other cities.

Mark Clark asked if the City is still waiting for the state to approve the updated Water Master Plan. Peterson stated that staff is still waiting for the review. Mark Clark asked if that could impact the rates. Peterson stated that the Oregon Health Authority is the technical authority, and while it is possible that there could be modifications to the capital improvement plan, it is unlikely. Peterson explained that staff has received very little feedback at this point, and it has all been administrative in capacity.

Tim Clark asked about the different water zones, and how that works. Peterson stated that the City currently has two zones, and are controlled by automatic altitude valves. Peterson explained that the Master Plan calls for a third zone for the Treehill area.

Smith opened the public hearing.

There were no comments.

Smith closed the public hearing.

Upon motion by Mark Clark, seconded by Harden and passing 5-0, Resolution 29-2014 setting the Water System Development Charges and Capital Improvement Plan was approved.

#### **RESOLUTION 30-2014: LOC LEGISLATIVE PRIORITIES**

Peterson presented the resolution and stated that the League of Oregon Cities reaches out to each city prior to the major legislative session every two years. Peterson explained that the League's goal is to set their legislative priorities for the session. Peterson stated that the League has several policy committees, and each committee comes up with recommendations for the legislative priorities. Each city then selects four of the items, and the League's Board then selects the priorities for the year based on the results.

Peterson explained that the priorities are then presented during City Hall Week, which the City will be hosting this year in September. Peterson stated that there are three items that the League's Board will take forward in addition to the ones selected by the cities. Peterson explained that those three items include local option levies that can operate outside of

compression, and last for ten years instead of five. There is also the reset of property value at the time of sale, and the streamlining of the state's land use system.

Peterson presented the eight different policy committees for the League, and the issues each committee brought forward for consideration. Peterson stated that Councilor Harden emailed his priorities and they included allowing price comparison when procuring architects and engineers, enhanced mental health services, support the repeal of ORS 221.515 which is the statutory limit on franchise rates for telecom, and a comprehensive transportation funding and policy package.

Mark Clark stated that he favors improving the fairness of how new and improved property is added to the tax roll, allowing for price comparison when procuring architects and engineers, opposing legislation preempting the ability of cities to manage and receive compensation for the use of a public ROW, and supporting efforts to establish a program that would provide low-interest loan opportunities to address failing residential onsite septic systems.

Smith stated that she favors improving the fairness of how new and improved property is added to the tax roll, allowing for price comparison when procuring architects and engineers, enhancing mental health services, and clarifying and enhancing medical marijuana dispensary regulations.

Dirks stated that he favors improving the fairness of how new and improved property is added to the tax roll, allowing for price comparison when procuring architects and engineers, enhancing mental health services, and passing a comprehensive transportation funding and policy package.

Tim Clark stated that he favors improving the fairness of how new and improved property is added to the tax roll, allowing for price comparison when procuring architects and engineers, enhancing mental health services, and passing a comprehensive transportation funding and policy package.

Peterson stated that it looks like the majority of the Council favors improving the fairness of how new and improved property is added to the tax roll, allowing for price comparison when procuring architects and engineers, enhancing mental health services, and passing a comprehensive transportation funding and policy package.

Upon motion by Tim Clark, seconded by Mark Clark and passing 5-0, Resolution 30-2014 selecting improving the fairness of how new and improved property is added to the tax roll, allowing for price comparison when procuring architects and engineers, enhancing mental health services, and passing a comprehensive transportation funding and policy package as the City's legislative priorities was approved.

### **RESOLUTION 31-2014: DESIGNATION OF SURPLUS ITEMS**

HR/Records Manager Greg Dirks presented the resolution. Greg Dirks explained that from time to time the City has items that no longer have any value or use. Greg Dirks stated that these items include old computers, office furniture, and an old mower that is no longer working. Greg Dirks explained that the computers will be given to a non-profit organization that wipes that hard drives, and rebuilds the computers. Some of the furniture is broken and will be disposed of as such. The old mower is left with scrap value as the quote to repair it is more than the mower is worth. Greg Dirks stated that this resolution would authorize staff to dispose of the no longer needed items.

Upon motion by Dirks, seconded by Harden and passing 5-0, Resolution 31-2014 authorizing staff to dispose of surplus items was approved.

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

Greg Dirks presented the discussion and stated that the first Brush Up Wood Village project has been completed. Greg Dirks stated that the Council approved the program in late 2012, and the program was first advertised in January of 2013. After the requirements were revised, the City received an application. Greg Dirks explained that staff conducted a site visit of the home in the spring of 2013, and discovered that the home was not in a condition to paint. Staff worked with a non-profit called Unlimited Choices to make needed repairs to the home. Greg Dirks stated that by the time the repairs were completed, the painting season was over.

Greg Dirks stated that staff recruited volunteers, and a professional painter with the Fraternal Order of the Eagles volunteered to take the lead on the project. Greg Dirks explained that he and the painter prepared the home for painting in June, but the painter suffered a medical condition prior to the actual painting of the home. Greg Dirks stated that he found volunteers, and rented equipment to complete the job. Greg Dirks explained that the home was painted in July, and Metro donated all the paint for the project. Volunteers included City staff, Councilor Dirks, Planning Commissioner Bruce Nissen, and employees from Walmart. Greg Dirks stated that the project went really well, and the homeowner was very appreciative.

The Council thanked Greg Dirks for the work on the event.

### **DISCUSSION: NITE OUT RECAP**

Greg Dirks presented the discussion and stated that the Nite Out occurred this past Friday. Greg Dirks explained that the City spent about \$6,400 on the event, and received about \$2,000 in donations. There were also several in-kind donations which added up to thousands of dollars as well. Greg Dirks stated that the majority of the funds were spent on the food, and bicycle helmets. Other expenses included the band, rental items, the pony rides, and banners.

Greg Dirks stated that the event featured free food, beverages, snacks and ice cream. There was also free music and children's activities such as bouncy toys, tractor rides, and the pony rides. Greg Dirks explained that volunteers handed out over 300 helmets to kids, and the Morasch family was responsible for the donation of the helmets. Greg Dirks stated that the event included police demonstrations, the shoot don't shoot exercise, and over 20 vendors. Greg Dirks stated that the blood drive had 25 successful donors, but the food drive was less successful.

Greg Dirks stated that the event was advertised in the City's newsletter, on the City's website, four large banners around the City, and in flyers posted around town. The event brought in about 2,600-2,800 people from the community. Initial feedback from the event partners was good. Greg Dirks explained that the Baptist Church thought the event was a good success, and the MCSO thought the event went well, but there were still some conflicts with some of the demonstrations. Greg Dirks stated that while there were still some issues with the PA system, it went better than last year's event.

Greg Dirks presented a listing of all the sponsoring organizations, and asked if there were any questions. Then Council thanked Greg Dirks for the work on the event.

#### **PRESENTATION 2013-14 ANNUAL PERFORMANCE PLAN**

Peterson provided the presentation, and stated that staff completed the APP in a great way. Peterson stated that a lot was accomplished this year, and the APP is only part of what staff accomplishes every day. Peterson explained that the APP is designed to stretch the organization to accomplish a set of goals. Peterson presented the list of goals for the City, and stated that each APP item helps accomplish one of the goals.

Peterson presented the listing of all the APP accomplishments, and stated that it is because the City has a great staff that these items were completed. The Council thanked Peterson and the City's staff for the work on the APP.

#### **WORKSHOP TRAINING- METRO EAST MEDIA TRAINING WITH JOHN LUGTON**

Lugton stated that Metro East Media is excited about televising the City Council meetings this fall. Lugton stated that he is aware this is a test period to cover three City Council meetings. Lugton explained that he wanted to provide some information about what to expect when being televised.

Lugton stated that presentations will need to have large font, and size 42 or larger works well. Slides should not include very light or very dark backgrounds, and six or seven lines of text is ideal. Lugton explained that slides should not be overly busy with graphics, or have images with a lot of white in them.

Lugton stated that microphones are a good tool when used properly. Lugton stated that the current position of the microphones is good, and the Council will want to avoid rustling papers, sneezing, or having side conversations as these can distort the audio of the meeting. Lugton explained that the camera will film mainly from the waist up, and the Council will want to avoid wearing all black or all white clothing. Pastel colors work best, and small patterns or plaid can appear to move on the camera. Lugton stated that the HD cameras can pick up detail, but less is better in this case. Overall a simple conservative dress is the best approach.

Tim Clark asked about the lighting, and asked if additional lighting will be needed. Lugton stated that no additional lighting will be needed during the pilot period, but some of the lighting may need to be enhanced if the televising becomes permanent. Tim Clark asked if the light would be the really bright and hot lights. Lugton stated that they no longer use that style of lighting for this purpose.

Tim Clark asked how many cameras would be installed if the televising becomes permanent. Lugton stated that there would be at least three or four cameras. There would be a master center camera, two side cameras, and a reverse camera towards the audience. Lugton explained that they would also most likely have a direct feed for the PowerPoint presentations.

Tim Clark asked when the televised meetings would run on TV. Lugton stated that there will probably be five showings of each meeting. The meetings will run on the East County Government Channel as well as the East County Access Channel. Lugton explained that there will also be a web link if the City would like to post the video on a webpage. Tim Clark asked if there would be any graphics. Lugton stated that there will probably be a simple graphic with the City's logo at first, but more items can be added if the televising becomes permanent.

Tim Clark asked if there can be feedback available after the pilot project, and if ratings would be available. Lugton stated that some feedback will probably be available, but they do not collect any ratings information. Lugton explained that staff may receive comments about the meetings as well.

The Council thanked Lugton for the information.

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

Peterson stated that Gunter is out of town, but the report is in the packet. Peterson explained that nothing in the report is out of the ordinary and asked if there were any questions. The Council did not have any questions.

## **FINANCE DIRECTOR'S REPORT**

Minter presented the report and stated that the revenues are good and on track. All of the expenditures are on target or less. The City still has not received the last waste water bills, but staff expects them to come in on budget. Miner stated that there is about \$4.8 million in the investments. Minter stated that staff is finishing the end of year activities, and preparing for the full audit in September.

The Council thanked Minter for the report.

## **CITY ADMINISTRATOR'S REPORT**

Peterson provided the report and stated that the new APP is in the packet. A lot of the items have been accomplished, or are already underway. Peterson explained that there are a few items that were included in the APP, but were not included in the budget. Peterson stated that he requests those items be formally removed from this year's APP. The items include the water and sewer rate study, and the Halsey Inflow and Infiltration project. Peterson also asked the Council to acknowledge that the Sewer Master Plan has crossed over into this year.

Upon motion by Tim Clark, seconded by Dirks and passing 5-0, the 2014-15 Annual Performance Plan was modified to add the Sewer Master Plan, and remove the water and sewer rate study, and the Halsey I&I project.

## **CITY ATTORNEY REPORT**

Condit stated that he will have to miss the first meeting in September because of an annual conference. Condit stated that he can arrange to have a replacement at that meeting if the Council wanted an attorney at the meeting.

## **CITY COUNCIL REPORTS**

Mark Clark stated that the Citizen's Noise Advisory Committee had a tour of the Oregon Air Guard Base. The facilities were very impressive, but the expanded military training will continue during the weekends this summer.

Tim Clark stated that there was a presentation by the Port of Portland at the recent EMCTC meeting. Tim Clark explained that there is a lot of opportunity for new development at the Gresham Vista property, and the Port has been able to assemble cost effective parcels for development.

Tim Clark stated that the Active Transportation Plan and the Regional Transportation Plan is moving through MPAC. Tim Clark explained that a lot of projects may be put on hold because of the lack of federal funding, and the reduction in grants.

Smith stated that she met with Eric Anderson who is the new Director of the East Metro Economic Alliance. Smith stated that her next Neighborhood Watch meeting is not scheduled until September.

**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 8:35pm.

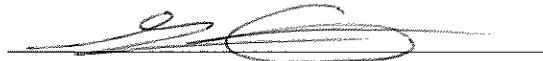


\_\_\_\_\_  
Patricia Smith  
Mayor

9-9-14

Date

ATTEST:



\_\_\_\_\_  
Greg Dirks