



Mayor
Patricia Smith

Council President
Timothy Clark

Councilors
Scott Harden

Bruce Nissen

Jimmy Frank

**MEETING OF THE
WOOD VILLAGE CITY COUNCIL
June 30, 2016
MINUTES**

PRESENT: Mayor Patricia Smith, Council President Tim Clark, Councilors Scott Harden*, Bruce Nissen, and Jimmy Frank via phone, City Attorney Jeff Condit, City Manager Bill Peterson, Public Works Director Scott Sloan, and interested parties.

ABSENT: Finance Director Peggy Minter.

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

CITIZEN COMMENTS

Michael Gorham of 22908 NE Chinook St. stated that he lives at the corner of Arata Road and Wood Village Blvd. Gorham stated that he has safety concerns about that intersection and had emailed the City about the last incident that occurred which resulted in a car nearly hitting his house. Gorham stated that since the roadway was extended there have been at least three accidents. There are also near misses every day at that intersection which are not in any reports. Gorham stated that people like to speed along Arata Road, and the intersection by Riverwood causes people to go past the stop bar just to see the roadway.

Gorham stated that something needs to be done, and while the road may belong to the County it is in Wood Village so it is a Wood Village issue. Gorham stated that he understands that the roadway will be rebuilt in the near future, but he would like the Council to send a resolution to the county asking for a four-way stop at that location. Gorham stated that it is only a matter of time before there is a major accident.

Smith stated that it is not the City's roadway. Condit stated that while the Council can submit a resolution to the county, the county has no obligation to respond. Frank stated that it is clear that there have been accidents at that intersection. Frank stated that he does not want to argue the logic of drivers, and at the end of the day it is up to the driver. Frank explained that he also does not want a serious or fatal accident to occur, and we should be as proactive as possible. Frank stated that he wanted to give credit to the City for putting up the cross traffic signs, and the City does care.

*Council Harden arrived at 6:08pm.

Frank stated that Peterson is probably the most qualified person to get at the best approach to solve the issue. Frank stated that we may have to wait until after the roadway is rebuilt. Peterson stated that the county and City are bound by state laws on traffic control devices. That law dictates how and when traffic control devices may be put into place. Peterson explained that staff originally went to the manual when there were requests for action, and the only option was the cross traffic signs. Peterson stated that the City purchased the signs, and the county installed them. Peterson explained that is all that can be done according to the law at this time.

Gorham stated that another issue is the speed on Arata Road. Peterson explained that Arata Road will be significantly modified by the reconstruction project, and the lanes will be physically narrower. Peterson stated that will result in a speed analysis. Gorham stated that will not prevent speeders, and stop signs are needed. Peterson stated that the best prevention tool of speeding is adding physical engineered controls and barriers. Gorham asked why stops signs cannot be used. Peterson explained that you cannot put in a stop sign at just any location. There are warrants and requirements as stated in the law. Gorham stated that he wants a resolution sent to the county. Peterson stated that there are laws that the City and county have to follow. Gorham stated that his request is not being heard.

Sloan stated that perhaps the City could have a speed trailer on Arata to monitor the speed. Peterson stated that we had a deputy on Arata the other week for seven hours, and did not write any tickets. Sloan stated that the physical roadway improvements will help reduce the speed on Arata.

Frank stated that if we track accidents over a time period maybe we could approach the issue from a safety standpoint. Sloan stated that the county has indicated that they will be conducting a new traffic count once the roadway is rebuilt. Peterson explained that we have advocated for improvements to that location, but the warrants are not there. There just is not enough traffic movement.

Peterson stated that he will follow up with Gorham, and stated that getting information on unreported accidents would be beneficial.

Smith closed the floor to public comments.

RESOLUTION 25-2016 RELEASING CASH BOND FOR MORGAN ESTATES

Peterson presented the resolution and stated that Morgan Estates was a subdivision that had about six lots just north of Glisan. The subdivision was done just prior to 2008 and was ready for development when the market crashed. Peterson stated that the properties sat vacant for some time.

Peterson explained that the developer Larry French reached an agreement with the City to get the final plat. The agreement was to put up cash to the City to hold in trust in order to complete the necessary improvements. Peterson stated that if the amount was found not to be enough, then the individual properties would be levied for the remaining amount. Peterson explained that the cash totaled \$34,000, and the total expenses came out to \$28,951. Peterson stated that the resolution is to dissolve the trust, and to put the remaining funds into the General Fund.

Upon motion by Nissen, seconded by Clark and passing 5-0, Resolution 25-2016 declaring all improvements complete in the Morgan Estates Subdivision and releasing the cash bond to the City General Fund was approved.

DISCUSSION: ANNUAL CLEANUP DAY AND GARAGE SALE EVENT RECAP

HR/Records Manager Greg Dirks presented the report. Dirks stated that the first annual City Garage sale event was held over this past Memorial Day weekend. The City advertised the event in the City's newsletter, large banners around the community, and online in over 12 separate websites. Dirks stated that residents and business were able to sign up for the event online or at City Hall. Participants were listed in an online map, and they received a yard sign for their sale. Dirks stated that 32 residents and one business signed up for the sale. During the event weekend there were about 45 sales going on around the community.

Dirks explained that the feedback from participants was mixed, but overall the event and event concept were well received. Dirks stated that ideas for improvement included a revised map with a different color scheme and sale location times. Dirks explained that the map looked good online, but the colors did not print well. There was also some confusion as to when the different sales were open, so adding times would help buyers find the right sale. Dirks stated that additional comments included not having the sale on Memorial Day weekend. Clark stated that he heard that as well. Dirks explained that whichever date is selected in the future, it should remain consistent over time so people know to plan for the event. Dirks stated that the event should not occur too late in June as we still want to follow up with the cleanup event.

Dirks stated that the other comment of note was to have a public space for people to sell their items. Dirks explained that there were several people from manufactured home parks who indicated that yard sales were limited inside their park, and would be beneficial to have an outside location for sales. Dirks stated that if we were to move in that direction, it would good to partner with a service club or organization to manage that aspect of the event.

Nissen asked if it would be beneficial to work with the managers of the manufactured home parks to make an exception for this event. Dirks stated that he can try to contact them and get information back to the Council when we revisit the event this fall. Clark asked about additional advertising. Dirks stated that we used basic free advertising this year based on the Council's

direction. Harden asked if we could get additional information on advertising costs when we discuss the event again. Dirks stated that he can bring back additional information. Dirks stated that overall it was a successful event, especially for a first year.

Dirks stated that the City's annual cleanup day occurred the following weekend on June 4th. The event again featured free disposal of unwanted items except construction material, hazardous waste, and electronics. Dirks stated that there had been some confusion around the event because the City of Troutdale's cleanup moved to a pickup event in early May, but they advertised the event in their newsletter which goes out to all of 97060. Dirks explained that there were several residents that set out items, but staff was able to contact them with information on the City's event.

Dirks stated that we collected 12.5 tons of mixed use waste which was three tons more than last year. There was 2.5 tons of scrap metal which is one tone more than last year, and there were 161 tires. Dirks explained that the reuse section had low volume this year, which was probably because of the garage sale event. Dirks stated that one 55 gallon barrel was also filled with canned food during the event as well. Dirks explained that about 18 volunteers were on hand to help out, and the majority of them came from Lowes. Dirks stated that improvements for next year will be reducing the confusion about Troutdale's event, and having a new solution for the tires.

The Council thanked Dirks for his work on the events.

DISCUSSION: YOUTH POLICE ACADEMY PROGRAM RECAP AND EVALUATION

Dirks presented the discussion and stated that this program started in 2013, and was based on the Citizen's Academy. Dirks stated that this program was expanded this year from four to six weeks. Activities included a river patrol ride-along, verbal judo scenarios, inmate/jail talk, search and rescue scenarios, and the ORPAT Fitness Test. Dirks stated that a survey was sent out at the end of the program, and the responses were all positive.

Dirks stated that ideas for next year include additional expansion of the program to include an overnight experience at either a jail facility, or on a search and rescue scenario. Dirks explained that the deputies would also like to get kids from Wood Village Green to enter the program. Dirks stated that he will help make those connections to get more kids involved. Overall it was another great year of the program, and the City's cost was \$252 for the cost of t-shirts.

REPORT: BENCHMARKING PURCHASE ORDER PROCESS

Peterson presented the report, and stated that we contacted and received responses back from 23 separate agencies. The agencies ranged in population from 2,500 to 25,000, and the range in responses was very diverse. Peterson explained that the largest differences came from the

smaller communities were some had council control for any purchase over \$1,500. Peterson stated that there were some cases where it took five weeks from the time an item was identified as being needed to when the item could actually be purchased. Peterson stated that we are nowhere near that type of process, but we are not on the cutting edge either.

Peterson stated that some agencies are using P-Cards. Peterson explained that we have credit assigned to individual employees at some stores which is a similar method. Peterson stated that this is the first time since we started benchmarking practices that we have not been on the leading edge. Peterson stated that there is capacity for the City to move in that direction.

Peterson stated that there is a recommendation in the summary to increase some spending limits. Those recommendations include increasing the employee spending limit on requisitions from \$500 to \$750, and increasing the director authorization from \$2,500 to \$5,000. Peterson stated that there is no reason to change the current Council authorization level.

Smith stated that it looks like we have good purchasing policies compared to other cities. Peterson stated that we do. Harden stated that he went to a presentation by the County Auditor, and they found the employees were using their personal discount cards to get points when using the agency P-Card.

Peterson stated that if the Council likes the revisions, he can bring them back at a future meeting for adoption consideration. The Council asked that the revisions be brought back at a future meeting for consideration.

WORKSHOP: PARK SYSTEM DEVELOPMENT CHARGES METHODOLOGY AND PLAN

Peterson presented the report and stated that this is a workshop on Park System Development Charges as a way to finance the Park Master Plan. Peterson explained that staff has put together a park SDC methodology, but first wanted to talk about other potential funding options.

Peterson stated that the Park Master Plan has about \$3.2 million in improvements costs, and does not include land acquisition for two neighborhood parks. That could add an additional \$1 million to the plan. Peterson explained that we are trying to target the financing at \$3 million.

Peterson explained that alternatives to an SDC include development exactions which requires developers to put in specific developments, but that has a pretty limited scope. Peterson stated that local improvement districts can be used in some cases, and the Urban Renewal Agency also has some limited capacity. Peterson stated that general obligation bonds are used fairly extensively in Oregon, especially in the Portland Metro area. Grant and loan options are also

available, and the General Fund could be used to finance the plan. Peterson explained that there is the ability to do a temporary levy for up to seven years, but that would take voter approval.

Peterson asked if there were any alternatives that the Council was interested in reviewing. Harden asked if some of the alternatives could be mixed. Peterson stated that some or a portion of all the alternatives could be included with an SDC to get at a lower SDC rate. Clark stated that he is excited about the Urban Renewal potential.

Peterson explained that exactions can be difficult, and hard to do on a smaller development level. Peterson stated that a typical exaction is a park dedication in a subdivision. Peterson explained that would be difficult to do on our smaller scale developable lands.

Smith asked what SDC's could pay for in our current park. Peterson stated that the Parks Master Plan includes improvements that serve current and future residents. Those projects include increased parking, the irrigation system, and roughly two-thirds of all the projects identified in the plan. Peterson explained that there is also a reimbursement component to the SDC as well. Peterson stated that the SDC funds have to be used to add capacity, and you cannot use them at all for maintenance.

Peterson explained that as we add additional features, we will at some point need to add an increment of personnel capacity. That will add to the City's personnel costs. Peterson stated that all SDC's need to have a credit policy. That is used when a developer pays for part of what is in the Master Plan, the City has to credit the developer with an equivalent SDC cost. Harden stated that it may be better to be gifted improvements instead of spending actual money.

Peterson stated that the Urban Renewal Agency has a limited scope on what can be accomplished in the parks. There are few projects that would qualify under the agency's plan. Peterson explained that more than half of the Master Plan projects are not included in the agency's plan. Peterson stated that it is possible for the Urban Renewal Agency to pay for the SDC's on behalf of a developer in certain cases. Peterson explained that the Urban Renewal Board gave direction at their last meeting to not really give inducements to properties that would otherwise be developed, and instead use the resources to help redevelop more difficult properties.

Peterson stated that the biggest problem of using General Obligation Bonds is that our entire plan is only about \$3 million. The costs just to issue the bond would not be worth the costs, as they are an expensive proposition. Peterson stated that the General Fund does not have the capacity to handle financing of the Master Plan, but we could use an accumulator approach for some projects. Peterson explained that the margins are fairly tight in the General Fund, and the only property tax increases that the City will see will be in the Urban Renewal Agency.

Clark asked what projects are essential to complete in the next three to five years. Peterson presented the projects for the Town Center, and explained that some would be built by the City and others would be exactions required by the City. Peterson presented projects for the Donald Robertson Park and stated that about 60% of the projects are SDC eligible. Peterson stated that the parking improvements at the Donald Robertson Park should be completed within the next three to five years. Clark asked if the Urban Renewal Agency could pay for that. Peterson stated that it could pay for a portion of that project. Peterson stated that all new parks are SDC eligible, as well as the majority of the sport field enhancements.

Peterson explained the SDC charges for those that work here, and for those who live here. Peterson stated that the data to get these figures was captured from other studies, and he primarily used the studies out of Tigard and Carlton. Peterson stated that we calculated that 12.5% of employees will use the park system. Peterson explained that we have an employee quotient of 4,600 job projected, and those people will have a significant impact on the park system over time. Peterson stated that we then calculated impacts based on rates per 1,000 square feet.

Peterson stated that to calculate the reimbursement SDC, we had to first get the value of the current land and improvements. That is calculated at \$1,127,492. Peterson explained that amount has to be offset by the amount of grant financing which is \$780,045. That leaves a total of \$347,447 that is eligible for a reimbursement SDC. Peterson stated that allocation is then proportioned out residential and commercial uses. The reimbursement SDC for a single family residential home is about \$170 per unit, and the commercial rate varies by use. Peterson explained that for a restaurant the rate would be about \$1 per 1,000 square feet. Clark asked how that compared to area cities. Peterson stated that he will present a total SDC comparison shortly.

Peterson presented the CIP for the Parks Master Plan, and stated that the projects allocated for new growth make up about \$2.1 million. The improvement SDC for a single family home would be \$2,294. The rate for commercial development is again based on uses per 1,000 square feet.

Peterson explained that had we had the SDC in place when the Auto Zone was planned, they would have to pay \$2,240 based on their 5,000 square foot store. Peterson stated that the multifamily rate is based on 80% of the single family rate. Peterson explained that is the same as the water and sewer SDC.

Peterson presented the SDC rates in other jurisdictions. Peterson stated that Fairview is waiving all SDC's except for parks for developments in excess of \$650,000. Peterson explained that he did include their adopted SDC fee rates for the comparison. Peterson presented the SDC's for

Fairview, Troutdale, and Gresham, and stated that we are still lower than the neighboring jurisdictions even if we adopted the Park SDC.

Harden stated that we have gone through this process for both water and sewer, and it would be interesting to know just how much can be accomplished with the Urban Renewal Agency.

Harden stated that at least two new parks are in the urban renewal area, and asked if the Urban Renewal Agency could pay for those items. Peterson stated that they probably could be paid for by the Urban Renewal Agency. While the two parks are not specifically named in the plan, they are within the Agency's boundaries. Harden stated that while Riverwood defends their private park, it is an ongoing expense for them. Overtime they may not mind having that as a municipal park. Peterson

Peterson stated that there has been a lot of philosophical discussion on SDC's and their benefits, as well as the potential negative impacts on buyers and affordable housing. Peterson explained that arguments can be made on both sides of who really pays SDC's. Peterson asked for direction on the Parks SDC and other alternative financing options.

Frank asked if the Parks Master Plan has been finalized. Peterson stated that it is finalized and adopted, but there is no obligation to finance everything in the plan. Frank asked how much of the plan would be covered by the new housing development in the Town Center. Peterson stated that there are roughly 50 homes planned for that development which would equate to about \$100,000. Frank stated that he heard that SDC's in Tigard and Tualatin are expensive. Peterson stated that is correct, and some locations have SDC's of \$80,000 per single family home. Frank asked if adopting this SDC would lead us in that direction. Peterson explained that we control our own development with the plan. Once the City is developed, the SDC's are not a viable financing tool.

Clark stated that he does not know if we really need a Parks SDC. Clark stated that he understands we have a Parks Master Plan, but feels that we can get at those projects in other ways. Smith asked what other options the City would use. Clark explained that we do not have to complete all the projects right away, and the Master Plan is a wish list. Smith asked how we would pay for the improvements. Harden stated that two of the main acquisitions are in the Town Center, and the Urban Renewal Agency could pay for those. Smith stated that improvements to the Donald Robertson Park would be limited. Peterson stated that is correct.

Nissen stated that he understands that we can adopt the rate, but not necessarily charge the full rate. Peterson stated that is correct. Condit explained that if the rate is reduced, it has to be done equally across all categories and users. Clark asked how Fairview was able to waive the SDC for some users, but not all users. Peterson stated that Fairview has a different code, and our code does not permit waiving of SDC fees.

Smith stated that she would like to see improvements made at the Donald Robertson Park, and the Park SDC could be a way to complete some of those improvements. Frank stated that when he thinks of needed infrastructure projects, he wants to make sure that we have money for essential services and projects. Peterson stated that if we had a dedicated Parks SDC, those funds could not be used for any other purpose. Peterson explained that we have updated Master Plans for the City, and we have the hard numbers at what we need to get at the buildout of the City. Peterson stated that we have the financial structure to get at the needed improvements and maintenance of the system. Harden stated that while the Park Master Plan is a 20 year plan and we do not have to make a decision right now, there is a point where an SDC will not work because there is little new development left.

Clark asked about financing the park improvements through the General Fund. Clark stated that with the development of new homes and commercial areas comes additional tax revenues. Those increases could help pay for the increased park maintenance. Clark explained that he is concerned that we will expand our park system with SDC money, but not have the means to pay to maintain the improvements. Harden stated that our property taxes do not cover all the public safety costs, so it is unlikely there would be any real increase in revenue.

Peterson stated that if we assume the new homes in the Town Center sell for \$250,000, that would have an assessed value of about \$159,000. If they were not in the in the Urban Renewal Agency, they would return about \$500 each to the City a year. Peterson stated that the net public safety costs are about \$412 per capita which does not leave much resource left. Peterson explained that the margin is dramatically different for commercial space, and generally returns more to the City.

Peterson stated that if an eight story hotel were built within the Urban Renewal Agency at a cost of \$20 million, that development would return about \$2.4 million over the life of the agency. Peterson explained that if occupancy were at 80% and the nightly rate was \$150 that would return about \$670,000 annually to the City in motel tax revenue. Those funds could be used for park maintenance and public safety expenses.

Smith stated that she would like to move forward on the Park SDC. Harden stated that he likes the idea of adopting the methodology, and then deciding if the rate should be reduced. Harden stated that we should have the capacity to have the SDC, and there is a limited amount of time before there is little space left for new development in the City.

Clark stated that he is still concerned about the actual needs, and ongoing maintenance costs. Clark explained that he feels we can improve areas as needed, and we have gone a long time without a Parks SDC. Clark stated that while the rate is about \$2,500 per single family home, he

feels that the net affective rate is much higher than that for the purchaser. Nissen stated that investing in the system now could save costs later on.

The Council by majority consideration asked for the Park SDC methodology and rate be brought back for adoption consideration.

PUBLIC WORKS DIRECTOR'S REPORT

Sloan presented the report and stated that the Halsey Street Sewer Capacity project has been completed and closed out. The City Hall Interceptor Trail design is complete, and we are working with the City of Fairview on how to best connect the final trail segment. Sloan explained that there have been concerns from area property owners about the perception that homeless people will use the trail for camping and other uses.

Sloan stated that the 238th Island rehabilitation project has been completed, and turned out really well. The park arboretum trail extension has also been completed. Sloan explained that we are working on installing a plaque to commemorate the Donald Robertson tree that was planted. Sloan stated that the Wood Village Green waterline project is in design, but the construction will be postponed until the county starts the Arata Road project.

Sloan stated that Best Western has received a tree removal permit from the county, but the property owner has not yet contacted us about the actual removal or bond to ensure that the trees are replaced. Sloan explained that the 2016 pavement management index has been completed, and we just received the final report.

Sloan stated that we have received a right of way permit for a large cedar tree to replace the one that was poisoned on 238th. Sloan explained that we are ensuring we have enough room to plant the tree before we purchase it.

Sloan stated that Starbucks in the Town Center has removed and repositioned their vault line to discharge onto Park Lane. They have received notice several times about that illegal discharge, and their service will be shut off if it is not corrected by July 7th. Sloan explained that there are also issues in the Wood Villa Business Park with a business flushing wipes down the toilet which is clogging our pumps. Sloan stated that the pumps were clogged twice this week, and will be meeting with the property owner to have the issue corrected. Sloan stated that he would also like to charge the pumping costs to the property owner as well since that is an ongoing occurrence. The Council agreed.

FINANCE DIRECTOR'S REPORT

Peterson stated that the report is in the packet, but Minter went home ill.

CITY MANAGER'S REPORT

Peterson stated that the Annual Performance Plan transition to the new Public Works director could not have gone any better. The previous director left midyear with a lot of projects still to complete. Peterson stated that he could not be more pleased with Sloan or his team. Peterson stated that Dirks also provided exemplary service, and the APP as revised has been completed.

Peterson stated that the City is working with the City of Fairview on a two-city recreation plan. Peterson stated that the work group collectively agreed that we need additional information, and to get quality information we need to work with PSU. Peterson explained that Fairview was already going to hire an intern for their master plan project, and we would be responsible for just the incremental project cost. That amount is \$10,000. Peterson stated that we need a final answer by the end of July, but feedback can be provided now.

Harden stated that amount is about twice what we had discussed spending on the study, but we need quality information to make an informed decision. Nissen asked if there were other intern options. Peterson stated that there are programs also through OSU and U of O, but they are more expensive. Harden stated that if it costs \$5,000 more than we thought to get the information we need, then we should spend the money. The Council agreed. Peterson stated that he would bring back a resolution authorizing the funds.

CITY COUNCIL REPORTS

Clark stated that EMCTC discussed congestion mitigation air quality, and the funding provided to deal with that issue. Clark explained that the Portland metro area is provided with about \$14 million, but that will be reduced by about \$2 million because Eugene, Springfield, and Salem now also qualify. Clark stated that there was also a presentation by the Ready Levy Group which is working on the 2018 levy certification project.

Clark stated that there was a presentation by OREGO which is the state's pay per mile program in lieu of the gas tax. Clark stated that he is part of the program, and thinks it is fairer for all users. Clark stated that he found out at the presentation that the program is actually operating at a loss which is discouraging.

Clark stated that MPAC had the draft Regional Equity and Inclusion Plan review, and issued a letter of support to the Metro Council. Clark explained that Metro will roll out the program internally first in order to fix any issues before it is made available in other areas. Harden stated that the report is available online for review as well.

Clark stated that he attended the Mayor's Prayer Breakfast and the Multnomah Greyhound Park Celebration, and thought the Mayor did a wonderful job at both events. Clark stated that he

was also impressed with City staff member Becky Gallien at the recent Town Center Maser Plan open house.

Smith stated that her and Clark went to the 125th Port of Portland Anniversary. Smith stated that EMEA held their meeting at Micro Chip which is part of their summer fieldtrip program. Smith explained that it was a really fun and educational experience. Smith stated that she also participated in the Mayor's Walk in the Rose Festival Parade.

Frank stated that he spoke with Smith and Peterson about this, and explained that he is considering resigning from the Council. Frank stated that his situation has not changed, and does not want anyone to be surprised. Frank stated that he has not yet made up his mind, and appreciates the support provided to him.

Smith stated that he needs to do what is best for him, and we can continue to work with him on this.

ADJOURN

With no further business coming before the Council, and upon motion by Harden, seconded by Nissen and passing 5-0 the Council adjourned at 9:05pm.



Patricia Smith
Mayor

7-26-2016

Date

ATTEST:



Greg Dirks
Recorder