



Mayor
Patricia Smith

Council President
Mark Clark

Councilors
Stanley Dirks

Timothy Clark

Scott Harden

**SPECIAL MEETING OF THE
WOOD VILLAGE CITY COUNCIL
March 26, 2013
MINUTES**

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

ABSENT: None.

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

PLEDGE OF ALLEGIANCE

CITIZEN COMMENTS

There were none.

CONSENT CALENDAR

- Urban Renewal Appointment: Scott Harden – Term to end 12/31/16

Upon motion by Tim Clark, seconded by Mark Clark and passing 4-0-1 with Smith, Mark Clark, Dirks and Tim Clark voting yea, and Harden abstaining, the Consent Calendar was approved.

PUBLIC HEARING: RESOLUTION 11-2013: 2013-14 ANNUAL PERFORMANCE PLAN

Peterson presented the resolution and stated that the Council discussed the current annual performance plan, and potential projects at their retreat in February. Peterson stated that the annual performance plan concept was developed and trademarked by Caryn Tilton, and the plan is formed around the City's mission and goals. The projects that are included in the plan attempt to stretch the organization further, and hold staff accountable for the completion of the tasks.

Peterson explained that the plan does not include the day to day operations of the City. Peterson stated that staff has analyzed the plan, and there is the capacity to complete the projects.

Peterson explained that the 2013-14 APP was based on the results of the Council retreat, but some items may not get accomplished because of budgetary constraints. Peterson presented the projects for goal one which included paving the gravel area at City Hall by well #3, painting the generator to match City Hall, holding an ice cream social with the Council and residents, having a City sponsored house cleanup/renovation, installing additional community banners, promoting

graffiti kits, researching grants that are available to meet goals, reviewing the Halsey streetscape street lighting, and conducting a community garden review. Peterson explained that the grant research will be conducted to search for grants that will help achieve a City goal. Peterson stated that there are lots of grants, but they may be for items that the City does not do, or does not want to do.

Peterson presented the projects for goals two which include evaluating fire service delivery alternatives, creating a police academy for teens, emphasize/promote emergency management, and researching police service delivery alternatives. The projects for goal three include creating the arboretum in the park, completing the scheduled City events, updating the water master plan, perfecting the water rights and changing the point of diversion, evaluating fluoride in the water system, evaluating earthquake valves, painting the water storage reservoirs, creating the valve replacement program, continuing the hydrant replacement program, updating the sewer master plan, completing the accounting software implementation, creating the trail expansion/connection, turning the stairs at gazebo into photo spot, and expanding or adding to the tot lot in park.

Peterson stated that the water and sewer master plans are large projects. Even though a consultant will be assisting the City with the project, they will still consume hundreds of staff hours to complete. Smith asked if the plan is achievable, or if too much has been added. Peterson stated that the plan is hard, but the management team indicated that all the projects could be completed. Smith stated projects can always be adjusted depending on the situation.

Peterson presented the projects for goal four which include continuing with the meet or beat promotions for economic development, evaluate/potentially acquire properties, potential consolidations or cooperation with other cities, conducting a quiet promotion of City Hall property, reviewing the Town Center master plan with a potential zone redefinition, and coordinating with an economic development professional. Tim Clark asked if there was a grant opportunity for the Town Center master plan. Peterson stated that the grant was filed, but it does not stand a good chance without an active developer. Peterson explained that project may not happen if there is not additional funding.

Smith asked about the economic development professional and what the other cities perspective is on the current person. Peterson stated that the concerns from the other cities regarding the current economic development professional are with his personality, and not his skills or abilities. Smith asked what other alternatives are available. Peterson stated that the recently formed community development corporation is a great funding option for this person. In talking with developers, the current professional is very competent and has great skills. Smith asked if she should get together with the other Mayors to see if the issue can be resolved. Peterson stated that would be a good idea, but that meeting should occur in a public setting. Harden stated that even though there may be issues with the other cities, it is not a good idea to change personnel

while the community development corporation is still being formed. Peterson stated that the current professional has done well for the City. Mark Clark stated that it also shows how well the different Councils get along with people to better the community. Peterson stated that this Council works very well people and area partners.

Peterson presented the projects for goal five which include conducting targeted safety training twice annually, conducting a staff team building once annually, benchmarking services/best practices, and encouraging re-engineering projects. Peterson explained that benchmarking of services will probably be a utility service. Tim Clark asked if the encouraging re-engineering projects can be changed to redesign the re-engineering program. Peterson stated that would be a great project.

Peterson presented the projects for goals six which include participating in the four cities manager's meetings, having active staff participation in support of elected officials at regional meetings, establishing legislative goals, and participating in legislative updates/school district updates. The projects for goal seven include installing additional animal waste disposal stations in the park, and conducting more tree plantings. Harden asked if the City could put together a matching grant program for private property owners to install an animal waste disposal station. Peterson that program could be developed, and could work out well for apartments or mobile home parks.

Peterson stated that he will revise the annual performance plan per the Council's discussion, and bring it back for adoption at the next meeting.

RESOLUTION 12-2013: STREET UTILITY FEE ADJUSTMENT

Peterson presented the resolution and stated that when the street utility fee was first adopted, it was done with a rate adjustment for two years. Peterson explained that the utility fee has been on the ground for nearly a year, and there has been almost no feedback at the Council level and only a handful of citizen complaints to staff. Mark Clark stated that he feels the program has gone that way because of all the public outreach and involvement that went into creating the fee. Tim Clark stated that moving to monthly billing probably helped as well.

Peterson stated that the fee was adopted and indexed for two years. The adopted rate for a single family home is set to increase from \$7.33 a month to \$11.62 a month. The commercial rate is set to increase from \$.21 per trip end to \$.33 per trip end. Peterson explained that the rates were set to help achieve a specific service level for roadway and storm system maintenance. Peterson stated that the financial needs of the fund have been reduced because of the combination of reduced costs to complete projects, and the increase in state fuel tax revenue. Peterson explained that the fund can function within the set service level through 2017 with a 50% reduction in the adopted rate increase.

Peterson stated that there are several unfunded projects in the storm water master plan that could be funded if the original rate increase remains unchanged. Peterson explained that he does not want to take that approach at this time because an urgent need for the projects was not indicated during the public hearings for the storm water master plan. Tim Clark asked if there are any roads that are in need of substantial work. Peterson stated that there are four roadway areas that are in need of substantial work, but there are all private systems that are not owned or maintained by the City. Tim Clark asked if there were any City owned roads that are in need of substantial work. Peterson stated that there are two areas that have been identified for a dig out and overlay. Harden asked where those roads are located. Peterson stated that one section is on Birch at Halsey Street, and the other is Stanley Street. Smith stated that if the City does not need the additional money, then we should not ask for it.

Upon motion by Dirks, seconded by Tim Clark and passing 5-0, resolution 12-2013 reducing the amount of rate increase for the street utility fee was approved.

RESOLUTION 13-2013: MPAC APPOINTMENTS

Peterson presented the resolution and stated that this was an interesting year for appointments. Peterson explained that Troutdale voted for Lisa Barton-Mullins of Fairview, but when Fairview voted Barton-Mullins declined the nomination. Peterson stated that the cities have decided to elect Councilor Tim Clark to be the East County representative for small cities.

Upon motion by Mark Clark, seconded by Harden and passing 5-0, Resolution 13-2013 appointing Tim Clark to the Metro Policy Advisory Committee was approved.

PUBLIC WORKS DIRECTOR'S REPORT

Gunter presented the report and stated that a utility worker who was injured on the job has returned to light duty. As a result the City has received grant funds from both the City's insurance provider, and the state workers' compensation program. Gunter explained that City will receive \$5,000 to help get the worker back to work.

Gunter stated that the park restrooms have been refurbished with new floor and wall paint. The gazebo planting plan has also been completed, and it looks great. Gunter explained that there are two meters left in the meter replacement project. Both meters are in Treehill, and will require some extra coordination. Gunter stated that he had a meeting with Gresham to discuss the waste water billing, and a process will be made that recheck higher than average flows and features. Dirks asked if the charges have come down. Gunter stated that all the rates are within a normal range.

Gunter stated that he attended a regional disaster preparedness meeting which is funded through FEMA. That organization has grants for equipment that can be used in emergencies. The

organization actually owns the equipment, but the City would get to use, store and maintain the equipment. Gunter stated that the City may receive a light tower if funds are still available.

Peterson presented data on current sewer flows. Peterson stated that the dry weather flow is around 289,000 gallons per day, with the peak flow at about 2.5 million gallons per day. The average wet weather flow is around 440,000 gallons per day, so there is an I&I issue. Dirks asked if any of the I&I work done so far had made an impact. Peterson stated that in 2000, the average wet weather flow was over 600,000 gallons a day so there has been great progress. Gunter stated that the next step that he would like to take is to smoke test the system. Gunter explained that drainage systems can be improperly installed into the sewer system causing a lot of I&I. Peterson stated that there would be substantial costs to the homeowner if there were improper connections.

Harden stated that he would have a hard time charging homeowners for that, especially when there used to be grant programs to help pay to improve the connections. Harden stated that Treehill was a recipient of one of those grants, and asked if there were other programs or options. Peterson stated that there are other several options that the City could take if improper connections are found.

Gunter stated that there is a neighborhood meeting on the final design aspects for the 230th – 231st sidewalk project. Gunter explained that there has not been a lot of citizen input on the project. Gunter stated that there were some water turbidity issues in the original village a few weeks ago. The crew flushed the system to resolve the matter, but the source of the problem as not determined. Gunter stated that there was also a plug in the sewer system near City Hall, which the crew took care of as well.

Gunter explained that the building department has had some activity. There is a tenant improvement for a GNC at the Town Center, and a new cell tower is being installed at the greyhound park. Smith asked about Famous Dave's. Gunter stated that they have not picked up their plans yet.

FINANCE DIRECTOR'S REPORT

Minter presented the report. Minter stated that revenues are on track, but the Multnomah County Business Income tax revenue is a bit slow to come in. Minter explained that expenses are on track as well. Minter stated that the budget process is underway, and the pre-budget meetings will be very important this year because there will be a new internal services fund.

CITY ADMINISTRATOR'S REPORT

Peterson stated that the annual performance plan is in the packet, and most items are on track. Peterson explained that the Council Calendar is also in their packet for review.

COUNCIL REPORTS

Peterson explained that Randy Jones who is the City's representative on the PDX Citizen Advisory Committee provided a written report of the recent activities of the group. Mark Clark stated that the PDX Noise Advisory Committee is now meeting every other month. Mark Clark explained that there is an app that allows people to track which planes are overhead, which can help produce more accurate noise complaint reports.

Tim Clark stated that the East Multnomah County Transportation Committee will be voting on the RTO grant proposals soon. Tim Clark explained that the both projects went through an evaluation process, and it looks like the project that is sponsored by the Gresham Chamber of Commerce will rank higher in the evaluation. Smith stated that she heard the project sponsored by the West Columbia Gorge Chamber was favored by Metro. A meeting with Dave Eatwell, Shirley Craddick and herself is scheduled for April 8th to discuss the projects further. Tim Clark stated that he had not heard that, and wanted to know how he should vote at EMCTC.

Tim Clark stated that he is okay voting for either project, but he is in favor of having a united vote at EMCTC. Mark Clark stated that he does not mind having the vote be for whichever project is favored at EMCTC. Smith stated that she likes the project from the WCGCC better than the bicycle studio tour. Smith asked Tim Clark if he would like to join her at the meeting the Metro Councilor Craddick. Tim Clark stated that he will look into it. Smith stated that she feels it is better to vote for what we feel is right, not necessarily what the momentum is. Tim Clark stated that being unified has advantages as well.

ADJOURN

With no further business coming before the Council, and upon motion by Dirks, seconded by Tim Clark and passing 5-0, the Council adjourned at 7:53pm.



Patricia Smith
Mayor

4-9-2013

Date

ATTEST:



Greg Dirks
City Recorder