



Mayor
Patricia Smith

Council President
Mark Clark

Councilors
Stanley Dirks

Timothy Clark

Scott Harden

**MEETING OF THE
WOOD VILLAGE CITY COUNCIL
November 12, 2014
MINUTES**

PRESENT: Council President Mark Clark, Councilors Stanley Dirks, Tim Clark and Scott Harden, 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 MARK CLARK CALLED THE MEETING TO ORDER AT 6:00 PM.

CITIZEN COMMENTS

There were none

PUBLIC SAFETY REPORT

Chief Deputy Jason Gates of the Multnomah County Sheriff's Office presented the report. Gates stated that the full report for October is not yet complete, but the MCSO responded to 458 incidents which resulted in 215 hours of service, 47 written reports and 22 arrests. Gates explained that there were 15 accidents, and six of them were in parking lots.

Harden asked if anything stood out in the report. Gates stated that there was nothing of note. Gates explained that graffiti is down, and that is probably due to the arrest of a tagger and the colder weather. Mark Clark stated that he viewed the new plantings at Riverwood which look great, and should help reduce graffiti at that location. Gates stated that the Wood Village Blvd. extension will help respond to incidents. Gates explained that the Arata Road work scheduled for the spring will help a lot as well.

Gates stated that he wanted to express his gratitude to the two outgoing Councilors. Gates explained that it is people like them who help make this community great. The Council thanked Gates and the MCSO for their service to the City.

CONSENT CALENDAR:

- a. Review of bills paid in October 2014
- b. Contracts \$2,500 - \$50,000

- There were none.

c. Council Minutes:

- October 14, 2014
- October 28, 2014

Upon motion by Tim Clark, seconded by Dirks and passing 4-0, the Consent Calendar was approved.

DISCUSSION: LEAGUE OF OREGON CITIES CONFERENCE DEBRIEF

Peterson and Tim Clark provided the presentation, and Peterson stated that the League of Oregon Cities is a voluntary association with 242 different cities. Peterson explained that the League does a lot of advocacy work at the state and federal level. There is also a lot of research and benchmarking work for local cities to utilize. Peterson stated that there are educational and professional services available as well. The League is a great overall resource for cities.

Peterson explained that the annual League conference was held from September 25th through the 27th in Eugene. There were several days of trainings and speakers, and it was very well attended.

Tim Clark thanked the Council for allocating funds for this conference. Tim Clark stated that he was on the planning committee for the conference, and there is a lot of work that goes in the execution of an event this size. Tim Clark stated that he wanted the Council to ask themselves why they are a councilor, and what their motivation is. Tim Clark explained that there is no pay or benefits, and it is a large time commitment to be a councilor. Tim Clark stated that there has to be motivation behind their service.

Tim Clark stated that he attended the councilor sessions, and he moderated a session that had about 130 councilors in attendance. Tim Clark explained that he was able to talk about the City, and introduce the keynote speaker Bill Zip. Tim Clark stated that Zip is a motivational speaker, and discussed the five practices for leadership. Tim Clark explained that the practices include leading by example, having an inspired vision, challenging the process, learning from mistakes and adjusting based on results, and enabling other to work.

Tim Clark stated that there was another keynote speaker Dave Frohnmayer, and that was a very powerful session. Tim Clark explained that it is hard to express what was covered, but the main theme was what it takes to be a good leader. Tim Clark stated it takes passion, confidence, and the ability to turn complex issues into simple concepts. Tim Clark explained that there are also has to be forward focus, and homework matters. Other values include communication and developing partners.

Tim Clark stated that there was a formal dinner provided by PGE, and it was very well done. Tim Clark explained that PGE provided a presentation about innovation, and while not all the options would work for a small city; they could work for a group of smaller cities. Tim Clark stated that he was also able to talk with the Mayor of Hillsboro who shares his same thoughts on the potential pitfalls of the Climate Smart Communities Initiative.

Tim Clark stated that he was the moderator for a later session, and had a similar script for his earlier session. Tim Clark explained that he learned that he will have to adjust scripts in the future because a lot of the same people attended the first and second session. Tim Clark stated that emotional control was discussed, and what happens when people are verbally attacked. Tim Clark stated that it usually helps to pause for a few moments, and take back control before responding. Asking open ended questions also help to gain further understanding from the person. Tim Clark provided a demonstration of the principals of a collaborative discussion. Both parties need to feel safe and sound for the collaborative process to occur.

Tim Clark stated that he attended a session titled the art of the chair, and he used it as an opportunity to help with his role at MPAC. Tim Clark explained that the session was attended by about 50 Mayors, and the interesting thing was that most Mayors do not vote unless there is a tie on the council. Tim Clark stated that the overall theme was about trust and order, and how people trust more when there is order. Tim Clark stated that this Council is unique, and that we do not really follow Robert's Rules of Order, but there are benefits of having some order which can lead to greater trust. Tim Clark explained that coffee breaks during meetings can be beneficial during times of stress or intense situations. A good chair can regroup the participants, and refocus the meeting.

Tim Clark stated that he attended a session on the Oregon property tax system, and the possibilities of reform. Tim Clark explained that a poll was taken in August, and the question was if things are on the right track in regards to the property tax system. The poll results had about 51% stating yes, but it varied by region. The Portland region was about 65%, but Klamath Fall was about 40%. Tim Clark explained that about 60% of respondents were in favor of some kind of reform. Tim Clark stated that this is a complicated matter, but Peterson has helped explain a lot of the issues and methods.

Tim Clark stated that there was a session on marijuana facilitated by a City Councilor from Kirkland, Washington. Tim Clark explained that there was a discussion about the problems that have arisen which include a disconnect between what people voted for, and what they do not want in their neighborhoods. Tim Clark stated that managing the programs has been difficult, as well testing for impairment. Tim Clark explained that there is a 75% tax in Washington, no local taxes, and no revenue sharing for cities.

Tim Clark stated that overall the training was great, as was the conference as a whole. Tim Clark explained that the next conference will be held in Bend, and asked that the Councilors consider attending.

Peterson stated that was a great summary of the conference, and there are dozens of sessions to attend.

The Council thanked Tim Clark for the presentation, and for representing the City at the conference.

RESOLUTION 36-2014: BID AWARD FOR SHEA LIFT STATION ELECTRICAL UPGRADE

Gunter presented the resolution, and stated that the Shea lift station has been discussed several times over the past few months. Gunter explained that the project has taken several paths to get to what is being proposed. Gunter stated that the lift station was built in 1995 with a 15 year expected life. Gunter explained that one of the pumps is no longer operational, and the other pump is in bad shape. There was a request to the Budget Committee for \$85,000 to replace the lift station with a different style of pump. Gunter stated that several engineering firms reviewed the project, and the estimate came in a lot higher than the budget. Gunter explained that staff regrouped, and came up with an alternate plan.

Gunter stated that the plan is to replace the existing pumps, install three-phase power, and upgrade the SCADA and PLC systems for a total of \$98,770. Gunter explained that the original plan was to use submersible pumps, but that was not cost effective for this project. That project might be more viable in the future with the installation of three-phase power during this project. Gunter asked if there were any questions.

Mark Clark stated that he worked on that system about 12 years ago, and thought it was in bad shape then. Mark Clark stated that he would prefer a submersible pump style for the lift station. Gunter stated that the submersible pumps would cost about \$88,000, and the electrical costs are about \$55,000. The lift station only serves about 22 customers, and the project would not pencil out at the higher cost.

Tim Clark asked if the pumps were variable speed. Gunter stated that the three-phase power will allow for variable speed pumps which are more efficient. Gunter explained that the current one-phase pumps are no longer supported, and it is getting harder to locate replacement parts. Tim Clark asked about the \$10,000 in SCADA costs. Gunter explained that covers the hardware, programming, and the development of the operations manual.

Harden asked about the pumps, and if there are inherent issues with the above ground pumps. Gunter stated that above ground pumps are more maintenance intensive compared to submersibles, but they will work for this application. Peterson stated that there are only 22 users of this system, and there is a finite amount of resource available. Mark Clark asked if there were possibilities of redevelopment in the future. Peterson stated that there is some potential for redevelopment, but it would not be dramatic.

Mark Clark asked about the nature of the sewage going into the system from that location. Gunter stated that there are no industrial users, and the primary use is for restrooms in the buildings. Tim Clark asked about the useful life, and what will need to be replaced and when. Peterson stated that the electrical upgrade has a 40-50 year life. The pumps and controls have about a 15-20 year life.

Mark Clark asked about the costs of the ongoing maintenance. Peterson stated that the wet well is being pumped out about once a month for a cost of about \$1,500. The pumps have been rebuilt a few times, and the total cost for the past two years has been around \$20,000. Peterson stated that the facility operated fairly well during the first 15 years.

Tim Clark asked if there was a warranty. Gunter stated that there is a five year warranty, but the pumps should last about 15 years. Mark Clark asked if a new generator would be needed. Peterson stated that is in the bid. Harden asked how the facility is maintained. Gunter explained that a vactor truck is brought in to suck out the sewage which then allows access to the facility. Harden asked if there were any other options. Peterson stated that a gravity system is not financially viable at the location. Tim Clark asked if having the submersible pumps would be better in the long run. Peterson stated that those pumps would cost another \$82,000, and they still have a 15 year life.

Gunter stated that this is a good solution, but not the final solution. Dirks asked if reserve funds could be established for the replacement of the lift stations. Peterson stated that the City does not currently reserve funds for the replacement of these facilities, and the I&I fund has been the default place holder for funds. Peterson stated that reserve funds can be established for the more expensive lift station replacements.

Upon motion by Harden, seconded by Dirks and passing 4-0, Resolution 36-2014 authorizing the bid award for the Shea lift station replacement was approved.

RESOLUTION 37-2014: BID AWARD FOR REPLACEMENT BACKHOE AND AUTHORIZATION FOR SURPLUS OF EQUIPMENT

Gunter presented the resolution and stated that this is to replace the current backhoe. Gunter explained that the current backhoe has been costing a lot of money to maintain, and continues to

cost more. Gunter stated that the reserve funds for replacement vehicles were combined in order to purchase a replacement backhoe this year. Gunter explained that bids were submitted, and the Caterpillar was selected as the best option for the City. Gunter stated that the appropriation was 102,400, and final cost after trade-in is \$103,301. Gunter explained that other equipment came in under budget, so there is enough left over to purchase this backhoe.

Mark Clark asked if it had an extended hoe. Gunter stated that it does, and it a little bigger than the current backhoe with a lot more horsepower. Gunter stated that there are also several attachments to help make the equipment more versatile. Gunter explained that the Caterpillar was also selected because of the long term availability of parts.

Upon motion by Dirks, seconded by Tim Clark and passing 4-0, Resolution 37-2014 authorizing the City Administrator to direct staff to move forward with purchase of a Caterpillar backhoe and to surplus the 1999 New Holland Backhoe was approved.

RESOLUTION 38-2014: MT HOOD CABLE REGULATORY COMMUNITY ACCESS GRANT AUTHORIZATION

Peterson presented the resolution and stated that the MHCRC presented at the last Council meeting, and discussed the community grant programs that are available. Peterson explained that the program has a single funding cycle, and the pre-application is due in December. Peterson stated that the Council is currently televising some Council meetings as a pilot project, and will make a decision on the future of that program after the first of the year.

Peterson stated that he has received feedback from the televised meetings, and there was a lot of feedback from the multi-family development hearing. Peterson stated that the grant funding comes from the cable providers, and the fund is about \$800,000. Peterson explained that the MHCRC grant has a 50% matching requirement, but other sources can be used to help offset those costs. Peterson stated that the initial estimates for televising the meetings came in around \$50-60,000. Peterson explained that would leave about \$25-30,000 as a match for the City. Peterson stated that Metro East Media may be able to help cover some of those costs.

Peterson stated that this resolution authorizes the filing of the grant as a place holder. Peterson explained that there is no financial penalty if the Council does not move forward with televising the meetings, but it does act as a place holder if the Council decides to move forward with the installation.

Tim Clark asked if Metro East will help with the design of the system. Peterson stated that they will, and he will have a meeting with them later this month. Peterson stated that the alternatives include not filing for this round of applications which would delay the installation until 2016.

Peterson stated that another alternative would be to make a final determination on the televising now, and move forward either way.

Mark Clark stated that the televising of the meetings has been less intrusive than what he thought. Tim Clark stated that it will probably be even less intrusive with a permanent installation. Tim Clark explained that he is in favor of making the installation permanent. Peterson stated that he would be reluctant to have that discussion without the Mayor present. Dirks stated that he is concerned about the potential of this costing the City \$30,000, and questioned if it was worth that much of the tax payers dollars. Dirks explained that it would be different if it were all grant funds, but more figures are needed before a final decision is made. Dirks stated that he is in favor of moving forward with the grant application.

Peterson stated that the system at Fairview was upgraded a few years ago, and that cost them about 10% of the total project cost. Tim Clark asked if there were any additional grants that could be used to help offset the costs. Petersons stated that he is unaware of other grants, but will continue to look into it.

Upon motion by Tim Clark, seconded by Harden and passing 4-0, Resolution 38-2014 authorizing the City Administrator to file a Community Access Grant application with the Mount Hood Regulatory Commission was approved.

DISCUSSION: SLURRY SEAL PROJECT RECAP AND NEXT STEPS

Gunter presented the discussion and stated that the purpose is to recap the recent slurry projects, and to discuss the next steps. Gunter explained that this was the third year of the slurries, and we were able to complete the rest of the City. Gunter stated that the initial estimates indicated that this was a five year project, but it only took three. Gunter explained that staff learned from each project, and worked hard to reduce impacts to residents and businesses.

Gunter stated that the life of the roadways has been extended because of this project. The projects have been funded by the street utility fee, and the project this year cost \$128,870. There is an ending fund balance of about \$51,000 for next year. Gunter explained that the next phase of these projects will be overlays and rebuilds.

Gunter stated that the Water Master Plan outlines existing pipes that need to be replaced, and staff will strategically replace those pipes in conjunction with an overlay or rebuild. Gunter explained that is the next direction for the roadway system, and it will involve several projects being completed at once.

Dirks asked if a five-year plan had been developed. Gunter stated that there is, and the plan will be refined once the Sewer Master Plan is complete. Tim Clark asked if the road gets thicker with

each treatment. Gunter stated that the roadway does get thicker, and utility lids may have to be lifted or the roadway ground down during the overlay. Harden asked about the five-year plan, and how the current street fee is structured. Peterson stated that there was a two-year phase in of the fee, and then annual cost of living adjustments. Harden asked if that will be sufficient for the upcoming projects. Peterson stated that the indexed fee is projected to accomplish the projects.

Tim Clark asked if the small project size will be a factor again, and if there were any alternatives. Peterson stated that may be an issue, but there are options to piggy back on County or other regional paving projects if the timing works out.

The Council thanked Gunter for the update.

ANNUAL PERFORMANCE PLAN DATE REVISION REQUEST

Peterson presented the request and stated that the current APP timeline had this project starting in July and wrapping up in December. Peterson explained that the purpose was to redefine the zone and rework the Master Plan. Peterson stated that the City applied for a Transportation Growth Management grant to help fund the project, and to conduct an economic analysis for the area. Peterson explained that another issue that held up the work was the active application that was submitted to revise the Master Plan. Peterson stated that work on the plan could not occur while the application was in process. Peterson stated that the application was denied, and the grant was awarded, but the funds will not be available until next fiscal year.

Dirks stated that he likes the idea of taking a hard look at the Town Center, and does not want to rush just to build it out. Dirks stated that he understood that the text amendment could have allowed the rest of the Town Center to develop as apartments. Peterson stated that the code authorizes what can be built, but the Master Plan authorizes the structures. Dirks stated that the process still seemed rushed, and would have liked more time to understand the issues and needs of the community. Peterson stated that the TGM grant will allow economic development professionals to weigh in on what will be viable options.

Tim Clark asked when the Master Plan will be reviewed again, and if it could be discussed at the retreat. Peterson stated that the Master Plan can be reviewed at any time now that there is no longer an active application. Peterson explained that the Town Center has generally been discussed at the last three retreats, and now it is getting into the specifics. Harden stated that 400 housing units will have to be located in the City, and some of them will have to go in the Town Center.

Peterson stated that the missing element of the proposed text amendment was an economic evaluation. Peterson explained that staff could not conduct the evaluation because of the live application. Dirks stated that while we may have missed out on a \$15 million investment, we

may get a better development in the future. Harden stated that the land has sat vacant for years which indicates that something is not working. Peterson stated that this grant will help achieve the desired build out of the Town Center, but the work cannot begin until July.

Upon motion by Harden, seconded by Tim Clark and passing 4-0, the Council moved the timeline for the Town Center Mast Plan and Zone redefinition to match up with the TGM grant.

DISCUSSION: CITY FLAG CONTEST RESULTS

HR/Records Manager Greg Dirks presented the results. Greg Dirks stated that the City did not receive any entries during the first round, and so the Council extended the deadline. Greg Dirks stated that there two entries came in, and they are from Reynolds High School.

Greg Dirks presented the two designs.

The Council indicated that while both designs were interesting, they are not the designs they were looking for in a flag. The Council directed that letters of appreciation be drafted for the two students, and that staff work on flag designs. Greg Dirks stated that he will prepare some designs for the next meeting.

DISCUSSION: ANNUAL COUNCIL RETREAT

Peterson stated that this retreat will be a bit different because there will be two new Council members. Peterson explained that there will need to be time to talk about processes, and have some bonding time with the new members. Petersons stated that he would like to have the outgoing Councilors attend the morning session to help with the transition. Peterson explained that will help get the new Councilors up to date, and be able to get things going.

Peterson stated that there are a lot of potential topics, and stated that there will need to be transition time, and teambuilding time. Peterson explained that the preferred date is January 24th, and the new Councilors are okay with that date. Peterson stated that he would like to suggest Sam Imperati as the facilitator. Tim Clark asked what it would cost to get Bill Zip to do a session at the retreat. Peterson stated that Bill Zip would cost about \$1,500 - \$2,000 for a two hour session, and Sam Imperati costs about \$1,500 for the day.

Peterson stated that he likes the Edgefield environment, but asked about getting a different room. Tim Clark stated that he like the study. Dirks stated that the study is a good size. Tim Clark asked if something could be done about the temperature. Peterson stated that there are other rooms to choose from, but not with sofas. Peterson explained that he will plan the session to run from 8:30am to 4pm. Peterson stated that the APP probably will not be able to be discussed, and that will have to occur at a different meeting.

Peterson presented the list of potential topics, and asked if there were any topics that the Council wanted to discuss. Harden stated that he feels the fire contract should be discussed. Mark Clark asked what is going on with the contract negotiations. Peterson stated that a letter was sent to Gresham, and the majority of it was ignored except for the cost of service portion. Peterson explained that Gresham has put together a review team, and an extension of the current contract will be needed. Dirks stated that a session on the mission, visions and goals would be good for the new members. Tim Clark asked if a session on events could be discussed, because he would like to propose having a City-wide garage sale as a new event. Peterson stated that he will put together a listing of potential topics, and send it out to the Council.

MEETING DATE CHANGE

Peterson stated that there was a request to change the date of the first meeting in January to January 6th instead of the 13th. The Council approved the meeting date change.

ADJOURN

With no further business coming before the Council, and upon motion by Dirks, seconded by Tim Clark and passing 4-0, the Council adjourned at 8:15pm.



Patricia Smith
Mayor

12-9-14

Date

ATTEST:



Greg Dirks