



Mayor
Patricia Smith

Council President
Mark Clark

Councilors
Stanley Dirks

Timothy Clark

Scott Harden

**REGULAR MEETING OF THE
WOOD VILLAGE CITY COUNCIL
December 11, 2012
MINUTES**

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

ABSENT: None.

MAYOR SMITH CALLED THE MEETING TO ORDER AT 7:00 PM.

CITIZEN COMMENTS

There were none.

CONSENT CALENDAR

- a. Review of bills paid in November, 2012
- b. Contracts \$2,500 - \$50,000
 - Portland Water Works – Water Meters: \$10,083.05
 - CED – SCADA Upgrade to Ethernet: \$5,709.70
- c. Council Minutes:
 - November 13, 2012
- d. Board and Commission Renewals:
 - Parks Commission – New Terms Expire 12/31/2014
 - Don Robertson
 - Patricia Smith
 - Budget Committee – New Terms Expire 12/31/2015
 - Bev Stone
 - Planning Commission – New Terms Expire 3/18/2016
 - Todd Sturdavant
 - Scott Harden
 - Urban Renewal
 - Tim Clark: Term Expires 12/31/2016
 - Patricia Smith: Term Expires 12/31/2016
 - Mark Clark: Term Expires 12/31/2014

e. Parks Commission Appointments – New Terms Expire 12-31-2014

- Herbert Hill
- Charles Crowder

Herbert Hill and Charles Crowder introduced themselves. Tim Clark asked why they wanted to be on the Parks Commission. Hill stated that he uses the park daily, and wants to participate in its future and growth. Crowder stated that his family uses the park almost daily, and it is a very beautiful park. Crowder explained that everyone in the community should play a role in the community.

Mark Clark asked if they had any ideas for improvements that they would like to see in the park. Crowder stated that he would like to see additional safety and aesthetic projects at the park. Mark Clark asked if they had ever served on a board or commission. They both replied no.

Upon motion by Tim Clark, seconded by Harden and passing 5-0, the Consent Calendar was approved.

RESOLUTION 37-2012: CANVASS OF VOTES CAST

Upon motion by Tim Clark, seconded by Dirks and passing 5-0, Resolution 37-2012 approving the canvass of votes cast in the November 6, 2012 General election was approved.

RESOLUTION 38-2012: JPACT APPOINTMENT

Peterson stated that he had a discussion about this item with the Mayor and Councilor Tim Clark. Peterson explained that the last appointment round was supposed to go to a Troutdale representative. There were internal disagreements within Troutdale, so the appointment went to the incumbent from Fairview. Peterson stated that it is technically Fairview's turn to be the alternative JPACT representative. Tim Clark stated that he has spoken with the incumbent from Fairview, and she has agreed to help him get up to speed before her term is up in two more years. Smith stated that she has been discussing the appointment process with the area Mayor's because Shane Bemis of Gresham who is the representative does not attend many of the meetings.

The Council was okay with reappointing the representative from Fairview as the alternate. Peterson stated that he would send correspondence to Fairview.

DISCUSSION: COUNCIL RETREAT

Peterson stated that the Council retreat is scheduled for February 2, 2013 and will be held at the Edgefield Library room. A specific time has not yet been set, and last year it was held from 9am-3pm. Peterson presented the draft topics, and explained that there are probably too many to have a worthwhile discussion, and asked the Council to select their top choices. Peterson explained that he will send out a spreadsheet and the Councilors will rank their top topics. The topics in highest priority will get discussed.

Peterson asked if presenting the discussion topics in a Power Point format would be acceptable. The Council stated that it would.

DEBRIEF: TREE LIGHTING CEREMONY

Records Manager/HR Specialist Greg Dirks presented the item. Greg Dirks explained that the tree lighting event was held on November 30th, and roughly 80-90 people attended. The event offered free candy canes courtesy of Wal-Mart. Kohl's gave out free children's books, and staff provided hot chocolate and cookies. Staff has received several compliments regarding the tree, and the performance by Santa. Greg Dirks stated that the budget for the event was \$4,500, and \$4,588 was spent on the event. Greg Dirks explained that in addition to the candy canes, Wal-Mart also donated over \$700 worth of lights for the event. Greg Dirks asked if there were any questions.

The Council thanked Greg Dirks for the report and stated that it was a very good event.

DISCUSSION: HOLIDAY TIME

Peterson presented the discussion and stated that this item was first brought up at the last Council meeting. With Christmas falling on a Tuesday, staff has asked for the Monday before Christmas off. Peterson explained that the Council has previously authorized time off in similar situations. Peterson stated that he is okay with granting additional time away from work, but is concerned about calling it a Holiday because of overtime and on-call pay requirements. Peterson explained that the day could be considered a work day, but not require employees to report for work unless necessary to complete tasks.

Smith stated that the day before Christmas is not a Holiday, and many employers require their employees to work that day. Tim Clark stated that employees also have a floating holiday that they can use if they want that day off. Harden asked how that day has been treated in the past. Peterson stated that it has been granted off as a holiday, and granted off as a half day with pay for the remaining part of the day. Peterson explained that when the partial day was granted, he received several overtime pay requests from employees who had to work a portion of the afternoon. Peterson stated that he does not want to get into that situation for providing a benefit to the employees.

The Council asked how the regular working day, but not requiring employees to report for work would work. Peterson stated that the day would be treated as a regular working day, except City Hall would be closed and employees would not have to report for work unless called in.

Peterson explained that if an employee was called in, they would have to complete the task they were called in for, and then they could go home. All employees would be paid eight hours, regardless if they came in or not. An employee would not receive additional pay if they reported for work during regular working hours. This would save the City from paying double time if employees had to report for work. Peterson explained that if employees want to guarantee the

day off, they can take a vacation day. Employees who have already scheduled a vacation day, will be charged a vacation day for that day.

Mark Clark asked why an employee would be called in. Peterson stated that the daily public works routine would most likely have to be done that day. That takes about two hours to complete. Minter stated that she may come in as well to complete financial projects. Peterson explained that some employees may have to work, and some may not.

Upon motion by Mark Clark, seconded by Smith and passing 5-0, December 24, 2012 will be treated as a working day, but employees will not be required to report for work unless called in. If employees are called in, there will be no special pay or consideration because the day is considered a working day.

PUBLIC WORKS DIRECTOR'S REPORT

Gunter presented the report and stated that a survey to locate the lot lines was completed for the 230th-231st sidewalk project. Gunter explained that two fences will have to be moved, and the next step is to develop landscape design options and present them to the neighborhood. The goal is to keep the neighbors informed about the progress while increasing the buy-in of the project.

Gunter stated that the storm drain cleaning has been completed as well as the street sweeping. The leaf drop off at the park has resulted in filling three, thirty-yard containers. Gunter explained that all the residential meters have been replaced, and they are down to about seven large commercial meters. The fire hydrant replacement program is underway, and several new covers have been ordered to retro fit difficult hydrants. Gunter stated that the utility crew just renewed their flagging certification, and took classes on valve replacement and water system flushing. The annual water consumption report has been submitted to the state, and there are a few development projects underway.

Mark Clark asked if the annual water consumption report shows sales as well as production. Gunter explained that there have been some issues compiling the data for the report because of the way the software records the consumption and sales. Mark Clark asked if there could be a backflow issue with the well meters. Gunter stated that is unlikely. Peterson explained that the billing system captures the data in multiple formats and codes. All the data has to be converted in order to get the consumption report. Peterson stated that the initial review of the data shows that there is a 3-4% loss which is very low, but the one day meter reading has helped achieve a better report.

Harden asked if the 230th-231st sidewalk project will utilize land that the City does not own. Peterson stated that the entire project will be constructed within the right of way, but people have encroached into the right of way. Even though it is the City's land, it may be difficult to explain that to the property owners.

FINANCE DIRECTOR'S REPORT

Minter presented the report and stated that revenues are coming in higher than they were at this time last year. Minter explained that since property taxes are distributed on Thursdays, the monthly report can be skewed. Minter stated that to date the City has received \$670,000 out of the \$770,000 budgeted for property tax revenue.

Minter stated that there are a few line items in the budget that were placed a line down from their intended location. The budget will be revised to place those items in their correct place. Minter explained that the bottom line and appropriation will not change, just a few line items. Minter stated that investments are doing well, and over \$1,700 in banking fees has been saved this year by switching banks.

CITY ADMINISTRATOR'S REPORT

Peterson stated that the Annual Performance Plan update and Council Calendar are in the packets. Peterson thanked the Mayor and Council for a great year, and the presentation by the Council at the appreciation dinner went very well. Peterson informed the Council that he will be on vacation from December 21st through January 3rd.

COUNCIL REPORTS

Tim Clark stated that the EMCTC requested a letter be sent naming him as the official alternate. Peterson stated that he will draft and send out a letter.

ADJOURN

With no further business coming before the Council, and upon motion by Mark Clark, seconded by Tim Clark and passing 5-0, the Council adjourned at 8:00pm.



Patricia Smith
Mayor

1-9-2013

Date

ATTEST:



Greg Dirks
City Recorder