

Mayor
Patricia Smith

Council President
Mark Clark

Councilors
Stanley Dirks

Timothy Clark

Scott Harden

**REGULAR MEETING OF THE
WOOD VILLAGE CITY COUNCIL
February 12, 2013
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 6:00 PM.

PLEDGE OF ALLEGIANCE

Cub Scout Troop 717 presented the colors and led the Pledge of Allegiance.

CITIZEN COMMENTS

Spencer Arnold from Cub Scout Troop 717 stated that the scouts are celebrating the 103rd anniversary of Cub Scouts, and the 13th anniversary of their pack. Arnold stated that they would like to invite the Council to the Blue and Gold celebration on Saturday, February 23rd at 5:00pm.

Smith stated that she appreciates the invitation and will try to attend the event. The Council thanked Arnold for the invitation.

PUBLIC SAFETY REPORT

Chief Deputy Jason Gates of the Multnomah County Sheriff's Office presented the report. Gates stated that for the month of January the MCSO provide 169 hours of service which resulted in 391 calls for service and 30 reports. Gates stated that it was another quiet month which is a good thing. Gates explained that the MCSO has a newer narcotics k-9 unit and recently found seven pounds of marijuana during a routine traffic stop. Gates stated that there were 30 deploys in January for the K-9 unit which resulted in several drug arrests.

Smith asked what a self-initiated drug search looks like. Gates stated that if the procedure is done correctly, the search can continue without a warrant. Gates explained that the dogs walks around the outside of the vehicle, and if the dog shows interest from the outside of the vehicle, there is probable cause to search the rest of the vehicle.

Mark Clark asked what kind of drugs the dog can search for. Gates stated that the drug dogs are trained for all drugs, but the issue is that because of the legalization of marijuana, the searches have become more difficult. The dog does not distinguish between drugs, and just alerts the officer if there are drugs present.

The Council thanked Gates and the MCSO for the report and service to the City.

CONSENT CALENDAR

- a. Review of bills paid in January, 2013
- b. Contracts \$2,500 - \$50,000
 - Siemens Water Tech: Bioxide - \$6,100
 - FEI Portland: New Water Meters - \$2,852.84
 - Hatch: Chlorine Analyzer - \$4,047.04
- c. Council Minutes:
 - January 8, 2013
 - January 22, 2013

Dirks asked about the \$3,500 payment to the West Columbia Gorge Chamber of Commerce. Peterson stated that was for the City's quarterly payment to be a member. Mark Clark asked about the \$110 payment to the Corbett Water District. Gunter explained that was for a fire hydrant training program for two employees. Tim Clark asked about the payment to Waste Management, and stated that he thought the City's costs were covered. Minter stated that the payment was for the leaf drop off program which is extra.

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

PRESENTATION: FINAL COMMUNITY BANNER DESIGNS

Peterson stated that the students who are working on the design requested additional time to complete the project, and it has been rescheduled to the February 26th Council meeting.

RESOLUTION 4-2013: RTO GRANT SUPPORT

Peterson presented the resolution and stated that it is to support a grant proposal under the regional transportation options program. Peterson explained that this is a federally funded direct allocation program administered through metro. The goal of the program is to reduce the total number of vehicle trips per day with a focus on alternative modes of transportation.

Peterson stated that there is approximately \$2.1 million in total funding with the bulk of those funds being open to competitive grants. There is also a direct allocation to Portland, and the

three metro counties. Peterson explained that the East Multnomah County share is \$57,770 which is based off of population and employment. Peterson stated that the program can support projects such as way finding, trip end facilities, employer commuter services, traveler tools, capacity building, efficient living, and healthy activities and lifestyles. This grant proposal focuses on capacity building for Wood Village, Troutdale, and Fairview. Peterson explained that Gresham has submitted a competing grant for a bicycle studio tour for East County. The East Multnomah County Transportation Committee has heard both grant proposal, and will vote on one later in the month.

David Eatwell from the West Columbia Gorge Chamber of Commerce stated that this grant encompasses a broad scope of services to both businesses and residents. Eatwell explained that the consortium will take the lead on the project, and the grant application will combine resources to increase the efficiency and level of services for transportation in the area. Eatwell stated that the focus area is primarily the Columbia Cascade River District because of the lack of public transportation options in that area.

Eatwell explained that the grant also includes the live near work program which aims to keep employees closer to their worksite. Way finding projects are included and features items such as directional signs and ornamental, but functional bike racks. Eatwell stated that there is a tourism aspect of the grant, and would be used to fund an additional computer kiosk at the visitor's center. Eatwell explained that an event was not pursued in this grant proposal because there is an existing bicycling event in the community.

Smith asked how much money the grant is seeking. Eatwell stated that the grant is for \$59,600 and a match of \$39,220 is required. Eatwell explained that the chamber already spends over \$61,000 to keep the visitor's center open, and using that figure would put the match at over \$100,000. Smith stated that she likes the grant, and asked what the chances are that it will be approved. Eatwell stated that the grant did not go over well at the East Multnomah County Transportation Committee, but the grant may go over well at the Metro level.

Tim Clark stated that project did not go over well at EMCTC, and the Gresham grant proposal is a regional event including all four areas cities. Tim Clark explained that there is a real push at EMCTC to work together and be fully inclusive, and this grant proposal leaves out a large city. Tim Clark stated that he feels this grant would not go through without an endorsement from EMCTC, and the endorsement will not come unless there is more collaboration. If there were a split vote at EMCTC, neither project may be funded. Tim Clark stated that he feels this project is not worth burning bridges for.

Smith stated that she is concerned that Gresham will not include anyone else, and does not seem to include others in the plans that they create. Smith explained that Gresham is invited to several

regional meetings and unless there is a vote, a representative rarely shows up. Tim Clark stated that the representatives from Troutdale and Fairview did not view the Gresham project as including only Gresham. Tim Clark explained that the Gresham project is attempting to build the bicycle industry in the area. Smith stated that this grant is aimed at helping a lot of people, not just the bicycle community. Smith asked if both grant projects could be combined. Tim Clark stated that it might be too late for that, and it will probably come down to one grant versus the other. Tim Clark explained that he does not want to force the City into one grant and not look like a regional player.

Peterson stated that the request tonight was to endorse the WCGCC grant proposal by resolution, but the Council could table that action until there is a selection by the EMCTC. Tim Clark asked how much weight would the EMCTC have in the grant selection process. Peterson stated that based on his knowledge the grant that is backed by the EMCTC has the competitive advantage. Harden stated that it is difficult to judge the merits of the grants when we have only seen one. Harden asked if it would be possible to combine elements from both plans to come up with one package. Eatwell stated that the grants are due on February 22nd, so it would be difficult to come up with a combined project.

Tim Clark asked how a Council resolution would benefit the grant proposal. Peterson stated that an endorsement letter would accompany the grant application, which is part of the evaluation process at the Metro level. Peterson explained that both Troutdale and Fairview were asked to endorse the project, and while Fairview initially supported the project, they have since pulled their endorsement. Peterson stated that Gresham elected not to pursue individual City endorsements, and instead rely on the EMCTC. Peterson explained that this grant could still move forward without the EMCTC endorsement, but it may not do well in the evaluation process because it was not endorsed by the regional transportation authority.

Eatwell stated that he understands that these items can get political, and stated that he would like to withdraw the request for a Council endorsement at this time. Smith stated that she still feels it is a great plan and program. Eatwell stated that there are other funding mechanisms, but it may be a few years.

The Council thanked Eatwell for his presentation and work.

REPORT: AUDIT FOR FISCAL YEAR 2011-12

Auditors Matt Deeds and Roy Rogers from Pauly Rogers and Co. presented the audit report via video conferencing. Rogers stated that there should be two letters addressed to the Council regarding the audit. Rogers explained that the two letters describe the main results of the audit. Rogers stated that the City received an unqualified opinion which is the best rating a city can get.

There were a few recommendations for improvement, but there is no reason to think that the City will not receive another CAFR award.

Smith asked what some of the recommendations were. Rogers stated that the main recommendation was regarding the secondary review of the bank reconciliation reports. Peterson stated that recommendation was put into place after the field work was completed in July.

Peterson asked if Rogers could describe his opinion of the operations and finances of the City. Rogers explained that the Council should be very pleased with the audit results, and the audit team did not find any major deficiencies. Rogers stated that his firm typically finds several major deficiencies the first time they audit an organization. Rogers explained that the job of an auditor is to assess risk, and look for large gaps or problems. The City has none.

Smith stated that she is not surprised by the audit results. Smith explained that the Council commands excellence, and Minter and the finance staff excel in excellence. Peterson stated that he would like to reiterate how impressed he is with the management of the finances. It is a big accomplishment to not have any major findings with a new auditing firm, and the accomplishment is because of Minter.

Deeds and Rogers disconnected from the meeting.

Mark Clark asked if the auditors physically go to the bank to count the money. Minter stated that they do not physically go to the bank, but they get a letter of confirmation from the bank for all accounts and loans. The auditors also get a letter regarding potential or outstanding legal risk and liability. Peterson explained that the auditing firm works for the Council as an independent review arm.

Tim Clark asked how long the contract with this firm is for. Minter stated that it is a three year contract. Mark Clark stated that staff has raised some concerns regarding the process, and asked if the City was getting a good value of the money. Peterson explained that the project lead changed in the middle of the audit which led to communication and expectation gaps in the process. Peterson stated that Minter took the lead to get the issues resolved. Minter stated that even though there were some difficulties, it was a great value for the amount of hours that the firm spent reviewing the records.

DISCUSSION: REVISED WATER SYSTEM DEVELOPMENT CHARGES

Peterson presented the water system development charges. Peterson explained that there are specific laws regarding system development charges including the appropriate methodology to charge users. Peterson stated that Oregon allows two types of system development charges.

There is a reimbursement fee which charges a new connection for the capacity that they will be consuming, and there is a prospective fee which buys new capacity that will be needed.

Peterson explained that system development charges can only be used in accord with the methodology for capital facilities. System development charges including interest cannot be used for the operation or maintenance of the system. Peterson stated that the current system development charge in place was adopted in 2003. It was a quality piece of work, but it was all done prospectively. Peterson explained that the problem with that is the City has built and paid for the majority of facilities outlined in the prospective system development charge.

Mark Clark asked if there was a way to pay back the funds that were used to construct those facilities. Peterson stated that there is not a way to do that using the current format, but the Council could adopt a reimbursement system development charge. Peterson explained that that sewer system is in a similar situation, but staff will need a few more months to work on those revisions.

Peterson stated that the remaining projects will be included in the new system development charge. Those projects include the Arata to Halsey water line, a new production well, and an intertie. Peterson explained that overall the system development charges will decrease dramatically. Peterson stated that the reimbursement system development charge is based off the current system and how much excess capacity it has based in equivalent dwelling units. The value is then determined by the connection size, and what the improvements will cost.

Peterson stated that the peak production capacity is 2,000 gallons per minute. The peak consumption year was in 2009 when the Merix facility was active. While the current demand is less than it was in 2009, the demand is increasing. Peterson explained that population projections are also used in the development of the system development charge, and Metro has produced those projections.

Peterson stated that the average per capita use is less than 100 gallons per day which is unusually low. Looking at the per capita use, and adding the industrial use for peak hour, day and monthly demand gives the conservative use of peak production at 1,325 gallons per minute. Peterson explained that also include fire flow. Peterson stated that there is 1.6 million gallons of storage available, with an additional 160,000 gallons of unusable storage that can be reduced overtime. Tim Clark asked why it is unusable and how that can change. Gunter stated that it is based on the design of the monitoring equipment in the reservoirs to prevent an overflow. Peterson explained that the City does not need that excess capacity at this time, and water storage is good for the short term, but not for the long term needs.

Peterson stated that to calculate the reimbursement method, you have to calculate the excess capacity in the system as well as the non-depreciated value of the asset. You cannot use the replacement value in the calculation. Peterson explained that then the maximum per capita daily value is established based on the total connections and the equivalent dwelling units. Peterson stated that peak daily demand was established at 380 gallons per dwelling unit. Multi-family homes consume 80% of the single family value, and the remaining users have their rates based on meter size.

Peterson presented the revised system development charges for all users of the system. Peterson explained that the next step in the process is to have a public hearing, and bring an ordinance forward that adopts the methodology as presented. Two resolutions will also be needed. One resolution will adopt the new rates, and the other will adopt the improvement list. Mark Clark stated that the City's fees will be lower now which could induce some development. Peterson stated that the City's rates will be dramatically lower with the revised fees. Peterson explained that this was a good project, and by doing it with staff it saved the City about \$20,000 in consultant fees.

Upon motion by Dirks, seconded by Mark Clark and passing 5-0, the Council approved bringing an ordinance and two resolutions forward to adopt the water system development charges at the first meeting in March.

RESOLUTION 5-2013: METRO GRANT APPLICATION

Peterson presented the resolution and stated that the application is required to be filed by February 15th under the construction excise tax program. Peterson explained that this grant proposal would allow the Council to evaluate the effectiveness of the Town Center Zone, as well as the visioning process to achieve the build out of the zone.

Smith asked who is competing for the funds. Peterson stated that he is aware of about 70 other proposals, and there is funding for about 20 of them. Peterson explained that Metro will look at where the construction excise taxes have come from, and where there will be a large return on the investment. Smith asked how much it will cost to submit the grant. Peterson stated that it will use some of his time, and there will probably need to be a local match of about \$10,000-\$15,000.

Upon motion by Mark Clark, seconded by Harden and passing 5-0, Resolution 5-2013 authorizing the City Administrator to submit a letter of intent for a Metro Planning and Development grant was approved.

DISCUSSION: 2013 COUNCIL RETREAT DEBRIEF

Peterson presented the retreat debrief, and asked that the Council present their thoughts of the retreat. Mark Clark stated that he got a lot out of the retreat, and enjoyed the discussion on the master plans. Dirks agreed and stated that he also liked the discussion on the master plans. Tim Clark stated that some of the items felt rushed, and it might be a good idea to build in some flex time during the retreat to cover items that may go long.

Smith stated that there were a lot of topics, and it may be better to limit future topics to four or five instead of ten. Mark Clark asked if it would be possible to have two retreats a year. Peterson stated that it is possible, but they cost about \$2,000 each. Harden stated that he really enjoyed the annual performance plan discussion and stated that should always be part of the retreat. Smith stated that she would like a section on emergency response added to the next retreat. The Council also requested that lunch be served in the meeting room.

Peterson stated that he will take that feedback, as well as the feedback from the facilitator to improve the process for next year.

CITY ADMINISTRATOR'S REVIEW

Tim Clark stated that before the City Administrator's review is discussed, he wanted to present to the Council a revised evaluation form. Tim Clark stated that it is based off the current forms which were developed by Caryn Tilton, but are more usable for the City. The revised forms include more rating and feedback options. Tim Clark explained that he feels the revised forms are better than the current form, but wanted the Council's input and approval before they would be used.

Mark Clark stated that he had questions regarding some of the items on the revised form. Mark Clark explained that there is no way the Council would be aware of the some of the issues unless they were brought forward to their attention. Tim Clark stated that in those circumstances, the review committee could always mark the form NA. Dirks stated that even though some of the items may not apply to Peterson, the City Administrator could change in the future.

Smith stated that it might be good to have an interim evaluation. Harden stated that he is concerned that if there are no problems, then time is being wasted on an interim review that may not be needed. Tim Clark asked if Peterson could be put on an annual review basis, but if a different administrator were to come in they could be put on a different review schedule. Condit stated that the Council can do that, and it is typical for a Council to review a new administrator more often during the first year or so.

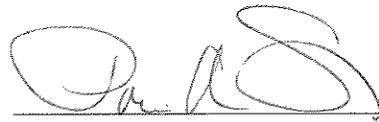
Upon motion by Tim Clark, seconded by Mark Clark and passing 5-0, the revised City Administrator's review form was approved.

Mark Clark presented the City Administrator's review. Mark Clark stated that the only area they identified for improvement was increasing the importance of staff to development process reengineering projects specifically to promote cost savings, safety, and efficiency. Mark Clark stated that projects have not come forward in a while, and it would be nice to see more of those. Tim Clark stated that Peterson may even want to reengineer the reengineering project process in order to recognize smaller projects or innovative ideas. Peterson stated that is a big undertaking and can be added to next year's annual performance plan.

Upon motion by Harden, seconded by Dirks and passing 5-0, the City Administrator's annual evaluation and recommendation was approved.

ADJOURN

With no further business coming before the Council, and upon motion by Dirks, seconded by Mark Clark and passing 5-0, the Council adjourned at 8:40pm.



Patricia Smith
Mayor

3-12-2013

Date

ATTEST:



Greg Dirks
City Recorder