



*Mayor*  
Patricia Smith

*Council President*  
Mark Clark

*Councilors*  
Stanley Dirks

Timothy Clark

Scott Harden

---

**SPECIAL MEETING OF THE  
WOOD VILLAGE CITY COUNCIL  
January 24, 2012  
MINUTES**

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

**ABSENT:** None

**MAYOR SMITH CALLED THE MEETING TO ORDER AT 6 PM.**

**PLEDGE OF ALLEGIANCE**

**CITIZEN COMMENTS**

There were none.

**DISCUSSION: EMERGENCY MANAGEMENT PLAN ANNEXES**

Jones introduced Scott McPherson who is the Emergency Manager hired by the four cities. McPherson stated that his official title is the East County Emergency Management Analyst and works for the four area cities. McPherson explained that his major project for the four cities is to complete the emergency operation plans and annexes. There will also be two table top emergency exercises that will take place this spring.

Mark Clark asked if McPherson was working on a new emergency operations plan for the City, or just the annexes. McPherson stated that he will be editing a few portions of the City's plan, but he will be spending most of his time working on the 15 annexes to the plan. Mark Clark asked where McPherson is getting the information for the plan and annexes. McPherson stated that FEMA provides a lot of the guidelines. Mark Clark asked if the revised plan and annexes would have to be approved by FEMA once they are complete. McPherson stated that it does not need to be approved or reviewed by FEMA, just approved by the Council. Harden asked if there were a disaster today, would the City be eligible for disaster recovery assistance from FEMA. McPherson stated that the City would be eligible. Mark Clark asked what the timeline is to get the updates and annexes completed. McPherson explained that he started in October and is about 85% complete, and should be done around March. Jones stated that small sets of the annexes will be taken to the Council, and once all the annexes have been approved a new letter of promulgation will be needed.

Jones stated that the annexes for consideration tonight are for Alerts and Warnings, Emergency Declarations, and Medical Operations. Once all 15 annexes have been approved a final letter of promulgation will need to be signed by the Council.

Smith stated that the Bureau of Emergency Communication has a reverse 911 system and asked if that would work in the City. McPherson stated that the reverse 911 system has been tested and does work in the City. Tim Clark asked if reverse 911 would work with cell phones. McPherson stated that people can go to [public.alerts.org](http://public.alerts.org) and register up to two cell phones for their address. Harden asked if that information could be put in the newsletter or website. Peterson stated that will be done.

McPherson stated that the first annex is alerts and warnings which outlines how we would notify citizens of disasters or emergencies. The notification process is determined by the incident, and the Incident Commander. McPherson explained that the annex lists the various forms of communication media that can be used.

Tim Clark asked if the plan includes TV alerts. McPherson explained that TV can be used, but a Public Information Officer for the City would need to be established. McPherson stated that there is a national emergency alert system, but failed when it was tested a few months ago. The system is supposed to operate on all channels, but that did not happen and FEMA is working on the fix. Harden asked who establishes the hierarchy of what resources to utilize in an emergency. McPherson explained that it all depends on the incident and the Incident Commander.

McPherson stated that the Medical Operation annex is very straight forward and deals mainly with the procedures for outside organizations coming into the City. The annex does not have Wood Village staff providing medical aid.

Mark Clark asked about section three on page 2-2, and stated that it appears public works is not in the loop, but probably should be. McPherson stated that it all depends on the situation as to who is the Incident Commander, and that section is not a line of succession. If there were an incident that was public works in nature, the Public Works Director would probably be the Incident Commander. Mark Clark asked where that is written. McPherson stated that it is not written in the plan, but it is in the training matrix. Each situation is different and will require different skill sets.

Peterson asked if McPherson could briefly discuss the training and the training matrix. McPherson stated that there is FEMA training for each position, and the courses range from basic online courses to advanced multiple-day in class work. McPherson explained that the

command structure is based off of the lessons learned from the September 11<sup>th</sup> incident in which there was confusion as to who was in charge, no common language, and no radio interoperability. The Emergency Operation Plan and annexes will not list specific people or positions because it all depends on the situation and who will be most qualified for that event. McPherson stated that all employees are being trained at the Section Chief level so the City will have a voice at the command level in a large scale emergency.

Tim Clark asked how often the trainings have to be retaken or certified. McPherson stated that as long as there are not substantial changes made to the program, the certifications never expire. Tim Clark asked how much work does the City need to do to be fully trained. McPherson stated the City is in good shape. Employees are well trained, and the radio system has interoperability with other agencies. Tim Clark asked how well would the cities work together in a large scale disaster. McPherson stated that the largest challenge in a large scale emergency is actually getting employees to come in. Infrastructure could fail which would prevent employees from coming in, and employees need to have a personal preparedness kit as well.

McPherson stated that the government will not be there for the residents for at least the first 72 hours during an emergency. Citizens will have to take care of themselves and rely on their neighbors during that time. Depending on the situation, some areas could be without assistance for weeks. McPherson stated that Japan is considered to be the best prepared country for earthquakes, and even they had areas without assistance for over two weeks. McPherson stated that we are better prepared than we were ten years ago, but there is still more to do.

Mark Clark stated that it might be good to have the Council visit the Emergency Operations Center and look at what goes on during an emergency. Tim Clark asked what kinds of table top activities are being planned. McPherson explained that the Gresham EOC is not very big and would probably not accommodate a Council visit, but there might be something that can be worked out. The table top exercise will be a large scale disaster that will involve all four cities. Mark Clark asked if that could be recorded so the Council could conduct a workshop on that. McPherson stated that it will probably be a ten hour exercise, but he will see what can be done.

Harden asked about section 1.10.050 H. McPherson stated that he took that from the City's code. Harden asked if that would actually be legal to enforce. Condit stated that in an emergency you can do things to protect the life and property, and sometimes you have to pick your liability. Condit explained that this provision is fairly standard. McPherson stated that Gresham and Fairview have revised that section to match the state's sample provision. Condit stated that it might be good to review that section.

Smith asked about the possibility of having CERT training. McPherson stated that there is no longer a CERT in East County. There was a program a few years ago, but there was a change in

opinion on how volunteer citizens would respond. McPherson explained that Gresham has moved towards citizen responders and the Map Your Neighborhood program. Smith asked if there was training on that. McPherson stated that there is a three hour class which goes over CPR/AED, disaster preparedness, neighborhood mapping, and they are looking at adding a first aid piece.

Tim Clark stated that the Red Cross has disaster preparedness tubes which sell for about \$4 each, and he would like to have the City provide those to each household as a way to induce personal preparedness. McPherson stated that he can see the benefit in that, but it may not be cost beneficial. If other items were added to the tube, then it may be more cost beneficial. McPherson explained that having water is the most important thing for preparedness, but supplying the residents with a quality water container may not be cost beneficial either.

Upon motion by Mark Clark, seconded by Tim Clark and passing 5-0, the Alert and Warning, Emergency Declaration, and Medical Operations annexes were promulgated.

#### **RESOLUTION 1-2012: COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT**

Jones presented the resolution and stated that the request is to approve the resolution which would authorize the City Administrator to sign the grant application to improve the pedestrian pathway between 230<sup>th</sup> and 231<sup>st</sup> court. Jones explained that the current pathway is six feet wide, but the platted right-of-way is ten feet wide. The connection is needed because there is a lot of foot traffic moving between Halsey and Arata, and this is one of only two pathways between 223<sup>rd</sup> and 238<sup>th</sup>. Jones stated that there is a lot of legitimate pedestrian traffic through there, and the project would benefit low and moderate income households.

Jones explained that the quality of the concrete on the existing pathway is poor and has reached the end of its useful life. Depending on the project bids, there may be enough funds to continue the improvements through a parking area, and on to Halsey Street. Jones stated that the final design of the improved pathway would be a six foot wide sidewalk with a two foot planting strip on both sides. That will help add distance between the pedestrians and the homes in that area. The plating strips will have vegetation that discourages people from getting to close to the fences, and the path will be lit at night.

Jones explained that staff sent out mailers to all the residents and property owners in that area regarding the project, and one response was returned which indicated that they would like that path permanently closed. Jones stated that he then went door to door and talked to the residents in that area and seven of them enthusiastically supported the project, and one person tentatively supported the project. Jones explained that the City tried to close the path a few years ago, and that led to additional problems. That pathway is needed, and it is a platted right-of-way.

Jones stated that the request is to approve the resolution which would authorize the City Administrator to sign the grant application. The estimated project cost is \$63,000, and the City's match would be \$15,000.

Dirks stated that there are less than fine citizens traveling through that area, and he is more in favor of properly vacating that right-of-way and increasing the Wood Village Blvd. extension. Jones stated that people use the Wood Village Blvd. walkway, but it did not reduce the amount of foot traffic on the 230<sup>th</sup> pathway. Jones explained that the recent drug arrest in that area did help remove the criminal element from the pathway. Jones stated that he spoke with a woman who has lived there 30 years, and she stated that the pathway is needed and there is a lot of legitimate use. Tim Clark stated that improving the pathway may help reduce the criminal element as well. Tim Clark asked what the odds are of getting the money. Jones stated that he spoke with the program manager and he was enthusiastic about the project.

Harden asked what would be more difficult; removing the criminal element, or closing the pathway. Peterson stated pedestrian connections are needed between 223<sup>rd</sup> and 238<sup>th</sup>. There is a lot of pedestrian traffic moving towards the Town Center, and there seems to be more baby strollers than criminals using the pathway. The active law enforcement in that area has also helped.

Harden asked how the properties immediately adjacent to the pathway would be affected. Jones stated that if the project were approved, a survey would be conducted to find the actual property lines. The existing fences would be removed, and then replaced on the correct alignment when the project is completed. Tim Clark asked why the City would have to pay to replace the fencing when it was put up illegally, and couldn't that be the owner's responsibility. Condit stated that you could make the owner's pay to remove and replace the fencing, but it would probably be faster and less expensive for the City to remove and replace the fencing.

Dirks asked where the money would come from out of next year's budget. Peterson stated that it would come out of the General Fund. Harden asked if money from the potential street utility fee could be used for the matching funds. Peterson stated that would probably not be the case. The street utility fee is looking at street and storm water maintenance, not construction. The street fee would reduce the impact on the General Fund by reducing the amount of transfer needed. Jones stated that some of the \$15,000 can be in the form of in-kind services.

Upon motion by Tim Clark, seconded by Harden and passing 5-0, Resolution 1-2012 authorizing the City Administrator to apply for and sign the CDBG application for pedestrian pathway improvements between 230<sup>th</sup> and 231<sup>st</sup> Court was approved.

## **PUBLIC WORKS DIRECTOR'S REPORT**

Jones presented the report and stated that there was a concern about the remaining budget for the East Metro Connections Plan, but it now looks like there will be enough left to complete the adoption process. Jones explained that there was an issue with a Tri-Met bus shelter, and the contractor that Tri-Met hired proceeded before they were authorized and removed some vegetation that was not supposed to be removed. The site will be restored once the project is complete.

Jones stated that the rain and snow event caused some flooding in areas of the City. There was a high spot in the wetlands that caused some water runoff into the park, but that area has been fixed. There were also some flooding issues on Halsey Street near some apartments and duplexes. The City and County crews worked to fix the issue, and the owner of the complex fixed their internal stormwater issues as well.

Harden asked about the electrical vehicle charging station going in at Wal-Mart and asked what the difference is between that and Fred Meyer's request to put in a fueling station. Peterson stated that the electronic charging station is a free service so it is deemed an accessory use, while the fueling station is deemed a primary use. Tim Clark asked about the status of the Fred Meyer fueling station. Peterson stated that they are moving forward with the text amendment, and a meeting with the Planning Commission is being scheduled.

Dirks stated that there has been an increase in graffiti lately and it does not look like any enforcement or removal of it has taken place. Jones stated that staff is working on it. Dirks stated that it looks ugly and some locations have been tagged for months. Peterson stated that the crew did go out a few months ago, but it is time to do it again. It is a serious issue and it will be taken care of.

## **FINANCE DIRECTOR'S REPORT**

Minter presented the report and stated that the finances are in good shape. Expenses are under budget, and revenues are all up except for the interest income. The RFP's for IT and the auditor have been sent out and posted.

Peterson stated that the property tax revenue is odd because 30% of the housing stock in the City had a drop in the real market value where it crossed the assessed value, but the revenues are up overall and for the period.

## **CITY ADMINISTRATOR'S REPORT**

Peterson presented the report and stated that an updated Annual Performance Plan is in their packet. Harden stated that changing the title of the City Administrator to City Manager was one of the potential discussion topics for the retreat, but it was not selected and wondered if any of

the Council wanted to discuss that item. Mark Clark stated that the City has a Council Manager form of government and feels that the title should reflect that. Condit stated that when the charter was revised in 2003 to create the Council Manager form of government, the City Administrator title was retained. If the Council is interested in updating the charter, there are some great examples provided by League of Oregon Cities. Any revision made to the charter would have to be referred to the citizens for a vote.

## **MAYOR AND COUNCIL REPORTS**

Mark Clark stated that the PDX Citizen Advisory Committee had their first meeting last week, and the purpose of the meeting was to get all the members up to speed on the function and role of the committee.

Tim Clark stated that Gresham is trying to get the 242<sup>nd</sup> connector study pushed through the East Multnomah County Transportation Committee. EMCTC is also considering changing their name to EMC3 and adding land use issues as well.

Smith stated that during recent economic meetings the discussion has been about the funding for David Eatwell, and how the cities will probably have to contribute more next year. Harden stated that he thought another group joined in to help with the funding. Peterson stated that the West Columbia Gorge Chamber of Commerce has hired Eatwell as their director which helped cover the loss of revenue from Fairview dropping out. Peterson explained that the City may need to contribute \$2,200 more this year, and the contribution for next year will probably be around \$11,000. Tim Clark asked what specifically Eatwell has done for the City. Peterson stated that Eatwell has done a lot of good for the City and region. Eatwell will be giving an updated presentation in the next few months.

Dirks stated that the focus at MPAC right now is reducing greenhouse gas emissions to meet the states new standards. The focus is reducing emissions from vehicles and increasing the interconnections on roadways.

Harden stated that the Reynolds High School Citizen Budget Committee has not had a meeting yet, but he did attend the superintendent outreach meeting last night and provided a written summary. Mark Clark asked if staff could find out if the Natural Resources and Sustainability Committee is still meeting because he has not heard anything from the. Peterson stated that he would follow up on that. Dirks stated that the quarterly Fire User Board meeting will be held tomorrow.

Smith asked for an update on the gazebo project. Jones stated that staff is in the process of selecting the contractors needed for the concrete and electrical work. The Rotary club will be building the gazebo this spring.

**EXECUTIVE SESSION PER ORS 192.660(2) (d) TO CONDUCT DELIBERATIONS  
WITH PERSONS DESIGNATED BY THE GOVERNING BODY TO CARRY ON  
LABOR NEGOTIATIONS**

The Council entered into Executive Session at 7:54pm.

The Council convened back into regular session at 8:55pm.

**ADJOURN**

With no further business coming before the Council, and upon motion by Dirks, seconded by Harden and passing 5-0, the Council adjourned at 8:56pm.



Patricia Smith  
Mayor

2-15-2012

Date

ATTEST:



Greg Dirks  
City Recorder