



Mayor
Patricia Smith

Council President
Mark Clark

Councilors
Stanley Dirks

Timothy Clark

Scott Harden

**REGULAR MEETING OF THE
WOOD VILLAGE CITY COUNCIL**

January 8, 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.

SWEARING IN OF NEWLY ELECTED COUNCILORS

City Recorder Greg Dirks swore in Councilor Smith for Council position two, Councilor Harden for Council position three, and Councilor Tim Clark for Council position five, and presented Councilors Smith, Harden and Tim Clark with a certificate of election.

APPOINTMENT OF MAYOR

Upon motion by Dirks, seconded by Mark Clark and passing 5-0, Patricia Smith was appointed Mayor of Wood Village.

Smith stated that she is honored to be the Mayor, and she appreciates and respects all the members of the Council.

APPOINTMENT OF COUNCIL PRESIDENT

Upon motion by Tim Clark, seconded by Harden and passing 5-0, Mark Clark was appointed Council President.

PUBLIC SAFETY REPORT

Sergeant Lichatowich presented the report and stated that for the month of December the MCSO provided 192 hours of dedicated service which resulted in 368 calls for service and 53 written reports. Lichatowich stated that all the calls were fairly normal and routine for the time of year. There has been an increase in the number of transients camping or living in their vehicles on Sandy Blvd since the summertime, and the majority of them are homeless males who are choosing to live that way. Lichatowich explained that the MCSO has not seen any displaced families living in vehicles in that area, and the Council may want to consider an ordinance to

prohibit that activity. Peterson stated that staff has developed a draft ordinance for the next Council meeting, and he would like to share it with the MCSO for their input and support.

Lichatowich stated that these people are not committing major crimes, but there is the tendency for petty crimes such as shoplifting and vandalism to increase when those people are there. There is also a transient camp forming near the freeway which has gathered a lot of transients who are drinking and leaving garbage in that area. Lichatowich explained that they are trying to get those people trespassed from the area. Smith asked if there was a law against drinking in public. Lichatowich explained that public drunkenness is a crime, but not necessarily having an open container.

Smith stated that she read in the report some incidents of meth in the area, and asked if there has been a resurgence of meth. Lichatowich stated that meth is not really on the radar anymore, but heroin has made a major comeback in the state. With the prohibition of selling over the counter medicine with Sudafed, the meth production has decreased dramatically. Lichatowich explained that while they still occasionally find a meth lab, it is not what it used to be.

The Council thanked Lichatowich for the report.

CITIZEN COMMENTS

There were none.

CONSENT CALENDAR

- a. Review of bills paid in December, 2012
- b. Contracts \$2,500 - \$50,000
 - FEI Waterworks – New Meters: \$5,384
 - FEI Waterworks – New Meters and Parts: \$4,083.05
 - Precision NW Electrical – Gazebo Electrical: \$4,100
- c. Council Minutes:
 - December 11, 2012 Joint Session
 - December 11, 2012 Regular Session

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

ORDINANCE 1-2013 ACCEPTING FOR THE CITY OF WOOD VILLAGE REVENUE SHARING PROGRAM OF THE STATE OF OREGON

Peterson presented the ordinance and stated that it is a state requirement for the receipt of state shared revenues.

Upon motion Tim Clark, seconded by Dirks and passing 5-0, the first reading by title only of Ordinance 1-2013 accepting state shared revenue was approved.

Minter gave the first reading by title only of Ordinance 1-2013 accepting state shared revenue.

Upon motion Dirks, seconded by Harden and passing 5-0, the second reading by title only of Ordinance 1-2013 accepting state shared revenue was approved.

Minter gave the second reading by title only of Ordinance 1-2013 accepting state shared revenue.

Upon motion by Harden, seconded by Mark Clark and passing 5-0, Ordinance 1-2013 accepting state shared revenue was adopted.

ORDINANCE 2-2013 REVISING CHAPTER 13 PUBLIC SERVICES FOR PAYMENT BILLING AND PAYMENT DATES

Peterson presented the ordinance and stated that title 13 is the code section that covers the City operated utilities. Peterson explained that the code section was revised this past July to permit monthly utility billing. Those revisions included hard dates for billing and payments. Peterson stated that while the revised billing dates were not dramatically dissimilar to what they were prior to the revision, there have been a number of customer concerns regarding the billing dates, and staff concerns regarding meter reading and shutoffs occurring on the same day.

Peterson explained that staff has had a series of internal conversations regarding these matters, and rewrote the code to permit a monthly billing calendar authored by the City Administrator or designee. Peterson stated that the code still provides protections for consumers such as minimum billing dates, but it adds the flexibility needed for residents and staff. Peterson explained that the revisions address the concerns raised by citizens and staff. Peterson stated that the Council has a number of alternatives including deciding not to take any action, or revise the hard dates in the code. The staff recommendation is to adopt the ordinance as presented.

Mark Clark stated that he likes the revisions. Harden asked about the conflicts of reading meters and conducting the shutoffs for nonpayment, and asked how many meters are shutoff a month. Peterson stated that there are typically 4-6 shutoffs a month, and the high was 11. Minter stated that it is typically the same people, and most are turned back on the same day. Peterson stated that there have been some people who have been caught between their payroll periods, and have had to pay the late fee. These revisions would help reduce some of those penalties.

Upon motion by Tim Clark, seconded by Dirks and passing 5-0, the first reading by title only of Ordinance 2-2013 revising Chapter 13 for payment and billing dates was approved.

Minter gave the first reading by title only of ordinance 2-2013 revising Chapter 13 for payment and billing dates.

Upon motion by Dirks, seconded by Mark Clark and passing 5-0, the second reading by title only of Ordinance 2-2013 revising Chapter 13 for payment and billing dates was approved.

Minter gave the second reading by title only of ordinance 2-2013 revising Chapter 13 for payment and billing dates.

Upon motion by Harden, seconded by Tim Clark and passing 5-0, Ordinance 2-2013 revising Chapter 13 for payment and billing dates was adopted.

ORDINANCE 3-2013 REVISING CHAPTER 15.04 FOR STATE BUILDING CODES

Peterson presented the ordinance and stated that cities that operate a building department are required to adopt the State's building codes, but cannot adopt them prospectively. Peterson explained that there were several revisions to the State's code this year, and this ordinance would bring the City into compliance. Peterson stated that they are minor revisions, and the staff recommendation is to adopt the ordinance as presented.

Tim Clark asked why the State changed the language from building code to the specialty code. Peterson explained that the Building Code Congress felt that the term building code was not a sufficient term in regards to what the code actually covers, so it was changed to the specialty code.

Upon motion by Dirks, seconded by Tim Clark and passing 5-0, the first reading by title only of Ordinance 3-2013 revising Chapter 15.04 for State building codes was approved.

Minter gave the first reading by title only of Ordinance 3-2013 revising chapter 15.04 for state building codes.

Upon motion by Tim Clark, seconded by Dirks and passing 5-0, the second reading by title only of Ordinance 3-2013 revising Chapter 15.04 for State building codes was approved.

Minter gave the second reading by title only of Ordinance 3-2013 revising chapter 15.04 for state building codes.

Upon motion by Mark Clark, seconded by Harden and passing 5-0, Ordinance 3-2013 revising chapter 15.04 for state building codes was adopted.

RESOLUTION 1-2013 ADOPTION OF A WORKPLACE WELLNESS POLICY

Records Manager/HR Specialist Greg Dirks presented the resolution. Greg Dirks stated that establishing a worksite wellness policy can be an effective way to increase employee productivity and morale, while at the same time decreasing absenteeism and adverse health effects. Greg Dirks explained that the City's insurance provider CIS has offered wellness

incentive grants for several years, and this year they revised the program to include worksite wellness policies and programs.

Greg Dirks stated that staff drafted a worksite wellness policy that covers four health related areas. Greg Dirks explained that the four focus areas are physical activity, healthy eating, tobacco cessation, and stress management. Each focus area has strategies to help improve the wellness of employees, with the goal of improving their overall wellness. Greg Dirks stated that the strategies include encouraging healthy eating by having healthy snacks at trainings and meetings, developing a worksite wellness program for employees, and encouraging the use of the City's employee assistance program to help reduce stress, or to quit smoking. Greg Dirks explained that approving this policy will make the City eligible to receive a \$250 grant from CIS to help achieve the wellness focus areas.

Greg Dirks stated that if the policy were approved, staff would apply for the \$250 grant, and develop a worksite wellness program which would be eligible for additional grant funding. Smith stated that she likes the policy. Mark Clark agreed and stated that the business he works for has a similar program which even includes health screens for cholesterol and blood pressure. Peterson stated that employees can participate in CIS wellness fairs that often include those types of services.

Upon motion by Tim Clark, seconded by Dirks and passing 5-0, Resolution 1-2013 adopting the City's Worksite Wellness Policy was approved.

DISCUSSION AND SELECTION: COMMUNITY BANNER DESIGNS

Greg Dirks presented the discussion, and stated that this project is an Annual Performance Plan item with the goal of installing banners throughout the community to help promote a sense of place and community pride. The original project timeline was modified in order to involve the local high school, and have a design contest. Greg Dirks explained that the design contest ran from November 1st through December 21st. There were six entries, all of which came from the high school art program. Greg Dirks stated that the Council may select as many designs as they want or no designs at all. If no designs are selected, the Council may choose to extend the contest period, have staff develop banner designs, or purchase already made banners. Greg Dirks explained that the winners would receive a prize, and the amount of the prize would depend on how many winners are selected. Greg Dirks presented the banner designs.

The Council selected designs 2 and 3 as the winners. The Council selected design 2 because of the orientation of Wood Village. The Council selected design 3 because they liked the mountain design aspect. The Council asked that the two designs be merged, and the City's logo be used instead of the generic mountain. The Council also requested that the main color scheme be done in green and brown.

Greg Dirks stated that he will present the results to the high school art program, and have the two students come to a future Council meeting with the final design options. The two winners could also receive their award at that time. Greg Dirks stated that the goal is to have the banners installed throughout the City by the end of April.

COUNCIL COMMENTS

Mark Clark stated that he has been working on the City Administrator's review, and a summary should be ready for the Council at their next meeting.

Smith asked about JPAC, and who will be the representative this year. Dirks stated that he had been attending as the alternate, and that Norm Thomas wanted to step down as the primary and be the alternate. Dirks stated that it is Fairview's turn to be the representative, so he is okay stepping down.

Tim Clark stated that he was informed at the last EMCTC meeting that a staff person could not be named as the alternate. Peterson stated that the voting delegate has to be an elected official, but the bylaws permit a staff person as the alternate. Peterson explained that he contacted the staff for the EMCTC and the issue seems to be resolved.

Peterson stated that the Council retreat schedule has been completed, and the topics will include the five-year financial forecast, status of the master plans, a discussion on property tax compression, utility rates, the Town Center zone, events, and the annual performance plan. Peterson stated that the retreat is scheduled for Saturday, February 2nd.

ADJOURN

With no further business coming before the Council, and upon motion by Tim Clark, seconded by Harden and passing 5-0, the Council adjourned at 7:16pm.



Patricia Smith
Mayor

2-12-2013

Date

ATTEST:



Greg Dirks
City Recorder