

*Mayor*

Patricia Smith

*Council President*

Mark Clark

*Councilors*

Stanley Dirks

Timothy Clark

Scott Harden

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**SPECIAL MEETING OF THE  
WOOD VILLAGE CITY COUNCIL  
June 26, 2012  
MINUTES**

**PRESENT:** Mayor Smith, Council President Mark Clark, Councilors Tim Clark, and Scott Harden, City Attorney Condit\*, City Administrator Peterson, and interested parties.

**ABSENT:** Councilor Stanley Dirks and Finance Director Minter.

**MAYOR SMITH CALLED THE MEETING TO ORDER AT 6:00 PM.**

**PLEDGE OF ALLEGIANCE**

**CITIZEN COMMENTS**

There were none.

**CONSENT CALENDAR**

- a. PDX Citizens Advisory Committee Appointment: Randy Jones

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

**WORKSHOP: EMERGENCY MANAGEMENT PLAN ANNEXES**

Peterson stated that the emergency manager was supposed to present the annexes, but is not in attendance and asked to delay the workshop. The Council agreed.

**RESOLUTION 23-2012 PERSONNEL MANUAL REVISION**

Human Resource Specialist Greg Dirks presented the resolution. Greg Dirks explained that the City periodically reviews the personnel manual for compliance with state and federal laws, industry best practices, and overall implementation. Greg Dirks stated that the proposed revisions focus primarily on implementation factors.

Greg Dirks explained that the first revision is to section 025 regarding hiring practices. A new section was added regarding veteran's preference in hiring. The state in recent years has increased and further clarified specific hiring preferences for veterans. Peterson explained that this provision is based off of state law, and is a current practice of the City. Greg Dirks

explained the second revision to the section removes the credit check provision. Federal laws have been revised which has significantly reduced the instances where pre-employment credit checks can occur. The final revision to the section further clarifies when pre-employment drug screens can occur.

Greg Dirks explained the next section with revisions is section 065 regarding personnel records. The City keeps separate personnel and medical records, but that was not specifically stated in the personnel manual. Language has been added which states that those records are kept separately. Harden asked what kinds of medical records are kept. Peterson explained that worker's compensation records, or medical verification records related to work are kept.

Greg Dirks stated that section 070 regarding the compensation plan has several revisions. The first revision is to the section regarding merit advancement. Language has been added which states that merit advancements are subject to available funds, and is not guaranteed. Greg Dirks explained that the second revision was to the section regarding a merit payment. A merit payment is for employees who have topped out on their range scale. Language has been added which restricts a merit payment to no more than 5%. That is also based on available funds and is not a guarantee.

Greg Dirks stated that section 230 regarding sick leave has been revised. Current policies allow employees to donate sick leave to another employee who has used up all of their accrued time off and needs additional time to recover from an illness or injury. Greg Dirks explained that staff is proposing that employees may still donate time to an employee in need, but that time cannot be sick leave. Greg Dirks stated that sick leave may or may not be consumed during an employee's time at the City, and it is not compensated at separation. Donating sick leave may potentially increase costs because it then becomes paid time. Other forms of leave such as vacation and comp time are regularly compensated, and do not increase costs to the City.

Greg Dirks explained that section 250 regarding bereavement leave has led to confusion in the past, and the language has been revised to clarify that all employees of the City are eligible for bereavement leave.

Greg Dirks stated that section 270 regarding benefits has been revised to clarify the retirement recognition benefit. A formula has been added to calculate available funds to use on a retirement recognition, and the City Administrator will approve the gift. Greg Dirks explained that language was also added to various reimbursement sections that states that some reimbursements may be taxable per IRS regulations.

Greg Dirks stated that section 305 regarding use of City property was revised to explicitly state that the use of City property for anything other than official City business is prohibited and

violators may be subject to disciplinary action. A new section was also added that prohibits the digging or search for artifacts or other items of a monetary value on City property. The Council asked if that provision could be extended to the public as well. Peterson stated that he would research a provision for that.

Greg Dirks explained that section 330 regarding substance abuse was updated to include information about where employee's can find information regarding the employee assistance program.

Greg Dirks stated that section 350 was updated to include a statement that the City Administrator may authorize the wearing of casual attire as part of a special day or event. Peterson stated that he had asked the Council about what they thought of the first Friday casual day. The Council liked the concept, and stated that they are open to having casual Fridays. Peterson stated that he will implement that.

Greg Dirks stated that section 615 regarding driving qualifications was updated to include the current practice of entering employee's who drive on City businesses into the DMV automatic reporting program. Greg Dirks explained that the City is already doing this, and it is considered a best practice.

Greg Dirks stated that the final revision is to section 630 to state that employees will evacuate and meet in the designated areas during an evacuation, and periodic drills will be conducted.

Upon motion by Tim Clark, seconded by Harden and passing 4-0, Resolution 23-2012 revising the personnel manual was approved.

#### **RESOLUTION 24-2012 SEWER FUND TRANSFER**

Peterson presented the resolution and stated that one transfer is needed in the budget this year. Peterson explained that it has been an unusually wet year which has increased flows to the treatment plan, and reduced the amount of water people consume. A transfer of \$55,000 will be needed to close out the year, but the transfer can be made internally from contingency to waste water treatment.

Tim Clark stated that the budget was tight, and he is impressed that only one transfer is needed. Mark Clark stated that this reinforces the need to continue the inflow and infiltration work. Peterson explained that the flows have reduced with the I&I work, and reducing infiltration typical is harder and takes more time. Peterson stated that the base appropriation is lower than it was four years ago, and treatment costs have increased since that time. The I&I work has made a difference. Tim Clark asked if it is possible to track the rainfall and flow amounts to see the

difference over the years. Peterson stated that is possible, and he can work on a spreadsheet to show the numbers.

Upon motion by Mark Clark, seconded by Tim Clark and passing 4-0, Resolution 24-2012 transferring \$55,000 from contingency into waste water treatment was approved.

### **RESOLUTION 25-2012 EXTENDING WORKERS COMPENSATION TO VOLUNTEERS**

Harden stated that he understands what the resolution is for, but asked if large groups using the park should be required to have a bond or insurance. Peterson stated that a bond would not be necessary, and homeowners insurance would typically cover smaller private events. Peterson explained that if fees are not charged to use the park facilities, it is not an issue because the City has recreational immunity. If fees were charged, then some type of coverage would be needed.

Peterson explained that this resolution covers the City Council and other boards and commissions along with volunteers at special events.

Upon motion by Harden, seconded by Tim Clark and passing 4-0, Resolution 25-2012 extending workers compensation coverage to volunteers was approved.

### **RESOLUTION 26-2012 IGA AMENDMENT WITH EAST METRO MEDIATION**

Peterson presented the resolution and stated that the resolution would continue the City's participation in East Metro Mediation for fiscal year 2012-13.

\*Condit arrived at 6:45pm.

Upon motion by Tim Clark, Seconded by Mark Clark and passing 4-0, Resolution 26-2012 amending the East Metro Mediation IGA was approved.

### **PRESENTATION: 2011-12 ANNUAL PERFORMANCE PLAN**

Peterson presented the presentation and explained the purpose of the annual performance plan. Peterson stated that the annual performance plan does not include the daily operations of the City, and most of what staff does on a day to day basis to keep the City running is not in the plan.

Peterson presented the accomplishments for goal one which included the completion of a shopping cart management program, the installation of safety surfaces in the park, code enforcement guidelines, a graffiti removal program and street light operating procedures. Peterson stated that we are still waiting for the delivery of the gazebo, but progress has been made on the foundation. Peterson stated that as a result of the accomplishment of these items there are less abandoned shopping carts in the City, and graffiti has been promptly removed.

Tim Clark asked what the process is to install new street lights in dark areas. Peterson stated that we can have standard street lights installed at low cost, and they get added to the electrical bill. Tim Clark stated that there are some dark cul-de-sacs which could use some street lights.

Peterson explained the accomplishments for goal two which included the completion of online forms, quarterly emergency management meetings, and the evaluation of fire and police services. Peterson stated that the online forms are working very well, and a study will be conducted next fiscal year to identify alternative fire service methods.

Peterson explained the accomplishments for goal three which included a meter replacement program, moving to monthly utility billing, implementing a street utility, scoping the next I&I project, and completing the City events. Peterson stated that all the residential meters have been replaced, and larger commercial meters will be replaced over time. The monthly utility billing will begin July 1<sup>st</sup>, and it will include the new transportation and stormwater fee. The City events were well planned and executed nicely. The I&I project has been scoped and will be ready of design next fiscal year.

Peterson stated that the goal four accomplishments included establishing multiyear capital appropriations, RFP's for multiple services, the five year projection, and focused work on economic development. Peterson explained that RFP's were conducted for banking, auditing and IT services. The City changed providers in banking and auditing service, and the City has saved over \$1,500 this year in banking fees as a result. Peterson stated that the five year financial projection was completed at the Council's annual retreat, and outreach was conducted within the City's urban renewal district.

Peterson explained the accomplishments for goal five which included safety training for staff, benchmarking services, and encouraging reengineering projects. Peterson stated that the union negotiations are still underway. Peterson stated that goal six accomplishments included intergovernmental relationships which are excellent at many levels. Goal seven accomplishments included the completion of the MS4 permit, pollution prevention brochure and a tree planting at City Hall.

Peterson stated that annual performance plan could not have been completed without the help and work of a great staff. The Council thanked Peterson for the report, and for the work done on the annual performance plan.

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

Peterson provided the report and stated that the East Metro Connections Plan will be brought forward to the Council on July 10<sup>th</sup>. Peterson stated he will write the resolution, and include that the 242<sup>nd</sup> right of way be vacated as part of accepting the plan. Tim Clark stated that he does not

fully agree with that plan, and is not concerned about vacating the right of way because he feels nothing will ever be built. Smith stated that Gresham is still pushing for the right of way, and she does not want this to be a continuous issue. Tim Clark asked if it would be best for East County as a whole to vacate the right of way. Smith explained that if the right of way were vacated, Edgefield and the school district could expand, and the City's park will not be negatively impacted. Tim Clark stated that he still feels that the entire process should not be halted because of the right of way issue. Smith stated that if the right of way is not vacated now it may never be, and we would have to revisit the same issue over and over again. East County could also lose out on economic development as a result. Harden asked if the reason for the immediate vacation would be so the adjacent properties could develop now, and not at some point in the future. Smith stated that is correct. Harden stated that if those properties can develop now, that would be good for East County, and the overall tax base.

Tim Clark asked what would happen if Gresham did not agree with that plan. Smith stated that she feels it is something that the City should stand up for. Peterson stated that Troutdale is voting on the resolution tonight, and it demands the immediate vacation of the right of way. Peterson explained that all the parties agree on the outcomes of the study, but the timing of certain pieces is still in question. Once all the votes are taken, that will be sent to Metro for actual adoption. Peterson explained that action will probably occur sometime in October. In the meantime, the County could act to vacate the right of way before the vote at Metro is even taken which would make the right of way a non issue.

Peterson stated that Famous Dave's BBQ has pulled building permits, but there is no set date for construction or opening.

#### **FINANCE DIRECTOR'S REPORT**

Peterson stated that Minter is out of town on vacation and will be providing the report. Peterson explained that generally the City is in outstanding financial condition, and the year should close out with issues. Peterson stated that more information is included in the packet.

#### **COUNCIL REPORTS**

Mark Clark explained that the PDX Citizen's Noise Advisory Committee is meeting bi-monthly now. The next generation of flight paths over the Columbia River is on hold until the FAA approves the method, and airlines upgrade their onboard computers. Mark Clark explained that PDX is ready to go once all the approvals and upgrades have been made.

Tim Clark stated that the East Multnomah County Transportation Committee discussed the EMCP, as well as a new program called the walking bus. The walk bus concept is to reduce bus congestion near schools, and have volunteers help walk children to school.

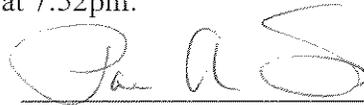
Smith stated that the EMCP was also discussed at the latest East Metro Economic Alliance meeting, and everyone at that meeting approved of the plan and vacating the 242<sup>nd</sup> right of way. Smith explained that a representative from Gresham did not attend that meeting.

Harden stated that the Reynolds Citizen Budget Committee has wrapped up, and \$40,000 was included in the budget recommendation for the Boys and Girls Club.

Tim Clark stated that he met a person who oversees a gambling addiction program, and explained that the person would be willing to talk to the Council about gambling issues in Oregon. The Council asked Peterson to set up a presentation. Tim Clark stated that he feels it would be good for the Council to have more information on the topic.

**ADJOURN**

With no further business coming before the Council, and upon motion by Tim Clark, seconded by Harden and passing 4-0, the Council adjourned at 7:52pm.



Patricia Smith  
Mayor

7-11-2012

Date

ATTEST:



Greg Dirks  
City Recorder