

Mayor
Patricia Smith

Council President
Mark Clark

Councilors
Stanley Dirks

Timothy Clark

Scott Harden

**SPECIAL MEETING OF THE
WOOD VILLAGE CITY COUNCIL
September 25, 2012
MINUTES**

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

ABSENT: Finance Director Minter.

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

PLEDGE OF ALLEGIANCE

CITIZEN COMMENTS

There were none.

EMERGENCY MANAGEMENT ANNEXES

Emergency Manager Scott McPherson presented the annexes, and stated that they have been updated since the original adoption in 2010. McPherson explained that except for some Wood Village specific information, the emergency operations plan is nearly identical to the other cities. This was done to allow for increased continuity in the joint emergency operations center during an emergency.

McPherson stated that a lot of information has been removed from the emergency operations plan, but most of the information that has been removed dealt with the City having its own emergency operations center. McPherson explained that the City is too small to have and operate an emergency operations center, and doing so would deplete the City's personnel during a disaster. There is a joint emergency operations center between all the cities, and it is located near Gresham City Hall at Fire Station 71. McPherson stated that each city would have a liaison at the joint operations center, and that will allow all the cities to pool all their resources.

McPherson stated that there are two sets of annexes. There are functional annexes, and incident annexes. The annexes are not instruction manuals for each personnel, and they are not intended to be operating procedures. McPherson explained that the annexes look at a disaster or event at the 30,000 foot level, and discusses broad plans. The specifics of how each event or incident would be handled would be decided by the incident commander.

Mark Clark stated that he had put together a list of equipment that the City had that could be used during an emergency, and asked if something like that is being done as part of this process. McPherson stated that there is not currently a list of all available resources and types. Peterson stated that there are mutual share agreements between the cities. Mark Clark asked if there is not a list, how will people know what is available during an emergency. McPherson explained that is why each city would have a liaison at the emergency operations center. Even if a list existed, the list would not be able to tell responders if the equipment was ready for use, or where it may be located that day. The liaison would be able to contact a staff person at their city who would be able to tell them what equipment is actually available at that time. McPherson stated that while lists are good, they do have limitations.

Mark Clark stated that he understands why an equipment list may not fit in the annexes, but asked if they could be included in an operating procedure. Peterson stated that in an incident, the incident commander will call for certain types of equipment and resources. The people at the operations center will then call their people to find out if they can meet those equipment needs. Peterson explained that depending on the emergency, if the cities cannot meet the needs, we can go to the county, then the state, and then to the federal government in large disasters.

Tim Clark stated that he was concerned about the lack of an inventory list as well, and even though a list may not make sense at this level, a general list does seem to make sense just to know what could be available. The list should not just include equipment, but the personnel to operate the equipment. McPherson stated that there are some generalized equipment lists, but none of the equipment is typed for specifications. McPherson stated that the new annexes add more information while de-cluttering the original annex section. There are 27 annexes in all, and they are more functional on the ground level.

Tim Clark asked about the national emergency test equipment, and if that is operational. McPherson stated that the tests of the system have failed at the highest level which is the main point of entry for the system. McPherson explained that the federal government is still working on resolving that issue, but there is new technology being added to cell phone towers for notification. McPherson stated that essentially all cell users in an area would be notified of an emergency in that area, whether they live there or not.

Harden asked if there has been any discussion about evacuation shelters or routes. McPherson stated that all depends on the incident, and the Red Cross runs the majority of disaster shelters. Depending on the incident local buildings may not be useful, and it will be up to the incident commander to decide on the best course of action. McPherson stated that the annexes do contain a section on evacuations, but that is all incident driven.

Mark Clark asked about the Map My Neighborhood program, and if that is being included or promoted by the City. McPherson stated that program is not part of the emergency operations plan, but he is conducting trainings on Map My Neighborhood at neighborhood watch meetings, and preparedness events. Mark Clark stated that he likes the program, and feels it is beneficial for disaster preparedness.

Tim Clark asked about priority phone use, and if there were special numbers for government officials to use during an emergency. Mark Clark stated that he has a Government Emergency Telecommunications Service card, and does check it periodically. McPherson stated that he is not aware of that program, but would look into it. Tim Clark asked if there was a program for priority use of cell phones. McPherson stated that he is not aware of any program like that either, and emergency responders will primarily be using radios. Gunter stated that he recently attended an emergency management conference and communications was discussed. Basically there will be issues with all types of communication devices except for HAM radio.

Smith asked if there were any large impacts or changes in this update. McPherson stated that there are no large changes in the way the City would respond to an emergency, and the City is not giving away any rights. The revised plan provides more information and further clarifies how the joint emergency operations center would be formed. Peterson stated that the formation of the joint emergency operations center is the largest change in the plan.

Smith asked how ready the City is for a disaster or emergency. McPherson stated that it all depends on the incident, and Japan which is considered the most earthquake prepared country in the world had issues with their large earthquake. Peterson stated that there were people on the ground assisting in the recovery, but they were not working for the government. McPherson explained that the best thing residents can do is have several days worth of food and water, and know where their vital documents are located.

Upon motion by Mark Clark, seconded by Tim Clark and passing 5-0, the Emergency Management Annexes were approved.

RESOLUTION 34-2012: WEST COLUMBIA GORGE CONSORTIUM 501(C)3 CONVERSION

Peterson presented the resolution and stated that the West Columbia Gorge Consortium which focuses on economic development was put together about four years ago. The consortium formed to bring focused economic development to the west Columbia Gorge cities. Peterson explained that the West Columbia Gorge Chamber of Commerce got involved to help fund the position, and the informal agreement.

Peterson stated that the other original entities involved with the formation of the consortium included Fairview, Troutdale, and the Port of Cascade Locks, but they have all dropped out. The City and the Chamber are the only remaining members which has lead to a funding gap. Peterson explained that the Economic Development Director David Eatwell has done great work for the City and region, and a new structure for the consortium is needed to ensure proper funding.

Peterson stated that a new structure can be a Community Development Corporation with a 501C3 designation. Eatwell stated that he originally proposed this idea after the first year of the consortium in order to provide more structure and stability to the program. Eatwell stated that this structure will give the organization the power to execute contracts, assemble property, and procure and administer grants. The financial support can be increased by allowing other organizations to join such as Tri-Met, the Port of Portland, Metro, PGE and MHCC.

Smith asked how new partners would be recruited. Eatwell stated that there are several industrial properties near the airport that have wetlands that need to be mitigated before they can be developed. Even though the property owners are willing and able to mitigate the wetlands, the port will not allow it because the mitigation efforts would attract more birds near the airport. Eatwell explained that by working with all the owners, the port, and the drainage district, we may be able to conduct a large off site mitigation project which would allow the properties to develop while keeping birds away from the airport.

Smith asked if it would be easier to obtain grants as a 501C3. Eatwell stated that it would be. Smith stated that she likes the idea, and Eatwell has done a great job on behalf of the City. Tim Clark asked why Wood Village is involved with the 501C3 formation. Eatwell stated that Wood Village is the only remaining original member. Peterson stated that he is concerned about the long term viability of the program, and is looking at options to help ensure the program can continue. The current structure does not allow for other regional organizations to join. Eatwell stated that there are more options with the 501C3.

Dirks stated that there has been a lot of talk about development around Wood Village, but there has not been any talk about what the City would receive and we are still a paying member. Eatwell stated that there is a good chance Troutdale will return to the program after the elections. There are also a lot of other larger projects in the pipeline that while they may not be built in Wood Village, they would benefit the City and residents.

Tim Clark asked where the funding is currently coming from to fund the organization. Eatwell stated it is the City and the Chamber, and he has taken a cut in salary. Peterson stated that they are short about 50% of the funding, and until more partners can join there will be no more funding.

Harden asked if Eatwell would work for the 501C3 or the Chamber. Eatwell stated that he would be part of the 501C3 as an independent organization. Harden asked if Eatwell can do all the administration of the 501C3 as well as the needed economic development work. Peterson stated that Eatwell is currently administrating the Chamber, and we still receive outstanding support. Eatwell stated that under this proposal the City and the Chamber would be the incorporating members, and then other organizations can be added before the first annual meeting. Harden asked if businesses can be members. Eatwell stated that they can.

Upon motion by Mark Clark, seconded by Tim Clark and passing 5-0, Resolution 34-2012 authorizing the City Administrator to sign the articles of incorporation for a Community Development Corporation pending further attorney review was approved.

RESOLUTION 32-2012: BILLING FOR MUNICIPAL USE OF WATER/SEWER CONSUMPTION

Peterson presented the resolution, and stated that while this topic was originally slated as a resolution he does not recommend a vote on the resolution at this time. Rather a discussion on the topic is more appropriate. Peterson stated that the City has three enterprise funds which in theory are to be self supporting, and not supplementing other programs. Peterson explained that historically the City has not charged itself for water and sewer consumption. The City Hall and operations building pay a base rate for water, but not for sewer. The park and planting strips do not pay at all. Peterson stated that the question for discussion is should the City be paying for water and sewer consumption. Peterson explained that there is no right or wrong answer, and it is strictly a philosophical question.

Peterson stated that in the creation of the street utility fee, it was decided to not have any subsidies including local government. Subsidies mess around with the equity of the rates, and the payers who are paying for the subsidies. Peterson explained that in an enterprise fund, you price for the commodity, and its efficient use. Peterson stated that in the park system he used to oversee, 30% of their budget was just for water consumption. That led to water efficiency projects which not only reduced the operating costs, but conserved a lot of water.

Peterson stated that when he first brought up this item for discussion, the question came up of why does it matter and isn't it all the same money. Peterson stated that there are real costs for the consumption of a product, and if the user is not paying for it, others are.

Tim Clark stated that if the resource is already available, then all you need to pay is the margin cost for the additional pumping of the water. Peterson explained that the water rate includes more than just the water production and pumping. The rate also includes the infrastructure maintenance, and the personnel and equipment required to run the system. Tim Clark stated that

in this case he does not see any additional expense except for the marginal electrical costs to pump the water. The infrastructure would have to be there regardless if the park used any water or not. Peterson stated that is a reasonable and acceptable approach. The other side of the arguments is that all consumers including the park should pay for their actual use and consumption of water.

Mark Clark stated that having meters and monitoring consumption is a requirement in some situations. Tim Clark stated that there should at least be meters and water conservation, but the City should not pay for the consumption. Mark Clark asked if the sprinkler systems are monitored or on timers. Peterson stated that he would have to get back to the Council on that because he is not sure of the systems in place. Tim Clark asked if there are meters. Peterson stated that there are some meters, but not in all locations. There is also a production and consumption report that is required to maintain the water rights.

Harden asked how much of an impact would \$10,000 really make to the water fund. Condit stated that it would probably not have much impact if any on loan ability, but it could affect the marginal interest rate. Harden asked how the park would be billed for water use. Peterson stated that it would be billed as a commercial account with irrigation for the fields, and sewer for the restrooms. A similar approach would be taken at City Hall as well. Harden stated that he sees the park as a public benefit paid in part by the user rates.

Peterson stated that 42 states require public utility commission oversight for water and sewer rates for municipal organizations. While Oregon is not one of those states, if it were the City would be required to pay for all water and sewer consumption. Peterson explained that this is not a legal question, but it does deal with how your utilities are financed. While the General Fund is in good shape right now, that will not be the case in three to four years. Tim Clark asked if the City was paying the street utility fee. Peterson stated that the City is paying that fee.

Harden asked if this is not a legal issue, then how did it come up. Peterson stated that staff was preparing for some of next year's annual performance items which may include the utility rate analysis. As the current rate structure was being reviewed, it was noticed that the City was not paying for the majority of consumption and thought it would be worth a conversation.

Mark Clark stated that he has seen instances where residents in another city were stealing water from the park. Installing meters at the park would help prevent that if it were happening here. Peterson stated that there are some meters in the park, but not at all locations. Meters will be installed at all locations in the park. Harden asked if the City is charged for water and sewer consumption, could that revenue go towards another program. Peterson stated that it cannot. Only the General Fund has that type of flexibility.

The Council agreed to keep the status quo regarding billing for municipal use of water and sewer.

RESOLUTION 33-2012: GROUNDS KEEPER POSITION RECLASSIFICATION

Peterson presented the resolution and stated that the City has a solid seasonal employee named Fred Ramirez who works extremely hard even though he is not eligible for time off, or medical benefits. Peterson explained that Ramirez was offered a full time job with benefits with the school district, but Ramirez asked if the City could come up with a full time position instead. Peterson stated there are funds available to convert this into a full time position with benefits.

Harden asked if there are other people who can work at the same level if Ramirez left for some reason. Peterson stated that there are quality people out there, but they are rare. Peterson stated that we typically go through about five or six seasonal employees a year, but we have been able to reduce that with this employee. With the reduction of seasonal workers, this action would essentially be cost neutral this year. Peterson stated that the staff recommendation is to approve the full time position and job description.

Harden asked if this position was made full time, could it go back to part time even if the position were added to the union. Peterson stated that the City will still have the exclusive rights for the position. Tim Clark stated that he feels it is better to pay a little more and keep a quality employee. Harden asked if there is work to accomplish during the winter months when there has not traditionally been grounds maintenance during that time. Peterson stated that there will be plenty of work to do such as cleaning and refinishing picnic tables and other maintenance tasks.

Harden asked if this position is funded at all with the Street Fund. Peterson stated that the funding is spread throughout several funds. Harden stated that he does not want the perception that the City created the street utility fee to hire a full time grounds keeper. Harden explained that his neighbors at Tree Hill are upset by the fee because the streets they live on are private and not municipally maintained. They are paying the fee, but not seeing the benefit directly in front of their home. Peterson stated that there is a way for those roads to become part of the system, but they would have to be brought up to a dedication standard first. Harden stated that he does not think Tree Hill has the money to do that.

Upon motion by Harden, seconded by Tim Clark and passing 5-0, Resolution 33-2012 authorizing a full time grounds keeper position and job description was approved.

DISCUSSION: HOUSE PAINTING EVENT

Records Manager/HR Specialist Greg Dirks presented the discussion. Greg Dirks explained that this event is an Annual Performance Plan item, and the goal is to repaint one to two homes in the City using volunteers. The event is modeled after other programs offered throughout the state

and country. Greg Dirks presented the draft outline of the program which included the timeframe for advertising, applications, selection criteria and painting. The selection criteria included that the home must be owner occupied, and the owner has to be over 60 years of age or disabled, and low income. Greg Dirks explained that manufactured homes can be included as well, but there are special considerations to take into account with metal siding. All siding must also be free of major defects such as rot.

Smith stated that she feels the program should not include homes with metal siding. Harden asked who will determine if the home's siding is in good enough condition to paint. Greg Dirks stated that we will hire a professional to review the home prior to the final selection and painting. Harden asked how the residents will be notified that manufactured homes are not included. Smith stated that it can be framed around single family homes. Harden asked if that is legal to do. Condit stated that you can have stipulations in the program. Peterson explained that many of the programs target specific neighbors. Dirks stated that many of the homes that would qualify for the event would be in the lower village, and can we just have the program for that area. The Council agreed.

Greg Dirks stated that there are two options for the actual paint day. The first option is a one day event in which all the prep work, priming and painting is done all in one day. Greg Dirks explained that while this approach is feasible, the quality is significantly reduced. The other option is a two day event in which one day is used for the prep work, and another day is used for the painting. While that approach allows for the highest quality, more volunteers will be needed for the two day event. The Council selected the two day event.

Greg Dirks explained other features of the event such as providing lunch to the volunteers, having a wrap up bbq, providing custom t-shirts to volunteers, and placing a yard sign at the house once the project is complete. Dirks explained that about ten volunteers will be needed per day, per house. Volunteer recruitment can come from service organizations, corporate sponsors, and people from the community.

Greg Dirks explained that the program will need a name, and presented several options. The Council selected Brush Up Wood Village. Greg Dirks stated that there is \$2,300 budgeted for this event, and that amount will cover the food, a consultant, t-shirts and small supplies. Sponsorship will be needed for large tools and the paint.

Upon motion by Harden, seconded by Tim Clark and passing 5-0, the Wood Village house paint program was approved and named Brush Up Wood Village.

DISCUSSION: TREE LIGHTING EVENT

Greg Dirks presented the event and stated that it will be held on Friday, November 30th from 6-7pm. The event will feature lights on the City Hall building, street trees, and the 80' fir north of City Hall. The Expression's Choir has been contacted to perform again, and Santa will arrive by 6:30pm. Harden stated that he is willing to be Santa. Greg Dirks explained that there will also be light refreshments.

Greg Dirks stated that the budget for the event is \$4,500, and Wal-Mart had expressed interest in supplying the lights and refreshments. Tim Clark asked if staff could hang the lights to reduce the cost. Peterson stated that not only would the crew have to become certified to run the lift, but it would take at least three days with the entire crew. It is more cost effective to hire the work out.

Upon motion Mark Clark, seconded by Tim Clark and passing 5-0, the 3rd annual tree lighting ceremony was approved.

PUBLIC WORKS DIRECTOR'S REPORT

Gunter presented the report and stated a new utility worker will be starting this Friday to replace Steve Lehl who retired. The gazebo work is underway, and the dog waste stations have been installed in the park. Tim Clark asked if the cedar panels will be installed on the gazebo. Dirks stated that he likes the open look of the gazebo, and attaching those panels which appears to be decorative may also attract vandals. Peterson stated that he agrees with the visual aspect, but the panels may actually provide lateral stability. A structural engineer would be needed to assess what the panels actually do.

Gunter stated that the commercial water meter replacement program is about 50% complete, and the hope is to complete that work by the end of the week. Gunter explained that the utility crew also got I-phones which will help increase communications with the personnel in the field. Tim Clark asked if the radios that were received about a year ago were being used. Gunter stated that having both phone and radio communication capability is good, but he prefers conversations on the phone rather than the radio. Tim Clark asked if there are apps that can use useful to the City. Peterson stated that there are. Gunter stated that we are not at the level yet, but we will be able to interface with the SCADA system.

Gunter stated that they have not started the valve exercising program yet, but hope to get that started this winter. The 230-231st sidewalk project is on hold at the moment because there were no bidders for the job. Gunter explained that staff is looking to separate the project out in order to make it easier for smaller companies to handle.

Smith asked if there was a motion to appoint Gunter as the alternate to the East Multnomah County Transportation Committee.

Upon motion by Tim Clark, seconded by Mark Clark and passing 5-0, Gunter was appoint alternate to the EMCTC.

FINANCE DIRECTOR'S REPORT

Peterson presented the report and stated that all the details are in the packet. Peterson explained that essentially all revenues and expenses are on track and under control.

CITY ADMINISTRATOR'S REPORT

Peterson stated that the Annual Performance Plan is included in the packet, and most items are on track or ahead of schedule. Peterson stated that they were behind in the dog waste stations, and the economic development proposals. Peterson explained that he is holding off on the proposals until after the election.

CITY ATTORNEY'S REPORT

Condit stated that he will not be able to attend the October 23rd meeting because he will be out of town at a conference.

LIQUOR LICENSE APPLICATION

- Vi Thai Restaurant: 751 NE 242nd Dr – Phuong Nguyen

Upon motion by Tim Clark, seconded by Dirks and passing 5-0, the Liquor License Application was approved.

CITY COUNCIL REPORTS

Smith presented a letter that Fairview Mayor Mike Weatherby had written regarding the East Multnomah Economic Alliance taking a position on Gresham's redistricting measure. Smith explained that the letter outlines how that does not fall into the mission of EMEA, and votes on political items that do not affect economic development should not be taken. The letter states that Weatherby intends to resign if the EMEA does not reverse that action. Smith stated that she would like to write a letter in support of Weatherby's views on that matter. The Council agreed.

Tim Clark stated that he would like to discuss some actions that occurred at the September 11th Council meeting. Tim Clark stated that in the Fred Meyer fueling station discussion there were differences in opinions which is okay. The issue was a motion was brought forward before he thought the discussion had reached that point. Tim Clark stated that he wants to ensure that every Council member can express their views without rushing important matters.

Tim Clark stated that another issue that occurred during the September 11th Council meeting was the request to endorse the casino project. Tim Clark asked if last minute additions to the agenda could be avoided in the future unless absolutely necessary. Tim Clark explained that at this point he is not for or against the casino project and can see both sides of the issue. Tim Clark stated that he came across as being against the project because he was not ready to make a decision about it at the meeting. Smith stated that is a good point and last minute additions will be avoided unless necessary.

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 9:00pm.

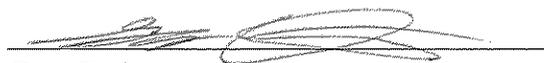


Patricia Smith
Mayor

10-25-2012

Date

ATTEST:



Greg Dirks
City Recorder