

MINUTES OF COUNCIL MEETING
FOR THE CITY OF MAYWOOD PARK
04 March 2019 7:00-8:00 PM

- COUNCIL MEETING -

In Attendance: Mayor Matthew Castor, Council President Art Winslow, Councilor Jim Akers, Councilor Michelle Montross, Councilor Chris Williams.

Absent: None

Staff Present: City Recorder – Bonnie Davey; City Treasurer – Wendy Irwin; Transcriptionist – Lisa Higgins

Residents present: Jessie and Carrie Culver, Thomas Barrath, Nathan Montross, Ben Harrison

The City Council Meeting was called to order at approximately 7:00 pm.

Approval of the February 18, 2019 City Council minutes. Approved as presented.

OLD BUSINESS

Castor: Resolution 265, Internal Controls Policy. Any comments on that?

Irwin: The internal Controls Policy just documents, per our Auditor's request, what's required as minimum standards to safeguard assets and segregation of duties within our office.

Castor: And that's all per the Auditor's request.

Irwin: Yes. I drafted the definition and the actual controls that are in place. Most of them we are currently doing, this is more of a formalized documentation. Any questions based on the submitted documents?

Williams: Two questions. There were some questions about cash or accrual accounting. Did we decide which way to go there?

Irwin: Best practices is accrual accounting. For now we will keep with cash but I'm looking to transition to accrual at the start of the next fiscal year.

Castor: Can you remind me what the challenges were?

Irwin: It's in information. Cash basis is really easy, you get the bill, you record it, you pay it. It's holding open that period, sometimes we get our revenue and it closes for the quarter, but we may not get the check until a month after that, or franchise fees, or for revenues. So, it's holding those open so we can record those in the proper period. It just takes a little more work.

Castor: So, is that something we need to address as we go into the next budgeting period?

Irwin: If we had a lot of bills or revenue that we aren't recording, yeah. We could. It's not going to make that big of a difference I don't think.

Williams: One more question, this is kind of a technical thing, more of a clarification; there is something in there about change of passwords and there is something about these documents are kept in a file cabinet, are the actual passwords written down?

Irwin: No. That particular step was recommended by our Auditors. In fact, part of the recommendation is coming up with an IT policy, which will include passwords and backups and securing our financial data. No, they aren't written down. They do need to be documented and changed.

Castor: Is that something that Chris can help with? Or can you tie that into our email policy and backup?

Williams: It could be a device or password policy that we put in place for cloud-based accounts. It would be different from the social media policy.

Irwin: That's something we can discuss. Again, it wasn't a significant deficiency, just a suggestion.

Williams: So, you said they are not written down.

Irwin: No. This is the only financial computer, and I don't even know, Bonnie, do you know the password in case something were to happen to me?

Davey: I do, if it's the one on the sticky note.

Williams: The idea is to never write down passwords, even if they are old ones. Just from a very water tight policy on password management. We can figure out a system so that others have access to them in case of a situation.

Irwin: My goal is to switch to QuickBooks online in the new fiscal year, so we can set up other users and each user can have their own password.

Williams: Before you do that, can we synch up on that?

Irwin: Yes.

Castor: Can I get a motion for Resolution 265?

Resolution 265, Internal Controls Policy was approved unanimously as presented.

Castor: Resolution 266, approval of the Inter-Governmental Agreement (IGA) with PBOT for the work on 102nd. Chris and I have been working with Clay Vika and her crew for a few months to work with them on the design for the project. We drafted an IGA with her team to allow the project to move forward. We tried to take into account increasing public safety, traffic issues, and to make sure there were safeguards in place in case we saw increases in traffic and cut throughs that PBOT was committed to help resolve and mitigate those issues. The main things we made sure were in the IGA were benchmark measuring devices, measuring traffic counts and speeds, and a timeline for once the pilot moves forward for gathering more data. And benchmarks set for the need to gather data or not, in case we see speed increase a certain amount, or cut throughs increasing a certain amount. If that was triggered, PBOT has a 20% contingency in place in overall for resolving issues, and we have agreed to 5% of that is specifically earmarked only for use in Maywood Park, and if we needed additional speed bumps or signage, if it went beyond that 5%, we'd have access to the remaining of 15%. So, if our problems get slightly worse, we are partners with them and they are committed to helping fix whatever it may cause. It solves a lot more problems than it causes. People speed down 102nd and it's unsafe for folks, so we're trying to make sure we're covered, as a municipality. Any questions or concerns?

Nathan Montross: I haven't seen anything from the city yet, any definite plans, so I'm curious what they plan on doing with Fremont and Maywood Place and that intersection.

Castor: I think most of the plans were consistent with what they last presented to the public, but essentially on the eastern side of 102nd, over the bridge, there will be a 2-way bike lane, and they are expanding the bus platform in front of your house.

N. Montross: Are they going to tear down our fence and arbor vitae like they did on so many houses along 102nd?

Castor: I don't have any details on that, but I can check on it.

N. Montross: I just want an organization to tell me what they are going to do to my yard and have an agreement in place to fix them, because what they did along 102nd is ugly and a lot of those plants are not going to come back.

Castor: We can follow up with Clay and team and see. What we have been shown was an extension of the bus platform and some curbing outward. An example is at the end of Skidmore where they put in the pedestrian crossing, like a bump-out.

N. Montross: I know we aren't going to be able to stop them, I just want them to at least respect our properties.

Castor: That has been a big message from us to them as well. We want to be good partner and we want them to be as well.

Williams: I'll reach out and ask specifically about plants. I think the plan is not to move out into the street. Once it gets to the southern end of 102nd it will go back to 2 lanes going north.

N. Montross: So, there will be parking and a bike lane?

Castor: They had eliminated all of the street parking up to Beech at one point in the plan, and that is what we had worked with them on, we said no, that's not going to work. So, they reconfigured the bike lanes. There will be parking but it won't go all the way up to the bus platform.

N. Montross: If you look at the signs it goes up to like two houses from the bus stop.

Castor: Yeah, so basically in that part there won't be parking. They were actually fairly accommodating in making those changes.

N. Montross: Thank you.

Jesse Culver: I have a few questions. During the pilot, do you know if that's this going to occur during the school year? What months will that be? It seems like they should do it during the school year, and the summer, to try it in both.

Castor: Chris, do you know when that's going to be?

Williams: The pilot is going to be all the way from Sandy to Mall 205 area. I think pilot for them doesn't mean, let's test this out and then get rid of it.

Castor: It's a little misleading.

Williams: The best way to phrase it may be that it's a highly studied period after they implement it. I think for our area it will be the beginning of summer.

Castor: We were going to vote on the IGA, they are then taking it to the Portland City Council to approve it on their side and then concurrently they are working on engineering. So, my understanding was late spring or early summer to put down new striping.

Culver: Right, I understand the pilot would be the striping, but what about the hard stuff like landscaping or the bump out?

Castor: Striping is going to be the thing that will be more open for them to change. We haven't gotten a time estimate from them on when the hard elements will be implemented.

Williams: In terms of exactly what it's going to look like, or in terms of lanes going from one to two or parking, they haven't been solidified. We aren't exactly sure when they will start those things. PBOT has committed to come back with a final plan and talk to us about the plan, like an open house, and hopefully we can mostly agree on that.

Culver: Hopefully, if there is a test period, that it doesn't take place just during summer.

Castor: I agree.

Culver: Also, you mentioned the contingency they have, what is the amount it comes out to? What is the 5%?

Castor: It's hard to say because their budget has been changing. Originally, they had said \$30-40 thousand dollars and that won't cover a lot. That's why we went back to them and asked for a further amount, and to make sure that we had access to the other 15%. Hopefully we don't have any problems, but if we need speed bumps or something, they cost a few thousand dollars each.

Culver: I thought we were supposed to get speed bumps on Failing, is that happening?

Castor: Yes, we do have money budgeted for that.

Culver: Last thing, I really hope that this goes through and there is a bike lane on 102nd. The 205 bike path is so scary in some places and I won't let my wife or my daughter ride south past the Gateway Transit Center, you literally have to get off your bike and walk through camps that are on the path and they just don't do anything about it. It would be nice to have a bike lane on 102nd so we would be able to ride our bikes again.

Castor: It will be an additional option, but I'm curious to see in practice how the bike lane on 102nd ends up functioning, down towards Gateway. With the ramp onto 84, they made some un-ideal choices with the bike lane, switching it over to the other side, but at least it will be an option.

Culver: They did something similar with the bike lane on the Hawthorne bridge to get onto MLK, it's a ramp like that and they have a staggered green crosswalk so cars know bikes have the right of way.

N. Montross: Could you ask them to take a 3-day weekend during the garage sale period? It's the 3rd weekend in July.

Castor: We'll invite them back once the engineering phase is complete so we can get a final picture of what the design looks like. Then we can talk to them about all of that. After they do the work there will be a time period for doing traffic counts again, I think 6 months, which should carry over into the school year, so we'll get counts during that time period as well.

Akers: I've looked over the IGA a couple of times and it looks like they are going to install a crosswalk between Shaver and Beech, but not put any flashing beacons like at Skidmore. Why not?

Castor: The reason is, because you need a flashing light when you are crossing two lanes, but as they are re-stripping it will be down to one lane each side, so pedestrians will only cross one lane not two.

Resident: Portland has a program called Safe Paths to School, and if you went to them and said this should be a beacon crosswalk, which I think it should, it would be safer, people do cross there to get to the middle and high school, my daughter did.

Castor: We did discuss a flashing beacon with them, and I think on the PBOT side, it comes down to cost. IF you look at what they have done with other projects, like Rosa Parks. They have added concrete islands in the middle of the crossing, and narrowed down the lanes so you're crossing one physical lane. In their standards that is fine. But we can ask them again.

Akers: Riyadh was influential in getting the one at Skidmore installed, but I remember that PBOT doesn't like to install them because they keep getting hot and it's expensive.

Castor: One thing we can do is Chris, will you pose the question back to them again and express concern about having beacons versus not, and we can explore with Safe Path I can reach out to Riyadh and see if the County is willing to pressure PBOT a little bit again.

Akers: It does say in the paperwork that if lighting is needed, they will provide if necessary.

Castor: Once engineering is done, we can ask more about that.

Resolution 266: Inter-Governmental Agreement (IGA) between PBOT and City of Maywood Park was passed with Mayor Castor, Councilors Akers, Winslow and Williams in favor and Councilor Montross opposed.

Castor: Moving onto Ordinance 2019-1 The Comcast Franchise Renewal. Does anyone on the Council have questions or concerns?

M. Montross: Is that agreement just for going through the City office? Or throughout the City of Maywood?

Castor: This is our Franchise Agreement with them that allows them to operate and provide service to the residents of Maywood Park.

M. Montross: But this isn't us telling people they can't use another service.

Castor: No. This is just our agreement with Comcast.

M. Montross: I just wanted to clarify.

Castor: There isn't much updated at all from a previous agreement, the old agreement just reached the end of its life cycle, so we ran it past legal and are renewing for another 10-year cycle.

Ordinance 2019-1 Comcast Franchise Agreement was passed unanimously as presented.

WASTEWATER, BIKE PATH SAFETY and ZONING

Castor: Old business. We are still waiting to hear back about the 205 bike path to Parkrose Transit Center, to see if there is something that can be done there. The wastewater facilities plan from PACE has been officially combined with the FCS Group study and the whole document has been submitted to DEQ for review. We'll wait to see if there are changes and then we'll start scheduling public hearings to present all of that to the public. That will be an education piece, and we'll present options and costs and it will be up to the residents to decide how to move forward and try to pass a bond agreement from that. Timeline from DEQ is anywhere from 6-8 week to 6 months to a year. Art, would you like to talk about zoning or info you have on the multi-use path?

Winslow: Nothing new on zoning at this point. The ordinances I have been working on are taking more time and need more detail, we want to make sure what's in them is what is required by statute, so I am in the writing stage. I did try to call Tri-met police, but I don't have the correct numbers anymore, I may try to go down to their offices and talk to them face to face.

CATCH BASINS AND PUBLIC SAFETY

Castor: Councilor Akers, any information on catch basins or streets?

Akers: Maywood Place and Shaver catch basin is ongoing. Under public works I have an active sinkhole at 9608, the big white house on the corner, I'm in process of determining if its gas or water. Public Safety, people keep trying to pry open the container, but the weld we have on there at the lock is holding. I'm going to try to clean up the side of the container and get rid of the debris.

Castor: At the intersection of 96th and Skidmore, there are some tree roots that are raising the asphalt there for some time, I wonder if we can talk to the County and have them do something about that. I'll reach out and see if there are solutions for that we can explore. Councilor Montross?

M. Montross: As far as Park Watch, we are always looking for volunteers, just reach out to the office. We can get you a vest or flashing lights. As for community affairs, Bonnie is looking for volunteers for Easter egg stuffing, and volunteers for the 4th of July. National Night Out is Tuesday August 6th. I have also contacted Antonia Faban at the FBI, and am waiting to hear back from them.

Castor: The last couple of years we have had the street dance, and we have gotten a lot of feedback that people really enjoyed the event and were hoping to do that again. We tied the two events together, can we work it out to do that again?

M. Montross: Well, a lot of the first responders couldn't be there.

Castor: I think there were also issues because of the Gorge fire and some other public safety things, like the riots downtown, so I'd like us to explore doing those events together again this

year if possible. I have gotten a lot of feedback that people really enjoy the street dance and has turned out to be an event with one of our better turnouts, so let's look at the logistics of what that would take. I know you want more volunteers for park watch, so let me know if there are dates in the 2 months coming up where we can schedule a safety summit and I can connect with...

M. Montross: Yeah, I know I'd like to talk with the deputy first because as you well know I've talked to him a number of times now, and I want him to be on board with it and I know he wants to be.

Castor: I need to communicate that back to his boss, so if you can let me know, the second meeting of the month, whichever in the next 2 months sounds good to you and I'll let you and Joe work out the details.

M. Montross: Okay.

TREE LIGHTS, I.T. AND TRAFFIC COUNTS

Castor: Councilor Williams?

Williams: Today I heard back from the tree service and they wanted to come right out but I told them we need to schedule it in advance, so the driver said he would go back and talk to them about scheduling it. I should hear back this week. I'm also confirming the traffic counter placement with PBOT, finalizing where the bands will be placed. I'll be getting back to Clay's team tomorrow about that. No new updates on the website, but I'll be getting to that soon.

Akers: The speed bands haven't come out yet? I saw one on Prescott and I thought maybe they were out.

Castor: No, not the ones in the City specifically.

Williams: If they have one on Prescott, I'm not aware of it.

Akers: It's between 96th and the bridge currently.

M. Montross: Did we ever get a response about the license plate readings for vehicles that were exciting the city when we did the previous traffic count? I was curious.

Castor: I did get some info back, I can forward it to you. I will say, when some of the counts were taken in the past, they weren't on the bad days.

Williams: As far as the timing of the placements, they will be put down on a Tuesday, and be picked up Friday. I asked for them to be left until Saturday morning or Friday afternoon, so we can catch that late Friday traffic, but they said no, they don't really do that. I guess the problem is the way it counts, it averages daily, so if you add weekends it will skew it and the numbers might not be as accurate.

ACCOUNTING

Castor: Bonnie, any updates? (No.) Wendy?

Irwin: Internal Controls for accounting has been passed. The other thing was the presentation of the financial statements carried over from the last meeting. The Auditor gave us three documents that I've passed on to the council. One is the Communication to the Governing Body and that document basically went over the scope of the Audit, the purpose, any issues that came up during the audit and a brief description of the financial statements. The other one was the Management Letter, and it details any significant deficiencies they found during the audit and defines what it is. There was one, and it was lack of an Internal Controls Policy, and that's what we just passed tonight. As part of the state requirements, any significant deficiencies noted during the audit, we have to report back to the State of Oregon. The Secretary of State responding how we are going to take care of that deficiency. I do have a letter to be signed tonight stating we passed the Internal Controls for Accounting. They also have a listing of other matters. Best Practices, some of these I tried adding to our Internal Controls Policy procedures, and the others I'm working on. I'll work with Chris about our IT Policy. The other thing I'm adding to my list is documenting what our capital assets are. Right now, our financial statements describe assets, but I have no idea what those are for, they're probably from years ago. I'll have to do some digging to see if I can find the original list from years ago. Being on a cash basis means we expense our assets, but we do need a list.

Davey: We do have a list that I updated last year for insurance, for the office and the container.

Irwin: So, I need to document those into our financial statements.

Harrison: What about roads? Is that in the scope of what you're trying to capture?

Irwin: I'm not sure. If you look on our audited financial statements in our notes, they have a listing of our assets. We have street improvements of \$314,000, so that would be the infrastructure. I'm not even sure exactly what that number includes and how long ago it was calculated. I know that for the recent speed bumps we did, those were all just expensed, not necessarily included in that. And then we have equipment of \$7121, and that's on page 10. So, Management Letter is what summarizes significant deficiencies, and best practices. The last document was the Financial Report for the fiscal year. Any questions or comments on these documents? (No.)

NEW BUSINESS AND COMMENTS

Castor: Any comments on non-agenda items or new business?

N. Montross: I have two. In the entrance to Maywood Park right off of Prescott, our fence pole has been bent down along the fence, we should have that repaired so people aren't climbing over it. The second thing is that I was watching people go through Maywood Place over the speed bumps. I think the speed bumps have gotten so worn over the years that people can go over them at a pretty fast clip. I thought I'd just let you guys know that.

Castor: It's less about wear and more about design. They are pretty non-aggressive in nature. Compared to the newer ones on Mason, those really slow people down. If you talk to the County

they are both within specs, because of the center-point, and width. I think as we are moving forward with the ones on Failing we might look at pushing more toward that design that's on Mason to make them more effective. People really do launch themselves over the smaller ones.
Jesse Culver: Have you guys ever considered lowering the speed limits on the streets?

Castor: We have to adhere to state law in order to receive certain funding measures, but I think we were getting quotes on changing to 20 mph.

Akers: We were getting quotes but we also need a letter from the County engineer.

Castor: I do think it's a good idea, we'll keep trying to push forward on that. Any other comments?

Meeting was adjourned at 8:05pm.

Respectfully submitted by Lisa Higgins