

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

- COUNCIL MEETING -

In Attendance: Council President Art Winslow, Councilor Michelle Montross, Councilor Chris Williams.

Absent: Mayor Matthew Castor, Councilor Jim Akers

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

Residents present: Jeff and Mary Jo Steffen, Nathan Montross, Kim Hutchison, Rene Sanders

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

APPROVAL OF MINUTES

Council President asked for a motion to approve the April 22, 2019 City Council minutes and April 22, 2019 Work Session minutes. Motion made by Councilor Williams, seconded by Councilor Montross. Minutes approved unanimously.

APRIL TREASURER'S REPORT

Wendy Irwin reviewed the April 2019 Treasurer's Report for the Council. Total cash assets for April 2019 are \$441,413.33, for a decrease of about \$3500 from last month. Pages 2-4 detail the budget versus actual for July-April. There are no significant overages. The last three pages are the ins and outs for each of the funds, showing the change in cash balances for the month.

April 2019 Treasurer's Report with a final cash balance of \$441,413.33 was approved as presented with a motion requested by Council President Winslow. So moved by Councilor Williams, seconded by Councilor Montross.

RESOLUTION 269: MAYWOOD PARK CITY RECORDER JOB DESCRIPTION AMENDING RESOLUTION 267

Bonnie Davey explains Resolution 269, which re-integrates the duties of the transcriptionist with the City Recorder, with the salary ranges being combined. The City Recorder will now also fulfill the job of transcriptionist. **Resolution 269 was approved unanimously as presented with a motion requested by Council President Winslow. So moved by Councilor Williams and seconded by Councilor Montross.**

BIKE PATH SAFETY

In Mayor Castor's absence, Council President Winslow addressed his updates. Mayor Castor continues to communicate with Multnomah County and Tri-Met about coordinating with Maywood Park to help improve security on the bike path now and in the future. He is working on planning a meeting with the organizations.

Two homeless camps were discovered along the bike path and two were dealt with. Police were called, as well as a private organization that deals with the homeless, and by the time they arrived, the first person they were dealing with was gone. The second camp was also met with and given instructions by the police to be gone within 24 hours, and are gone.

Councilor Montross detailed an incident involving a couple loitering on the street and berm to which a deputy responded.

ZONING ORDINANCES AND RECORDS REQUESTS

Council President Winslow stated that zoning ordinances are still in progress.

The council is working on a records request form and discussing how to move forward. He added that the ordinances are required by Oregon Statutes, and the Council wants to make sure the City is covered for records requests.

PUBLIC WORKS AND PUBLIC SAFETY

Bonnie Davey relayed an update on Public Works and Safety from Councilor Akers in his absence. He is working on replacing the rubber speed bumps on 96th Street and on Maywood Place that have become unsecured and are gone. No public safety issues to report.

PUBLIC SAFETY AND EVENTS

Councilor Montross discussed abandoned shopping carts; if you find any that say grocery outlet, contact her or Nathan Montross, Grocery Outlet has lost almost 100 carts in a month and they will come pick them up. In regards to the bunny issue she has called in but hasn't received a response. She attended an alarms meeting and noted that there were 54 alarms registered for Maywood Park. The city of Maywood Park has had 0 responses to false alarms. Councilor Montross also suggested that residents leave outside lights on at night, and lock their cars, as crime worsens with the nicer weather. Councilor Montross attended a reception at the Governor's Mansion last week for all women elected officials, met the Governor and invited her to attend the Maywood 4th of July celebration, which the Governor will consider for next year.

CHRISTMAS LIGHTS, I.T., AND CODIFICATION

Councilor Williams announced that Christmas lights are removed from the tree at the bump out. Some were damaged since they'd been up for so long, most of the lights will not be functional. He suggested we replace them or go the projection route. He is drafting the I.T. policy to make sure policies are in writing and there is a consistent process in place. He assessed the codification proposal and determined it's within budget but will clarify a few items before moving forward. Initial cost is \$6250 to codify resolutions and digitize, and ongoing costs are \$10 a page for future codification and web posting is \$480 a year. The timeline looks like about 3 months to get the project done.

Council President Winslow raised a question about a 60 minutes segment discussing hacking in smaller cities, and Maywood Park's current vulnerability.

Councilor Williams outlined his efforts to increase Maywood's security, using authentication in G-Suite, strong passwords and password managers, and following best practices for social

media. He continues to work on security, and has plans for further security measures involving QuickBooks Online, G-Suite and other web services so staff transition can be managed from a single point.

APRIL RECONCILIATION

Bonnie Davey: The April reconciliation is still in progress.

FINANCIAL AUDIT AND CAPITAL ASSETS

Wendy Irwin continues to work with Councilor Williams on the I.T. Policy, and a capital asset list. Wendy Irwin also contacted the auditing firm and asked them to provide an engagement letter for their fees related to the 2018-2019 audit. The fee is \$9000 for this year's audit. Councilor Williams asked if we are audited every year, Wendy Irwin responded that yes, it's a state statute that we have to be audited every year.

Councilor Williams made a motion to approve \$9000 engagement for the Annual Audit, Councilor Montross seconded. Council President Winslow voted yes. Motion approved unanimously.

NEW BUSINESS

Nathan Montross noted that there is a good-sized group of campers on the Fremont side of 102nd Ave. He also requested approval from the Council to paint the curb yellow along Maywood Place from 102nd down 10 feet to deter vehicles parking there.

N. Montross also asked about adding signs that say no parking from 10pm-9am or similar, noting that some residents don't like signs. Councilor Williams brought up the issue of parking enforcement. Councilor Winslow requested adding a discussion on parking to the next agenda when Mayor Castor is in attendance.

Discussion continued regarding when and where parking on Maywood streets is acceptable, and whether non-residents parking along the bike path on Maywood Place is an issue.

Bonnie Davey noted that Maywood street are public and that cars can park on them whether they belong to a resident or not.

Council President Winslow responded that parking space is limited and the Council and the City residents should continue to discuss the issue and address any problems.

Rene Sanders suggested promoting further awareness of parking hours and parking stickers for Maywood residents through postings on the City website and social media.

N. Montross discussed utilizing Multnomah County for signage and enforcement.

Council President Winslow thanked everyone for their comments and noted that there are a lot of issues to deal with. He stated that it will take some patience and time to make sure the right thing is done for the community.

Meeting was adjourned at 7:47 pm.