

MINUTES OF COUNCIL MEETING  
FOR THE CITY OF MAYWOOD PARK  
03 FEBRUARY 2020 7:00-8:00 PM

**- COUNCIL MEETING -**

In Attendance: Council President Art Winslow, Councilor Jim Akers, Councilor Michelle Montross, Councilor Chris Williams  
Absent: Mayor Matthew Castor  
Staff Present: City Recorder Rene' Sanders, City Treasurer Wendy Irwin  
Residents present: Kim Hutchinson, Nathan Montross, Mike Reynolds, Linda Hardin, Ron Dickson, Robert Burrow

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

**PRESENTATION**

None

**PUBLIC HEARING**

None

**APPROVAL OF MINUTES**

Council President Winslow asked the council to review the minutes from the January 13<sup>th</sup> Council meeting. Council President Winslow then asked the council if they have any questions about the minutes. There were none. Council President Winslow called for a motion to approve the minutes. Councilor Akers made the motion; which was seconded by Councilor Montross. Council President Winslow voted aye, Councilor Akers voted aye, Councilor Montross voted aye, Councilor Williams voted aye.

**TREASURER REPORT**

None

**RESOLUTIONS**

Resolution #280 Internal Control Policies & Procedures Updated. Treasurer Irwin presented the Resolution to the Council. Councilor Williams pointed out that on page one of the Internal Control Policies & Procedures document, the resolution number and date were missing. Treasurer Irwin said she would make corrections and present the corrected document at the next council meeting. The resolution was tabled until next meeting.

**ORDINANCES**

None

**STREET SWEEPING**

Council President Winslow asked about status of street sweeping status. Councilor Montross reported that Valley View is waiting for 2 dry days to do the sweeping.

**SPEED LIMIT CHANGES ON NE PRESCOTT ST AND NE 102<sup>ND</sup> AVE**

Council president Winslow asked the Council to provide input on speed limit changes on Prescott St and 102<sup>nd</sup> Ave from 30 mph to 25 mph. Councilor Montross wondered if they were going to enforce the new speed limits since the change on 102<sup>nd</sup> hasn't been enforced. She said that she has too many questions before going along with

it. Councilor Montross also wondered who will pay for the signage. Resident Burrow asked if we have jurisdiction. Councilor Akers replied that we do, up to the center of the street.

Resident Dickson asked about cars blocking the intersections during heavy traffic times. When cars back up, you can't turn into Maywood Park. Councilor Winslow suggested that we should get a promise for enforcement of the speed change. Councilor Akers is concerned that they didn't enforce changes already made on 102nd. It feels like we're giving the street away to them. Councilor Akers mentioned lowering the speed limit in Maywood Park. If they're going to lower the speed limit, there's only one speed sign, west of 102nd. We need an understanding that we're not giving up our street. Resident Nathan Montross noted that since the last meeting with PBOT, he has not seen anything they have done to correct the safety issues that have been brought to their attention.

Councilor Williams wanted to know who would pay for the new signage. He reported that he doesn't think that we'll be giving up the sovereignty of our street. He is not opposed, but would like more detail from Portland, and would like to see their plans. Council President Winslow reported that he is not against the drop in speed limit, however, as people have noted, they have not abided by our previous agreements. We have a little leverage with that. Council President Winslow will take these considerations back to the mayor, along with his views, and proposed to talk further about it.

Resident Burrow believes it will generate a mix of reactions from the public. He mentioned that there are commercial intersections and two school zones along Prescott. He has been passed on the street by cars going about 50 mph. There are also a lot homeless crossing the street in black suits at night. Portland should have more than just the speed limit. Resident Burrow believes it [the speed limit] should be left at 30 mph. Council President Winslow reported that he drives that portion several times a week and sees the same issues. Reducing the speed limit won't mean anything unless it is enforced. Councilor Montross asked if they are planning on doing anything else or just changing the speed limits. Councilor Williams mentioned that when they approached us about Prescott previously, they were talking about crosswalks and other improvements. They said that putting in sidewalks on the Maywood Park side of Prescott would be too expensive, so they didn't do it.

### **ODOT TAKING OVER MAINTENANCE OF THE BERM SPRINKLER SYSTEM**

Council President Winslow reported that Mayor Castor wanted the council to discuss the possibility of ODOT taking over maintenance of the berm sprinkler system. Councilor Akers reported that in the past, ODOT has always come back to Maywood Park that they don't have the money, manpower, or resources to do it. We've put a lot into that berm. Resident Montross asked how this came about and if they were willing to do it for free. Resident Reynolds said that there's no IGA with ODOT to say who will take care of it. Seems that they would have to take care of it or roll it over to us to take care of it. Council President Winslow reported that he thought that's been the case from the get-go. Mayor Castor has talked to some people about it. That has always been ODOT property. They gave it to us to take care of it at our cost. They don't want to maintain it. Resident Burrow said that, being the devil's advocate, the berm is here because of Maywood Park. It has always been his understanding that the creation of the berm and multi-use path was funded through bicycle and pedestrian funds associated with I-205. The idea that they would have the funding to do that [maintain the berm] is preposterous. The Maywood Park berm would have a low priority. We could make some noise, but he doubts that there would be any favorable outcome. Resident Burrows wondered how much effort do you want to put in. Council President Winslow asked Resident Burrows if there had been an IGA. Resident Burrows replied no, it would go back to 1967, when Maywood Park was founded, that created the modifications to I-205. Councilor Akers suggested that we might research with Multnomah County and specifically Chet Hagen, since he's had some historical information previously. Resident Burrows suggested talking to Jeff Steffen, too. Resident Burrows thought that there might be a court order rather than an IGA. Resident Montross was concerned that they won't give it the consideration that we as a city would like. Councilor Akers reported that the state does come and fix our sprinkler heads. Resident Reynolds reported that they winterize the system. We need to identify our goal, find out if there

is an agreement, how it's to be managed, and if we want to take the cost on. Council President Winslow reported that he will discuss it with Mayor Castor. It will probably come up again. Councilor Montross concluded that we need to go back and see if there's a court order or IGA, and go forward from there.

Resident Dickson mentioned that PBOT plans to begin doing construction on NE 102<sup>nd</sup> Avenue from Sandy to Fremont in June. He also mentioned that he has a friend that works for 7 Dees who came out and looked at our sprinkler system. Resident Dickson again mentioned lottery grants for work on the berm and sprinklers. Councilor Montross explained how the lottery collects money and gives it out to various agencies who then offer grants. She is working on it. Resident Dickson said that grant requests can't be a lump sum, they have to be for individual projects. His friend said it would cost \$300,000 for the sprinkler system. Resident Reynolds said that before we apply for grants, we have to have some kind of ownership of the property. Resident Dickson said that we should just get permission in writing to do the work. Councilor President Winslow said that he gets the point. We need to find the right people, make sure we're on task, and select our targets, with research.

### **MASON STREET SPEED BUMPS**

Council President Winslow reported that a construction crew inspected the speed bumps on Mason Street. Their suggestion was to grind them down, then repave the tops. Resident Reynolds asked if they meet the design standard. Council President Winslow reported that he didn't know. Resident Hardin asked if someone has complained. Council President Winslow reported yes, there had been complaints. Cars are bottoming out when they go over them.

### **FRANCHISES**

Nothing new.

### **RESIDENT SURVEYS and CURBSIDE COMPOSTING**

Council President Winslow reported that Mayor Castor is still working on getting pricing from Heiberg Garbage & Recycling for curbside composting. Drafts for the surveys are still in the works.

### **ORDINANCES, ZONING, AND PLANNING**

Council President Winslow reported nothing new on ordinances. He and Ben Harrison will be joining Oregon City Planning Directors Association. It encompasses information and collaboration of planning and zoning personnel in smaller cities. The main point is to gain more information on planning and zoning. Cost is \$50 per person per year.

### **SPEED SIGNS AND BUMPS**

Councilor Akers reported on the cost of replacing speed bumps and signage. We are still waiting to hear back from Multnomah County on their cost estimate. We have received a couple of bids for speed bumps on Failing, and we have a preexisting rollover bid from the County. Hoss Paving Inc and S-2 are the two companies that submitted bids. S-2 did speed bumps in Parkrose. They have provided a more detailed bid, including signage, etc. Council President Winslow asked how many bids we have. Councilor Akers said that we have two, Hoss and S-2. Multnomah County is getting out of doing speed bumps. They threw out a lump cost, but they would subcontract the work. Council President Winslow asked if they offered a price. Councilor Montross reported that it would cost \$5,000 per bump. Resident Reynolds asked if the County did the Mason St. speed bumps, and why would we have them do more when they need to be corrected. Councilor Montross reported that she believed S-2 is the way to go. Councilor Akers will reach out to James Turner for a formal third bid from the County. Councilor Akers reported that Rose Paving and Portland Paving never returned his phone calls. Councilor Montross said they didn't return her calls either. Resident Dickson said that we have two minority contractors in town. He wondered if we had checked with them. Councilor Akers reported that he had reached out to Webb, but he hasn't returned calls. He reported that they are swamped with the City of Portland work doing ADA curb cuts.

Resident Dickson asked if Councilor Akers had knocked on the door to ask him personally. Resident Reynolds said that they deal primarily with concrete.

Councilor Akers reported that he had reached out to the Multnomah County sign crew regarding the stop signs at 99<sup>th</sup> and Failing. They have some issues. One reason the rubber stop sign is there is because there is no corner. Part of the corner is the resident's yard. The other is across the street on the next corner. There is no curb, but the County said that they would bid the project. They haven't gotten back to him yet.

### **CONVERTING BERM LIGHTS TO LED**

Councilor Akers contacted Chuck Hagen, who is going to help as much as he can with getting ideas for us and a cost to convert the berm lights to LEDs. He knows that we have 15 of them. The county maintains the street lights, but not the berm lights.

### **PUBLIC WORKS**

Councilor Montross reported that Christenson Electric will be out replacing all of the heads of the streetlights in the next weeks. The County converted them from vapor to LED, but there was something wrong with the LED heads. Resident Dickson asked if we can get them to turn up the light at the Commons. Councilor Akers reported that there are four settings, and we have it on the second or third one. It's at 40-watt light. The neighbor was complaining about the light. Resident Dickson reported that there is a problem with people parking there. Also, people who cross at 99<sup>th</sup> on Failing hardly ever stop there. Councilor Akers proposed letting the county have a chance to change the light, and then we'll come back and look at it again. Councilor Montross said that were she a criminal, she would hit Maywood Park. The lighting in town is not good. She hopes that changing the heads will help. Councilor Montross also reported that the light at the Commons appears to be turned. She will follow up on it.

### **VALLEY VIEW LANDWORKS**

Councilor Montross reported on Valley View Landworks for landscaping. They are doing what they can now that it's the rainy season. They're waiting on two dry days for street sweeping.

### **PARK WATCH**

Councilor Montross reported on Park Watch. Spring is coming, and we can always use volunteers. The 4<sup>th</sup> of July celebration will also need volunteers. Councilor Montross asked the Council to consider if we are interested in having the meat catered again for 4<sup>th</sup> of July. If so, we need to get it going before everyone is booked up.

Councilor Montross also reported on the plan to host the League of Oregon Cities meeting on March 19<sup>th</sup>. City Recorder Sanders reported that the room is already reserved at MHCC for the meeting.

### **LOTTERY GRANTS**

Councilor Montross addressed Resident Dickson to let him know that she is working on the grants. She also mentioned that we don't have a Parks and Rec Department. She was concerned that if we want to get grants under Parks and Rec, we may end up on a list of parks in Oregon requiring us to open up the Commons to the public.

### **CODIFICATION**

Councilor Williams reported that he will be working with Council President Winslow on finalizing some of the City Code to finish up the codification project.

### **2020/2021 BUDGET**

Treasurer Irwin reported that she has started the budget process for the 2020/2021 budget. There are two formal actions that are needed: one is to appoint Ms. Irwin as the 20/21 Budget Officer and the second is to adopt the

20/21 Budget Calendar as submitted in the agenda packet. Ms. Irwin pointed out the calendar in the agenda packet outlines the action items and due dates for the budget process, she then asked the council to review it and ask any questions. She mentioned that the Budget Committee and Budget Hearing meetings are on the same nights as our council meetings, and budget meetings will occur prior to the council meeting. Ms. Irwin asked if there were any questions. There were none. Councilor Akers moved, and Councilor Montross seconded a motion to approve the Budget Calendar as submitted. Council President Winslow voted aye, Councilor Akers voted aye, Councilor Montross voted aye, Councilor Williams voted aye.

Councilor Akers moved, and Councilor Montross seconded a motion to appoint Wendy Irwin to be the 2020/2021 Budget Officer. Council President Winslow voted aye, Councilor Akers voted aye, Councilor Montross voted aye, Councilor Williams voted aye.

Ms. Irwin reported that the next step is collecting names for recommendation of budget committee members to be presented for approval to the council. The Budget Committee Meeting will take place on April 20<sup>th</sup>. The Budget Committee is comprised of the five council members and five residents. Ms. Irwin would like to do a little bit of training and overview for the Budget Committee. She is also starting to gather numbers for the budget and suggested that we may want to budget for a grant writer. If anyone has budget items to consider, they should submit them to her as soon as possible. Resident Burrows requested distribution of the proposed budget ahead of the Budget Committee meeting. Ms. Irwin said that there were time frames set by law as to how early it can be distributed. She also pointed out that deliberation on the budget has to be a public process. The proposed budget will be distributed to the committee in advance, the Friday before the Monday meeting. Ms. Irwin asked if there were any other comments or questions. There were none.

#### **ANNUAL AUDIT for 2018/2019**

Treasurer Irwin reported that Pauly Rogers and Co. completed our audit a few weeks ago. The audit report was distributed to the Council and Ms. Irwin pointed out extra copies that were available for any persons in attendance who wanted to view it. We got a clean opinion. She also referred to the letter, Communications to Governing Board, by Pauly Rogers and that was distributed in the agenda packet to the council. This letter describes their scope of work during the audit and lists their procedures performed during the audit, what the purpose of the audit is, and describes any matters that need to be brought to the Council's attention. There are some changes noted in the letter, included as "best practices", but we didn't have any significant findings this year in our internal control policies and procedures.

These "best practices" are suggestions and do not need an official response to be submitted to the State of Oregon. Most of the suggestions are a repeat of what has been noted in prior years. Because we are small and have just two staff, one of the weaknesses is lack of segregation of duties. Also, bigger cities report on an accrual basis, but we report on a cash basis. The auditors are also not real happy with QuickBooks accounting software because changes can be made to manipulate the data. We have instituted some controls in our policies and procedures document such as a review of the audit trail to help mitigate this risk. Another noted area is that we don't have an intellectual property policy. That's something that we should probably write up and implement this year. They'd also like for us to have an increased insurance for our surety bond, enough to cover our total cash balance. I think we only have minimal coverage. There are lots of hoops to jump through to increase the bond, and we decided it's not worth it. The last item they noted was in regard to our capital assets. The balance for street improvements has probably been there for over 20 years, and we couldn't find any detail of what the total included.

Councilor Montross asked about the fact that they didn't like that our financial records are kept on QuickBooks and wondered if there was something else that they would recommend. Ms. Irwin replied that yes, there is software out there that you can't make changes in, but it's very expensive and the cost/benefit isn't worth it. Resident Montross asked if other cities use QuickBooks. Ms. Irwin replied that there may be some smaller districts

in Multnomah County that use it. The solution for [oversight] is that all Council members should have viewer access to QuickBooks. Councilor Williams asked if it costs more. Ms. Irwin reported that we can have up to three full users as well as unlimited additional “view only” users with no additional cost. Ms. Irwin offered to provide to the council a bit of training on QuickBooks to help them. Currently, the check signers on all bank accounts are the Treasurer, the Mayor, and one other Council member, which is currently Councilor Montross. Each check requires two signers. Each signer has full access to the accounting software as well as the City Recorder.

Resident Barrow asked how much the auditor’s bill was. Ms. Irwin replied that the audit bill was \$9,000. Resident Burrow asked if we have solicited bids on audit providers. Ms. Irwin reported that we have not formally solicited bids. In 2017, Recorder Davey asked around as to what other cities were paying for audit services and our auditor’s fee was in the range of what others were paying. Ms. Irwin reported that her frustration is not with the audit fee, but with the level of service provided by Pauly Rogers & Co. We got ignored this year until the due date had passed. She made an effort to provide the audit materials early this year; and they still put us off for two months until starting our audit. The statutory due date is December 31<sup>st</sup> for audit completion. However, Ms. Irwin noted that Pauly Rogers is a highly respected CPA firm for non-profit and governmental work. Their clients include many of the districts in Multnomah County. Council President Winslow asked Treasurer Irwin to report the suggestion of council’s view only of QuickBooks to Mayor Castor. Ms. Irwin replied that she will do that.

### **PUBLIC COMMENT**

Resident Dickson asked about an update on the city’s permitting process. Council President Winslow reported that it is still being addressed. Mayor Castor has been looking at it. Resident Montross thought we had time. From when we received the notice, we have 180 days which puts us in to early July. Resident Hutchinson asked if there were private companies that also provide permitting and inspection services. Council President Winslow replied yes. Resident Hutchinson mentioned about getting a bid for services. Resident Dickson said that there is not one company that does all types of permits, there’s electrical, plumbing, mechanical, structural.

Resident Reynolds asked if Maywood Park owns the lights on the bike path and if we can we go out for bid from another provider. Councilor Akers reported that yes, we own the lights, but the County has an IGA with Christenson Electric.

Resident Hutchinson asked if there was anything on the wastewater situation. Council President Winslow said no.

### **NEW BUSINESS**

None

**Council president Winslow requested a motion to adjourn. The motion was made by Councilor Akers, and seconded by Councilor Montross. Council President Winslow voted aye, Councilor Akers voted aye, Councilor Montross voted aye, Councilor Williams voted aye.**

**Meeting was adjourned at 8:29 pm.**