

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

- COUNCIL MEETING -

In Attendance: Mayor Matthew Castor, Council President Art Winslow, Councilor Jim Akers, Councilor Michelle Montross, Councilor Mike Reynolds

Absent:

Staff Present: City Recorder Rene' Sanders, Treasurer Wendy Irwin

Residents present: Lt. Matt Jordan, Kim Hutchinson, George D, nimsk, Miriam Berman, Robert Burrow, Galaxy Note 9, Linda Hardin, Jason

The City Council Meeting was called to order at 7:07 pm.

PRESENTATION

Mayor Castor introduced Lt. Jordan of the Multnomah County Sheriff's Department. After thanking Mayor Castor for having him to the meeting, Lt. Jordan gave a summary of Sheriff's Department action in Maywood Park. In the month of August, they had 24 dispatch calls, and 26 self-initiated calls. The numbers were slightly higher on the first, and slightly lower on the second category compared to the month of July. Compared to last year, the numbers were a little higher on both types of calls. Lt. Jordan explained the categorization of the calls the Department receives. Priority 1 and 2 are person crimes or emergencies. Priorities 2 through 18 are non-emergency calls. Priority 4 are administrative calls, such as community policing or self-initiated. The average response time for emergency calls this month was 3 minutes and 54 seconds, which is down from last month. The emergency calls included 1 weapon and 2 injuries. The non-emergency response time was 17 minutes, which was up from last month and also from last year. The total time the Sheriffs spent in Maywood Park was 17 hours and 11 minutes. The average amount of time per call was 29 minutes and 20 seconds. August calls included one traffic crash at NE 102nd Avenue and Maywood Place. Lt. Jordan asked if there were any questions. He also explained how the average response time can be skewed due to a deputy not calling in that they have arrived at the scene. This can happen during emergency and high-stress situations.

Mayor Castor mentioned that response time for the crash was very quick and expressed his thanks.

Lt. Jordan recommended that residents take advantage of vacation home checks. He reported that they used to get a lot of requests for this service but noticed that they are trickling off recently. It's a good tool to have the Sheriff's department check on property.

Council President Winslow asked Lt. Jordan about staffing and the number of officers out on the streets. Lt. Jordan replied that staffing is an issue. They are about 10 deputies short. A few are on military leave that have been gone for a year. Some are off for maternity leave and some are retiring. There could be a total of 17-20 deputies short and are about 25% down, so they are short-handed. It is challenging for new hires. There is a trend that the new candidates are very young and don't have a lot of life or job experience. It's harder and takes longer to train them. They are trying to talk the sheriff into dropping the degree requirement for applicants which would allow more to apply.

Mayor Castor asked about training for the Council. Lt. Jordan estimated that it may be November before they have a presentation ready. Lt. Jordan asked Mayor Castor if we are planning on in-person Council meetings any

time soon. Mayor Castor replied that we haven't discussed it at length. We may start to move that direction toward the new year. The Zoom meetings have allowed a few residents who couldn't come in person to attend meetings.

Mayor Castor asked Lt. Jordan if he would be interested in attending a public safety or Parkwatch meeting, and if he'd like to connect with Councilor Montross to discuss training for the volunteers. Lt. Jordan replied that he would love to do that. Mayor Castor thanked him.

APPROVAL OF MINUTES

Mayor Castor asked the Council to review the minutes from the August 17, 2020 City Council meeting. Mayor Castor then asked if they had any changes to the minutes of the Council Meeting. There were none. Mayor Castor called for a motion to approve the August 17, 2020, City Council meeting minutes. Council Akers made the motion, which was seconded by Councilor Montross. Mayor Castor voted aye, Council President Winslow voted aye, Councilor Akers voted aye, Councilor Montross voted aye, Councilor Reynolds voted aye.

TREASURER'S REPORT

City Treasurer Irwin presented the August 2020 Treasurer's Report for the month of August. On the statement of assets, liabilities, & fund balance, pages 3-4 of the report, the total of cash assets is \$428,841.53. On pages 5-7 of the report the fiscal year to date Budget vs. Actual amounts are shown. Actual is what was spent in July and August, while Budget shows the full fiscal year from July through June. There were no unusual items that stood out. The last 3 pages of the report list the checks and deposits for the month of August. She asked if there were any questions.

Mayor Castor asked Councilor Montross if she was still pursuing reimbursement from the County for the speed bump corrections on Mason. Councilor Montross said yes. Councilor Montross reported that she has a meeting scheduled with them on Oct 1st. Treasurer Irwin sent her the numbers of how much and when we paid them, which shows that they did do the work. One of the issues that we had was that they didn't want to admit that they installed the speed bumps.

Mayor Castor asked if the \$852 expense was for the generator for CERT. Treasurer Irwin replied yes. She explained that she posted it under the line item for City Events/PR because we had more funds in that line item and we would also be using the generator for a few City events. Mayor Castor also noted that we need to connect with City of Portland on some of the CARES funding.

Ms. Irwin asked if there were any more questions. There were none. She then called for motion to approve the August 2020 Treasurer's Report with total cash balance of \$428,841.53. Councilor Akers made the motion, which was seconded by Councilor Montross. Mayor Castor voted aye, Council President Winslow voted aye, Councilor Akers voted aye, Councilor Montross voted aye, Councilor Reynolds voted aye.

Ms. Irwin then presented the new rates for our CDs that are coming due in October. She contacted Umpqua for current rates. Ms. Irwin reported that the rate we currently had for the 12-month term was 2.15%. The new rates are pretty low at 0.15% to 0.20%, so she's recommending a 6-month term for the renewal of the CDs for now. In addition, our storm drain money market needs to be increased by \$5,000, which will be transferred from the CD storm drain to the money market at maturity. Mayor Castor agreed with the 6-month term and asked for Council opinion. Winslow agreed. Irwin called for a motion to renew the CDs for a 6-month term at the current interest rate. Councilor Akers made the motion, which was seconded by Councilor Montross. Mayor Castor voted aye, Council President Winslow voted aye, Councilor Akers voted aye, Councilor Montross voted aye, Councilor Reynolds voted aye.

Treasurer Irwin reported that she had submitted our information to the auditors last week for the fiscal year ended June 30, 2020. They said they'd be done with the audit for the fiscal year by November.

Councilor Montross asked if this is the one that we have to stay on top of because they delayed getting it done. Ms. Irwin answered that it is. She has been more proactive this year and has been in closer contact with the manager on our account rather than staff to ensure that our audit is completed on time.

RESOLUTIONS

Mayor Castor recognized City Recorder Sanders to present the Resolutions. Ms. Sanders presented Resolution 280B, Workers Comp, and explained the changes. We're updating the date to July 1, 2020, which is the beginning of the fiscal year and adding Christmas Tree Lighting to the events at which volunteers need to be covered.

Councilor Montross asked if CERT should be covered under "Search and Rescue" in our workers comp policy. Mayor Castor asked Treasurer Irwin if she knew. Ms. Irwin will follow up with CIS to see what we need to do.

Resolution 280B was tabled until the October 5th meeting.

Mayor Castor then asked Ms. Sanders to present Resolution 285. Ms. Sanders reported that Resolution 285 was to Accept the ORMS contract and convert to electronic records management.

Councilor Montross asked about the static IP address required for connection to ORMS. She expressed concerns about the security and confidentiality. She felt that the static IP address should only be in the City office and not at City staff's home office. City Recorder Sanders reported that the security is required by ORMS because a number of their clients access CJIS information that is saved on ORMS servers. Due to CJIS certification requirements, every ORMS client must have a static IP address. Maywood Park records are mostly public records, which do not have any level of security on them. The only confidential information that we have in our files are our social security numbers and dates of birth. It's not our need to keep data confidential, it's ORMS' requirement. Councilor Montross felt that any work relating to ORMS should be done at the City office. Ms. Sanders explained that the need to work at home had to do with the College being closed due to COVID, so the office has no access to toilets or running water. We also have a lot of initial work in the front end of the project in the form of uploading forms. Mayor Castor agreed that in the short term, a static IP address at home would be fine. He noted that the Sheriff's Office has the same issue with the lack of toilet facilities and therefore hasn't utilized our City office for breaks.

Mayor Castor asked Treasurer Irwin if she needed a static IP address at home. She didn't think so. Ms. Irwin asked Ms. Sanders if she could view documents on ORMS without a static IP address from home. Ms. Sanders replied that she didn't think so. All access has to be through a static IP address. Ms. Irwin asked what the cost of a static IP address was. Ms. Sanders reported that she had seen \$7.00 to \$10.00 per month.

Councilor Montross asked if the read only access also had to be done at the office. Ms. Sanders answered yes. Councilor Montross emphasized again that she felt that if it's so confidential, the work needs to be done at the City office. Mayor Castor answered that what he understood Ms. Sanders to say is that the at-home work would be temporary while the college is closed due to COVID. Ms. Sanders confirmed.

Ms. Sanders asked if there were any other questions regarding the ORMS contract or the IGA. There were none. Ms. Sanders called for a motion to adopt Resolution 285 and the IGA. Mayor Castor clarified the motions required. Mayor Castor asked for a motion to approve the IGA. Council Akers made the motion, which was seconded by Councilor Montross. Mayor Castor voted aye, Council President Winslow voted aye, Councilor Akers voted aye, Councilor Montross voted aye, Councilor Reynolds voted aye. He then called for a motion to

approve Resolution 285. Council Akers made the motion, which was seconded by Councilor Montross. Mayor Castor voted aye, Council President Winslow voted aye, Councilor Akers voted aye, Councilor Montross voted aye, Councilor Reynolds voted aye.

ORDINANCE

Mayor Castor asked the Council to review the draft Ordinance 2020-1, establishing a 20-mph speed limit, and bring their questions to the next meeting. He said that we will table the Ordinance for a month and revisit it in the second meeting in October. Mayor Castor then read the Ordinance and left it open to public comment. He instructed residents to submit any comments to office@cityofmaywoodpark.com over the next month. Council will discuss the Ordinance at the second meeting of October.

Mayor Castor asked about the next agenda item, “Right of Way Paving.” Councilor Montross reported that she was going to discuss that with them in her task list section.

CODE OF ETHICS

Mayor Castor asked Recorder Sanders if she had anything else. Ms. Sanders mentioned the Code of Ethics and asked if he wanted to cover it now. Mayor Castor said yes. Ms. Sanders explained that the current Code of Ethics was quite old, so she had gone to the website of the organization and found a new Code that had been updated in June 2020.

Mayor Castor asked Ms. Sanders to customize it for the City of Maywood Park, and include signatures. Ms. Sanders asked if the Council should vote to accept the new Code of Ethics. Mayor Castor answered that we should draft it as an Ordinance with a signing page to accept it as an official City document, then at the next work session, they can discuss it as a group and get everyone to sign it for our records.

WASTEWATER

Mayor Castor reported that the Bond Counsel agreement was received. Mayor Castor asked the Council to review the agreement. This is the next step for us in putting together the information for the public discussion.

BUILDING INSPECTIONS

Mayor Castor reported that we have received a draft IGA from the City of Portland to become our building inspection provider. They gave us their most current draft. He will have a meeting with Andrew from BDS to discuss it toward the end of this week or beginning of next to bring our feedback.

CURBSIDE COMPOSTING

Mayor Castor reported that he had been in touch with Brian at Heiburg regarding rates. Their rates increased as of July. Brian is putting together numbers for us and will include cost of curbside composting. We should have the numbers soon.

WATER LINES

Mayor Castor reported that Steve Young with the Portland Water Bureau informed him of pipe breaks in the water supply line. They identified issues with the supply line between 99th Avenue and 102nd Avenue on Campaign Street. They’re working on a plan to replace it. They will apply for a permit with us to do the work. Mayor Castor mentioned that we want the pavement restored in kind. He asked the Council to please review those documents.

CARES ACT

Mayor Castor reported receiving feedback from Portland regarding the CARES Act funding. Most of the line items that we have identified won’t be questioned, but the CERT generator may not fit into a line item.

BOND

Councilor President Winslow reported that we are still on target for getting the proposed sewer system and bond on the ballot for May 2021. Once we fill out and submit the Counsel Engagement form, things will start moving along. After that, we need to talk about how best to get the information to the residents of Maywood Park. We are on task.

Mayor Castor asked Councilor Akers if he had updates. Councilor Akers reported that he did not.

Councilor Montross thanked Mayor Castor for catching someone who ran off from the car crash.

CERT

Councilor Montross reported that we need volunteers, including block captains or street captains. Volunteers should email her directly or the city office.

STOP SIGNS

Councilor Montross reported on the stop signs at NE 99th Avenue and Failing Street. OAR 811.550 states that there can be no parking within 50 feet of a stop sign. Currently we have large trucks parked there, and drivers can't see the stop signs. Also, trucks are parked on the other streets blocking traffic from turning. She had spoken to the residents about it, but it may need to be referred to the Sheriff's Department. Mayor Castor said that if, after reminders, it continues to be a public safety issue, we'll contact the Sheriff's Department.

ODOT AND SPRINKLERS

Councilor Montross reported that she had been in contact with ODOT regarding the broken sprinklers. They have had people leave and lost track of things as a result. ODOT has asked Councilor Montross to contact Valley View for quotes on some of the repairs. Their meeting had to be postponed due to the fires. We don't have a problem taking over the sprinkler system, but we won't do it until it's been repaired. Valley View has worked on ODOT projects before. Mayor Castor asked if Dan's crew does sprinkler work. Montross reported that yes, they do. Mayor Castor asked about the age of the system, can it be repaired, and do we need to replace sections. Councilor Montross doesn't know right now. Once ODOT brings it back to a functioning system, then Valley View can evaluate what needs to be done. Mayor Castor asked if ODOT gave us a timeline. Councilor Montross reported that they did not, due to traffic control issues because of fires. Councilor Montross estimated that it may be early October.

MOLES AND PESTS

Councilor Montross asked residents to please not remove the milk jug looking containers, they are mole traps. We are under contract with Mole Pro NW, so no additional charges will be made through December for them to come out.

Other pests include rats up to 16" long. Christopher Roberts with Vector Control, which offers free property assessment, advice, up to 3 free snap traps, and 3 bait stations has been contacted. We can share their phone number with residents. Rat issues are caused by humans putting out bird seed, chicken feed, backyard compost, squirrel feeding, etc. She would like to have them come out and assess the Cul-de-Sac on Campaign St., the berm area, and the Commons. Councilor Montross asked if we would like to have them come out for those three areas.

Mayor Castor stated to have them send us the documentation and we'll post it to the website. We should address the public spaces now.

COMMONS

Councilor Montross has been asked when the Commons is going to open up. She reported that we want to hear what Vector Control has to say first. We don't want it open with traps in there. Councilor Montross asked residents to please don't cross the caution tape that is up at the Commons. There's a reason the tape is up, and it is for your safety.

STREETLIGHTS

Councilor Montross spoke with Chuck Hagen from the County. Some of our streetlights were supposed to be under a recall, but the sales rep said that the manufacturer is NOT recalling the lights installed in Maywood Park. However, the County will conduct their own investigation. Mayor Castor asked if it was the lighting district that would come out. Councilor Montross replied, yes.

RIGHT-OF-WAY 50/50 GRANT APPLICATION

Councilor Montross mentioned that we received a second grant application for reimbursement of funds to improve right-of-way costs on the old form. She went by to look at the work done and would approve it. She reported that we hi-light a few words on the form to make it clearer that the application must be approved prior to the work being done. She noted that the same contractor (Webb) did both of the recent jobs. She will reach out to the contractor to give him a heads up on the procedure for approval. Mayor Castor agreed.

Treasurer Irwin noted that we have budgeted \$5,000 the fiscal year for right-of-way grants budget line item. After this application, there will be \$1,000 left in this budget line item. She noted to keep this in mind as other applications are submitted in this fiscal year.

PARK WATCH

Councilor Montross thanked Ron Dickson, Councilor Reynolds, Council President Winslow and anyone else who helped doing extra Park Watch patrols on 9/9/2020.

GRAFFITI

Councilor Montross reported that she didn't hear back from S2, but they're going to try to get some graffiti remover to take the graffiti off of the wording ("Speed Bump".) The wording isn't painted, it's melted onto the asphalt, so we want to use an appropriate remover to avoid damage. Eric Johnson at the County has been out of town and just got back. She also sent him a picture of the stop sign that is down and that we need a new one.

STREET SWEEPING

Street sweeping will take place during the first Monday and Tuesday of November. Debbie at Lovett is scheduled for November 16th and 17th to clean the catch basins and dry wells. The bio bags that we've used in the past get broken open, get stolen, and often are not in place, so Councilor Montross recommends forgoing them for the most part, and only use them where they are really needed and actually work. Mayor Castor agreed.

Councilor Montross reported that she has been in contact with the Abney's regarding the flooding situation. They are going to get together and brainstorm solutions.

CITY ACTIVITIES

The Chili Cookoff has been cancelled.

Killer Burger will have a food truck here at the Commons on October 6th from 5:00 to 7:00 pm. They have new pricing, a new team, and have sent out their new menu and price list.

Christmas Tree Lighting preparation will be on November 27th at 1:00 pm. Valley View will help put the lights up. Mayor Castor asked if Dan will charge us for it. Councilor Montross reported that she is trying to talk him into putting up the lights without any additional charge.

Christmas Tree Lighting will be on Friday, December 4th at 7:30 pm. The Christmas home decoration contest theme is “A Gingerbread Candyland”. Judging will end at 10:00 pm on December 20th. Please make sure your address is visible if you are entering the contest. First, Second, and Third prizes will be awarded in the form of gift cards for \$75.00, \$50.00, and \$25.00, respectively.

Mayor Castor thanked Michelle for her work.

Mayor Castor recognized Councilor Reynolds and thanked him for volunteering his time. Councilor Reynolds has been reading and catching up on things. He will be back in town the first week of October and will be more hands on then.

Councilor Montross asked Councilor Reynolds to sit in on meeting with the County on October 1st if he’s available.

NEW BUSINESS AND PUBLIC COMMENT

Mayor Castor asked if there was anything else. There was not.

Mayor Castor requested a motion to adjourn. The motion was made by Councilor Akers and seconded by Councilor Montross. Mayor Castor voted aye, Council President Winslow voted aye, Councilor Akers voted aye, Councilor Montross voted aye, Councilor Reynolds voted aye.

Meeting was adjourned at 8:38 pm.