



## MAYWOOD PARK CITY COUNCIL AGENDA

Virtual meeting via Zoom

Zoom URL: <https://us02web.zoom.us/j/81305967582>

Maywood Park, OR 97220

*Agenda posted Friday, October 30, 2020 to City website and Facebook page. City Council agendas & minutes can be found on the City's website at [www.cityofmaywoodpark.com](http://www.cityofmaywoodpark.com). The meeting location is wheelchair accessible by elevator. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made a week in advance before the meeting to [office@cityofmaywoodpark.com](mailto:office@cityofmaywoodpark.com) or 503-255-9805. Citizen comments on agenda items should be limited to 3minutes or less.*

MONDAY, NOVEMBER 02, 2020

AMENDED

### REGULAR COUNCIL MEETING

7:00 PM

1. CALL TO ORDER  
PLEDGE OF ALLEGIANCE  
ROLL CALL
2. PRESENTATION
  - a. None
3. PUBLIC HEARING
  - a. None
4. COUNCIL BUSINESS
  - a. Approval of Minutes: 10/19/2020 Council Meeting
  - b. Approval of Treasurer Report: None
  - c. Resolutions: 286 Approve IGA with City of Portland for Building Permits
  - d. Ordinances: None
  - e. Announcement: Resignation of Council member and vote of acceptance
  - f. Nomination and Election of Council President
5. UNFINISHED BUSINESS & UPDATES
  - Mayor Castor
    - a. Task List: Curbside Composting/CARES Act
    - b. Updates: Wastewater System
  - Council President Winslow
    - a. Task List: Zoning ordinances development/emergency supplies
    - b. Updates: Planning/Zoning
  - Councilor Akers
    - a. Task List:
    - b. Updates: Public Works
  - Councilor Montross
    - a. Task List: Water Bill/ Mason St Speed Bumps/ Trim or be trimmed for streetlights/ Street Sweeping/ Catch Basin and Dry Well Cleaning/Heiberg Holiday Schedule
    - b. Updates: Public Safety & Community Affairs
  - Councilor Reynolds
    - a. Task List: Zoning and Public Safety, Code Enforcement/Development
    - b. Updates:
  - City Recorder
    - a. Task List:
    - b. Updates:
  - City Treasurer
    - a. Task List:
    - b. Updates:
6. CITIZEN COMMENT ON NON-AGENDA ITEMS
7. NEW BUSINESS:
8. ADJOURN

8:00 PM

# GUIDELINES FOR PUBLIC COMMENT AT CITY COUNCIL MEETINGS

In order to hear as many different viewpoints as possible in the limited time available, the city council asks citizens to:

Refrain from side conversations while the meeting is in progress.

Wait until the Mayor invites citizen comment on an agenda item. Raise your hand to indicate you wish to speak. Each citizen may address the Council once on any agenda item.

When it is your turn to speak please:

- \* State clearly your first and last name.
- \* Concisely state your point and keep your comments limited to under 3 minutes. A timer will be used.
- \* If previous speakers have made the same point, tell the Mayor that you do not need to speak because your point has been made.
- \* If you plan to present a handout, give it to the city recorder to distribute to the council. Citizens who wish to submit lengthy or detailed testimony are encouraged to provide their comments in written form at least a week in advance to allow Council time to consider the information provided. Materials can be dropped into the black mailbox outside of the city office, or emailed to [office@cityofmaywoodpark.com](mailto:office@cityofmaywoodpark.com).
- \* Address remarks to all council members. City council members pledge to be respectful and open to citizens that appear before them, and expect speakers to do the same.

If you have additional points, or feel more comfortable communicating your thoughts in writing, you may write the City Council a letter to 10100 NE Prescott St. Suite 147 Maywood Park, OR 97220 or email to [office@cityofmaywoodpark.com](mailto:office@cityofmaywoodpark.com) and it will be distributed to the Council and made a part of public record.

*Thank you,*

*City of Maywood Park*

MINUTES OF COUNCIL MEETING  
FOR THE CITY OF MAYWOOD PARK  
19 OCTOBER 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: Dan Chavez, GalaxyNote 9, Jeff Williams, Miriam Berman, George D, Kim, nimsk, Bob Burrow, dicks, Steven White

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

**APPROVAL OF MINUTES**

Mayor Castor asked the council to review the minutes from the September 21, 2020, City Council meeting. Mayor Castor then asked the council if they had any changes in the minutes of the Council Meeting. There were none. Mayor Castor called for a motion to approve the September 21, 2020, City Council meeting minutes. Council President Winslow 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 Treasurer's Report for the month of September 2020. On the statement of assets, liabilities, & fund balance, pages 3-4 of the report, the total of cash assets is \$421,934.16. On page 5-7, the fiscal year to date actual vs budget amounts are shown. Actual column is for the three months ended September 30, 2020 and the budget column is for the full fiscal year ended June 30, 2021.

Mayor Castor asked if there was a way to break out which franchise fees are accounted for on page 5 regarding income. Ms. Irwin said yes. Mayor Castor would like to break down garbage, natural gas, internet, and electrical. Ms. Irwin can begin to break them out next month. She pointed out that some franchise fees are received monthly and some are received quarterly.

Ms. Irwin continued reporting that the last 3 pages of the Treasurer's Report show the checks and deposits for each cash account by date for the month. She asked if there were any questions.

Mayor Castor asked if we changed our service with Comcast. Ms. Irwin reported that we updated our contract and also added the static IP addresses to the account. She pointed out that we pay in advance, so this report doesn't include the static IP addresses. The new amount will be about \$150 to \$175 per month and with the new monthly amount reflected in October's report.

Ms. Irwin asked if there were any other questions. There were none. She called for motion to approve the September 2020 Treasurer's Report with total cash balance of \$421,934.16. 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.

## **ORDINANCE**

Ordinance 2020-1, Establishing 20-mph speed limit was presented by Councilor Montross. She reported that the City survey, the Friends of Maywood Park survey, and comments coming in have been in favor of the reduction of the speed limit to 20 mph. Any change more than 5 mph requires ODOT to approve. Mayor Castor reported that a House Bill allowed for the reduction to 20 mph. He agreed that residents are in favor of it. Mayor Castor asked if anyone else had thoughts, comments, or concerns. There were none. Mayor Castor called for a motion to approve Ordinance 2020-1, Establishing 20-mph Speed Limit. Councilor Akers made the motion, Councilor Montross seconded the motion. Mayor Castor voted aye, Council President Winslow voted aye, Councilor Akers voted aye, Councilor Montross voted aye, Councilor Reynolds voted aye. The motion passed.

## **IGA**

Mayor Castor reported that the IGA with City of Portland and the permitting process went to legal review, from which we received notes and passed those on to Portland. Once we hear back, we'll bring the IGA to vote.

## **CARES ACT FUNDING**

Mayor Castor reported that he and Council President Winslow have had some back and forth with City of Portland regarding CARES Act funding. Most things on the list except for the generator should be approved. Councilor Montross asked how much money we might receive. Mayor Castor reported that they are working through it, but don't yet have an amount.

## **GARBAGE RATES**

Mayor Castor reported that we have received new rate changes from Heiburg Garbage. He noted that our rates haven't increased since 2010. There was an addition of weekly yard waste pickup in 2016, but it was at the existing rate. Curbside food composting rates were included in the presented rate changes as an option. Mayor Castor reported that the franchise agreement has expired and is up for renewal. He wondered if we want to go out for bid to see if there are other garbage haulers, or if we're happy with them, we could negotiate rates. He then asked for comments. Councilor Montross reported that she has worked with them for a number of years and would like to stay with them. They have been responsive to our needs. Council President Winslow agreed with Councilor Montross. He sees no reason to look to change providers. Councilors Reynolds and Akers as well as Mayor Castor also agreed. Mayor Castor asked everyone to take a look at the spreadsheets and see if anything is open for negotiation.

## **CITY BULLETIN**

Mayor Castor reported that since we have not had a lot to report, we haven't put out a bulletin lately. He asked the Council to submit any articles to City Recorder Sanders.

Mayor Castor reported that the BOEC, our 911 provider, is looking to update a contact list with law enforcement, fire departments, and cities to have one representative in their meetings. He asked if anyone was interested in serving as that representative. Councilor Montross said that she may be interested. Councilor Reynolds would like to have a dialogue about what it involves.

## **HALLOWEEN**

Mayor Castor reported that a lot of questions are coming in about what the City is going to do about Halloween. He noted that it is not a City event. There are quite a few residents that are not going to be trick or treating or handing out candy. Mayor Castor asked what the Council's opinion was, and if we should put out an official statement. Councilor Montross mentioned that she addressed it at the last meeting, which was a no-quorum meeting. As a City, we cannot necessarily tell residents what they can or cannot do regarding Halloween. Mayor Castor reported that the reason we should get the word out is that a number of people come into the community from outside the City. Councilor Montross mentioned using social media on Friends, and maybe on Nextdoor.

Mayor Castor said to draft a notice and get it on the City Facebook page and website and to distribute it to the Parkrose neighborhood association, and other friends. Councilor Akers suggested that we publish it in the Sumner neighborhood as well. Mayor Castor agreed that it could go to any of the local neighborhood associations. He wanted it to be clear that we're trying to take this seriously and look out for everyone's interest.

### **CERT**

Council President Winslow reported that he had talked with Councilor Montross and suggested that we purchase 5 pre-packed backpacks with emergency supplies. That's the recommendation for the CERT team at this point. We need some more equipment to add to that, but they'll be minor costs. Councilor Montross reported receiving an email from dotNet. We've been invited to a City-wide exercise via Zoom for training. The scenario will be a major windstorm. She sent additional info as to what supplies they need. Next Tuesday they're having a meeting from 6-8 pm. Maywood Park is included in the response area. A lot of their trainings haven't been happening due to COVID and they are working on Zoom training. Council President Winslow reported that it's good to have the cooperation and assistance in training. It's a good start. He thanked Councilor Montross.

### **WASTEWATER**

Mayor Castor recognized Council President Winslow. Council President Winslow reported that the only item he had was in regards to the wastewater system, and asked if we should discuss now. Mayor Castor said that they'd wait until the Work Session after the meeting.

### **COUNCILOR AKERS**

Councilor Akers reported about using the "See it Fix" app to report a streetlight out on Alton. He mentioned that there is a speed bump missing on 96<sup>th</sup>, and that he'll be putting a new one in place.

### **ODOT AND SPRINKLERS**

Councilor Montross reported that she met with Councilor Reynolds and Valley View regarding the sprinkler system repair. They asked for two estimates; one to repair the system, and one to replace it. She reported that the water bill was \$300 more than it was this time last year, so obviously we have a leak. Valley View is trying to find it. She reached out to the Portland Water Bureau, who will look into it.

Councilor Montross reported that ODOT is aware of the cut fence. They have a new program for litter and homeless camp cleanup. They are putting our issue on the list and will get to it.

### **VECTOR CONTROL**

Councilor Montross reported that Vector Control hasn't located any rats in the Commons. Individuals that are having rat issues should contact them directly.

### **STREETLIGHTS**

Councilor Montross reported that she heard back from Chuck Hagen. Our streetlights are not burning out. They asked everyone in Maywood Park to use the Click Fix app. They said that they will respond. Ron Dickson made a list of streetlights that he distributed to the Council.

### **TRIM OR BE TRIMMED**

Councilor Montross reported on tree limbs encroaching on streetlights. She reported that if our Code addressees tree encroachment, they can come out, but he didn't think it did. Owner or occupant is responsible for having trees trimmed if they are encroaching. Mayor Castor reported that the lighting district doesn't have the personnel to take care of it.

### **SIGNS**

Councilor Montross spoke with Eric at the County about our signs. They were going to come out this week to at least take care of the stop signs.

Councilor Montross reported that she and Councilor Reynolds have had several meetings with the county about our roads. They looked at 96<sup>th</sup> and Skidmore [where tree roots under the pavement are a problem.] The solution will mean work between the City of Maywood Park, the County and the homeowner (Mr. Abney.) they have also been looking at the best solution for his driveway and the flooding. Councilor Montross reported that we had the catch basins cleaned, and are staying up on that. Mr. Abney is blaming the flooding on the ADA ramps. Councilor Montross checked with them to see if it was the ramps that caused the flooding. James Turner is going to look into who did the street and the patch job. He wasn't impressed. Mayor Castor noted that the Abneys have lived there for a long time, and this hasn't been an issue until the ADA ramps were rebuilt.

### **COMMONS CLOSURE**

Councilor Montross reported that she has received complaints about the commons being closed. She reminded everyone that we are still in Level 1, [of reopening during COVID] however the residents want it open, so she put the residents first and opened the Commons.

### **2020 LOC CONFERENCE VIRTUAL**

Councilor Montross reported on the League of Oregon Cities Virtual Conference. There were several valuable webinars. She directed City Recorder Sanders to one titled, "Social Media for Elected Officials." She mentioned another that had aired Thursday from 10:30-11:30 titled "Legal Obligations to the Homeless." Councilor Montross reported that she had asked about what we would do since we have no facilities to refer anyone to. No one had an answer for her.

### **COUNCILOR REYNOLDS**

Councilor Reynolds reported that he had been working with ODOT and Multnomah County. He has been reviewing our codes and ordinances. He reported that non-resident parking was more of a problem for public safety. We need better signage, replace the stop lines, and make it safer for Maywood residents. He is making a quick reference to our ordinance and codes, paraphrasing what they are.

Mayor Castor addressed City Recorder Sanders, but then dropped off of Zoom. Council President Winslow took over the meeting, but didn't know what Mayor Castor was asking.

Treasurer Irwin noted that the amended Resolution 280B regarding volunteer workers comp coverage had been skipped earlier and asked if the Council could vote on it. Council President Winslow agreed.

### **RESOLUTION**

City Recorder Sanders presented the amended Resolution 280B, adding the Christmas Tree Lighting to the list of City sponsored events that utilize volunteers. Council President Winslow read the title of the resolution, and expanded a bit, then asked for a motion to approve the amended Resolution.

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 Reynolds voted aye.

### **ORRICK**

Council President Winslow introduced Steven White with Orrick. Winslow asked the Council if they had a chance to look over the Bond Council Agreement. He asked Mr. White to give an overview. Mr. White reported that Orrick is a firm in the public or bond finance space. They work with state agencies in Oregon. They have provided a standard Engagement letter tailored to our City's specific need. There is a two-tiered approach to financial

needs. There is a capped fee of \$15,000. This covers the legal services to look at the options for financing our sewer system and to see if they are in compliance with all laws and rules. The second tier is a proposal for the work of issuing the bond. This provides for a range of fees in the neighborhood of \$35,000. The cost of this fee would be included in the bond. The engagement letter spells out in Section 1 the types of services that their firm's bond council provides in connection with financing.

City Recorder Sanders asked if Council President Winslow wanted to adjourn the Council Meeting and move into the Work Session. Council President Winslow agreed.

**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 Reynolds voted aye.**

**Meeting was adjourned at 8:12 pm.**

DRAFT

**RESOLUTION #286**

**APPROVE IGA WITH CITY OF PORTLAND FOR BUILDING PERMITS**

WHEREAS, The City of Maywood Park seeks an Inter-Governmental Agreement with the City of Portland for the purpose of issuing building permits and providing related services,

THE CITY OF MAYWOOD PARK RESOLVES AS FOLLOWS:

that the governing body of the City of Maywood Park hereby approves and enters into the intergovernmental agreement between the City of Portland and the City of Maywood Park for the purpose of administering the City of Maywood Park's building, mechanical, plumbing, and electrical permit issuance and inspection programs as mandated by Oregon State Statutes.

DATED this Second day of November, 2020.

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Matthew Castor, Mayor

ATTEST:

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Rene' Sanders, City Recorder