


AGENDA
7:00 P.M. -- City Council Chambers
104 SE Kibling
TROUTDALE CITY HALL

December 13, 1984

- (A) 1. Pledge of Allegiance
call to Order, Roll Call and Agenda Update: **Mayor**
- (A) 2. Consent Agenda
 - 2.1: **Accept:** Minutes of November 13, 1984 - Regular Session
 - 2.2: **Accept:** Business License Report
 - 2.3: **Accept:** Bills for the month of **November 1984**
 - 2.4: **Ratify:** Election Results
 - 2.5: **Accept:** Corbeth Utility Easement - Vacation
- (A) 3. D & D BENNETT -- Property Exchange
- (A) 4. **SELECTION COMMITTEE:** Planning Commission Vacancies
Budget Committee Vacancies
- (A) 5. A. **AUTHORIZATION:** Purchase of Windust property
B. **RESOLUTION:** Authorizing Appropriation Transfer
- (A) 6. **L.I.D. FORMATION:** D & D Bennett Request for Waterline
- (A) 7. **AUTHORIZATION:** Cost-of-Living Increase
- (A) 8. **REPORT:** Audit
- (I) 9. **REPORT:** Construction Projects
- (I) 10. **REPORT:** Grant Application
- (A) 11. **RESOLUTION:** Gas Tax Support
- (A) 12. **RESOLUTION:** Computer Hardware Selection
- (I) 13.. **DEPARTMENTAL REPORTS:**
 - 13.1: Public Safety
 - 13.2: Finance & Records
 - 13.3: Community Services
 - 13.4: City Attorney
 - 13.5: City Administrator
- (A) 14. **COUNCIL CONCERNS AND INITIATIVES**
- (A) 15. **PUBLIC COMMENT**
- (A) 16. **ADJOURNMENT**



Sam K. Cox, MAYOR

MINUTES
TROUTDALE CITY COUNCIL MEETING
DECEMBER 11, 1984 - 7:00 P.M.

The meeting was called to order at 7:02 p.m.

Mayor Cox asked Gene Bui to lead the Pledge of Allegiance.

PRESENT : Ron Burgin, Marge Schmunk, Dave Butzer, Mayor Sam Cox,
Dan Lowe and Gene Bui. Paul Thalsofer was absent.

STAFF : Pam Christian, Nancy B. Nixon, Greg Wilder, Sgt. Bill
Farr, Brian Freeman and Barbara Rossman'

PRESS : John Enders of the Oregonian and Steve Hunter of the
Gresham Outlook

GUESTS : Marty Gault, Sharilyn Jacobs, Don Springer, Kirk
Layton, John McClure and Frank Windust

AGENDA ITEM #2 - CONSENT AGENDA

Gene Bui moved to accept the Consent Agenda, Items 2.1, 2.2, 2.3, 2.4 and
2.5. Dan Lowe seconded the motion. Ayes 5 Nays 0.

Pam Christian, City Administrator, asked that Agenda Item #8, the Audit
Report, be changed to the first agenda item.

AGENDA ITEM #8 - REPORT: AUDIT

Nancy Nixon, Finance Director, introduced representatives from Coopers &
Lybrand - John McClure, the partner in charge of the City engagement and
Kirk Layton, the manager. John McClure presented the audit report; he
pointd out that the financial report was prepared by the City and that the
opinion is a clean one with no qualifications. The financial statements in
the report are presented on a generally accepted accounting principles
basis and the footnotes and the statistical information and comparison to
budget are on a budgetary basis. Mr. McClure explained that the decline in
the General Fund balance was created by an interfund loan of \$87,000 if
the loan had not been made there would have been a \$30,000 \$40,000
increase in the fund. The State Tax Street Fund is up about \$30,000. Most
cases show an upward trend. The Special Assessment Fund shows a negative
balance but that is due to timing; it is an expenditure that was made
prior to the assessment for the improvement district. The Water & Sewer
Funds are combined because they were combined in the budget. They both had
an operating loss basically caused by a decline in improvement fees. The
water and sewer user fee revenues were both up, but the improvement fees
were down causing a decline of about \$50,000. The combined loss in both
funds went up from \$258,000 in 1983 to \$432,000 in 1984. Mr. McClure said

a copy would be filed with the Municipal Finance Officers Association. Pam Christian said the City would be making sure our work programs and our goals are in response to this audit report for making improvements for the future. Ron Burgin asked Pam what her biggest concerns are. Pam replied that they are water rates and use of SDCs. There were no further comments or questions.

AGENDA ITEM #3 - D & D BENNETT - PROPERTY EXCHANGE

Greg Wilder, Community Services Director, explained that three or four years ago the City began negotiations with Mr. Bennett to purchase and exchange some property. Council authorized staff to resume the negotiations; these have been continuing for the past six months. Greg used a map to explain which properties were involved. He asked that the property exchange agreement be approved as to form tonight and it would then be presented to Mr. Bennett for execution. Greg said no cash exchange was involved. Pam said a previous agreement had never been completely executed for various reasons. Marge Schmunk asked Brian Freeman if the agreement was done through him and he replied that it was. Gene Bui said that in listening to the staff report, it sounded as if we would not lose anything in the future by this agreement. Gene Bui moved that the agreement for the purchase and sale and exchange of real property with the Bennett organization be approved and authorize the mayor to sign. Dave Butzer seconded the motion. Ayes 5 Nays 0.

AGENDA ITEM #4 - SELECTION COMMITTEE: PLANNING COMMISSION VACANCIES
BUDGET COMMITTEE VACANCIES

Pam Christian said that Budget Committee members Bill Smith and Jim Robbins' terms are expiring and they were contacted to see if they would be interested in serving again. Bill Smith is interested but Jim Robbins could not be reached and has not yet contacted us. Marty Gault's position on the Planning Commission needs to be filled as he will now be serving as a Councilman. Mayor Sam Cox said that last year some of the interviewees were uncomfortable being interviewed in front of the full council. He suggested that a committee be formed to interview applicants. He suggested that Gene Bui, Marge Schmunk and himself be representatives from the Council, Dan Felton from the Budget Committee and from the Planning Commission he suggested Kay Foetisch and Bob Mitchoff. The Council members and Dan Felton would select the Budget Committee appointees and Kay Foetisch and Bob Mitchoff and the three council representatives would select the Planning Commission appointees. Ron Burgin said he liked the process used the last two years and said there had been good interaction. Pam said the Planning Commission people needed to be appointed this month as they needed the members to have a quorum and they need to elect a chairman at the meeting in January. The Council decided to use a selection committee. Marge Schmunk suggested that selection interviews be held the first two weeks in January.

AGENDA ITEM #5 - AUTHORIZATION: PURCHASE OF WINDUST PROPERTY
RESOLUTION: AUTHORIZING APPROPRIATION TRANSFER

Pam Christian said the appraisal had been done and all requirements met. The Mayor said the Parks Advisory Commission had approved the acquisition unanimously. Pam said there were funds in contingency that would cover the first payments outlined in the earnest money agreement. The last payment would be made in the next fiscal year. That money can be taken from Parks Development Fund money or General Fund money. The Parks Development Fund money cannot be taken this year as it is unappropriated, but can be used next year. The Budget Committee will have to make a decision on this. Greg Wilder said the appraisal came in at \$57,000. Pam said the payments would be made as follows: \$16,500 on or before December 21, 1984; \$16,500 plus accrued interest on or before May 1, 1985; and the last payment before January 2, 1986. This budget year the payments will be \$33,000. Ron Burgin asked about the accrued interest and a discussion followed concerning this and Pam said negotiations should not be going on during this meeting. She said if Council approved basically the acquisition of the property, and the resolution which allows the appropriation of the contingency fund money for this purpose, once the question on accrued interest is resolved she will call Council members to poll them. Dan Lowe moved to acquire the property on the form which we have at this time and also after the appropriate changes are made the Council be polled as to those changes. Gene Bui seconded the motion. Ayes 5 Nays 0.

Mayor Cox read the resolution by title.

Gene Bui moved that the resolution authorizing the 1984-85 General Fund Appropriation Transfer be passed. Marge Schmunk seconded the motion. Ayes 5 Nays 0.

AGENDA ITEM #6 - L.I.D. FORMATION: D & D BENNETT REQUEST FOR WATERLINE

Greg Wilder said it had not been possible to get an engineer's report as the City has been unable to get any definition from the railroad as far as our track crossing costs. Greg said he was asking the Council to accept the engineer's report at the first meeting in January and set the public hearing at the second meeting in January. The project is to construct a 12-inch waterline from Columbia Highway across the railroad tracks to serve the Bennett property. Pam said in the LID process Council has to call for an engineering report and once you get a report you set a public hearing date. She said the way the dates fall it would make it easier to set the public hearing date now. Greg Wilder said this LID is requested by the only property owner involved besides the City. Gene Bui moved that Council ask for an engineer's report and set the public hearing for January 22, 1985. Dan Lowe seconded the motion. Ayes 5 Nays 0.

AGENDA ITEM #7 - AUTHORIZATION: COST-OF-LIVING INCREASE

Pam Christian said last year a cost of living increase of 2.75% was approved with 2% going into effect the first of July and that Council was going to look at the cost-of-living increase and the results of Ballot

Measure #2 and hold the remaining .75% increase until this month when they would decide whether to act on this. Pam said the packet contained information on the cost of living which was 3.1% in the Portland area. Pam said she was asking Council to go ahead and implement the additional .75% cost of living increase. Ron Burgin said it was a 1.5% increase and Pam said the increase to the salary schedule was 1.5% but the effective annual increase to the employees .75%, since there remains only 6 months in the fiscal year. Gene Bui said the City had a dedicated force of employees and it was appropriate to recognize them. He moved that the raise be approved. Ron Burginn seconded the motion. Ayes 5 Nays 0 .

AGENDA ITEM #9: CONSTRUCTION PROJECTS

Greg Wilder said the trenching had been patched on the Columbia Highway. The intersection with Harlow and some work around Buxton still have to be done. The 2nd & Harlow projects are moving faster now with the utility undergrounding being completed tomorrow. Much of the preparatory work for the balance of the concrete work has been accomplished. The concrete work is expected to be finished by Friday with the first lift of asphalt to be placed Monday or Tuesday of the coming week. The final lift will be delayed until next spring or summer. The sewage treatment plant grit removal equipment is installed and there needs to be some minor modifications to it before it is operational.

AGENDA ITEM #10 - GRANT APPLICATION

Pam Christian said Troutdale had received four of the five projects that the City had applied for from the Community Block Grant Program. Gene Bui was the City's representative on the Policy Advisory Board. Mayor Cox thanked Gene for the work he had done and the time he had spent on these projects. Gene said the Mt. Hood Community College request had been turned down as they had not really shown that the people affected met the requirements of the grant. They have been asked to resubmit the application with more data next year. Gene said they felt Troutdale's planning grant was too soon. Marge Schmunk said she would like to commend Gene Bui on the good job he had done. Pam Christian said Scott Pemble had done an excellent job, also, and Gene Bui agreed. Greg Wilder went over the projects to be done with Community Development Block Grant money. The first was an upgrade of a waterline on Columbia. It will be upgraded from a 6-inch to a 12-inch and the project is \$57,000 with \$33,000 coming from the grant. The second project is Old Town water system replacing 4-inch lines with upgraded 6 or 8-inch lines. Some of the work will be done in-house and the project is \$71,000 with approximately \$41,000 coming from CDBG funds. The next project is the widening and reconstruction of Buxton from Columbia to Fourth and it is a \$90,600 project. Marge Schmunk said she had thought the project was to go to Seventh. Greg said that would be part of the second phase which they hoped to be able to do next year. He said the project's size was tailored to fit the guidelines of the CDBG application. The County has agreed to fund the balance of the project so

no City funds are involved in the widening and upgrading of Buxton. There will be three lanes up the hill with a center combination passing, left-hand turn lane, sidewalks on both sides and stormsewers. The final project, which is about \$50,000, is to finish off Old Town/Downtown storm sewers.

AGENDA ITEM #11 - RESOLUTION: GAS TAX SUPPORT

Pam Christian said after talking to Metro she found that the State Transportation Interim Committee might consider a 2% increase in gas tax. The cover letter from the Mayor to the Committee would say that although we did support the 3% increase, 2¢ is terrific if it is going to be split with us. Pam was in favor of the Council's support of this resolution as the State is willing to split it with direct allocations to cities and counties. That would substantially help our area. Ron Burgin asked how the money was allocated from the State. Nancy replied that it was based on population, a per capita allocation. Mayor Cox read the resolution by title. Gene Bui moved that the resolution be adopted. Dan Lowe seconded the motion. Ayes 4 Nays 1 (Marge Schmunk).

AGENDA ITEM #12 - RESOLUTION: COMPUTER HARDWARE SELECTION

Pam Christian said Greg Wilder and Don Springer, the computer consultant, had been working with the staff for the last six months in developing the RFP. Greg Wilder said initially they were going to request proposals for software and then back that up with hardware acquisition. In talking to a number of cities in the state, they found that they can probably capture their software for very little or no cost except for the licensing fees necessary to run the software. As a result, we have taken the position of looking at the hardware configuration that fits the software that is available in the community at substantially less cost than it would take us to develop it or go out and buy the software. The State Division of Higher Education has already assembled proposals for hardware and it has selected Digital Equipment Corporation. Greg said the City of Troutdale will be able to ride on their RFP. As a result, we can see savings of as much as 32 to 35% in the acquisition of hardware. The agreement and resolution is to allow us to go ahead and negotiate for the acquisition of equipment. We are not bound to this acquisition, it just gives us that option. The resolution states that we are basically selecting Digital Equipment Corporation through the Department of Higher Education, asks for a final detailed listing of equipment together with associated savings and that bid documents be prepared for capital leasing of the equipment. Dan Lowe asked how long the hardware would be effective and how long it would service before we had to look for another change. Greg replied that the equipment is upwardly compatible with both software and software expansions that we may wish to have. Gene Bui asked if we would be able to sell any of the current equipment we own. Greg said the Wang equipment is outdated enough so that even parts for it are difficult to obtain so we would attempt to auction that in the standard auction process or advertise it for the bid purchase process. Dave Butzer asked about service in this type of purchase. Greg replied that Digital would be the one to service the equipment through their local office in Portland. Some of the equipment would be put on service contracts and some could be done in-house. Digital Equipment has an excellent reputation in the area. Ron Burgin asked who would take care of software. Greg said the system that is

being looked at operates under a software development group called ADMINS, a software development tool. We would then maintain our own software and also work with other communities. Gene Bui asked how this would fit in with what the Police Department wanted to do with their system. Greg said their system is a stand alone system and the system at City Hall will include a terminal in the Police Department so they would have two systems with which to perform their duties. Ron asked Brian Freeman how we enter into someone else's purchasing contract. Brian said Ordinance #220 allows you to act as your own public contract review board. Pursuant to that the board needs to make two findings that essentially this contract will not diminish the competitiveness and second, that in doing this without competitive bidding that we will realize substantial cost savings. Then an agreement can be made with another governmental agency to bid under their umbrella. Greg said it was a three-way contract with Digital. Dr. Springer said the present equipment had served its purpose well. The equipment that is being selected will serve multiple users. He said he felt extremely comfortable with the direction the City is going and in regard to in-house kinds of help, it is important to recognize the value of someone such as Greg within the organization. Dave Butzer asked what other jurisdictions are now using this and Greg replied that in the State of Oregon there was the City of Gresham, City of Springfield, Portland Development Commission and Multnomah County. Mayor Cox read the resolution by title. Gene Bui moved that the resolution be passed. Ron Burgin seconded the motion. Ayes 5 Nays 0 .

AGENDA ITEM #13 - DEPARTMENTAL REPORTS:

13.1: Public Safety

Sgt. Farr had nothing to add to the report in the packet. Pam said that the Department had received their computer.

13.2: Finance & Records

Nancy Nixon had nothing to add to her report.

13.3: Community Services

Greg Wilder had nothing to add to his report.

13.4: City Attorney

Brian Freeman had nothing to add to his report

13.5: City Administrator

Pam said staff needed a resolution to authorize the Mayor, City Administrator and some department heads to sign to buy on the state surplus. Gene Bui moved to approve a resolution that authorizes the Mayor and City Administrator and other appropriate people to sign a resolution to allow us to continue on with buying surplus property from the State of Oregon. Dan Lowe seconded the motion. Ayes 5 Nays 0 .

Pam said in the departmental reports there is a copy of a letter from Dennis Buchanan signed by the mayors which is basically a position paper about the Road Consortium. Pam said they were still at discussion level and the criteria for judging projects has been the biggest discussion point. Marge Schmunk said she had read the Concepts for Organization of the Road Services Consortium and one thing that bothered her was the discussion of who should be represented on the consortium; they have representatives according to population. She said she did not like that. Pam said that hasn't been resolved, this is just basically a position paper. She said they are looking at a model used by the Transportation Commission - a policy board and a technical board with staff to support that and make recommendations but coming to the Policy Board for final approval. Pam said that hopefully there would be an updated report by the end of January.

Pam said the sign code revisions will come to Council next month.

Pam said she had a letter from the Metropolitan Service District about an Intergovernmental Resource Committee that they are setting up. They need to have representatives from our jurisdiction and it can be an elected official or citizen rep. The focus is to act as a clearinghouse for policies for all jurisdictions with Metro acting as staff people to it.

AGENDA ITEM #15 PUBLIC COMMENT

There was no public comment.

AGENDA ITEM #14 - COUNCIL CONCERNS AND INITIATIVES

Ron Burgin said he wanted to thank Dave Butzer and Dan Lowe and he had enjoyed serving with them.

Marge Schmunk asked if it would be appropriate to write a letter to the Lewis & Clark Pageant people. The Mayor said it had already been written and he would get her a copy.

Dave Butzer said it had been a pleasure and thanked the staff and Council and extended his wishes for the holidays.

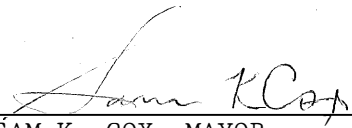
Mayor Cox wished everyone a Merry Christmas and Happy New Year and reminded Council that Harlow House would be open with their Christmas tree and old-fashioned decorations. He also thanked Dan Lowe and Dave Butzer whose terms were expiring.

Dan Lowe said after six years on the Council it had been a very gratifying experience to serve the people and also the staff and attorney and it was very enjoyable and he was going to miss everyone.

Gene Bui said good-bye to his fellow council people and he hoped that they would come to Council meetings and be available to serve even though they are not going to be elected officials.

AGENDA ITEM #16 - ADJOURNMENT


Dave Butzer moved to adjourn. Dan Lowe seconded the motion.
Ayes 5 Nays 0. The meeting was adjourned at 8:40 p.m.



SAM K. COX, MAYOR

DATE SIGNED: 1-9-85

ATTEST:



NANCY B. NIXON
FINANCE DIRECTOR/CITY RECORDER