

**Rivergrove City Council Meeting Minutes
September 18, 2017**

CALL TO ORDER AND ROLL CALL

The meeting was called to order at the River Grove Elementary School library at 7:04 p.m.

Present: Mayor Heather Kibbey, Councilors Carolyn Bahrman, Arne Nyberg, Brenda Ruble, and Bill Tuttle. Leanne Moll declared a quorum.

PRESENTATION

Tualatin Valley Fire & Rescue Assistant Chiefs Deric Weiss and Cassandra Ulven presented the state of the fire district to City Council.

Chief Weiss reported that Fire Station 39 is in development and will be located on McEwan Avenue on what is now a portion of the UHaul lot. The new fire station is expected to open in summer 2019.

Chief Ulven reported that the Rivergrove residents who are currently paying taxes to the **Lake** Grove Fire District instead of Tualatin Valley Fire & Rescue, can request to have their fire services switched by writing to the Lake Grove Fire District attorney. City Manager/ City Recorder Leanne Moll will obtain the attorney's contact information for residents.

PUBLIC COMMENT ON NON-AGENDA ITEMS

Michael Salch presented a document on ODOT's Tripcheck.com that encourages commuters and large rigs to use Childs Road and Pilkington Road as arterial roads and alternatives to getting around congested freeways. Mr. Salch pressed that the City's Transportation Committee needs to create a comprehensive traffic plan immediately to protect the neighborhood from cut-through traffic.

Councilor Tuttle asked if the City can place a "No Trucks" sign on Childs Road. Mayor Kibbey answered that the County will need to approve the sign. Rivergrove can't stop the trucks, but can work with the County to make the road more unpleasant for large trucks. Mayor Kibbey also noted that the mayors of other metro cities are also concerned about the cut-through traffic impacting local communities.

CONSENT AGENDA

1. Minutes from July 10, 2017 Meeting

Motion: Mayor Kibbey moved to accept the July 10, 2017 meeting minutes with the following amendment. Councilor Nyberg **seconded** the motion. **It passed 5-0.**

Page 2, Capitalize "Arbor Day"

2. July and August Financials

Motion: Mayor Kibbey moved to accept the July and August 2017 financials as submitted. Councilor Nyberg **seconded**. **It passed 5-0.**

OLD BUSINESS

None.

NEW BUSINESS

1. Website Redesign

City Manager/ City Recorder Leanne Moll reported on the City website redesign. The website is finished and currently being hosted by Squarespace with the domain name www.cityofrivergrove.org.

The City needs cooperation from the former City Manager/ City Recorder to transfer the domain name www.cityofrivergrove.com to City ownership. This will ensure continuity of email service for the City Manager/ City Recorder and the Mayor.

We expect the full transfer by December 26, 2017. If the former City Manager/ City Recorder cannot transfer the domain name, the City will have to use @cityofrivergrove.org email addresses.

2. Discuss need for alarm ordinance and permit

All bordering municipalities in Clackamas and Washington counties have an alarm ordinance and an alarm permitting process. Although Rivergrove does not have a municipal police force, the Clackamas County Sheriff encourages cities to adopt an alarm ordinance. Most ordinances penalize false alarms with fines. It's unclear if those fines would go to the County or the City or a portion to both.

Councilor Nyberg noted that he owns an alarm system, but he rarely uses it. He questioned what the advantage would be to Rivergrove resident to have an alarm permit process? City Manager/ City Recorder Leanne Moll will contact the County to better understand the benefits of an alarm permit for the City and for the residents.

3. Discuss Metro Mayor's Consortium lunches

Once a month, Mayor Kibbey meets with the Metro Mayor's Consortium over lunch. Last summer, the City of Gresham proposed that the Mayor's Consortium hire a joint lobbyist. Rivergrove's first fee for the lobbyist was \$100. The lobbyist fee this year was raised \$105. The fees are determined by population, so Rivergrove pays very small fees for a lobbyist who listens to the City's priorities and lobbies to the state congress. For the last six years, Mayor Kibbey has paid \$12 a month for lunches. Now the lunches are \$195 a year ~~to account for the increase in lobbying fees~~. Mayor Kibbey thinks the lunches should be paid for by the City. If not, Mayor Kibbey will reimburse the City.

Motion: Councilor Nyberg moved that the City pays the \$195 for the Metro Mayor's Consortium lunches. Councilor Ruble **seconded**. **It passed 4-0** with one abstention (Mayor Kibbey).

4. Update on Report in Lieu of Audit and liability bond

City Manager/ City Recorder Leanne Moll has completed and submitted the Report in Lieu of Audit for Fiscal Year 2016-2017. She requested the following information from City Council regarding the 2017-2018 budget:

- How much contingency should the City budget for general fund? Mayor Kibbey suggested not much contingency and Councilor Nyberg suggested 10-20%.
- How much contingency should the City budget for highway funds? Mayor Kibbey suggested that the highway fund needs more contingency funds to allow for emergency road repairs.
- How much liability bond should the City Manager/ City Recorder hold? The current bond is \$100,000. A bond of 100,000 costs the City \$350 per year; A bond of 135,000 bond will cost the City 472.50.

PLANNING COMMISSION REPORT

None.

COMMITTEE REPORTS

1. Traffic

Councilor Bahrman reported that a temporary speed sign with data-collecting material will be delivered by Clackamas County and placed on Childs Road. Mike Bezner, Assistant Director of Transportation,

Clackamas County called Mayor Kibbey and reiterated that the City of Rivergrove can do whatever Tualatin Valley Fire & Rescue approves.

The Transportation Committee will hold a public input meeting on October 9 at 6:00 at the Rivergrove Elementary School library. City Manager/ City Recorder will send out a survey of the traffic calming options with the October newsletter.

There is also money available from Safe Routes to School via a grant. Although the City does not have jurisdiction over Childs Road, the County can still qualify for the funds. Clackamas County does not qualify for the small cities grant, but we can partner with the County for the other available grants. Since River Grove Elementary is a Title I school, City roads qualifies for these funds to help with traffic calming devices like safety islands and cushion bumps.

2. Parks

Councilor Nyberg has been working to install the toddler swing. One challenge: he needs money for enough cedar chips to fill a 30'x50' area, equaling 1500 cubic feet. The City will need to purchase 7 units of cedar chips at \$230 per unit, costing around \$1600.

City Manager/ City Recorder Leanne Moll will ask for donations in the October newsletter and place the donation request on the City website.

Motion: Mayor Kibbey moved to approve spending \$1600 on the cedar chips. Councilor Nyberg **seconded**. The motion **passed 5-0**.

3. Giving

Councilor Ruble and Mayor Kibbey will be working on a Giving Letter to send out with the newsletter.

COUNCILOR'S REPORTS

Councilor Nyberg suggested that the councilors go door-to-door and hand out cards inviting neighbors to the ice cream social rather than just depending on the electronic and mailed communication. He believes the interaction with residents will encourage more people to attend.

Councilor Nyberg reported on the August and September Tree Ordinance meetings. The Tree Board has five steps and at their next meeting on September 28 they will draft what an individual citizen needs to do if they want to remove a tree. They plan to move the definition section to later in the ordinance. In addition, development tree removal will be located in a different section later in the ordinance.

Mayor Kibbey reported that Lynn **Hingson** would like to work on community emergency preparedness.

ADJOURNMENT

Motion: Councilor Nyberg moved to adjourn the meeting.

Councilor Bahrman **seconded**.

Motion passed 5-0.

The meeting was adjourned at 9:03 p.m.

Respectfully submitted,

Leanne Moll
City Manager/City Recorder