

**MINUTES
FAIRVIEW CITY COUNCIL REGULAR MEETING
FAIRVIEW CITY HALL
1300 NE VILLAGE STREET
FAIRVIEW, OREGON 97024**

December 4, 2002 -- 7:30pm

**I. CALL TO ORDER/
ROLL CALL**

Mayor Vonderharr called the meeting to order at 7:30pm.

PRESENT: Mayor Roger Vonderharr
Councilor Ken Quinby
Councilor Sherry Lillard
Councilor Steve Owen
Councilor James Raze
Councilor Barbara Jones

ABSENT: Councilor Len Edwards

STAFF PRESENT: Mary Jo Briggs, City Administrator
Gilbert Jackson, Chief of Police
Bob Cochran, Public Works Director
Roy Wall, Finance Director
John Andersen, Community Development
Director
Caren Huson, City Recorder

**II. CITIZEN
COMMUNICATIONS**

Mayor Vonderharr called for persons wishing to speak on non-agenda items. As there was no response, the session continued.

III. CONSENT AGENDA

Councilor Owen moved and Councilor Raze seconded the motion to excuse Councilor Edwards from tonight's meeting due to a family medical situation.

AYES: 6
NOES: 0
ABSTAINED: 0

Councilor Owen moved and Councilor Lillard seconded the motion to approve the Consent Agenda, consisting of Election Results Acceptance for the November 5, 2002 General Election and the Minutes of November 20, 2002.

AYES: 6
NOES: 0
ABSTAINED: 0

IV. COUNCIL BUSINESS

**A. RESOLUTION 14-2002
Contract Selection - Renaissance Plan Phase I**

Bob Cochran, Public Works Director, reported that in 1997, the consulting firm of McKeever/Morris developed the Renaissance Plan (Plan) for the City of Fairview. This Plan was initiated to build upon the unique qualities of the "Core Area" (Old Town) and enhance the area through a variety of improvements. When the Target property was sold, a portion of the proceeds from the sale of the property was earmarked for implementation of the Plan. The City contracted with Wallis Engineering, Inc., to review the Plan, make recommendations, and provide construction assistance for the implementation of Phase 1 of the Plan. On October 21 and 23, 2002, the project was publicly advertised in the Daily Journal of Commerce; bids were received and opened on November 12, 2002. Nine bidders submitted bids. The withdrawing of the bid by Andersen Pacific made KAT Construction the apparent low bidder.

Councilor Raze asked if recycled asphalt products would be used. Director Cochran responded that the bid document asked only for straight mix.

Councilor Lillard questioned what the intersection layouts would look like. Director Cochran responded that they would appear as a raised box in the intersection and be 4-way crosswalks. Councilor Lillard asked if there was a timeline on the project. Director Cochran responded yes, as it was partially funded by CDBG funds and the project must be completed by April 1, 2003

Councilor Lillard moved and Councilor Quinby seconded the motion to approve Resolution 14-2002, CONTRACT APPROVAL FOR CONSTRUCTION SERVICES FOR THE RENAISSANCE PLAN PHASE 1 PROJECT.

AYES: 6
NOES: 0
ABSTAINED: 0

**B. RESOLUTION 15-2002
Engineering Selection - Reservoir #3**

Director Cochran reported that in 2000, the Council adopted the City's Capital Improvements Plan. The water portion of that plan was updated in 2002 to reflect changes in the water system. These documents, the guide for public works improvements, show a third reservoir "programmed" to start fiscal year 2002-03. With that goal, the City began the process of selecting an engineering firm to provide design services for that facility. After advertising for Statements of Qualification, two firms were "short listed" for formal proposals and interview. Murray/Smith and Associates concluded with the total highest total score based on stated categories.

Director Cochran stated that it was anticipated that Murray/Smith will provide construction services associated with the reservoir; however, staff felt that this task could not be properly scoped until the final design is near completion. The construction services task will be

submitted as a change order to the contract.

Councilor Lillard commented that the process seemed very thorough and questioned whether the City had used this process in the past. Director Cochran responded yes, and that the City's Purchasing Rules lay out the process.

Councilor Owen questioned the timeframe of the project. Director Cochran responded that bidding would occur in late Spring/early Summer 2003 and that they would begin excavation for footings at the same time. Project completion is anticipated for Summer 2004.

Councilor Lillard moved and Councilor Quinby seconded the motion to approve Resolution 15-2002, A RESOLUTION FOR CONTRACT APPROVAL FOR ENGINEERING SERVICES FOR THE PRELIMINARY AND FINAL DESIGN OF RESERVOIR #3.

AYES: 6
NOES: 0
ABSTAINED: 0

**C. RESOLUTION 13-2002
Economic
Development
Program**

John Andersen, Community Development Director, reported that about a year ago, the Council identified Economic Development as a high priority for the City; a sub-committee was created which in turn developed a program which is before the Council tonight for approval. Director Andersen commented that the Council had held a Work Session prior to tonight's meeting in which they had reviewed the parameters of the program.

Councilor Lillard stated that Economic Development was very dependent on infrastructure being in place and asked what the East Multnomah County Transportation Committee (EMCTC) could do to help facilitate any development. Director Andersen responded that the greatest need was for improved road and street access to Fairview's Industrial lands, and work needed to be done to build those facilities as an effective transportation network is needed. Councilor Lillard suggested that Director Andersen attend an EMCTC meeting and make a presentation on this topic.

Councilor Owen moved and Councilor Quinby seconded the motion to approve Resolution 13-2002, A RESOLUTION ADOPTING AN ECONOMIC DEVELOPMENT PROGRAM FOR THE CITY OF FAIRVIEW.

AYES: 6
NOES: 0
ABSTAINED: 0

D. INTERGOVERNMENT

Roy Wall, Finance Director, reported that in May 2001, the City of

**AGREEMENT -
Verizon/Qwest
Franchise Review**

Fairview entered into an intergovernmental agreement (IGA) with the City of Hillsboro (as the lead organization) to join 23 other cities in a franchise fee audit for Portland General Electric. Verizon and Qwest have been determined as the next franchise fee audit entities. At this time, staff is recommending the City of Fairview enter into an IGA with the lead organization (Hillsboro) to complete this evaluation. There are 72 other cities interested in the project; this wide participation allows for the cost to each individual city to be much lower than if each city went on its own in contracting for a franchise Fee Audit. The estimated cost to the City of Fairview is \$1,000; there is no guarantee that Fairview will receive any additional franchise fees from the audit.

Councilor Lillard commented that this was an opportunity for the City to be a good steward of funds. Councilor Lillard moved and Councilor Owen seconded the motion to authorize the Mayor to enter into the Verizon Franchise Audit IGA with the City of Hillsboro.

AYES: 6
NOES: 0
ABSTAINED: 0

**E. UPDATE -
Fairview Summertime
Festival**

Caren Huson, City Recorder, reported that on July 27, 2002, the City of Fairview sponsored its first, and very successful "Summertime Festival". Staff was beginning to think about the second festival which will be held on July 26, 2003. Again, a Festival Committee would be formed and will begin meeting in January 2003. It is hoped that the 2003 Festival would tie in with the Lewis & Clark National Bicentennial Celebration as Fairview contains a Lewis & Clark site. Recorder Huson stated that the Committee hopes to again obtain Leapin' Louie and Cha Cha the Clown for the event, along with other entertainers.

Councilor Lillard stated that she liked the idea of tying in Lewis & Clark to the Summertime Festival; Councilor Raze commented that he thought a Fairview Talent Show should once again be held. Councilor Jones stated that she would provide a list of additional arts and craft vendors so that they could be invited to participate in the Festival.

**F. RESOLUTION 16-
2002
Payment of Merit
Bonus for City
Administrator**

Councilor Owen stated that one of the best decisions he has been involved in was the hiring of Mary Jo Briggs as City Administrator. Administrator Briggs entered into a 3-year agreement with the City in 2001. Council completed an evaluation of Administrator Briggs at an Executive Session held on November 20, 2002. Council agreed that Administrator Briggs had provided an outstanding service to the City in the last year, and that Council would like to award Administrator Briggs with a merit bonus of \$4,000.

Councilor Lillard moved and Councilor Quinby seconded the motion to approve Resolution 16-2002, A RESOLUTION CONCERNING PAYMENT OF MERIT BONUS FOR THE CITY ADMINISTRATOR.

Councilor Raze stated that Administrator Briggs had done an outstanding job in the last year and that her expertise was awesome. Councilor Raze asked if PERS was over and above the proposed \$4,000. Councilor Owen responded yes. Councilor Raze commented that he would propose a \$3,000 merit bonus as the additional PERS contribution and any cost-of-living increase would bring it close to \$4,000 total. Councilor Owen stated that the proposed \$4,000 was not cumulative and was a one-time distribution; cost-of-living increases would be based on the Administrator's base salary. Councilor Owen added that in the Council's Executive Session, many numbers were tossed around, and Council understood Councilor Raze's desire for the bonus to be lower, but the majority of the Council supported the \$4,000 amount. Councilor Raze reminded the Council that no decisions could be made in an Executive Session. Councilor Owen responded that no decision was made in Executive Session, it was being made tonight.

Councilor Quinby stated that perhaps next year the PERS issue should be reviewed further. Councilor Lillard commented that her original motion stands.

Mayor Vonderharr called for the vote.

AYES: 5
NOES: 1 (Raze)
ABSTAINED: 0

V. CITY ADMINISTRATOR'S REPORT

Administrator Briggs announced that the latest population estimates had been received, with Fairview having a population of 8,400 as of July 1, 2002. Administrator Briggs announced that this would be the last Council meeting for Councilors Quinby and Jones and stated that it had been an honor to work with them, that they accomplished so much, and would be missed.

VI. MAYOR/COMMITTEE REPORTS AND COUNCIL CONCERNS

Councilor Jones thanked the citizens who had elected her and for putting their trust in her, thanked the Council for educating her, and thanked staff as they were the very best. Councilor Jones added that she was proud to be a citizen of Fairview and thanked everyone for the opportunity to have served.

Councilor Raze reported that the Heslin House had kitchen cabinets donated and would be installed soon.

Councilor Quinby thanked the citizens for electing him four years ago and stated that it had been a great experience; he appreciated the Council as they were a great group and very diversified.

Councilors Lillard and Owen thanked Councilors Jones and Quinby for being on the Council and added that they would be a hard act to follow and would be greatly missed. Councilor Owen added that Mayor Vonderharr will also be greatly missed.

Mayor Vonderharr thanked the citizens for allowing him to be Mayor for the past eight years, and thanked the Council. Mayor Vonderharr expressed his thanks to City staff as they have accomplished so much in a short amount of time and were greatly respected. Mayor Vonderharr stated that his eight years as Mayor had been challenging and rewarding, and that he will miss everyone.

VII. ADJOURNMENT

Councilor Owen moved and Councilor Lillard seconded the motion to adjourn. Mayor Vonderharr adjourned the meeting at 8:37pm.

AYES: 6
NOES: 0
ABSTAINED: 0

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Dated:

Caren C. Huson Quiniones
City Recorder