

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:30 p.m. on Monday, June 20, 2016. Mayor Knapp called the meeting to order at 7:33 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

Mayor Knapp
Councilor Starr - Excused
Councilor Fitzgerald
Councilor Stevens
Councilor Lehan

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney
Sandra King, City Recorder
Susan Cole, Finance Director
Cathy Rodocker, Assistant Finance Director
Nancy Kraushaar, Community Development Director
Chris Neamtzu, Planning Director
Delora Kerber, Public Works Director
Dan Pauly, Associate Planner
Mark Ottenad, Government and Public Affairs Director
Mike Kohlhoff, Special Projects Attorney
Stephan Lashbrook, SMART Director

Motion to approve the order of the agenda.

Motion: Councilor Fitzgerald moved to approve the order of the agenda. Councilor Lehan seconded the motion.

Vote: Motion carried 4-0.

MAYOR'S BUSINESS

Special Projects Attorney Contract Renewal

Motion: Councilor Stevens moved to approve the renewal of the Special Projects Attorneys contract. Councilor Fitzgerald seconded the motion.

Mayor Knapp stated this is an extension of the special project attorney's contract for an additional six months to complete work on the major water district project that will serve western Washington County and the city of Hillsboro.

Vote: Motion carried 4-0.

City Manager Employment Contract Renewal.

Mayor Knapp indicated Council was not ready to move forward on the item and it will be postponed to July 7th meeting to allow additional time to review the materials.

Upcoming Meetings

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

Mayor Knapp reported the City Hall will be closed July 4th to observe the holiday and mentioned the regional meetings he attended on behalf of the City of Wilsonville.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

This is an opportunity for visitors to address the City Council on items *not* on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Staff and the City Council will make every effort to respond to questions raised during citizens input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three minutes.

Michelle Ripple and Ron Owens of Wilsonville Community Sharing (WCS) talked about the improvements made to the organizations website, the increased awareness of WCS in the community, as well as the success of the fundraising projects. They asked for volunteers to help in their future outreach events.

Kate Johnson 7744 SW Vlahos Drive, expressed her concern about the safety of walkers due to the state of the Bradford Pear trees that had been planted on her street. She indicated large limbs have been falling, and asked for the City's financial help to remove the trees. Ms. Johnson indicated she had spoken with the City's arborist and the Planning Department; however, the trees were not deemed a hazard. She also asked that the ordinance which places the responsibility on tree removal on the home owner to be changed.

The City Manager stated he would need to speak with staff and then contact Ms. Johnson.

Councilor Lehan pointed out there were a number of areas in the city with trees reaching 30 years old and the trees need attention. If the trees that were planted are not an appropriate variety, the City needs to know so the same tree is not planted in new neighborhoods.

Bruce Barton 7290 SW Wilsonville Road said he had come before Council previously regarding the vibrations from Wilsonville Road which continue to shake his home. He wanted to know if anything could be done to the roadway to eliminate the vibrations. A ground accelerometer was placed on his home a few weeks ago, but he has not received the results of the vibration levels, and he would like a reply.

Mr. Cosgrove stated he would talk with the Engineering department to learn what information was available, and that he would contact Mr. Barton.

COUNCILOR COMMENTS, LIAISON REPORTS & MEETING ANNOUNCEMENTS

Councilor Fitzgerald – (Development Review Panels A & B Liaison) reported on the actions taken by both panels of the Development Review Boards during their last meetings and announced the upcoming meeting dates of the Boards. She noted the Villebois Farmer's Market held every Thursday, and the Movies in the Park.

Councilor Stevens – (Library Board and Wilsonville Seniors Liaison) stated the Seniors are becoming more active in the community with their outreach efforts, starting with a Wilsonville Chamber Morning Spark and a booth at the Wilsonville Art Festival. She reported on the activities being held at the Library, and the Hazardous Waste collection day scheduled for July 9th.

Councilor Lehan – (Planning Commission and CCI Liaison) announced the Planning Commission held an open house on the Recreation and Aquatic Center. The Councilor participated in a tour of French Prairie given to representatives of the Governors and DLCD offices and participated in a discussion of issues

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

related to proposed development south of the river. She noted Clackamas County has scheduled an open house on the topic for June 28th at Clackamas Community College from 5:30-7:30 pm. The official from the governor's office was concerned with the increase in traffic on the Boones Bridge, and the infrastructure costs that would fall to the city of Wilsonville. The Councilor urged the public to become informed on the issue and provide their comments to the Clackamas County Board.

CONSENT AGENDA

A. Approval of the minutes of the May 16, 2016 Council meeting.

Motion: Councilor Lehan moved to approve the Consent Agenda. Councilor Fitzgerald seconded the motion.

Vote: Motion carried 4-0.

PUBLIC HEARING

The City Attorney read the title of Resolution No. 2584 into the record.

Mayor Knapp opened the public hearing at 8:23 p.m.

A. **Resolution No. 2584**
A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2015-16.

Cathy Rodocker, Assistant Finance Director, presented the staff report. Oregon's Local Budget Law allows the Council to amend the adopted budget for an occurrence or condition that was not known at the time the budget was adopted. A transfer resolution moves expenditures from one category to another within a specific fund and does not increase the overall budget that was approved during the annual budget process. A supplemental budget adjustment will impact the budget by increasing revenues and/or expenditures. The supplemental adjustment can also recognize expenditures that exceed 10% of the adopted budget expenditures or 15% of the funds' adopted contingency.

The resolution being presented with this staff report is for a budget adjustment and will provide the needed budget authority for the remainder of the fiscal year. The adjustment includes changes to the capital project program as well as to the personnel services, material and services, interfund transfers and debt service categories.

The budget adjustment includes increases to non-Capital Improvement Project (CIP) related expenses for the following programs. The expenses will be funded by contingency.

- Building: \$28,000 increase to personnel services for retirement vacation pay-out.
- Parks SDC: \$4,500 increase to material and services for additional bank fee charges.
- Facilities: \$20,000 increase to material and services for unanticipated repairs: Library A/C unit, water features variable frequency drive and replacement to a light pole in the City Hall parking lot.

Also included are the following adjustments as required by accounting standards.

- To record the entries required for the refinancing of the long-term Water Fund debt. Entries include recognition of the bond sale, the pay-off of the debt refinanced and the miscellaneous professional fees incurred with the refinancing. Increase in revenues and corresponding increase in expenses, \$4,059,000.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

- To correct the FY2015-16 budget recording of the interfund loan payment between the Stormwater Fund and the General Fund. Increase to debt service, decrease in interfund transfers, \$406,020.
- To record the refund of Street SDC's that were received in a prior fiscal year. The refund was approved a traffic study determined the traffic demand had not increased due to the construction projects as anticipated. Increase to Material and Services and decrease to Contingency, \$139,520.

CIP projects requiring a budget adjustment include:

- Willamette River Water Supply Coordination, \$48,120; Funded by Tualatin Valley Water District
- Water Treatment Plant Master Plan, \$6,000; Funded by Water Ops (\$600)/Water SDCs (\$5,100)
- GIS/Water Model Update, \$8,700; Funded by Water Ops
- Signal Improvements, \$4,000; Funded by Road Ops (\$1,200)/Streets SDCs (\$2,800)
- Street Maintenance Fees and SDC Update, \$33,000; Funded by Street SDCs
- Streetlight Infill, \$3,000; Funded by Streetlight Fund
- Boeckman Rd Mitigation, \$2,250; Funded by Street SDCs
- Wilsonville Rd Median Improvements-Landover, (\$53,843); Credit Street SDCs-to be funded by Eastside Urban Renewal

CIP projects with zero dollar adjustments using excess budget from other projects as a funding source:

- CD Dept. Support for Miscellaneous Water Projects, \$10,000; Funds transferred from Well Upgrades and Maintenance
- Sewer SDC Reimbursements/Credits, \$8,000; Funds transferred from Project Design and Development
- Basalt Creek Planning, \$25,300; Funds transferred from Citywide Signage/Wayfinding
- Tooze Rd 110th-Grahams Ferry Rd, \$33,000; Funds transferred from Kinsman Rd Extension and Streets SDC Reimbursement/Credits
- Bike Signage, \$11,605; Reallocate funding from Construction Expense to Community Development Project Management Fees

As stated in the Fiscal Management Policies, the City shall amend its annual budget in accordance with Oregon local budget law. The supplemental budget adjustment is adopted by the Council at a regularly scheduled meeting. Convening the budget committee is not required.

Mayor Knapp invited public comment, hearing nothing he closed the hearing on Resolution No. 2584 at 8:28 p.m.

Motion: Councilor Fitzgerald moved to approve Resolution No. 2584. Councilor Stevens seconded the motion.

Vote: Motion carried 4-0.

B. Resolution No. 2585

A Resolution Declaring The City's Eligibility To Receive State Shared Revenues.

Ms. Jacobson read the titles of Resolution No. 2585 and 2586 and 2587 into the record and noted a joint public hearing to take testimony can be conducted, but the resolutions should be individually adopted with the eligibility Resolution going first.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

Mayor Knapp opened the public hearing on Resolutions No. 2585, 2586 and 2587 at 8:29 p.m. and read the hearing protocol.

Susan Cole, Finance Director, explained Oregon law requires the public be given two opportunities to comment on receiving state shared revenues and their proposed use. The first opportunity is extended during the Budget Committee meeting held on May 18, 2016. The second opportunity is offered in conjunction with the budget adoption. State revenues allow, in part, funding for the road operations program, facility and parks maintenance, law enforcement, parks and recreation services and library operations.

Motion: Councilor Lehan moved to approve Resolution No. 2585. Councilor Fitzgerald seconded the motion.

Vote: Motion carried 4-0.

C. **Resolution No. 2586**
A Resolution Declaring The City's Election To Receive State Shared Revenues

Motion: Councilor Lehan moved to approve Resolution No. 2586. Councilor Fitzgerald seconded the motion.

Vote: Motion carried 4-0.

D. **Resolution No. 2587**
A Resolution Of The City Of Wilsonville Adopting The Budget, Making Appropriations, Declaring The Ad Valorem Tax Levy, And Classifying The Levy As Provided By ORS 310.060(2) For Fiscal Year 2016-17.

Resolution No. 2587 was read into the record by title only by the City Attorney.

Mayor Knapp opened the public hearing and announced the hearing format.

The staff report was presented by Susan Cole.

Following the Budget Committee vote to approve the budget the City Council must hold a public hearing and receive comments on the budget prior to adoption. Council must adopt the budget no later than June 30, 2016.

By law, the Council may make changes in the approved budget within certain limitations: (1) taxes may not be increased over the amount approved by the budget committee, and (2) estimated expenditures in a fund cannot be increased by more than \$5,000 or 10 percent, whichever is greater. The Council can reduce the budget from that approved by the Budget Committee.

Mayor Knapp invited public testimony, there was none and the public hearing was closed at 8:34 p.m.

Motion: Councilor Stevens moved to approve Resolution No. 2587. Councilor Lehan seconded the motion.

Councilor Stevens thought the Budget Committee meetings were well run, staff did a good job preparing and presenting the budget information, and the questions and discussion was excellent.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

Councilor Fitzgerald thanked Chair Steiger for leading the Committee. She noted City administration takes a conservative analytic approach to determine when staff needs to be added to continue to provide city services to the growing community.

Mayor Knapp extended his appreciation to Mr. Steiger for chairing the Budget Committee and he thanked the staff for the preparation of the budget. He felt the questions and dialogue held during the Budget Committee meetings were important to understanding the budget, and added the certainty the community is represented.

Vote: Motion carried 4-0.

CONTINUING BUSINESS

Ms. Jacobson read the titles of Ordinances No. 792, 793 and 794 into the record for second reading.

A. **Ordinance No. 792** – 2nd Reading

An Ordinance Of The City Of Wilsonville **Annexing** Approximately 10.2 Acres Of Territory Including A Segment Of SW Garden Acres Road Right-Of-Way And An Adjacent Parcel Of Land East Of SW Garden Acres Road North Of SW Ridder Road And The Current Republic Services Development Into The City Limits Of The City Of Wilsonville, Oregon. The Territory Is More Particularly Described As Tax Lot 600 Of Section 2C, T3S, R1W, Washington County, Oregon And Adjacent Right-Of-Way, Willamette Resource Incorporated, Petitioner.

Motion: Councilor Lehan moved to adopt Ordinance No. 792 on second reading. Councilor Fitzgerald seconded the motion.

Vote: Motion carried 4-0.
Councilor Starr - Excused
Councilor Fitzgerald
Councilor Stevens
Councilor Lehan
Mayor Knapp

B. **Ordinance No. 793** – 2nd Reading

An Ordinance Of The City Of Wilsonville Approving A **Comprehensive Plan Map** Amendment From The Washington County Future Development – 20 (FD-20) District To The City Of Wilsonville Industrial Designation On Approximately 10.2 Acres Comprising Tax Lot 600 Of Section 2C, T3S, R1W, Washington County, Oregon And Adjacent Right-Of-Way, Willamette Resource Incorporated, Applicant/Owner.

Motion: Councilor Lehan moved to adopt Ordinance No. 793 on second reading. Councilor Stevens seconded the motion.

Vote: Motion carried 4-0.
Councilor Starr - Excused
Councilor Fitzgerald
Councilor Stevens
Councilor Lehan
Mayor Knapp

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

C. **Ordinance No. 794** – 2nd Reading

An Ordinance Of The City Of Wilsonville Approving A **Zone Map Amendment** From The Washington County Future Development-20 (FD-20) Zone To The Planned Development Industrial-Regionally Significant Industrial Area (PDI-RSIA) Zone On Approximately 10.2 Acres Comprising Tax Lot 600 Of Section 2C, T3S, R1W, Washington County, Oregon And Adjacent Right-Of-Way, Willamette Resource Incorporated, Applicant/Owner.

Motion: Councilor Fitzgerald moved to adopt Ordinance No. 794 on second reading. Councilor Stevens seconded the motion.

Vote: Motion carried 4-0.
Councilor Starr – Excused
Councilor Fitzgerald
Councilor Stevens
Councilor Lehan
Mayor Knapp

D. **Ordinance No. 776** - continued from May 16, 2016 Council meeting

An Ordinance Of The City Of Wilsonville Amending Wilsonville Code Chapter 3, Right-Of-Way And Public Easement Management Section, By Amending Section 3.410, Franchise Required, And Adding A New Section 3.415, Franchise Fees

This item should be continued to the October 3, 2016 Council meeting.

Motion: Councilor Lehan moved to continue Ordinance No. 776 to the October 3, 2016 Council meeting. Councilor Fitzgerald seconded the motion.

Vote: Motion carried 4-0.

NEW BUSINESS

Ms. Jacobson read the title of Resolution No. 2588 into the record

A. **Resolution No. 2588**

A Resolution Of The City Of Wilsonville Authorizing Support Grant Agreement With Wilsonville Community Sharing.

Susan Cole, Finance Director provided the staff report. The annual Support Grant Agreement between the City of Wilsonville and Wilsonville Community Sharing (WCS) expires June 30, 2016.

The City of Wilsonville has supported the administrative and operational services of Wilsonville Community Sharing (WCS) through financial support for more than 16 years.

For FY 2016-17, the Approved Budget includes \$48,640; \$32,640 for a general purpose portion dedicated to, but not limited to, providing staffing, food, prescription help, rent & housing support and other services to those community members in need. Additionally, \$16,000 has been provided for utility bill paying assistance. The general purpose portion of the grant has been increased above the FY 2015-16 amount of \$32,000 by \$640, representing inflation.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

Using pie charts Ms. Cole demonstrated the success of WCS in diversifying their revenue funding sources, and the increase in outreach to the community.

Councilor Fitzgerald was happy to see the increase in individual giving.

Mayor Knapp observed this is remarkable performance considering the difficulty they have had in the past.

Motion: Councilor Fitzgerald moved to approve Resolution No. 2588. Councilor Lehan seconded the motion.

Councilor Fitzgerald thanked the leadership of WCS, staff, businesses and individuals who have participated in the fund drives, adding now that WCS has diversified their resource stream they have more security and certainty to meet the needs of their clients.

Councilor Stevens added The Heart of the City volunteers do remarkable job.

Vote: Motion carried 4-0.

B. Community Enhancement Program Authorization

Mark Ottenad presented the staff report. The Wilsonville-Metro Community Enhancement Committee met on three occasions in 2016 and are recommending to the City Council awarding a total of \$79,543 in funding to five different projects in Wilsonville.

Project nominations were accepted from the public and public agencies over a two-month-long period, December 2015 through January 2016. A total of 10 projects were nominated by the public and public agencies which were first reviewed by City staff for compliance with the CEP goals and criteria. During the review process, four projects dropped out due to inability to execute, lack of compliance or were otherwise funded through other processes. The six remaining projects were then forwarded for consideration to the seven-member Wilsonville-Metro Community Enhancement Committee which was formed as a part of the new Wilsonville-Metro Community Enhancement Program. In addition to reviewing projects, the committee adopted bylaws as required by the City's intergovernmental agreement with Metro creating the Wilsonville-Metro Community Enhancement Program.

The committee also directed staff to create a 'close-out' process to document specifically what has been funded in terms of receipts, etc.; and to request that the project nominators appear before Council to report on results of CEP-funded projects.

The five projects selected for funding by the Committee after a thorough vetting process, in descending dollar-amounts are:

1. Memorial Park "Dog Park" Relocation Project: \$25,000
2. "Bee Stewards" Wilsonville Pollinator Improvement Project: \$21,433
3. Multifamily Waste-Reduction and Recycling Project: up to \$16,000
4. Frog Pond Church Campus Restoration Project: up to \$10,000
5. Fluorescent Mercury-Lamp Business Recycling Program: \$7,110

The Community Enhancement Program funding is used for "enhancing the host community of the facility from which the fees have been collected" to fund projects that "rehabilitate and enhance the area within the city." Eligible projects can improve the appearance or environmental quality of the community, increase reuse and recycling opportunities or improve recreational areas and programs.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

Goals for community enhancement projects include:

- a) Improve the appearance or environmental quality of the community.
- b) Reduce the amount or toxicity of waste.
- c) Increase reuse and recycling opportunities.
- d) Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c) (3) status under the Internal Revenue Code.
- e) Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.
- f) Result in improvement to, or an increase in, recreational areas and programs.
- g) Result in improvement in safety.
- h) Benefit youth, seniors, low income persons or underserved populations.

Mr. Ottenad said Metro will provide quarterly payments, and the City will accumulate the funds first and then disburse the funds.

Councilor Lehan thought all of the projects were exemplary projects and was supportive of the projects.

Councilor Stevens indicated she sat on the Citizen Committee, and there was a lot of discussion about the trees along Boeckman Road near the Frog Pond Church Campus.

Mayor Knapp pointed out this is the first year of the grant program, and he looked forward to more proposals in the coming years.

Motion: Councilor Stevens moved to approve the 2016 project recommendations for the Community Enhancement Program adopted by the Wilsonville-Metro Community Enhancement Committee. Councilor Lehan seconded the motion.

Vote: Motion carried 4-0.

CITY MANAGER'S BUSINESS – There was no report.

LEGAL BUSINESS – There was no report.

ADJOURN

Mayor Knapp adjourned the meeting at 9:08 p.m.

Respectfully submitted,

Sandra C. King, MMC, City Recorder

ATTEST:

Tim Knapp, Mayor