

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:00 p.m. on Monday, March 21, 2016. Mayor Knapp called the meeting to order at 7:05 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

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

Staff present included:

Bryan Cosgrove, City Manager
Jeanna Troha, Assistant City Manager
Barbara Jacobson, City Attorney
Sandra King, City Recorder
Cathy Rodocker, Assistant Finance Director
Nancy Kraushaar, Community Development Director
Miranda Bateschell, Long Range Planner
Susan Cole, Finance Director
Jon Gail, Community Liaison Coordinator

Motion to approve the order of the agenda.

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

Vote: Motion carried 4-0.

MAYOR'S BUSINESS

The appointment of Arthur Park to the Budget Committee to fill an unexpired term beginning 3/21/16 and ending 12/31/17.

Mayor Knapp introduced Mr. Park, and invited him to provide a little background information.

Mr. Park shared that he has been a resident of Villebois since 2010 and he has had a successful career in the banking industry the past fifteen years. Mr. Park is looking forward to this opportunity to give back to the community.

Motion: Councilor Lehan moved to appoint Arthur Park to the Budget Committee to fill an unexpired term beginning 3/21/16 and ending 12/31/17. Councilor Starr seconded the motion.

Vote: Motion carried 4-0.

Upcoming meetings were announced by the Mayor, as well as the regional meetings he attended on behalf of the City.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS – There was none.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

COUNCILOR COMMENTS, LIAISON REPORTS & MEETING ANNOUNCEMENTS

Council President Starr – (Park & Recreation Advisory Board Liaison) reported on the activities of the Parks and Recreation Advisory Board and announced events that will be taking place in the community during the next few weeks, including the annual Easter Egg Hunt on March 26, and Spa Day at the Community Center. He noted the improvements recently made to the community garden, and that reservations are being taken for local park facilities. The Councilor announced the Chamber of Commerce will be hosting a candidate forum for the County Commissioner elections at Holiday Inn on Thursday March 23rd starting at 3:30 p.m. He said he took part in an interesting tour of the old Blue Heron paper plant in Oregon City.

Councilor Stevens – (Library Board and Wilsonville Seniors Liaison) said she attended the French Prairie Forum which received a public safety presentation from Marion County. She noted the Wilsonville Community Seniors received a good response from their first fund raising letter, and that the numbers of volunteers at the Center have increased. Councilor Stevens reported the Library Board will be meeting this Wednesday.

Councilor Lehan– (Planning Commission and CCI Liaison) reported the Planning Commission will meet on April 13th. At their last meeting the Commission held a work session on the city’s TSP and will hold a public hearing on the Transportation Systems Plan April 13th. A work session on The Frog Pond Master Plan is also scheduled for April 13th, and public input is welcome. The councilor announced the volunteer tree care event being set for April 2nd in Tranquil Park.

CONSENT AGENDA

- A. **Resolution No. 2572**
A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For **Autumn Park** Apartments, A Low-Income Apartment Development Owned And Operated By Northwest Housing Alternatives, Inc.

- B. **Resolution No. 2573**
A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For **Charleston Apartments**, A Low-Income Apartment Development Owned And Operated By Northwest Housing Alternatives, Inc.

- C. **Resolution No. 2574**
A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For **Creekside Woods LP**, A Low-Income Apartment Development Owned And Operated By Northwest Housing Alternatives, Inc.

- D. **Resolution No. 2575**
A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For **Rain Garden** Limited Partnership, A Low-Income Apartment Development Owned And Operated By Caritas Community Housing Corporation.

- E. **Resolution No. 2576**
A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For **Wiedemann Park**, A Low-Income Apartment Development Owned And Operated By Accessible Living, Inc.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

F. **Resolution No. 2577**

A Wilsonville City Council Resolution Directing The City Manager To Sign An Inter-Governmental Agreement Between Wilsonville And Metro For The Wilsonville Town Center Master Plan Project.

G. Minutes of the February 18, 2016 and March 7, 2016 Council Meetings.

Ms. Jacobson read the Consent Agenda items into the record by title only.

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

Vote: Motion carried 4-0.

PUBLIC HEARING

A. **Resolution No. 2578**

A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2015-16

Ms. Jacobson read Resolution No. 2578 into the record by title.

Mayor Knapp opened the public hearing at 7:36 p.m. and read the hearing protocol.

The staff report was presented by Cathy Rodocker. 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 budget adjustment will provide the needed budget authority for a number of capital projects.

- Annual CD Dept. Support for Misc. Water Projects-\$14,000
- Willamette River Water Supply-\$75,000
- Water Treatment Master Plan Update-\$37,955
- Pedestrian Enhancements-\$112,725
- I-5 Landscaping-\$6,750
- Wilsonville Rd Median Improvements (General Fund funded)-\$57,075

The budget adjustment includes increases to non-CIP related expenses for a number of programs. The expenses will be funded by contingency.

- Information Services: Fiber Business Plan-\$75,000
- Information Services: IT Strategic Plan-\$28,000
- Parks Maintenance: Water Expense-\$14,000
- Transit: CNG Upgrade-\$50,643
- Building: Additional software maintenance Fees-\$5,000
- CD Administration and Finance: CD Fund Review-\$15,000
- Planning: Coffee Creek Industrial Area Form Based Code-\$33,000
- Water Treatment Plant: Transformer Rebuild-\$46,000

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

- Water Treatment Plant: Di-electronics-\$65,000
- Street Lights: Electricity-\$30,500
- Street Lights: Infrastructure Maintenance-\$10,000

The budget adjustment includes increases to material and services that will be offset by an increase in user fees.

- Parks and Recreation: Instructor Fees and Bank Charges-\$29,500

Lastly, the budget adjustment includes a number of CIP projects that will result in a zero dollar adjustment where the excess budget of one project is used to fund the increase in another project.

Wilsonville Rd Median Improvements (SDC Funded)	\$	47,550
Tooze Rd-110th to Grahams Ferry (Street SDC Funded)		(47,550)
Tooze Rd-110th to Grahams Ferry (Stormwater Funded)		34,650
Annual-City Wide Storm Sewer Pipe Replacements		(31,050)
Annual- CIP Closeouts from Prior Years		(3,600)
Annual-CD Dept Support for Misc Projects		21,000
Annual-Early Planning Future Stormwater Projects		(7,000)
Gesselschaft Channel Restoration		(5,000)
Willametter River Outfalls		(9,000)
WWTP Outfall Repair/Replacements		115,140
WWTP Outfall Repair/Replacements		86,860
Town Center Pump Stations Improvements		(115,140)
UD1 Kinsman Parallel 12" Main		(86,860)
Basalt Creek Planning		10,000
Citywide Signage/Way finding		(10,000)

As required by Local Budget Law, a notice for the public hearing has been published in the Wilsonville Spokesman. The notice was published on Wednesday, March 16, 2016. Adoption of the Supplemental Budget Adjustment is required prior to the end of the fiscal year, June 30, 2016.

Current Year Budget Impacts:

Resources:		Expenditures:	
Increase Project Management Fees	\$ 143,671	Capital Projects	\$ 335,971
Charges for service	34,500	Material and Services	351,000
		Capital Outlay	50,643
		Contingencies	(559,443)
 Total Resources	 \$ 178,171	 Total Expenditures	 \$ 178,171

Councilor Starr asked about the status of the landscaping replanting along the I-5 sound wall area. Ms. Rodocker indicated the project stalled during an ownership change; however, it should now be completed.

Mayor Knapp confirmed that a supplemental budget was necessary when an existing appropriation is exceeded by 10%. Ms. Rodocker indicated he was correct.

Mayor Knapp invited public testimony, hearing none; he closed the hearing at 7:42 p.m.

Motion: Councilor Lehan moved to approve Resolution No. 2578. Councilor Stevens seconded the motion.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

Vote: Motion carried 4-0.

CONTINUING BUSINESS

- A. **Ordinance No. 787** – second reading
An Ordinance Of The City Of Wilsonville Annexing Approximately 1 Acre At 11700 SW Tooze Road Into The City Limits Of The City Of Wilsonville, Oregon; The Land Is More Particularly Described As Tax Lot 1203 Of Section 15 T3S-R1W, Clackamas County, Oregon, Jay And Theresa Nims, Petitioners.

Ordinance No. 787 was read into the record by the City Attorney by title only on second reading.

Motion: Councilor Stevens moved to adopt Ordinance No. 787 on second reading. Councilor Lehan seconded the motion.

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

- B. **Ordinance No. 788** – second reading
An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Clackamas County Rural Residential Farm Forest 5 (RRFF5) Zone To The Village (V) Zone On Approximately 1 Acre At 11700 SW Tooze Road. Comprising Tax Lot 1203 Of Section 15, T3S, R1W, Clackamas County, Oregon, Polygon WLH LLC, Applicant.

Ordinance No. 788 was read into the record by the City Attorney by title only on second reading.

Motion: Councilor Stevens moved to adopt Ordinance No. 788 on second reading. Councilor Lehan seconded the motion.

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

- C. **Ordinance No. 776** – *to be continued*
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.

Ordinance No. 776 was read into the record by the City Attorney by title only with the instructions to continue the matter until the May 16th Council meeting.

Motion: Councilor Lehan moved to continue Ordinance No. 776 to date certain of May 16, 2016. Councilor Stevens seconded the motion.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

Vote: Motion carried 4-0.

CITY MANAGER'S BUSINESS – No report.

LEGAL BUSINESS – No report.

ADJOURN

Mayor Knapp adjourned the meeting at 7:45 p.m.

Respectfully submitted,

Sandra C. King, MMC, City Recorder

ATTEST:

Tim Knapp, Mayor