

**CITY OF WILSONVILLE**  
**CITY COUNCIL MEETING MINUTES**

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A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:00 p.m. on Monday, October 5, 2015. Mayor Knapp called the meeting to order at 7:15 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  
Sandra King, City Recorder  
Angela Handran, Community Outreach Specialist  
Mark Ottenad, Government and Public Affairs Director  
Miranda Bateschell, Long Range Planner  
Nancy Kraushaar, Community Development Director

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 Tourism Promotion Committee Members will be appointed this evening. Mayor Knapp explained Councilor Lehan agreed to serve as the Council Liaison to the Tourism Promotion Committee. The Mayor and Councilor Lehan interviewed the applicants for this newly formed committee whose terms of office will be staggered. The Committee has seven voting position, and five non-voting positions consisting of the Council Liaison, City Parks and Recreation Director or his designee, a representative from the Wilsonville Chamber of Commerce, a representative of the Clackamas County Tourism and Cultural, and a representative from the Washington County Visitor's Association.

Councilor Starr asked if the Committee members had to be a resident, a business owner, or be involved with a non-profit in the City.

Mayor Knapp said there was nothing formal in the bylaws regarding residency; the intent was to put the Committee together out of a community of interests, not as a geographic area. The recommendations for appointment include:

- Jeff Brown, Holiday Inn

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- Darren Harmon, Family Fun Center
- Albert Levit, Bicycle Club Coordinator
- Kathleen Mason, Aurora Colony Historical Society, Community Relations Manager
- David Stead, General Manager of Langdon Farms Golf Club
- Elaine Swyt, principle at MediaPhysics
- Margaret Usher, World of Speed Group Sales Manager

The Ex-Officio Positions include representatives of:

- Wilsonville Chamber of Commerce
- Washington County Tourism
- Wilsonville Parks and Recreation Department

**Motion:** Councilor Lehan moved to ratify the appointments of these seven individuals for the tourism promotion committee for the terms appointed. Councilor Starr seconded the motion.

Councilor Lehan said she had been very impressed with all the people we met with, and we got a good cross section of interest areas. For the applicants that were not appointed we are trying to find ways to incorporate them in another role since they all brought important skills.

The Mayor pointed out the charge to the Committee is to develop a five-year action plan to implement the Tourism Development Strategy developed by the Tourism Task Force, followed by a series of one-year implementation plans to carry out the action plan. The Council will function as oversight for the Committee who will make recommendations to the Council.

**Vote:** Motion carried 4-0.

Upcoming meetings were announced, in particular the Frog Pond hearing set for the October 19<sup>th</sup> City Council meeting.

The Mayor reported the City recently hosted a varied group including elected state representatives; representatives from surrounding cities, Metro, Greater Portland Inc., and private development with a bus tour of Wilsonville and discussion about the City's economic development actions, strategies and plans, as well as how development in Villebois and Frog Pond will tie in to planning for jobs and growth in the Coffee Creek and Basalt Creek areas. The participants left with a strong understanding of why Wilsonville takes some of the positions it does. Friday the Port of Portland Director and his staff, Metro Councilor Collette and Dirksen received a similar tour. The Mayor thanked Mark Ottenad, Chris Neamtzu, and Kristin Retherford for fielding questions and presenting technical information during the day.

## **COMMUNICATIONS**

- A. Introduction of Kevin O'Malley, new CEO of Wilsonville Area Chamber of Commerce, by Eric Postma, Chamber President

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Mr. Postma described the process used by the Chamber of Commerce during the recruitment of their new Chief Executive Officer, and provided a summary of Mr. O'Malley's experience running a small business and collaborating with businesses ranging in size from small businesses up to the Fortune 500 level. The Chamber wanted to find someone who would guide the organization for the next five years and had knowledge of the region.

Mr. O'Malley commented the City is poised to continue to lead the Metro area as a thriving business community. The Chamber's priority is to Create and Promote Economic Vitality; in addition the Chamber stands for being good community citizens. The Council will find a renewed energy on the part of the Chamber to collaborate.

Councilors welcomed Mr. O'Malley to the community and Chamber of Commerce.

**B. 2015 Voice of the People Mobility Award**

The City was nominated for the Voice of the People Award for Excellence in Mobility from the National Research Center, Inc. (NRC) based in Boulder, Colorado. The award is based on the exceptional results reported in the City's 2014 Community Survey in which local residents rated their level of satisfaction with Wilsonville's mobility as one of the top three participating jurisdictions in the United States. The City scored in the top one percent in the nation among its peers.

The award was presented at the ICMA conference to the City and Mr. Cosgrove accepted the award on behalf of the City. The City Manager explained Mobility is defined as, "accessibility of a community by motorized and non-motorized modes of transportation, for example, ease of travel, traffic flow, ease of walking, availability of paths and walking trails" the City exceeded the national benchmarks in five of the seven measurement categories. The criteria for submission was to identify steps the City had taken to impact positive survey results in the area for which the award was given. The Council viewed the video submitted for the award.

**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.

Jim Bernard, Clackamas County Commissioner, commented he had recently driven through Villebois and was impressed with the growth of that community. The Commissioner reported on projects and issues the Clackamas County Commissioners were addressing:

- The opening of the Orange Light Rail line;
- Clackamas County voted in favor of legalizing marijuana and the Commissioners are dealing with the land use implications as a result of the legalization; and
- The Urban/Rural Reserve remand is a problem that needs to be resolved.

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Commissioner Bernard indicated he would run for Clackamas County Chair in the 2016 election with the hope to repair relationships between county cities and Metro.

Ken Humbertson indicated he would be a candidate for Clackamas County Commissioner, Position #4, and challenge Tootie Smith for that seat. Mr. Humbertson listed the boards he has served on in addition to his background in law enforcement and as a fire fighter. He expressed the desire to work in cooperation and collaboration with Metro, Washington and Multnomah counties...

Michelle Ripple, Wilsonville Community Sharing (WCS) Board Member, introduced Dick Watson also a WCS Board Member and thanked the Council for their support. Ms. Ripple requested staff to come up with an agreement on how to use the \$15,000 grant awarded by the City. The WCS would like to use \$12,000 to pay I58:10 Media for a fundraising and marketing campaign and a website redesign, and use the balance for hard costs such as copies and postage. WCS is still looking for business sponsors to offset some of those costs, anything leftover will be used to provide direct assistance to people in need or however the Council would like to direct the WCS. The Board will return to Council in six months to show how the grant has paid back with dividends.

The WCS Board has been involved in finding their vision and mission. Their vision is "A Self Sufficient Community without Hunger". The WCS mission is to "Leverage Resources to Eliminate Hunger, Empower Opportunity, and Restore Dignity".

Many residents do not realize that Wilsonville has a need. That need has increased at the food bank by 30 families per month, with information referral requests up from 175 to 307 per month. The information referral piece is to find the root of the problems causing people to need the food bank in the first place, and WCS is successful in helping people become self-sustaining and not need the food bank.

Monetary donations are not keeping pace with the need even with the \$14,500 raised this summer through fundraising events. It has become critical to hire a marketing firm that specializes in food banks to help WCS create a plan to attract sustaining monthly donors. Most people do not realize their monetary donations allow the Food Bank to purchase food at ten-cents per pound, pay staff, rent and utilities. If everyone in Wilsonville gave WCS \$5 or \$10 per month as a sustaining donor we could end hunger in Wilsonville.

Ms. Ripple indicated WCS needed a clean and simple website that people can navigate easily, a business solicitation kit containing information and literature so WCS can start asking businesses to contribute and support the organization, and we need literature and postage to launch a direct mail fundraising campaign.

I58:10 Media has provided a bid for \$12,000 that includes those things, less the cost of postage and photo copies. The company has a proven record helping food banks and other non-profit groups and WCS Board is confident this is a fair price.

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Ms. Ripple explained the critical holiday giving season is near and waiting will put them one more year behind. She asked the Council to direct staff to consider her request tonight.

Councilor Starr noted he made the recommendation to spend more on WCS with the intent of insuring there was financial relief for people having trouble paying rent or for food relief, not necessarily fundraising.

After a discussion the Council asked if WCS had the funds from the summer fundraising to backfill the assistance funds, or transfer funds from one line item to another if the Council put \$15,000 into direct assistance, could WCS take \$15,000 from another line item in the budget to put towards the marketing and fundraising campaign.

Mr. Cosgrove suggested Council direct staff to write a grant agreement to be placed on the October 19<sup>th</sup> Council agenda. For the \$15,000 to be used in the way Ms. Ripple has laid it out.

**Motion:** Councilor Stevens moved to direct staff to prepare a grant agreement with Wilsonville Community Sharing for the \$15,000 for a marketing program. Councilor Lehan seconded the motion.

Councilor Starr suggested Councilors call people in the meantime to see if the funds could be raised, in part or in whole, and then let Mr. Cosgrove be guided by what the shortfall is and go from there.

**Vote:** Motion carried 4-0.

Councilor Starr asked for this need to be presented in the *Boones Ferry Messenger*. Mr. Cosgrove has made the commitment to Ms. Ripple to work with staff to get that message out as soon as we get something that is produced by Mr. Harms.

Ms. Ripple added that messaging is part of the proposal from I58:10 Media, exactly how to tell the WCS story effectively.

### **COUNCILOR COMMENTS, LIAISON REPORTS & MEETING ANNOUNCEMENTS**

Council President Starr – (Park & Recreation Advisory Board Liaison) reported the leadership of the City and Chamber met last week; he attended the League of Oregon Cities (LOC) conference in Bend which he found very productive; and he announced the next meeting date of the Parks and Recreation Advisory. Councilor Starr stated he participated in the recent town hall along with Clackamas County Commission Chair Ludlow and State Representative Davis. The discussion centered on Frog Pond development and the Newberg-Dundee bypass. There is agreement the bypass configuration needs to be remedied in a different way than what is currently proposed. The Charbonneau Art Festival was announced.

Mayor Knapp announced the decisions made by the Development Review Board at their last meeting.

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Councilor Stevens – (Library Board and Wilsonville Seniors Liaison) reported she attended the LOC conference as well, and learned a great deal from talking to other representatives from around the state. Councilor Stevens announced the upcoming meeting dates for the Wilsonville Community Seniors and invited the public to attend the Library Foundation Dinner, as well as participate in the Fall Harvest Fest.

Councilor Lehan– (Planning Commission and CCI Liaison) announced the next Planning Commission meeting and noted the tentative agenda items. She announced the Wine and Chocolate Extravaganza; a benefit for Youth, Rights & Justice, and the date the City’s Sister City delegation from Kitakata, Japan will arrive.

**CONSENT AGENDA**

A. Minutes of the September 21, 2015 Council Meeting.

**Motion:** Council Starr moved to approve the Consent Agenda. Councilor Stevens seconded the motion.

**Vote:** Motion carried 4-0.

**CITY MANAGER’S BUSINESS**

A high level update on the City Council Goals was provided.

- Staff members from both Wilsonville and Tualatin are working to schedule a joint meeting between the two councils to discuss Basalt Creek;
- A ballot measure creating an urban renewal district for the Coffee Creek area will go to the voters this November for an advisory vote;
- The City-wide signage project to make getting around Wilsonville easier “Wayfinding” is scheduled to start after the Frog Pond Concept Plan work is completed, the wayfinding work will include identifying bike paths as well;
- Staff will be meeting with representatives of ODOT to discuss the Newberg-Dundee bypass configuration and its impacts on Wilsonville and the I-5 interchange;
- A meeting has been scheduled with PacWest to discuss the messaging for an aquatic center;
- The Planning Department received a \$300,000 grant to be used for the Town Center Master Plan revision.

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**ADJOURN**

Mayor Knapp adjourned the meeting at 8:32 p.m.

Respectfully submitted,

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Sandra C. King, MMC, City Recorder

ATTEST:

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Tim Knapp, Mayor