

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, July 6, 2015. Mayor Knapp called the meeting to order at 7:13 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

Mayor Knapp
Councilor Starr
Councilor Fitzgerald
Councilor Stevens
Councilor Lehan

Staff present included:

Bryan Cosgrove, City Manager
Jeanna Troha, Assistant City Manager
Mike Kohlhoff, City Attorney
Sandra King, City Recorder
Chris Neamtzu, Planning Director
Kristin Retherford, Economic Development Manager
Zach Weigel, Engineer
Mark Ottenad, Government and Public Affairs Director
Andrea Villagrana, Human Resources Manager
Jon Gail, Community Relations Coordinator

Motion to approve the order of the agenda.

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

Vote: Motion carried 5-0.

MAYOR'S BUSINESS

A. City Manager Annual Contract Renewal

Mayor Knapp explained each Councilor provided input regarding the performance of the City Manger over the preceding year and the Mayor and Council President met with Mr. Cosgrove to talk about the past year.

Councilors expressed their appreciation to Mr. Cosgrove for the excellent job he does as City Manager and felt Mr. Cosgrove brought integrity and passion to the job, and engaged the community and citizens in city matters. They were impressed with his responsiveness to citizens, and with the high priority he placed on listening and responding to community member's needs and concerns. Councilors commented on Mr. Cosgrove's ability to step into an existing team, build the necessary allegiances and recognize the quality of the team that exists in Wilsonville.

Councilor Starr enumerated the changes to the City Manager's contract which included adding cell phone funds at \$100/month, continuing the car allowance at \$400/month, and providing the option to cash out a total of ten vacation days should he choose to do so. Should Mr. Cosgrove become incapacitated or dies on the job, his 401-A account would pass to his beneficiaries.

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Mayor Knapp noted the base salary was increased by 2.5%.

Councilor Lehan noted this increase puts Mr. Cosgrove's salary in the middle of the range for comparable cities.

Motion: Councilor Starr moved to approve the extension of Mr. Cosgrove's contract as City Manager from July 1, 2015 to June 30, 2016 with a total compensation of \$161,760.00 as outlined in the employment agreement. Councilor Fitzgerald seconded the motion.

Councilor Starr added the City's high staff retention rate is the mark of a good leader and a way to keep costs down. Mr. Cosgrove knows the budget very well helps us keep on task; there is strong concern on how the citizens money is spent which is important to the City Manager. Mr. Cosgrove also has a high concern for customer service; he responds to citizen concerns quickly and finds solutions.

Vote: Motion carried 5-0.

Mayor Knapp reported on the meetings he attended on behalf of the City and noted the date of the next Council meeting. The Mayor recently met with RevMedics a facility that develops innovative medical solutions and approaches for catastrophic injuries on the battle field.

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.

There were none.

COUNCILOR COMMENTS, LIAISON REPORTS & MEETING ANNOUNCEMENTS

Council President Starr – (Park & Recreation Advisory Board Liaison) announced the next meeting date of the Parks and Recreation Board, the Thursday Farmers Market, and the Movies in the Park event.

Councilor Fitzgerald – (Development Review Panels A & B Liaison) noted the meeting dates of the upcoming DRB Panels. She reported on the decisions the DRB-B made at their last meeting wherein they approved the development application for Brock Ludlow in Old Town.

Councilor Stevens – (Library Board and Wilsonville Seniors Liaison) remarked the Aurora Airport recently acquired a fire truck for the airport, and the aviation control tower will become operational in August. She invited the public to take part in the Scenic Trolley Tours starting July 22nd and the Rotary Concerts in the Park.

Councilor Lehan– (Planning Commission and CCI Liaison) announced the next meeting date of the Planning Commission and the items listed on their Work Session. She reminded the public of the Graham Oaks Celebration hosted by METRO, the Courtside neighborhood BBQ, and the enhanced Canyon Creek pedestrian crossing open house.

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CONSENT AGENDA

Mr. Kohlhoff read the titles of the Consent Agenda items into the record and noted the minutes (item B) will be moved to New Business.

A. **Resolution No. 2544**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With Wallis Engineering For The Charbonneau High Priority Utility Repair Project (Capital Improvement Project #2500 & #7500)

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

Vote: Motion carried 5-0.

PUBLIC HEARING

Mr. Kohlhoff read the title of Ordinance No. 769 into the record. He recommended that Council continue the matter to the August 3rd Council meeting.

A. **Ordinance No. 769** – 1st Reading

An Ordinance Of The City Of Wilsonville Amending Wilsonville Code Chapter 3, City Property And Chapter 8, Environment To Add Updated Erosion Control Requirements

Motion: Councilor Scott moved to continue Ordinance No. 769 to the August 3, 2015 Council meeting. The motion was seconded by Councilor Stevens.

Vote: Motion carried 5-0.

NEW BUSINESS

The City Attorney read the title of Resolution No. 2543 into the record.

A. **Resolution No. 2543**

A Resolution Of The Wilsonville City Council Adopting The Intergovernmental Agreement Between Metro And The City Of Wilsonville To Establish The Wilsonville-Metro Community Enhancement Program And Creating The Wilsonville-Metro Community Enhancement Committee.

Mr. Ottenad introduced METRO Councilor Craig Dirksen who spoke to the creation and purpose of the Community Enhancement program.

Councilor Dirksen commented the Metro Community Enhancement Program, was created to provide funding to communities hosting a land fill or Metro transfer station. The program provides funding to those communities for civic enhancements. Since Wilsonville has such a facility, it is now included in the Community Enhancement Program, making the city eligible to receive the funding. The funds generated by the program are available as grants to non-profit organizations to use for enhancement projects.

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Mayor Knapp asked how the funds will be administered.

Mr. Ottenad explained the resolution establishes a council level committee. Councilor Dirksen will serve on the committee in an ex officio capacity. The committee will also have two city council members, and four citizens at large. A public solicitation process will be used to gather ideas for improvement projects, which will be reviewed by staff. The project proposals will be submitted to the City Manager who will then provide the committee with options on how the funds can be used. Mr. Ottenad anticipates the City will receive approximately \$70,000 per year at the start of the program. The funds are intended for community enhancement projects such as wildlife improvement, recycling improvements, community beautification projects, and public art.

Recruitment for the committee will begin this fall, and early next year a solicitation for projects will be made to determine the types of projects available. By the time the committee would make a budgetary allocation, it would roll into the City budget cycle in time for the city budget process. A project could occur as soon as next summer; however, the committee may decide not to allocate all of the funds.

Mark Ottenad prepared the following staff report included in the Council packet. At the June 1 work session, Council directed staff to proceed with implementation of the proposed "Wilsonville-Metro Community Enhancement Program" through adoption of a resolution that executes the IGA and creates the new City Council-level Metro-Wilsonville Community Enhancement Committee to oversee implementation of the program.

Metro has undertaken a number of changes in 2014 to the region-wide Solid-Waste Community Enhancement Program that now makes Wilsonville eligible as to participate in the program beginning on July 1, 2015. Participation by the City in the Metro Solid-Waste Community Enhancement Program is accomplished through an intergovernmental agreement (IGA) with Metro that can require the formation of a committee to vet and select projects, a public-input process and participation by the community's district Metro Councilor, among other requirements.

The IGA between Metro and Wilsonville requires that a committee is formed to oversee the program and that the district Metro Councilor has an opportunity to serve on this committee. Due to the unique situation of having seated on the City's committee an elected Metro Councilor, staff recommended and Council agreed to creation of a new Council-level standing committee to be known as the "Metro-Wilsonville Community Enhancement Committee." Administration staff of the Office of the City Manager would provide support to the committee and coordination with Metro and City departments.

The Metro Solid Waste Community-Enhancement Program collects funds from solid-waste transfer facilities to be used to enhance and improve communities that host these facilities in accord with ORS 459.284. Funds collected under the community enhancement program are dedicated and used for enhancement host community of the facility from which the fees have been collected as determined by the committee or local government. These funds may be used for extensive community purposes that "rehabilitate and enhance the area within the City limits related to the transfer station."

Metro contacted the City in 2014 to discuss proposed changes to the Solid Waste Community-Enhancement Program, and presented to the Council during work session in February 2014. As the host community of Republic Services' Willamette Resources Inc. (WRI) waste-transfer and recycling reclamation facility, Wilsonville would be eligible to participate in the program. At that time, the Council agreed with a staff recommendation to "direct local-government administration through an IGA with Metro" for implementation of the program Wilsonville.

In October 2014, the Metro Council held a public hearing on the proposed changes that Mayor Knapp and Oregon City testified in support of. The Metro Council, which noted that both and 'old' and 'new'

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program participants supported the program modifications, approved changes to the Solid Waste Community-Enhancement Program that take effect on July 1, 2015. The changes include extending the program uniformly to all communities that host solid-waste transfer facilities and increasing the ‘tip fee’ to \$1.00 per ton, unchanged since 1991 that solid-waste haulers pay to use the transfer stations.

In January 2015, Metro forwarded a draft IGA and other documents for consideration by the City, and then provided an updated version of the IGA in April 2015. City staff brought to Council on June 1 a proposal for implementing the Metro Solid-Waste Community Enhancement Program in Wilsonville to create a new Council-level committee known as the Wilsonville-Metro Community Enhancement Committee to oversee the program locally.

The Wilsonville-Metro Community Enhancement Committee is to be composed of:

- 4 Citizen/Community members (Wilsonville residents)
- 2 City Council members
- 1 Metro Councilor (who has indicated a preference for ex-officio status)

Participation in the program requires a public-engagement process to advertise and solicit suggestions for community-enhancement projects, which are approved through an open public process. The City would anticipate using standard communications channels—including web posts, media releases, social-media, The Boones Ferry Messenger and newspaper—to advertise committee recruitment and opportunity for project nomination to the public.

Recent estimates for the WRI transfer station in Wilsonville show that 70,000 tons of eligible putrescible solid waste and another 5,000 tons of food waste are processed over a 12-month period. At a rate of \$1.00 per ton, the City could anticipate an annual distribution of approximately \$70,000 per year of Metro Solid Waste Community-Enhancement Program funds.

Metro is currently reviewing the regional solid-waste program, and may authorize an expansion of the WRI facility to 100,000 tons or more of eligible solid waste, which could generate additional program funds.

Motion: Councilor Fitzgerald moved to adopt Resolution No. 2543. Councilor Lehan seconded the motion.

Vote: Motion carried 5-0.

B. Minutes of the June 15, 2015 Council meeting.

Mayor Knapp asked that a change be made to page 2 of 9 in the June 15, 2015 minutes to read, “He reiterated no apartments were planned for the Frog Pond area and the lot sizes *include lots* in the 10,000 to 12,000 square foot size”.

Motion: Mayor Knapp moved to adopt the June 15, 2015 minutes with the correction.
Councilor Lehan seconded the motion.

Vote: Motion carried 5-0.

CITY MANAGER’S BUSINESS

Mr. Cosgrove advised he would be attending the OCCMA conference in Bend the rest of the week. In addition, staff is working on the scrolling of community events on the television through the purchase of equipment and software using PEG funds. Regarding the liaison reports, he would begin to edit the

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information to provide the salient information. In spite of their best efforts and practices, Staff is having a difficult time keeping the City's park turf green because of the dry weather conditions and heat.

During the Clackamas County City/County Managers meeting, it was announced Washington and Clackamas counties are planning to place a bond measure on the ballot in May 2016 for \$55-90 million per county to upgrade the infrastructure for 9-1-1 emergency communications. He will provide additional information as it becomes available.

Mr. Cosgrove announced an agricultural drone company would be coming to Wilsonville.

LEGAL BUSINESS

Mr. Kohlhoff reported he would be out of the office for the August 3rd meeting; however, Assistant City Attorney Jacobson would be at the meeting.

Mr. Cosgrove invited Councilor Dirksen to provide an update on the UGR discussions.

Mayor Knapp asked the Councilor to provide clarity on where the process is and outline the factors surrounding the issue.

Councilor Dirksen did not know if he was able to add any additional information. A letter from President Hughes had been sent to the City expressing Metro's intent to conclude the UGR report this year with the expectation that – with the challenges Metro faces with the remand of the urban and rural reserves – that it is difficult for Metro to come to some other conclusion. Metro is viewing the remand as an opportunity to open discussion between Metro and Clackamas County about resolving the issue with the Urban and Rural Reserves. Once those have been resolved and accepted by the state, then Metro can look at the process.

The alternative would be to request an extension for a year. If Metro anticipated the remand's process would be completed in time for that to make sense, Metro might have gone that direction; but there is no anticipation that is the case. Metro feels the best thing to do would be to conclude the current process, which would allow Metro to get out from under the cross that has collected around it and then reopen it once the urban and rural reserves process has been resolved.

Mayor Knapp wanted to know if Councilor Dirksen could comment on what was delaying the resolution of the remand.

Councilor Dirksen responded during the last two months Metro has formally requested to create a process with Clackamas County, the remand is asking for further findings which could be concluded by a coordinated effort between Metro and the Clackamas County Commission. Metro has made a formal request of the Commission to start that process, and towards that end a joint meeting will be held between Metro and the Commission on July 14 to finalize that. The timeline would not allow resolution, reach an agreement, and have it go to the State and be acted upon and then be able to act on revising the Urban Growth Report all within a year.

Mayor Knapp acknowledged Wilsonville's frustration about the inability to move the matter forward more expeditiously.

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Councilor Dirksen commented his preference would be a path forward that would be the briefest and allow the issue to be addressed directly without encumbrance.

Mayor Knapp noted Metro President Hughes and staff will be attending the consortium of regional mayors meeting to discuss the subject.

Councilor Lehan asked if the area involved in the remand was the Stafford area.

Councilor Dirksen stated there were areas in Multnomah County, but primarily the remand was limited to Area 4 in Clackamas County.

Mayor Knapp thanked Councilor Dirksen for his comments.

ADJOURN

Mayor Knapp adjourned the meeting at 8:13 p.m.

Respectfully submitted,

Sandra C. King, MMC, City Recorder

ATTEST:

Tim Knapp, Mayor