

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 15, 2015. Mayor Knapp called the meeting to order at 7:36 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
Susan Cole, Finance Director
Cathy Rodocker, Assistant Finance Director
Mark Ottenad, Government and Public Affairs Director
Jon Gail, Community Relations Coordinator
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 Fitzgerald seconded the motion.

Vote: Motion carried 5-0.

MAYOR'S BUSINESS

A. Upcoming Meetings

Mayor Knapp talked about the regional meetings and events he participated in on behalf of the City, in particular the Oregon Institute of Technology (OIT) senior program wherein seniors displayed their senior thesis projects in the engineering disciplines.

COMMUNICATIONS

A. Greater Portland Inc. (GPI) Economic-Development Presentation – Mayor Lou Ogden, Small Cities Consortium Chair, GPI Board Member; Alisa Pyszka, VP of Recruitment and Expansion

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Mayor Ogden explained Greater Portland Inc. (GPI) is dedicated to portraying and marketing the greater Portland area around the world, and spoke about the changes the organization went through leading to the formation of GPI.

Using a PowerPoint slide show Ms. Pyszka described the regional public-private partnership established to coordinate a transparent approach to economic development. GPI is a merger between publicly funded regional partners and privately driven Greenlight Greater Portland. Their goal is to market the region worldwide, recruit new businesses, and retain and grow existing businesses. Their 2015 work plan is to unite the region to compete globally. Ms. Pyszka spoke about the services GPI provides and the types of industries that are looking at the region.

Mayor Ogden said a plant locating in Wilsonville is a win for Wilsonville, but also there is a “ripple effect” or beneficial gain throughout the region.

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 McCreight, Washington County Museum introduced the new Washington County Museum Director Mark Harmon.

Mark Harmon stated the Museum was seeking exposure to Washington County communities, and increased participation of schools, cities and organizations in the Museum. Beginning in September the Museum would be selecting a city to highlight each month at the Museum.

Mayor Knapp noted there was a Historical Society in Wilsonville, and requested that information be provided to Mr. Harmon.

The Mayor observed there were several people who wanted to speak about the Frog Pond Area Concept Plan; however, that topic was not on the agenda for this evening. He said it was frustrating to hear rumors repeated, and inaccuracies retold as fact. He reiterated no apartments were planned for the Frog Pond area, and the lot sizes are in the 10,000-12,000 square foot size. The Mayor recommended reading-through the City's Planning website for accurate information.

Debi Laue expressed concern about the City's consultants using historical data to predict future expectations. She felt Frog Pond was an opportunity to offer housing choices not available even in surrounding cities. Ms. Laue submitted letters from Jamie Harris and Natalie Long, Elite Development Northwest, and Phillip Pahlisch, owner and VP of Northwest Oregon and Southwest Washington Region, Pahlisch Homes, Inc. The letters have been made part of the record.

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Peter Kusyk, developer, spoke about the local market trends in that he is developing three 12,000 square foot lots and the price for these lots continues to increase since building began. He said demand for homes on large lots now exceeds any available property and only Frog Pond has the potential to offer that type of housing. Mr. Kusyk believed there would be less traffic with large lot development since there are fewer homes, therefore the roads could be narrower, and private, with rolling curbs which are less expensive to build.

Councilor Stevens asked Mr. Kusyk if the new homes he is building on these three lots are single story. Mr. Kusyk replied they have the master on the main floor, but one has a second story, and two have downstairs.

Doris Wehler submitted her testimony in writing which has been made part of the record. She suggested reconfiguring Option F as proposed by the Planning Commission to have 174 large lots, 281 medium lots and 105 small lots.

Lori Loen agreed with the comments made by Ms. Laue and Ms. Wehler, and stated she liked the direction of the changes being made. She suggested the inclusion of accessory dwelling units on small lots would increase density while providing homes for students or parents.

Sharon Rebers asked if URA funds would be used to fund infrastructure in Frog Pond as was done in Villebois. Mayor Knapp advised public sentiment was that development should pay its own way; however, there were no plans yet one way or another.

Elizabeth McCord thought the information on-line regarding Frog Pond and the survey questions was skewed towards a specific response. She wanted more diversity of housing types on larger lot sizes similar to Meadows, and to have growth controlled. Ms. McCord felt schools and sports fields needed to be built before housing in Frog Pond.

David Kelso agreed with Ms. McCord's comments regarding the survey. He referred to the comments made by GPI representatives and thought one way to attract the higher paying tech employers and jobs is to have "professional level" housing options available.

Shelesha Kelso supported the prior testimony. She was concerned with the increases in traffic and the difficulties in traveling from one side of town to the other, and was unhappy to see farm land outside of Wilsonville disappear with development.

COUNCILOR COMMENTS, LIAISON REPORTS & MEETING ANNOUNCEMENTS

A. Council President Starr – (Park & Recreation Advisory Board Liaison) Councilor Starr thanked the community members who spoke tonight. Referring to the Kelso's comments, he said he liked his home but using the stairs make his knees hurt, so he was looking towards the future. With his last child in college he is looking towards finding a single level home and still have some property but there are not many options in town.

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The Councilor had produced a copy of the Market Action Report for the Leland Group who are the Frog Pond consultants. He agreed with Ms. Laue's statements about conducting a forward looking opportunity analysis rather than using historical data. The report the Leland Consultants used was from October 2014 which stated there is 2.8 months of home inventory for sale; however, the inventory rate now is 1.7 months. This means there are no homes for sale, or the homes are overpriced. We are at a place where we need supply right now.

B. Councilor Fitzgerald – (Development Review Panels A & B Liaison) announced the next meeting date for DRB Panel B, and the Boy Scout plant sale set for June 20th. Councilor Fitzgerald commented some of the written comments the Council received are requests for larger lots, and also for affordable lots. She had someone contact her recently who said they wanted a larger lot that didn't cost \$500,000. Councilor Fitzgerald said she looked around the area to see what was available for that amount and was informed by a realtor that one can build a house in Wilsonville, and build the same house for \$100,000 less in Milwaukie or another neighboring community. The challenge is to figure out how to meet all of these needs, there are a lot of factors to consider.

C. Councilor Stevens – (Library Board and Wilsonville Seniors Liaison) stated the Wilsonville Seniors met and heard from Jon Gail about the *Boones Ferry Messenger* as well as Sadie Wallenberg who spoke about the programs offered to seniors at the Community Center. She announced the date of the annual Oregon Road Runners Group fun run and the Leadership Academy graduation. On a personal note, Councilor Stevens commented she was looking to downsize now that her children are grown. The idea of downsizing, being able to travel more and to "lock and go" was appealing. Having the diversity of housing choices is important in the community and being able to meet the needs for all stages of life is one of the elements that make Wilsonville a welcoming engaging community.

D. Councilor Lehan– (Planning Commission and CCI Liaison) Councilor Lehan reported the Planning Commission discussed the Frog Pond Area Concept Plan at their last meeting. At the next meeting of the Commission they will be discussing the Coffee Creek concept plan, the Frog Pond Area Concept Plan, the Coffee Creek Industrial Area Form Based Code, and the Basalt Creek concept plan. She noted she and Mayor Knapp would be speaking in Charbonneau on Thursday as part of a panel. The Councilor noted the I-5 Connection Concert on June 20th.

Mayor Knapp announced the Grace Chapel 5K fun run on June 20th the proceeds will go to Living Water International, and the Graham Oaks Park event both set for July 11th.

CONSENT AGENDA

Mr. Kohlhoff read the titles of the Consent Agenda into the record.

A. **Resolution No. 2542**

A Resolution Of The City Of Wilsonville Approving An Agreement With TWV. Inc. (DBA Sustainable Cleaning Systems) For The Project Known As Janitorial Services.

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B. Resolution No. 2538

A Resolution Authorizing A Five Year Capital Interfund Loan From The General Fund To The Stormwater Capital Fund

C. Minutes of the June 1, 2015 City Council Meeting.

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

Vote: Motion carried 5-0.

PUBLIC HEARING

A. Resolution No. 2539

A Resolution Authorizing A Supplemental Budget Adjustment For FY 2014-15

The title of the resolution was read into the record by the City Attorney.

Mayor Knapp read the public hearing process and opened the hearing at 8:58 p.m.

Ms. Rodocker provided the staff report. Oregon's Local Budget Law allows the council to amend the adopted budget for an occurrence or condition that as 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 ten percent of the adopted budget expenditures or fifteen percent of the funds adopted contingency.

Resolution No. 2539 is a budget adjustment which will provide the needed budget authority for the remainder of the fiscal year. A budget adjustment requires a public hearing as part of the adoption process.

The budget adjustments include the addition of \$35,000 to the Memorial Park Master Plan project. These funds were budgeted for last fiscal year but the project was delayed to this fiscal year. In addition, due to the continued growth in both the permit revenue and number of utility customers, an increase is needed for additional bank fees. In total, an additional \$53,900 over a number of funds will be required to meet the current estimates. A \$10,000 increase is required for the Street Lighting Fund for additional utility costs.

And lastly, a number of net zero transfers will be made to recognize the additional budget requirements for several projects.

Mayor Knapp invited public comment, hearing none he closed the hearing at 9:03 p.m.

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Motion: Councilor Lehan moved to approve Resolution No. 2539. Councilor Fitzgerald seconded the motion.

Vote: Motion carried 5-0.

NEW BUSINESS

A. **Resolution No. 2540**

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

Mr. Kohlhoff read the title of Resolution No. 2540 into the record.

Susan Cole, Finance Director, presented the staff report. As discussed in the June 1, 2015 City Council work session, the annual Support Grant Agreement between the City of Wilsonville and Wilsonville Community Sharing (WCS) expires June 30, 2015. Additionally, the current agreement specifies that when the Portland area unemployment rate dips below seven percent, "the renter utility bill-paying assistance program shall cease."

During the work session, Council discussed the merits of using the Portland area unemployment rate as a guideline to offer utility bill-paying assistance, and directed staff to work with WCS on alternative guidelines for the assistance program. Recognizing that the current contract expires on June 30, and that the community continues to have need for utility bill-paying assistance, Council provided direction to staff to bring forward a proposal that extends the utility bill-paying assistance for a period of time so the guidelines could be amended.

Additionally, Council directed staff to bring forward a Support Grant Agreement for the general purpose portion for the next fiscal year.

For the renters utility bill-paying assistance program, the use of the Portland unemployment rate as a guideline to provide utility assistance has been removed. The proposal is to divide the funding (\$16,000) for this program in half, with the first half provided until December 31, 2015, while guidelines of the program for utility bill-paying assistance are developed. The second half of the funding would be contingent upon Council acceptance of the guidelines.

The general purpose portion of the grant reflects an increase of \$1,323, reflecting inflation, and increases from \$30,677 in FY 14-15 to \$32,000 in FY 15-16.

Two administrative changes are suggested to the overall grant agreement. The first is to have WCS submit their annual IRS Form 990 to the City within 10 business days of filing it with the IRS. The second change modifies the interest rate charged to WCS if the City finds that the grant funds have been inappropriately used and therefore must re-pay the City. It changes the interest rate from 12 percent to instead be based on the Federal Funds Rate plus 5 percent. The Federal Funds Rate is currently at 0.25 percent. The Federal Funds Rate is variable, even though

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it hasn't changed in a number of years, and is the rate banks typically use to set their interest rates and credit card rates.

This resolution and agreement would be effective from July 1, 2015, through June 30, 2016. One-half of the \$16,000 available for the renters utility bill-paying assistance would be available through December 31, 2015. The remainder of the funding would be available contingent upon Council approval of guidelines on providing this assistance. Staff intends to work with WCS on developing these guidelines over the next several months, and to bring a proposal to the City Council for their consideration sometime in the fall of 2015

Motion: Councilor Fitzgerald moved to approve Resolution No. 2540. Councilor Starr seconded the motion.

Vote: Motion carried 5-0.

B. Resolution No. 2541

A Resolution Of The Wilsonville City Council Creating The Wilsonville Tourism Promotion Committee.

Mr. Kohlhoff read the title of Resolution No. 2541 for the record.

Mark Ottenad, Government and Public Affairs Director, presented the staff report. City Council reviewed during the May 18, 2015, work session a proposal and directed staff to proceed with some suggested modifications for formation of the Tourism Promotion Committee.

The Council modified the proposal by adding:

1. To the list of potential committee stakeholders other possible representatives of General Retail and Restaurant businesses;
2. A Wilsonville Chamber of Commerce representative to the committee as an additional ex-officio member, bringing to 12 the total number of committee members.

The Tourism Promotion Committee ("Committee") has three primary areas of responsibility:

1. The Committee oversees implementation of the "Visit Wilsonville" Tourism Development Strategy and is charged specifically to develop a larger Five-Year Action Plan and annual One-Year Implementation Plans for fulfilling the Tourism Development Strategy, to be presented and recommended to City Council for approval.
2. The Committee makes recommendations to the City Council for tourism- and visitor-related marketing, promotions, expenditures and related programs and services that will result in increased tourism activity, as measured by overnight room stays at local lodging properties.
3. The Committee makes recommendations to City Council concerning the selection and disbursement of the annual Tourism Grant Programs operated by the City, including the Community Tourism Matching Grant Program (currently \$25,000 per year) and the Clackamas County Tourism Community Partnership Grant Program (currently \$20,000 per year).

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After adoption of Resolution No. 2541, staff will notify known and interested parties in the City's tourism promotion efforts and promote availability of the committee positions during the July–August timeframe using direct outreach, media releases, web and social media postings and announcements in The Boones Ferry Messenger.

Using an August 30 application deadline, staff will aim to advance a roster of candidates for the Mayor's consideration and nomination to City Council during September, with Council approval during the first meeting of October.

At this time no additional budget impacts beyond that which has been budgeted are anticipated. However, the Tourism Promotion Committee may bring recommendations to the Council that carry budgetary implications.

An extensive community engagement process occurred with a citizen task force that developed *Wilsonville Tourism Development Strategy, May 2014*. Public and interested parties were notified about proposal for formation of Tourism Promotion Committee, which received all favorable reviews.

Anticipated results include additional visitor and tourism spending within the community that benefit primarily smaller hospitality and services businesses and also area lodging properties (along with increased transient lodging tax revenues to state and local governments).

Formation of the Tourism Promotion Committee is in alignment with Council goals and priorities as outlined in the *Wilsonville Tourism Development Strategy, May 2014*.

Mayor Knapp asked if the Chamber has endorsed the proposal.

Mr. Ottenad said he had received the indication from Mr. Postma the Chamber is in support of the proposal.

Motion: Councilor Fitzgerald moved to approve Resolution No. 2541. Councilor Lehan seconded the motion.

Councilor Fitzgerald thanked everyone for the discussions leading to the creation of the Tourism Promotion Committee; she was pleased the Chamber supported the program and looked forward to the results.

Vote: Motion carried 5-0.

CITY MANAGER'S BUSINESS

Mr. Cosgrove stated the Quarterly Goals Update is being reformatted and once completed will be sent to the Council.

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LEGAL BUSINESS – There was no report.

ADJOURN

Mayor Knapp adjourned the meeting at 9:15 p.m.

Respectfully submitted,

Sandra C. King, MMC, City Recorder

ATTEST:

Tim Knapp, Mayor