

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, February 2, 2015. Mayor Knapp called the meeting to order at 7:03 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
Nancy Kraushaar, Community Development Director
Mark Ottenad, Government Affairs Director
Stephan Lashbrook, SMART Director
Jon Gail, Community Relations Coordinator
Mike Ward, City Engineer

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

Mayor Knapp reported on the meetings scheduled for the next few weeks, and talked about the New Partners for SMART Growth Conference he and members of the DRB and Planning Commission recently attended. The Mayor was particularly interested in the technology applications many cities are using across the country and how they may be used in Wilsonville.

COMMUNICATIONS

- A. Report from the Office of Congressman Kurt Schrader by Whitlee Preim-Siddon, District Aide (staff – Ottenad)

Mr. Ottenad introduced Whitlee Preim-Siddon, Field Office Aid for Congressman Schrader. Ms. Preim-Siddon spoke about the legislative issues the Congressman has been involved with at the federal level.

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Mayor Knapp invited the members of Scout Troop 528 to introduce themselves, and speak about the merit badge they were working toward. Scout member Moore introduced the leaders and members of his troop.

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.

Jake Schwein introduced the new community center “Heart of the City” which provides a holistic approach in providing resources and services to those in the community who need assistance. A short video was shown which described the vision, initiatives and partners of Heart of the City Center.

Councilor Fitzgerald asked if there was a way to learn about the accomplishments and number of people served by the Center.

Councilor Lehan wanted to know if the Center worked closely with CCSD on domestic violence issues. Mr. Schwein stated one staff pastor regularly works with people involved in domestic violence.

COUNCILOR COMMENTS, LIAISON REPORTS & MEETING ANNOUNCEMENTS

Council President Starr – (Park & Recreation Advisory Board Liaison) had no meeting reports to share. He commented the Heart of the City Center provides an opportunity for people to help those in need in the community. The Councilor announced the third Memorial Park Master Plan meeting scheduled for February 18th.

Councilor Fitzgerald – (Development Review Panels A & B Liaison) reported on the decisions made by DRB Panel B, and date of the next DRB Panel A meeting.

Councilor Stevens – (Library Board and Wilsonville Seniors Liaison) noted she had attended her first Library Board and spoke about the fire in the book drop that occurred in January. The Library sponsored Willamette Falls Locks History event was very well received. She announced the upcoming Daddy/Daughter Dance scheduled for February 27th at the Community Center.

Councilor Lehan– (Planning Commission and CCI Liaison) announced the next meeting of the Planning Commission had been cancelled. The Councilor attended a meeting of the Ladd Hill Neighborhood Association where the impacts of the Dundee By-Pass on Wilsonville Road were discussed. Councilor Lehan announced the Volunteer Planting and Tree Care event scheduled for the end of the month.

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CONSENT AGENDA

Mr. Kohlhoff read the title of the Consent Agenda items for the record.

A. Minutes of the January 5, 2015 City Council Meeting

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

Vote: Motion carried 5-0.

PUBLIC HEARING

Mr. Kohlhoff read the title of Ordinance No. 766 into the record on first reading.

A. **Ordinance No. 766**

An Ordinance Of The City Of Wilsonville Adopting The 2014 Update To The Wastewater Collection System Master Plan And Replacing The 2001 Wastewater Collection System Master Plan.

Mayor Knapp opened the public hearing at 7:40 PM and read the hearing protocol.

The staff report was presented by Mike Ward, Engineering. Mr. Ward introduced Shad Roundy, and Michael Carr of Murray Smith and Associates.

The proposed Wastewater Collection System Master Plan has been prepared as an update to the 2001 master plan. The Planning Commission has reviewed the master plan and, after holding a public hearing, recommends that the updated master plan be adopted as a sub-element of the City of Wilsonville Comprehensive Plan.

Wilsonville uses a three-step approach to planning for public facilities. First, general Policies and Implementation Measures are contained in the Comprehensive Plan. Second, individual master plans are prepared and periodically updated to deal with specific facility requirements. Finally, the City annually updates a rolling five-year Capital Improvement Program, based on these master plans, for scheduling and budgeting of improvement projects. Among the individual master plans is the Wastewater Collection System Master Plan last updated in 2001. Before the City Council is an update to the Wastewater Collection System Master Plan, consistent with the second step of the City's approach to planning for public facilities.

The Wastewater Collection System Master Plan provides a 20-year blueprint for Wilsonville's wastewater collection system including sanitary trunk lines and pump stations. The Wastewater Collection System Master Plan update integrates past master planning efforts as well as new information such as population and job growth projections and the current condition of wastewater collection infrastructure. In summary, the updated Wastewater Collection System Master Plan does the following:

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- Summarizes basic information describing the wastewater collection system.
- Describes how the system components function.
- Presents technical criteria required for evaluating the system.
- Identifies current system deficiencies and describes recommended improvements to correct them.
- Identifies future system needs to accommodate future growth.
- Contains planning-level cost information for general budgeting and developing a prioritized Capital Improvement Program (CIP).
- Documents for City leaders, technical staff, consultants, customers and other interested parties the existing system and future recommended improvements.
- Incorporates community values and priorities through input from a public open house process.
- Facilitates logical planning decisions and utility coordination relative to other City projects and programs.

The updated Wastewater Collection System Master Plan considers both short-term and long-term priority projects for the wastewater collection system and includes a list of the projects and related timelines.

Typically, after the completion of a master plan, a cost of service study and rate review is performed to ensure adequate cost recovery and that rates are set at an appropriate level. The City intends on doing this in FY 15-16.

A number of different media and venues have been used to encourage public involvement. Wastewater collection tends to be a subject in which the community does not express a lot of interest as long as the system is functioning well. While a reasonable effort has been made to notify and solicit community involvement, limited interest has been expressed. Information was published in the Boones Ferry Messenger, the Committee for Citizen Involvement hosted a community open house, the Planning Commission held work sessions and a public hearing, and project staff made information about the project available on the City's website. The City mailed public hearing notices citywide for the Planning Commission and City Council public hearings.

Ordinance No. 766 will update the plan for the wastewater collection system to ensure the system provides for adequate service for current and future residents and businesses to ensure proper sanitation and conveyance of wastewater to the treatment plant.

Mr. Roundy presented the report via a PowerPoint presentation. He described the purposes for the Master Plan, which included identifying potential deficiencies in the system based on existing and future conditions, as well as identifying system improvements and their costs so the city could budget making those improvements over a 20-year period.

Mr. Ward explained System Development Charges were charged to developers for construction of new development and the accompanying systems in town.

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Mr. Kohlhoff stated the attachments for the Ordinance need to be relabeled to conform to the recitals in the Ordinance and findings. The corrected exhibits will be brought forward on second reading.

Mayor Knapp invited public testimony, hearing none; he closed the public hearing at 7:50 PM

Motion: Councilor Fitzgerald moved to approve Ordinance No. 766 on first reading with the attachment corrections brought back on second reading. Councilor Starr seconded the motion.

Vote: Motion carried 5-0.

B. **Ordinance No. 767** – 1st reading
An Ordinance Of The City Of Wilsonville Amending Section 3.410 Of The Wilsonville City Code.

Mr. Kohlhoff read Ordinance No. 767 by title only on first reading. The proposed ordinance recognized the different categories of franchises that might use City right of way and have different impacts.

Mayor Knapp read the hearing procedure and opened the public hearing at 7:52 PM.

While the current version of the Code allows for imposition of different franchise terms to the extent allowed by law, the amendment seeks to prevent challenges to varying terms by codifying a common reason for varied terms. The City is increasingly encountering potential franchisees that vary widely in their impacts on City infrastructure, their goals in Wilsonville, and their relationship with the City. The proposed amendment will allow the City to better account for those differences when negotiating and implementing franchise agreements.

The amendment would explicitly allow the City of Wilsonville to vary the terms of franchise agreements according to the differing users' impacts on City infrastructure and any other reason allowed by law.

Mayor Knapp commented the code change will align City codes with how to deal with other peoples pipes/equipment buried under city streets.

Councilor Lehan said the city has worked hard to underground the utilities which gave the City a "clean" look.

Mayor Knapp invited public comment, hearing none he closed the public hearing at 7:55 PM.

Motion: Councilor Lehan moved to approve Ordinance No. 767 on first reading. Councilor Fitzgerald seconded the motion.

Vote: Motion carried 5-0.

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CITY MANAGER'S REPORT

No report was made.

LEGAL DEPARTMENT REPORT

Mr. Kohlhoff stated a local artist, Gerry Martin, donated two mobiles to the City. One is located in the front lobby, the other on the second floor near the elevator.

ADJOURN

Mayor Knapp adjourned the meeting at 7:59 p.m.

Respectfully submitted,

Sandra C. King, MMC, City Recorder

ATTEST:

Tim Knapp, Mayor