

**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 7:30 p.m. on Monday, July 7, 2014. Mayor Knapp called the meeting to order at 7:38 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

Mayor Knapp  
Council President Starr  
Councilor Goddard  
Councilor Fitzgerald  
Councilor Stevens

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  
Jon Gail, Community Relations Coordinator  
John Smith, CCSD Police Chief  
Pat Duke, Library 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. Renewal of City Manager Employment Contract**

Mayor Knapp commented the City Manager's employment contract is renewed annually. The Council members believe Mr. Cosgrove has done a fine job of moving the City forward, and the City is making significant progress on numerous fronts. They felt City is well positioned for growth in infrastructure and capabilities for the coming years and expressed their appreciation for his work during the past year. Mayor Knapp noted Council President Starr lead the review and discussions with Councilors.

Council President Starr stated the Council was pleased with the direction the City was going, and Mr. Cosgrove's leadership from customer service through financial responsibilities has been recognized and appreciated.

**CITY OF WILSONVILLE  
CITY COUNCIL MEETING MINUTES**

---

**Motion:** Councilor Stevens moved to approve the City Managers Employment Contract for an additional year with an annual salary of \$140,905.47 and direct staff to make changes to the contract consistent with the motion. Councilor Fitzgerald seconded the motion.

**Vote:** Motion carried 5-0.

**B. Library Board Appointments**

Mayor Knapp interviewed the additional applicants; however, both Ms. Chuinard and Mr. Gaines wish to continue on the Library Board and they are eligible to continue. The Mayor stated he would be pleased to appoint any of the other individuals and asked staff to keep them notified of any board or commission vacancies.

**Motion:** Councilor Fitzgerald moved to appoint Megan Chuinard and Reggie Gaines to the Library Board for a term beginning July 1, 2014 and ending June 30, 2018  
Councilor Goddard seconded the motion.

**Vote:** Motion carried 5-0.

**C.** The Mayor announced upcoming meetings and reported on the meetings he attended on behalf of the City.

**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.

Dorothy Von Eggers indicated she had read the staff report about Wilsonville Road traffic slowing solutions. It appeared the installation of the medians will be an interim solution. She thanked Council for paying attention to the concerns of the residents and asked Council to keep the Wilsonville Road residents' concerns into consideration when the Frog Pond area develops..

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

Council President Starr – (*Park & Recreation Advisory Board Liaison*) announced the next meeting date for the Parks and Recreation Board; and noted he had attended Chamber of Commerce meeting where they discussed the financial stability of the Chamber. The Chamber is also in the midst of conducting a business retention survey. The Councilor noted the Community Center Task Force meeting scheduled for July 15<sup>th</sup> and reminded the community of the farmers market every Thursday in Villebois.

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

---

Councilor Goddard – (*Library Board Liaison*) reported on the Library summer reading program and announced upcoming Library youth activities and book club events. He invited the community to attend the movies in the park Friday the 11<sup>th</sup>.

Councilor Fitzgerald – (*Development Review Panels A & B Liaison*) reported on the next meeting dates of the DRB boards, and announced the results of the last DRB Panel B meeting decisions. She announced the SMART scenic trolley tours and the Rotary the 24<sup>th</sup>.

Councilor Stevens – (*Planning Commission; CCI; Wilsonville Seniors Liaison*) described the work the Planning Commission will address at their next meeting. She announced the joint Tualatin and Wilsonville City Council meeting July 16<sup>th</sup> where Basalt Creek area development will be discussed and reported on the activities of the French Prairie Forum.

**CONSENT AGENDA**

Mr. Kohlhoff read the Consent Agenda items into the record.

A. Minutes of the June 16, 2014 Council Meeting.

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

**Vote:** Motion carried 5-0.

**NEW BUSINESS**

A. Wilsonville Road Improvements – Meadows Loop/Ashland Drive to Boeckman Road.

Nancy Kraushaar, Community Development Director, presented the staff report. This agenda item is brought forward per Council direction to identify possible solutions to traffic concerns raised by residents who live adjacent to Wilsonville Road. Staff has identified a traffic calming project to address speeding concerns. Council will also consider adding a project to the Adopted 2014-15 Wilsonville Budget to construct landscaped medians on Wilsonville Road between Meadows Loop/Ashland Drive and Boeckman Road.

At the June 2, 2014 City Council Work Session, staff presented the results of the speed and truck volume study for Wilsonville Road in the Landover area. At the conclusion of the presentation, the City Council asked to learn more about cost and funding sources for a project that would add landscaped medians to Wilsonville Road (between Meadows Loop/Ashland Loop and Boeckman Road). The City Council received input from citizens in the Landover area via email and Citizen Comment at the June 16, 2014 Council meeting.

The subject project is in response to neighborhood reports of vehicles traveling at excessive speeds in the area. The posted speed is 35 mph and speed data show that the 85<sup>th</sup> percentile speed

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

---

is 38 to 39 mph. Landscaped medians were suggested for this section of Wilsonville Road to slow traffic. They are considered a traffic calming tool that can influence vehicle speed by narrowing the overall unencumbered roadway width.

The preliminary cost estimate for the project is \$175,000 to \$200,000. The cost was developed using the Canyon Creek Road Extension bid tabs adjusted for project magnitude and location.

The following funding sources could be used for the project:

- Year 2000 Urban Renewal Plan. The 2000 Plan scenarios developed during the ongoing strategic plan all include this landscaped median project with an allocation of \$289,400.
- Gas Tax. State gas tax revenues can be used. However, the project would use a disproportionate share of the fund that is otherwise needed for annual Road Operations.
- System Development Charges (SDCs). SDCs include two elements – the reimbursement fee and the improvement fee. The reimbursement fee could be used to fund at least a portion of the project.
- General Fund. The general fund can be used for the project.

Staff recommends that one or a combination of the above sources, except for gas tax, be used to fund the project.

The landscaped medians are expected to serve several purposes. If successful as a traffic calming tool, the community will benefit from moderated vehicle speeds on an arterial adjacent to residential neighborhoods. Benefits include a more friendly pedestrian and bicycle environment and higher safety level for all travel modes.

The landscaping will add an aesthetic treatment to the roadway cross-section and complete the “boulevard” treatment that is found along most of Wilsonville Road throughout the city.

The outcome of the City Council’s decision will determine budget impacts. Should the project move forward, a supplemental budget adjustment will be presented to Council for budget appropriation. Staff has identified four possible funding sources for this project. These funding sources are not mutually exclusive, that is, Council may determine that using a combination of the funding sources is necessary and prudent to complete the project.

Mayor Knapp asked if the Council thought moving forward with the installation of the medians would benefit the community. Councilors indicated they thought the medians will slow traffic, and convey the sense to drivers that they were entering a residential area. They asked that signs be posted not allowing the use of air brakes in the neighborhood.

Mr. Cosgrove said staff would return with the funding elements once a project was identified.

**Motion:** Councilor Stevens moved to add the Wilsonville Road (Meadows Loop/Ashland Drive to Boeckman Road) median installation project to the Adopted 2014-15 Wilsonville Budget. Councilor Fitzgerald seconded the motion.

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

---

Councilor Starr wanted the project funded by the General Fund rather than Urban Renewal funding.

**Vote:** Motion carried 5-0.

**CITY MANAGER'S BUSINESS**

Mr. Cosgrove presented an update on the status of City Council Goals:

- The Tourism Implementation Plan would be before Council in the fall
- Frog Pond and Advance Road is an ongoing planning process, with completion of a major component on tract for April 2015
- The Aquatic Recreation Center Task Force is formed with the second meeting set for July 15<sup>th</sup>
- Successfully connecting live and work goal is scheduled to come before Council in the fall in several sessions.
- The Filling of vacant store fronts survey study has been funded in the current budget and firms specializing in that work have been contacted. The Chamber will be involved as well. This will return to Council in the fall.
- Coffee Creek annexation strategy is on hold until the strategic plan for Urban Renewal is completed.
- A joint meeting with Tualatin is scheduled to discuss the Basalt Creek Planning Area
- A request for proposals for the Branding and Marketing study will be on the street very soon.

In other updates:

- The City Manger stated he would be attending the OCCMA Conference the rest of the week.
- The fiber project is wrapping up and will connect all public facilities and have interface with the school district and Clackamas Community College.
- He walked through the remodeled visitor and information center building; citizens are thankful with the change in restroom location which allows parents to keep an eye on their children using the facilities.
- A report on the Spring Training was distributed and will be useful at the next goal setting session and to facilitate better communication with Boards and Commissions.
- To help senior citizens attend the weekly Farmers Market in Villebois, SMART will be providing a small bus to transport senior citizens to and from the Market.
- Data aggregation on the community survey is taking place now and results should be coming soon.

**LEGAL BUSINESS**

Mr. Kohlhoff was working with the Planning Department to analyze the call-up provision in the Code and hoped to have a report to Council at the next meeting.

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

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**ADJOURN**

Mayor Knapp adjourned the Council meeting at 8:31 p.m. The City Council reconvened their Work Session.

Respectfully submitted,

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Sandra C. King, MMC, City Recorder

ATTEST:

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Tim Knapp, Mayor