

**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, April 20, 2020. Mayor Knapp called the meeting to order at 7:17 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

Mayor Knapp  
Council President Akervall  
Councilor Lehan  
Councilor West  
Councilor Linville

Staff present included:

Bryan Cosgrove, City Manager  
Jeanna Troha, Assistant City Manager  
Barbara Jacobson, City Attorney  
Kimberly Veliz, City Recorder  
Cathy Rodocker, Finance Director  
Bill Evans, Communications & Marketing Manager  
Zoe Monahan, Assistant to the City Manager  
Andy Stone, IT Director  
Beth Wolf, Senior Systems Analyst  
Jordan Vance, Economic Development Director  
Dan Pauly, Planning Manager

Motion to approve the order of the agenda.

Mayor Knapp reminded Council of their Work Session discussion regarding moving Consent Agenda Item Resolution No. 2810 to the New Business Section and moving all of New Business forward to follow Communications.

**Motion:** Councilor Linville moved to approve the agenda with the following change to move Resolution No. 2810 from the Consent Agenda to New Business, with Resolution No. 2811, and move New Business up under Communications. Councilor West seconded the motion.

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

**SUMMARY OF VOTES**

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

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**MAYOR'S BUSINESS**

A. Upcoming Meetings

Mayor Knapp noted the next virtual Council meeting would occur on Monday, May 4, 2020.

**COMMUNICATIONS**

A. Measure 26-210 for Supportive Housing Services

Metro Councilor Dirksen provided a presentation entitled “We Are Here Together” which spoke to the ballot measure on the May election dealing with addressing the homeless services measure. The presentation has been made a part of the record.

**NEW BUSINESS**

Mayor Knapp restated Resolutions No. 2810 and 2811 were moved to be taken together as New Business.

A. **Resolution No. 2812** (*Transient Lodging Tax Funds*)

A Resolution Of The City Of Wilsonville Authorizing A City Of Wilsonville Small Business COVID-19 Grant Program.

Ms. Jacobson read the title of Resolution No. 2812 into the record.

Jordan Vance, Economic Development Director provided the staff report.

*Mr. Vance's Staff Report has been appended to these minutes to provide background for the Program outlined in Resolutions No. 2812 and 2811.*

B. **Resolution No. 2811** (*Urban Renewal Program Income Funds*)

A Resolution Of The City Of Wilsonville Authorizing A City Of Wilsonville Small Business COVID-19 Grant Program.

Ms. Jacobson read the title of Resolution No. 2811 into the record.

Jordan Vance, Economic Development Director, provided the staff report.

*Mr. Vance's Staff Report has been appended to these minutes to provide background for the Program.*

Mr. Cosgrove indicated Mr. Vance would have an abbreviated presentation due to the elaborate presentation in Work Session.

*The following portion of the Council meeting is a transcript.*

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Jordan Vance	<p>Alright. So abbreviated version of the COVID-19 Business Relief Grant Proposal. I'll keep this quick. So we went through this during Work Session, just to preface, we understand that businesses are hurting right now and the City is here to help. We know this is a devastating impact on our local community. Since March 8<sup>th</sup> we've seen a staggering 296,000 unemployment claims in Oregon and we know the situation is dire which is why we crafted and proposed the Small Business Relief Grants Program.</p> <p>This is really one lever in a series I think of many tactics and strategies that we'll be discussing in the coming months. This current phase we are in is "Shut Down" and following this, we'll have to look at reopening and recovery. So just to put this in context it's going to be an ongoing conversation on economic response due to COVID.</p> <p>Just a quick look at holistic city assistance programs and response programs in response to COVID-19. So over \$480,000 have been put towards resources related to COVID assistance. City utilities relief, shop small gift card program, and then \$400,000 proposed for small business grants.</p> <p>Just a quick chart emphasizing the employee count in Wilsonville. It's a small business city, over 88% of our businesses have less than 20 employees and 63% of our businesses have less than 5 employees. So we felt this category of micro and small enterprises is where we could have the most impact with this program.</p> <p>We discussed the overarching policy decision around impact and whether it's more beneficial to give a little to a lot or a lot to a little, and we designed a two tiered program to sort of maximize impact. And so around that if we have a tier of grants at the 2000 level for micro-businesses and 5,000 for small businesses, we think we can reach both scale and impact as best we can with a \$400,000 budget.</p> <p>A quick look at some of the other Portland area, relief programs, in relation to other small cities. The other small cities had an average fund size of around \$260,000 in average maximum grant size of \$3,500. So our budget of 400,000 is higher than the average for small cities and proposed grant size as well within range. I think our city, our program most closely models Portland's program, which had a two tiered grant program for micro-business at two and a half thousand dollars and then, five to 10,000 for small business. And then some cities are also coupling this with a lending program. So they're partnering with community development financial institutions and referring businesses over to those nonprofit lenders for loans up to \$50,000.</p> <p>So a summary of the program, there's a three person task force that came up with a recommendation that was appointed by the city manager two weeks ago. A it consisted of myself, a Councilor Linville and the Wilsonville area</p>
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chamber of commerce, CEO Kevin O'Malley. We met about three times and discussed a framework to propose to Council. The budget we were given is \$400,000, \$200,000 coming from Urban Renewal income, and \$200,000 coming from Transient Lodging Tax revenue.

The Urban Renewal income would fund general business assistance, and then TLT revenue would fund hospitality businesses such as restaurants, entertainment, and lodging.

Like I mentioned we proposed a two-tiered program. So 2000 grants for micro-businesses defined by employee counts. So anywhere from zero to 5 full time employees including sole proprietorships. And then a fixed amount of \$5,000 grants for small businesses defined by employee counts ranging from 6 to 20 full time employees.

So the mandatory criteria that we established: businesses must have a current city of Wilsonville business license, that's important, we will be verifying that. Our business licenses renew on July first and are good until June 30<sup>th</sup> of the following year.

The owner or the managing entity must be based within 25 miles of Wilsonville and within the State of Oregon. This applies to both local independent businesses and franchises. The business must have a brick and mortar physical facility located in the City of Wilsonville. If selected they'll need to submit some paperwork, W-9, tax ID number, and their business license number. And then the employee count at this point the committee was comfortable with this range of zero to 20 and there is talk of increasing this cap to 80 employees, and that is a recommendation from the Chamber of Commerce, to capture some of our larger employee count restaurants and tourist destinations in town.

So the idea is that right off the bat we'd have eligible and ineligible businesses and then we would score them with added criteria from this additional considerations sheet. This is really for tiebreaker consideration so we can rank all of the applicants and then prioritize folks at the top of that list. So there is equity and inclusion considerations. You'd get a point if you were certified as a minority or women owned enterprise, disadvantaged business enterprise, or a service to disabled veteran. And these are all certifications so we're asking if you have these obtain these certifications then you would receive that added point.

We think that legacy Wilsonville businesses could be an indicator of stability. If you've been in Wilsonville for a longer period of time we think that could be an indicator of weathering the storm and continuing to thrive and employ folks here in our community. So there's three tiers, if you've been here for

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less than one year one point, four to eight years two points, and then longer than nine years 3 points.

And then lastly we wanted to prioritize businesses who have not received federal, state, county or other relief funding yet. So including non-profit funding from groups like the Washington Visitor's Association.

So excluded from the list the recommendation was to exclude non-profits and also virtual and home based businesses. As of this morning I got a spread sheet from our accounting, so we have about 102 home based businesses in Wilsonville. The logic behind this was that everyone is feeling the pain right now, and we understand that, brick and mortar facilities and folks that have a visible structure are burdened with commercial rent payments and we know that's what many of the recipients will be using grant money for at this point, is for mortgage, commercial rent payments or payroll.

Earlier I walked folks through the grant application experience, I don't know if we have to do that again, but it is a two-page pretty straightforward application. We're trying to make it very quantitative and very easy to score on the back end. So right off the bat we can delineate between eligible and ineligible and then apply the scoring from the weighted considerations area.

So this is a topic that will require some discussion with Council is how we want to approach hotels and lodging. It's not an easy decision and it's hard to define what fair looks like. We know that three of the six hotels in Wilsonville did receive a relief payment from Washington Visitor's Administration for \$10,000. So one idea was to make whole the other hotels in the Clackamas portion of the City that did not receive that payment. But that's up for discussion, so do we want to provide grants of \$10,000 to those three hotels or do we want to have a strategy that addresses all six Wilsonville hotels in the City. So that is a discussion item for Council.

We talked about two different timelines scenarios. It would be very aggressive and challenging to go with the first which is aiming to disburse funds on April 30<sup>th</sup>. I think we think it's important to have enough time for marketing campaign to make sure our businesses in the community hear about this opportunity and they have time to fill out the application. So from what we heard earlier that could be anywhere from 3-5 days, perhaps including a weekend. We'll need a couple days to evaluate the application and then our finance team needs three days to write the checks.

So the bottom timeline is most likely realistic.

So that concludes the presentation. I'll turn it back to Council. These are the three focus questions that we have come up with:

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	<ul style="list-style-type: none"> <li>• So for the travel tourism category do we increase the cap to 80 full time employees to include larger employee count restaurants and tourism attractions? And I mentioned this earlier but I counted about 77 hospitality businesses in town. So that includes restaurants, entertainment, recreation and lodging, and about one-third of those had above 20 employees.</li> <li>• Second question is how do we incorporate lodging and hotel establishments</li> <li>• And then last is there other weight or criteria that we should consider for tie breakers, so randomized approval, date of submission, or do we put more weight on other factors like revenue.</li> </ul> <p>So this concludes the presentation, I'll turn it back to Council for discussion.</p>
Mayor Knapp	<p>Okay, thank you very much Mr. Vance.</p> <p>This is a maybe exceptionally complex question we're trying to answer in a Council deliberation setting and our Council deliberation setting is even made more complex by the fact that we're meeting virtually.</p> <p>I would like to use Roberts Rules in order to try to have as organized a way to address this as possible. And I would like to take chair's prerogative and make a couple of comments here first of all.</p> <p>The process that the three-person committee went through yielded what to me is a very solid kind of a framework or structure on which to try to answer these many questions. I very much appreciate that work and I think it gives us a direction forward that is appropriate.</p> <p>That said, I would like to see some refinements to some of the specifics in that framework and under Robert's we would normally need to have a motion in order to have discussion. So I will take the prerogative to make that motion at this point and we'll see if we are ready to move forward with that discussion.</p>
Mr. Cosgrove	Do we need to read the resolutions first?
Mayor Knapp	Yeah, we should probably do that, this is not a formal public hearing on the agenda, that's correct.
Mr. Cosgrove	So we'll just read the Resolution numbers.
Ms. Jacobson	One clarification, Mayor if I might. So we had one resolution that covered both pots of money for the business aid, and there's a possibility that or more Councilors could be eligible for those funds, and so just to be prudent I think it makes sense to divide the resolution effectively, you'd have the same resolution twice, but one resolution would be for this expenditure of the

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	<p>Transient Tax and the other would be for the expenditure of the program income.</p> <p>And then of course the third related resolution is for expenditure of funds to help individuals and people in need through Community Sharing amendment so. Maybe I could read the title too that would cause us to have a third resolution title so we'd have two identical resolutions, one for one fund, another for the second fund, and then the amendment for community sharing. Does that make sense?</p> <p>And that would allow anybody that feels like they need to recuse to recuse on one but not the other two.</p>
Mayor Knapp	Yes, it makes sense except for the details of the structure that we have talked about would not be specific to one or the other, they would kind of apply to both, right.
Ms. Jacobson	And that would be fine. You could have the same program attached to both resolutions, but if a councilor had a conflict then the councilor wouldn't vote on the one funding source. But I think you can have the same program attached to both. Yeah, I think Kim did do a different resolution number.
Mr. Cosgrove	So we have three resolution numbers possibly, yes. So we do have three different resolution numbers, it just doesn't show on your agenda, it's on the amended one.
Ms. Jacobson	And you can approve the same program for both, but it gives people the opportunity if they agree with one to vote for the one and not for the other, or if they have a potential conflict of interest, recuse on one but not to recuse on the other.
Mayor Knapp	Alright. So would you please read the one pertaining to the hospitality first.
Ms. Jacobson	<p>Yes, I can do that. All right, so that would be Resolution No. 2812 Transient Lodging Tax Funds. A Resolution Of The City Of Wilsonville Authorizing A City Of Wilsonville Small Business COVID 19 Grant Program Using The Transient Lodging Tax Funds.</p> <p>Do you want me to read the other two so we just get them done, or at least the other one?</p>
Mayor Knapp	Yeah, go ahead.
Ms. Jacobson	<p>All right, so the other one is 2811, which is The Urban Renewal Program Income Funds. A Resolution Of The City Of Wilsonville Authorizing A City Of Wilsonville Small Business COVID 19 Grant Program Using Urban Renewal Program Income Funds.</p> <p>And I can wait on the other one until you have this discussion.</p>
Mayor Knapp	Yeah, let's do that. This is going to be complicated enough as it is. So in order to move us forward under the process rules, I will make a <b>MOTION</b> that we approve Resolution 2812 with some modifications which I will read into the record.

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	<p>I don't know if Council, Staff would like to keep track of these in order to be able to move forward.</p> <p>We would have the \$400,000 as has been previously discussed for the two programs, but I would like to use that to fund grants to 165 businesses instead of 133 businesses. 165 businesses would consist of the three Clackamas County hotels located in the City of Wilsonville who have not received a Washington County Visitor's grant and we would award \$10,000 to each of those three for a total of \$30,000.</p> <p>We would fund grants for small businesses with 6-20 full time employees in the number of 40 grants, which is a different number, its more than the committee proposed, but each of those grants would be for \$4,000 instead of for \$5,000.</p> <p>In addition to the 6-20 FTE qualify for these grants, I would place a upper gross annual revenue amount of \$2,000,000 that would be needed to be not more than \$2 million dollars to be met in order for a business to qualify for this.</p> <p>The next smaller category would be what I would call the micro businesses, which is 0-5 full time equivalent. I propose 85 of those, which is slightly reduced from the 93 in the committee proposal. Each of these would be for \$2,000 so that would be a total sum of \$170,000. The qualifier for this category would be 0-5 FTE and annual gross revenues not exceeding \$750,000.</p> <p>I would create a third tier instead of just the two tiers in the original proposal and would allow homebased businesses that are not just virtual businesses, but actual home-based businesses to receive 40 grants of \$1,000 each for a total spent of \$40,000. The qualifiers for this category would be that the employee count could be the proprietor plus no more than one FTE employee. No more than \$250,000 in gross annual revenue and in this category the brick and mortar site requirement would not apply other than the personal residence from which the business is conducted be in Wilsonville and must be the residence of the owner that applies for the grant.</p> <p>The change essentially is that we would create a three tier instead of just two tiers and we would redistribute the money slightly, total expenditure would still be the same.</p> <p>Those 40 home based, 85 micro businesses and 40 small businesses, plus the three hotels means that we would give grants to 165 businesses in Wilsonville.</p>
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Now in doing that there's a couple of things that seem to be fuzzy to me and I would like to clarify under this proposal. That if a business exceeded the number of full time employees or exceed the gross annual revenue, that would elevate them to the next higher category. In the top category if they exceeded full time employees of 20 or exceeded \$2 million dollars they would no longer be eligible to participate in this program.

I like the point system that was conducted or proposed and I would include that point system with a couple small changes.

The category of time in business needs to be defined in my mind as time in business in Wilsonville during which you have a Wilsonville Business license. And the 0-3 year category seems to me if you meet the other qualifiers you are automatically have been there for more than zero years, so I would not assign an extra point for 0-3 years. I would say no points there. But say if you are 4-8 years I would award one point, if you're 9 plus years I would award two points. I would maintain the certified woman or minority owned business for one point. Certified disadvantaged business enterprise for one point. Certified service disabled veteran owned for one point.

And I would add a couple of other categories and those other categories are this that would help us break this down as to who we would award. The first is that if you have a business in which your operations have been restricted by executive order of the Governor that you would receive one point. And I'm thinking primarily but not exclusively about restaurants that can be doing takeout and delivery but can't be doing onsite, so I would award one point to a business restricted by order of the Governor.

And then we have businesses that are actually closed by the order of the Governor, that there's specific categories that she said would not be allowed to stay open and I don't have all of those right at the tip of my tongue but they include barber shops and nail salons and hair salons and many of those personal service kinds of things. And I think that that should qualify for two points of consideration.

So in that whole structure we would take the highest number of points within the category and people would with the highest number of points would receive the first award and with the next highest number of points receive the next award. And go down the list. And if you run out of money then when you get to the bottom you're going to have to determine who gets the last of the money and that would need to be done by a lottery drawing.

And then you may well get to the point that you get through all of the businesses that have points and everybody left has the same point value and therefore we would have to use a lottery drawing to award those also.

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	<p>So I hope that detail is reasonably clear. I'll be happy to answer questions and discuss if there is a second. But that is my motion. Is there a second? Councilor West.</p>
Councilor West	Your Honor I move to approve Resolution No. 2812 with the amendment to include non-profits that are associated with tourism,
Mayor Knapp	You can't do that because we have a motion on the floor right now that has to be dealt with first.
Councilor Lehan	<p>I would be happy to second this.</p> <p>And to put to rest the concerns of the attorney because I think I am the one that's under consideration here. I don't know of anyone else who is considered applying for this. I have a vacation rental; I have a VRBO that I have that I've been operating for six years.</p> <p>And so understand what you have laid out here falls into the two programs into the, this covers both the Urban Renewal and the Transient Lodging Tax.</p>
Mayor Knapp	That's correct and I would have to have the same.
Councilor Lehan	I'm ready to say I will not recuse myself because I will commit to not applying even though it's pretty clear I qualify. My business has already refunded cash money of \$2,000 to cancellations in the Spring and we may end up cancelling much of our summer. But I think this is important enough and under discussion I would like to discuss a little bit more about my perspective as a tourism, as a hospitality person.
Mayor Knapp	<p>Okay. So we have a motion and a second then which opens us up under Roberts for discussion.</p> <p>I will be happy to answer anybody's questions or anybody's clarification or hear any alternative view. But it's my feeling that the package kind of hangs all together and moves toward a, what I perceive is a goal of helping the most fragile small businesses in our community. Which are at a scale that our limited funds can actually make a difference to their potential outcome. And I think that is the wisest use of these funds.</p> <p>So, discussion, anyone like to go ahead. Councilor Lehan.</p>
Councilor Lehan	Well what I was going to say is I will address for one thing the idea of adding non-profits under tourism. One of the problems with that is I don't know how far anyone has thought that goes but it goes pretty far. That would include the historic society, any arts organizations, the theater groups; these are all tourism related things. People come to our community for those things, to partake of those kinds of things. I haven't really looked into how many non-profits we have out there that might be, might fall under that, but one of the things about most non-profits, (cough) excuse me I don't think I have COVID, but is that they often have other sources for grants also. That small businesses, for profit businesses don't have.

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	<p>So even though I'm a member of the Historic Society and support the arts and theater and that, I don't really think this is the appropriate place, which is for small for-profit businesses.</p> <p>With regards to tourism, my concern with this is that as a hospitality person, I know that people do not come to my, to stay in my VRBO and they don't for the most part come to stay in our hotels because they really like my house or they really like the hotel. They come for the attractions, the events, the things we have going on here. And most of those are outside the City of Wilsonville. If you look at our tourism website you will see that. They are the wineries, they are wine tours, they're the golf courses, they're the weddings at Langdon Farms, that's a huge one for me. The hops farm, I don't know, the Country Classic, the County fairs, the dahlia festival, the tulip festival, all of those are the things that people come here for.</p> <p>And it concerns me as a mini-hotelier that if we eat all our seed corn, if we use it all up and we don't think about these other little businesses, festivals, whatever, then, I'm afraid we have a whole lost year here. It's not just a couple of bad months. Many of these events like the City of Wilsonville's are already cancelled till Labor Day. So the ability for us to reschedule rooms is really difficult, and it might be better to put a little bit of money, or to reserve a little bit of money to get some of these things going again, which originally was the TLT money. As you remember it was for, and I pay significant amounts in TLT. It was to market and promote tourism in the area. Not in Wilsonville necessarily, but at the for the dahlia festival, for the Aurora Colony days, we were promoting all of those things on our website and other places.</p> <p>Now if we're just going to abandon them and say we're just going to use up I also mention it, refer to it it's like the water to prime the pump, we're going to drink it all now and what's going to get these little things going again? Because the TLT has stopped, you know there is no body traveling.</p> <p>And so, I just want to keep that in mind that you can't just start up these things. And that's why people come. The rodeos are cancelled, I don't see how the fairs will continue through this season, and the State Fair they think they're still going to have the State Fair, I don't see it.</p> <p>But anyway that's my concern about us dumping money on the hotel business including mine. Because the hotels need all of these little things that the TLT used to be part of supporting.</p> <p>And so that's my long speech concern, and I would support this program and write myself out of it on that basis. I might have forgot something I was going to say, but there it is.</p>
Mayor Knapp	Thank you. Councilor Linville.

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Councilor Linville	Thank you Mr. Mayor. One of the things I just want to consider to have the Council consider in the motion as it is presented is that it's been recommended that there be 40 grants in the home based business even though the dollar figures are different, there's 40 grants in the home base business category and 40 grants in the 6-20 employees. And the two numbers are very different. According to what Jordan gave us in information, there is probable 102 home based businesses out of which we would fund 40 grants. And in the category of 6-20 FTE there are 257, about 257 according to our chart, businesses and still only be awarding 40 grants. I think there is a little bit of inequity there in terms of the numbers of businesses that get funded under the proposal, and would suggest that maybe we rethink those two numbers.
Mayor Knapp	Councilor West.
Councilor West	<p>I would agree with what Linville, Councilor Linville just said regarding reconsidering those two numbers. As the motion is read, I would debate that including non-profits that are tourism related a small but important part of the tourism industry. And would like to see that included in being funded. There's a likelihood that maybe we won't have anybody ask for those dollars, but and there's more dollars available for other people.</p> <p>And then my argument for including the Holiday Inn, LaQuinta, and Motel 6 is they have participated in collecting those TLT dollars, we don't know from one region to the next or what government entity is actually give to business owners, we don't even know if those funds from the federal government are going to get to businesses that need them.</p> <p>We should be only be considering, I think, within our scope which is the Wilsonville city, I think it shows some inequity to just say one county did something and the other one didn't. We could be in a bind if Clackamas County just decides to jump in and give our hotels some dollars down the road or some other businesses. I don't think we should necessarily consider what other counties are doing. But we should just treat all of our businesses equitably within the city limits of Wilsonville. Holiday Inn and LaQuinta are some of the largest gatherers, will be the largest gatherers moving forward of TLT dollars for helping them bring more stability back to the fund in the future. And continuing to have that paid in those are, I believe, our largest hoteliers.</p> <p>And so I don't know, that's my perspective on that to bring date, maybe tweak the motion with maybe adding both of those in or one of them to include the non-profits associated to tourism, or all hotels within city limits. Are my thoughts, and I also would like to echo what Councilor Linville suggested.</p>
Mayor Knapp	Thank you. Other discussion?
Councilor Akervall	I really struggle with the hotel allocation because I know there is need for hotels, every hotel; hotels that are not in Wilsonville that are not getting any funds also have needs.

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	<p>I do know though, however, also that we've heard so much from very, very small businesses and it seems what we've learned the last few weeks too is some of the larger national programs, PPE money, CARES Act, that that money is not finding its way to the very smallest businesses that don't maybe have an accountant or more robust finance staff or more developed relationships with banks. That money is not finding its way to the very small businesses. And it's difficult, so difficult because we, there's, money is a finite thing. We have funds to work with.</p> <p>But I can't help but think that 30,000 dollars is 30,000 dollars less for 0-5 FTE, you know, business, or even at six, these truly very small businesses. It's less funds for those groups within our city and those, I mean, you know, I know all of Council has heard from many small businesses in our city and I know that we all recognize the character that they bring to our city, the uniqueness that they bring.</p> <p>I know that this program, and Council wanting to, you know, tackle this difficult quest of trying to figure out what we can do and how we can best do it. We're doing this because we want to try to help those very entities in our city.</p> <p>So I really struggle, I want to give as much as possible to those those very small businesses. That they just don't have resources, they don't have staff, their margins are small in the human capital and financial capital.</p>
Mayor Knapp	Thank you.
Councilor Lehan	<p>Yes, in addressing a couple concerns here. I just want to say I don't, I don't have an objection to Councilor Wests suggestion on the non-profits, I mean I've always been a big supporter of these non-profits. But, so I wouldn't object to including them, but if we're including them, I don't quite know how to include them. Because I'm trying to figure out a way to include them. They don't really have a gross income to work with, and most of them have no employees. So it's kind of tricky to even say "well, which pot would they be in"? Would they also be taking or competing with the home based businesses? And my problem with that is that the home based businesses, if we have too many there let's say we take, we reduce it by, I mean right now it's at \$40,000, we reduce it to \$35,000 or even \$30,000, then we have freed up \$10,000 to go up to the top which would pick up two more people at the top. Because that's the \$4,000 one, I mean that's so the return isn't quite there.</p> <p>But I understand what Councilor Linville was trying to say, maybe we want to put a couple more in the 6-20 up there at the \$4,000 level, and reduce the home base by 5 or 10. That would seem like a reasonable thing to do.</p> <p>I'm not convinced in any way that we should cover the Washington County hotels. Clackamas County is very clear from my conversations with</p>

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	<p>individuals in Clackamas County that nothings coming from Clackamas County. Their tourism department has all but shut down and closed shop and laid everyone off. And I don't see any indication of anything coming out of Clackamas County. So I don't think anybody's going to hold their breath for that one.</p> <p>And those hotels are so big that if they got an extra \$4,000 or even \$10,000 it's not enough to make the difference. The difference on some of these home based businesses and here's the thing, I understand we don't want to cover just anybody. The business license cuts out a lot of what I would describe as people making money on eBay. You know they're buying and selling on eBay, but they probably, and maybe they're making good some money but they probably don't have a business license.</p> <p>But the ones I'm concerned about are like my hair dresser in Old Town who built an addition onto her house so that she could have two chairs, one of which she lets out, leases out to another operator. And so she's taken on more debt to have that. It's attached to her house, but it looks like a beauty shop. It looks like a salon I guess that's what you're supposed to call them now. But I don't know how long she can hold on either. And I don't know if this is putting her house at risk because she has a mortgage to pay that has this home based business. I don't know, I guess she'd have to sell her house to someone who also wanted a hair salon on the side. But I'm sure there are homebased businesses like that.</p> <p>The other ones that have been hit hard are the house cleaning services. Those are almost always home based and it's usually a couple of women who are going house to house doing house cleaning. And they have pretty much all been cancelled because people don't want people in their house. And those people are at the bottom rung of our income people, who when they are not cleaning a house just like the person when they are not cutting hair, they are not making money. They have to cut hair to make money, they have to clean a house, they have to do nails, or they don't make any money. They are not salaried people. And right now they are precluded from doing those things.</p> <p>So those are the kind of people I'm most concerned about, their survival in the community and their survival.</p> <p>But I think we are very close to a workable thing. I think we can make some adjustments, minor adjustments here that I think sound really good. I don't know where we are with regards to other input.</p>
Mayor Knapp	We've heard from everybody at least once. So far the motion I put forward has not been adjusted in any way. Councilor Linville.
Councilor Linville	So if we were to make an adjustment and have the dollar figures come out it would look like funding the three hotels as was proposed, 43 grants to the 6-20 FTE for \$160,000, 85 grants for the 0-5 at the \$2,000 dollar level, and then

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	28 home based businesses at \$1,000. No, I don't think that comes out right. I think I would have to add that again.
Councilor Lehan	Don't we have staff who are good at math.
Councilor Linville	Probably a whole lot better than I am. Whole lot better than I am. It doesn't make a huge difference but I think it's more equitable.
Mayor Knapp	<b>All right so I think I heard you say you wanted to consider increasing the \$4,000 dollar grants by 3 which would be \$12,000; and you are proposing to take \$12,000 out of the home based ones that is now 40 total?</b>
Councilor Linville	Yeah, that would be 12 less grants in that area, right.
Mayor Knapp	Yeah, so you'd take that down to \$28,000?
Councilor Linville	Yes. \$28,000.
Mayor Knapp	Twenty-eight grants instead of 40 at that level?
Councilor Linville	That's correct.
Mayor Knapp	Are you making that as a <b>motion to amend</b> ?
Councilor Linville	<b>I would make that motion to amend.</b>
Mayor Knapp	We have a motion to amend as has just been enumerated. Is there a second to the motion to amend?
Councilor West	I'll second.
Councilor Akervall	I'll second.
Mayor Knapp	Councilor West seconded. So we have a <b>motion to amend to increase the expenditures on the \$4,000 level by 3; and to decrease the home based business grants at the \$1,000 level by 12.</b> Discussion.
Councilor Lehan	I think that's a reasonable compromise, and still keeps us right in there trying to best by small businesses. Understanding that \$1,000 is not going to do much to save someone and neither is \$4,000 for those larger businesses. This is band-aid level work at best. At every one of these levels.
Mayor Knapp	Other comments?
Councilor Akervall	I would just say I agree. I was kind of trying to do the math as well and pencil out the 43-85-23 split. I looked at what if we did 45-85 but that would bump the home base down to 20, which that's a pretty big bite out of that group. Because it's a smaller grant you know so we have a disproportionate level of reduction I guess.  But I just want to say the task force thank you to for giving us a terrific material to work with, because this is a very hard problem for us to approach and try to crack. So thank you to all of the members of the task force for working on this.

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	<p>And I also want to say, you know, we've heard from so many people in the community and we recognize that the need is very real on all levels and in all types of businesses.</p> <p>And I'm sorry that this is our reality of what we're facing right now. But I do believe what Councilor Linville has suggested with the 43-85-28 we're trying to reach out to different types of groups and we're not going to hit every one on all the levels. We're not hitting everyone and that hurts. But there is no silver bullet for this, there's no solution that's going to work for everyone. And so this is I think what we're looking at now, is a varied approach that's trying to look at different pockets that exist within our city. And I appreciate the value of that.</p>
Mayor Knapp	Thank you. Councilor West.
Councilor West	Yeah another I guess I'll give my shot at this, I would like to move to amend the motion to include non-profits.
Mayor Knapp	That's out of order. You cannot amend an amendment motion. We have to take action on the motion that's on the floor before anything else can be done.
Councilor West	Okay. So I fully support Councilor Linville's motion. I think it does show some equity and it's well thought out and I would echo the other councilors in that.
Mayor Knapp	Okay. Thank you. Other comments on the motion to amend? We've lost Councilor Linville, I don't know if she's still there or not.
Councilor West	We've lost Councilor Lehan too.
Mayor Knapp	I've got her, now we got them back. Okay.
Councilor Linville	I don't know what happened to my video, lost it.
Mayor Knapp	<p>You're still looking good. That's fine.</p> <p>So if we've had the discussion on the motion to amend <b>I think that we need to vote on the motion to amend, which would change the counts as we have enumerated. Just so, everyone is clear there would be 28 \$1,000 home based awards; there would be 85 \$2,000 micro-business awards; and there would be 43 \$4,000 small business awards; and 3 Clackamas County hotels in the City of Wilsonville awards of \$10,000.</b></p> <p><b>All in favor please say Aye, or please raise your hands so I can see because it's really hard to listen.</b></p> <p><b>All in favor I have 5 votes in favor, no opposed. Is that correct? So the motion to amend passes.</b></p> <p>So we now have the main motion in front of us and the question is any further discussion with regard to the main motion? Councilor Linville.</p>
Councilor Linville	I'm wondering if we should not hear any citizen input if there is any before we vote?

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Mayor Knapp	Well, that's a thought. We were going to do that earlier and it kind of got sidetracked. Yes, I think we should ask for that. Is there any other discussion that should be had before we ask for input outside. Councilor West.
Councilor West	Okay, as I get used to this very complicated Roberts Rules, this is a complicated night, thank you for bearing with me.  I would like to make a <b>motion to amend to include non-profits that are associated with tourism such as the ones that were listed by Councilor Lehan earlier, and other non-profits like the Chamber that are heavily associated with tourism.</b>
Mayor Knapp	Is there, point of clarification if I could, sir?  Would that be within one particular category or how would you
Councilor West	Yeah, they would be to be included in the disbursement of TLT funds, the applicants that could receive TLT funds.
Mayor Knapp	So regardless of size, they would fit into one of the three size categories and compete with the other businesses in that size category?
Councilor West	No, I don't think they need to be, yes 6, I'd say 20 employees or less in that category.
Mayor Knapp	If they have no employees, which category do they fit in?
Councilor West	I said if they have like 20 employees or less then they should be
Mayor Knapp	You understand what I'm asking you? I know you're saying that they're competing in the big category no matter how many employees they have, so a whole different set of rules surrounding those?
Councilor West	Yeah, I understand what you're saying.  Am I correct in understanding that, well most of these non-profits aren't going to have that many employees. So they could be competing in the smaller category.
Mayor Knapp	What I was trying to clarify is if you were going to let the employee count determine which of the three categories they compete in.
Councilor West	Yes.
Mayor Knapp	Yes?
Councilor West	Yes in the micro category.
Mayor Knapp	Well, maybe they got 4 employees.
Councilor West	Right. So they would be competing more in the micro category. I don't think many of them have many employees, but that's yeah, that's fine.
Mayor Knapp	So your motion is to let the employee count determine which of the three categories they would compete in. Is that, do I understand?
Councilor West	Yeah, but it is my understanding that the employee variance is 0-20.
Mr. Cosgrove	Threshold for small business.
Mayor Knapp	Employee is 6-20 small category.
Mr. Cosgrove	Micro is 0-5. Small business is 6-20.
Councilor West	Okay. Then the micro category for non-profits, small non-profits related to tourism. Zero.

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Mayor Knapp	Zero to 5?
Councilor West	Yeah.
Mayor Knapp	Without regard to revenues, correct?
Councilor West	Correct.
Mayor Knapp	Okay. So can you state your motion succinctly then what you.
Councilor West	Yes. Let's do this again, thank you.  <b>My motion is to amend to include non-profits that are associated with tourism within the micro category of 0-5 employees for TLT dollars.</b>
Mayor Knapp	<b>Okay is there a second? Is there a second to the motion to amend? The motion dies for lack of a second.</b>  We're back to the prime motion. Is there discussion on the prime motion? If there is no more discussion on the prime motion I'm going to ask for vote on the to create the
Mr. Cosgrove	Do you want to take the testimony, Mayor, do you want to take the testimony first.
Mayor Knapp	Yeah, we wanted to do that don't we? I'm sorry I'm focusing. Councilor Linville was waiving for the same reason. So how do we do this testimony?
Mr. Cosgrove	We have three people in the queue.
Mayor Knapp	Okay, can they be introduced? And we get them their 3 minutes on the timer.
Mr. Cosgrove	Yes, we sent you a chat message so you should have all the names.
Mr. Vance	Mayor while we're waiting can I ask you a quick question.  Does your amendment include the revenue proposals that you mentioned? The revenue ceilings?
Mr. Cosgrove	Yeah, everything that he included in his main motion is still as he stated. I wrote it down, and we have the tape as well.
Mayor Knapp	I don't have any chat information that indicates who is, here we go, here we go. Beth Price, Beth Price is wanting to speak. Please go ahead.
Beth Price	Hi there. My name is Beth Price. I am currently the director of sales at the Holiday Inn Portland South in Wilsonville. I'm also the co-chair of the tourism committee for the City of Wilsonville.  Thank you your Honor and the rest of the Council members for letting me speak. I just wanted have an opportunity to share with you how many people from my hotel and I'm hoping everyone can hear me ok. Have been devastated and impacted by the events of the pandemic. And this has actually impacted the hotel from as early on as February.  We've lost thousands of dollars in loss of business and the tourism dollars that we lost were business tourism from companies like Mentor Graphics and Avemir which are located [inaudible]

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	<p>And as your trusted partner who has tried to support the city, has been an anchor for the city employs so many people within the city, we've actually had to lay off over 90% of our staff. We are down to five managers running the hotel for the past month.</p> <p>People want their jobs back. I urge you to reconsider this proposal because, you know what, money is so desperately needed and as your trusted partner for literally decades, I ask that you take into consideration the fact that Holiday Inn has been your largest contributor to this TLT fund and the intent of the TLT fund was for tourism. For tourism we need infrastructure without the hotel that's over 70 jobs. We wouldn't qualify for any funding from Wilsonville. We directly participate with Wilsonville and support Wilsonville. I urge you to reconsider this vote because it's leaving key hotels that employ people in Wilsonville out of the mix. And it's leaving us in a place where we are literally not able to get any additional help. And it just doesn't seem fair.</p> <p>And so I thank you for your consideration and hope that you'll reconsider.</p>
Mayor Knapp	Thank you Ms. Price, I appreciate your comments. Second person is Sunghi Park. Are you available to speak?
Sunghi Park	<p>Yes. Hi. I'm one of the co-owners of the Holiday Inn. My brother and I own the Holiday Inn, we have been owners since 2008.</p> <p>A lot of you have talked about, okay there I started the video. A lot of you have talked small business owners. We own a big hotel but we are a family owned business. We're not a huge corporation. This impacts us directly in terms of what kinds of salaries we make. And more importantly, it impacts 60 employees that we've laid off. Sixty employees who now do not have health insurance. And I've members talk about, I've heard, sorry, it's late and I've got a daughter I'm dealing with here too.</p> <p>I've got 60 employees who have lost their health insurance as a result. So I understand you're looking at small businesses being important, small hotels being important, but you know what, we employ many more employees and we have a much greater impact on those because of the large number of employees.</p> <p>So it really, I'm really very upset actually, and I take it personally that we are not even considered from the very start as even contenders for the \$200,000 budget.</p> <p>We are the largest contributor and because of our payroll, because our payroll is so high we are a large contributor to Wilsonville's transit tax through our payroll. Right? But yet we cannot even get on the leveling playing field for the \$200,000 TLT tax.</p>

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	<p>Now there are other loans out there and all I hear is talk about Clackamas whether Clackamas has contributed funds or not to this [inaudible] hotels that are being given preferential treatment. Well maybe they will in the future, I don't know.</p> <p>But there are other funds as you stated in that report. There are other grants like for example from the State or from the federal government. Have they received their \$10,000 economic injury disaster loan? We certainly have not received our \$10,000. So who is vetting all of this out to determine what loans each of the hotels have received and which loans we have not received. Nobody has asked us about whether we've received the \$10,000 from the federal government. So I don't know where, how all of that information is being considered.</p> <p>Again that's one of my comments. The other comment I want to make is about the utility. My understanding is that utility rates are going back up. Or going up [inaudible] and wondering if there is any consideration for actually decreasing those rates temporarily.</p> <p>I just want to make one correction on what Beth said, which is our hotel has not been impacted since February, it's been impacted since January. The first time we got a cancellation was in January.</p>
Mayor Knapp	We need to have you wrap up your testimony; you've exceeded your allocated time.
Sunghi Park	Oh, okay then I'll just leave it at that. I just take this very personally.
Mayor Knapp	All right, thank you very much. We also have waiting to testify Kevin O'Malley. You're still on mute, there we go.
Kevin O'Malley	<p>All right, are we live? Thank you Mr. Mayors, City Councilors. First off, we'd like to say thank you we appreciate responding to our Chamber public testimony at the April 6<sup>th</sup> meeting.</p> <p>There's a delay so we're going to start. So at that 4/6 meeting you asked us to join a charter team with Councilor Linville and he Economic Development Manager Jordan Vance to create a draft.</p> <p>We greatly appreciate the collegial and collaborative effort of Councilor Linville and Jordan Vance whom we worked with for many hours to develop the proposal you saw this evening. It represents the very best example of what our city and chamber could do and we worked proactively to dialogue and craft possible solutions to help us drive economic prices and prosperity for Wilsonville.</p> <p>Councilor Linville and Mr. Vance provided you with a accurate representation of our process and including those areas where we have</p>

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respectfully had a couple differences, I'd like to try to clarify a couple key points.

On record, you have our comments on the hotel situation and having just heard from that and because of the time of night I'm going to simply say you've heard the reason for Holiday Inn and others.

We'd like to clarify the question about the 80 FTEs. That 21-80 employee count was only to apply to the TLT bucket. In the Travel Tourism category, the Chamber would like to increase the cap to 80 because the larger employee count restaurants and tourism attractions in Wilsonville fit that category.

In travel tourism besides lodging the next key area business segments are attractions and full service sit down restaurants. In Wilsonville, unless you expand the count to 80, those key travel related businesses would be excluded.

The TLT monies are collected to benefit travel tourism related businesses. They come with legal parameters, legal strings attached that impact how and who the city can disburse those funds to.

Finally, this evening there was a request about the gross annual revenue. I'd like to share that the charter group spent a lot of time discussing that and by including it you are fundamentally changing the entire proposal the charter task force submitted. And Mr. Mayor, I actually had the idea and I suggested it, and then Councilor Linville and Jordan Vance stepped through it and we decided not to include it for two important reasons. First, it's very burdensome, and second it's very complicated. We heard from other cities that no business is going to share financials to the city because their city attorneys told that whatever is submitted to the city, even though it's private, could be subject to public disclosure later through public records law.

Second thing is you add a big burden on staff. Gross revenue doesn't equal profitability. There are small homebased businesses who operate at 40% margins, and you have million dollar gross revenue businesses that operate at single digit.

So finally you don't get what you are logically trying to drive to by adding gross revenue, you actually make it more complicated, more likely for inequity.

Finally, we'd like to say thank you to Councilor West for reaching out to us this past weekend at the Chamber to better understand and learn about first hand from what's happening with our small business community.

Thank you and I'm happy to answer any questions.

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Mayor Knapp	<p>Thank you sir. We will discuss in general, if that's all the testimony staff, is there anyone else waiting?</p> <p>Okay, so a couple people want to speak. I will try to be clear here, the discussion at this point should be toward, moving toward a vote on the main motion and anything that needs to be done to get us there. So let's try to focus our discussion here if we could. Councilor Linville.</p>
Councilor Linville	<p>There we go. So this is a question for our city attorney. I had a conversation with the City of Lake Oswego that related specifically to the inclusion of revenue information on their small business applications. And they required, I believe, the first two pages of their federal tax returns for 2019, I believe it was 2019 I can't remember exactly. But the question really comes to our city attorney about the ability in the state of Oregon suppress that information if it is submitted as a confidential request.</p>
Ms. Jacobson	<p>So the answer to that question is, generally speaking everything in Oregon is subject to public records laws. However, if it is proprietary business information which your profit and loss statement and income could certainly qualify under that category. If it is properly marked as proprietary and confidential then that's the position you start with. That doesn't mean that somebody can't take you to court and show a stronger public reason for the release of that information but it switches the burden. So, in this case I think that that happening would be a fairly low probability if you did get the information and it was properly marked as proprietary. But it certainly could happen so that is always a risk public records laws. Does that make sense?</p>
Councilor Linville	<p>Thank you.</p>
Mayor Knapp	<p>Councilor Lehan.</p>
Councilor Lehan	<p>Well I had similar questions, as I wasn't certain about the gross revenue, whether that is indeed problematic, will that make people reluctant to apply because it's there. That would be my bigger concern is then they wouldn't apply. I know some cities have asked for their W-9s from the previous year, but we haven't had time to look at anybody else's programs with enough detail to know what worked and what didn't. so they're guessing kind of and we're guessing.</p> <p>So I guess I'm kind of looking to staff and say what does anybody think the impact of that is, both in terms of privacy concerns and also I guess the second one would be discouraging applications, and the third one would be what's the primary benefit. What is the compelling reason to have it there versus not. Or maybe go back to the Mayor I mean it sounds good on the surface but as Mr. O'Malley said it doesn't your gross doesn't have much of anything to do with your profitability. And I'm just a little bit twitter pated on that one.</p>
Mayor Knapp	<p>Okay, do we want to give staff a chance to comment on that.</p>
Mr. Cosgrove	<p>It wasn't part of the original task force recommendation, gross income.</p>

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Mr. Vance	We had talked about it, we tried it. We I think echo some of the comments Kevin made to try to keep it simple, engagement of small business size based on employee count. We talked about we don't have the resources.
Mr. Cosgrove	It's more of a staff issue. In reviewing financial documents and that would definitely hold up the process. It would not bother us if you got rid of that requirement. But if the Mayor feels strongly about it because he put it in his original motion. I think it does come down to will we have the ability to figure out what the profit margins are for each business. And gross revenue can mean, you know like Mr. O'Malley said, it might mean well they're making a lot of money but there's not a lot of profit there. And we don't have the resources on staff to go through financial statements to, we could get there eventually but it might be three months from now.  So if you don't feel strongly about it, if the Mayor wants to reconsider that, you could certainly remove that as a requirement.
Mr. Vance	It might be a tradeoff. The goal is to get this out the door in two week, and this may add time to the whole process.
Mr. Cosgrove	Right, yeah. So I guess I would go back to the Mayor.
Councilor Linville	Those were my thoughts initially too. We really did spend time discussing it. I guess we ended we thought that in lieu of that that the number of employees would serve as the proxy for the gross revenue.
Mayor Knapp	Other comments? Councilor West
Councilor West	Yeah, I have a question for the chair. Are you willing to entertain additional amendments to add in the three hotels or to make an adjustment also to requiring gross income by documentation?
Mayor Knapp	Process wise, yes we are open for amendments. It's not up to me to say whether or not they should be made.
Councilor West	I would like to move to make an amendment to not require gross receipts documentation from businesses, due to I believe it not being relevant. And I'd also like to make an additional amendment
Mayor Knapp	Could I make a suggestion to you, that if you combine those two into one motion you may have somebody that likes one of them and doesn't like the other one and it's going to be a conundrum. I'd rather, I think it would be clearer if you kept your motions to one item.
Councilor West	Okay. Are you recommending I combine them into one or just do one at a time.
Mr. Cosgrove	Just do one issue at a time.
Councilor West	Okay. Well since we're talking about the gross income documentation requirements <b>I would like to make a motion to not require gross income documentation to the motion.</b>
Mayor Knapp	Thank you. Is there a second.
Councilor Linville	I'll second that motion.

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Mayor Knapp	<b>Moved by Councilor West and seconded by Councilor Linville that we remove the gross annual revenue qualifiers from the process. Discussion? We've had some already, any more needed?</b>
Councilor Akervall	I think swiftness is important as we've all heard and discussed and so if we have to lose this piece to make things move more swiftly then I see that as a tradeoff I would be willing to look at.
Mayor Knapp	Okay. Others, Councilor Lehan.
Councilor Lehan	In a similar vein I would support it because I think it will have the, it would be less discouraging to some individuals. Some individuals would not apply because of this and I think we'll get more applicants with it not there.
Mayor Knapp	Other discussion?  <b>I'll call for the vote on the motion. All in favor of the motion to remove the gross annual revenue piece from the qualifiers please raise your hand. I see five votes, that's no one opposed.</b> Correct.
Mr. Cosgrove	Correct.
Mayor Knapp	<b>So it passes 5-0 removing that qualifier.</b>  Is there other discussion to be had on the main motion?
Councilor West	<b>I would like to move to amend the motion to include all hotels within the city limits of Wilsonville.</b>
Mayor Knapp	Is there a second?
Councilor Linville	I'll second that motion so that we can have some discussion.
Mayor Knapp	Okay, moved by Councilor West seconded by Councilor Linville. Discussion.
Councilor Linville	I can tell you that this is a very difficult discussion for all three of us on the committee. And I have the care and concern for those hotels. So it was a difficult issue.  I believe that while I think any money is better than no money, the idea of making the other hotels whole in times where this money is just not going to go that far and the balance of this means taking another \$30,000 from small businesses in the travel, tourism and hospitality businesses. And that was difficult for me to do as well in terms of trying to decide. And it is the reason that this came to the Council as something that we couldn't agree upon.  So I'm struggling with it too. I think that it is equitable to make those other 3 hotels whole. They were just as unfortunate as the other hotels were fortunate to get that first \$10,000 from the Washington County Visitor's Association. But I recognize that's where the TLT bigger dollars are coming from in terms of passing those taxes collected and it does go to their bottom line. So I'm unfortunately, probably this is one of the most difficult parts of the discussion and that is to only fund the three hotels.
Mayor Knapp	Thank you. Councilor Lehan.

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Councilor Lehan	<p>Yes, I want to make it clear that I, like everyone else, I have great regard for every hotel because they are all in a world of hurt and this is not, this is going to be a very difficult year. We're not going to come out of this in this year. And for those bigger ones I'm really glad they got the \$10,000 from the Washington County Visitor's Association, but we cannot it's not going to make a difference for those very large businesses.</p> <p>And I noticed, I don't see it in my notes right now, I noticed in looking at the what some of the other jurisdictions have done. That it's not an uncommon criteria that they don't want to give to someone who has already received. And I think one of those is Washington County, Washington County wasn't also funding entities that have gotten money from Washington County Visitors Association.</p> <p>That notion is in keeping with how a lot of jurisdictions have approached this, they are either not providing additional funding to those who have been funded by the federal government, or the state or whatever. They will. I don't think it's an unusual criteria to make there.</p>
Mayor Knapp	<p>Okay, thank you. Other comments. Are we ready to vote on the motion to amend?</p> <p>I will call for the motion to add the other three hotels to the three Clackamas County hotels, is that right?</p>
Mr. Cosgrove	<p>Mayor, real quick, I think Councilor West screen froze up and I think he wanted to weigh in. He doesn't have audio right now. He is trying to connect to audio. There he is.</p>
Mayor Knapp	<p>Councilor West you there? Ok. Go ahead.</p>
Councilor West	<p>Can you guys hear me ok?</p>
Mayor Knapp	<p>Yes</p>
Councilor West	<p>Am I unmuted? I am thank you. Sorry my headphone and phone totally died so I had to switch over to computer, but it's working better now.</p> <p>[garbled] this is where some of are probably going to disagree, but we all have good justifications I feel for like why we have the opinion or the decision that we are making right now which is super tough.</p> <p>I feel like to be the most fair because we don't know whose received any federal money, we don't know who has received other grants or whatever where they get hold of every situation, but here it feels a little bit like we are picking some winners and some losers. And being as equitable.</p> <p>I think being within our scope – can you hear me ok?</p>
Mayor Knapp	<p>You're kinda cutting in and out.</p>
	<p><i>Communications with Councilor were lost for a brief time. Once connections were re-made discussion resumed.</i></p>

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Councilor West	I'm commenting on my motion, that's where we're at, correct?
Mr. Cosgrove	Yes.
Mayor Knapp	Yes.
Councilor West	<p>So I feel a little bit like a lot of councilors have good reason to believe what we believe right now. There's definitely some variation, some heavy consideration going on. I really feel like we don't know who, what businesses necessarily have or have not gotten support in general from different various, we know some we don't know others of different pools of money that people have received some support from.</p> <p>I think that if we look at how all of our business that are in one group like the TLT, those are similar, all have contributed for so many years to the benefit of Wilsonville. And the ones that we happen to be excluding like we said , just also happen to be the most stabilizing factor for TLT dollars even moving into the future. So there is a lot of benefit to us say we're gonna just look at this as a total group within our scope of our city, not worry about where other funds have come in and provide them the support that they desperately need as everybody else.</p> <p>I think that we could fund a carve out for help or hope for that additional dollars to make it fair and even. I don't, and I would really challenge us to be able to make that additional stretch or expense to be able to make sure that all hotels are getting the same amount from us.</p>
Mayor Knapp	So Mr. West, in keeping with the former protocol that we have used, where do you want to reduce in order to fund your proposal?
Councilor West	That's a good question.
Mayor Knap	Well it seems to me if we're spending \$400,000 and you're proposing to spend \$30,000 more somewhere, then you have to come up with \$30,000 from somewhere.
Councilor West	So I would propose that we reduce the amount that would be going to the non-hotel entities within for the TLT dollars. Go ahead.
Mayor Knapp	The proposal currently has \$172,000 going to the small business 6-20 FTE at \$4,000 each; and it's got \$170,000 going to 85 awards to micro businesses at \$2,000 each; and it's got \$28,000 going to 28 awards in the home base at \$1,000 each. Where do you want \$30,000 to come out of?
Councilor West	The largest fund.
Mayor Knapp	\$172,000 for 6-20 FTE?
Councilor West	Yes.
Mayor Knapp	That would reduce that to \$142,000. That would remove 36 from the 43, so that would only leave 7 in the \$4,000 category. Correct?
Councilor West	Another idea may be to take [garbled].
Mayor Knapp	You need to make your motion specific sir.
Councilor West	So ok, so I moved, okay I move to take it evenly from the two larger pools of money that you mentioned, to split it evenly between those two larger pools and the smaller businesses that have the least amount of grants going to them

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	to leave that the way it is but to take the funds from, equally from the other two pools.
Mayor Knapp	So that would leave \$167,000 in the small business category; and it would leave \$155,000 in the micro business category. So that would leave 40 no that can't be right. 157. That would leave 39 awards in the \$4,000 category.
Councilor Lehan	Don't we have staff to know how to do math?
Mr. Cosgrove	Yes, we can do the math.
Mayor Knapp	Yes, staff tell us what it means.
Mr. Cosgrove	Well, vote on the motion then we'll do the math.
Councilor Linville	Can I make a statement?
Mr. Cosgrove	It will be \$15,000 less for each program. Our finance direction is going to do the math and she's good at math.
Ms. Rodocker	It may take me a few minutes here. I don't have a calculator.
Mayor Knapp	That would leave 39 \$4,000 awards and 77 \$2,000 awards.
Councilor Linville	Mr. Mayor.
Mayor Knapp	Councilor Linville.
Councilor Linville	We talked about having 172,000 isn't that correct in that category?
Mayor Knapp	Yes. You're taking 15 off of that.
Councilor Linville	And minus 15,000 equals 157,000 divided by 4,000 and that's 39.
Mayor Knapp	Yes, 39.
Councilor Linville	Yeah, and then so the other one's correct as well. So the, I guess the other option that I and that I'm really struggling with taking those monies off for a single business. There is the possibility of cutting all of those hotel loans, or the hotel instead of 10,000 giving them all 5,000.
Mayor Knapp	Okay. That's not the motion currently.
Councilor Linville	No.
Mayor Knapp	<b>So the motion that we have was to add 30,000 dollars to cover all six Clackamas County hotels at \$10,000 each. We now have clarification from the maker that he wants to take half the money from the small business category, leaving 39 awards there instead of 43. And half from the microbusiness category leaving 77 awards instead of 85.</b> I lost Mr. West somewhere but I believe that's accurate. Is the second on board that that is the motion? Councilor Linville.
Councilor Linville	Yeah. I'll leave it to, yeah.
Mayor Knapp	Okay. So that's what we are going to need to vote on. Councilor Lehan.
Councilor Lehan	So are we agreed then that would be 11 small businesses that are not being funded?

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Councilor Akervall	I think it's 15.
Councilor Lehan	15 that aren't being funded.
Councilor Akervall	I think it's the difference of 15 grants that would not be able to be awarded in order to give the three grants. I mean it was 15 net I think.
Mayor Knapp	Yeah, I think that's accurate.
Mayor Knapp	So we would lose 15 grants.
Councilor Lehan	Those are 15 businesses that are in the hospitality industry. You know, I just don't see it. I'm in the hospitality industry, and I don't see it. We need to support those, this is for small businesses and that's what the Chamber has told us from the beginning was this was for small businesses. We need to take care of our small businesses and that's what we're trying to do. And if we're cut 15 of them out so that we can, I'm not there.
Mayor Knapp	And now we've got an excel spread sheet, I don't know what that's doing for us.
Mr. Vance	Okay, if Council can see the scene this sheet, we can play around with the numbers. So if the remaining thirty
Mayor Knapp	Sir, I'm not, sir, sir, I'm not sure this is helpful. We've got a motion, we've got a clear state of where they want the money to come from, we need to vote on this motion to amend.
Mr. Cosgrove	The spreadsheet is gone.
Mayor Knapp	Okay. So we lose 11 awards
Councilor Akervall	Fifteen. We lose 15 – I think yeah.
Mayor Knapp	We lose 15, we lose 15 small business awards half the money from the 2,000 category and half from the 4,000 category.
Councilor West	I'll change my motion, I'll change that motion to be, I mean.
Mayor Knapp	We can't keep doing this for hour after hour. We've got a motion. We need to vote it up or down.
Councilor Wes	Okay. I mean, yeah, I mean I would be. So you asked me if that's where I wanted the two to come from the two pools like that I would keep that the same. But instead of them being \$10,000 each let's make them \$7,000.
Mayor Knapp	Well that changes everything. We gotta recalculate all the numbers then.
Councilor Lehan	[Garbled]
Councilor Linville	That doesn't add up to add up to \$30,000.
Mayor Knapp	No, they all get \$7,000 instead of.
Councilor West	If we don't plan a multiple of this.
Councilor Lehan	\$21,000. And it.
Councilor West	We can make it [garbled].
Councilor Lehan	It still doesn't get us where we want in terms of equity with all the hotels. I mean the Clackamas County ones are shortchanged. Cause Clackamas

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	County is not coming through on this. If you've heard otherwise I'd like to hear about it.
Mayor Knapp	<p>So. We currently have a motion on the floor and a second, and we've had discussion. Unless the Council is going to do something different we're ready to call for a vote.</p> <p>I'm not hearing anything different, <b>I'm going to ask for the vote on the motion to amend to add \$30,000 to cover six Clackamas County hotels in Wilsonville at \$10,000 a piece, half the money coming out of the small business category, and half coming out of the microbusiness category.</b></p> <p><b>All in favor please raise your hand. All Opposed please raise your hand. Motion fails. One in favor, four opposed.</b></p> <p>We have the main motion in front of us still. Do we need more discussion on the main motion? As amended. I we are not needing more discussion on the main motion; <b>I'm going to call for the vote on the main motion. The amended version funds 28 \$1,000 awards in the home base category; 85 \$2,000 awards in the micro business category; and 43 \$4,000 awards in the small business category; and 3 \$10,000 awards to the three Clackamas County Wilsonville hotels.</b></p> <p><b>All in favor of the motion please raise your hand.</b></p>
Councilor Akervall	No. it looks like there's confusion.
Mayor Knapp	What's the question? What's the problem?
Councilor Linville	I thought that we had changed the numbers for the, we went to 43-85-28 instead of.
Mayor Knapp	Yeah, that's just what I said only I said, I went the other direction 28-85-43.
Councilor Linville	Ok, never mind.
Mayor Knapp	Okay.
Councilor Akervall	Does Staff have all of this?
Mr. Cosgrove	Yes. That's the reaction of the night right there. We got it.
Mayor Knapp	<p>We ready to vote?</p> <p><b>All in favor of the motion to adopt this proposal as the framework for the awards please raise your hand. Opposed?</b></p> <p>Mr. Cosgrove we got it, we got it, 5. <b>That's five in favor, is that correct?</b></p>
Councilor West	I can't, everything is freezing up I don't know if you guys can see me.
Mr. Cosgrove	Yes, we see you raising your hand for.
Councilor West	Thank you this is difficult right now.

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Mayor Knapp	<b>Okay. So that's five in favor, its unanimous for that proposal.</b>
Mayor Knapp	We now need to duplicate the same thing for the funding source. I gotta get my.
Mr. Cosgrove	No, you don't need to do that.
Ms. Jacobson	So you can make your motion exactly the same, the only difference is it's going to be for the program income fund.
Mayor Knap	Right, right.
Ms. Jacobson	So unless there is
Mayor Knapp	<b>So I'm going to make the motion that we adopt Resolution 2811 for the Urban Renewal Program Income usage, utilizing the same parameters, the same criteria that we have just adopted for Resolution 2812.</b>
Ms. Jacobson	Except for the hotels
Mayor Knapp	<b>Is there a second?</b>
Councilor Lehan	<b>I'll second.</b>
Ms. Jacobson	Okay. The only difference would be this does not have hotels in it.
Councilor Lehan	That's right.
Councilor Linville	We have to change the numbers.
Ms. Jacobson	Yes because this one has no hotels.
Mayor Knapp	Okay, so we the, <b>adopt the same protocol with the exception that the county hotel works are not part of this.</b>
Councilor Lehan	Isn't it all of the hospitality industries.
Ms. Jacobson	This motion is for the other businesses.
Councilor West	Isn't this not for hospitality.
Councilor Lehan	Yeah, this would remove all the hospitality people.
Mr. Cosgrove	Yes.
Councilor Lehan	Same framework, minus the hospitality.
Councilor West	The generals.
Mr. Cosgrove	Yes.
Councilor West	This is the general, right, the general businesses.
Mr. Cosgrove	General business.
Mayor Knapp	Hang on, does staff agree that that's the correct way to frame it?
Mr. Cosgrove	Yes, this is the general business grant. Non-hospitality.
Mayor Knapp	All right. <b>So the motion will be that we adopt Resolution 2811, with the same framework except excluding the hospitality funding source.</b>  <b>And is there a second.</b>
Councilor West	I'll second.
Mayor Knapp	Do we need more discussion on the framework? Council Linville.

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Councilor Linville	I don't believe can go with the 40, the 28-85-43 for those three categories because we now have an additional \$30,000 to dump into that fund because we're not spending it on the hotels.
Mayor Knapp	Yeah, I think you're right. That's why I was trying to ask Staff if that's the right terminology to do it.  It seems to me that we could adopt the same framework and instruct staff to separate the funding sources appropriately. Mr. Cosgrove?
Mr. Cosgrove	Yeah, hang on a second. This is what? That doesn't make sense. Hang on, I'm looking here.  Right now we have.
Councilor Akervall	I guess I need some clarification.
Mr. Cosgrove	Hang on. I think I might have it here. The microbusiness ones are the \$2,000, right, for \$170,000; the 6-20 would be 43 for \$172,000, right; and then you would have the \$30,000 for the 3 Clackamas County hotels.
Ms. Jacobson	No hotels in this one.
Councilor Akervall	172, plus 170, plus 28,000, plus 30 for hotels, that's the 400 right there.
Mr. Cosgrove	But that total proposal is 400. Yes. That's what I was trying to say just now.
Councilor Akervall	The totals that we just gave for all the grants, that's for hospitality and for small, and that's why it's confusing, it affects the pool even greater for the hospitality than to remove it, it would be like
Mr. Cosgrove	Yes, yes.
Mayor Knapp	So I agree if that's true, but talking to staff here, can we just adopt the framework and instruct staff to differentiate the funding sources that go to which ever program they should go to in accordance with the previous staff report that we're adopting as part of the resolution?
Mr. Cosgrove	Yes, please. We understand what you want to do. We understand perfectly how you want to allocate the money, so if you would just empower us to do that, we would be happy to do it.
Mayor Knapp	<b>Okay, so the motion I'm making again or as a replacement is, adopt Resolution 2811 using the attachment of the same funding program that we just adopted under 2812, instructing staff to direct the appropriate pieces of the funding sources to the appropriate uses as previously defined in our staff analysis and report attached to there.</b>
Mr. Cosgrove	Yes.
Mayor Knapp	All right, is there a second?
Councilor Akervall	<b>I'll second.</b>
Mayor Knapp	Mayor moved and Council President Akervall seconded. Discussion.
Councilor Lehan	I will apologize for creating this dilemma, because they were separated in case I was going to recuse myself.
Mr. Cosgrove	Correct.

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Councilor Lehan	We ended up discussing it all as one thing, and now it's got us all confused.
Mayor Knapp	Well I think we're on track now.
Councilor Lehan	There you go.
Mayor Knapp	All right. Any other clarifications needed? Councilor Linville.
Councilor Linville	Well, I'm confused when we say we're just according to the other funding model. I don't know what that means. We have an additional \$30,000 and so
Mayor Knapp	No the funding is combined, we don't have any additional.
Mr. Cosgrove	There is no additional money.
Mayor Knapp	Using both sources and it's just a matter which funds are directed to which total.
Mr. Cosgrove	We're still giving \$30,000 to hotels, just the Clackamas County hotels. So there's no additional money.
Councilor Lehan	There's no additional money. All we're doing with 2811 indicating 2812 also includes Urban Renewal program funds. They were part of 2812, we figured them out as part of 2812 and so all we need to indicate is the Urban Renewal is folded into 2812. There's no new money in 2811, whatever. We just spent it all.
Mayor Knapp	Okay.
Councilor Linville	Okay.
Mayor Knapp	Councilor West has been coming in and out. Can you hear me?
Councilor West	I can hear you Mayor.
Mayor Knapp	<b>We're ready to vote on 2811, and we've clarified that the framework we adopted under 2812 was defining the framework to be used by both resolutions, and staff will figure out which source goes to which grant usage.</b>
Councilor West	<b>Are we voting right now?</b>
Mayor Knapp	<b>We're ready to vote.</b>
Councilor West	<b>While you can hear me, I'll be a "Yes" vote. You can hear me in a "Yes" vote.</b>
Mayor Knapp	<b>You're a "Yes" vote. Okay. I will ask then, all in favor please raise your hand. I have four raised hands, and a voice vote from Councilor West. We have unanimous five in favor. No opposition.</b>

*End of transcript.*

**C. Resolution No. 2810**

A Resolution Of The City Of Wilsonville Authorizing A Second Amendment To Wilsonville Community Sharing Support Grant Agreement.

Ms. Jacobson read the title of Resolution No. 2810 into the record.

Cathy Rodocker, Finance Director, provided the staff report.

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**Motion:** Councilor Linville moved to approve Resolution No. 2810 second amendment to Wilsonville Community Sharing Support Grant Agreement. Councilor Akervall seconded the motion.

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

**SUMMARY OF VOTES**

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

**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.

*Citizen Input comments are included in the transcript portion of the meeting dealing with Resolutions No. 2812 and 2811.*

**COUNCILOR COMMENTS**

- A. Council chose to forego comments.

**CONSENT AGENDA**

Ms. Jacobson read the titles of the Consent Agenda items into the record.

- A. **Resolution No. 2787**  
A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Goods And Services Contract With Pipeline Video Inspection, LLC (DBA Aims Companies) For The Closed Circuit TV (CCTV) Inspection Services Project. (Montalvo)
- B. **Resolution No. 2800**  
A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Goods And Services Contract With HMI Oregon Dealership, Inc. For The Library Furniture Project. (Duke)
- C. **Resolution No. 2806**  
A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute The First Amendment To Construction Contract With Moore Excavation, Inc. For The Garden Acres Road & PLM\_1.2 Water Transmission Line Project. (Weigel)

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**Motion:** Councilor Lehan moved to approve the Consent Agenda as read. Councilor West seconded the motion.

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

**SUMMARY OF VOTES**

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

**CONTINUING BUSINESS**

None.

**PUBLIC HEARING**

- A. **Resolution No. 2809** (*Legislative Hearing*)  
A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2019-20.

Ms. Jacobson read the title of Resolution No. 2809 into the record.

Mayor Knapp provided the public hearing format and opened the public hearing at 9:50 p.m.

No Councilor declared a conflict of interest, bias, or conclusion from information gained outside the hearing. No member of the audience challenged any of the Councilor's participation.

Cathy Rodocker, Finance Director, provided the staff report. The supplemental being presented is in direct response to the COVID-19 emergency response. \$50,000 in fund balance from the water CIP will be transferred to the General Fund to be available for the Wilsonville Community Sharing program. This funding is for their general program, which can be used on rent, non-city related utilities, including Wi-Fi and mobile. In addition, the General Fund will contribute \$20,000 from contingency from unspent Transient Lodging Taxes collected. In total, the City of Wilsonville will contribute \$250,000 to the program to be expenses through the Administration budget.

The Mayor invited public testimony. Seeing none, he closed the public hearing at 9:52 p.m.

**Motion:** Councilor West moved to approve Resolution No. 2809. Councilor Lehan seconded the motion.

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

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**SUMMARY OF VOTES**

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

**B. Ordinance No. 841 – 1<sup>st</sup> Reading (*Legislative Hearing*)**

An Ordinance Of The City Of Wilsonville Adopting Text Amendments To The Wilsonville Comprehensive Plan And Development Code Regarding The Planned Development Residential (PDR) And Residential (R) Zones.

Ms. Jacobson read the title of Ordinance No. 841 into the record on first reading.

Mayor Knapp provided the public hearing format and opened the public hearing at 9:53 p.m.

No Councilor declared a conflict of interest, bias, or conclusion from information gained outside the hearing. No member of the audience challenged any of the Councilor's participation.

Dan Pauly, Planning Manager, provided the presentation. The proposed amendments to the Wilsonville Comprehensive Plan and Development Code improve clarity, consistency, and usability of standards related to density and open space in the Planned Development Residential (PDR) and Residential (R) zones. The Planning Commission unanimously approved a recommendation to City Council to adopt the proposed amendments at their March 11 meeting.

*Excerpt from Mr. Pauly's Staff Report to provide background.*

Outside of Villebois and Frog Pond, the City adopted most of the current residential development standards in 2000. The City subsequently adopted changes to Open Space standards in 2005 and changes to Accessory Dwelling Units standards in 2010 and 2019. Application of the various standards over the years have brought forward a number of issues. The recommended Comprehensive Plan and Development Code text amendments intend to provide clarifications and resolve inconsistencies to address these items. Topics addressed by the proposed amendments include clarifying/defining how density is calculated and conflicts between different standards that take up or consume land (such as minimum lot size, minimum density, required amount of open space, street improvement standards, and stormwater facility requirements). In addition, the amendments address the approach to calculating open space, particularly for smaller projects, and ensuring quality design of open spaces. A summary of these proposed changes is attached (Attachment 2).

After substantial research, staff prepared draft recommendations for Comprehensive Plan and Development Code text amendments to address the issues and worked to refine them with the Planning Commission over five work sessions and City Council over two work sessions. Staff also sought to inform and gather input from targeted interested parties and the public at large utilizing an online survey on Let's Talk, Wilsonville!, public notices, and targeted outreach. On March 11, 2020 the Planning Commission held a public hearing and following the hearing unanimously recommended adoption of the proposed amendments to City Council.

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A number of guiding concepts for the project informed the development of the recommendations, including:

- No proposed changes to allowed uses.
- No proposed changes to existing Comprehensive Plan Map Designations or Zone Map Designations.
- Better coordinate minimum and typical lot sizes with Comprehensive Plan/Zoning density ranges.
- Maintain the Comprehensive Plan density range as the policy guidance for allowed density/number of units.
- Allow predictable flexibility rather than uncertainty associated with the current waiver process.
- Mirror the Residential Neighborhood (RN) zone as applicable.
- Emphasize quality over quantity for open space.

The proposed updates are most applicable to about 63 acres of unbuilt and underbuilt land within the City limits currently located within one of the seven PDR zones or likely to be in one of these zones in the future. The proposed updates may also apply to land added to the City in the future if the land is assigned a PDR zone. The proposed updates will not apply to the Frog Pond residential area (Residential Neighborhood Zone) or Villebois residential areas (Village Zone) as these areas are not in PDR zones. The proposed updates also do not apply to existing neighborhoods planned and built under existing standards, including those within PDR zones. Previously approved plans will continue to control what can be built in these neighborhoods unless a neighborhood is redesigned and rebuilt on a large scale. While the amount of land the recommended code amendments impact are limited, it is critical this limited amount of land is planned and developed efficiently and with quality design.

The package of amendments before the Council reflect the direction from Council given over two work sessions in February and March. Per Council, direction staff removed the provision to allow 10% of larger private yards to count as open space and added a provision that half the open space requirement in a development must be usable and provided outside the Significant Resource Overlay Zone (SROZ). The Council will also notice the addition of edits to Section 4.139.11, which addresses SROZ density transfer, to make the section consistent with existing language already adopted in Section 4.124.

Staff has reviewed the proposed edits against applicable standards in the Comprehensive Plan, Development Code, Metro code, and state rules and statutes, as outlined in the Compliance Findings Report (Exhibit B to Attachment 1), establishing compliance of the proposed amendments with applicable standards.

*End Staff Report Excerpt*

The Mayor invited public testimony. Seeing none, he closed the public hearing at 9:59 p.m.

**Motion:** Councilor Linville moved to approve Ordinance No. 841 on first reading. Councilor Akervall seconded the motion.

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

**SUMMARY OF VOTES**

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

Mayor Knapp asked for a motion to continue the meeting so the Urban Renewal Agency business could be addressed.

**Motion:** Councilor Akervall moved to extend the meeting until 10:15 p.m. Councilor Lehan seconded the motion.

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

**SUMMARY OF VOTES**

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

**CITY MANAGER’S BUSINESS**

Mr. Cosgrove asked Council if the Rotary Concerts in the Park should be held in Town Center Park. The concerts typically draw a large amount of people.

Mayor Knapp asked Councilors for their opinions. Councilors felt the Concerts should not be held.

Mayor Knapp asked how the gift card program originated.

Mr. Cosgrove stated the idea originated in one of staff’s incident command meetings in the EOC through brainstorming how to provide money to the business community quickly, while achieving multiple policy objectives, recognizing the homeless population and families in need. By the end of the meeting, a program was in place. About 35 small businesses and restaurants are involved, with 330 gift cards distributed to Wilsonville Community Sharing, 60 to the police department. The City spent approximately \$17,500 and we have gotten a lot of good PR from local restaurants.

**LEGAL BUSINESS**

Ms. Jacobson stated the motion to abate on the Clackamas County Circuit Court case was granted. The Judge declined to rule at this point on the motion to intervene saying a decision would be made a year from now when the motion to abate expired, if the case is not dismissed in the meantime.

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**ADJOURN**

Mayor Knapp adjourned the meeting at 10:04 p.m. An Urban Renewal meeting followed.

Respectfully submitted,

DocuSigned by:  
*Kimberly Veliz*  
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\_\_\_\_\_  
Kimberly Veliz, City Recorder

**ATTEST:**

DocuSigned by:  
*Tim Knapp*  
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\_\_\_\_\_  
Tim Knapp, Mayor

**Attachment:**

Staff Report prepared by Jordan Vance in its entirety to provide background on Resolution No. 2812 and 2811.

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*Mr. Vance's Staff Report is appended to these minutes to provide background for Resolutions No. 2812 and 2811.*

On April 8, 2020, the City to Manager commissioned a 3-person task force (Joann Linville, City Councilor, Jordan Vance, Economic Development Manager, and Kevin Ferrasci O'Malley, Wilsonville Area Chamber of Commerce CEO) to study existing business relief grant programs offered by other jurisdictions and provide a recommendation to the Wilsonville City Council on the best use of the allotted funds. The task force held three working sessions together and aligned on the following proposal.

**Program Overview**

The Wilsonville Small Business COVID Relief Grant program will offer emergency relief grants to Wilsonville's micro and small businesses experiencing economic disruption due to the COVID-19 pandemic. The City of Wilsonville will commit \$400,000 in funds to the program that will be split equally to finance two-tiers of grants: \$2,000 grants for qualifying micro businesses (0-5 FTE) and \$5,000 grants for qualifying small businesses (6-20 FTE). The Urban Renewal dollars will fund grants awarded to general business operators, including retail, medical, and professional services. The Transient Lodging Tax (TLT) dollars will fund grants awarded to travel tourism operators, including restaurants, lodging, and other hospitality-oriented businesses. The recommendation proposes a different solution separate from the below program criteria for the six lodging/hotel businesses in Wilsonville, which is explained at the end of the staff report.

**Mandatory Criteria**

- Businesses must have a current City of Wilsonville business license.
- Owner or managing entity based within 25 miles of Wilsonville and within the State of Oregon (applies to local independent businesses and franchises).
- If the business is part of a chain, the franchise of the business is owned by an individual
- Business must have a brick and mortar/physical facility located in the City of Wilsonville.
- If selected, the business will need to submit a W-9, Federal Tax ID number, and their City of Wilsonville business license number.
- Micro and small businesses with 0-20 FTE (full-time employees), including sole-proprietors.

**Additional Consideration (all weighted equally)**

- Minority/Women Business Enterprise (M/WBE), Disadvantaged Business Enterprise (DBE and ACDBE) or Service Disabled Veteran (SDV)
- Legacy Wilsonville businesses that have been operating in the city for a longer time period.
- Less than 3 years
- 4 - 8 years
- 9+ years
- Wilsonville businesses that have not received Federal, State or County relief funding yet.

**Excluded**

- Non-profits excluded.
- Virtual- and home-based businesses excluded.

## CITY OF WILSONVILLE CITY COUNCIL MEETING MINUTES

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### Grant Size

- \$2,000 grants will be dispersed to qualifying micro businesses. (50% funding / 93 grants, assuming \$370K total program funding)
- \$5,000 grants will be dispersed to qualifying small businesses. (50% funding / 37 grants, assuming \$370K total program funding)

### Approach for Lodging/Hotel Businesses

Washington County Visitors Association administered \$10,000 grants to hotels within the county were received by three Wilsonville businesses, Holiday Inn, Motel 6 and La Quinta. Do we mirror this approach and use a portion of TLT funding off the top to administer \$10,000 relief payments to the other 3 hotels in Wilsonville that did not receive the same payment (\$30K total), or include all Wilsonville lodging establishments in this effort (\$60K total)?

### Did Not Receive County Relief Grant

- Snooze Inn
- Guesthouse Wilsonville
- Best Western Wilsonville

### Received \$10K Relief Grant from Washington County

- Holiday Inn
- Motel 6
- La Quinta

### Chamber of Commerce Key Issues

- There was 100% support from the Chamber of Commerce Executive Board that all Wilsonville hotels/lodging properties should be eligible to receive a local City of Wilsonville grant regardless of whether or not they might have received other grant monies. The Chamber's position is that every hotel paid into the local TLT tax. Every hotel is in dire economic straits.
- In the travel tourism category, the Chamber would like to increase cap to 80 FTE to include larger employee-count restaurants and tourism attractions in Wilsonville.
- The Wilsonville Chamber would like to see the Charter group report out the need for a fast, date certain time to cut checks. The Chamber requests that City Council ensure that grants are ready to go out no later than April 27, 2020.
- The Wilsonville Chamber, per their public testimony on April 6, 2020, believes that the relief fund should totaling not less than \$500,000.

### EXPECTED RESULTS:

Administer grant program to offer immediate economic stabilization assistance to micro and small businesses in Wilsonville negatively impacted by the COVID-19 pandemic.

### TIMELINE:

Grant Application Period (tentative): April 22-24

Evaluation of Applications (tentative): April 27

Dispersal of grant awards (tentative): April 30

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

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**CURRENT YEAR BUDGET IMPACTS:**

\$165,000 from the West Side Urban Renewal Plan.

\$35,000 from the Year 2000 Urban Renewal Plan.

\$200,000 from Transient Lodging Tax revenue.

*End of Staff Report*