

**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, May 4, 2020. Mayor Knapp called the meeting to order at 7:04 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
- Zoe Monahan, Assistant to the City Manager
- Andy Stone, IT Director
- Beth Wolf, Senior Systems Analyst
- Dan Pauly, Planning Manager
- Jordan Vance, Economic Development Manager
- Mike Nacrelli, Civil Engineer

Motion to approve the order of the agenda.

**Motion:** Councilor West moved to approve the order of the agenda. Councilor Linville 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

**MAYOR'S BUSINESS**

A. Upcoming Meetings

Mayor Knapp spoke about the Zoom meetings he has been participating in due to the COVID virus wherein the discussions focus on the Governor's orders in response to the pandemic crisis. He announced the May 18, 2020 Council meeting is cancelled.

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Mayor Knapp queried if there were members of the public who wished to address Council, either in person or virtually. The City Manager advised there were none.

**COMMUNICATIONS**

A. Wilsonville Small Business COVID-19 Grant Program Update

Jordan Vance, Economic Development Manager, provided an update on the COVID relief grants results.

Mr. Vance said the program was adopted two weeks ago and staff was directed by Council to implement a relief grants program for home-based, micro, and small businesses with a rapid timeline for implementation. The application process was launched on April 24, 2020 and remained open until April 29, 2020.

To make the application process as equitable as possible, a post card was sent to every address, both residential and business, in the City. Staff telephoned 680 businesses with less than 20 full time employees from the business license list generated by the City.

These approaches were followed by two emails containing a link to the program, a media release published in the newspaper, social media posts, and the Chamber of Commerce provided the information to their members. In addition, a bilingual application and program overview were offered.

The program received 279 applications. Out of the 279 applications, 200 met mandatory eligibility criteria. The Council's goal was to disburse 159 grants, however with the numbers the City could fund about 80% of the eligible applications received.

Staff verified the applicants' data using business license data on hand with the City.

With the help of the Finance Department 58, applications were audited. They found 16 business licenses were inactive or obtained after the March 1 deadline. Differences were seen in employee count, which may have been a post-COVID employee count, these results were corrected based upon the data Staff had on hand. Business longevity claims were corrected as well, based on the number of years the City had an active business license on file.

Mr. Vance discussed the top ineligibility reasons. The first is disqualification based on home based business criteria the Council established. If the applicant identified in the home based business track, which is 0-2 full time employees, they had to say "no" to the following question to qualify and say their business operated from their personal residence, and they provided more than solely services or goods sold online via the Internet. That resulted in 41 businesses disqualified. Sixteen were disqualified because their business licenses were inactive or obtained after the March 1 date. Eight did not qualify because they were above the 20 full time employee mark. Some self-selected that and some staff audited through the verification process. Six businesses the City had no record of; five businesses were not operated from a personal residence or brick and mortar structure. Nine applications were incomplete, the applicants were notified and allowed to reapply and all did

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except for one. Finally, one business indicated they were not experiencing disruption due to COVID-19. The main purpose of the grant program was to aid businesses who were negatively impacted and had a loss of revenue due to the COVID crisis.

Mr. Vance spoke to the industry types for all 279 applications received. He reminded Council Transient Lodging Tax (TLT) funds hospitality businesses – food and beverage, recreation, entertainment, lodging. While Urban Renewal funds general businesses – retail, professional and personal services, health care, etc.

The pool of hospitality businesses in Wilsonville is small; there are 60 restaurants and 77 overall hospitality businesses. Out of that group, the City received 46 applications in the TLT funding category.

The General Business category received about 233 applications, many in the health care and medical category, as well as services and other. Services included categories like cosmetic, professional, personal services, and real estate. ‘Other’ contained a wide range of businesses including fitness, interior design, video production, child care, janitorial, automotive, photography, massage therapists, security, etc.

Mr. Vance applied points for each criteria and ranked the list in descending order resulting in a high score of 7 points, and low score of zero. The bulk of the businesses fell into the mid-range with 3-4 points.

Businesses with the higher points were prioritized for funding. TLT was able to fund all 38 eligible hospitality businesses with a \$57,000 surplus.

City Manager Cosgrove indicated the Council meeting was not being broadcast live and a short recess was necessary to reset the City’s YouTube channel.

Mayor Knapp called a recess at 7:23 p.m. and reconvened the meeting at 7:51 p.m.

Mr. Vance continued the Urban Renewal funds for general businesses funded point categories 4-7 which includes 69 businesses and runs out midway through point category three with \$38,000 remaining. Staff recommends using a lottery to award the remaining \$38,000 to the 51 businesses in this point category.

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A chart showing the final Relief Grant Allocation was presented:

<b>Relief Grant Allocation</b>					
	\$1,000	\$2,000	\$4,000	\$10,000	
TLT	3	15	20	3	41
URA	16	33	20		69
<b>Total #</b>	<b>19</b>	<b>48</b>	<b>40</b>		<b>110*</b>
<b>Total \$</b>	<b>\$19,000</b>	<b>\$96,000</b>	<b>\$160,000</b>	<b>\$30,000</b>	<b>\$305,000*</b>

\*Not including URA lottery businesses

+ TLT Surplus	\$57,000
+URA Lottery	\$38,000
=	\$400,000

A chart comparing the Council Goals with the actual awards is shown below:

<b>Council Goals vs. Actual</b>					
Business Type	Grant Amount	Goal	Actual	Toward Awarded	Actual
Home-based	\$1,000	28	19	\$28,000	\$19,000
Micro businesses	\$2,000	85	48	\$170,000	\$96,000
Small Businesses	\$4,000	43	40	\$172,000	\$160,000
Clackamas County Hotels	\$10,000	3	3	\$30,000	\$30,000
<b>Total</b>		<b>159</b>	<b>110*</b>	<b>\$40,000</b>	<b>\$305,000</b>

\*Not including URA lottery businesses

+ TLT Surplus	\$57,000
+URA Lottery	\$38,000
=	\$400,000

Mr. Vance indicated the lottery would select 10-20 more businesses bringing the grand total to about 120-130 grants disbursed, and about \$343,000 disbursed. The lottery process staff is recommending be an alphabetized list of all 51 businesses in the point 3 category, with each of those businesses assigned a number between one and 51. The City Attorney and City Manager have both verified and time stamped the list. Using Google random number generator a range between 1 and 51 was created, and it will select randomized numbers to help determine the grant candidates at random. As Staff picked random numbers from Google, the grant winner would be identified and their grant award would be subtracted from the remaining \$38,000 balance until it runs out. If an odd balance remains for the final grant number, the remaining amount would be awarded to the final recipient.

Staff recommended proceeding with the lottery, following that an email notification would be sent to all applicants informing them of their status, and following that, checks will be sent. Mr. Vance indicated communications would be sent out this week to the applicants, and Finance has said they can send the checks this week.

Councilor Linville asked if it was possible to consider a second round of grant funding since there was money left in the TLT.

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Councilor West clarified the parameters could not change because Council has voted on them.

Ms. Jacobson, City Attorney, explained one issue is the Transient Lodging Tax was committed to go to those types of businesses, so Council would want to stay with that. Alternatively, the other option is to save those funds for the recovery process and use it for promoting those businesses as they get back into business.

Mr. Cosgrove added the problem with amending the criteria now is the City has gone through a very elaborate and transparent process that included public participation and input. He was concerned with public perception should any changes be made to the criteria at this point.

Councilors discussed ways to award the remaining TLT funds including issuing a second application process, funding hotels that did not receive funds this time, or to retain the balance to be used for future business recovery, marketing and promotion. After further discussion, they suggested increasing the awarded amount by \$1,000 leaving a balance of \$19,000. They further proposed adding an additional \$500 to each award resulting in an increase of \$1,500 to each recipient leaving a zero TLT balance.

Mayor Knapp asked if Councilors understood the option as a way to distribute the surplus TLT funds now to the qualifying businesses that have submitted their applications.

**Motion:** Councilor West moved to give each TLT recipient an additional \$1,000 and keep the additional funds that are left over in reserves for a future use for business relief. Councilor Akervall seconded the motion.

Mr. Cosgrove clarified the motion would put the unused portion of the funds into a reserve for business relief, rather than promotion and marketing which differed from the Council discussion. Councilor West's motion sets aside the remaining funds for business relief, not for future marketing unless he wants to amend the motion.

Mayor Knapp asked if Councilor West wanted to amend the motion.

**Amended Motion:** Councilor West amended his motion to be used for future TLT uses. Councilor Akervall agreed with the amended motion.

Councilor West felt this was an equitable way to deal with the additional funds and supports Council's original intent to provide immediate relief.

Councilor Akervall agreed and she understood from Mr. Vance that a second round might not be beneficial because those businesses just do not exist with the existing criteria.

Councilor Lehan pointed out if Council wanted to spend all of the money, the additional amount would be \$1,500 awarded.

**Amended Motion:** Councilor West amended his motion that every business that is approved for TLT grants will receive \$1,500 additional with no surplus funds left over to go to TLT for future marketing.

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Mayor Knapp asked if it was absolutely certain that when you say “every business” that we are talking about 38. Mr. Vance confirmed there were 38 businesses that applied for a loan, and there are three hotels on top of that getting to the 41 number.

**Amended Motion:** Councilor West clarified his motion for the 38 businesses that are approved for grant funds not including the hotels, for an additional \$1,500 with no left over funds for marketing dollars in the future for TLT.

Mayor Knapp asked if the seconder endorsed the amended motion. Councilor Akervall did.

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

**SUMMARY OF VOTES**

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

**Lottery:**

Mr. Vance asked if there were questions from the Council on the lottery process. Mr. Stone assisted in generating the Google random number generator, with the range between 1 and 51. Each business in the point 3 category is assigned a number between 1 and 51 and Staff have those sheets in front of them. Every time Mr. Stone clicks ‘generate’ the program selects a random number. The business name will not be used but we will track them on a spreadsheet. A summary of the entire program will be released this week.

**Lottery - Google Random Number Generator**

Number	Amount
10	\$4,000
28	\$2,000
1	\$2,000
19	\$2,000
16	\$2,000
36	\$1,000
35	\$4,000
41	\$2,000
12	\$4,000
43	\$4,000
47	\$2,000
3	\$4,000
50	\$2,000
25	\$2,000
4	\$2,000 – Only 50% = \$1,000
15 Total	\$39,000                      \$38,000

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Staff will notify the awardees of the funding this week.

**CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS**

This is an opportunity for visitors to address the City Council on items not on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Staff and the City Council will make every effort to respond to questions raised during citizens input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three minutes.

There was no public input.

**COUNCILOR COMMENTS**

A. Council President Akervall

Councilor Akervall reported on the virtual meetings she attended with a Boy Scout Troop, the Willamette Intake Facility meeting, the Clackamas County Business Alliance, and the League of Oregon Cities (LOC) weekly conference calls.

B. Councilor Lehan

Councilor Lehan has been working on a grant application on behalf of the Wilsonville-Boones Ferry Historical Society and the Butteville Cemetery for Jesse Boone and his family. The grant would fund headstones for the Boone family.

C. Councilor West

Councilor West thanked the community for being thoughtful and mindful during the current COVID climate. The Councilor along with Kyle Bunch have initiated "Wilsonville Wednesdays" where they go into the community and interview local businesses, and create a video to promote the local businesses which will be posted to local social media pages.

D. Councilor Linville

Councilor Linville thanked Mr. Vance and staff for their work on the Small Business Grant Program. The Councilor was concerned with businesses opening in Salem against the Governor's order and she suggested the City be prepared for businesses that may open despite the Governor's warnings and orders. The Councilor wanted to hear a plan for recovery and how it would affect City facilities and daily business and opening up in the City. Councilor Linville participated in the LOC Friday meetings, which are beneficial. She will attend a French Prairie Forum next week and report on that at the next Council meeting.

**CONSENT AGENDA**

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

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**A. Resolution No. 2798**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With Carollo Engineers To Provide Engineering Consulting Services For The Wastewater Treatment Plant Master Plan Project (Capital Improvement Project #2104).

**Motion:** Councilor Linville moved to approve the Consent Agenda as read. Councilor Akervall and 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**

**A. Ordinance No. 841 – 2<sup>nd</sup> Reading**

Ms. Jacobson read the title of Ordinance No. 841 into the record for second reading.

Dan Pauly, Planning Manager, indicated an email was received from Garet Prior expressing overall support of the Ordinance; however, he was concerned about the open space requirements for smaller sites. Mr. Pauly clarified with the resident the condition only applies to subdivisions, which by definition are four or more lots, or multifamily developments which is three or more units. The condition did not apply to building a single family home on an existing lot.

Councilor Linville asked a clarifying question of staff.

**Motion:** Councilor Akervall moved to approve Ordinance No. 841 on second reading. 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

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**CITY MANAGER'S BUSINESS**

Mr. Cosgrove reminded Council the May 18, 2020 Council meeting is cancelled.

He reported staff is in the process of developing administrative and engineering controls to reopen facilities to the public. When the plan is available, staff will share it with Council.

Mr. Cosgrove noted the proposed budget document has been prepared and pointed out it was prepared before the COVID pandemic. The Budget Committee meetings will be held virtually.

**LEGAL BUSINESS**

Ms. Jacobson indicated an extending emergency order would be brought to Council at their June meeting.

**ADJOURN**

Mayor Knapp adjourned the meeting at 9:12 p.m.

Respectfully submitted,

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

ATTEST:

DocuSigned by:  
*Tim Knapp*  
C2B8698B3949461...  
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Tim Knapp, Mayor