

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:00 p.m. on Monday, July 20, 2020. Mayor Knapp called the meeting to order at 7:33 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
- Kimberly Rybold, Senior Planner
- Martin Montalvo, Public Works Ops. Manager
- Bill Evans, Communications & Marketing Manager
- Beth Wolf, Information Systems Analyst
- Matt Baker, Facilities Supervisor
- Andy Stone, IT Director
- Dan Pauly, Planning Manager

Mayor Knapp asked for a motion to approve the order of the agenda reminding Council they had suggested moving Citizen Input to be the first Agenda item.

Motion: Councilor Akervall moved to approve the order of the agenda with the modification to the agenda to move Citizens Input and Community Announcements to the beginning of the agenda. 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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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.

Cassandra Edwards, Wilsonville resident, indicated she supported the LOC recommendation made earlier and the comment Councilor Linville made regarding prioritizing digital equity and inclusion priority.

MAYOR'S BUSINESS

A. Upcoming Meetings

Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.

COMMUNICATIONS

A. State of the District/COVID-19 Update

Tualatin Valley Fire and Rescue (TVF&R) Chief Weiss reported on the actions the fire district is taking regarding COVID-19.

- TVF&R facilities remain closed with most day staff working remotely.
- A COVID-19 Task Force has been in place since early March.
- Staying in contact with public partners whether they are in the County or medical advisors who provide information on how to insure employees are protected.
- New equipment has been provided as well as training on its use
- Stations typically are cleaned each morning and evening, however that cleaning has been increased.
- Employees who presented signs or symptoms or have been exposed to COVID have been tested. Out of the 600 TVF&R employees, two have contracted the virus, and both have recovered.
- The current PPE supply is sufficient; but purchasing stock is becoming more of a challenge. The Chief anticipated needing more PPE in the fall.
- Some PPE suits are reusable through decontamination.
- Public education has occurred over the past few months regarding COVID.
- A second task force created a plan to determine the best way to bring people back to work into the TVF&R buildings.
- An Economic Forecast Task Force was created to work with the chief financial officer (CFO) and the Finance Department to create a plan to keep the District financially sustainable should things go poorly based upon loss in revenue.

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The Chief explained capital construction projects continue moving forward, and they continue trying to locate a station in Charbonneau.

B. COVID-19 Facilities and Programs Update

Martin Montalvo, Public Works Operations Manager, along with Matt Baker, Facilities Supervisor, provided a PowerPoint entitled *COVID-19 Response Update*.

Federal Funds Coronavirus Aid, Relief, and Economic Security (CARES) Funds

- Social Security Funds.
- Ongoing Monthly Grant Cycle.
- \$753,576 Maximum allocation.
- Reimbursement from the State for expenses to date of \$336,950.

Federal Emergency Management Agency (FEMA) Public Assistance

- Homeland Security Funds.
- Long Term Project Cost Reimbursement.
- No funds received to date.

Staff shared information regarding the use of face coverings, increased hand sanitation stations, revised work practices, increased cleaning, engineering controls, and HVAC adjustments.

Heating, ventilation, and air conditioning (HVAC) Economizers

- Economizers control the mix of outside fresh air and inside treated air for energy efficiency
- Economizers are engaged to supply maximum extent of fresh air.
- City facilities have a mix of old and new air handlers, with a mix of economizer availability.
 - ONLY SMART/Fleet is capable of handling full Economizer mode year round.
 - All other Facilities can only function on Economizer mode for the milder climate periods (6 months/year).
 - Operating all units with 100%, fresh air will equate to considerably higher energy use and may result in increased maintenance costs.

Minimum Efficiency Reporting Value (MERV) Filters

- Vary from 1 to 16. Higher MERV value is more efficient in trapping airborne particles.
- Forcing HVAC blowers to work harder than designed can cause malfunctioning equipment over time.
- Life expectancy for Commercial air handlers is 15-20 years.
- City has 130 HVAC system components.
 - 18 components are already at the upper end of their life expectancy.
 - 16 are past their life expectancy.
- Currently equipped with MERV 8 Filters.
 - 117 filters are changed bimonthly.
 - MERV 13 filters are on order.
 - Experiencing supply chain delays.
 - Higher MERV filters may best be used during winter months.

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Councilor Lehan wanted to know if there was a way to evaluate circulation within a building or given volume of space for dead zones, particularly in areas with plexi-glass separation panels.

In response, Mr. Montalvo said the HVAC systems have been programed to turn on two hours before people enter the building to circulate the air ahead of time throughout the entire building.

Councilor West commented that new studies have indicated that warming temperatures and air conditioning may be causing an increase in the spread of COVID infection.

Mr. Cosgrove shared internal discussions have taken place about how to approach large social gatherings. The Executive Orders the Governor issued are 90% self-governing, or self-policed. There have been concerns raised about customers not wearing masks in certain grocery stores in town resulting in Staff contacting the corporate offices for their response. Regarding the party that took place in Villebois the Governor has advised local law enforcement not to approach these gatherings with a heavy hand. Staff is relying on City residents to be good citizens and to do the right thing. The approach by law enforcement is more of an educational tone; however in the event they advise a party to disperse, the officers will return later to insure that has happened. The City Manager added no reservations are being taken for any City park facilities. The information regarding gatherings has been posted in parks.

C. 2020 Community Survey

Bill Evans, Communications and Marketing Manager, commented the City of Wilsonville takes part in the National Citizen Survey (NCS) every two years, which is a statistically valid survey of Wilsonville residents performed by the National Research Center in Boulder, Colorado. This year 630 residents participated in the survey.

The NCS captures resident's opinions within ten central facets of community (Safety, Mobility, Natural Environment, Community Design, Utilities, Economy, Parks and Recreation, Health and Wellness, Education, Arts and Culture, and Inclusivity and Engagement). The survey compares residents' responses to the results of the 2018 survey, and with that of the other 600 communities that participate in the survey. Overall ratings surpass the 2018 results: 18 received higher ratings; 86 received similar ratings, while eight received lower ratings.

The Key Findings include the following:

- Mobility has improved, and it remains a priority for residents.
- Community members are pleased with community design; however, housing, and development expansion are areas of concern.
- Economic health and development remains a positive for now.
- Nearly all residents were pleased with Wilsonville's core amenities; Library services, City parks, K-12 education, and the feeling of safety.

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The biggest priorities facing Wilsonville over the next five years:

- Traffic, roads, parking and transportation.
- Housing availability and affordability.
- Planning growth, and expansion.
- Economy, downtown, businesses, and jobs.
- COVID-19.
- Taxes, spending, City Services and City regulations.
- Safety and emergency preparedness.
- Parks and recreation, natural environment.

The City received high marks regarding quality service and services provided, as well as treating all residents fairly. Wilsonville residents typically rely on *The Boones Ferry Messenger*, the City's website, and the Wilsonville *Spokesman* to receive their news. In general, residents are very satisfied to live in Wilsonville.

Councilor Akervall was pleased the City participated in the NCS survey. She was surprised there was no mention of COVID-19. Were the comparable cities surveyed during the spring, which may influence the comparison?

Mr. Cosgrove said the City followed the NCS best practices on the time of year that is best to conduct the survey.

Mr. Evans would look into the answer and respond to the Councilor.

COUNCILOR COMMENTS

A. Council President Akervall

Councilor Akervall commented the Council has been discussing how to make Wilsonville a city that justly serves all of the residents through a Diversity, Equity, Inclusion (DEI) board or committee, as well as having a listening session. She referred to a resolution adopted in 2017, Resolution No. 2626, which states "the City recognizes the inherent, worth and dignity of all persons, believe all should be treated with compassion and respect regardless of race, color, national origin, immigration or refugee status, religion, sex, gender identity, sexual orientation, marital status, mental, emotional or physical ability, age and economic status." Although a different Council adopted Resolution No. 2626, she appreciated the continued work of the City to push those values forward. She also appreciated community members who embrace this value, and who look for ways to make Wilsonville a caring and healthy place for everyone.

B. Councilor Lehan

Councilor Lehan echoed the comments of Councilor Akervall and appreciated the engagement from the citizens who spoke at the last meeting. The community groups formed to work on these matters shows the community is trying to be more sensitive to these issues.

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C. Councilor West

Councilor West shared this period of unrest has been a difficult time for his family and echoed all the comments made by the other Councilors. The Councilor related a story titled “Republic Services Number One Fan” from mid-May in the *Spokesman* and recommended Council read the article. He thanked Republic Services for their continued outreach.

D. Councilor Linville

Councilor Linville agreed with the previous comments. She reported on the meetings she would attend on behalf of the City, in particular the French Prairie Forum.

Mayor Knapp appreciated everyone for their commitment to inclusivity and hoped the discussion and awareness increases.

CONSENT AGENDA

None.

NEW BUSINESS

A. **Resolution No. 2829**

A Resolution Authorizing An Intergovernmental Agreement With The Urban Renewal Agency Of The City Of Wilsonville Pertaining To Short Term Subordinate Urban Renewal Debt For The Coffee Creek Area Plan District.

Ms. Jacobson read the title of Resolution No. 2829 into the record.

Ms. Rodocker presented the staff report. The Coffee Creek Area Plan District has the Garden Acres Road capital project under construction. Short-term borrowing is necessary to complete the project. The District has sufficient cash balances in its debt service fund to allow for repayment of borrowing on a short-term basis – short term being defined as “over-night”.

Previously the Urban Renewal Agency would enter into an agreement with a financial institution for these types of transactions. The City’s general fund has the capacity to loan the fund on a short-term basis. By borrowing from City funds, the Agency is able to avoid loan origination fees and legal costs associated with borrowing from a financial institution at much higher costs. The borrowing and repayment will occur within the month of July 2020.

Motion: Councilor Linville moved to approve Resolution No. 2829. Councilor West seconded the motion.

Vote: Motion carried 5-0.

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B. Resolution No. 2831

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

Ms. Jacobson read the title of Resolution No. 2831 into the record.

Ms. Rodocker presented the staff report. The Stormwater Operating Fund continues to have a number of capital projects slated for the next several years and will require a \$2,500,000 borrowing from the General Fund to help fund the projects. The Stormwater Operating Fund has sufficient cash balances in its fund to allow for repayment of the borrowing on a five-year payback plan. By borrowing from the General Fund, the Stormwater Operating Fund is able to avoid loan origination fees and legal costs associated with borrowing from a financial institution. The public purpose of the loan is to fund projects authorized in the annual capital improvement project (CIP) budget.

Motion: Councilor West moved to approve Resolution No. 2831. Councilor Lehan seconded the motion.

Vote: Motion carried 5-0.

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Councilor Linville	Yes

C. Resolution No. 2832

A Resolution Of The City Of Wilsonville Supporting The 2020 Transportation And Growth Management Planning Grant Application To Oregon’s Transportation And Growth Management Program For The Basalt Creek Development Code Implementation Project.

Ms. Jacobson read the title of Resolution No. 2832 into the record.

Ms. Rybold presented the staff report. City Council adopted the Basalt Creek Concept Plan in August 2018, setting a framework for future industrial development in the Basalt Creek Planning Area. In April 2019, Council adopted amendments to the City’s Comprehensive Plan and Transportation System Plan to incorporate the land use recommendations and planned transportation improvements from the Concept Plan, the first step in preparing this rea for future

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industrial development consistent with the Concept Plan. Following this, the City Council identified application of a form-based code to the Basalt Creek Planning Area as a means to make the area development ready, part of a larger 2019-21 City Council goal for Basalt Creek. The focus on multimodal connectivity and the public realm inherent in the development of a form-based code makes this project a strong candidate for funding through the Transportation and Growth Management (TGM) program.

The first phase of the project will determine if the vision of the Concept Plan, specifically the High-Tech and Craft Industrial designations, can be met using the City's existing Planned Development Industrial (PDI) zoning district. This phase would also assess the suitability of the Coffee Creek Form-based Code and Pattern Book as a baseline for Basalt Creek code development. Following this assessment, City staff and the selected consultant would coordinate with the Planning Commission and City Council to determine the desired approach for code development in Basalt Creek, working with stakeholders to draft Development Code updates for adoption.

City staff are preparing a grant proposal requesting \$125,000 in grant funds. The grant funds will cover consultation costs and related expenses, along with the cost of City staff working on the project. Other Wilsonville projects that have received funds from the TGM program within the past 15 years include the Coffee Creek Form-based Code, the Wilsonville Transportation System Plan, and the Coffee Creek Master Plan.

City staff will submit the grant request at the end of July. The TGM program expects grant award decisions in September. If awarded grant funds, staff will work with ODOT staff to develop a more detailed scope of work, select a consultant to assist with Development Code updates, and complete an intergovernmental agreement by early 2021. Work on the project would begin in mid-2021.

Councilor Linville asked for clarification on where the match is coming from and was it budgeted in the original budget is the award coming out of FY 2021 or this year.

Ms. Rybold said the match is coming from the recently adopted budget FY 2020-2021 included \$35,000 towards the CIP fund for Basalt Creek planning activities. That piece of the match would be invoiced and could come out of the General Fund money budgeted.

Mayor Knapp was excited to see this brought forward due to the years spent visualizing how the area might be moved towards employment uses to bring good family wage jobs to Wilsonville. We have to figure out how the specific plans would work and the grant would be an asset in moving that work forward. The form-based code initiated in Coffee Creek is fairly untried and we need to think carefully on whether it would apply to Basalt Creek as well.

Motion: Councilor Linville moved to approve Resolution No. 2832. Councilor Akervall seconded the motion.

Vote: Motion carried 5-0.

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D. Resolution No. 2834

A Resolution And Order Amending Resolution No. 2818 To Further Extend The Local State Of Emergency And Emergency Measures, As Authorized By Resolution No. 2803.

Ms. Jacobson read the title of Resolution No. 2834 into the record. Adoption of this resolution continues the resolution to be in line with the Governor’s which expires on the third. It keeps the City in line for additional funding if needed, and provides more local authority in terms of enforcing the Governor’s orders, in terms of reminding citizens about what is required and what is not allowed. This resolution extends the local state of emergency to September 11, 2020.

Motion: Councilor Lehan moved to approve Resolution No. 2834. Councilor Akervall seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
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Councilor West	Yes
Councilor Linville	Yes

CONTINUING BUSINESS

None.

PUBLIC HEARING

None.

CITY MANAGER’S BUSINESS

Mr. Cosgrove announced the cover of the FY 2020-21 adopted budget book is dedicated to the remembrance of Tony Holt. He invited Council to stop by and sign a copy of the adopted budget book to be given to Mr. Holt’s family.

The City Manager pointed out the Planning Commission recruitment is active and closes on August 5, 2020.

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LEGAL BUSINESS

No Report.

ADJOURN

Mayor Knapp adjourned the meeting at 9:35 p.m.

Respectfully submitted,

DocuSigned by:
Kimberly Veliz
E781DE10276B498...

Kimberly Veliz, City Recorder

ATTEST:

DocuSigned by:
Tim Knapp
C2B8698B3949461...

Tim Knapp, Mayor