

AGENDA

**WILSONVILLE CITY COUNCIL MEETING
OCTOBER 16, 2017
7:00 P.M.**

**CITY HALL
29799 SW TOWN CENTER LOOP
WILSONVILLE, OREGON**

Mayor Tim Knapp

Council President Scott Starr
Councilor Susie Stevens

Councilor Kristin Akervall
Councilor Charlotte Lehan

CITY COUNCIL MISSION STATEMENT

To protect and enhance Wilsonville's livability by providing quality service to ensure a safe, attractive, economically vital community while preserving our natural environment and heritage.

Executive Session is held in the Willamette River Room, City Hall, 2nd Floor

- | | | | |
|------------------|---|-----------|---------------|
| 5:00 P.M. | EXECUTIVE SESSION | [15 min.] | |
| A. | Pursuant to ORS 192.660 (2)(e) Real Property Transactions
ORS 192.660(2)(h) Litigation | | |
| 5:15 P.M. | REVIEW OF AGENDA | [5 min.] | |
| 5:20 P.M. | COUNCILORS' CONCERNS | [5 min.] | |
| 5:25 P.M. | PRE-COUNCIL WORK SESSION | | |
| A. | Kinder Morgan Letter (Jacobson) | [10 min.] | |
| B. | I-5/Wilsonville Road Congestion Improvements
(Mende) | [20 min.] | Page 1 |
| C. | Bus Stop Improvements (Work) | [15 min.] | Page 3 |
| D. | City Council Appointment to Willamette Falls Locks
Commission (Ottenad) | [5 min.] | Page 4 |
| E. | "No Right on Red – 4 to 6 p.m." Sign at the Southeast
Boones Ferry /Wilsonville Road Intersection
(Kraushaar) | [15 min.] | |
| 6:30 P.M. | ADJOURN | | |

CITY COUNCIL MEETING

The following is a summary of the legislative and other matters to come before the Wilsonville City Council a regular session to be held, Monday, October 16, 2017 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10 a.m. on Wednesday, October 10, 2017. Remonstrances and other documents pertaining to any matters listed in said summary filed at or prior to the time of the meeting may be considered therewith except where a time limit for filing has been fixed.

7:00 P.M. CALL TO ORDER

- A. Roll Call
- B. Pledge of Allegiance
- C. Motion to approve the following order of the agenda and to remove items from the consent agenda.

7:05 P.M. COMMUNICATIONS

- A. Dr. Naganathan President of OIT to meet/present to the City Council (Ottenad)
- B. RFID Library Presentation (Duke)

7:35 P.M. 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.

7:40 P.M. MAYOR'S BUSINESS

- A. Appoint Denise Downs to the Parks and Recreation Board to Fill the Unexpired Term of Elaine Marie Swyt. Term to begin 10/16/17 and end 12/31/19.
- B. Upcoming Meetings **Page 12**

7:50 P.M. COUNCILOR COMMENTS

- A. Council President Starr
- B. Councilor Stevens
- C. Councilor Lehan
- D. Councilor Akervall

8:00 P.M. CONSENT AGENDA

- A. Resolution No. 2655 - ODOT/City of Wilsonville IGA No. 32069 for I-5 Exit 283 Southbound Entrance Ramp Modification (Mende) **Page 14**
- B. Minutes of the October 2, 2017 and July 17, 2017 Council Meetings. (Veliz) **Page 29**

8:05 P.M. CITY MANAGER'S BUSINESS

- A. Work Plan Updates Quarter

8:10 P.M. LEGAL BUSINESS

8:15 P.M. ADJOURN

Time frames for agenda items are not time certain (i.e. Agenda items may be considered earlier than indicated.) Assistive Listening Devices (ALD) are available for persons with impaired hearing and can be scheduled for this meeting if required at least 48 hours prior to the meeting. The city will also endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting: Qualified sign language interpreters for persons with speech or hearing impairments. Qualified bilingual interpreters. To obtain services, please contact the City Recorder, (503) 570-1506 or veliz@ci.wilsonville.or.us



**CITY COUNCIL MEETING
STAFF REPORT**

<p>Meeting Date: October 16, 2017</p>	<p>Subject: Congestion Improvement Projects / ODOT IGA (CIP #4199)</p> <p>Staff Member: Eric Mende, PE, Capital Projects Engineering Manager</p> <p>Department: Community Development</p>
<p>Action Required</p>	<p>Advisory Board/Commission Recommendation</p>
<p> <input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1st Reading Date: <input type="checkbox"/> Ordinance 2nd Reading Date: <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda </p>	<p> <input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable </p> <p>Comments:</p>
<p>Staff Recommendation: NA</p>	
<p>Recommended Language for Motion: NA</p>	
<p>Project / Issue Relates To: <i>[Identify which goal(s), master plans(s) your issue relates to.]</i></p>	
<p><input checked="" type="checkbox"/> Council Goals/Priorities</p>	<p><input type="checkbox"/> Adopted Master Plan(s)</p>
<p><input type="checkbox"/> Not Applicable</p>	

ISSUE BEFORE COUNCIL:

Staff will provide a status update on 3 projects, and answer general questions.

EXECUTIVE SUMMARY:

City Council provided previous direction to staff to pursue three congestion improvement projects in the vicinity of Boones Ferry Road and Wilsonville Road.

1. Lengthen southbound Boones Ferry Road double left turn lane by re-stripping the asphalt. This project is complete.
2. Reconstruct the southern exit/entrance to the Fred Meyers Center to allow a second travel lane on Boones Ferry north of this intersection. Design is complete, bidding is scheduled for November.
3. Construct a third lane on the I-5 southbound entrance ramp. Design is complete, bidding is scheduled for November. An IGA with ODOT, to allow Wilsonville to construct the improvements on ODOT Right of Way, is on this evening's Consent Agenda.

EXPECTED RESULTS:

Improve traffic flow and decrease congestion delays.

TIMELINE:

Both projects will Bid in November, with contract awards in December. Construction start is scheduled for January. Construction completion is planned for June 2018.

CURRENT YEAR BUDGET IMPACTS:

This project, CIP # 4199, has a total budget of \$827,200, funded from both the Transportation SDCs and the Road Operating Fund. The current estimate to complete these projects is \$899,000, which exceeds the amount budgeted by \$52,000. Once the bids are received in November and staff have more information as to the actual costs, a funding strategy will be developed to close any budget gap, which may include utilizing savings from other projects or discussing the use of contingency funds.

FINANCIAL REVIEW / COMMENTS:

Reviewed by: SCole Date: 10/5/2017

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date:10/5/2017

COMMUNITY INVOLVEMENT PROCESS:

Many residents have provided comments to staff and to Council on congestion issues in general, and these projects are intended to address some of those issues. However, no specific community involvement process for these two specific projects was conducted.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY (businesses, neighborhoods, protected and other groups):

Reduced traffic congestion and associated delays.

ALTERNATIVES:

These projects were selected after reviewing a number of potential improvements. An alternative at this time would be to choose not to do one or both of the projects.

CITY MANAGER COMMENT:

ATTACHMENTS:

None.



Bus Stop Improvements
2016 Apportionment Funding (OR-2016-012)

**Shelters, Concrete Work,
Digital Displays & Signs**

Shelters

Seven 4x8, 3-sided, tempered glass panels with:

- 2 seat bench, trash receptacle, and information case
- Aluminum hip roof with gutters and solar panel for lighting
- SMART Blue w/lime green seats
- \$40K Federal/\$10K Match = \$50K

Concrete Work

RFP for shelter assembly, ADA concrete and curb work, and shelter installation.
\$40K Federal/\$10K Match = \$50K

Digital Displays



- 10", 13" or 32" diagonal e-paper displays
- Scalable: start with one, add more later
- Connectivity – Wireless, solar with battery backup
- Display real-time data
- Remote Management – Real-time departures, web-based interface, instant alerts, display route maps
- \$40K Federal/\$10K Match = \$50K

Bus Stop Signs

Simplify sign and add phrase in Spanish.
Approximately \$2,562



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: October 16, 2017	Subject: City Council Recommendation to Governor for Appointment to Willamette Falls Locks Commission Staff Member: Mark Ottenad, Public/Government Affairs Director Department: Administration	
Action Required	Advisory Board/Commission Recommendation	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution Information or Direction <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable	Comments: Senate Bill 256 from the 2017 session of the Oregon Legislative Assembly provides for appointment of Wilsonville City Council member to newly formed Willamette Falls Locks Commission.
Staff Recommendations: Recommend a member of the City Council to be appointed by the Governor to the Willamette Falls Locks Commission.		
Recommended Language for Motion: NA		
PROJECT / ISSUE RELATES TO:		
<input checked="" type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable

ISSUE BEFORE COUNCIL:

The City Council is requested to recommend to Governor Brown a member of the Council to be appointed to the Willamette Falls Locks Commission for a four-year term effective January 1, 2018, pursuant to Senate Bill 256 (2017).

EXECUTIVE SUMMARY:

As part of the City's ongoing efforts to rehabilitate and reopen the shuttered Willamette Falls Locks, the City worked actively with other local governments, tribes, businesses and organizations to advance Senate Bill 256 in the 2017 session of the Oregon Legislative Assembly. SB 256 creates and funds the work of a 23-member Willamette Falls Locks Commission as a policy-making and advisory board for issues relating to the repair, reopening, operation, maintenance and future

transfer of ownership of the Willamette River navigational channel and locks system. The bill also establishes the Willamette Falls Navigation Infrastructure Program through Portland State University to provide staff support and assistance to the Commission.

Specific details about the Willamette Falls Locks Commission relevant to City Council appointment are delineated in the appended SB 256, Section 1, sub-subsections 2, 3, 4, 6, 7, 8 and 9a. The full charge of the Commission is defined in Section 2 of SB 256.

In terms of time commitment, SB 256, Section 1(9)(a) specifies that the “commission shall meet no less than six times per year at times and places specified by the call of the chairperson or of a majority of the voting members of the commission.”

Note that under City policy the City reimburses Council members for mileage, meals and incidental costs related to service on the state commission.

CURRENT YEAR BUDGET IMPACTS:

Minimal current fiscal year budget impacts are anticipated, in the form of mileage to and from meetings, and City staff time.

FINANCIAL REVIEW / COMMENTS:

Reviewed by: SCole Date: 10/5/2017

LEGAL REVIEW / COMMENTS:

Reviewed by: BAJ Date: 10/11/2017

CITY MANAGER COMMENT:

Support for reopening of the Willamette Falls Locks through Council service on the Willamette Falls Locks Commission is in alignment with City Council goals and City policies.

ATTACHMENTS:

- A. Senate Bill 256, Enrolled, effective August 15, 2017.
- B. Testimony by Wilsonville Mayor Tim Knapp in Support of SB 256-3:Establishes the Willamette Falls Locks Commission, June 14, 2017
- C. SB 256 Legislative Staff Measure Summary, Feb. 15, 2017.

Enrolled Senate Bill 256

Sponsored by Senators DEVLIN, OLSEN, Representatives PARRISH, KENNEMER, LININGER, MEEK; Senators BURDICK, FREDERICK, GIROD, HANSELL, MONNES ANDERSON, MONROE, ROBLAN, TAYLOR, THOMSEN, WINTERS, Representatives BARKER, GOMBERG, HELM, HUFFMAN, KENY-GUYER, MCKEOWN, MCLAIN, NEARMAN, NOSSE, PILUSO, POWER, REARDON, WITT (Pre-session filed.)

CHAPTER

AN ACT

Relating to Willamette Falls navigation infrastructure; and declaring an emergency.

Whereas the Willamette Falls Navigation Canal and Locks were opened in 1873; and

Whereas the navigation canal and locks are a primary historic asset in the Willamette Falls State Heritage Area; and

Whereas the United States Army Corps of Engineers purchased the navigation canal and locks in 1915 to ensure free public passage through the navigation canal and locks; and

Whereas in 2011 the United States Army Corps of Engineers placed the navigation canal and locks into nonoperational status; and

Whereas in May 2017 the United States Army Corps of Engineers issued a draft disposition study stating an intent to divest federal ownership of the navigation canal and locks; and

Whereas the navigation canal and locks offer opportunities for economic development, recreation, transportation and cultural enrichment for the people of this state; and

Whereas the navigation canal and locks provide a transportation route in the event of a natural disaster; and

Whereas Columbia River tribes have usual and accustomed claims to use the Willamette Falls area; and

Whereas the Confederated Tribes of the Grand Ronde Community of Oregon have historical claims through treaty to the Willamette Falls area; and

Whereas the Confederated Tribes of the Grand Ronde Community of Oregon, Metro, Clackamas County, Marion County, Multnomah County, Linn County, Polk County and the cities of Eugene, Milwaukie, Portland, Oregon City, Salem, West Linn and Wilsonville have each adopted resolutions in support of the repair and reopening of the navigation canal and locks; now, therefore,

Be It Enacted by the People of the State of Oregon:

SECTION 1. (1) There is established the **Willamette Falls Locks Commission** for the purposes described in section 2 of this 2017 Act, consisting of 23 members appointed as follows:

(a) The Governor shall appoint:

(A) One member who is the chair or a member of the Clackamas County Board of County Commissioners, pursuant to a recommendation of the board;

(B) One member who is the chair or a member of the Marion County Board of County Commissioners, pursuant to a recommendation of the board;

(C) One member who is the chair or a member of the Yamhill County Board of County Commissioners, pursuant to a recommendation of the board;

(D) One member who is the president or a member of the governing body of the metropolitan service district for the Portland metropolitan area, pursuant to a recommendation from the governing body;

(E) One member who is a representative of the Confederated Tribes of the Grand Ronde Community of Oregon, pursuant to a recommendation of the tribal council;

(F) One member who is a representative of a Columbia River tribe that is a party to the terms of a treaty of 1855 between the tribe and the United States of America;

(G) One member who is a representative of the State Parks and Recreation Department;

(H) One member who is a representative of the Port of Portland;

(I) One member who is a representative of the Department of Transportation;

(J) One member who is a representative of the Oregon Business Development Department;

(K) Pursuant to a recommendation by that city's governing body, one member who is the mayor or a member of the governing body of each of the following cities, to represent the cities' interests in the Willamette Falls navigation canal and locks:

(i) The City of Oregon City;

(ii) The City of West Linn; and

(iii) The City of Wilsonville;

(L) One member to represent the collective interests of local businesses and economic development in Clackamas County, pursuant to a recommendation of the Clackamas County Board of County Commissioners;

(M) One member to represent the collective interests of the tourism and recreation industries in Clackamas County, pursuant to a recommendation by the Clackamas County Board of County Commissioners;

(N) One member to represent the residents of Clackamas County, pursuant to a recommendation by the Clackamas County Board of County Commissioners; and

(O) One member to represent an environmental or ecological nonprofit organization.

(b) The President of the Senate shall appoint one member from among the members of the Senate.

(c) The Senate Minority Leader shall appoint one member from among the members of the Senate.

(d) The Speaker of the House of Representatives shall appoint two members from among the members of the House of Representatives.

(e) The House Minority Leader shall appoint two members from among the members of the House of Representatives.

(2) The term of office of each member of the commission appointed by the Governor is four years, but a member serves at the pleasure of the Governor. Before the expiration of the term of a member, the Governor shall appoint a successor whose term begins on January 1 of the following year. A member is eligible for reappointment.

(3) If there is a vacancy for any cause, the appointing authority shall make an appointment to become immediately effective for the unexpired term.

(4) Members of the commission are not entitled to compensation and may not be reimbursed for travel or other expenses incurred by them in the performance of their official duties.

(5) Members of the Legislative Assembly appointed to the commission are nonvoting members of the commission and act in an advisory capacity only.

(6) The commission shall select one of its members as chairperson and another as vice chairperson, for terms and with duties and powers necessary for the performance of the functions of the offices as the commission determines.

(7) The commission may elect an executive committee to consist of three or more members. The executive committee has and may exercise all authority of the commission.

(8) Official action by the commission requires the approval of a majority of the voting members of the commission.

(9)(a) The commission shall meet no less than six times per year at times and places specified by the call of the chairperson or of a majority of the voting members of the commission. The commission shall include an opportunity for public comment as an item on the agenda of at least two meetings per year.

(b) The commission shall notify federally recognized Indian tribes and known interested parties of the dates and times of commission meetings.

(10) ORS 192.410 to 192.505 and 192.610 to 192.690 apply to the records and meetings of the commission.

SECTION 2. (1) The Willamette Falls Locks Commission shall:

(a) Serve as a body to advise state, local and regional government agencies on the development and implementation of state policies relating to the repair, reopening, operation and maintenance of the Willamette Falls navigation canal and locks;

(b) Address issues relating to the transfer of ownership, operation and financing of the navigation canal and locks from a state, local and regional perspective;

(c) Make recommendations for, and assist in coordination of, funding responsibilities, including possible recommendations for the formation of an intergovernmental agreement between state, local, regional and federal agencies for the repair, reopening, operation and maintenance of the navigation canal and locks;

(d) Investigate a framework for the ownership, operations and management of the navigation canal and locks;

(e) Negotiate ownership, operation and management of the navigation canal and locks with the United States Army Corps of Engineers;

(f) Communicate state policies relating to the repair, reopening, operation and maintenance of the navigation canal and locks to the Oregon Congressional Delegation; and

(g) Consider any other matters the commission considers necessary with respect to the ownership and operation of the navigation canal and locks.

(2) The commission may establish advisory or technical committees as the commission considers necessary to aid and advise the commission in the performance of its functions. The committees may be continuing or temporary committees. The commission shall determine the representation, membership, terms and organization of the committees and shall appoint the members of the committees.

(3) Oregon Solutions at Portland State University shall provide staffing and other resources as required by the commission to carry out the duties of the commission.

SECTION 3. In addition to and not in lieu of any other appropriation, there is appropriated to the Higher Education Coordinating Commission, for the biennium beginning July 1, 2017, out of the General Fund, the amount of \$190,000, for distribution to Portland State University for the purposes of sections 1 and 2 of this 2017 Act.

SECTION 4. Sections 1 and 2 of this 2017 Act are repealed on December 31, 2023.

SECTION 5. This 2017 Act being necessary for the immediate preservation of the public peace, health and safety, an emergency is declared to exist, and this 2017 Act takes effect on its passage.

Passed by Senate July 3, 2017

.....
Lori L. Brocker, Secretary of Senate

.....
Peter Courtney, President of Senate

Passed by House July 7, 2017

.....
Tina Kotek, Speaker of House

Received by Governor:

.....M,....., 2017

Approved:

.....M,....., 2017

.....
Kate Brown, Governor

Filed in Office of Secretary of State:

.....M,....., 2017

.....
Dennis Richardson, Secretary of State



**Testimony by Wilsonville Mayor Tim Knapp in Support of SB 256-3:
*Establishes the Willamette Falls Locks Commission***

Scheduled for public hearing on June 14, 2017, before the Joint Committee on Ways and Means SubCommittee on Transportation and Economic Development

Co-Chairs Johnson and Gomberg and Members of the Committee:

On behalf of the City of Wilsonville City Council, I am testifying in support of SB 256-3 that establishes the Willamette Falls Locks Commission as the policy-making and advisory body for issues relating to repair, reopening, operation, maintenance and future transfer of ownership of the navigational canal and locks, a transportation facility of state significance.

The City of Wilsonville is a founding member of the Willamette Falls Locks Working Group and welcomes the opportunity to serve on the proposed Commission. Local governments, businesses and advocates have been working collaboratively together and are requesting the State to become a partner through the formation of the Commission. With representation from ODOT, State Parks and Business Oregon on the Commission, the future economic, transportation, cultural, historic, recreational and emergency preparedness interests of the region and state are fully represented.

The passage of SB 256 is critical in this legislative session. In the Draft Disposition Study issued by the U.S. Army Corps of Engineers in May 2017 for public comment, the Corps indicated a preference for transfer of the Locks. Recommending a governance structure for a transferee and negotiating with the Corps for transfer of the Locks upgraded to an acceptable state of repair are critical if the Locks are to be reopened. If a transferee is not identified, the Corps has indicated a preference to construct a concrete bulkhead, which would close the Locks permanently to river traffic — and foreclose future options for use.

The City of Wilsonville has vested interests along with other stakeholders in reopening and sustainably operating the Willamette Falls Locks, which significantly impact the recreational, tourism and commercial economy of the community and the region. Closure of the Locks since 2011 has placed a severe hardship on commercial, recreational and tribal river users, including area recreationalists and businesses. Wilsonville-based Wilsonville Concrete, Inc., and Marine Industrial Construction, LLC, which used the Willamette Falls Locks for 127 years for transporting aggregate, logs and other goods and conducting dredging and towing operations, has 15–30 jobs that could be impacted if the Locks are not reopened on a permanent basis for the conduct of commerce.

The City of Wilsonville respectfully urges a DO PASS vote on SB 256-3. Thank you.

Sincerely,

Tim Knapp, Mayor
City of Wilsonville

SB 256 STAFF MEASURE SUMMARY**Senate Committee On Business and Transportation**

Action Date: 02/15/17**Action:** Do pass and refer to Ways and Means by prior reference.**Vote:** 5-0-0-0**Yeas:** 5 - Beyer, Girod, Monroe, Riley, Thomsen**Fiscal:** Fiscal impact issued**Revenue:** Has minimal revenue impact**Prepared By:** Patrick Brennan, LPRO Analyst

WHAT THE MEASURE DOES:

Establishes the Willamette Falls Locks Commission (Commission) as a policy-making and advisory board for issues relating to the repair, reopening, operation, maintenance and future transfer of ownership of the Willamette River navigational channel and locks system. Establishes the Willamette Falls Navigation Infrastructure Program to provide staff support and assistance to the Commission. Establishes the Willamette Falls Navigation Infrastructure Program Account and appropriates \$677,500 from the General Fund into the Account. Sunsets all three programs on December 31, 2023. Declares emergency, effective on passage.

ISSUES DISCUSSED:

- History of the Willamette Falls Locks
- Historical and cultural importance
- Potential economic, recreational and tourism opportunities upon locks reopening
- Short window of opportunity to prevent loss of the locks
- Membership and staffing of the Commission

EFFECT OF AMENDMENT:

No amendment.

BACKGROUND:

The historic Willamette Falls Locks were constructed in the early 1870s to allow river traffic to navigate around the 40-foot, horseshoe-shaped basalt ridge between Oregon City and West Linn on the Willamette River. The locks opened in 1873 and passed through the hands of numerous owners before being purchased by the U.S. Army Corps of Engineers in 1915. The locks were placed on the National Register of Historic Places in 1974, and were declared non-operational in December 2011.

Each of the system's four locks is approximately 210 feet long and 40 feet wide. When in operation, the locks varied in lift distance from 20.5 feet (Lock #1, the farthest downstream) to 9.3 feet (Lock #4, the farthest upstream).

CITY COUNCIL ROLLING SCHEDULE

Board and Commission Meetings 2017

Items known as of 10/12/17

October

DATE	DAY	TIME	EVENT	LOCATION
10/23	Monday	6:30 p.m.	DRB Panel B	Council Chambers
10/25	Wednesday	6:30 p.m.	Library Board	Library

November

DATE	DAY	TIME	EVENT	LOCATION
11/6	Monday	7 p.m.	City Council Meeting	Council Chambers
11/13	Monday	6:30 p.m.	DRB Panel A	Council Chambers
11/8	Wednesday	6 p.m.	Planning Commission	Council Chambers
11/20	Monday	7 p.m.	City Council Meeting	Council Chambers
11/27	Monday	6:30 p.m.	DRB Panel B	Council Chambers
11/22	Wednesday	6:30 p.m.	Library Board	Library

Community Events:

10/17 Oregon Tech Career Fair for Businesses; 4 to 7 p.m. at 27500 SW Parkway Ave

10/19 Great Oregon ShakeOut

10/21 Red Cross Blood Drive; 11 a.m. to 4 p.m. at Library

10/21 Curiosity Café - Author Warren Easley; 1 to 2:30 p.m. at Library

10/26 Boones Ferry Park Master Plan workshop; 6 to 7:30 p.m. at City Hall

10/26 Greater Portland Ambassadors - Meet the Mayors; 11:30 a.m. to 2 p.m. at Hayden's Lakefront Grill in Tualatin

10/28 Harvest Festival; 9:30 a.m. to 11:00 a.m. at Stein Boozier Barn, Murase Plaza

11/3 34th Annual Charbonneau Art Festival; 6:00 to 8:30 p.m. at Charbonneau Country Club

11/4 34th Annual Charbonneau Art Festival; 10:00 a.m. to 4:00 p.m. at Charbonneau Country Club

11/5 34th Annual Charbonneau Art Festival; 10:00 a.m. to 4:00 p.m. at Charbonneau Country Club

11/4 Wilsonville Public Library Foundation "A Toast to Imagination" Fundraiser; 7 to 9:30 p.m. at Library

- 11/10** City Offices Closed – Veterans Day
- 11/11** Veterans Day Observance Ceremony; 11:00 a.m. at the Oregon Korean War Memorial in Town Center Park
- 11/15** Free Job Readiness Workshops – WorkSource Oregon, at Parks and Recreation Administration Building
- 11/18** Holiday Light Drive to PRI “Winter Wonderland”, 6:30 to 8:30 p.m. meet at Community Center
- 11/18** Curiosity Café - Holiday Card Making, 1 to 2:30 p.m. at Library
- 11/19** Free Job Readiness Workshops – WorkSource Oregon, Parks and Recreation Administration Building
- 11/19** Holiday Light Drive to PRI “Winter Wonderland”, 6:30 to 8:30 p.m. depart from Community Center
- 11/20** Holiday Light Drive to PRI “Winter Wonderland”, 6:30 to 8:30 p.m. depart from Community Center
- 11/23** City Offices Closed – Thanksgiving Day
- 11/24** City Offices Closed – Thanksgiving Day
- 11/29** Community Tree Lighting, 5:45 p.m. at Town Center Park
- 12/2** Reindeer Romp & Bullwinkle Bash 8 to 11:30 a.m. at Family Fun Center
- 12/16** Curiosity Café - Holiday Storytelling, 1 to 2:30 p.m. at Library
- 12/25** City Offices Closed - Christmas Day



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: October 16, 2017		Subject: Resolution No. 2655 ODOT/City of Wilsonville IGA No. 32069 for I-5 Exit 283 Southbound Entrance Ramp Modification	
		Staff Member: Eric Mende, PE, Capital Projects Engineering Manager	
		Department: Community Development	
Action Required		Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input checked="" type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments:	
Staff Recommendation: Staff recommends that Council adopt the Consent Agenda.			
Recommended Language for Motion: I move to approve the Consent Agenda.			
Project / Issue Relates To: <i>[Identify which goal(s), master plans(s) your issue relates to.]</i>			
<input checked="" type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

To approve and authorize the City Manager to execute the Intergovernmental Agreement (IGA) between the Oregon Department of Transportation (ODOT) and the City of Wilsonville for the I-5 Exit 283 Southbound Entrance Ramp Modification (a sub- project within CIP #4199).

EXECUTIVE SUMMARY:

ODOT requires an IGA with the City of Wilsonville to complete the subject I-5 southbound ramp improvements because they are on ODOT Right of Way. The IGA defines the terms and conditions under which ODOT will allow Wilsonville to construct the improvements. Resolution No. 2655 approves and authorizes the City Manager to execute the IGA. ODOT requires a signed IGA before Wilsonville can put the project out for bid.

EXPECTED RESULTS:

Approval of the IGA and Resolution.

TIMELINE:

Signing the IGA allows the City to move forward with a November Bid date.

CURRENT YEAR BUDGET IMPACTS:

The IGA contains a standard provision for reimbursement of ODOT staff costs for oversight of design and construction. The IGA does require the City to deposit \$25,000 with the State to cover the costs the State might incur. After completion of the project, costs will be reconciled. This amount is covered by the current project budget, CIP project #4199.

FINANCIAL REVIEW / COMMENTS:

Reviewed by: SCole Date: 10/5/2017

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 10/11/2017

COMMUNITY INVOLVEMENT PROCESS:

Many residents have provided comments to staff and to Council on congestion issues in general. However, no specific community involvement process for this IGA was conducted.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY (businesses, neighborhoods, protected and other groups):

Signing the IGA will keep the project on schedule.

ALTERNATIVES:

The project cannot move forward without the IGA.

CITY MANAGER COMMENT:

ATTACHMENTS:

Resolution No. 2655

RESOLUTION NO. 2655

A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING THE CITY MANAGER TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT WITH THE STATE OF OREGON DEPARTMENT OF TRANSPORTATION PERTAINING TO CITY CONSTRUCTED CONGESTION IMPROVEMENTS TO THE INTERSTATE 5 EXIT 283 SOUTHBOUND ENTRANCE RAMP (CAPITAL IMPROVEMENT PROJECT #4199).

WHEREAS, the City has planned and budgeted for the completion of Congestion Improvement Projects under Capital Improvement Project #4199, including one project that constructs improvements to the Interstate-5 Exit 283 Southbound Entrance Ramp; and

WHEREAS, the Oregon Department of Transportation (ODOT) owns and manages the property upon which the City of Wilsonville desires to construct said improvements, and requires an Intergovernmental Agreement to be executed between the parties to identify the terms and conditions under which Wilsonville may construct said improvements; and

WHEREAS, Intergovernmental Agreement 32069 for the I-5 Exit 283 Southbound Entrance Ramp Modification, attached hereto and incorporated herein, has been prepared, negotiated, and reviewed by legal staff of parties, and is agreeable to both parties.

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. The City Council of the City of Wilsonville authorizes the City Manager to enter into and execute, on behalf of the City of Wilsonville, Intergovernmental Agreement 32069 with the Oregon Department of Transportation.
2. This resolution becomes effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 16th day of October 2017, and filed with the Wilsonville City Recorder this date.

Tim Knapp, Mayor

ATTEST:

Kim Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Knapp

Council President Starr

Councilor Lehan

Councilor Akervall

Councilor Stevens

Attachment.

1. Intergovernmental Agreement 32069

**INTERGOVERNMENTAL AGREEMENT
I-5 Exit 283 Southbound Entrance Ramp Modification**

THIS AGREEMENT is made and entered into by and between the STATE OF OREGON, acting by and through its Department of Transportation, hereinafter referred to as "State" or "ODOT," and the CITY OF WILSONVILLE, acting by and through its elected officials, hereinafter referred to as "Agency," both herein referred to individually as a "Party" and collectively as the "Parties."

RECITALS

1. By the authority granted in Oregon Revised Statute (ORS) 190.110, state agencies may enter into agreements with units of local government for the performance of any or all functions and activities that a party to the agreement, its officers, or agents have the authority to perform.
2. Agency desires to improve traffic congestion and reduce delays on and around the Exit 283 southbound ramp of Interstate 5.
3. The Exit 283 southbound ramp of Interstate 5 is a part of the state highway system under the jurisdiction and control of the Oregon Transportation Commission (OTC).

NOW, THEREFORE, the premises being in general as stated in the foregoing Recitals, the Parties agree to the following:

TERMS OF AGREEMENT

1. Agency and State agree to Agency designing and constructing the I-5 Exit 283 Southbound Entrance Ramp Modification Project (the "Project"). The location of the Project is approximately as set forth on the map marked "Exhibit A," attached hereto and by this reference made a part hereof.
2. The Project consists of the design and construction of a third stacking lane on the southbound entrance ramp to Interstate 5 at Exit 283 by widening and restriping the existing on-ramp; all necessary retaining walls to ensure work on the Project remains within State right of way; and a new ramp meter signal.
3. The estimated total cost of the Project is \$625,000, which is subject to change. Agency is responsible for all Project costs.
4. This Agreement becomes effective on the date all required signatures are obtained and remains in effect for the purpose of ongoing maintenance and power responsibilities for the useful life of the facilities constructed as part of the Project. The useful life is defined as twenty (20) calendar years. The Project shall be completed within ten (10) calendar years following the date of execution of this Agreement.

AGENCY OBLIGATIONS

1. Agency shall design, construct and inspect the Project in conformance with State's current guidelines, including the current edition of the *ODOT Highway Design Manual* and the *Oregon Standard Specifications for Construction Manual*. Agency shall not advertise the Project for bid or construction until it has secured approval from State.
2. Agency, or its consultant's, electrical inspectors shall possess a current State Certified Traffic Signal Inspector certificate in order to inspect electrical installations on state highways. The State District Permitting Office shall verify compliance with this requirement prior to construction.
3. Agency shall provide to State permanent mylar "as constructed" plans for work on state highways. If Agency redrafts the plans, done in Computer Aided Design and Drafting (CADD) or Microstation, to get the "as constructed" set, and they follow the most current version of the "Contract Plans Development Guide, Volume 1 Chapter 16," Agency shall provide to State a Portable Document Format (PDF) file and a paper copy of the plan set.
4. Agency shall, upon receipt of a fully executed copy of this Agreement and upon a subsequent letter of request from State, forward to State an advance deposit in the amount of \$25,000 for the cost of State's work on the Project. Agency agrees to make additional deposits as needed upon request from State.
5. Upon completion of the Project and receipt from State of an itemized statement of the actual total cost of State's work on the Project, Agency shall pay to State the amount that, when added to Agency's advance deposit, equals 100 percent of State's actual total costs for the Project.
6. All employers, including Agency, that employ subject workers who work under this Agreement in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage unless such employers are exempt under ORS 656.126. Employers Liability insurance with coverage limits of not less than \$500,000 must be included. Agency shall ensure that each of its contractors complies with these requirements.
7. Agency shall perform the service under this Agreement as an independent contractor and shall be exclusively responsible for all costs and expenses related to its employment of individuals to perform the work under this Agreement including, but not limited to, retirement contributions, workers compensation, unemployment taxes, and state and federal income tax withholdings.
8. Agency acknowledges and agrees that State, the Oregon Secretary of State's Office, the federal government, and their duly authorized representatives shall have access to the books, documents, papers, and records of Agency which are directly pertinent to the specific Agreement for the purpose of making audit, examination, excerpts, and transcripts for a period of six (6) years after final payment (or completion of Project --

if applicable.) Copies of applicable records shall be made available upon request. Payment for costs of copies is reimbursable by State.

9. Agency shall require its contractor(s) and subcontractor(s) that are not units of local government as defined in ORS 190.003, if any, to indemnify, defend, save and hold harmless the State of Oregon, Oregon Transportation Commission and its members, Department of Transportation and its officers, employees and agents from and against any and all claims, actions, liabilities, damages, losses, or expenses, including attorneys' fees, arising from a tort, as now or hereafter defined in ORS 30.260 ("Claims"), to the extent such Claims are caused, or alleged to be caused, by the negligent or willful acts or omissions of Agency's contractor or any of the officers, agents, employees or subcontractors of the contractor. It is the specific intention of the Parties that State shall, in all instances, except to the extent Claims arise solely from the negligent or willful acts or omissions of the State, be indemnified from and against all Claims cause or alleged to be caused by the contractor or subcontractor.
10. Any such indemnification shall also provide that neither Agency's contractor and subcontractor nor any attorney engaged by Agency's contractor and subcontractor shall defend any claim in the name of the State of Oregon or any agency of the State of Oregon, nor purport to act as legal representative of the State of Oregon or any of its agencies, without the prior written consent of the Oregon Attorney General. The State of Oregon may, at any time at its election assume its own defense and settlement in the event that it determines that Agency's contractor is prohibited from defending the State of Oregon, or that Agency's contractor is not adequately defending the State of Oregon's interests, or that an important governmental principle is at issue or that it is in the best interests of the State of Oregon to do so. The State of Oregon reserves all rights to pursue claims it may have against Agency's contractor if the State of Oregon elects to assume its own defense.
11. Agency shall not enter into any subcontracts for any of the work scheduled under this Agreement without following Oregon public contracting requirements.
12. Agency shall comply with all federal, state, and local laws, regulations, executive orders and ordinances applicable to the work under this Agreement, including, without limitation, the provisions of ORS 279C.505, 279C.515, 279C.520, 279C.530, and 279B.270, incorporated herein by reference and made a part hereof. Without limiting the generality of the foregoing, Agency expressly agrees to comply with (i) Title VI of Civil Rights Act of 1964; (ii) Title V and Section 504 of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659A.142; (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.
13. Agency shall construct the Project in accordance with the requirements of the public contracting laws within ORS Chapters 279A, 279B and 279C.

14. If Agency chooses to assign its contracting responsibilities to a consultant or contractor, Agency shall ensure that the public contracting laws within ORS Chapters 279A, 279B and 279C are followed.
15. Agency, or its contractor, shall follow the Oregon Locate Laws (ORS 757 and OAR 952).
16. Agency or its consultant shall acquire all necessary rights of way according to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, ORS Chapter 35 and the State Right of Way Manual. Certification of right of way acquisition work must be made by the Agency (or on behalf of its consultant) doing the work. If Agency acquires the right of way, they shall provide a letter from Agency's legal counsel certifying that 1) the right of way needed for the Project has been obtained and 2) right of way acquisition has been completed in accordance with the right of way requirements contained in this Agreement. The certification form shall be routed through the State's Region 1 Right of Way Office for co-signature and possible audit. If Agency elects to have State perform right of way functions, a separate agreement shall be executed between Agency and State right of way, referencing this Agreement number.
17. Agency shall obtain a permit to "Occupy or Perform Operations upon a State Highway" through the State District 2B office and engineering design review approval from State prior to the commencement of construction. Agency agrees to comply with all provisions of said permit(s), and shall require its developers, contractors, subcontractors, or consultants performing such work to comply with such permit and review provisions.
18. Pursuant to the statutory requirements of ORS 279C.380 Agency shall require their contractor to submit a performance bond to Agency for an amount equal to or greater than the estimated cost of the Project.
19. If Agency enters into a construction contract for performance of work on the Project, then Agency will require its contractor to provide the following:
 - a. Contractor shall indemnify, defend and hold harmless State from and against all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature whatsoever resulting from, arising out of, or relating to the activities of Contractor or its officers, employees, subcontractors, or agents under the resulting contract.
 - b. Contractor and Agency shall name State as a third party beneficiary of the resulting contract.
 - c. Commercial General Liability. Contractor shall obtain, at Contractor's expense, and keep in effect during the term of the resulting contract, Commercial General Liability Insurance covering bodily injury and property damage in a form and with coverages that are satisfactory to State. This insurance will include personal and

advertising injury liability, products and completed operations. Coverage may be written in combination with Automobile Liability Insurance (with separate limits). Coverage will be written on an occurrence basis. If written in conjunction with Automobile Liability the combined single limit per occurrence will not be less than \$2,000,000 for each job site or location. Each annual aggregate limit will not be less than \$4,000,000.

- d. Automobile Liability. Contractor shall obtain, at Contractor's expense, and keep in effect during the term of the resulting contract, Commercial Business Automobile Liability Insurance covering all owned, non-owned, or hired vehicles. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits). Combined single limit per occurrence will not be less than \$1,000,000.
 - e. Additional Insured. The liability insurance coverage, except Professional Liability, Errors and Omissions, or Workers' Compensation, if included, required for performance of the resulting contract will include State and its divisions, officers and employees as Additional Insured but only with respect to Contractor's activities to be performed under the resulting contract. Coverage will be primary and non-contributory with any other insurance and self-insurance.
 - f. Notice of Cancellation or Change. There shall be no cancellation, material change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without thirty (30) days written notice from Contractor's or its insurer(s) to State. Any failure to comply with the reporting provisions of this clause will constitute a material breach of the resulting contract and will be grounds for immediate termination of the resulting contract and this Agreement.
20. Agency is responsible for and ensures that all survey monuments recorded with a county and within or adjacent to the highway right of way shall be preserved in accordance with ORS 209.140 and 209.150. Any such monumentation that is damaged or removed during the course of the Project must be replaced in compliance with ORS Chapter 209 stipulations, the State Right of Way Monumentation Policy, and at Agency's own expense.
21. Agency is also responsible, at its own expense, for replacement of any additional State survey marks or other monumentation not recorded with a county that are damaged or removed during the course of the Project. In the event of such replacement, Agency shall contact State's Geometronics Unit for replacement procedures.
22. If additional right of way is acquired for state highway right of way purposes as a result of the Project, then a right of way monumentation survey is required as defined in ORS 209.150 and 209.155. Agency agrees to provide such a survey, at its own expense, following ORS Chapter 209 stipulations, State Right of Way Monumentation Policy, and State's Geometronics Unit review and approval, and to file the legal survey with the appropriate Agency Surveyor's office as required.

23. If the Project scope includes work on sidewalks, curb ramps, or pedestrian-activated signals or triggers an obligation to address curb ramps or pedestrian signals, Agency shall:
- a. Utilize ODOT standards to assess and ensure Project compliance with the Americans with Disabilities Act of 1990 (ADA), including ensuring that all sidewalks, curb ramps, and pedestrian-activated signals meet current ODOT Highway Design Manual standards;
 - b. Follow ODOT's processes for design, modification, upgrade, or construction of sidewalks, curb ramps, and pedestrian-activated signals, including using the ODOT Highway Design Manual, ODOT Design Exception process, ODOT Standard Drawings, ODOT Construction Specifications, providing a temporary pedestrian accessible route plan, and current ODOT Curb Ramp Inspection form;
 - c. At Project completion, send an ODOT Curb Ramp Inspection Form 734-5020 to the address on the form and to State's Project Manager for each curb ramp constructed, modified, upgraded, or improved as part of the Project. The completed form is the documentation required from the Agency showing that each curb ramp meets ODOT standards and is ADA compliant. ODOT's fillable Curb Ramp Inspection Form and instructions are available at the following address: <http://www.oregon.gov/ODOT/HWY/CONSTRUCTION/Pages/HwyConstForms1.aspx>; and
 - d. Promptly notify ODOT of Project completion and allow ODOT to inspect Project sidewalks, curb ramps, and pedestrian-activated signals located on or along a state highway prior to acceptance of Project by Agency and prior to release of any Agency contractor.
24. Agency certifies and represents that the individuals signing this Agreement have been authorized to enter into and execute this Agreement on behalf of Agency, under the direction or approval of its governing body, commission, board, officers, members or representatives, and to legally bind Agency.
25. Agency's Project Manager for this Project is Eric Mende, Capital Projects Engineering Manager, 29799 SW Town Center Loop E, Wilsonville, OR 97070, (503) 570-1538, mende@ci.wilsonville.or.us, or assigned designee upon individual's absence. Agency shall notify the other Party in writing of any contact information changes during the term of this Agreement.

STATE OBLIGATIONS

1. State shall provide oversight, plan review, and project management services as necessary for the completion of the Project.

2. State shall, upon execution of the Agreement, forward to Agency a letter of request for an advance deposit or irrevocable letter of credit in the amount of \$25,000 for State's costs incurred as part of the Project. State may request additional deposits from Agency and shall include with any such additional request an itemized statement of expenditures of the initial \$25,000 and an estimated cost to complete State's work on the Project.
3. Upon completion of the Project, if State's total costs incurred on the Project exceed Agency's advance deposit, State shall send Agency a bill for the amount of such excess costs. If Agency's advanced deposit exceeds State's total costs incurred on the Project, State shall refund to Agency the amount of such excess deposit.
4. Upon completion of the Project, State will have ownership of the Project and is responsible for ongoing maintenance, repair, management, and operational costs associated with the newly constructed ramp.
5. State's Project Manager for this Project is Stacy Stubblefield, Project Manager, 9200 Lawnfield Rd, Clackamas, OR 97015, (971) 673-1343, stacy.stubblefield@odot.state.or.us, or assigned designee upon individual's absence. State shall notify the other Party in writing of any contact information changes during the term of this Agreement.

GENERAL PROVISIONS

1. This Agreement may be terminated by either Party upon thirty (30) days' notice, in writing and delivered by certified mail or in person.
2. State may terminate this Agreement, effective upon delivery of written notice to Agency or at such later date as may be established by State, under any of the following conditions:
 - a. If Agency fails to provide services called for by this Agreement within the time specified herein or any extension thereof.
 - b. If Agency fails to perform any of the other provisions of this Agreement, or so fails to pursue the work as to endanger performance of this Agreement in accordance with its terms, and after receipt of written notice from State fails to correct such failures within ten (10) days or such longer period as State may authorize.
 - c. If Agency fails to provide payment of its share of the cost of the Project.
 - d. If State fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow State, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement.

- e. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the work under this Agreement is prohibited or State is prohibited from paying for such work from the planned funding source.
3. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.
4. If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against State or Agency with respect to which the other Party may have liability, the notified Party must promptly notify the other Party in writing of the Third Party Claim and deliver to the other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each Party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by a Party of the notice and copies required in this paragraph and meaningful opportunity for the Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to that Party's liability with respect to the Third Party Claim.
5. With respect to a Third Party Claim for which State is jointly liable with Agency (or would be if joined in the Third Party Claim), State shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by Agency in such proportion as is appropriate to reflect the relative fault of State on the one hand and of Agency on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of State on the one hand and of Agency on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. State's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if State had sole liability in the proceeding.
6. With respect to a Third Party Claim for which Agency is jointly liable with State (or would be if joined in the Third Party Claim), Agency shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by State in such proportion as is appropriate to reflect the relative fault of Agency on the one hand and of State on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of Agency on the one hand and of State on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. Agency's contribution amount in any instance is capped to the same extent

it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.

7. The Parties shall attempt in good faith to resolve any dispute arising out of this Agreement. In addition, the Parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.
8. This Agreement may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.
9. This Agreement and attached exhibits constitute the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of State to enforce any provision of this Agreement shall not constitute a waiver by State of that or any other provision.

Signature Page to Follow

THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

CITY OF WILSONVILLE, by and through its elected officials

By _____

Date _____

By _____

Date _____

APPROVED AS TO FORM

By _____

Date _____

Agency Contact:

Eric Mende, Capital Projects Engineering Manager
City of Wilsonville
29799 SW Town Center Loop E
Wilsonville, OR 97070
(503) 570-1538
mende@ci.wilsonville.or.us

STATE OF OREGON, by and through its Department of Transportation

By _____

Highway Division Administrator

Date _____

APPROVAL RECOMMENDED

By _____

State Traffic Engineer

Date _____

By _____

District 2B Manager

Date _____

APPROVED AS TO LEGAL SUFFICIENCY

By _____

Assistant Attorney General

Date _____

State Contact:

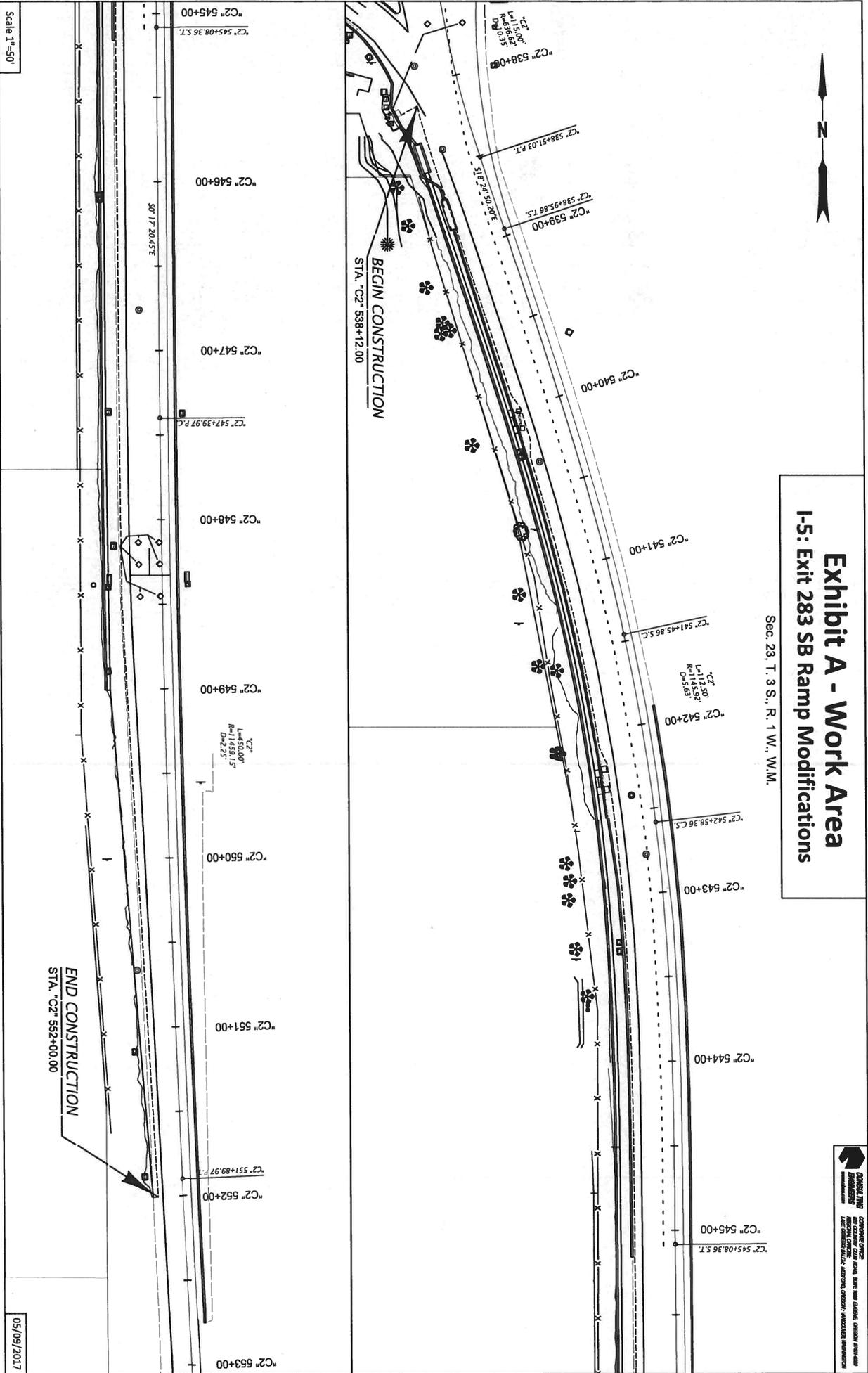
Stacy Stubblefield, Project Manager
Oregon Department of Transportation,
District 2B
9200 SE Lawnfield Rd
Clackamas, OR 97015
(971) 673-1343
stacy.stubblefield@odot.state.or.us



Exhibit A - Work Area

I-5: Exit 283 SB Ramp Modifications

Sec. 23, T. 3 S., R. 1 W., W.M.



Scale 1"=50'

05/09/2017

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, October 2, 2017. Mayor Knapp called the meeting to order at 7:07 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

Mayor Knapp
Council President Starr
Councilor Stevens
Councilor Lehan
Councilor Akervall

Staff present included:

Bryan Cosgrove, City Manager
Jeanna Troha, Assistant City Manager
Barbara Jacobson, City Attorney
Kerry Rappold, Natural Resources Manager, Natural Resources
Nancy Kraushaar, Community Development Director
Mark Ottenad, Public and Government Affairs
Angela Handran, Assistant to the City Manager
Robert Wurpes, Chief of Police

Mayor Knapp requested that there be two amendments to the agenda:

1. The introduction and welcoming of Robert Wurpes as Chief of Police, to be added as the first order of business under the communications section of the agenda.
2. Discussion of a potential action on a Development Review Board (DRB) consideration of the DW Fritz application, to be added under the legal business portion of the agenda.

Motion to approve the order of the agenda.

Motion: Councilor Starr moved to approve the order of the agenda with the two additions noted. Councilor Akervall seconded the motion.

Vote: Motion carried 5-0.

COMMUNICATIONS

- A. Introduction and Welcoming of Robert Wurpes as Chief of Police

Council welcomed new Chief of Police Robert Wurpes.

Chief Wurpes introduced himself and his family which included his wife Jeannette and two children, Page and Derrick. Chief Wurpes provided Council with a brief history of his background in law enforcement. Chief Wurpes mentioned he has been in law enforcement for 18 years, all while employed with the Clackamas County Sheriff's Department. Chief Wurpes suggested that he meet one-on-one with each of the Councilors in the near future to hear their concerns.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

Mayor Knapp presented Chief Wurpes with his formal City of Wilsonville badge. Pictures were taken of Mayor Knapp, Chief Wurpes and his family.

B. Blue Zone (Handran)

Angela Handran, Assistant to the City Manager introduced. Sarah Foster Executive Director, Oregon Healthiest State / Oregon Business Council provided a presentation on the Blue Zones Project (BZP). Presentation topics of discussion included the following:

Power 9: Traits of the World's Longest Lived People

- Move Naturally:
 1. Make daily physical activity unavoidable part of your environment
- Right Outlook:
 2. Know your purpose
 3. Downshift: work less, slow down, take vacations
- Eat Wisely:
- Eat until 80% full
 4. More veggies, less meat and processed food
 5. Drink a glass of red wine each day
- Belong:
 6. Create a healthy social network
 7. Connect/reconnect with religion
 8. Prioritize family

Measuring and improving well-being

- Purpose: Liking what you do each day and being motivated to achieve your goals.
- Social: Having supportive relationships and love in your life.
- Financial: Managing your economic life to reduce stress and increase security.
- Community: Liking where you live, feeling safe and having pride in your community.
- Physical: Having good health and enough energy to get things done daily.

Phases for a city to establish the blue Zones Program in their community include the below:

Phase 1: Discovery:

Members of the Blue Zones Project team meet with community leaders and community members from each sector to build upon the information learned during the site visit and from the statement of interest.

Phase 2: Planning: Expected Dates

Build out and train committees (volunteers from the community who will guide the project together with local staff)

Conduct policy summits with our national experts

Draft and finalize the Blueprint

Phase 3: Implementation: Expected Dates

Host a kickoff Event

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

Create action plans for each committee
Begin Blueprint Implementation
Update the Blueprint annually

Phase 4: Sustainability + Expansion: Expected Dates
Community Certification Review
Certification Celebration
Launch Journey to Well-Being
Planning for Sustaining & Advancing Transformation
Access to Experts, Tools & Resources
Annual Progress Evaluations & Blueprint Update

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.

Steve Gregg of Wilsonville, opposes moving the dog park parking lot from its current location. Mr. Gregg appreciated staff for reviewing access options for the proposed dog park parking lot. However, has concerns about the traffic impacts that will be caused due to moving the proposed dog park parking lot. Additionally, he provided Council with five exhibits (A-E) highlighting his concerns on each document.

Mr. Gregg's exhibits A-E are appended to the minutes.

Nik Stice of Wilsonville, opposes DRB decision DB17-0011, 0020 - Villebois Regional Parks 7 and 8. Mr. Stice represented a group of residents that have concerns regarding the design concepts plan for recreational area on Coffee Lake Drive in Villebois. Mr. Stice informed Council that he and the group of residents he represents decided not to pursue the process of appealing the DRB decision. He added that the decision not to submit the appeal was intentional and was weighed heavily. The reason for not pursuing the appeal was primarily based on the discussions had with City staff and a land use attorney about whether or not the appeal process would allow the Council to peel back enough layers to reopen the Master Plan and reevaluate the design concepts in accordance to what was written in the plan. The consensus was no. Mr. Stice showed Council the marketing materials distributed by Polygon in which the groups frustration stems because they feel the materials are misleading.

Adam Hill of Wilsonville, opposes DRB decision DB17-0011, 0020 - Villebois Regional Parks 7 and 8. Mr. Hill echoed the concerns of the prior speaker, Mr. Stice. Mr. Hill added that on a personal note he and other new residents feel left out, disenfranchised, hurt, and tired over the outcome of Villebois Regional Parks 7 and 8.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

Council discussed the concerns brought up by Mr. Stice and Mr. Hill. Council questioned staff on the appropriate process to review Mr. Stice and Mr. Hill's concerns.

Attorney Jacobson informed that call-up is not technically the correct word to label reviewing this issue as the time has passed on calling-up DRB decision DB17-0011, 0020 - Villebois Regional Parks 7 and 8. She added that Council can reengage the process as it has been done in the past.

Council requested that staff summarize where the plans for Villebois Regional Parks 7 and 8 had begun and where they are now after discussions and compromises. Therefore, Council is able to review the impacts of any changes that may have already been made. And to better understand residents' concerns regarding noise and lights.

It was decided and agreed on by Council that staff would prepare the item for an upcoming work session. The work session would allow Council to broaden their understanding on the issue, learn the history, and gain knowledge on background that went into the decision. If after review and dialogue in the future work session Council could then decide to move further on in the process, at that point the City Attorney's office would then provide legal review.

City Manager Cosgrove requested that Mr. Stice and Mr. Hill submit in writing what they would view as a success for Villebois Regional Parks 7 and 8.

MAYOR'S BUSINESS

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

COUNCILOR COMMENTS

- A. Council President Starr listed off upcoming community events. He then referred those interested in any of the events to visit the City's website and offices for more information.
- B. Councilor Stevens disclosed the RFID (radio frequency identification devices) tagging installation is complete. She noted that there is a 70% checkout rate with the RFID. The Historical Society continues to push forward in archiving collections. Furthermore, the summer reading program has ended with nearly 50 % of youth completing their reading program logs. Ms. Stevens noted that November 4, 2017 the Library Foundation will host "A Toast to Imagination" wine tasting at the library. Additionally, October 9, 2017 (Columbus Day) the library will be closed.

City Manager Cosgrove added the library closure on October 9, 2017 is due to an all staff training.

**CITY OF WILSONVILLE
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- C. Councilor Lehan shared that she hosted a tour of the French Prairie area last week. The tour group was comprised of a busload of representatives and their staff to discuss the issues in French Prairie area relative to agricultural. Ms. Lehan also, reminded that City Hall is closed on Friday, November 10, 2017 in observance of Veterans Day.
- D. Councilor Akervall commented that children and adults alike enjoy the experience of checking out books with the RFID. Ms. Akervall shared that she enjoyed attending the League of Oregon Cities (LOC) conference. Ms. Akervall also mentioned that she attended dermatology clinic ribbon cutting.

CONSENT AGENDA

- A. Minutes of the August 7, 2017, August 24, 2017, September 7, 2017 and September 18, 2017 Council Meetings.

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

Vote: Motion carried 5-0.

CITY MANAGER'S BUSINESS

No report.

LEGAL BUSINESS

- A. Development Review Board (DRB) DB17-0008 through DB17-0010 (Site Modifications – 9600 SW Boeckman Rd, Relocation of DW Fritz).

Staff requested that City Council use the call-up process in order to remand the case back to the Development Review Board (DRB) so that the Board could make a decision on the application based on evidence to be presented by the Applicant. Due to a misunderstanding with respect to attendance, the Applicant was not present for the scheduled public hearing and was therefore unable to answer the DRB's questions with respect to these applications.

The following background information was provided to Council regarding DB17-0008 through DB17-0010 (Site Modifications – 9600 SW Boeckman Rd, Relocation of DW Fritz):

The DRB motion to approve the application failed on a 1-2 vote. Upon being contacted, the Applicant came to City Hall, but by the time he arrived, the hearing had been closed and two of the three DRB members had already left the building. The Applicant is very apologetic for this mistake and is eager to present their project to the DRB and respond to questions. Staff noted that the DRB acted appropriately in denying the application based on the lack of evidence and unanswered questions due to the Applicant's failure to attend, because the failure to attend was due to a misunderstanding.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

Council directed staff to bring the application back to the DRB for a re-hearing on the merits at the next DRB meeting. With the second public hearing to be scheduled for Monday, October 23, 2017.

Motion: Councilor Lehan moved to call up and remand back to the DRB the matter of DB17-0008 through DB17-0010 which is site modifications for relocation of DW Fritz. Councilor Starr seconded the motion.

Vote: Motion carried 5-0.

ADJOURN

Mayor Knapp adjourned the meeting at 8:32 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Tim Knapp, Mayor

EXHIBIT A

101.2.00 INTENT

101.2.01 Intent of Public Works Standards

These standards for constructing public facilities in the City of Wilsonville are intended to protect the public health, safety, and welfare by:

- a. Setting forth uniform material and workmanship standards.
- b. Supplementing and completing the public health and safety requirements of Chapter 4 of the Wilsonville Code.
- c. Streamlining the administration and construction of public facilities in the City and minimizing repairs to these public facilities.

101.2.02 Interpretation

Where situations arise that are not clearly covered by these Standards, the City's authorized representative will review the issue on a case by case basis to determine the design and/or construction methodology acceptable to the City.

101.2.03 Order of Precedence

All federal, state, county (Clackamas or Washington) or local laws and ordinances are to be adhered to. If there is any conflict between the Standard Specifications and pertinent laws and ordinances, the laws and ordinances shall prevail.

If there is a conflict between approval documents, the document highest in precedence shall control. The order of precedence shall be:

First: Permits from other agencies or jurisdictions, as may be required by law.

Second: Land use decision-making authority's Conditions of Approval.

Third: City of Wilsonville master plans (latest editions): Parks and Recreation Master Plan, Transportation Systems Plan, Storm Water Master Plan, Wastewater Collection System Master Plan, Water System Master Plan.

Note: Permits, Land Use Conditions of Approval, and Master Plans are intended to provide the authority for what public facilities are to be constructed; the below public works detail drawings and standards and the various standards that follow describe how public facilities are to be constructed through the use of the approval component materials equipment, and methods set forth.

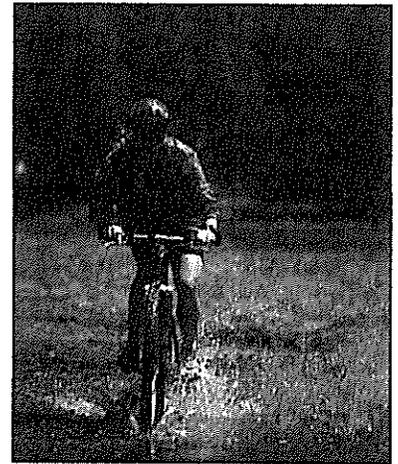
Fourth: City of Wilsonville *Standard Detail Drawings*.

Fifth: City of Wilsonville *Public Works Standards*.

DESIGN AND DEVELOPMENT GUIDELINES

B.1 OVERVIEW

The strength of a successful park system is that it provides a variety of park types and recreation opportunities throughout the community to encourage recreation participation from as many residents as possible. The ideal park system will provide an array of park sites with amenities and facilities appropriate to the unique culture of their surroundings. Site selection, park design, and development should support the function and purpose of each park type to ensure that diverse recreation opportunities are provided and community recreation needs are met. These planning decisions also should be based on the results of input from the most likely users. While national standards and the level of service within comparable communities should be taken into account, these comparisons serve as points of reference from which to view a local application of frequency, design, and amenities. Local demand and values provide the most significant guidelines for park site acquisition and development.



Beyond the general policies that guide all parks planning, this plan establishes guidelines specific to the design and development of new parks in Wilsonville, according to the following park types:

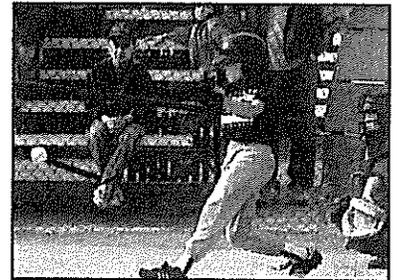
- Neighborhood parks;
- Community parks;
- Regional parks;
- Urban parks;
- Special use areas;
- Natural areas;
- Waysides
- Greenways/greenbelts.

For each park type, these guidelines note a recommended park size, layout, amenities, and long-range development issues for new parks, as these facilities meet the growing needs of the Wilsonville community. Existing parks may not fit within these guidelines.

B.4 COMMUNITY PARKS

Description

- Community parks are larger parks that **SERVE ALL CITY RESIDENTS** and provide more **ACTIVE AND PASSIVE RECREATION** opportunities than neighborhood parks. These parks typically are designed for organized recreation activities. Community parks often include sport fields or other specialized facilities, which require more support facilities, such as parking and restrooms.
- Typical community park users:
 - Come from within 1 to 2 miles of the park.
 - Arrive by auto, bus, bicycle or foot.
 - Visit the park for one hour to three hours.



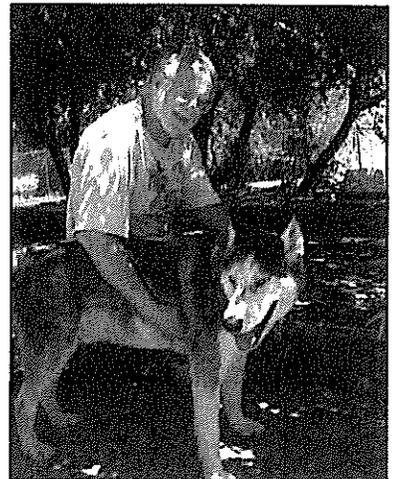
Benefits

- Provides a variety of **ACCESSIBLE RECREATION OPPORTUNITIES** for all age groups
- Provides **ENVIRONMENTAL EDUCATION** opportunities
- Serves **RECREATION NEEDS OF FAMILIES**
- Provides opportunities for **COMMUNITY SOCIAL AND CULTURAL ACTIVITIES** and positive **COMMUNITY IDENTITY**



Site Selection Considerations

- **MINIMUM SIZE:** 7 acres, with at least 10 to 15 acres preferable.
- **FRONTAGE:** Site should front a public street.
- **ACCESS:** Should be provided via a collector or arterial street with sidewalks and bicycle lanes. Transit stop should be nearby.
- Walking or bicycling distance should not exceed 1 to 1.5 miles for the area the park is intended to serve.

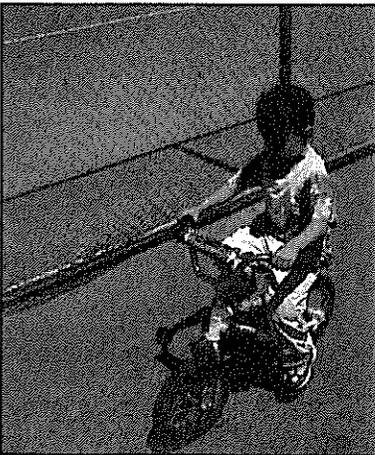
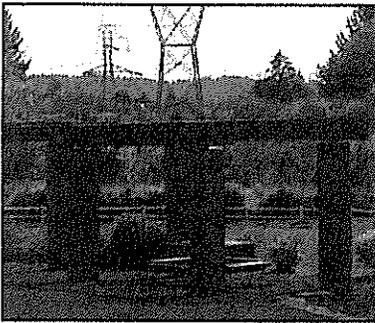


Amenities to Provide

- Site identification signage
- Appropriate site furnishings (picnic tables, benches, bike racks, drinking fountains, trash receptacles, etc.) for the intended scale and use of the park
- Tot and youth playground equipment or unique, innovative play environment selected to enhance the particular park and, if possible, highlight a piece of Wilsonville's environment and history
- Open turf area for unstructured play

Appendix B

- Active recreation facilities appropriate for the size, scale, and topography of the park. Options are listed below, under “Additional Amenities to Consider”
- General landscape improvements (including tree planting)
- Looped pathway system connecting park elements
- Picnic shelters, including one for groups of 25 to 30 people
- Permanent restrooms
- On or off-street parking, at about 5 spaces per developed park acre



Additional Amenities to Consider

- Sports fields for scheduled organized sports play or practice. Fields may be in complexes within the park, if space permits
- Volleyball courts
- Tennis courts
- Basketball courts
- Horseshoe pits
- Other sports facilities (disc golf, bocce, etc.)
- Field lighting
- Skate park
- Water playground
- Off-leash dog area
- Community gardens
- Interpretive signage
- Natural area protection and restoration opportunities (if present)
- Indoor recreation center or facility
- Public art
- Storage or maintenance buildings: If visible, these should be architecturally compatible with other park elements. Any exterior work areas should be screened from view
- Off-street parking: If scheduled fields are included, provide 50 spaces per field as a guideline

Amenities to Avoid

- Regional-scale facilities

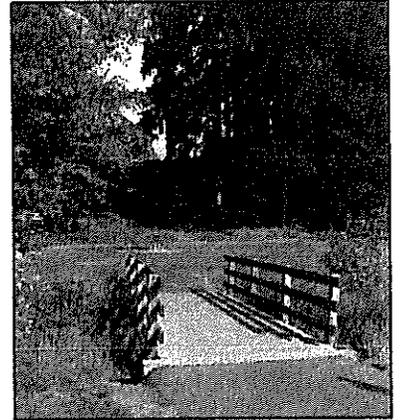
Park Examples

- Boones Ferry Park (9.88 ac)
- Canyon Creek Park (8.28 ac)

B.5 REGIONAL PARKS

Description

- Regional parks, sometimes called metropolitan parks, are parks that are designed to **SERVE THE ENTIRE COMMUNITY AND BEYOND**. These parks accommodate large numbers of people and provide both active and passive recreation opportunities, along with facilities and features that attract users from Wilsonville and surrounding communities. Generally, regional parks provide a wide variety of specialized facilities, such as sports fields, indoor recreation facilities, or large picnic areas. Natural areas are often a major component.
- Typical regional park users:
 - Come from throughout the City and surrounding area.
 - Arrive by auto, bus, bicycle or foot.
 - Visit the park for one hour to more than four hours.



Benefits

- Provides a variety of **ACCESSIBLE RECREATION OPPORTUNITIES** for all age groups
- Provides **ENVIRONMENTAL EDUCATION** opportunities
- Serves **RECREATION NEEDS OF FAMILIES**
- Provides opportunities for **COMMUNITY SOCIAL AND CULTURAL ACTIVITIES** and positive **COMMUNITY IDENTITY**



Site Selection Considerations

- **SITE SIZE:** Depends on intended use, but should be sufficient to accommodate the site's unique features or amenities.
- **ACCESS:** Should be provided via a collector or arterial street.



Amenities to Provide

- Site identification signage
- Appropriate site furnishings (picnic tables, benches, bike racks, drinking fountains, trash receptacles, etc.) for the intended scale and use of the park
- General landscape improvements (including tree planting)
- Permanent restrooms
- On-street or off-street parking to accommodate the planned site use



- 277. South or South facing: True south, or 20 degrees east of magnetic south.
- 278. Special Flood Hazard Area: Means an area having special flood, mudslide (i.e., mudflow), and/or flood-related erosion hazards, and shown on an FHBM or FIRM as zone A, AO, AE, AH, VE, or V. [Amended by Ord. # 647, 4/21/08; Ord. 686, 11/1/10]
- 279. Specific Area Plan (SAP): A plan with a series of detailed components covering one of the five distinct areas of the Villebois Village Master Plan. These plans provide a higher level of analysis and detail than the Villebois Village Master Plan.
- 280. Stacked Flats: Two or more single-level dwelling units, the second arranged above the first, etc.
- 281. Start of Construction: Includes substantial improvement, and means the date the building permit was issued provided the actual start of construction, repair, reconstruction, placement or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building. [Added by Ord. # 647, 4/21/08; amended by Ord. 686, 11/1/10]
- 282. Stoop: A small uncovered platform or porch at the entrance to a dwelling, usually up several steps from the sidewalk.
- 283. Storage Area for Solid Waste or Recyclables: The space necessary to store mixed solid waste and source separated recyclables that accumulate between collection days. [Amended by Ord. #426 – 4/1/94]
- 284. Story: That portion of a building included between a floor and the ceiling next above it, exclusive of a basement.
- 285. Street: The entire right-of-way of a dedicated public way, which provides vehicular and pedestrian access to adjacent properties. Except in the Village zone, a right-of-way less than twenty (20) feet in width shall not be recognized as a street.
- * (286.) Street, Arterial: A street used primarily for through traffic.
- * (287.) Street, Collector: A street used to some extent for through traffic and to some extent for access to abutting properties.
- 288. Street, Frontage: A minor street parallel to and adjacent to a major street providing access to abutting properties and protection from through traffic.
- 289. Street, Half: A portion of the width of a street, usually along the edge of a development where the remaining portion of the street could be provided in

**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 17, 2017. Mayor Knapp called the meeting to order at 7:02 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

- Mayor Knapp
- Councilor Starr
- Councilor Stevens
- Councilor Lehan – Left at 8:07 p.m.
- Councilor Akervall - Excused

Staff present included:

- Bryan Cosgrove, City Manager
- Jeanna Troha, Assistant City Manager
- Barbara Jacobson, City Attorney
- Kimberly Veliz, City Recorder
- Nancy Kraushaar, Community Development Director
- Delora Kerber, Public Works Director
- Jon Gail, Community Relations Coordinator
- Angela Handran, Community Outreach Coordinator
- Dwight Bradshaw, Transit Director
- Amanda Guile-Hinman, Assistant City Attorney
- Chris Neamtzu, Planning Director
- Steve Adams, Engineering Manager

Mayor Knapp and Council welcomed incoming City Recorder Kimberly Veliz to her first meeting.

Motion to approve the order of the agenda.

Motion: Councilor Starr moved to approve the order of the agenda. Councilor Lehan seconded the motion.

Vote: Motion carried 4-0.

SUMMARY OF VOTES:

Mayor Knapp	Yes
Council President Starr	Yes
Councilor Stevens	Yes
Councilor Lehan	Yes
Councilor Akervall	Excused

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

COMMUNICATIONS

- A. 2016-17 Community Enhancement Program Project Report: Multifamily Community Waste-Reduction and Recycling Project Sponsored by Clackamas County, City, and Republic Services. staff – Jon Gail

Community Relations Coordinator Jon Gail introduced Kayla Scheafer, AmeriCorps member and Tenille Beseda, Sustainability Analyst with Clackamas County. Background given on the project, in partnership with the 13 cities, Community Enhancement Funds, franchise fees, and the 11 franchised collectors provides resources, trainings, presentations, and ongoing support to improve or expand waste reduction and recycling programs to businesses, schools, groups/organizations, the community at large, and multifamily communities.

The program is of much importance because of the Oregon Opp to Recycle Act aims for it to be as easy to recycle for multifamily residents as it is for single family homes. Improvements at one single family home is improvement for one household, but improvements at multifamily communities can mean improvements for hundreds of households

Summary of Wilsonville Project Proposal Public-Private Partnership:

- Local Government
 - City of Wilsonville
 - Clackamas County – RCSW
- Collector - Republic Services
- 60% of Wilsonville's Population
- Goals:
 - Increase recycling
 - Decrease contamination
(garbage in the recycling)

Observations made since the project began in September:

- High turnover of property managers can make it a challenge to even schedule a meeting.
- Recycling education is not always a priority for property managers.
- Lack of clear communication between managers and residents.
- Enclosure areas can be small, dark and/or dirty. This deters people from recycling due to size, bulky waste, no lighting, no space to get to the recycle bins and the container size.

Council suggested that the presenters keep City staff informed of outreach. As staff could assist by placing information on the Boones Ferry Messenger (BFM) along with other print and online platforms.

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.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

Nathan Osborne of Wilsonville, opposes the dog park and community garden on Schroeder Way. Mr. Osborne also raised his concerns about safety and the entire Master Plan process. Prior to the meeting Mr. Osborne provided presentation to Council listing his concerns.

Mr. Osborne listed out the following issues he has with the proposed access to a dog park via Schroeder:

- Direct conflict with Master Plan rules for access to community parks.
- Rose Lane to Wilsonville Road intersection has poor sight lines. Autos must enter crosswalk to safely turn.
- Current Rose/Wilsonville intersection is rated D: potential “F” rating would be deemed unacceptable by city.
- Would require code waivers that are inherently unsafe and far below city stated standards.
- Common sense and city liability.
- Three potential other options:
 1. Make the access via Kolbe Lane. There are only 2 houses that use that street. There are not intersecting streets 45 feet from the intersection with Wilsonville Road. This option would require blocking access to the community garden and dog park from Schroeder.
 2. Put in sidewalks, widen the streets, and put in traffic lights on Rose Lane and Schroeder Way. This could be complicated as it would take 2 sets of lights since the streets are offset but so close together. It would certainly cost more than \$25k.
 3. Put the parking lot on the far NE corner of Murase Plaza. That parkland is grassland that is idle, and is directly adjacent to proposed dog park. It would be safe, likely similar costs, and not utilize small residential roads for community park. This would require shutting down access to current community garden lot via Schroeder as dog park users would utilize the community garden lot.

Mayor Knapp said Council will entertain this discussion when they get to the agenda item. He then invited Mr. Osborne to attend the future Council meetings and appreciated him for providing the information in advance.

Ray Nelson of West Linn, introduced himself as president and executive director of Willamette United Soccer, now Football Club. Mr. Nelson sought to make Council aware that the Willamette United Football Club (WUFC) is heading up a project while not in the Wilsonville city limits, would impact the City of Wilsonville. The project is a multi-field athletic facility for youth sports located between West Linn and Wilsonville called South Lake Park. South Lake Park will be comprised of three outdoor turf fields and an indoor training facility, to serve all sports. The future facility will house a multi-purpose room or auditorium for activities such as Lego robotics, Boy Scouts, auctions or speaking engagements. Mr. Nelson asked that the City of Wilsonville submit a letter of support for the South Lake Park project, which moving forward WUFC could share with Clackamas County.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

City Manager Cosgrove asked that Mr. Nelson deliver additional information to City staff in order for staff to create a draft letter of support to be brought back for Council review.

Herb Koss of Lake Oswego, spoke on behalf of the Basalt Creek property owners in regards to the forty-one acres that have be in dispute in Tualatin zoning. Mr. Koss stated that Tualatin is trying to zone the land for residential while Wilsonville wants to zone the land employment. Mr. Koss plead with Council to end this dispute and resolve it by allowing the land to be zoned residential. Mr. Koss added that the Metro target for jobs, without the disputed area, has been not only met, but exceeded without the land. Furthermore, the land for housing is desperately needed.

Prior to the meeting Mr. Koss emailed Council a letter along with attachments providing his concerns.

Tom Childs of Sherwood, agrees with Mr. Koss and opposes the plan that the City of Wilsonville has to turn Basalt Creek land/area into employment land. Mr. Childs is concerned that if the land is turned into development land the property becomes worthless. He fears allowing the land to become employment land would cause him to become bankrupt. Mr. Childs indicated he would be unable to sale his home because the value of the home and land would no longer be worth that of his mortgage.

MAYOR'S BUSINESS

A. Fun in the Park Proclamation (staff –Jon Gail)

Dawn Wilbur, Vice President of Fun in the Park spoke briefly about the committee and the event occurring Saturday, August 5, 2017.

Mayor Knapp read the proclamation and passed out copies of the proclamation. Photos were taken with Council and the Fun in the Park committee members.

B. Upcoming Meetings

Mayor Knapp reported on upcoming meetings and past meetings, he attended on behalf of the City. He mentioned that the July 3rd Council meeting was cancelled due to Independence day on July 4th.

COUNCILOR COMMENTS

Council President Starr had no meetings to report. Mr. Starr acknowledged the City is aware of the traffic issues in the area. Furthermore, that staff is working to correct the issues in several different ways. One of those ways being the pursuit of installing red light cameras, specifically in the Wilsonville Road interchange.

City Manager Cosgrove added that the City is putting together a Request for Proposal (RFP). The RFP will be advertised and sent to known vendors. As soon as those results are reviewed staff can make a recommendation then adopt findings for the reasoning for implementing the program.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

Mr. Starr commented that citizens should be aware that there will be random times that police will at the Wilsonville Road interchange to maintain that drivers are obeying all traffic laws.

Mr. Cosgrove mentioned that in Work Session he briefed the Council that there is one officer who has been authorized overtime to do some extra patrols. Beyond that Clackamas County received a grant for random saturation patrols. Mr. Cosgrove also added there are three capital projects that Council has directed staff to pursue including one of which is a queuing lane on the ramp. going southbound.

Councilor Stevens disclosed that she is the liaison for the Library Board. She added the library is finishing up the RFID (radio frequency identification devices) tagging which will make checking out collection materials much easier and faster. Ms. Stevens commented that progress is moving forward on the library building renovations. Moreover, the Friends of the Library contributed fifteen thousand dollars (\$15,000) to leverage funds from the Metro enhancement grant to install an LED reader board. The board will be installed on Wilsonville road there at the library corner. She also mentioned that the summer reading program has had great success.

Ms. Stevens reported she attended the French Prairie Forum, there the topic of discussion was the upcoming solar eclipse and emergency management. She also reminded that Fun in the Park is Saturday, August 5, 2017 and National Night Out is Tuesday, August 1, 2017.

Councilor Lehan mentioned she attended several meetings around the state including a meeting on Heritage Trees in Bend, the Historic Cemetery Commission in Brookings and a meeting with Oregon Travel Experience (OTE). Ms. Lehan mentioned that OTE runs the rest stops and is worried about the upcoming solar eclipse. Ms. Lehan cautioned that due to the solar eclipse citizens should prepare ahead of time and stay off of the roads if it can be avoided.

Ms. Lehan mentioned the Clackamas County Fair begins Tuesday, August 15, 2017.

CONSENT AGENDA

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

- A. **Resolution No. 2648**
A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With HHPR, Inc. For Design, Acquisition Support, And Construction Phase Support Services Associated With The Garden Acres Road Project (CIP No. 4201) (staff – Mende)
- B. Minutes of the June 5, 2017 and June 19, 2017 Council Meetings. (staff – King)

Motion: Councilor Stevens moved to approve the order of the agenda. Councilor Lehan seconded the motion.

Vote: Motion carried 4-0.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

SUMMARY OF VOTES:

Mayor Knapp	Yes
Council President Starr	Yes
Councilor Stevens	Yes
Councilor Lehan	Yes
Councilor Akervall	Excused

NEW BUSINESS

A. Resolution No. 2647

A Resolution Of The City Of Wilsonville Authorizing The Police And Public Works Building Seismic Upgrade Project And The Execution Of The Seismic Rehabilitation Grant Program Grant Contract With Oregon Infrastructure Finance Authority Of The Business Development Department

Ms. Jacobson read the title of Resolution No. 2647 for the record.

The staff report was prepared by Delora Kerber, Public Works Director.

Staff report executive summary.

The Facility Master Plan (FMP), completed in March 2015, provided an analysis of the existing conditions of City facilities, concepts for incremental programmatic building, and site improvements to meet the City’s short and long term needs through the Year 2035.

The FMP Priority Evaluation categorized various improvement projects by priority rating including the condition of the existing facility, the urgency of the improvement project and funding availability.

The Evaluation process identified the first priority of the long range plan is to improve the accommodations for the Police Department. The Police Department is currently housed on the Lower Level of the Public Works and Police (PWPO) building and the proposed plan is to have the Police occupy both the Lower and Main levels of the existing Public Works and Police building.

The Public Works/Police Building is currently occupied by Police and Public Works staff, the City's first responder forces. The building needs seismic improvements to provide for immediate Occupancy performance per ASCE 41-13. The Building's Facilities Condition Index = 0.30 (poor) and has a moderate collapse potential. The Facility also serves as an Emergency Field Operations Center for Public Works and as a back-up Emergency Operations Center for the City.

ORS 455.400 requires seismic rehabilitation of publicly-operated emergency operations centers, police stations and fire stations by 2022.

The seismic upgrade work can partially funded with grants from the Seismic Rehabilitation Grant Program to bring the building up to Category IV seismic standards.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

Total estimated cost to complete the seismic upgrade improvements is \$559,300 of which \$251,685 is granted funded.

End of executive summary.

Motion: Councilor Starr moved to adopt Resolution No. 2647. Councilor Lehan seconded the motion.

Vote: Motion carried 4-0.

SUMMARY OF VOTES:

Mayor Knapp	Yes
Council President Starr	Yes
Councilor Stevens	Yes
Councilor Lehan	Yes
Councilor Akervall	Excused

B. Subaru Appeal of Community Development Director Decision (staff – Jacobson)
Materials distributed separately.

Present at the Council meeting for the appellant BL & DJ, LLC and Lanphere Construction Development, LLC, hereinafter referred to as Subaru was Attorney Jeff Bachrach.

City Attorney Jacobson went over the documents Council had received regarding the Subaru Appeal of Community Development Director Decision of System Development Charge (SDC) fees. The list of documents included the following:

- June appeal from Attorney Jeff Bachrach.
- Memo from Ms. Jacobson drafted July 5, 2017 completed on July 14, 2017.
- Mr. Bachrach’s letter dated July 17, 2017.

Ms. Jacobson declared that Attorney Jeff Bachrach represents BL & DJ, LLC and Lanphere Construction Development, LLC.

Ms. Jacobson’s legal opinion is that Subaru’s appeal was untimely and did not meet the minimum criteria required by the Code. The appeal should therefore be dismissed on procedural grounds as an untimely and incomplete appeal. Ms. Jacobson divulged that Mr. Bachrach disputes her assessment that his client Subaru had missed the deadline to appeal.

Council’s was tasked to determine whether under Wilsonville Code the appeal was filed in time and whether it contained the minimum criteria.

Council’s was assigned to decide whether they agree with Ms. Jacobson’s legal opinion on either ground that it was not timely filed or that it was not complete or both. In that case Council would dismiss the appeal on procedural grounds alone and that would be the end of the process because they are not talking about the merits of the appeal, just the procedural issue.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

Ms. Jacobson explained that if Council is in agreeance with her opinion, then the appeal would be dismissed tonight and the appellant would have the ability to appeal Council’s decision to the Circuit Court if it is so desires.

The other option for Council was to decide is if they agreed with Mr. Bachrach’s opinion that his client had satisfied the procedural grounds by filing the appeal in time and that his appeal contains minimum criteria. In that case if Council decided the appeal is timely then following that decision Council would order the Community Development Director to investigate and respond to the appeal within sixty (60) days of the date the appeal was filed. Then report back to Council by August 4, 2017. Subsequent to that Council would need to hold a hearing within thirty (30) days of the Council’s receipt of the report.

Ms. Jacobson reminded Council they were not going to discuss the merits just whether the appeal was made in time and whether it meets the criteria.

Ms. Jacobson informed Council they could make their decision on the written materials alone without hearing anything more from either side or they have the option of calling either side up to the dais to answer questions.

Mayor Knapp noted that Councilor Lehan had been called away on personal business however Council still maintains a quorum.

Mayor Knapp noted for the legislative record that there are numerous documents that show signed agreements, to extend the timeline to pay at which point no protest was taken to pay the SDCs. Additionally, the City was not required however volunteered to extend that payment to better aligned with Subaru’s construction period. Furthermore, when that original extension period expired Subaru asked and the City for another extension. At each of these points the applicant signed documents indicating they were acknowledging the debt. Moreover, the notice of the ten-day period is clearly stated in the Code and can be read in the packet.

Motion: Councilor Stevens moved to deny the appeal based on not meeting the timing required by code. Councilor Starr seconded the motion.

Vote: Motion carried 3-0.

SUMMARY OF VOTES:

Mayor Knapp	Yes
Council President Starr	Yes
Councilor Stevens	Yes
Councilor Lehan	Left meeting at 8:07 p.m.
Councilor Akervall	Excused

Councilor Stevens remarked there was no assumption that Subaru was going to appeal on the wording of the letter submitted to Community Development Director Kraushaar on December 2, 2015 from Jerry Jones Jr., President BuildLCD. The letter read: “I greatly appreciate our meeting yesterday and the City’s willingness to work with us regarding the SDC for the Wilsonville Subaru

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Project. I am sending this letter as our formal request to defer the payment of SDC's until Occupancy approval. We do understand that the SDC's are required and we will sign an agreement to pay them prior to any certificate of occupancy handed over by the City."

Council President Starr said that he is open to bolding text in Code or other options to even more clearly communicate timelines.

Council agreed that they desire for Subaru and all businesses located in Wilsonville to be successful.

Mayor Knapp read the appeal process.

CONTINUING BUSINESS

A. **Ordinance No. 806** – 2nd reading

An Ordinance Of The City Of Wilsonville Amending The Text Of The Comprehensive Plan, The Comprehensive Plan Map, The Wilsonville Development Code, And The Significant Resource Overlay Zone Map, And Adopting The Frog Pond West Master Plan As A Sub-Element Of The Comprehensive Plan.

Ms. Jacobson read the title of Ordinance No. 806 into the record on second reading.

The staff report was prepared and presented by Chris Neamtzu Planning Director. Present with Mr. Neamtzu was Joe Dills AICP, Senior Project Manager for Angelo Planning Group.

Mr. Neamtzu mentioned that during the first reading of the proposed ordinance Council had four very specific items of concern. The items of concern are listed below and the staff report responds to those concerns:

1. Timing of Stafford Road Improvements
2. Fencing
3. Alleys across from the future neighborhood park and school site
4. Glazing

Staff report beginning.

Issue Before Council: On June 19th, City Council conducted the public hearing on Ordinance No. 806, approving the Frog Pond Master Plan ("Master Plan") on first reading. Following deliberation, the Council requested that Staff return with additional information regarding four specific items. Those items are: 1) the threshold number of lots needed to generate sufficient revenue to construct Stafford Road; 2) fence details; 3) alley loaded homes adjacent to the future park/school site; and 4) residential glazing percentages. Details of those items are outlined below.

Executive Summary: A memorandum prepared by APG dated 7/5/17 has been provided addressing each of the four issues raised by Council and providing recommendations (Attachment A).

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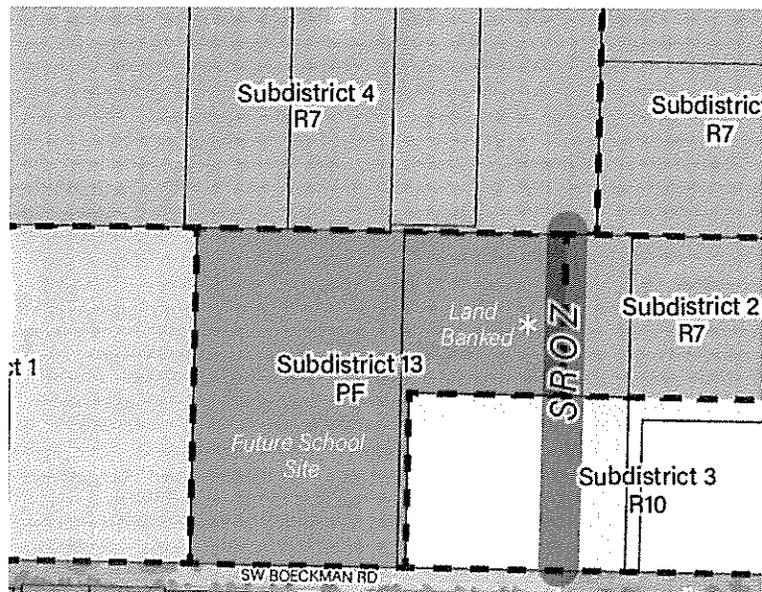
1) Timing of Stafford Road Improvements: The memo prepared by APG addresses the issues, timing and the number of lots that need to be constructed to generate sufficient funds to construct the Stafford Road improvements.

2) Fencing: The project team has met and engaged in a design meeting to address the Council's concerns regarding neighborhood fencing. Additional code language is proposed to be added to the Residential Neighborhood Zone, which is included in the APG memo.

3) Alleys across from the future neighborhood park and school site. At the public hearing, Council asked several questions regarding requiring alley loaded homes adjacent to the future neighborhood park and school site to create a stronger edge to the public space.

Testimony was received from West Hills stating that alleys are a significant concern on the large lots, that they really don't work and their buyers prefer a traditional front loaded garage configuration. In additional conversations since the hearing West Hills have stated that they have concerns that a seemingly good idea becomes problematic when the specifics of site planning, required road alignments (i.e. Willow Creek), site dimensions, layout, resource areas and other constraints have to be taken into consideration.

The Master Plan programs large lots to the south of the park and east of the school site, medium lots east of the park beyond the SROZ, and north of the school/park. Small lots are planned west of the school. Staff has analyzed the block depth adjacent to the future park/school site and has added new Residential Neighborhood code language to address this situation.



Portion of Figure 6 from Master Plan

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CITY COUNCIL MEETING MINUTES

4) Glazing: The draft Residential Neighborhood Code contains a requirement for windows, it reads: *Windows. Not less than 10 percent of the surface area of all street facing elevations. Windows used to meet this standard must provide views from the building to the street. Glass block does not meet this standard. Windows in garage doors count toward this standard.*

There has been additional analysis conducted for homes on corner lots, pedestrian connections and single-story homes. Stonebridge Homes and West Hills have provided staff with examples (please see Appendix A to the APG memo for details) and calculations of the percent glazing on various styles of homes.

The original recommendation to the Planning Commission was 15% windows on street fronting elevations, in combination with other standards such as articulation and a specific number of elements from the design menu. This approach was recommended after reviewing other codes (see below). The Planning Commission recommended 10% windows on street fronting elevations after receiving testimony from developers.

Fifteen percent (15%) is a reasonable number for a two-story home in Frog Pond, particularly if garage and front door windows are permitted to be included in the calculation as they currently are. It may indeed mean that some home models cannot be built. Analysis confirmed that a lower amount of glazing for single-story homes is also appropriate.

- As a basic standard for front facades, 15% is reasonable (for 2 story homes) and is the proposed standard; 12.5% is the proposed limit for single-story homes. Garage and front door windows should count toward the total, as currently written in the draft code.
- Flexibility is appropriate for a lesser percentage. Using the design menu concept from the code, a “less than 15%” proposal can be permitted with additional design elements being provided. Staff recommends 1 additional design element for a home with 12.5-15% glazing, and 2 additional design elements for homes with 10%-12.5%. Ten percent (10%) would be the minimum permitted for the front of any home regardless of number of stories.
- Side elevations have lower percentages of glazing, for obvious reasons. The lowest percentages in the examples reviewed are associated with the garage sides. This should be avoided on street sides and adjacent to pedestrian connections, but permitted on interior sides. Staff recommends a minimum street side wall glazing percentage of 5%.

It is important to keep in mind that the glazing standard is just one of the new code’s residential design standards. The four categories of residential design standards are: glazing (windows), articulation, design menu (detailing), and house plan variety. These standards are intended to yield quality design and apply along streets and pedestrian connections. Upon review, staff proposes that standards be added so the Residential Neighborhood Code is clear about how the regulations apply to home fronts and sides along streets and side yards along pedestrian connections.

Research summary:

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- **Portland** – (other standards apply as well) At least 15 percent of the area of each facade that faces a street lot line must be windows or main entrance doors. Windows used to meet this standard must allow views from the building to the street. Glass block does not meet this standard. Windows in garage doors do not count toward meeting this standard, but windows in garage walls do count toward meeting this standard. To count toward meeting this standard, a door must be at the main entrance and facing a street lot line.
- **Sandy** – (windows are one of the 13 design menu choices) Windows and front door – occupying a minimum of 10 percent of the primary street facing façade (not including the roof and excluding any windows in a garage door).
- **North Bethany** – (other standards apply as well) Front façades shall include windows and/or pedestrian doors, with these features equaling or exceeding ten (10) percent of the front facing wall area visible from the street. Garage door windows do not count toward meeting this standard.
- **Oregon’s Model Code for Small Cities** – (the brackets leave it up to the City to fill in the number) Windows: not less than [XX] percent of surface area of all street-facing elevation(s).
- **Villebois** (Code and Architectural Handbook) – No percent window standard.

Expected Results: Adoption of the Frog Pond West Master Plan will set the stage for the next generation of great Wilsonville neighborhoods.

Timeline: The Ordinance becomes effective 30-days following approval on second reading. Property owners and developers can initiate applications to the DRB and Council upon passing of the effective 30-day timeframe.

Current Year Budget Impacts: The Frog Pond West Master Plan is included in this year’s budget, funded by the City’s General Fund in addition to Metro’s Community Planning and Development Grant program.

Community Involvement Process: Throughout the process on the Master Plan there has been extensive collaboration between the project team, the Commission/Council and interested parties. This collaboration has allowed for vetting of many issues resulting in the draft Master Plan document that has been produced.

Potential Impacts or Benefit to the Community (businesses, neighborhoods, protected and other groups): The creation of a new neighborhood in the Frog Pond West area will provide citizens with new housing choices as well as a future school, parks, trails and open spaces.

Alternatives: Staff has provided numerous alternatives for the Council’s consideration.
End of staff report.

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In responding to issue number 3. Alleys across from the future neighborhood park and school site, Mr. Neamtzu provided Council a handout. The handout was labeled as Issue 3 – Standards for Lots Facing School and Parks. The handout includes a revision to the Residential Neighborhood Code.

Beginning of handout issue summary.

The question arose regarding whether homes that front the future school and Neighborhood Park sites should be alley loaded in order to enhance the pedestrian quality of the yards and streetscapes at these locations. North of the school and potential Neighborhood Park site, there are 6,000-8,000 square-foot lots in the Medium lot size category. There are large lots to the south and east of the school and the Neighborhood Park. The question is, what is the impact of requiring the alleys on these relatively large lots, and should it be required or encouraged?

Staff measured the blocks on the north side of the school and Neighborhood Park. They are 200 feet deep as depicted in the Street Demonstration Plan (Figure 17). If homes on these blocks use alley access, the lots would be 90-feet deep instead of 100-feet, and the rear yards would have a "side-of-home" orientation due to the garage placement near the alley. Developers have commented that these homes are harder to sell than a conventional front-loaded layout. Staff suggests that the Council's desire for enhanced block faces can be achieved using a menu approach where an alley is an option, not a requirement.

End of handout issue summary.

Issue 3 – Standards for Lots Facing School and Parks is appended to the minutes in its entirety.

Mayor Knapp commented that this proposed language may provide too much flexibility.

Mr. Dills replied that it is true the common outcome is eyes on the park and the school. However, you cannot get in code language every physical situation covered. That's why we build in flexibility. The language starts with the intent and it creates a bar for that you have to prove if there's going to be flexibility. Through discussions we think that balance has been struck. It does open the door for someone to make a proposal. The reason is because we think there may be legitimate times when a lot or two has to back up. However, that should be the far exception and not the rule, that's the intent behind the language.

Mr. Neamtzu added there is a lot of creative approaches that can be taken to meet the standards and the intent in our master plan. Staff is sensitive to the concern and thought that an adjustment at this late time was warranted given the significant amount information that was received this morning.

Motion: Councilor Stevens moved to accept Ordinance No. 806 on second reading, the Frog Pond Master Plan, with the changes that have been provided tonight also including the handout that was given to Council. Councilor Starr seconded the motion.

Vote: Motion carried 3-0.

SUMMARY OF VOTES:

**CITY OF WILSONVILLE
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Mayor Knapp	Yes
Council President Starr	Yes
Councilor Stevens	Yes
Councilor Lehan	Left meeting at 8:07 p.m.
Councilor Akervall	Excused

CITY MANAGER'S BUSINESS

No report.

LEGAL BUSINESS

No report.

ADJOURN

Mayor Knapp adjourned the meeting at 9:30 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Tim Knapp, Mayor

7.17.17

Issue 3 – Standards for Lots Facing Schools and Parks

Attachment B

Revised 7/17/17 per

Issue Summary

The question arose regarding whether homes that front the future school and Neighborhood Park sites should be alley loaded in order to enhance the pedestrian quality of the yards and streetscapes at these locations. North of the school and potential Neighborhood Park site, there are 6,000-8,000 square-foot lots in the Medium Lot size category. There are large lots to the south and east of the school and the Neighborhood Park. The question is, what is the impact of requiring the alleys on these relatively large lots, and should it be required or encouraged?

Staff measured the blocks on the north side of the school and Neighborhood Park. They are 200 feet deep as depicted in the Street Demonstration Plan (Figure 17). If homes on these blocks use alley access, the lots would be 90-foot deep instead of 100-feet, and the rear yards would have a “side-of-home” orientation due to the garage placement near the alley. Developers have commented that these homes are harder to sell than a conventional front-loaded layout. Staff suggests that the Council’s desire for enhanced block faces can be achieved using a menu approach where an alley is an option, not a requirement. See draft code text below. *New language is in blue italics below.*

Revision to Residential Neighborhood Code**(0.17) Homes Adjacent to Schools and Parks**

- A. Purpose. The purpose of these standards is to ensure that development adjacent to schools and parks is designed to enhance those public spaces with quality design that emphasizes active and safe use by people and is not dominated by driveways, fences, garages, and parking.
- B. Applicability. These standards apply to development that is adjacent to or faces schools and parks. As used here, the term adjacent includes development that is across a street or pedestrian connection from a school or park.
- C. Development must utilize one or more of the following design elements:
 1. Alley loaded garage access.
 2. On corner lots, placement of the garage and driveway on the side street that does not face the school, park, or public open space.
 3. Recess of the garage a minimum of four feet from the front façade of the home. A second story above the garage, with windows, is encouraged for this option.
- D. Development must be oriented so that the fronts or sides of homes face adjacent schools or parks. Rear yards and rear fences may generally not face the schools or parks, unless approved through the waiver process of 4.118 upon a finding that there is no practicable alternative due to the size, shape or other physical constraint of the subject property.

The above standards will be implemented during Planned Development Residential (PDR) reviews. The PDR process provides flexibility to vary from standards through the "waiver" provisions of Section 4.118 (.03), Standards Applying to All Planned Development Zones. Staff recommends adding "Lot orientation" to the list in 4.118 (.03) so there is a process to consider variations from strict application of the above standard. The base text and added language are below.

(.03) Notwithstanding the provisions of Section 4.140 to the contrary, the Development Review Board, in order to implement the purposes and objectives of Section 4.140, and based on findings of fact supported by the record may:

A. Waive the following typical development standards:

1. minimum lot area;
2. lot width and frontage;
3. height and yard requirements;
4. lot coverage;
5. lot depth;
6. street widths;
7. sidewalk requirements;
8. height of buildings other than signs;
9. parking space configuration and drive aisle design;
10. minimum number of parking or loading spaces;
11. shade tree islands in parking lots, provided that alternative shading is provided;
12. fence height;
13. architectural design standards;
14. transit facilities; and
15. On-site pedestrian access and circulation standards; and
16. Solar access standards, as provided in section 4.137.
17. Lot orientation.



SEPTEMBER 2017 MONTHLY REPORT

From The Director's Office

Greetings!

September brought the new Meridian Creek Middle School opening! I want to recognize our Building, Engineering, and Planning Divisions for the tremendous amount of quality work they contributed to the new on-site and off-site construction and a timely opening. Great teamwork in Community Development and with the contractor and school district!

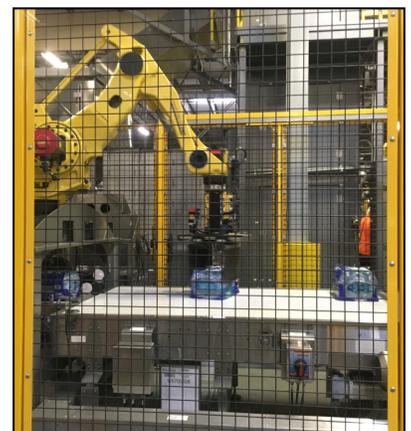
Charlie Tso, Assistant Planner, and I attended the Transportation and Communities Summit at PSU this month. The summit focused significantly on Autonomous Vehicles and what they may mean for Oregon communities. Research is being done in many states on the potential outcomes this new technological phenomenon represents. We will be keeping an eye on this topic and how it affects our transportation system and land use planning.

Mayor Knapp, Bryan Cosgrove, and I hosted a meeting with Washington County and the City of Tualatin to discuss how to resolve the Basalt Creek Concept Plan. We provided a summary of the project status and maps to illustrate the land uses supported by each city. The three jurisdictions agreed to ask Metro to determine the land use for the "Central Subarea." We have drafted an Intergovernmental Agreement to formalize the request which we hope to finalize with our partners in the next two to three weeks.

I was invited to participate with Metro and several other agencies in an electric vehicle charger siting exercise. We provided information about several locations in Wilsonville that "Electrify America" could consider in their endeavor to invest several million dollars over the next several years to provide more charging infrastructure throughout the region. The company was formed through the Volkswagen Clean Air Act Settlement.

The Westside Economic Alliance featured Swire-Coca Cola at their Business B4 Breakfast. Swire provided a wonderful tour of the plant. I was amazed by their advanced manufacturing technology, how many Coke products are made in Wilsonville, and how much inventory they regularly turn over. The history of Swire was very interesting and I was proud to hear how highly they speak of our Wilsonville water from the Willamette River.

-Nancy Kraushaar, PE, Director



Building Division

What-cha Looking At?

Ventilation in homes is a critical feature in preventing mold and promoting a healthy interior environment.

In Oregon, building safety codes require bathrooms in new homes to have either exhaust fans or exterior windows that are can be opened.

If bathroom fans are installed, exhaust ducts must be secured to the fans and sealed. During a recent inspection (adjacent photo) metallic tape was used in attempt to serve a dual purpose of securing and sealing the fan to the exhaust duct. The tape works well to seal the duct joints to prevent moisture and air leakage into the ceiling cavity. However, the tape alone is not adequate to secure the ducts. This is why the code requires a minimum of three screws to properly secure the fan to the duct and this is something building safety inspectors are trained to look for at the rough-in inspection.

It is also important that exhaust fans be maintained over the life of the home. One simple test to see if the fan is working properly (with enough suction to exhaust air from the room) is to take a square of toilet paper and hold it up to the grill of the fan while the fan is on. If the toilet paper stays put, the exhaust fan is likely still performing well enough to draw air and moisture from the room. If the paper square falls to the floor while the fan is on, maintenance is likely needed on the fan itself or the ductwork. This may involve replacing the fan with a new one or inspecting the ductwork, especially the outside termination grill, to see if they are blocked and need to be cleaned.

For questions about exhaust fans and other construction topics, Building staff are a resource and happy to answer questions. And that's what we're looking at.

Meridian Creek Middle School

This fall, the new Meridian Creek Middle School opened its doors to approximately 300 of Wilsonville's sixth, seventh, and eighth graders. There are many components to a project of this size, and Community Development staff worked with the West Linn—Wilsonville School District through the permitting, plan review, and inspection stages.

Number of Building Inspections: 471

Construction Timeline: 13 Months

Construction Valuation: \$24,934,686.00



Shown above: The bathroom exhaust duct was not fastened correctly and pulled apart. Exhaust ducts must be secured before cover with drywall.

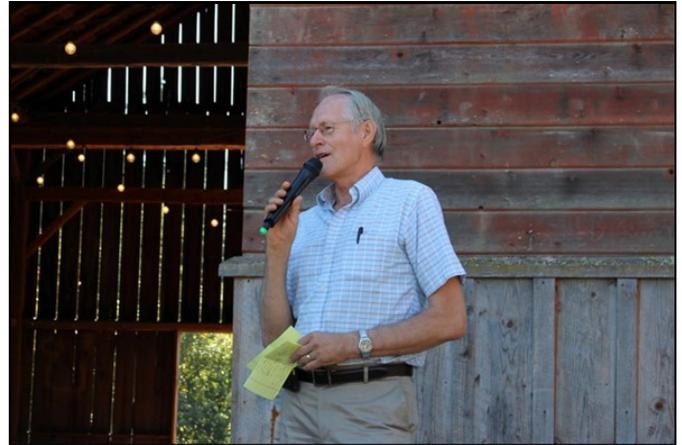


Economic Development

The 4th Annual Westside Economic Alliance Economic Development Bike Tour rolled through the streets and trails of Wilsonville on September 26 to see different types of development and businesses in the area. There were over 25 participants on the tour, including elected officials, City staff, regional business leaders, and transportation professionals.



Participants enjoy lunch at the Stein-Boozier Barn in Memorial Park before the bike tour .



Mayor Knapp welcomes participants to the 4th Annual WEA Economic Development Bike Ride, the first hosted by Wilsonville.



Economic Development Manager Jordan Vance welcomes participants to the event and goes over safety protocol.



Group poses for a quick photo with motor officers before we hit the streets and trails of Wilsonville.

Economic Development



A big thanks to all the motor officers from Wilsonville, Tigard, Tualatin, and Beaverton who provided excellent coverage for the event while minimizing impact on local traffic.



Our resident city tour guide and Planning Director Chris Neamtzu poses with Troy Gagliano of PGE at the Stein-Boozier Barn.



Riding the streets and trails of Villebois.



Turning into the Oregon Tech campus for a quick presentation on the school's workforce training programs.



Planning Director Chris Neamtzu and Rudy Kadlub present on the Villebois Masterplan.

Engineering Division, Capital Projects

5th Street / Kinsman Road Extension (4196)

Our second public meeting was held on September 11 and was attended by some 20-25 people—both residents and representatives of businesses in Old Town and the project area. The consultant team is working towards 50% design plans for the overall project and 30% plans for Boones Ferry Road which are due in mid-October. Our third public meeting is scheduled for November 14. Staff continue to work with the Willamette Water Supply Project design engineer in coordinating the design and location of their raw-water pipe with the new City street and utilities.

2017 Water Treatment Plant Master Plan Update (1122)

Facility condition, seismic/life safety assessments, and surge analyses have been completed. Draft Chapters 2 and 3 have been reviewed. Workshop #5 was postponed to October 2. Authorization of contingency task 7 for final surge tank design will occur the first week of October.

Charbonneau High Priority Utility Repair Phase II (2500/7500)

This project continues the replacement and repair of the most deficient sewer and storm pipes within Charbonneau. This project represents the second of three planned phases to construction over three years. Construction is approximately 60% complete with cured in place pipe lining work (pictured right) completed. Construction will be completed in October 2017. Weekly project updates can be found at the Charbonneau Country Club Facebook page and the project website <http://www.ci.wilsonville.or.us/651/Charbonneau-High-Priority-Utility-Repair>.



Congestion Improvements Projects (4199)

An IGA with ODOT for the Southbound Ramp widening project is drafted and will be present to Council on October 16. Bidding for this project, and the Fred Meyer south exit modification will occur shortly thereafter.

French Prairie Bridge (9137)

This project will determine the final location, alignment, and design type; it also includes the preparation of preliminary construction and environmental documents for a new pedestrian, bike, and emergency vehicle bridge over the Willamette River in the vicinity of Boones Ferry Road. Currently waiting to obtain right-of-entry approval to perform additional archaeological work at the request of the Confederated Tribes of the Grand Ronde. Final selection of the bridge alignment is anticipated to occur in early 2018. Project completion is expected by the end of 2018.

Garden Acres Road (4201)

Survey is complete and 30% design is expected in mid-October. An open house with local neighbors is scheduled at Republic Services for October 5.

Engineering Division, Capital Projects

I-5 Pedestrian Bridge (4202)

This project involves the design and preparation of construction documents for a pedestrian and bicycle bridge over Interstate 5 from Town Center Loop West to Boones Ferry/Barber Street. Preparation of project prospectus and draft project scoping is complete. Scheduling of kickoff meeting with ODOT and Metro to begin IGA process and expenditure of federal grant funds is underway.

Kinsman Road Extension (4004)

This project involves construction of a new section of Kinsman Road between Barber Street and Boeckman Road and includes upsizing and relocation of 30" sanitary sewer pipe (Coffee Creek Interceptor Upsizing (CIP 2079) and installation of 66" water line for the Willamette Water Supply Program (CIP 1127). Kinsman Road concrete paving is complete (pictured right). Barber/Kinsman Intersection restoration is complete. The Willamette Water Supply Program (WWSP) 66" pipeline is complete. Sidewalk construction and landscaping is underway. Construction is three months ahead of schedule and is anticipated to be complete in March 2018.



Library Improvement (8098)

Final design and the bid date are being delayed to early October to resolve recent interior changes desired by library staff, and incorporate additional telecom/communications features.

Willamette River Stormwater Outfalls (7053)

Project is waiting on review and permitting from federal and state agencies. We anticipate the permit to be issued in 4–6 months; final project design will then be completed. Reconstruction of the outfalls is anticipated to occur in summer 2018.

WWSP Coordination (1127)

Ongoing coordination efforts are occurring for the Garden Acres Road project (4201), the 5th/Kinsman project (4196), the 2017 WTP Master Plan effort (1122) and WWSPs Raw Water Facility projects. A Council work session briefing is scheduled for November 20.

Engineering Division, Private Development

Ash Park

A Public Works permit for this project is almost complete.

Charbonneau Subdivision

A Public Works Permit for this project is almost complete.

Marion's Carpets

Plans have been submitted and are under review. The project will make frontage improvements on about 200 feet of Boones Ferry Road just north of Pacific Pride Fueling. This will include street widening, curb and gutter, and sidewalk.

Villebois

VB East—The Public Works Permit for this project is almost complete. VB Central—Berkshire No. 2 (17 row homes located on north side of Barber near Costa Circle West), the Public Works Permit work for this project is almost complete. VB Central—Siena (10 row homes and 82 condominiums) and VB Central—Royal Crescent (39 row homes) have had Public Works permits issued and construction is underway.

Villebois Parks

Construction of the oval shaped neighborhood park just north of Lowrie Primary School is complete. Construction is ongoing in Trocadero Park (Regional Park 5) located just east of Edelweiss Park and north of Berlin Avenue. Construction of Regional Parks 7 and 8, located north and east of Tonquin Meadows on the east side of Villebois has been postponed to summer 2018.

Natural Resources

I-5 Undercrossing Trail Improvement Project (9146)

The project will include improvements to the existing trail pavement, adding stormwater conveyance and treatment systems, conduit for future lighting, landscaping, and compliance with ADA requirements. Construction started the week of September 11. The contractor has removed the existing pavement, completed most of the rough grading, and installed some of the stormwater system. The project is expected to be finished in November.



View Looking West Under Bridge



View Looking East

Planning Division, Current

Projects Being Prepared for DRB Hearings

- New Master Sign Plan for Wilsonville Business Center along 95th Avenue
- Temporary Use Permit for outdoor storage of drop boxes at Republic Services, Ridder Road and Garden Acres Road

Administrative Land Use Decisions Issued

- 1 Class I Temporary Use Permits
- 2 Class I Administrative Reviews
- 1 Zoning Verification Letter
- 5 Type A Tree Permits
- 3 Type B Tree Permits
- 1 Type C Tree Permit
- 1 Class I Sign Permits
- New Single-family permits

Board and Commission Updates

Development Review Board (DRB)

DRB Panel A — At their September 11 meeting DRB Panel A held two public hearings. First, the DRB heard additional testimony regarding Regional Park 7 and 8 in Villebois and approved with conditions the park design and tree removal permit by a vote of 3 to 2. Second, the DRB held a public hearing regarding the Hilton Garden Inn to be located at SW Parkway Avenue and SW Memorial Drive. The board approved the necessary applications to tear down the existing hotel on the site and built the new hotel by a vote of 4 to 1.

DRB PANEL B — At their September 25 meeting DRB Panel B held a public hearing for parking and site modifications for DW Fritz at 9600 SW Boeckman Road. Architectural changes and an entry addition were previously administratively approved by Planning staff. At the conclusion of the meeting the panel voted down a motion to adopt a resolution and findings approving with conditions the proposed development by a vote of 1 to 2. No further action was taken by the panel.

Planning Commission

On September 13, the Planning Commission held a work session regarding the Old Town Single-Family Development Code. As a result of public and commissioner questions following staff and consultant driven presentations, changes and additional details will be presented at the City Council meeting work session in early October. The next regular Planning Commission meeting is scheduled for October 11, where this subject matter is scheduled to be presented through the legislative hearing process.

Planning Division, Long Range



Basalt Creek Concept Plan

In September, staff and elected officials from Washington County and the cities of Wilsonville and Tualatin met to discuss next steps and potential paths forward for this project. Agreement was reached to prepare an IGA outlining a decision-making process with Metro to complete the Basalt Creek Concept Plan.

General project information is available on the project website <http://www.basaltcreek.com/>.

Coffee Creek Industrial Form-Based Code

During September, staff worked with the consultant team to develop a schedule for final edits to the draft Form-based Code and Pattern Book to be completed this fall. An informational meeting and open house is planned for October to share information with property owners about the future vision of Coffee Creek and the Form-based Code project, along with information on planned infrastructure improvements. An additional work session will be scheduled with the Planning Commission in December, with public hearings to follow in early 2018.

Information on the status and timing of the Coffee Creek Industrial FBC is available on the project website at <http://www.ci.wilsonville.or.us/665/Coffee-Creek-Industrial-Area-Form-Based->.

Old Town Single-Family Design Standards

The Planning Commission had their second work session on the project on September 13. A City Council work session is scheduled October 2 and a Planning Commission public hearing on October 11. The project will adopt revised development code and a new design standards book to enable administrative review of most single-family homes in the Old Town neighborhood at the time of building permit issuance.



Planning Division, Long Range



Town Center Plan

Through the first phase of the project, the community established a vision for Town Center. Town Center is a vibrant, walkable destination that inspires people to come together and socialize, shop, live, and work. Town Center is the heart of Wilsonville. It is home to active parks, civic spaces, and amenities that provide year-round, compelling experiences. Wilsonville residents and visitors come to Town Center for shopping, dining, culture, and entertainment.



As part of our effort to encourage participation in the planning process and gain input about what people currently enjoy in Town Center, we held an Instagram Photo Contest from June 13 to September 5. On September 21, the panel of judges comprised of four Town Center Task Force Members reviewed the photos submitted for the contest. The contest winning photos that met the specified criteria were announced on Facebook and Instagram on September 29.

As the project is transitioning between the visioning phase to the alternatives analysis, the Project Team convened on September 22 to review public input and discuss emerging concepts for land use, connectivity, green spaces, and design. They reviewed the results of public comments from the Town Center Design Survey as well as recent summer events, and the various concepts will be shared with the Town Center Task Force at their next meeting on October 23.

For additional information about The Town Center Plan project visit the project website www.wilsonvilletowncenter.com.

**Wilsonville Public Library
Monthly Report to Council
October 2017**

Collaboration with West Linn Public Library to serve the WLWV School District

The Wilsonville and West Linn libraries are teaming up to serve the entirety of the West Linn Wilsonville School District. For several years, Wilsonville's Youth Services team has been visiting and providing programming for schools in Wilsonville. In collaboration with West Linn Library staff, these programs will be expanded to other schools throughout the district. Additionally, West Linn staff will be creating a District-wide newsletter to highlight Library programs and services, and providing other services that will positively impact all schools. This partnership will roll out over time and involve discussions with District staff about best ways to serve students and teachers.

Library Renovation

If all goes well, the project should be ready for bid the week of October 9th. The renovation uses capital funds made available by Clackamas County as a result of the passing of the Library District in 2008. It will focus on replacing the library's interior carpet and repainting, upgrading the library HVAC in key areas, remodeling bathrooms by the non-fiction collection to make them ADA accessible, creating a larger Youth Services area in the Northwest corner of the building, and removing existing service desks and opening up the central area of the library for display, seating and discovery.

Dolly Parton's Imagination Library

Currently, there are 817 Wilsonville children receiving books each month through Dolly Parton's Imagination Library. Nearly 800 children have graduated from the program over the last 5 years. The Wilsonville Public Library Foundation became the local affiliate in January, and has provides important support to the program. Over the summer, Foundation board members solicited enrollees at the Wilsonville Farmer's market, and stepped up in other ways.

Wilsonville's program has been supported from the beginning by the James and Shirley Rippey Family Foundation. The Foundation recently decided to work to expand the Imagination Library in the State of Oregon by providing significant support to new affiliates in small rural counties. The Family Foundation's support may mean that 10,000 new children may be receiving books in a few years. We are grateful for the Foundation's support, both for our program in Wilsonville and now for the possibility of programs throughout the State.

Foundation Wine Tasting

You are all invited to the Foundation's *A Toast to Imagination* wine tasting event on November 4th at 7pm. This is an important fundraiser for the Foundation that provides necessary support for Dolly Parton's Imagination Library, Science Adventure, Adult classes and programs, and the Library's outreach to underserved residents in Wilsonville. Wineries participating this year will include Archer Vineyard, Lujon Wine Cellars, Montinore Estate, Owen Roe Winery, Sineann Winery, Tumwater Vineyard, and Z'IVO Wines.

Purchase tickets at: www.wplf.org.

Next Library Board meeting: October 25 at 6:30pm in the library

Parks and Recreation September 2017 Report



Department News

Fall Program Update

September saw many fall programs begin for participants of all ages:

Body Sculpt (adult): 23 participants

Healthy Bones and Balance (adult): 50 participants

Knitting (adult): 16 participants

Soccer Shots (2-8 year olds): 30 participants

Woodworking Drop-In (adult): 8 participants

Yoga (5 classes for youth and adult): 62 participants



40+ Community Members attended Workshop for Boones Ferr Park Master Plan Kick Off



Board Updates

* Parks and Recreation Advisory Board

The Board did not meet in September. They will be reviewing Community Opportunity Grants at their October meeting.

* Wilsonville Community Seniors, Inc.

The Board continues to explore additional opportunities for funding. A request was made to Xerox to fund the initial rollout of the "Senior Emergency Preparedness Kit" project.

Parks and Recreation

Parks Maintenance Update



Began working with Adult Transition Students (ATS)



Trenched and bored conduit to bring power to Memorial Park entrance gate



Continued to monitor progress of construction of Trocadero Park (RP5)



Added directional signs and replaced parking cable throughout Memorial Park



Removed Hazard tree at Memorial Park trail



Worked with TVFR to extinguish burning picnic table at Memorial Park

Upcoming Events

- * Fall Harvest Festival: Saturday, October 28th from 9:30 am to 11:00 am. Stein-Boozier Barn
- * Ghoulish Halloween Lunch, Tuesday, October 31 12:00 pm at the Community Center
- * Community Toy Drive: November 6th - December 13th. Collections accepted at Parks and Rec Admin Building
- * Community Tree Lighting: Wednesday, November 29th, 6pm at Town Center Park



Wilsonville July 2017



City of Wilsonville Police Department

30000 SW Town Center Loop E
Wilsonville, OR 97070

In Partnership with



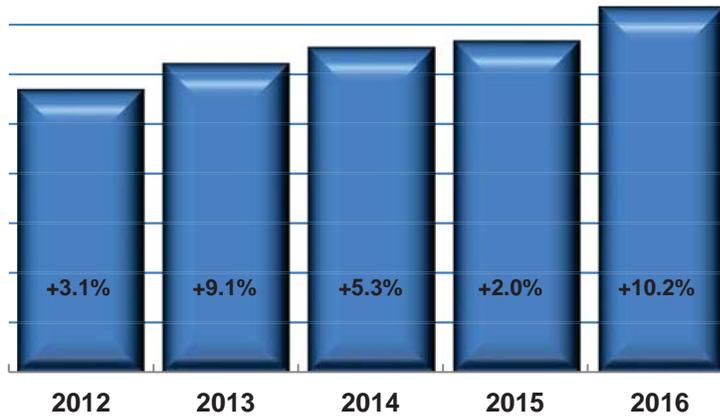
**Clackamas County
Sheriff's Office**

Monthly Summary

During July 2017, the Clackamas County Sheriff's Office provided law enforcement service to the City of Wilsonville on a 24 hour a day basis. During this time deputies assigned to Wilsonville responded to 780 calls for service, which was an average of 25.2 calls a day.

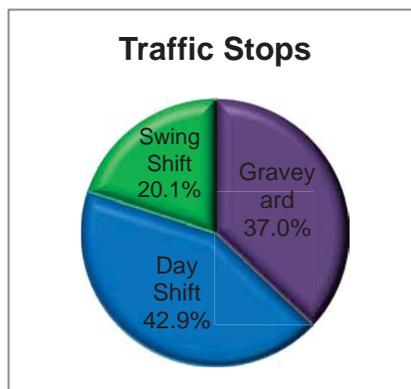
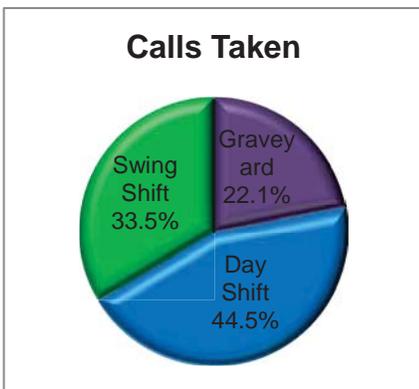
Below is a chart showing the number of calls for service in the City during the last 5 years.

<u>Year</u>	<u>Number of Calls</u>	<u>Monthly Average</u>	<u>Daily Average</u>
2012	5,709	475.8	15.6
2013	6,230	519.2	17.1
2014	6,558	546.5	18.0
2015	6,689	557.4	18.3
2016	7,369	614.1	20.2



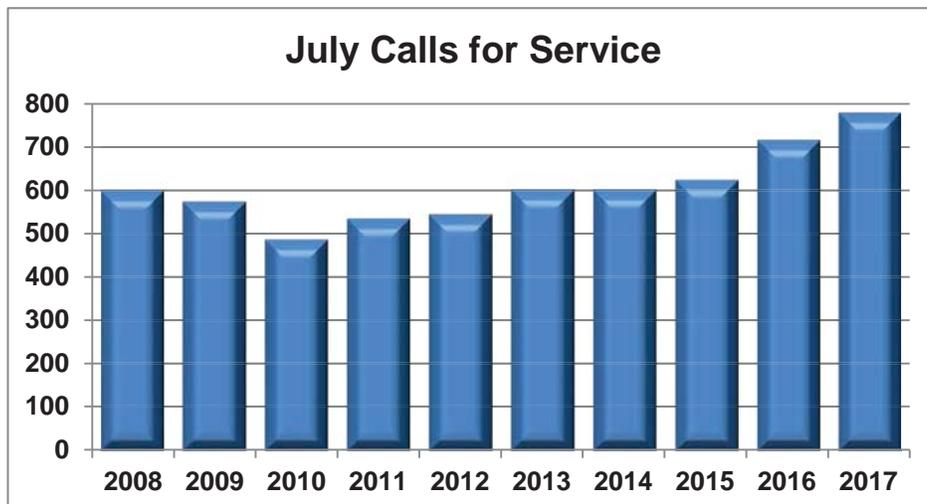
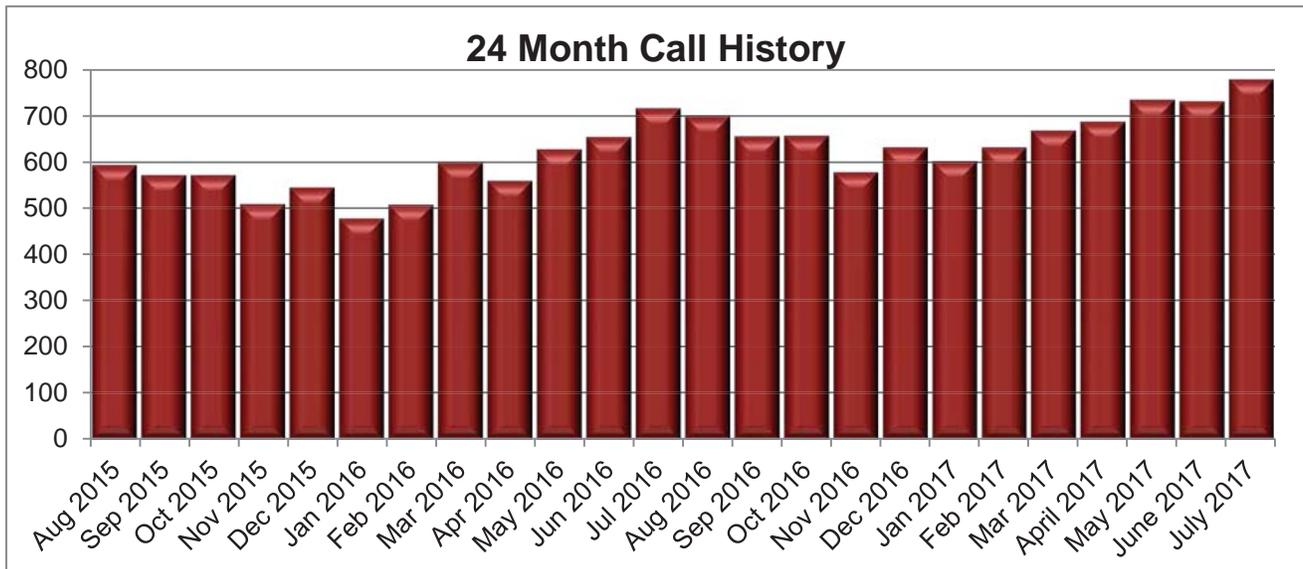
An overall look at the shift activity shows the following percentages of calls taken, traffic stops made and reports written for July.

	<u>Percentage of Calls Taken</u>	<u>Percentage of Traffic Stops</u>	<u>Percentage of Reports Written</u>
Graveyard	22.1%	37.0%	24.9%
Day Shift	44.5%	42.9%	47.4%
Swing Shift	33.5%	20.1%	27.7%



Calls for Service

Number of Calls Per Shift	July 2017	July 2016	Monthly Average 2016
Graveyard (2100-0700)	172	181	130.4
Day Shift (0700-1700)	347	300	278.1
Swing Shift (1100-0300)	261	236	205.6
Monthly Total	780	717	614.1
Daily Average	25.2	23.1	20.2



Types of Calls

This chart shows the types of calls for service during the month. These calls do not reflect actual criminal activity. In some cases the call was dispatched as a particular type of incident, but it was later determined to be of a different nature.

Type of Call	July 2017	July 2016	2016 Monthly Avg.
Alarm	94	68	59.5
Parking Complaint	60	56	48.8
Theft	53	42	37.8
Assist Public	45	38	33.5
Suspicious Person	39	38	28.8
Assist Agency	37	20	14.9
Disturbance	34	41	35.6
Welfare Check	32	24	27.1
Property Investigation	28	11	15.5
Traffic Complaint	26	24	18.9
Traffic Crash	26	27	28.0
Provide Information	24	23	23.3
Unwanted / Trespass	22	17	17.3
Suspicious Circumstances	19	18	13.6
Noise Complaint	18	24	10.3
Other	18	15	11.4
Fire Services	16	11	9.4
Suspicious Vehicle	16	20	13.6
Criminal Mischief	15	21	13.3
Mental	15	5	4.9
Threat / Harassment	15	31	21.3
Animal Complaint	13	22	12.5
Fraud	13	16	20.8
Juvenile Problem	12	18	15.8
Unknown / Incomplete	11	20	13.8
Hazard	10	11	9.6
Vice Complaint	10	4	4.6
Burglary	9	5	4.7
Missing Person	9	3	3.2
Assault	7	12	5.2
Runaway	7	2	3.4
Stolen Vehicle	7	3	5.0
Suicide Attempt / Threat	7	4	9.6
Abandoned Vehicle	2	6	3.8
Promiscuous Shooting	2	2	1.2
Recovered Stolen Vehicle	2	1	1.8
Sex Crimes	2	2	2.9
Viol. Restraining Order	2	1	2.1
Minor in Possession	1		0.8
Open Door / Window	1	3	1.1
Robbery	1		0.6
Death Investigation		2	1.5
Extra Patrol Request		5	2.2
Prowler		1	1.0
Shooting			0.1
Total Calls:	780	717	614.1

Median Response Times to Dispatched Calls

All Dispatched Calls	July 2017	Previous 12 Month Average
Input to Dispatch (Time call was on hold)	3:29 Minutes	3:03 Minutes
Dispatch to Arrival (Time it took the deputy to arrive after being dispatched)	5:46 Minutes	5:10 Minutes

Priority 1 & 2 Calls	July 2017	Previous 12 Month Average
Input to Dispatch (Time call was on hold)	2:38 Minutes	2:26 Minutes
Dispatch to Arrival (Time it took the deputy to arrive after being dispatched)	5:03 Minutes	4:47 Minutes

Other / Self-Initiated Activity

Type of Call	July 2017	July 2016	2016 Monthly Avg.
Traffic Stop	219	242	290.7
Follow-Up Contact	113	74	86.0
Suspicious Veh. Stop	58	56	63.8
Detail	22	19	30.4
Subject Stop	19	50	36.5
Training	16	3	16.8
Meeting	15		9.2
Premise Check	10	14	13.2
Foot Patrol	9	13	7.8
Suspect Contact	6	2	4.2
Warrant Service	5	11	9.6
Court	3		4.0
Total Calls:	495	484	572.2

Reports Written

During July, 213 reports were written. 24.9% were written by the graveyard shift, 47.4% by the dayshift units and 27.7% were written by the swing shift units.

Type of Report	July 2017	July 2016	2016 Monthly Avg.
Theft	39	15	25.3
Assault	13	3	3.8
Traffic Crash	12	13	12.3
Criminal Mischief	10	15	9.8
Drug Crimes	8	3	4.4
Burglary	6	5	3.8
Stolen Vehicle	4	1	2.6
Identity Theft	3	1	3.8
Other Reports	118	107	116.9
Total Calls:	213	163	182.7

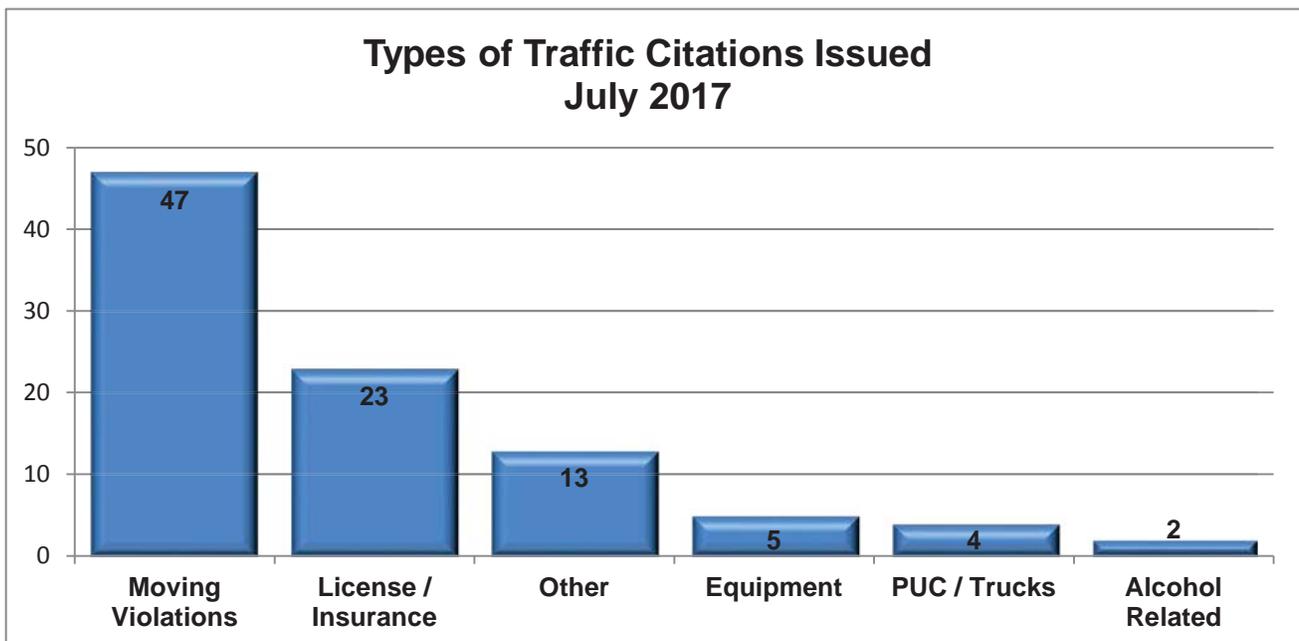
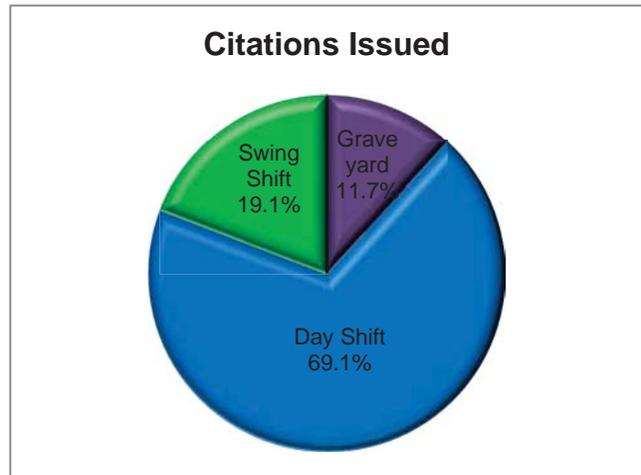
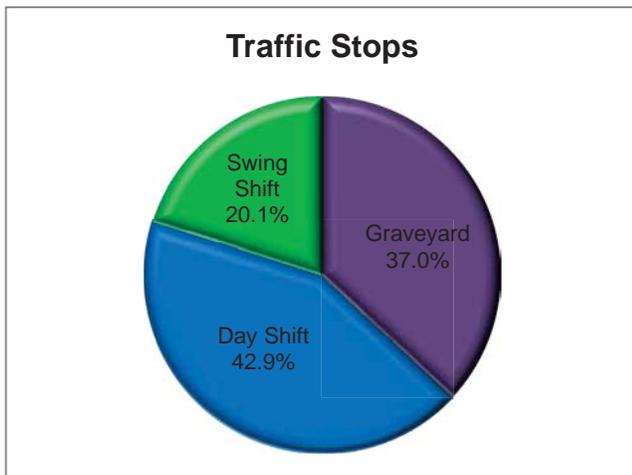
Shift Totals	July 2017	July 2016	2016 Monthly Avg.
Graveyard	53	35	33.9
Day Shift	101	74	86.2
Swing Shift	59	54	62.5

Traffic

During July 2017, 219 traffic stops were made in the City and 94 traffic citations were issued. Included in these totals are 76 traffic stops (34.7%) and 64 (68.1%) citations issued by the traffic deputies.

There were 2 arrests for Driving Under the Influence of Intoxicants (DUII).

Shift	Traffic Stops	Citations Issued
Graveyard	81	11
Day Shift	94	65
Swing Shift	44	18
Total:	219	94



Wilsonville August 2017



City of Wilsonville Police Department

30000 SW Town Center Loop E
Wilsonville, OR 97070

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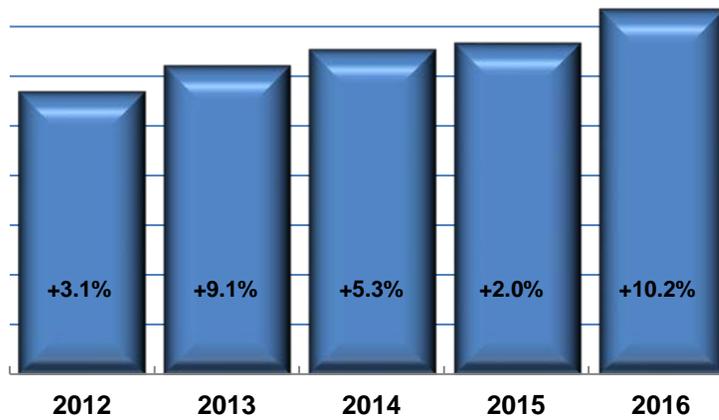
**Clackamas County
Sheriff's Office**

Monthly Summary

During August 2017, the Clackamas County Sheriff's Office provided law enforcement service to the City of Wilsonville on a 24 hour a day basis. During this time deputies assigned to Wilsonville responded to 737 calls for service, which was an average of 23.8 calls a day.

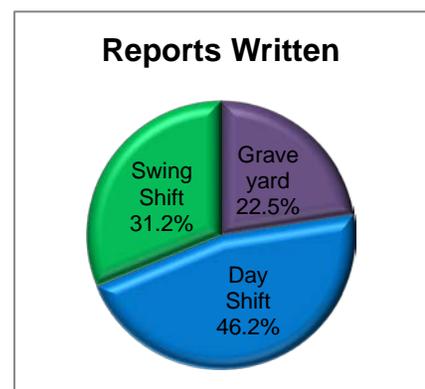
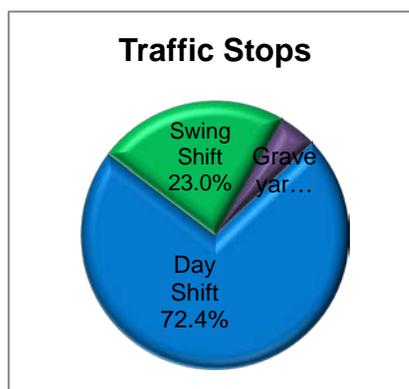
Below is a chart showing the number of calls for service in the City during the last 5 years.

<u>Year</u>	<u>Number of Calls</u>	<u>Monthly Average</u>	<u>Daily Average</u>
2012	5,709	475.8	15.6
2013	6,230	519.2	17.1
2014	6,558	546.5	18.0
2015	6,689	557.4	18.3
2016	7,369	614.1	20.2



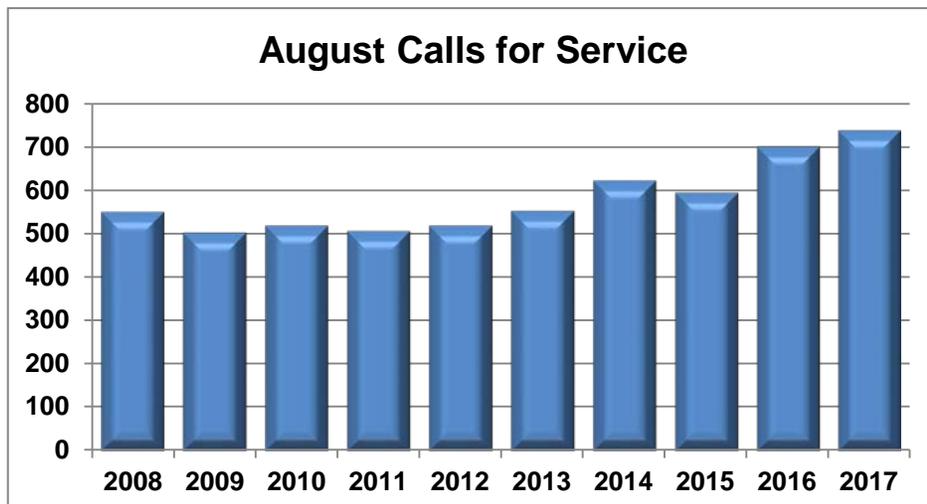
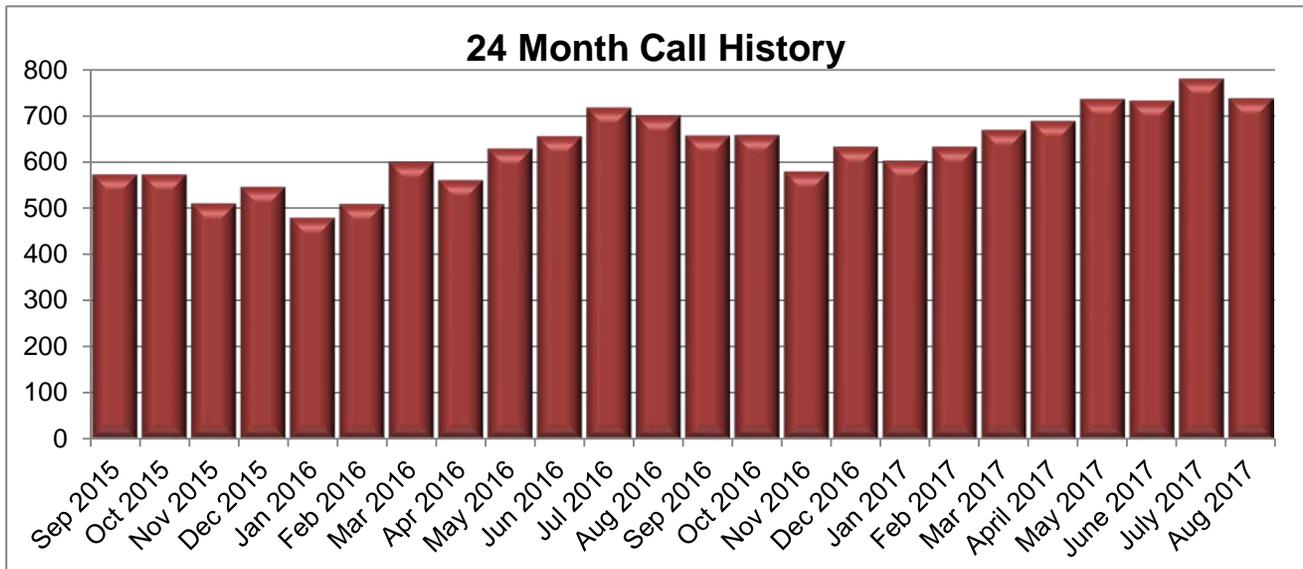
An overall look at the shift activity shows the following percentages of calls taken, traffic stops made and reports written for August.

	<u>Percentage of Calls Taken</u>	<u>Percentage of Traffic Stops</u>	<u>Percentage of Reports Written</u>
Graveyard	21.8%	4.6%	22.5%
Day Shift	44.4%	72.4%	46.2%
Swing Shift	33.8%	23.0%	31.2%



Calls for Service

Number of Calls Per Shift	August 2017	August 2016	Monthly Average 2016
Graveyard (2100-0700)	161	151	130.4
Day Shift (0700-1700)	327	331	278.1
Swing Shift (1100-0300)	249	218	205.6
Monthly Total	737	700	614.1
Daily Average	23.8	22.6	20.2



Types of Calls

This chart shows the types of calls for service during the month. These calls do not reflect actual criminal activity. In some cases the call was dispatched as a particular type of incident, but it was later determined to be of a different nature.

Type of Call	August 2017	August 2016	2016 Monthly Avg.
Alarm	82	51	59.5
Parking Complaint	58	62	48.8
Assist Public	43	40	33.5
Theft	41	43	37.8
Suspicious Person	40	40	28.8
Traffic Complaint	31	19	18.9
Traffic Crash	30	30	28.0
Unwanted / Trespass	29	37	17.3
Provide Information	28	19	23.3
Assist Agency	26	13	14.9
Threat / Harassment	26	24	21.3
Welfare Check	26	32	27.1
Animal Complaint	24	22	12.5
Disturbance	22	34	35.6
Juvenile Problem	22	18	15.8
Fraud	20	24	20.8
Suspicious Vehicle	19	19	13.6
Other	16	10	11.4
Burglary	13	3	4.7
Criminal Mischief	12	20	13.3
Suspicious Circumstances	12	21	13.6
Vice Complaint	12	3	4.6
Abandoned Vehicle	11	3	3.8
Assault	11	6	5.2
Hazard	11	8	9.6
Property Investigation	11	26	15.5
Noise Complaint	9	7	10.3
Suicide Attempt / Threat	8	13	9.6
Mental	7	6	4.9
Unknown / Incomplete	7	15	13.8
Missing Person	6	2	3.2
Stolen Vehicle	6	3	5.0
Fire Services	5	12	9.4
Viol. Restraining Order	5		2.1
Runaway	3	3	3.4
Death Investigation	2	1	1.5
Open Door / Window	1		1.1
Recovered Stolen Vehicle	1	4	1.8
Sex Crimes	1		2.9
Extra Patrol Request		3	2.2
Minor in Possession		1	0.8
Promiscuous Shooting		2	1.2
Prowler		1	1.0
Robbery			0.6
Shooting			0.1
Total Calls:	737	700	614.1

Median Response Times to Dispatched Calls

All Dispatched Calls	August 2017	Previous 12 Month Average
Input to Dispatch (Time call was on hold)	2:54 Minutes	3:05 Minutes
Dispatch to Arrival (Time it took the deputy to arrive after being dispatched)	7:18 Minutes	5:14 Minutes

Priority 1 & 2 Calls	August 2017	Previous 12 Month Average
Input to Dispatch (Time call was on hold)	2:31 Minutes	2:28 Minutes
Dispatch to Arrival (Time it took the deputy to arrive after being dispatched)	5:31 Minutes	4:50 Minutes

Other / Self-Initiated Activity

Type of Call	August 2017	August 2016	2016 Monthly Avg.
Traffic Stop	424	230	290.7
Follow-Up Contact	88	82	86.0
Suspicious Veh. Stop	78	49	63.8
Detail	32	26	30.4
Subject Stop	29	32	36.5
Premise Check	13	17	13.2
Training	11	2	16.8
Meeting	9		9.2
Court	6		4.0
Suspect Contact	4	6	4.2
Foot Patrol	3	11	7.8
Warrant Service		4	9.6
Total Calls:	697	459	572.2

Reports Written

During August, 173 reports were written. 22.5% were written by the graveyard shift, 46.2% by the dayshift units and 31.2% were written by the swing shift units.

Type of Report	August 2017	August 2016	2016 Monthly Avg.
Traffic Crash	14	6	12.3
Theft	37	25	25.3
Criminal Mischief	3	17	9.8
Burglary	8	4	3.8
Stolen Vehicle		1	2.6
Assault	5	1	3.8
Identity Theft	2	2	3.8
Drug Crimes	8	6	4.4
Other Reports	96	92	116.9
Total Calls:	173	154	182.7

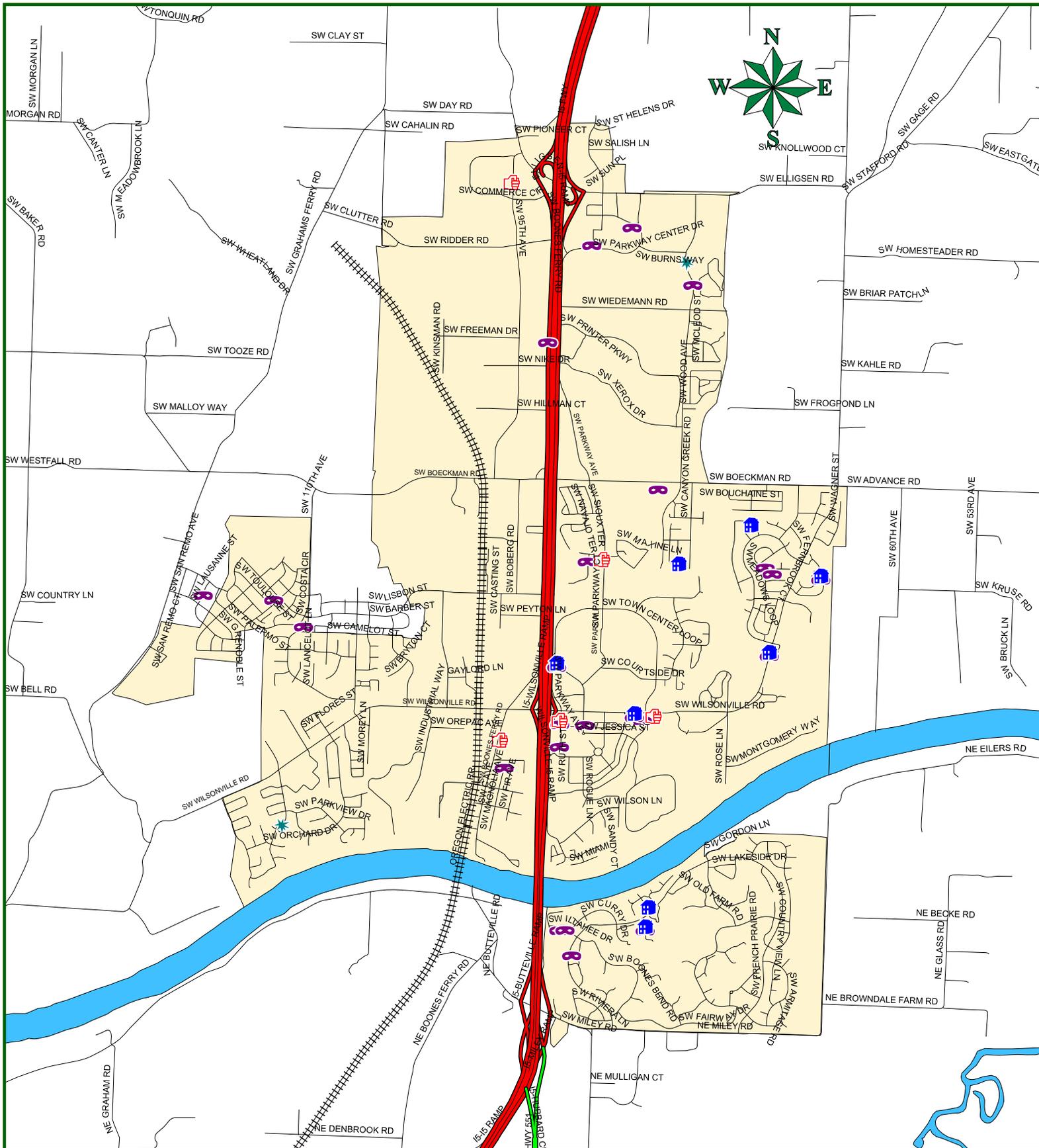
Shift Totals	August 2017	August 2016	2016 Monthly Avg.
Graveyard	39	26	33.9
Day Shift	80	74	86.2
Swing Shift	54	54	62.5



Wilsonville August 2017



-  Assault
-  Burglary
-  Criminal Mischief
-  Theft

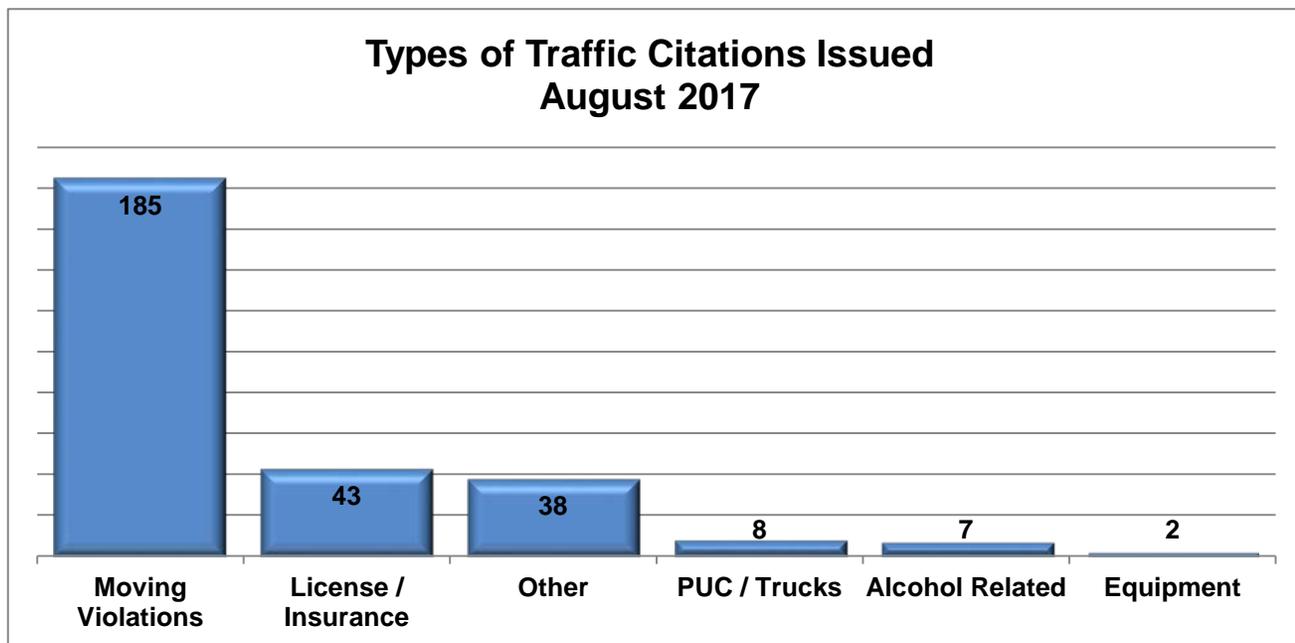
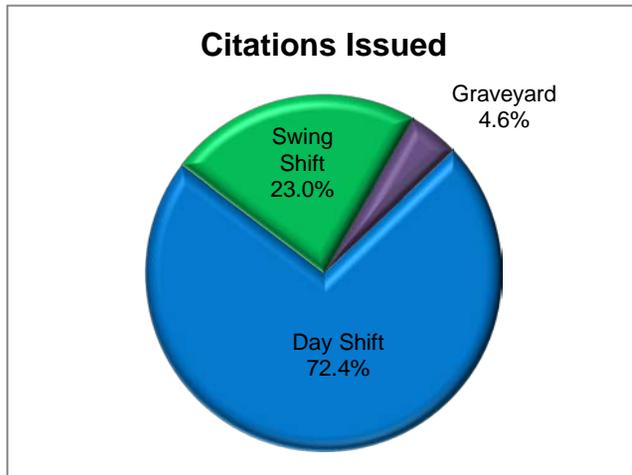
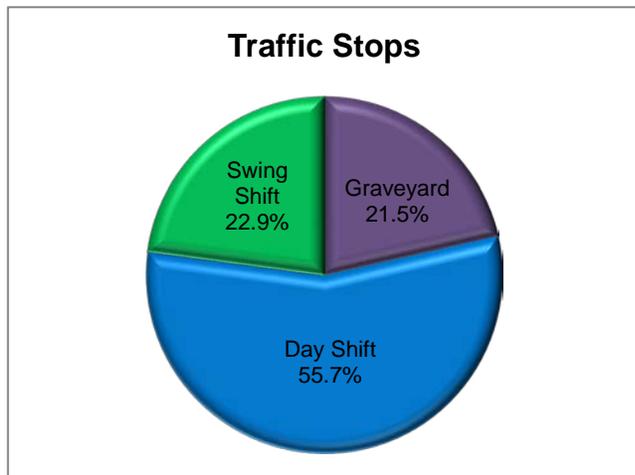


Traffic

During August 2017, 424 traffic stops were made in the City and 283 traffic citations were issued. Included in these totals are 229 traffic stops (54.0%) and 226 (79.9%) citations issued by the traffic deputies.

There were 6 arrests for Driving Under the Influence of Intoxicants (DUII).

Shift	Traffic Stops	Citations Issued
Graveyard	91	13
Day Shift	236	205
Swing Shift	97	65
Total:	424	283



PUBLIC WORKS

OCTOBER 2017

POTHOLE PATCHING

Roads

If you have driven on Boones Ferry Road north bound lately you might have noticed a lot of pothole patching. The roads crew is trying three different patching products to see which one is best. The potholes on Boones Ferry are not very deep, less than half an inch in most places, which makes it especially hard to find a product that will stay put in that shallow of a hole. Cities around the area have run into the same problem and have very limited success with repairing thin lift delamination. For a more permanent solution Boones Ferry Road is on the project list for a grind and overlay, next year.



GETTING READY FOR THE RAINY SEASON

Roads

Paul Walker is the City's newest Utilities Maintenance Specialist working in the Storm Water Division. All summer he has been busy checking and maintaining the storm water conveyance system. There are over 150 outfalls around the city along with detention ponds, swales, catch basins and storm water structures. Maintenance is key in keeping the conveyance system flowing so there is no flooding.



CITY HALL RECEIVES NEW TURF

Facilities

Facility crews worked long and hard preparing the ground to receive City Hall's new tall fescue turf. When City Hall was constructed the sub grade was amended by adding aggregate and cement to the saturated soils in order for the contractor to obtain compaction. Once construction was complete this compacted layer remained approximately 18" under the finish grade. Over the course of a few winters, landscape crews noticed the soils became saturated by winter rainfall. These conditions made it virtually impossible to maintain the lawn with the standard mowing equipment without getting stuck, rutting, and leaving mud tracks on the surface of the finish turf.

This summer crews decided to perform the project with in-house staff, due to concerns of the unforeseen and wanting to assure proper steps were taken without the worry of countless change orders. The project included resetting all of the valve boxes to the correct finish grade, trenching and installing 3" drainage pipe with drainage sand back-fill, irrigation upgrades, removing old sod, reshaping the sub-grade, and installing a 2" to 3" deep sand cap as the finish grade.

Once all of the grueling ground-work was complete Javid Yamin, Rob Rollins, Robert Todd and Ivan Crumrine with Facilities welcomed additional help from Manny Ghiselline, Sean Byrne and Jeremy Ward in the Roads Division to install approximately 6,000 sf of sod in four hours. The remainder of the sod installation will be complete before the middle of October.



Rob setting valve boxes to grade



Removal of Old Sod



Reshaping the Grade



Sand Cap Finish Grade



Javid Coordinating Crew



Robs Irrigation on Display

NEW AUDIO/VISUAL AT THE COMMUNITY CENTER

Facilities

The Facility crew, Ivan Crumrine and Rob Rollins, with the help of seasonal worker Samuel Hintz worked over the weekend to remove the existing room dividers and metal track system from the multi-purpose room of the Community Center. Crews then constructed a new wall to create an area for cabinetry that will house the audio equipment. Once the audio/visual contractors were finished running all of the wiring, the crew returned to hang sheetrock to cover all of the exposed areas.



Director's Report

from

Dwight Brashear

Transit Director

Third Time's the Charm

As the month of September moves steadily towards its omega and fall steps up to claim the throne, SMART finds itself basking in the glow of a Low-No grant award.

Back in June of this year, the leadership team decided to reapply for a special competitive formula grant. Although SMART had made two prior unsuccessful attempts at bringing home this coveted funding, undeterred and confident that the City of Wilsonville was deserving of a win, SMART once again tossed its hopes into the circle.

Well, the news that would shock the entire SMART team arrived like a long lost loved one. On September 15 SMART was officially notified that it was one of only 51 public transit agencies in the nation and the only agency in the State of Oregon to successfully compete for a portion of the \$55 million made available through the FY2017 – 2018 Low or No Emission Vehicle Program, Section 5339(c). According to Federal Transit Administration filings, the competition was stiff, with close to 200 agencies vying for these highly sought after funds. We may never know exactly why SMART was selected over and to the exclusion of others, but I suspect it has a lot to do with our known ability to provide a high quality product at a fraction of the cost when compared to other transit agencies. Perhaps we were awarded the grant because of the team's hard work, dedication, and commitment to our customers, which shines through each and every service day. I like to think that all of the aforementioned reasons are why we were selected for award. However, in an effort to avoid tooting our own horn, we will simply believe in the idiom, 'Third time's the charm.'



September Operations Report

by *Eric Loomis*

We held a quarterly safety meeting with our operators that focused on school zones and intersection safety. With the school year beginning, SMART has seen an increase in school children riding the bus and as with all of our customers, transporting passengers safely is our highest priority. According to the Federal Highway Administration, the highest rate of accidents occur at intersections. With increases in traffic congestion throughout the region, we focused on intersection safety training using industry best practices to equip operators with the knowledge and skills to succeed at safe driving.

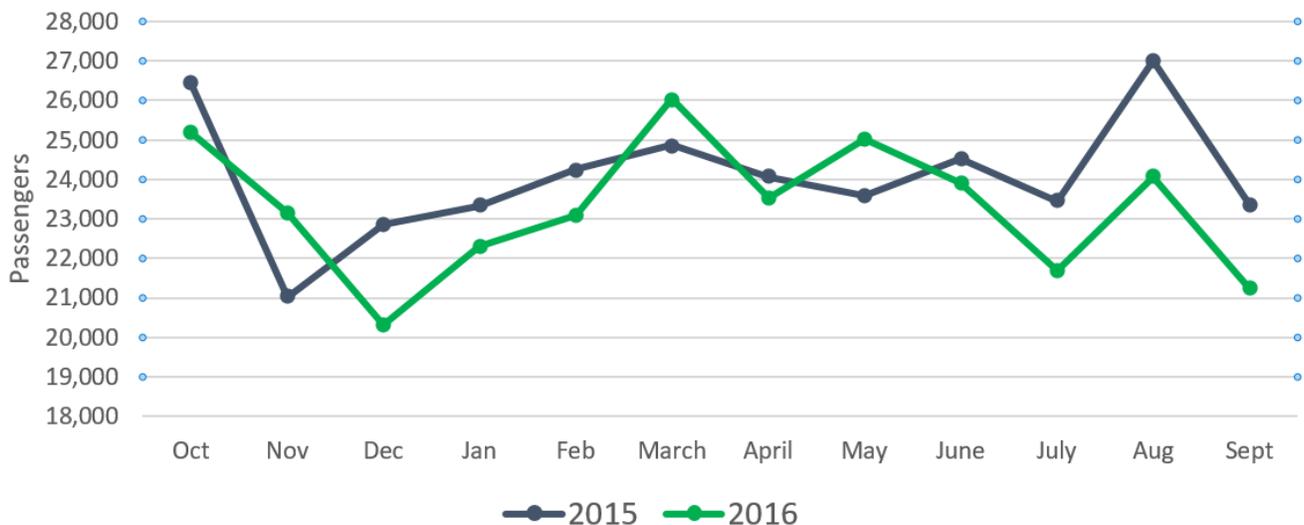
The revised route 4 was successfully implemented and is now serving the new Meridian Creek Middle School. Our new Bus Schedule Booklet will be seeing the addition of the Vilbois Shopper Shuttle as a permanent fixed route shuttle. The shuttle began as a pilot program and has seen great success in ridership.



Ridership

SMART saw a decrease in ridership in September relative to the previous year but within the same trend. Saturday service saw an increase in ridership of 12.8% over the previous year. The 1X has seen a significant drop in ridership over the last two months due to the “State ID” program ending. The program allowed state employees working in downtown Salem to ride the 1X for free. As we saw monthly ridership raise above 4,000 consistently since the program began, it has returned to prior passenger counts hovering at around 3,500 passengers.

Monthly Ridership



September Grant Report

by Elli Work

Federal Grants Awarded: Fleet Manager Scott Simonton submitted The Low or No Emission Bus Program 5339(c) Grant back in May for two electric buses. On September 15, the FTA announced a 1.45-million-dollar award to SMART. The match is calculated at 15% for the vehicles and 10% for the charging stations.

Federal Grants Pending: Bus and Bus Facilities 5339(b) for five vehicles (two vans, two cutaways, and one trolley) for \$361,600 in federal funds and a local match of \$90,400 for a total of \$452,000. We anticipate the award notifications to come out some time in October.

FTA Grants in Pre-Award Review:

5339 funds from FY15-17 totaling \$112,371 were combined to create an application for one replacement, ADA accessible, 26' Cutaway CNG bus.

5307 funds for a 30' Bus Replacement for \$381,353 in federal funds and a local match of \$43,648 for a total of \$425,001.

Current Projects Funded Through 2016 Apportionment: Bus shelter improvements including shelters, concrete work, digital displays, and bus stop signs. An informational presentation will be made to the city council on October 16.

Pending Apportionment Through Tri-Met:

August to December 2017 is for approximately \$200,000.

January to December 2018 is for approximately \$479,238

Special Transportation Fund (STF) from July 2017 – June 2019 is for \$196,256. These funds are used exclusively for the Dial-A-Ride Program.

Metro:

Regional Travel Options (RTO) is for \$76,599 annually and is used exclusively for the SMART Options Program. In the near future, Metro may make these funds competitive.

Metro also has approximately \$138,229 in unobligated RTO funding for SMART. Once obligated, those funds can be used for special projects such as outreach to low-income residents, Spanish-speaking commuters, and school-aged youth. Metro is currently investigating the actual amount.

State: There are no state grants pending at this time.

Why do they call it rush hour when nothing moves?

-Robin Williams

September Fleet Report

by Scott Simonton



Transit operations shares a great working relationship with Salem Keizer (Cherriots), our neighboring district to the South, collaborating on the 1X route, and assisting each other when needed. This partnership extends to Fleet Maintenance as well. For many years, we have had an informal mutual aid agreement, in which we will respond to each other's breakdowns if they occur within a close proximity to us. These occurrences are very rare, but this arrangement has proven to be valuable to both parties.

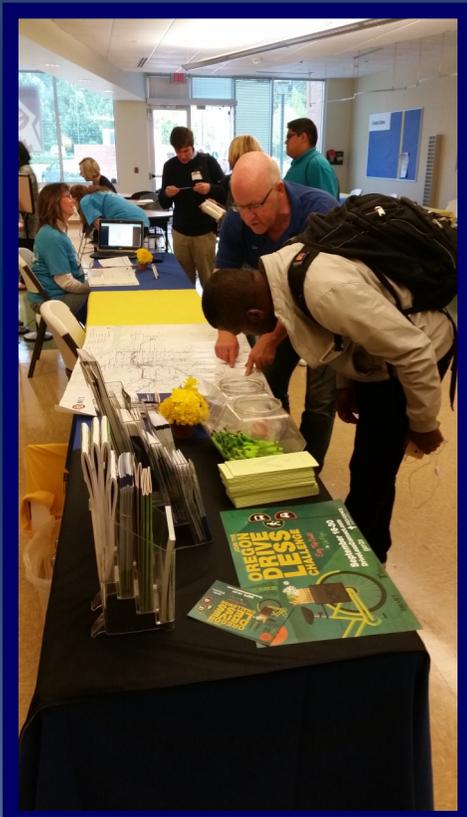
Recently, I reached out to my counterpart at Cherriots, to talk about the possibility of setting up a combined technical training covering the new multiplexed electronic systems in our Gillig buses. I was envisioning splitting costs with them, as this type of training can be very expensive.

The timing was perfect, as they had recently launched in-house training at their location, and were in the planning stages of the exact training I was seeking. They elected to open their training to our employees as well.

Cherriots made the investment in the training materials, and their trainer's time for their own employees, but recognized that adding 2 Wilsonville employees to each class caused minimal impact.

In the end, all four of our mechanics were able to attend the needed training, with minimal time lost from shop activities, and no cost to the City.





September Outreach & Marketing Report

by Michelle Marston

SMART continues its Walk Wednesday series during September with three group walks. Our September 6 walk was postponed due to air quality conditions. Our Convergys walk was well attended with multiple business partners promoting it. Qdoba, Subway, Wilsonville Smiles, and Convergys provided a multitude of rewards for attendees. We were all fed and educated about Convergys then outfitted with new swag.

Other events included Coffee Creek Benefits Fair, and five separate table events at Oregon Tech meeting the various schedules of incoming students, faculty, and staff.

An updated Wilsonville Community Map for biking and walking is underway. The project is nearing completion. Once the new Transit System Map is completed, it will be inserted into the new Community Bicycle and Pedestrian Map and sent off to the printer.

September is a busy month with three major employers coming due for the Biennial **ECO surveys for DEQ**. Underway currently is Wilsonville Costco, Eaton and Sysco. Under the DEQ ECO program, employers with more than 100 employees must provide commute options to employees designed to reduce the number of cars driven to work in Portland and surrounding areas. SMART provides survey processing at no cost to employers affected by the ECO rules who are working to develop and/or maintain transportation plans. This is funded through the annual Metro Regional Travel Options Grant.

In September SMART participated in promoting the **DriveLess Challenge** to Wilsonville businesses. The overall campaign is showing day over day increases in received click volume and has reached over 100,000 people region wide. 3,170 participants have logged at least one trip since the challenge began on Sept. 16.

September was the **Annual Bike Ped Counts**. Thanks to our community volunteers, and city staff. Without the help of these folks we could not gather the needed data. This year was our first year using an app to electronically capture results. We plan to create a Wilsonville report once Metro provides us with the information.



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