

**AGENDA**

**WILSONVILLE CITY COUNCIL MEETING  
APRIL 17, 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.

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**Executive Session is held in the Willamette River Room, City Hall, 2<sup>nd</sup> Floor**

- |                  |  |           |         |
|------------------|--|-----------|---------|
| <b>5:00 P.M.</b> | <b>EXECUTIVE SESSION</b>   | [25 min.] |         |
| A.               | Pursuant to ORS 192.660 (2)(e) Real Property Transactions<br>ORS 192.660(2)(f) Exempt Public Records<br>ORS 192.660(2)(h) Litigation |           |         |
| <b>5:25 P.M.</b> | <b>REVIEW OF AGENDA</b>  | [5 min.]  |         |
| <b>5:30 P.M.</b> | <b>COUNCILORS' CONCERNS</b>  | [5 min.]  |         |
| <b>5:35 P.M.</b> | <b>PRE-COUNCIL WORK SESSION</b>  |           |         |
| A.               | Inclusion Resolution No. 2626 (Jacobson)   | [10 min.] | Page 1  |
| B.               | Parks and Recreation Master Plan (McCarty)   | [10 min.] | Page 4  |
| C.               | Wilsonville Road Truck Traffic Count Results<br>(Kraushaar)  | [20 min.] | Page 6  |
| D.               | Frog Pond Infrastructure Funding (Neamtzu)   | [35 min.] | Page 13 |
| E.               | Basalt Creek Concept Plan (Bateschell)   | [10 min.] | Page 26 |
| <b>6:50 P.M.</b> | <b>ADJOURN</b>   |           |         |
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**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, April 17, 2017 at City Hall. Legislative matters must have

been filed in the office of the City Recorder by 10 a.m. on April 4, 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. 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.

**7:15 P.M. MAYOR'S BUSINESS**

- A. Wilsonville High School Basket Ball Team Page 29
- B. Construction Safety Week Proclamation – Bill Kalapsa Safe Building Alliance Page 30
- C. Arbor Day Proclamation (staff – Scola) Page 31
- D. Upcoming Meetings Page 32

**7:35 P.M. COUNCILOR COMMENTS**

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

**7:45 P.M. CONSENT AGENDA**

- A. **Resolution No. 2627** Page 33  
A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Change Order With Northstar Electrical Contractors Inc. For Additional Street Lighting Improvements (Capital Improvement Project #4696). (staff Mende)
- B. Minutes of the March 6, 2017 and March 20, 2017 Council Meetings. Page 38  
(staff – King)

**8:00 P.M. PUBLIC HEARING**

- A. Ordinance No. - to be continued to a date certain of June 5, 2017  
Transit Master Plan (staff – Brashear/Loomis)
- B. Continue the public hearing for the Frog Pond Master Plan to June 19, 2017. (staff – Neamtzu)

4/10/2017 1:58 PM Last Updated

**8:05 P.M. CITY MANAGER'S BUSINESS**  
Quarterly Goal Update

**8:20 P.M. LEGAL BUSINESS**

**INFORMATION ITEMS** – No Council Action Necessary.

Page 65

**8:30 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 [king@ci.wilsonville.or.us](mailto:king@ci.wilsonville.or.us)

**RESOLUTION NO. 2626**

**A RESOLUTION DECLARING THE CITY OF WILSONVILLE A WELCOMING AND INCLUSIVE CITY**

WHEREAS, the City of Wilsonville has and will continue to encourage all Wilsonville residents to thrive and advance in all aspects of community life, including education, employment, recreation, City services, and community involvement; and

WHEREAS, persons of all races, color, national origin, immigration or refugee status, religion, sex, gender identity, sexual orientation, marital status, mental, emotional, and/or physical ability, age, or economic status all collectively contribute to the health, well-being, economy, and general welfare of the Wilsonville community as families, neighbors, workers, and taxpayers; and

WHEREAS, discrimination against any group of persons can negatively impact the health, well-being, and general welfare of the City by leading to community disengagement, diminished economic and educational opportunities, increased stigmatization, and diminished physical, mental and emotional health; and

WHEREAS, the City recognizes the inherent worth and dignity of all persons and believes all should be treated with compassion and respect regardless of race, color, national origin, immigration or refugee status, religion, sex, gender identity, sexual orientation, marital status, mental, emotional, and/or physical ability, age, or economic status; and

WHEREAS, the City Council has received a significant amount of public testimony expressing concern that recent changes to federal immigration policies are generating fear and anxiety among members of the City's diverse communities; and

WHEREAS, in keeping with the City's commitment to fairness and equity, as recently expressed in the January 5, 2017 Martin Luther King Day Proclamation, Wilsonville hereby reaffirms a strong commitment to social equality, justice, and inclusion; and

WHEREAS, Oregon Governor Kate Brown's Executive Order 17-04 renews Oregon's commitment to protecting its immigrant, refugee, and religious minority residents;

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

1. The City of Wilsonville is an inclusive City that has and will continue to embrace, celebrate, and welcome the collective contributions of all persons, honoring and respecting people of every race, color, national origin, immigration or refugee status, heritage, culture, religion, sex, gender, gender identity, sexual orientation, marital status, mental and/or physical ability, age, or economic status.
2. The City will continue, in a manner consistent with the laws of the United States of America, the State of Oregon, and the City of Wilsonville, to prohibit the use of City funds, personnel, and/or equipment for the enforcement of federal immigration laws. This Resolution shall be interpreted and executed in a manner consistent with ORS 181A.20 and with 8 U.S.C. §§ 1373 and 1644. In the event this Resolution directly conflicts with either state or federal law, such directly conflicting state or federal law must control.
3. The City of Wilsonville will ensure all City services are provided regardless of immigration status. Further, City staff will not ask for or otherwise seek out an individual's immigration status as a condition of providing City services, unless the provision of such services has a legal requirement to obtain such information.
4. The City desires that all of its residents feel safe to utilize all City-owned or sponsored facilities, including the parks, Community Center, library, and SMART transit, without fear of discrimination or federal immigration enforcement or detention.
5. The Wilsonville City Council encourages all Wilsonville residents to unite and work together to promote kindness and understanding in our shared community, rejecting hatred, bigotry, and divisiveness, as this community strives to protect the freedoms held dear and granted to all by the United States Constitution. While this City Council may pass this inclusivity resolution in the hope that it is inspirational, the only true measure of its success will be in how all members of the community elect to treat each other day in and day out.
6. This Resolution becomes effective upon the date of adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this \_\_\_\_ day of April, 2017, and filed with the Wilsonville City Recorder this date.

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Tim Knapp, Mayor

ATTEST:

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Sandra C. King, MMC, City Recorder

SUMMARY OF VOTES:

Mayor Knapp

Council President Starr

Councilor Stevens

Councilor Lehan

Councilor Akervall



**CITY COUNCIL MEETING  
STAFF REPORT**

<p><b>Meeting Date:</b>  April 17, 2017</p>	<p><b>Subject:</b> Introduction of Parks and Recreation Comprehensive Master Plan and consultants, GreenPlay, LLC</p> <p><b>Staff Member:</b> Mike McCarty</p> <p><b>Department:</b> Parks and Recreation</p>	
<p><b>Action Required</b></p>	<p><b>Advisory Board/Commission Recommendation</b></p>	
<p> <input type="checkbox"/> Motion  <input type="checkbox"/> Public Hearing Date:  <input type="checkbox"/> Ordinance 1<sup>st</sup> Reading Date:  <input type="checkbox"/> Ordinance 2<sup>nd</sup> 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 checked="" type="checkbox"/> Not Applicable                 </p> <p><b>Comments:</b></p>	
<p><b>Staff Recommendation:</b> No recommendation, information only.</p>		
<p><b>Recommended Language for Motion:</b> N/A</p>		
<p><b>Project / Issue Relates To:</b> <i>[Identify which goal(s), master plans(s) your issue relates to.]</i></p>		
<p><input type="checkbox"/> Council Goals/Priorities</p>	<p><input checked="" type="checkbox"/> Adopted Master Plan(s)</p>	<p><input type="checkbox"/> Not Applicable</p>

**ISSUE BEFORE COUNCIL:** Introduction of Parks and Recreation Comprehensive Master Plan and brief statement from consultant GreenPlay, LLC

**EXECUTIVE SUMMARY:** After completing the RFP process, the City has entered into an agreement with GreenPlay, LLC to conduct a Parks and Recreation Comprehensive Master Plan

for our community. GreenPlay is a nationally renowned consulting business that has completed similar Parks and Recreation plans across the country. The City of Wilsonville's plan will commence tomorrow April 18<sup>th</sup> with stakeholder interviews, focus group meetings and wraps up the first three days with a citywide Public Open House Thursday evening April 20<sup>th</sup> from 6pm-8pm in Council Chambers. Wilsonville's Master Plan will concentrate heavily on citizen input with plenty of opportunities for residents to voice their ideas. Included with the information gathered from initial meetings listed above there will be an on-line survey available to all residents, and a letter sent to 3,000 individuals picked at random. In addition a QR Code will be posted on all marketing material and available at popular City gathering spots such as the Library, ball fields, Dog Park and certain Special Events. The entire Master Plan process will be completed in approximately one year's time.

**EXPECTED RESULTS:** N/A

**TIMELINE:** N/A

**CURRENT YEAR BUDGET IMPACTS:** Funds for the Master Plan are available in fiscal year budgets 16-17 and 17-18

**FINANCIAL REVIEW / COMMENTS:**

Reviewed by:      Date:

**LEGAL REVIEW / COMMENT:**

Reviewed by:      Date:

**COMMUNITY INVOLVEMENT PROCESS:**

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

**ALTERNATIVES:**

**CITY MANAGER COMMENT:**

**ATTACHMENTS:**



## CITY COUNCIL MEETING WORK SESSION - STAFF REPORT

<b>Meeting Date:</b> April 17, 2017		<b>Subject:</b> Wilsonville Road Update – Reporting Data Collected 90 Days After No Thru Truck Signage Installed <b>Staff Member:</b> Nancy Kraushaar, PE <b>Department:</b> Community Development	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> 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		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable	
		<b>Comments:</b>	
<b>Staff Recommendation:</b> Staff recommends that Council receive an update on Wilsonville Road traffic count and speed data collected following the 90-day trial period since the No Thru Truck signage was installed.			
<b>Recommended Language for Motion:</b> n/a			
<b>Project / Issue Relates To:</b> <i>[Identify which goal(s), master plans(s) your issue relates to.]</i>			
<input type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable	

### ISSUE BEFORE COUNCIL:

In October 2016, the City Council adopted Ordinance No. 798 authorizing the City to restrict semi-trucks from using Wilsonville Road as a cut-through route between I-5 and I-205. Staff will present follow-up traffic count and speed data.

**EXECUTIVE SUMMARY:**

In response to citizen concerns, Council adopted Ordinance No. 798 (see **Attachment 1**) that amended Chapter 5, Vehicles and Traffic, to prohibit trucks – with exceptions – larger than single unit trucks from driving on the segment of Wilsonville Road located between Town Center Loop East and Boeckman Road. Council directed staff to install No Thru Truck signs to warn drivers of the restriction for a 90-day trial period and then collect traffic data to measure resulting changes.

In February 2017, following the 90-day trial period, traffic volume, vehicle classification, and speed data were collected by Quality Counts, LLC over a 3-day period. The resulting information for average daily traffic (ADT), truck traffic, and speed is summarized in **Attachment 2** along with corresponding historic data from 2011 through 2016.

In comparing 2016 to 2017, some of the data appear to be anomalous when comparing the data from the different locations. For example, the data indicate; a slight reduction in ADT between Landover and Wagner (from 7224 to 7188) and a significant increase in truck traffic (from 383 to 574) at this location. Also, the Meadows Parkway/Meadows Loop data is curious with an increase in ADT and slight decrease in trucks. It is somewhat difficult to correlate the truck data along the corridor. This inconsistency leads staff to question the data's reliability – particularly in differentiating vehicle types. However, staff believes the information is sufficient to reach some general conclusions.

Considering the anomalies, data appear to generally indicate:

- The ADT has increased approximately 1 to 2 percent on the corridor between April 2016 and February 2017.
- The average daily truck volumes are significantly less at Rose Lane (596) compared to Holly-Rebekah (912) around the Town Center and Village at Main.
- The average truck count for vehicle types impacted by Ordinance No. 798 has not significantly changed.
- The 85<sup>th</sup> speed remains 36 to 39 mph (posted speed limit is 35 mph), and the average speed remains 30 to 34 mph.

**CITY MANAGER COMMENT:**

**ATTACHMENTS:**

Attachment 1 – Ordinance No. 798

Attachment 2 – February 2017 Wilsonville Road Data Summary

**ORDINANCE NO. 798**

**AN ORDINANCE OF THE CITY OF WILSONVILLE AMENDING WILSONVILLE CODE CHAPTER 5, SECTION 5.035 AND ADDING NEW SECTIONS 5.600, 5.601 AND 5.602**

WHEREAS, the City of Wilsonville (“City”) has road authority of City-owned streets located within Wilsonville city limits and may prohibit the operation of trucks upon any of its roads that are not designated by it as a truck route for good cause, so long as trucks have another viable route to reach their destination; and

WHEREAS, members of the public have provided testimony to request that, for public safety reasons, the City restrict truck traffic in the area described below; and

WHEREAS, the City is concerned with truck traffic cutting through residential neighborhoods, causing noise, vibration, and safety hazards for residents; and

WHEREAS, the City desires that trucks not delivering products in Wilsonville not use Wilsonville roads as a cut through from I-5 to I-205, or vice versa; and

WHEREAS, there are other viable unrestricted roadways in and around Wilsonville to allow trucks to reach their destination with less safety concerns and less neighborhood disturbance;

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

1. Wilsonville Code **Section 5.035 Definitions** is hereby amended to add the following definition of “**Truck**”:

*“Truck means any heavy motor vehicle with a cab and a trailer designed for carrying or pulling loads, excluding pick-up trucks used for non-commercial purposes.”*

2. The following **Sections 5.600, 5.601, and 5.602** are hereby added to **Chapter 5 VEHICLES AND TRAFFIC** of the Wilsonville City Code:

***“5.600 No Through Truck Traffic***

*The City hereby prohibits trucks larger than single unit trucks from driving on the following street segment: The segment of Wilsonville Road located between Town Center Loop East and Boeckman Road (“Restricted Truck Zone”), subject only to*

*the exceptions listed in **Section 5.601**. Prohibited trucks are those shown as numbers 8, 9, 10, 11, 12, and 13 on **Exhibit A**, attached hereto and incorporated by reference herein, and commonly referred to as a Truck with a cab and a trailer or multiple trailers.*

**“5.601 Exceptions to Truck Prohibition**

*Nothing in the Wilsonville City Code at **Section 5.600** shall prohibit any of the following trucks from traveling in the Restricted Truck Zone:*

- (a) School and mass transit buses;*
- (b) Trucks collecting solid waste or recyclables within the City of Wilsonville;*
- (c) Emergency vehicles of any nature;*
- (d) Utility trucks and City of Wilsonville trucks;*
- (e) Any single unit Truck of any size;*
- (f) Any Trucks, of any size, that are picking up, delivering to, or servicing a location within the Restricted Truck Zone;*
- (g) Personal recreational vehicles (RVs);*
- (h) Mail delivery trucks delivering within the City of Wilsonville.*

**“5.602 Civil Penalties**

*Any person who violates **Section 5.600** commits a civil infraction punishable by a fine of up to \$500 and/or may be cited for violation of ORS 811.450. Each incident shall constitute a new violation.”*

3. The City Recorder is directed to amend Wilsonville Code Chapter 5, as approved above, and to make such format, style, and conforming changes to match the format and style of the Vehicles and Traffic Section of the Wilsonville Code.
4. Except as set forth above, Chapter 5 of the Wilsonville Municipal Code remains in full force and effect, as written.

SUBMITTED to the Wilsonville City Council and read for the first time at a meeting thereof on the 3<sup>rd</sup> day of October, 2016, and scheduled for second reading on

October 17, 2016 commencing at the hour of 7 p.m., at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon.

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Sandra C. King, MMC, City Recorder

ENACTED by the City Council on the 17TH day of October, 2016, by the following votes:                      Yes: -4-                      No: -0-

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Sandra C. King, MMC, City Recorder

DATED and signed by the Mayor this \_\_\_\_\_ day of October, 2016.

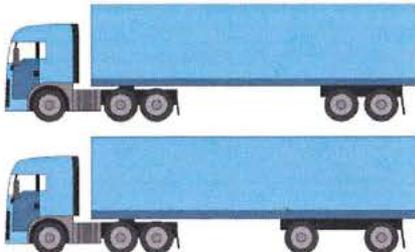
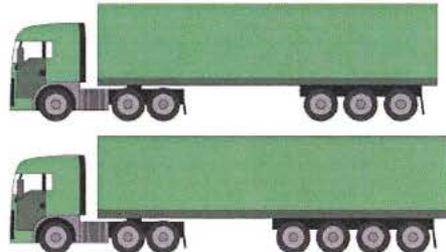
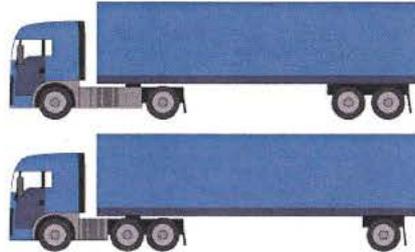
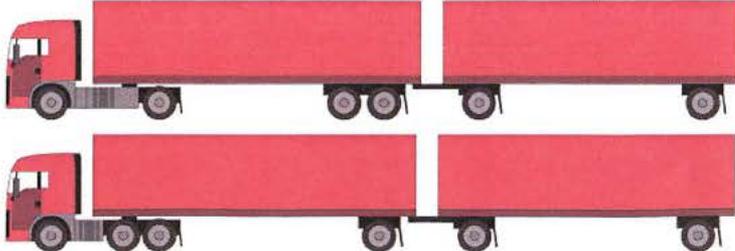
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TIM KNAPP, MAYOR

**SUMMARY OF VOTES:**

- Mayor Knapp - Yes
- Council President Starr - Yes
- Councilor Fitzgerald - Excused
- Councilor Stevens - Yes
- Councilor Lehan -Yes

Attachments: Exhibit A – FHWA Vehicle Classifications

FHWA Vehicle Classifications			
<p><b>1. Motorcycles</b> 2 axles, 2 or 3 tires</p> 	<p><b>2. Passenger Cars</b> 2 axles, can have 1- or 2-axle trailers</p> 	<p><b>3. Pickups, Panels, Vans</b> 2 axles, 4-tire single units Can have 1 or 2 axle trailers</p> 	<p><b>4. Buses</b> 2 or 3 axles, full length</p> 
<p><b>5. Single Unit 2-Axle Trucks</b> 2 axles, 6 tires (dual rear tires), single-unit</p> 	<p><b>6. Single Unit 3-Axle Trucks</b> 3 axles, single unit</p> 	<p><b>7. Single Unit 4 or More-Axle Trucks</b> 4 or more axles, single unit</p> 	<p><b>8. Single Trailer 3- or 4-Axle Trucks</b> 3 or 4 axles, single trailer</p> 
<p><b>9. Single Trailer 5-Axle Trucks</b> 5 axles, single trailer</p> 	<p><b>10. Single Trailer 6 or More-Axle Trucks</b> 6 or more axles, single trailer</p> 		<p><b>8. Single Trailer 3- or 4-Axle Trucks</b> 3 or 4 axles, single trailer</p> 
<p><b>11. Multi-Trailer 5 or Less-Axle Trucks</b> 5 or less axles, multiple trailers</p> 	<p><b>12. Multi-Trailer 6-Axle Trucks</b> 6 axles, multiple trailers</p> 		
<p><b>13. Multi-Trailer 7 or More-Axle Trucks</b> 7 or more axles, multiple trailers</p> 			

## February 2017 Wilsonville Road Data Summary

## Staff Report - Attachment 2

ADT = Average Daily Trips

Prepared by: Nancy Kraushaar, PE

ADT Trucks = Average Daily Trucks (or Restricted Trucks)

4/4/2017

ADT% Trucks = Average Daily Percent Trucks (or Restricted Trucks)

### 2013-2017 Vehicle Trips, Truck Trips, and Speed Summary

Location	Year	Date	ADT	ADT Trucks (1)	ADT% Trucks	85% Speed (3)	Avg Speed
Landover-Wagner	2017	Feb 14-16	7188	574	7.9%	38 mph	33 mph
Landover-Wagner	2016	April 26-28	7224	383	5.3%	39 mph	34 mph
Landover	2015	Mar 31-Apr 6	---	---	---	39 mph	---
Landover	2014	April 1-3	6532	398	6.1%	39 mph	34 mph
Landover	2013	June 12-18	---	---	---	38 mph	---
Meadows Pkwy/Meadows Lp	2017	Feb 14-16	7541	418	5.5%	36 mph	30 mph
Meadows Pkwy/Meadows Lp	2016	April 26-28	7449	421	5.6%	37 mph	30 mph
Rose Lane	2017	Feb 14-16	9902	596	6.0%	39 mph	34 mph
Rose Lane	2016 (2)	April 26-28	9719	379	3.9%	39 mph	34 mph
Rose Lane	2015	Mar 31-Apr 6	---	---	---	40	---
Rose Lane	2013	June 12-18	---	---	---	40	---
Rose Lane	2011	Oct 29-Nov 4	---	---	---	---	---
Holly-Rebekah	2017	Feb 14-16	15488	912	5.8%	33 mph	27 mph
Holly-Rebekah	2016 (2)	April 26-28	14729	355	2.4%	29 mph	24 mph

Notes:

1. Truck data is for single unit 2-axle (2-axle/6 tire - dual rear tires) and greater based on FHWA Vehicle Classifications.
2. 2016 Rose Lane and Holly-Rebekah data for truck count may not be accurate.
3. Posted speed is 35 mph.

### 2016-2017 Vehicle Trips, Truck Trips, and Restricted Truck Trips Summary

Location	Year	Date	ADT	ADT Trucks	ADT% Trucks	ADT Restricted Trucks	ADT% Restricted Trucks
Landover-Wagner	2017	Feb 14-16	7188	574	7.9%	48	0.7%
Landover-Wagner	2016	April 26-28	7224	383	5.3%	47	0.7%
Meadows Pkwy/Meadows Lp	2017	Feb 14-16	7541	418	5.5%	46	0.6%
Meadows Pkwy/Meadows Lp	2016	April 26-28	7449	421	5.6%	60	0.8%
Rose Lane	2017	Feb 14-16	9903	596	6.0%	46	0.5%
Rose Lane	2016 (2)	April 26-28	9719	379	3.9%	51	0.5%

Notes:

1. Truck data is for single unit 2-axle (2-axle/6 tire - dual rear tires) and greater based on FHWA Vehicle Classifications.
2. Restricted Trucks are defined by City of Wilsonville Ordinance 798 enacted in October 2016.



**CITY COUNCIL  
WORK SESSION – STAFF REPORT**

<b>Meeting Date:</b> April 17, 2017		<b>Subject:</b> Work session on Frog Pond West Infrastructure Funding Plan <b>Staff Member:</b> Chris Neamtzu, Planning Director <b>Department:</b> Community Development	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input 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  <b>Comments:</b> This is a work session to inform the Council and obtain policy direction regarding infrastructure funding for Frog Pond West.	
<b>Staff Recommendation:</b> NA			
<b>Recommended Language for Motion:</b> NA			
<b>Project / Issue Relates To:</b>			
<input checked="" type="checkbox"/> Council Goals/Priorities Adopt the Frog Pond West Master Plan	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:** On March 8, 2017, the Planning Commission voted unanimously to recommend approval of the Frog Pond West Master Plan and associated Comprehensive Plan and Zoning amendments. The Frog Pond West Infrastructure Funding Plan is a key implementing element of the Master Plan. There has been extensive, collaborative work between the project team, property owners, and developers; this work session will provide a briefing on those discussions, remaining items to be resolved, and potential policy direction from Council. Following the work session, staff will continue discussions with property owners and developers. The public hearing on the Frog Pond West Master Plan is requested to be continued to June 19<sup>th</sup> in order to allow for additional coordination with partners.

**EXECUTIVE SUMMARY:**

The purpose of the Frog Pond West Infrastructure Funding Plan is to:

- **Describe strategies and options that provide adequate funding** to complete infrastructure (transportation, water, sewer, parks, and stormwater) requirements in a timely manner
- **Increase certainty** for all parties regarding the projects, costs, resources, and timing required to make Frog Pond West a success
- **Provide flexibility** by identifying both primary strategies and tools for funding, as well as additional alternatives, tools, and approaches that could be implemented over time
- **Provide an equitable distribution** of costs and benefits of infrastructure

**EXPECTED RESULTS:**

Adoption of the Frog Pond West Infrastructure Funding Plan, which will be a component of the Master Plan, sets the stage for the implementing ordinances, development agreements, and other specific instruments that will be required to begin development of the neighborhood.

**TIMELINE:**

The Planning Commission completed its public hearing and recommendation on the Frog Pond West Master Plan on March 8<sup>th</sup>. A Council hearing is anticipated for June, 2017.

**CURRENT YEAR BUDGET IMPACTS:**

The Frog Pond West Master Plan is included in this year's budget, funded by the City's General Fund.

**FINANCIAL REVIEW / COMMENTS:**

Reviewed by:      Date:

**LEGAL REVIEW / COMMENT:**

Reviewed by: ARG      Date: 4/6/17

**COMMUNITY INVOLVEMENT PROCESS:**

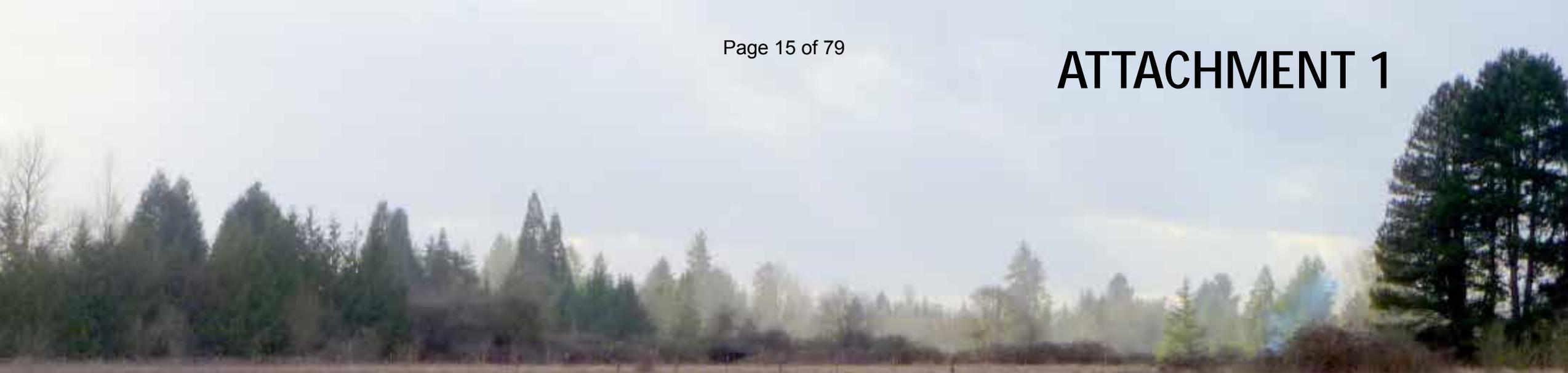
Throughout the Master Plan work session process there has been excellent collaboration between the project team, the Planning Commission and interested parties. For the Frog Pond West Infrastructure Funding Plan, staff has had eight meetings with developers and property owners - sharing ideas, cost estimates and strategies. The Planning Commission also had a high-level discussion of infrastructure funding and listened to testimony on the subject from developers and property owners. As the project enters the final public hearing phase, there will be additional opportunities for community involvement.

**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. A sound infrastructure funding plan will provide certainty for the community and the City regarding how costs are being allocated and City funds are being invested.

**ALTERNATIVES:** The team has evaluated many options as the Frog Pond West Infrastructure Funding Plan has been developed.

**CITY MANAGER COMMENT:**

**ATTACHMENT:** Attachment 1 – PowerPoint Presentation dated April 5, 2017



# Frog Pond West Infrastructure Funding Plan

April 5, 2017

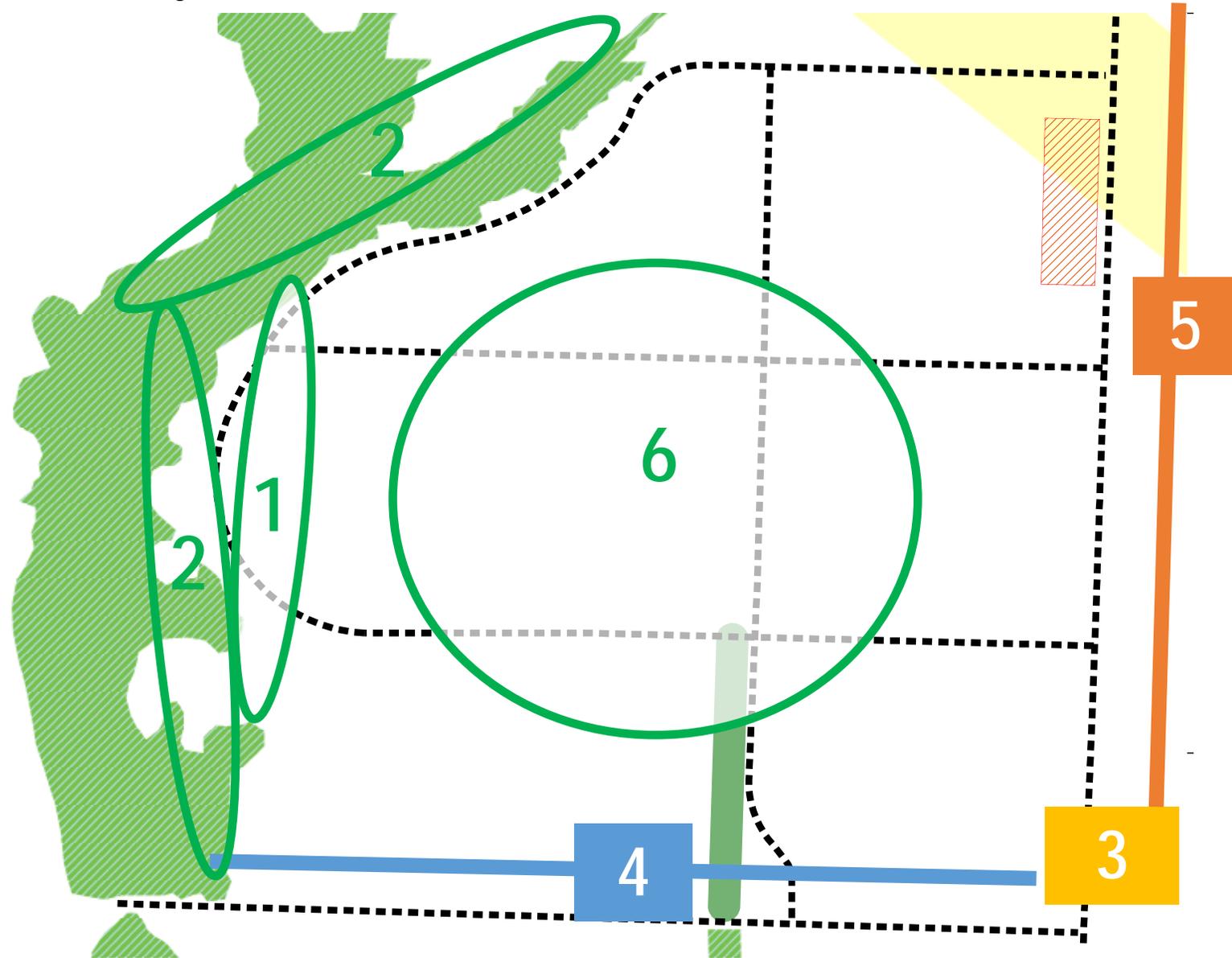
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# Master Plan Projects Focus of Funding Plan

1. Linear Park
2. Boeckman Trail
3. Boeckman-Stafford intersection
4. Boeckman Road including sanitary sewer
5. Stafford Road including sanitary sewer and water
6. Neighborhood Park

## *Off-site Infrastructure*

- Boeckman Bridge



# Focus on On-Site Master Plan Projects

- Projects are too large and costly for any single developer to fund or complete individually
- How can these projects be completed and funded so that:
  - Developer/property owners complete projects, if possible
  - Funding gaps are filled, carrying costs minimized
  - Costs are equitably distributed
  - Projects are completed in a timely manner
  - Projects do not negatively impact the greater community or other City projects



# Funding Summary

Project	Total	Who Builds	Proposed Funding Sources	Notes / Amounts	
Linear Park	\$1,143,000	City/Developers	SDCs	Land Improvements	\$588,000 \$555,000
Boeckman Trail	\$850,000	City/Developers	SDCs		
Boeckman/Stafford Intersection	\$900,000	School District	School, SDCs, potentially other	Under construction	
Boeckman Road with sanitary sewer	\$3,551,000	Developers	SDCs, Developers, School, and supplemental charge	South side North side	\$1.49 million \$2.06 million
Stafford Road with water and sanitary sewer	\$3,100,000	City	SDCs, supplemental charge for local portion	West side only, east side pending UGB expansion	
Neighborhood Park	\$2,341,000	City	Supplemental charge	Land	\$980,000 Improvements \$1,361,000
	<b>\$11,885,000</b>				



# Total Supplemental Charges for Frog Pond West Development\*

Boeckman Road (w/o sewer pipe)	Boeckman Road Sewer	Stafford Road (w/o sewer/water)	Stafford Road Water/ Sewer	Neighborhood Park	Boeckman Bridge (\$0 to \$14 M Unfunded)	Total Supplemental Charges
\$2,403	\$863	\$3,704	\$1,266	\$5,180	\$0-\$2,254	\$13,416 - \$15,670

\*Charges for Boeckman Road improvements are at private sector costs

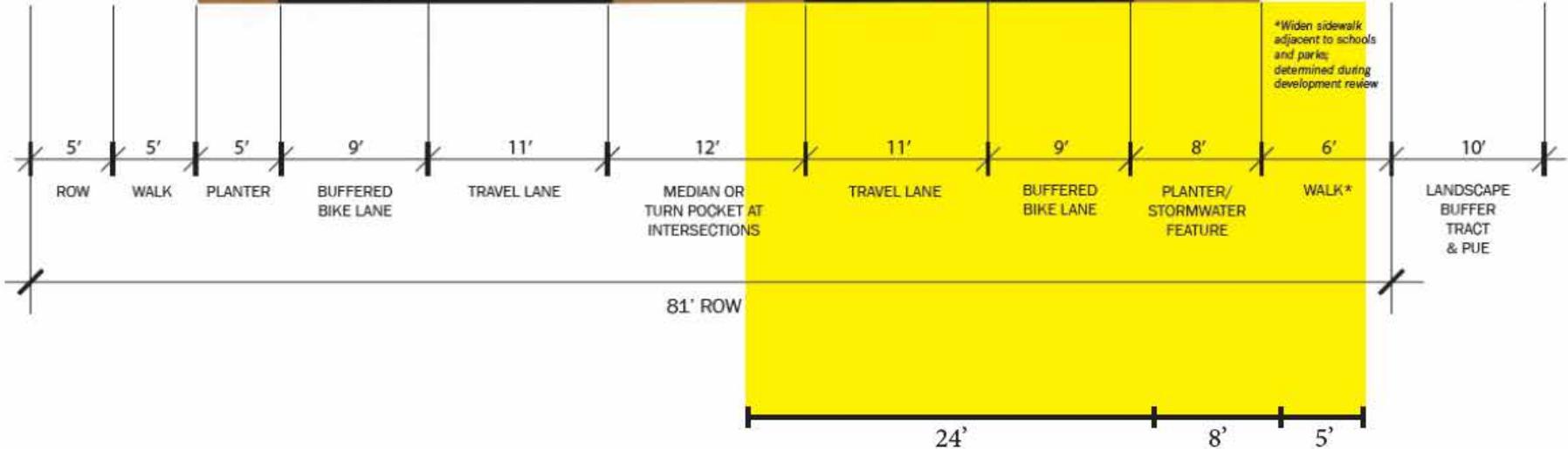


# Master Plan Project: Boeckman Road (with sanitary sewer)

- Project which is the main subject of this presentation
- City will pay for the south half of Boeckman Road using city-wide SDCs (estimated cost \$1.5 million)
- Funding of north half of Boeckman Road discussed herein



# Current City Policy: Boeckman Road



24' 8' 5'

Developer Responsibility  
"Local Portion"

Roadway may include other oversize elements (e.g., additional structural section.) <sup>7</sup>



# Master Plan Project 4: Boeckman Road-Policy Considerations

- Equitable distribution of cost throughout Frog Pond West (recommendation of Planning Commission)
- Distribution of cost through a Reimbursement District
- Construction costs to be reimbursed as lots are developed; gap needs to be carried until fully reimbursed
- Require completion of Boeckman Road by date certain (such as October 15, 2020) or by number of lots
- Construct in one or two phases to minimize cost and disruption
- Eligible for Street and Sewer SDC credits for oversizing and additional pavement



# Master Plan Project 4:

## Developer-Initiated Option - Boeckman Rd. Reimbursement District

- At private sector cost, the north half of Boeckman Road is estimated to cost \$1,380,000 – if public sector cost, assume approximately 25% greater

A. Total Cost-Boeckman ½ Street	B. Maximum Street SDC Credits	C. Net Cost (A-B)	D. Total EDUs at 80% Build-out	E. Supplemental Street SDC for Boeckman (C/D)
\$1,380,000	\$100,000	\$1,280,000	533	\$2,403*

- At private sector cost, the sanitary sewer for the north half of Boeckman Road is estimated to cost \$680,000 (Total Cost for Road and Sewer \$2,060,000)

A. Total Cost-Sewer	B. Maximum Sewer SDC Credits	C. Net Cost (A-B)	D. Total EDUs at 80% Build-out	E. Supplemental Sewer SDC for Boeckman (C/D)
\$680,000	\$260,000	\$420,000	485**	\$863*

\* The exact supplemental charge amount is slightly different; it was calculated on numbers rounded to the nearest dollar rather than the nearest ten thousand dollars.

\*\* There are fewer Equivalent Dwelling Units because EDUs are calculated for the School District property differently depending on the type of system.



# Total Current SDC plus Supplemental Charges for Frog Pond West Development

Current SDCs	Boeckman Road (w/o sewer)	Boeckman Road Sewer	Stafford Road (w/o sewer/water)	Stafford Road Water/ Sewer	Neighborhood Park	Boeckman Bridge (\$0 to \$14M unfunded)	Total
\$25,388	\$2,403	\$863	\$3,704	\$1,266	\$5,180	\$0-\$2,254	\$38,804-\$41,058

## Policy Considerations for Council Regarding Boeckman Road:

1. Developer or City to initiate reimbursement district, construct Boeckman Road, and be reimbursed by each lot for the cost of building Boeckman Road. Costs increase for a public build of Boeckman.
2. Delay Boeckman Road construction to 2020 or a lot number threshold to secure revenue from per lot reimbursements and reduce funding gap to be carried by initiator.



# Next Steps

- Explore general infrastructure charge versus specific dedicated SDCs
- Explore how City Transportation SDC update could increase the City's flexibility to initiate a reimbursement district within the next several years
- Continue conversations with development partners
- May and June updates and adoption timeline





**CITY COUNCIL MEETING  
WORK SESSION - STAFF REPORT**

<b>Meeting Date:</b>  April 17, 2017		<b>Subject:</b> Basalt Creek Concept Plan	
		<b>Staff Member:</b> Miranda Bateschell	
		<b>Department:</b> Community Development Department	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> 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		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable	
		<b>Comments:</b>	
<b>Staff Recommendation:</b> N/A			
<b>Recommended Language for Motion:</b> N/A			
<b>Project / Issue Relates To:</b> <i>[Identify which goal(s), master plans(s) your issue relates to.]</i>			
<input checked="" type="checkbox"/> Council Goals/Priorities Basalt Creek Concept Plan	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:**

Staff will provide an update and next steps for the Basalt Creek Concept Plan.

**EXECUTIVE SUMMARY:**

Since 2011, the Cities of Wilsonville and Tualatin, Washington County, and Metro have been working together to implement an Intergovernmental Agreement (IGA) to concept plan the Basalt Creek Planning Area. After five joint Council work sessions and two Public Open Houses,

a preferred Basalt Creek Land Use Concept Plan was completed in September 2016, presenting a proposed jurisdictional boundary in conjunction with ten considerations for success.

On February 13, 2017, the Tualatin City Council, at a council work session, provided Tualatin city staff with direction to modify the previously agreed upon preferred Basalt Creek Land Use Concept Plan to show the Basalt Creek central subarea as residential on the Tualatin side of the conditional jurisdictional boundary. On March 20, 2017, Wilsonville City Council expressed concern over the residential designation, remained committed to providing employment opportunities in the Basalt Creek planning area, and directed city staff to communicate the Council discussion with the IGA partners.

Since the March 20, 2017 City Council meeting, city staff has conducted two site visits to properties in the “central subarea.” The City has commissioned a development feasibility analysis for the central subarea to determine what types of employment uses, if any, would be achievable. Staff has coordinated with Metro on this study and shared the scope with all partners to the IGA. Staff anticipates having findings to present to Council in May. In addition, a meeting is scheduled between the city managers and staff, director of land use and transportation at the county, and chief operating officer of Metro. Finally, staff also received information from representatives of a property owner in the central subarea the day prior to the March 20 Council work session; this information was summarized in the presentation, but later e-mailed to Council for further review.

**EXPECTED RESULTS:**

City Council informed of next steps for the Basalt Creek Concept Plan.

**TIMELINE:**

Staff will return to Wilsonville City Council on May 1 with results of the development feasibility analysis.

**CURRENT YEAR BUDGET IMPACTS:**

The City of Tualatin received approximately \$350K from Metro’s Construction Excise Tax (CET) grant program to perform concept planning. The current scope of work and budget with the consultant and as outlined with Metro under the CET grant program does not include additional funds for analysis of additional land use alternatives. The City of Wilsonville has, and will continue to, invest staff time into the process.

**FINANCIAL REVIEW / COMMENTS:**

n/a

**LEGAL REVIEW / COMMENT:**

n/a

**COMMUNITY INVOLVEMENT PROCESS:**

The project includes participation from affected residents, businesses, and property owners. Two open houses were held to engage and inform the public about the project. Additionally, the website is updated to reflect the most recent work and staff sends out monthly updates to an

interested parties list and property owners via email and U.S. postal mail.

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:**

The Basalt Creek area is important for the long-term growth of Tualatin, Wilsonville, and the Metro region. Conducting a thorough and thoughtful planning process will identify and resolve each city's vision for the area and potential impacts on the community. The Basalt Creek area presents an opportunity to maximize assessed property value, integrate jobs and housing, develop efficient transportation and utility systems, create an attractive residential and business community, incorporate natural resource areas, and provide recreational opportunities as community amenities and assets.

**ALTERNATIVES:**

N/A

**CITY MANAGER COMMENT:**

**Proclamation**  
***Wilsonville Wildcats Week***  
**April 17–23, 2017**

**WHEREAS**, The residents of Wilsonville honor the students, faculty, and administration of Wilsonville High School for their commitment to emphasize academics in the classroom, and skill and respect for their opponents on the court or on the field, and;

**WHEREAS**, The success of the Wilsonville Wildcats Boys Varsity Basketball team is indicative of the High School's overall commitment to athletic and academic excellence, and sportsmanship, and;

**WHEREAS**, The Wildcats Boys Varsity Basketball team displayed outstanding academic achievement by placing 4<sup>th</sup> in the state for the 5A Boys Basketball Academic All-State Awards with an average GPA of 3.56, and;

**WHEREAS**, The 2016-17 Wildcats Boys Varsity Basketball team finished the season as Northwest Oregon Conference Champions with a conference record of 14-0, and an overall record of 27-1, and;

**WHEREAS**, On Saturday, March 10, 2017, the Wilsonville High School Boys Varsity Basketball team under the leadership of head coach, Chris Roche, earned the title of State Champions for the second year in a row, and;

**WHEREAS**, Wildcat players Zach Reichle and Harrison Steiger were named to the 2017 OSAA 5A Boys Basketball First Team All-Tournament, and;

**WHEREAS**, Oregon State Beaver-signee, Zach Reichle, was named as the Northwest Oregon Conference Player of the Year, and the 2016-17 Gatorade Boys Basketball Player of the Year for the state of Oregon; Zach Reichle and Harrison Steiger were named to the 2017 First Team All-Northwest Oregon Conference; Jack Roche and Caleb Larsen were named to the Second and Third All-Conference Teams respectively, and; Coach Chris Roche was named the Northwest Oregon Conference Coach of the Year, and;

**WHEREAS**, The 2016-17 Wildcats Boys Varsity Basketball team showed courage, commitment, determination, and competitive drive throughout the season. Their success on the floor and in the classroom brought positive exposure to our city, created a high-level of community pride, and served as an inspiration to all of Wilsonville.

**NOW, THEREFORE, the Wilsonville City Council proclaims April 17–23, 2017, as: “WILSONVILLE WILDCATS WEEK”**

The Wilsonville City Council commends the passion, enthusiastic support, and sportsmanship demonstrated by Wilsonville High School students, parents, and community members; and, we congratulate the members of the 2016-17 Wildcats Boys Varsity Basketball team for winning back-to-back State Championships.

**IN WITNESS WHEREOF**, We set our hands and cause the seal of the City of Wilsonville to be affixed this 17th day of April, 2017.

\_\_\_\_\_  
**Mayor Tim Knapp**

\_\_\_\_\_  
**Council President Scott Starr**

\_\_\_\_\_  
**Councilor Susie Stevens**

\_\_\_\_\_  
**Councilor Charlotte Lehan**

\_\_\_\_\_  
**Councilor Kristin Akervall**

**PROCLAMATION  
CONSTRUCTION INDUSTRY SAFETY WEEK  
MAY 1 – 7, 2016**

Whereas, construction is vital to our strong local economy yet remains one of the most dangerous professions; and

Whereas, the nature of the industry is fluid with craftspeople moving from firm to firm and project to project; and

Whereas, with proper planning, communication and controls, it is possible to eliminate injuries and incidents from construction sites; and

Whereas, no innovation in safety should be proprietary in order to send every worker across the region home safely after every shift; and

Whereas, local private and public owners in Wilsonville have been national leaders in construction safety and have the opportunity to demonstrate leadership once again; and

Whereas, a diversity of stakeholders will enrich the dialogue and accelerate the adoption of best practices; and

Whereas, SafeBuild Alliance, a local non-profit advocating Zero Incidents through Collaboration has encouraged all members of the building community to share and learn in safety from one another; and

Whereas, every day should include a focus on safety, a coordinated annual event across the region serves to heighten awareness;

Now, therefore, I, Tim Knapp, Mayor of the City of Wilsonville do hereby proclaim May 1-7 2016 to be:

**CONSTRUCTION INDUSTRY SAFETY WEEK**

in Wilsonville Oregon and encourage all residents to observe this week.

---

Tim Knapp, Mayor  
Signed: April 18, 2016

**CITY OF WILSONVILLE  
2017 ARBOR DAY PROCLAMATION**

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and Arbor Day is now observed throughout the nation and the world, and

WHEREAS, trees reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal, and

WHEREAS, Wilsonville has been recognized as a Tree City USA by the National Arbor Day Foundation and desires to continue its tree-planting practices.

NOW, THEREFORE, I, Tim Knapp, Mayor of the City of Wilsonville, urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

Further, I encourage all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Dated this 17th day of April 2017

\_\_\_\_\_  
Tim Knapp, Mayor

# **CITY COUNCIL ROLLING SCHEDULE**

## **Board and Commission Meetings 2016**

**Items known as of 04/10/17**

### **APRIL**

<b>DATE</b>	<b>DAY</b>	<b>TIME</b>	<b>EVENT</b>	<b>LOCATION</b>
4/17	Monday	7 p.m.	City Council Meeting	Council Chambers
4/18	Tuesday	10 a.m.	Tourism Promotion Committee	City Hall
4/24	Monday	6:30 p.m.	DRB Panel B - Cancelled	Council Chambers
4/26	Wednesday	6:30 p.m.	Library Board	Library
4/27	Thursday	10 a.m.	Tourism Promotion Committee	City Hall

### Community Meetings / Events

4/20	Citizens Academy	6 p.m.	City Hall
5/20	Bulky Waste Day	9 a.m.	Republic Services



**CITY COUNCIL MEETING  
STAFF REPORT**

<p><b>Meeting Date:</b> April 17, 2017</p>	<p><b>Subject: Resolution 2627</b> Change Order #1 Approval – Northstar Electrical Contractors Streetlight Infill Contract (CIP 4696)</p> <p><b>Staff Member:</b> Eric Mende, Capital Projects Engineering Manager</p> <p><b>Department:</b> Community Development</p>	
<p><b>Action Required</b></p>	<p><b>Advisory Board/Commission Recommendation</b></p>	
<p><input checked="" type="checkbox"/> Motion  <input type="checkbox"/> Public Hearing Date:  <input type="checkbox"/> Ordinance 1<sup>st</sup> Reading Date:  <input type="checkbox"/> Ordinance 2<sup>nd</sup> 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</p>	<p><input type="checkbox"/> Approval  <input type="checkbox"/> Denial  <input type="checkbox"/> None Forwarded  <input checked="" type="checkbox"/> Not Applicable</p> <p><b>Comments:</b></p>	
<p><b>Staff Recommendation:</b> Staff recommends that Council approve Resolution No. 2627.</p>		
<p><b>Recommended Language for Motion:</b> Approve on Consent. Alternatively: I move to approve Resolution No. 2627.</p>		
<p><b>Project / Issue Relates To:</b> <i>[Identify which goal(s), master plans(s) your issue relates to.]</i></p>		
<p><input type="checkbox"/> Council Goals/Priorities</p>	<p><input type="checkbox"/> Adopted Master Plan(s)</p>	<p><input checked="" type="checkbox"/> Not Applicable</p>

**ISSUE BEFORE COUNCIL:**

Approval of Contract Change Order #1 for \$152,000 to Northstar Electrical Contractors, to add-back bid line item #4 (Parkway Center Drive) of Streetlight Infill Project which had previously been deleted due to lack of funding.

**EXECUTIVE SUMMARY:**

In August 2016, City Council approved Resolution 2600, authorizing a contract with Northstar Electrical Contractors for \$210,000. The scope of work included installing streetlights along two road segments currently lacking street light coverage: Boones Ferry Road between 95<sup>th</sup> Street and Day Road, and Boeckman Road from Boberg Street to Parkway Drive. While the City had identified infill projects that totaled approximately \$463,000, funding was limited because the City was also investigating the timing, scope and cost of converting City streetlights to LED.

Through the budget process, it has become apparent that the timing of the LED conversion project is still under discussion, and the 2016-17 year-end estimated spending on the LED project will be under budget. Staff proposes to redirect the underspent LED funds to complete infill work on Parkway Center Drive. This will increase the existing contract with Northstar by \$152,000. The bid documents for the Streetlight infill project included this project in the event funds became available, and this increase to the contract allows Northstar to proceed. The infill project will then be completed this fiscal year and the need to re-budget and re-bid this streetlight infill work in a future year will be avoided, saving staff time. Staff does not expect any additional add-backs from the original bid.

**EXPECTED RESULTS:**

Better lighting, and therefore safer travel for the public including bicycles and pedestrians.

**TIMELINE:**

Contract completion by June 30, 2017.

**CURRENT YEAR BUDGET IMPACTS:**

While the Streetlight Fund overall has adequate appropriation, a technical budget adjustment will be necessary to transfer budget from project #4722 to #4696.

**FINANCIAL REVIEW / COMMENTS:**

Reviewed by: S.Cole Date: 4/10/17

**LEGAL REVIEW / COMMENT:**

Reviewed by: B.Jacobson Date: 4/10/17

**COMMUNITY INVOLVEMENT PROCESS:** None

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

Better lighting, safer streets.

**ALTERNATIVES:**

**CITY MANAGER COMMENT:**

**ATTACHMENTS:**

Resolution No. 2627

**RESOLUTION NO. 2627**

**A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING THE CITY MANAGER TO EXECUTE A CHANGE ORDER WITH NORTHSTAR ELECTRICAL CONTRACTORS INC. FOR ADDITIONAL STREETLIGHTING IMPROVEMENTS (CAPITAL IMPROVEMENT PROJECT #4696)**

WHEREAS, in August 2016 the City solicited competitive Proposals from qualified contractors for the construction of the Streetlight Infill 2016 project (the “Project”) in accordance with the State of Oregon Public Contracting Rules and the City of Wilsonville Municipal Code; and

WHEREAS, Northstar Electrical Contractors Inc. (the “Contractor”) was the lowest responsible bidder, at \$463,000 for the complete scope of work; and

WHEREAS, prior to award, the City reduced the scope of work to \$210,000 for budgetary reasons, the Contractor accepted the reduced scope of work, and the City Council authorized the reduced contract on August 31, 2016; and

WHEREAS, the City now has the required funds to add back in a portion of the previously deleted work and desires to amend the contract with Change Order #1 that adds back work that was previously deleted, specifically bid line item #4, in the amount of \$152,000; and

WHEREAS, the amount to be added exceeds \$100,000 and requires action by the City’s Contract Review Board.

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

1. The procurement process for the Project duly followed Oregon Public Contracting Rules.
2. The City of Wilsonville, acting as the Local Contract Review Board, authorizes the City Manager to execute, on behalf of the City of Wilsonville, a Change Order with Northstar Electrical Contractors for Bid Line Item #4 in the fixed price lump sum amount of \$152,000.
3. This Resolution becomes effective upon the date of adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 17<sup>th</sup> day of April 2017, and filed with the Wilsonville City Recorder this date.

---

Tim Knapp, Mayor

ATTEST:

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Sandra C. King, MMC, City Recorder

SUMMARY OF VOTES:

Mayor Knapp  
Council President Starr  
Councilor Akervall  
Councilor Stevens  
Councilor Lehan

Exhibits:

Exhibit A – Change Order #1

**CONSTRUCTION CONTRACT  
CONTRACT AMENDMENT**

**Resolution – Exhibit A**



**Change Order No. 1**

PROJECT: Streetlight Infill 2016 (CIP 4696)  
 ORIGINAL CONTRACT DATE: August 31, 2016  
 EFFECTIVE DATE OF THIS AMENDMENT: April 18, 2017  
 CITY PROJECT MANAGER: Eric Mende  
 CITY CIP #: 4696  
 CITY P.O. NO.: 004504  
 CONTRACTOR: Northstar Electrical Contractors Inc.  
 CONSULTANT PROJECT MANAGER: Adam Suminski

**This Contract Amendment changes the Scope and Cost of the Construction Contract between the Contractor and the City of Wilsonville, as follows:**

Description: Add back previously deleted Bid Line Item #4: Parkway Center Drive Streetlighting and associated drawing IL-1, IL-2, and IL-3. All other specifications and contract provisions remain the same.

Reason for Change Order: Additional Work

Attachments: None

<b>CHANGE IN CONTRACT PRICE:</b>	<b>CHANGE IN CONTRACT TIMES:</b>
Original Contract Price: \$210,000	Original Contract Times: Completion By: November 30, 2016
Net changes from previous Change Orders or Amendments: \$0	
Contract Price prior to this Amendment: \$210,000	Contract Times prior to this Amendment: Completion By: April 30, 2017
Net Increase of this Amendment: \$152,000	Net Increase (Decrease) of this Amendment: 61 days
Contract Price with all approved Change Orders and Amendments: \$362,000	Contract Times with all approved Change Orders: Completion By: June 30, 2017

**CITY APPROVALS:**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Eric Mende, Project Manager

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Authorized Signature

**ACCEPTED:**

By: \_\_\_\_\_  
 Consultant (Authorized Signature)

Date: \_\_\_\_\_

Page 38 of 79  
**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, March 6, 2017. Mayor Knapp called the meeting to order at 7:09 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

Mayor Knapp  
Councilor Starr - Excused  
Councilor Stevens - Excused  
Councilor Lehan  
Councilor Akervall

Staff present included:

Bryan Cosgrove, City Manager  
Jeanna Troha, Assistant City Manager  
Barbara Jacobson, City Attorney  
Sandra King, City Recorder  
Nancy Kraushaar, Community Development Director  
Mark Ottenad, Government and Public Affairs Director  
Jon Gail, Community Relations Coordinator  
Chief Adam Phillips  
Jordan Vance, Economic Development Director

Mayor Knapp noted the adoption of the 2017-19 Council Goals and Protocol Manual will be continued to the next meeting.

**Motion:** Councilor Lehan moved to approve the order of the agenda with the idea that we will be postponing the adoption of the Council Goals and Protocol Manual. Councilor Akervall seconded the motion.

**Vote:** Motion carried 3-0.

## **MAYOR'S BUSINESS**

A. State of the City Address Presented by Mayor Knapp based upon the theme of “*Wilsonville: Creating a Complete Community for All Ages of Life*”

Mayor Knapp's 2017 State of the City Address is appended to the minutes in its entirety.

The Mayor declared a recess at 7:54 p.m. and reconvened the meeting at 8:15 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.

Susan Hansen, a member of this year's Citizen's Academy thanked Council for supporting the Academy and for the opportunity to learn about the community and local government.

Page 39 of 79  
**CITY OF WILSONVILLE**  
**CITY COUNCIL MEETING MINUTES**

---

Shawn O'Neil requested the City Council pass an inclusivity resolution. He read from his statement which has been made a part of the record. He noted Yumi O'Neil has also submitted written testimony in support of an inclusivity resolution.

Simon Springall supported adoption of an inclusivity resolution. Mr. Springall gave examples of local Oregon people who have been impacted by ICE actions.

Bobbi Humphries supported Wilsonville becoming a "sanctuary city" by passing a resolution of inclusion and she encourage actions necessary to create a sanctuary City of Wilsonville

Rebecca Bazeley expressed her support for the concept of a resolution of inclusivity. She cited incidents of harassment in the local schools and advocated Wilsonville state this position even if there was little practical the City could do.

Samy Nada advocated for adoption of an inclusivity resolution stating that all are welcome in Wilsonville. He cited examples of fear in the local area.

Jayant D'Souza said he immigrated to the USA thirteen years ago and works locally. He has observed bad examples of fear in other countries, and now that type of behavior is here, the political tenor has changed in the past few months and he supported a resolution of inclusivity.

Courtney Neron thought an inclusivity resolution would be a better tool locally than a sanctuary city. She cited other cities and states that have taken similar actions. Ms. Neron is a high school teacher and she has seen a spike in bullying at school. She felt students and young people needed to hear the message of inclusion and thought if leadership sends the message it would be heard by the most vulnerable.

Kimberly Hester called on local leaders to adopt a declaration of inclusivity since the City sets the example and tone for its citizens. She urged Council to take formal action.

Emily Nazarov felt there is so much anti-immigrant rhetoric now, and she wants to see the City set the tone for the public by supporting an inclusivity resolution.

Mary Closson supported the inclusivity resolution and the comments made by the previous speakers.

Mary Pettenger supports the inclusivity resolution. As a university teacher she hears a lot of fear expressed by students.

Mayor Knapp commented the Council had a discussion at the Council retreat about some of the underlying legalities of Wilsonville's situation and Mr. Cosgrove is working to bring together some of that so the Council can be more fully informed of the legal implications and structure.

Mr. Cosgrove heard two distinct issues in the testimony, one is expanding on the proclamation Council adopted for MLK Day which went beyond a typical MLK proclamation in terms of recognizing some of the issues that are going on in society today. The other issue is the sanctuary City status. He explained the City of Wilsonville does not have its own police department, the City contracts with Clackamas County. If someone is arrested in Wilsonville they are processed and held in Oregon City at the Clackamas County Jail. Mr. Cosgrove is working with Chief Phillips since Clackamas County follows state law. He will bring back to Council suggestions specific to Wilsonville at the next meeting.

Mayor Knapp added he heard specific requests about how the City functions in the way it makes decisions or its authority is exercised. The other is the idea that the City should make a statement setting out a philosophy or idea or sets a certain example. The Mayor thought the Council needs to have some discussion about both of these suggestions before they can reach a decision. He recognized there are a lot of strong feelings and there are incidents happening that are different and are not things that would have happened a year ago which would suggest the City has a responsibility that is different than a year ago. He would like to clearly state what direction the Council will take and they are beginning the process.

Councilor Lehan thanked everyone for coming and for giving very moving testimony. Personally the Councilor felt strongly on the issue and that the Council should take the strongest position they can on a practical side and legal side. As individuals, we can take an even stronger position in terms of inclusivity and making it clear what our values are. As a child development specialist, the Councilor said children have a very hard time functioning or learning if they do not feel safe, or that their families are safe. Safety is very important as a mental framework for children to develop properly. As a practical standpoint for the City, we are just launching the Town Center Master Plan, and there are many minority, international owned businesses in Town Center, and those business owners need to feel safe to participate in the planning process.

Councilor Akervall thanked the public for coming and speaking tonight, and she hoped as the dialogue continues they stay engaged in the conversation. One of the comments made during the joint meeting between the Council and West Linn-Wilsonville School Board was about celebrating the diversity in the City and an example of that is the dual language program in the schools which would not be possible without the diversity in Wilsonville. She assured the audience Council was listening to their comments.

Mr. Cosgrove indicated the speakers would be notified of any future agenda items.

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

Councilor Lehan reminded the public the Boones Ferry Wilsonville Historical Society will be meeting Tuesday evening to begin the reorganization process. She announced that Park Facilities rentals will begin March 13.

Councilor Akervall announced the upcoming DRB board meetings as well as the Town Center Master Plan kick off meeting.

### **CONSENT AGENDA**

Ms. Jacobson read the Consent Agenda into the record.

A. Minutes of the February 23, 2017 Council Meetings.

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

**Vote:** Motion carried 3-0.

**NEW BUSINESS**

**Motion:** Councilor Lehan moved to continue adoption of the 2017-19 City Council Goals and Protocol Manual to the March 20, 2017 Council meeting when all councilors will be present. Councilor Akervall seconded the motion.

**Vote:** Motion carried 3-0.

A. Adopt 2017-19 Council Goals

**CITY MANAGER'S BUSINESS**

Mr. Cosgrove reminded Council of the mid-year budget review meeting scheduled for March 15<sup>th</sup>.

**LEGAL BUSINESS** – No report.

**ADJOURN**

Mayor Knapp adjourned the meeting at 8:59 p.m.

Respectfully submitted,

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Sandra C. King, MMC, City Recorder

ATTEST:

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Tim Knapp, Mayor

### **2017 State of the City Address**

Mayor Knapp, well thank you everyone for coming out tonight. I appreciate your showing up. I have tried to give a little bit of an address on State of the City every year and sometimes I've gone too long, so I've tried to do a little shorter outline this year, and we will see if I can make that happen.

First of all I want to introduce to anyone who doesn't know Councilor Lehan, if you would stand or wave. And Councilor Akervall our newest member, and interestingly a representative of a new generation of Council which we are very pleased to have on board. And certainly along with Councilors Stevens and Starr we have quite a diverse group that has different perspectives and I think that lends strength to our Council that we don't always see in other City Councils where we have quite different view points and perspectives and that helps us make better decisions, I think, in the long run.

Are there any other elected folks in the room that I would want to recognize? Mr. Gordon Hovies from Tualatin Valley and Fire department.

We work together as a group and we recently met as our plan is normally after each election year, we start the New Year with a goal setting session. And we have done that recently all together, and have come up with some general approaches to goals for the coming two year cycle 2017-2019.

Some of the themes that run through our goals are ones that we have been working on for some years and those include items like valuing good community design and connectivity. Connectivity meaning several things, there is the physical aspect of what roads and sidewalks and pathways and bike ways we are building and how do they interconnect our community. What is our transit system, does it provide a means for people to get around without having to be in their cars, does it join all the places that it needs to join – neighborhoods and commercial centers and employment centers – and also the social connections. How do our neighborhoods work? Do they connect people together in their neighborhoods? How do our public spaces work, how do our social institutions work, our library and our service clubs and our schools and all these other pieces. Part of this whole idea of connectivity engages all these different ideas.

We also have a lot of people in our community that highly value our access to nature, our position on the Willamette River that we continuously hear people would like a better way to engage in it, to see and feel and be around the river, it is such a significant feature in Oregon. Opportunities to walk, whether it is along the river or elsewhere, pathways in the community, ways to enjoy the outdoors, to have recreational opportunities, those are all high value pieces when we talk about good community design.

It also involves the concept of thoughtful land use planning. That is planning for where people will be, where jobs will be, where industry will locate, what kinds of amenities we want to have in the community. All of this has to happen within the context of what we know will be ongoing growth because there is no way that we draw a line and close up the borders. Our community is a desirable place to be and we expect people will continue to want to come here. So how are we going to continue to value these different components as that happens.

Protecting our natural areas, our natural resources, and our stewardship of those is a major component that has a long history in Wilsonville that our current Council values and we think will continue to value. How those pieces play, we have farmlands on our borders that have been, at times, threatened with urbanization, and we are active in regional plans to decide how growth should occur, where it should occur and what those components are. Because we are right on the edge of the urban/rural divide, we are front and center in some of those debates.

Community amenities are an important part of the whole idea of what our community is, and you get into the social institutions also. What is our library like, not only physically but also what programs does it offer to our community and to people of all different ages in our community. How do our schools work? How are they fulfilling their mission, are they providing opportunities for young folks at all different levels, increasingly we have the university level. We have several different institutions that are here that are working very aggressively to provide job training, provide career training, provide professional training and I think that is a big asset that we are only starting to realize in our community.

We have a great parks and recreational program and we are continuing to work on that. The Council purchased a piece of riverfront property last year adjacent to Boones Ferry Park on the west side of the freeway that adds multiple acres. We are going to re-envision that whole parks concept along the river and what that means. Again, as a way of helping people relate to the river and relate to the natural resources around us.

Ultimately we want to have opportunities for a variety of different housing options and a variety of different jobs and all of the things that people need at all different stages in their lives. When I was 21 years old I lived in an apartment by myself and had a different need. Eventually I got married and needed a house, and had kids and needed a bigger house, all these things happen. Now I'm an empty nester and most people follow some arc of different changes throughout their lives. The question is, can we build a community where all of these stages of people's lives are a valued part of the community and they feel like they belong in the community as they transition from one stage to the next. No matter what those stages are, I think it enriches our community to have ways for those people to be part of our community, no matter which stage they are in in their lives.

Also then the design of our community, how we physically build the structure that is our community has a relationship to whether it is welcoming to people at all these different stages. Whether it provides the amenities that they want to have and that make it a desirable place to live throughout their lives. So we need to be thinking about all of these different components.

Certainly not last, but I want to mention that City government that works is important to making all of these things happen well. And I am very pleased to report that Wilsonville City government is working very positively in many, many ways. I see different communities across the region when I go to different events where we are collaborating with other cities and I know, based on stories that I've heard, and comments that I have heard made, that Wilsonville is doing very well and is widely respected in the region and is achieving influence beyond its size perhaps, given its geographic location and given all the different issues that we are involved in.

A large part of that goes to recognition of two components, that we have a tremendous set of volunteers in our community that work very hard and add all kinds of value to our community on many different levels where they volunteer throughout our community, and we want to continue that. We continue to put together task force programs where we have certain specific questions to answer; we have ongoing programs in the library and in many other places where people are involved also.

The other component to that is that we have a very professional staff in Wilsonville. And they are continuing to develop their expertise as years go by, they are very astute and very aware of trends and developments throughout the country and the region and their ability to assimilate that kind of change in information and bring us choices and recommendations that make the most sense are very positive. All of that is going well.

Page 44 of 79  
**CITY OF WILSONVILLE**  
**CITY COUNCIL MEETING MINUTES**

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To say right up front that we've got some challenges is certainly true, and that won't be a surprise to anyone that traffic is one of our major challenges at this point in time. Council is extremely aware of this and talks about traffic issues frequently. Essentially we are a victim and a beneficiary of our geographic location right on I-5. Wilsonville's roads can accommodate Wilsonville traffic, when the freeway jams up and it dumps all of I-5 traffic on our surface streets we can't accommodate that, and there is no way we are going to be able to build to accommodate that.

Originally we were located on a farm to market road where farmers took their goods to market and went back home. When things started developing we built little housing developments that came off of a driveway on the side of the market road, and you'd have some houses, which eventually became a whole subdivision that would build off the market road, but really didn't increase the traffic flow capability. As things have happened overtime we have had to shift our understanding to the idea that we need to have a grid, we need to have multiple connections so people have choices of more than one way to go. We have continued to work on this idea of having multiple connections as much as we can to try to accommodate when there is overflow situations.

As we develop more housing, we want to have multiple points not just one point where a whole subdivision funnels onto Wilsonville Road or Boones Ferry Road from one driveway. We want to have the ability to get in and out, but we don't want to overpower the roads with too many driveways, so it is a balance question again.

Another component of our traffic mitigation is our transit system, our SMART busses. We have been in business now, 28 years with the SMART system. The first year we gave about 4,000 rides. This past year we gave about 317,000 rides. We are still a small system, but it provides value to the community. As we continue to have these congestion issues it will be more and more important.

One of the promises we have made to our employers is that if their workers will commute in on the WES rails that we will meet all of the trains as they come in and we will get people to their place of employment within 10 minutes of when their trains arrive. WES trains started in 2009 and so far we have been able to maintain that commitment, and we encourage our employers to talk to their employees and to work toward avoiding more congestion if they can by using the commuter rail.

I-5 has seen more and more frequent slowdowns in the last couple of years, and we see more people spilling out onto the surface streets and using surface alternatives. That is a challenge that we have to try to accommodate but as I said earlier, we are not going to try or be able to build a network that will take all of that freeway capacity when that happens.

What are we doing? Well we are doing a variety of things to try to accommodate that. Some of our solutions include lobbying regionally to gain support for the idea for a south bound auxiliary lane on I-5 from Wilsonville Road that would cross the river down to the Charbonneau exit and be an additional lane on the freeway. The problem is the bridge as it currently exists is not wide enough to add that, so that would require significant construction.

We are planning some short term spot improvements throughout the community, especially in the congested areas adjacent to the freeway. Some of those are on Boones Ferry Road and on the Wilsonville Road southbound onramp, and near the Fred Meyer driveway on Boones Ferry Road. Several of these areas where we think we can improve traffic flow by reconfiguring what is on the ground. That is in the works and staff is pushing forward with those.

We are advocating throughout the region for a study looking at the whole I-5 south corridor and what it means, how it is used, how it serves the region. Questions that need to be answered with that kind of study are: are there ways in which WES commuter rail system could be better utilized, how would we achieve that if it could be. How is freight being serviced and how well freight is being moved on our system as it currently exists and are there better ways that we could make that happen. Are there places that we can do incremental changes like merge lanes or auxiliary lanes that would help traffic flow where it bottlenecks and look at those not just in Wilsonville, but on a region wide basis. We would like to see that kind of study be done on a broad region wide basis.

We are working on a plan for a bridge across the Willamette River that is being called the bicycle/pedestrian emergency bridge and it would serve all of those functions. One of its primary purposes would be to enable catastrophic incidents to be responded to more quickly. It would be something that if the Boone Bridge were to jam up completely – which has happened from time to time – there would be another way to get across the freeway for emergency responders. Sometimes that involves needing to move heavy equipment to clear wreckage or move fire trucks in order to open up the freeway again as quickly as possible.

All of those are pieces of things we are working on for traffic congestion solutions, and we keep building our grid of streets, all of those multiple connections that I talked about a little bit ago. We opened Barber Street to Villebois with a new bridge recently which is carrying quite a bit of traffic. We opened Vlahos Street up to Canyon Creek and a south extension of Canyon Creek coming out near the post office, so that has been done. Pretty soon we will be working on a north south piece out of Garden Acres in the Coffee Creek area, we'll be working on Kinsman Road from Barber up to Boeckman, and we are working on improvements near Frog Pond and the new school on the corner of Boeckman and Advance. All of these are components of the system that we are working on that we are trying to achieve a better traffic flow. No one solution is going to solve everything. They are all small contributors to the overall system. We think those are reasonable and appropriate approaches to the traffic congestion issue.

The Bike/Ped Bridge I would like to talk about a little more. This has been a long term goal going back 24 years, in the early 1990s this was a component that was put into the Bicycle/Pedestrian Master Plan. In 2006 there was quite a bit of study done, and choices looked at. Could you cantilever a bike/ped lane off of the freeway bridge. Could something be added to the railroad bridge across the river? Could you put in a ferry boat across the river from Boones Ferry Park? Ultimately looking at all of the choices and in doing some analysis it was really decided that a stand-alone bridge structure would be most productive, really give the most return for a way to get across the river.

We are working on a study to analyze the engineering issues, the cost issues, the locational issues, and those kinds of questions at this point in time using a grant we got from Metro. We have been waiting 4-5 years for the money to come after we were told we would get it, and so we are working on that now, that will be about a year and a half study.

This kind of a bridge from the bicycle side would connect the greater Portland metropolitan region to the Willamette Valley, and that is an opportunity in many ways. It would enable Charbonneau residents to get back and forth to some commercial services without having to get into a car and drive across the freeway, which could be a very good outcome.

If the freeway does congest, then access to Charbonneau is another issue. If you have a catastrophic event on the freeway we need to be able to get back and forth to that part of our community, emergency responders need to be able to get south of the river and get back and forth, so that is important.

Page 46 of 79  
**CITY OF WILSONVILLE**  
**CITY COUNCIL MEETING MINUTES**

---

But then you have the overall issue of the Cascadia earthquake event that is talked about so much. If we have a major catastrophe like that, there is no north south crossing of the Willamette River all the way from Oregon City on the east to Newberg on the west. And that's about 30 miles. The idea is that this bridge could be built to earth quake standards and it would be much more up to date than what the Boone Bridge on the freeway is built to. So you would have a redundant piece that could provide resiliency to the whole I-5 corridor because cutting off at the Willamette River would be a major catastrophe when we're dealing with recovering from a significant earthquake.

The opportunity for this bridge to have the emergency component to it, it has the access for our residents back and forth on a daily basis as a bicyclist or pedestrian, and it also has the potential for being an economic development component. In some parts of the world bicycle tourism is a huge component and people spend a lot of money to do bicycle touring. As the end of the WES commuter rail line, we have a scenario where somebody from another country could fly into the Portland airport, get on MAX come out to Beaverton, get on WES come to Wilsonville, get a hotel and could set off on a bike tour for a week down the Willamette Valley, taking in vineyards, scenic areas, the river itself, all of that, enjoy a real slice of the northwest and then reverse their trip and fly out and never have to rent a car or anything like that. This is not as farfetched as you might think; it is done all over the world. There are places in France, Europe and other places where this is a very common thing and there are international tourism companies that promote this kind of thing. I think it is not farfetched to suggest the scenery in the Willamette Valley is such that it would attract some of that kind of interest. So I think that we have not scratched the surface on what those opportunities are so there are many different ways the bridge could be an asset to our local community.

Another area that we are working on aggressively is to talk about what type of community we want. We've called together a task force recently to do some visioning on our town commercial center, Town Center Plan. This Town Center originally dates from a vision created in 1973. At that point there was no loop road around the Town Center, there was a vision that there could be a commercial area that would wind around that loop and there would be a lake in the middle of the area. The lake would have been where the Town Center Park now is, so that was changes. Originally there was not going to be any road bisecting this town center loop, and now you can cut through and have access to the interior. All of those things have evolved out of the original plan. The region was designated our town center as a recognized commercial center in Metro's 2040 Growth Concept Plan. Wilsonville has since seen new shopping centers develop at Argyle Square and some on the west side of town where the Fred Meyer Center is. All of these have drawn away in some sense from our original singular town center. This is about a 100 acre area which includes Clackamas Community College Wilsonville Campus, the commercial stores Fry's Electronics, the Regal Theater Cinema and several other small businesses. The whole question is can we develop a strategy to make the area more attractive, more commercially vibrant to bring more mix of uses into this area, can we make it more accessible and attractive to people to want to come, and get out of their cars and walk around and participate in some of these commercial services in a social way also.

Integrating urban and natural environments to create a more attractive place is high on the list of things that are happening across the country in other places and seem to be very well received. Putting together some mix of attractors and building an environment where people want to be and want to enjoy themselves whether they are eating, or shopping, or socializing with friends, is something that could change the whole tone of the Town Center.

The task force just kicked off and they've had initial meetings. There will be community workshops and events throughout the next 18 months. The group that was called together in that initial meeting was highly engaged and very enthusiastic so I'm looking forward to seeing how this whole process works and what kind of vision and outcome they are going to come up with at completion of the process.

Another area in the community that we are working on is the Coffee Creek employment area. This is in the northwest quadrant of the City and this is about 200 acres that was designated by the Metro Region to be brought into the Urban Growth Boundary in 2002. We did initial concept planning that was completed by 2007 and the whole vision for this would be a place to provide an attractive place for industry to locate with good jobs.

As we look forward, one of the questions that we have is what does a good employment area look like in 2035? It's a question that no one has an answer to, and yet it takes that long for an area to build up and we have to set a direction now so that we come out with something positive when we get there. But it is a challenge. The City Council put this to an advisory vote of the citizens in 2015 and we received positive support that we should create an urban renewal district here to help bootstrap incoming businesses to help pay for the cost of the infrastructure that is needed. That means that the taxes of future businesses will help pay for the pipes, roads, sidewalks, and storm water facilities that we have to put in now to enable those businesses to come.

We have two developments that are on the cusp at this point. We have a proposal from Universal Health Services to build a \$32 million behavioral hospital that would employ about 190 full time professionals. It would set a very high standard. It also builds on the history of Wilsonville as the home to the Dammasch Hospital and our commitment to mental health services that has been with Wilsonville as long as Wilsonville has been here.

The other one is for the SORT Bioenergy anaerobic digester. This would be a facility adjacent to our Ridder Road Republic Services facility that collects our trash. It is an idea to take the food stuffs and the wet refuse and put it through a process that would turn it into methane gas. Eventually the idea is to use the gas to convert to compressed natural gas that they would use to run their trash trucks and the estimates are they would produce more than they could use for that purpose, and they would run generators with the balance and produce electricity they could sell back to the grid. This is a very forward thinking modern kind of concept; it would be the first in our region. It is dependent upon Metro government who runs the trash collection services and oversees it all for the region and of guaranteeing that they could provide enough input to justify the millions of dollars in costs to build this kind of facility. It is another case where Wilsonville would be way out front of what is happening across the region if this can go forward. The people and companies that are involved in it are all lined up and are enthusiastic to go on it; Republic has purchased a fleet of compressed natural gas trash trucks already. They are moving in that direction even though this hasn't been approved. It's an exciting thing for Wilsonville to be in the forefront on.

We're looking at these kinds of example businesses to set a standard for the Coffee Creek Industrial Area and look at high quality, well-paying jobs, modern technologies and we think all of this is possible. The master plan suggests the Coffee Creek area – those 200 plus acres – could host about 1,800 jobs that would produce a payroll of \$55 million annually. This is a process that doesn't happen overnight and yet we have started down this road. The Urban Renewal District has been established which will help us in bonding and put in some of the infrastructure that then enables the private sector to come in and invest and build their facility here.

Ultimately we expect that this will provide high quality employment in Wilsonville and that employment as industry throughout our community helps pay the taxes to support the amenities we all enjoy and the services we expect from local government.

We are not just working on employment and industrial areas. We are working on residential also. If employment and jobs continue to grow in the area the transportation demand suggests that people need to

Page 48 of 79  
**CITY OF WILSONVILLE**  
**CITY COUNCIL MEETING MINUTES**

---

have opportunities to live nearby instead of having to commute across the region in order to work at those new jobs and employers. Having housing options is an important piece.

We have two primary areas to talk about. Frog Pond West, as it's shown on the map up there, is the newest area that hasn't really kicked off. This is at the corner of Stafford and Boeckman roads. The initial part will be the northwest quadrant of that intersection. That part is about 180 acres; this was brought into the urban growth boundary some years ago. There's also an area on the east side of Stafford Road that has not yet been brought into the urban growth boundary, but we expect likely will be in the next few years that will complement the west area.

The area plan for this was adopted in November 2015. Just a couple of weeks ago we heard from the School District that they have announced that they will build an elementary school in this west neighborhood and that's really good news in a lot of ways.

As those of you that have followed the Villebois experience when we built Lowries Primary School in the Villebois area it quickly became a social center for families in that area and provides a lot of value. We expect that this school site will function much the same in the Frog Pond area and provide a social center for this whole community.

The west Frog Pond neighborhood is designed to be all single family homes to help balance our mix of multi-family to single-family that we currently have. It will be laid out on a grid network as a more traditional neighborhood; it will have a variety of lot sizes available, from 12,000 square feet lots on the upper end, down to about 4,000 on the lower end. The plan calls for about 571 total units, all of those might not be built but our standards say we need to build at least 80% plan density. The concept is that this would be a walkable neighborhood with connected blocks. Some would be green connections where people walked through but cars did not drive. There would be entry ways both off of Boeckman Road and off of Stafford Road and provide good connectivity to the street system. But we really want the neighborhood to be designed for people, to be inviting to be someplace people want to be with their families and with their friends and have activities that pull them out of their private houses and engage in the whole neighborhood.

There is a proposed trail system that would run up the Boeckman Creek Corridor. In this area there is a strong capability for us to put in a trail system that allows nature access and walking trails and connections in this neighborhood, and that is a very significant amenity that can be there. The way that the plan is laid out there will be numerous connections to the natural area throughout the neighborhood and multiple different greenways as well as streets.

This is one type of neighborhood that we are proposing that we haven't built in Wilsonville for a while. The other one that we have is Villebois which has been going on for some years now, and we are nearing completion on Villebois. And it will be about three years to completion. It's a development of about 500 acres, there's a wider range of housing types and prices perhaps, than what we're planning for Frog Pond. There is a choice of a lot of different types of homes, single family, multi-family, town homes, and some apartments. Villebois is built with three interconnected neighborhoods so there is a triangle of the three neighborhood centers, and where the three neighborhoods overlap in the center there is an idea to have a commercial area in the middle where they will have a piazza where there will be some commercial services, some shops, an open square for public events, music festivals, wine tasting, or a beer festival, different kinds of events that would call people from the community to come join in on that.

The whole idea behind Villebois includes this concept of connectivity where it has a park system that forms a ring around all three neighborhoods; all of those parks when completed will interconnect so

people can walk around the entire community in a way that provides opportunities that we don't always have in our neighborhoods.

We have been working on road connectivity; the Barber Street connection that I mentioned earlier is part of that connectivity to join Villebois to the rest of the community. We also built the Boeckman Bridge when we extended Boeckman Street across the wetlands areas and it's quite a long connection but that also links up that whole residential area. All of these connections also provide safe routes for people to walk and bicycle and this whole idea of having the school there as a social community center and the idea that we want safe walking routes for kids to get to and from schools is an important component of that whole design.

The entire project is expected to be about 2500 dwellings, and right now there have been about 1640 built out of that, so it's about 64% built out. Almost all of the un-built land has been through the planning process and the owners have received their vested entitlements to go forward with construction of the rest of those homes. So we're not that far away from really finishing out Villebois which then starts to say we need to be prepared for the next step and that should be the Frog Pond area as we continue to work to provide housing options for our people in town.

Those are a few examples of the types of things that the Council works on consistently. Some of them seem esoteric or not all immediate physical things that are happening, some of them are longer range and working on concepts over a longer period of time. Those concepts do draw on our long term view of wanting to create a connected community and also what planners call a "complete community". A complete community is one where you can find all of the things you need in your daily lives here in the community. You can buy the things you need to buy; you can have connection to the institutions that you want, to your schools, to your work, to your home. All of these components exist within the local community so you don't have to get into your car and drive down the road every time you need this or that.

Our proactive forward looking planning tends to use careful land use planning to build neighborhoods and commercial centers and employment areas that are strong, high quality, amenity rich, interconnected, all of these things help create the kind of community we want to live in.

The other component is responsible economic development. If we don't have responsible economic development we don't have economic stability in our community. We know from experience through the downturn that it can be very difficult when you don't have economic stability. Wilsonville came through the 2008, '09, '10 downturn better than many communities. We want to continue to work to build opportunities for good jobs in diverse sectors of the economy using a variety of different skill levels and skill sets so people have opportunities to work in their own community. We want to continue to encourage development that provides the goods and services that people need in their lives here so that they can shop in the local community. And we want to have choices for living, and working, and playing at all different times in our lives within our community so people don't feel as they reach a certain age or a certain point in their life that they have to go elsewhere to get what they need for their lives at that point.

We want to have a community where healthy, active living is a built in component. Part of that is building attractive places for people to recreate outside; part of it is building connections between different places so people can move back and forth. Recreational opportunities to provide chances for people to meet and socialize in high quality public places. All of those are important components.

That is the ongoing goal that this Council has had, it is also the challenge. Can we create a safe, desirable, ascetically pleasing community which nurtures and sustains and connects all of us at all of the

Page 50 of 79  
**CITY OF WILSONVILLE**  
**CITY COUNCIL MEETING MINUTES**

---

different points in our lives? So that's what Council has been working on, I've described a few of the projects that we have under way on the macro level and I can assure you the Council will continue working forward on all of those different fronts in the next couple of years. It's an exciting time to be in Wilsonville and we have very positive results in many ways, not to say we don't have challenges, but we will continue to work on those also.

That's my State of the City; at this point in time I would be happy to answer any questions if people have something they would like to ask.

Question: unidentified speaker from the audience asked if the United Health Hospital will be coming into Wilsonville.

Answer: There is a state licensing process and they did not grant the state license during the first round. There are several different levels of appeal process after that so it sends them back to the drawing board to work on their application and document what is needed and how they would meet that need, is how I would describe it. I would have to say that I had the opportunity to talk to Governor Brown here in Wilsonville when she came to meet with us for the Mentor Graphics that has been purchased by Siemens or is in the process of being purchased by Siemens and this topic came up and I said "it was hard for me to envision that we don't need mental health services more than we have in the south I-5 corridor." And she interrupted me by saying "Yeah, or anywhere else in the Portland metropolitan area either". So I have to think that her viewpoint suggests that this is something that should be done. How it gets there, there is more process that has to happen. I certainly have not given up on it, and yes, they do need a state license to proceed, and they will be working on that I am very, very confident.

Question: unidentified speaker from the audience.

Answer: The Tonkin Ice Age Trail is mostly in other people's jurisdictions. They are not in Wilsonville. The trail in Wilsonville will come down through Villebois; we already have significant portions of that built, also down through Graham Oaks Park, which is also a park that we have built. Ultimately we hope that it would come down and connect to the French Prairie Bridge and go across the river and go on south. Our neighbors to the north have not built all those connections to get us hooked up. Ultimately it should all get built and hook up Wilsonville to a trail system that would go all of the way up the west side of the metropolitan area and through Beaverton. That would be a major amenity and there are people throughout the region that are working on that. We're a little ahead of them, but I think that will happen also.

Thank you all for coming.

Page 51 of 79  
**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, March 20, 2017. Mayor Knapp called the meeting to order at 7:11 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  
Councilor Akervall

Staff present included:

Bryan Cosgrove, City Manager  
Jeanna Troha, Assistant City Manager  
Barbara Jacobson, City Attorney  
Sandra King, City Recorder  
Nancy Kraushaar, Community Development Director  
Delora Kerber, Public Works Director  
Jon Gail, Community Relations Coordinator  
Cathy Rodocker, Assistant Finance Director  
Susan Cole, Finance Director  
Zach Weigel, Engineer  
Dwight Brashear, SMART Director  
Dan Pauly, Senior Planner

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 5-0.

### **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.

Mayor Knapp explained the use of the countdown speaker timer.

Don Hansen, OTAK Planner, explained he has been working on the Basalt property for a group of owners who own the parcels that Council was discussing during Work Session. He felt the city of Tualatin did not abruptly change their mind on the uses of Basalt Creek; rather they focused on the information about the physical conditions of the site, not the big policy decision. The topography changes 65 vertical feet and Tualatin was concerned they could not get the topography to work for employment building parks. A civil engineering firm, Tony Weller, and a developer, Pac Trust, did not see how the land could work or be usable for employment lands, nor could real estate brokers who viewed the property. Mr. Hansen thought residential uses would be more conducive to the property, and provide workforce housing close to work and residential construction could be adapted to the topography. He said the plan would not

Page 52 of 79  
**CITY OF WILSONVILLE**  
**CITY COUNCIL MEETING MINUTES**

---

increase traffic volumes and was “trip cap neutral”; however, he did acknowledge that during peak traffic periods there might be increased traffic, but overall the traffic was the same. The decision by Tualatin was based on site specific conditions.

Larry Porter, expressed support for a resolution that Wilsonville be an inclusive city which is consistent with the City’s long term goals for resiliency, economic development and providing a housing mix for residents of different financial levels. He enjoyed the diversity he encounters in Wilsonville.

Evelyn and Diane Knight communicated their support for an inclusivity resolution and to continue to keep Wilsonville a city that respects and values all people. Evelyn Knight 7<sup>th</sup> grader stated many of her friends come from other countries providing her insight into other cultures. She asked Council to consider a resolution of inclusion.

David Davis supported a resolution for inclusivity in that he has many friends at OIT who are immigrants and who may be discouraged from coming to Wilsonville if the city did not have an inclusivity resolution.

Joel Verner explained he was a retired professor of Latin American Politics and Development and he supported the petition to declare Wilsonville a city of inclusivity and sanctuary as other US cities and the State of Oregon have done for the following reasons: American record in Central America is problematic; US military often supports dictators, and few who apply for political asylum succeed.

Diana Cutaia supported a resolution of inclusivity.

Deborah Zundel stated her support for a resolution of inclusivity and agreed with the comments of the previous speakers. She added immigrants are a needed part of our economy and society. In an agricultural state such as Oregon, there is a great reliance on the work they do. She thought a resolution would state in formal language the caring already projected in the city.

Robert Zundel expressed his support for a resolution of inclusivity. He recounted his granddaughter is of mixed heritage, and she has been told after the recent election by fellow students that she is “going to have to go home” and he hoped Council would consider that type of intolerant behavior. Although some are here illegally due to their visa status, others are here because of the activities perpetrated by the U.S. in their countries making it difficult for them to remain in their own country. The community should send a message to Congress, and to stand up for what is right.

Kim Hester also supported a resolution of inclusivity and agreed with the comments of the previous speakers. She indicated there were 154 signatures on the “change.org” on-line petition.

Councilor Lehan commented she is a member of the French Prairie Forum consisting of elected officials from the North Willamette Valley, including the cities of Woodburn, St. Paul, Hubbard, Gervis, Canby, and Donald. During the last meeting the level of concern expressed by these city’s elected officials was great because they are agricultural cities. The cities are being overwhelmed by requests from the farm community who is having difficult time having labor show up for work because ICE is in these communities in a very visible way. The elected officials of these communities would like to have a broader discussion about the issues in the north valley. A summit was proposed for May that would pull together the different representatives from different government entities, law enforcement, school districts, municipalities to talk about the most effective way as a group of cities, to make a stand in the north valley. The discussion focused on inclusivity resolutions, the ORS and information and referral for people who are looking for help. They are looking for assistance on what information and how to provide that information in a consistent manner. Councilor Lehan added the city of Woodburn has a citizen

Page 53 of 79  
**CITY OF WILSONVILLE**  
**CITY COUNCIL MEETING MINUTES**

---

committee working on an inclusivity resolution. Council is reviewing a number of drafts of resolutions but they have not had a chance to thoroughly discuss the way to go forward. May is when the French Prairie Forum will be addressing the matter again in a more robust way.

Councilor Stevens said she ran for City Council originally due to her pride in the city and its inclusivity. A new dialogue is occurring, but if one looks back Wilsonville is a city to be proud of already, so this is not a big leap for the people who share the same concerns. The values have been embraced in the community for a long time.

Councilor Starr added City Council does not tell the schools what to do, that is the school boards authority.

Councilor Lehan said that was one of the points of discussion, since there are multiple local governments and all would be better on issues like this if we were aware of the others policies.

Mayor Knapp agreed with Councilor Stevens that Wilsonville does have a positive history. He was concerned something has changed for some of the city's residents and it then becomes more critical for Council to make a public statement. The Martin Luther King, Jr. Day proclamation was more descriptive than in years past partly in response to some of these dialogues and the proclamation expressed some of the same themes. It is clear many would like to see something more directly stated. There are several components to it as Councilor Lehan outlined, there is the legal component as to what the authorities do and how city services are made available to members of the public and we want people to be comfortable availing themselves to those services and we need to figure out how to state that in the most positive way, and then we have a need to make a values statement about our community. The Mayor heard that in some of the comments made about wanting to reassure people and to set a standard within the community in case there is anyone here that is not clear what the standards are in Wilsonville. Staff has gathered background material from other cities that have recently passed resolutions and there are differences between them. Mayor Knapp questioned if the Council would be well served by convening a citizen group similar to what Woodburn is doing, to identify components they want to consider in a public action.

Mr. Cosgrove indicated the information contained in the packet materials is a reflection of the public comment process at the last Council meeting. He committed to putting together information from other cities but also wanting to make it clear to Council and the citizens there needs to be a distinction between an inclusive city and a sanctuary city. Wilsonville does not provide its own law enforcement therefore the sanctuary city issue is off the table, but inclusive city is something that can be pursued. Draft resolutions were provided for Council to review, as were the policy of the Clackamas County Sheriff's office relating to profiling which covers the ORS related to how they deal with immigration holds. One of the draft resolutions talks about police, fire and EMS, and he wanted to be sure that Clackamas County Sheriffs, TVF&R and EMS are comfortable with the language. The City Manager asked for direction from the Council.

Councilor Lehan suggested scheduling the resolutions as a work session item in advance of the next French Prairie Forum so city representatives can attend the French Prairie Forum meeting with a more solid background.

Council agreed to put the item on the work session for the April 17<sup>th</sup> meeting.

Mayor Knapp explained the Council has not held a work session where Councilors had the opportunity to express their point of view, or to have a discussion to find common ground and move forward.

Councilor Lehan suggested inviting a member of the School Board and Sheriff Roberts or Chief Phillips. She also suggested it may be helpful for the City Attorney have a conversation with the Woodburn City Attorney.

Mr. Cosgrove asked for clear direction and comments on the two draft resolutions.

Councilor Stevens offered to help edit the drafts in the packet.

Mayor Knapp suggested Councilors review the packet materials and let staff know which components should be included.

Ms. Jacobson offered to work with Councilor Stevens on drafting a resolution and requested the Councilors send any conditions they feel strongly about to her.

Mayor Knapp thanked people for coming, acknowledging it was a slow path to reach an appropriate action, and he appreciated their continued engagement.

## **MAYOR'S BUSINESS**

### **A. 2017-19 City Council Goals**

Mayor Knapp stated the Council held a goal setting retreat on February 10<sup>th</sup> at the Water Treatment Plant. Senior management staff as well as Councilors participated in the facilitated goal setting. The process included discussion and agreement on a set of long-term objectives, which helped drive and bring focus to the establishment of short-term goals to be achieved during the 2017-19 calendar years.

Primary input into the Goal Setting included each Councilor's values and aspirations, direct input from citizens via the community wide survey, input from boards and commissions, task forces and long range planning committees as well as input from senior management on important issues facing the city.

Council established broad based, long-term objectives to help bring focus to goal setting. These objectives cover a range of issues including:

- Investments to critical infrastructure to help with resiliency and redundancy on everything from transportation to emergency response to parks
- Creating opportunities for additional access and connectivity to the Willamette River
- Increase efforts related to tourism and economic development
- Focus on housing
- Carry out long-range planning initiatives that help set the city on solid footing for the future
- Environmental stewardship
- Continued commitment to community outreach and education
- Increased investments in arts and culture
- Improve the pedestrian and bicycle experience in Wilsonville

Members of Council shared the established goals:

Councilor Starr addressed Investments to Critical Infrastructure which include the following goals:

- Complete design work and seek funding for the East-West Freeway Bridge
- Complete the French Prairie Bridge feasibility study

Page 55 of 79  
**CITY OF WILSONVILLE**  
**CITY COUNCIL MEETING MINUTES**

---

- Complete Phase 1 of the Boones Ferry Road to Brown Road connector
- Completion of the Fiber Business Plan to ensure the city is making the right investments to achieve our economic development goals

Councilor Akervall conveyed the goals under the heading of Long-Range Planning Initiatives the city will carry out over the next two years.

- Concept planning for the Arrowhead Creek Area, which will also touch on long-term objectives related to increasing access to the river, and investments to critical infrastructure
- Completion of the form-based code work currently underway for the Coffee Creek Industrial Area
- Completion of the Town Center Master Plan, which will provide a vision and specific action steps the city can take to guide future development of the town center
- Update to the City's Parks and Recreation Master Plan, and master planning for Boones Ferry Park

Councilor Stevens shared the goals Council came up with to support the Long-Term Objectives Focusing on Housing, Tourism and Improving the Bicycle and Pedestrian Experience in Wilsonville:

- Evaluate the results of the housing affordability study that will be conducted as part of a regional grant from Metro, and consider policy actions that will help alleviate the dearth of affordable housing in Wilsonville
- Improve Wilsonville's 'walk score' by making investments in bicycle and pedestrian infrastructure
- Develop a Wayfinding Program to make navigating Wilsonville easier for tourists and residents

Councilor Lehan covered the goals that relate to Arts, Culture and Environmental Stewardship:

- Explore the establishment of an Arts and Culture Commission based on the results of the Arts and Culture Commission Study that is currently underway
- Part of this goal is also to re-institute the city's sculpture program
- Organize Library Archives to ensure that history is captured, documented and archived appropriately for future generations, including coordinating the city's historical photograph collection
- Install interpretative signage for Beauty and the Bridge, Murase Plaza and all other public art in Wilsonville
- Become a "Bee City"
- Implement a street tree replacement program to aid residents in the selection of appropriate trees.

Mayor Knapp added under the heading of Community Outreach and Education, the City will convene a town hall to discuss important issues related to traffic congestion, housing affordability and community design. He asked the City Manager to discuss additional administrative directives to be achieved over the next two calendar years:

Mr. Cosgrove identified the Administrative Directives to be accomplished over the next two years.

- Advocate for an auxiliary lane on Interstate 5 southbound over the Boone Bridge.
- Advocate for more funding for all transportation facilities.
- Continue to monitor volumes on major transportation corridors entering Wilsonville.
- Complete congestion mitigation projects related to Interstate 5.
- Explore sustainable funding for SMART.
- Advocate for increased WES service.
- Explore the Blue Zone concept.
- Educate, inform, and monitor the Big Pipe project.
- Update the City website to include a database of City plants with recommendations of hearty plants suited to the area.
- Create a coordinated calendar for Councilor-attended events.

- Continue to negotiate with TriMet to adjust its service boundaries.
- Update the solid waste franchise agreement and consider curbside composting options.

**Motion:** Councilor Starr moved to adopt the 2017-19 City Council Goals as presented. Councilor Akervall seconded the motion.

Councilor Starr commented during the inclusivity discussion he did not hear any disparaging comments about the city, and it was incumbent upon Council to keep it that way.

Councilor Lehan thought the goal setting retreat was productive and she was impressed with the commitment of the Council in keeping Wilsonville an excellent city.

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

**B. Adopt 2017 Council Protocol Manual**

Mayor Knapp indicated changes to the Protocol Manual included scriveners changes as well as key changes such as eliminating the liaison assignments, updating language regarding the use of electronic devices, and holding a joint board and commission event with Council once per year.

Mr. Cosgrove stated staff would do its best to make sure that every board or commission had the opportunity to attend the Council meetings to address Council on their activities should they desire. He also was planning to hold an informal annual gathering with all boards and commissions to discuss goals and values.

**Motion:** Councilor Starr moved to adopt the 2017 Council Protocol Manual. Councilor Lehan seconded the motion.

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

Mayor Knapp reported on the meetings he attended on behalf of the City.

### **COUNCILOR COMMENTS**

Council President Starr stated Council heard a lot of comments tonight about how Wilsonville is as a welcoming community and how we welcome and treat people. Councilor Starr reflected on his pride in Wilsonville due to observing a history of people helping their neighbors in need. He indicated the recent Grace Chapel rummage sale earned \$18,000 which will be contributed to alleviate poverty and hunger in Wilsonville.

He felt the Council would draft a good resolution of inclusion, but not everyone will be pleased with what is said, and what is not said. And to a large degree it will be nice what is said, but the reality is how people act and carry-on on a day-to-day basis that is going to be the true test. He hoped that whatever is written is inspirational and a good way to lead, but the most important test is how everybody treats each other day in and day out.

Councilor Stevens announced free tax help at the Library on Saturdays.

Page 57 of 79  
**CITY OF WILSONVILLE**  
**CITY COUNCIL MEETING MINUTES**

---

Councilor Lehan reminded the public April 6<sup>th</sup> is the 100<sup>th</sup> anniversary of the beginning of WWI in 1917. There is a commemoration at Pleasant View Cemetery on April 6 at 11 a.m. and anyone is welcome to attend.

Councilor Akervall noted Town Center Task Force held their first meeting. A question of the month will be available at [www.wilsonville.towncenter.com](http://www.wilsonville.towncenter.com)

Mayor Knapp declared a recess at 8:34 p.m. and reconvened the meeting at 8:40 p.m.

### **CONSENT AGENDA**

Ms. Jacobson read the items on the Consent Agenda into the record.

A. **Resolution No. 2615**

A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Autumn Park Apartments, A Low-Income Apartment Development Owned And Operated By Northwest Housing Alternatives, Inc. (staff - Rodocker)

B. **Resolution No. 2616**

A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Charleston Apartments, A Low-Income Apartment Development Owned And Operated By Northwest Housing Alternatives, Inc. (staff - Rodocker)

C. **Resolution No. 2617**

A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Creekside Woods LP, A Low-Income Apartment Development Owned And Operated By Northwest Housing Alternatives, Inc. (staff - Rodocker)

D. **Resolution No. 2618**

A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Rain Garden Limited Partnership, A Low-Income Apartment Development Owned And Operated By Caritas Community Housing Corporation. (staff - Rodocker)

E. **Resolution No. 2619**

A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Wiedemann Park, A Low-Income Apartment Development Owned And Operated By Accessible Living, Inc. (staff - Rodocker)

F. **Resolution No. 2621**

A Resolution Of The City Of Wilsonville Authorizing The City Manager Or His Designee To Appoint Audit Firm. (staff – Katko)

G. **Resolution No. 2622**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With Moore Excavation, Inc. For The Charbonneau High Priority Utility Repair Phase II Project (Capital Improvement Project #2500 & 7500). (staff - Weigel)

**H. Resolution No. 2623**

A Resolution Of The City Of Wilsonville To Amend The 2015 Wastewater Collection System Master Plan Project List (Table 7-3 Capital Improvement Program, New Infra-Structure For Future Development) By Adding Project CIP-58 – Arrowhead Creek Planning Area – 5th Street / Kinsman Road Extension. (staff - Adams)

**I. Resolution No. 2624**

A Resolution Of The City Of Wilsonville To Amend The Adopted 2012 Water System Master Plan Project List (Table 5.2 – Priority Capital Improvements) To Add Project 176 – 12-Inch Loop On 5th/Kinsman/Brown Extensions. (staff – Adams)

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

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

**PUBLIC HEARING**

Ms. Jacobson read Resolution No. 2625 into the record.

**A. Resolution No. 2625**

A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2016-17.

Mayor Knapp read the public hearing protocol and opened the public hearing at 8:44 p.m.

Ms. Rodocker presented the staff report. Oregon’s Local Budget Law allows the Council to amend the adopted budget for an occurrence or condition that was not known at the time the budget was adopted. A transfer resolution moves expenditures from one category to another within a specific fund and does not increase the overall budget that was approved during the annual budget process. A supplemental budget adjustment will impact the budget by increasing revenues and/or expenditures. The supplemental adjustment can also recognize expenditures that exceed 10% of the adopted budget expenditures or 15% of the funds’ adopted contingency.

**Non-Capital Project Budget Requests:**

- The Metro Community Enhancement Grant oversight has been moved to the Administration Program. A zero dollar budget transfer will move the revenue and corresponding budget authority from the Parks and Recreation Program.
- As a result of greater than anticipated utility revenues in the Water and Sewer Programs, additional budget authority is needed to meet the Franchise Fees requirements. The Franchise Fee paid to the General Fund is 4% of sales. An additional \$43,000 is needed in the Water Fund and \$17,500 in the Sewer Fund.
- The Water Treatment plant ozone generator cell replacement will provide for more permanent repair to the equipment. Total budget request, \$80,000.

**Capital Project Budget Requests:**

- Stormwater Ops allocation to Charbonneau-\$422,084. The request ‘rolls over’ the unused portion of the budget from FY2015-16.
- An additional funding request is needed for the project management fees for the French Prairie Bridge Project, \$70,000.

Page 59 of 79  
**CITY OF WILSONVILLE**  
**CITY COUNCIL MEETING MINUTES**

---

- Two new projects will require funding including the Exit #283-Congestion Improvements Phase I, \$192,961 and the Boones Ferry Rd Right-Of-Way Acquisition, \$39,200. Both projects will be funded by the Kinsman/Wilsonville Rd Truck Turning Improvement project.
- A number of zero dollar transfers will be made to align the project management fees in various projects:

Water Treatment Plant Master Plan	\$ 27,000
Willamette River Water Supply	6,000
Water Ops Allocation to Charbonneau	6,000
Well Facility Rehab and Upgrades	(9,000)
WTP Surge Tank	(13,650)
Tooze Rd 18" Waterline (110th to Grahams Ferry Rd)	(12,000)
Annual Well Upgrades and Maintenance	(4,350)
Basalt Creek Planning	(20,000)
Frog Pond Advance Rd Master Planning	20,000
Wilsonville Rd Interchange	(13,850)
Kinsman Rd Extension	(5,500)
Street SDC Update	12,400
5 Year Monitoring: Barber Rd	2,000
Kinsman/Wilsonville Rd Truck Turning Imp	(2,300)
Chabonneau Walking Path	1,750
5 Yr and Annual Street CIP Budget	5,500
Annual Citywide Storm Sewer Pipe Replacement	1,500
Willametter River Outfalls	(1,500)
Annual CD Support	39,800
Willametter River Outfalls	(39,800)
Annual CD Support for Misc Projects	10,500
I-5 Undercrossing Trail	(10,500)

The Mayor asked for testimony, hearing none he closed the public hearing at 8:50 p.m.

**Motion:** Councilor Stevens moved to approve Resolution No. 2625. Councilor Starr seconded the motion.

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

- B. Ordinance No. – *This ordinance will need to be continued to the April 17, 2017 Council Meeting.*  
An Ordinance Amending the Comprehensive Plan Adopting a 2017 Transit Master Plan for the City of Wilsonville and Repealing Ordinance No. 653.

**Motion:** Councilor Stevens moved to continue the Ordinance to the April 17, 2017 Council Meeting. Councilor Akervall seconded the motion.

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

## **NEW BUSINESS**

Ms. Jacobson read the title of Resolution No. 2620 for the record.

A. **Resolution No.2620**

A Resolution Of The City Of Wilsonville Adopting A New Fee Schedule For Land Use Development And Planning Review Fees, And Repealing Resolution No. 2529

Susan Cole, Nancy Kraushaar and Daniel Pauly presented the staff report. Based on the Evaluations of Land Use Development and Planning Review Fees completed by FCS Group and presented to Council most recently at the February 23, 2017 Council work session, staff is presenting a resolution for approval to restructure and realign the fees.

The analysis and report completed by FCS Group concluded that the Land Use Development and Planning Review Fees only recover 45% of their cost with no other clear revenue source. In order to maintain the high level of service and benefits to the community provided by the Planning Division, a closer look at these fees and how they are structured needed to occur. The main objective of maintaining a sustainable revenue source is to ensure that the Division has the resources to continue to provide a customer service level that makes certain growth occurs in a manner that benefits the whole community. One example of this high level of service can be found in the efforts that have gone into Villebois.

The planning process is very labor intensive and can span long periods of time. Staff prides themselves on providing excellent customer service, not only to those wanting to develop, but also to the community in the form of reviews by the Planning Commission and the Development Review Board. Many of the steps in the planning process do not trigger a fee per se, but nonetheless are part of the process and utilize staff resources. Thus, the fee schedule being presented attempts to recover the costs along the entire planning process in the fees that are charged.

In preparing the fee structure many considerations were taken into account. Goals considered in the process included maintaining the high level of service provision, cost recovery, ensuring competitive pricing through market comparisons, and impact on users to ensure the new structure is more understandable. The new structure includes four new fees categories, four fee categories that have been restructured and simplified, eight fees that are being reduced, nineteen fees that are remaining the same, and forty-nine fees that are being increased.

From the fees presented on February 23<sup>rd</sup>, 2017 the following adjustments have been made:

- Temporary Use and Sign Permits DRB Review more than 120 days has been reduced to 50% cost recovery resulting in an 85% increase over the current fee. Fee will increase from \$950 to \$1,760. Previous proposal was a 271% increase to \$3,525.
- Staff Interpretation fees have been reduced to 50% recovery resulting in a 149% increase over the current fee for fees with public notice. Fee will increase from \$667 to \$1,660. Previous proposal was a 385% increase to \$3,230.

Page 61 of 79  
**CITY OF WILSONVILLE**  
**CITY COUNCIL MEETING MINUTES**

---

- Adjusted the new fee of Urban Reserve Concept Plan – initiated by owners to be scalable by property size as shown below.

<b>Urban Reserve Concept Plan – initiated by owners</b>	
0 to 50 Acres Base Fee	\$2,500
+ per hour for Staff Review/Report/Research Time	\$150
Not to exceed	\$12,000
51 to 250 Acres Base Fee	\$5,000
+ per hour for Staff Review/Report/Research Time	\$150
Not to exceed	\$22,035
251+ Acres Base Fee	\$7,500
+ per hour for Staff Review/Report/Research Time	\$150

FCS Group conducted several staff interviews and identified areas of significant staff time that had no fee set to recover those efforts. As a result, Staff has included four new fee categories in the proposed fee structure. The new fees are listed below:

<b>Erosion Control Inspection Fee</b>	
Base	\$400
Per additional Inspection	\$75
<b>Recorded Matter - per document</b>	<b>\$335</b>
<b>Urban Reserve Concept Plan – initiated by owners</b>	
0 to 50 Acres Base Fee	\$2,500
+ per hour for Staff Review/Report/Research Time	\$150
Not to exceed	\$12,000
51 to 250 Acres Base Fee	\$5,000
+ per hour for Staff Review/Report/Research Time	\$150
Not to exceed	\$22,035
251+ Acres Base Fee	\$7,500
+ per hour for Staff Review/Report/Research Time	\$150
<b>Zoning Verification Letter</b>	<b>\$300</b>

In an effort to simplify the fees and enhance customer understanding, Planning staff took an in depth look at how the fee structure is being applied and found simplifications to incorporate. The Planned Unit Development Fees are proposed to reduce from twenty-five codes and multipliers down to ten, of which four of those remaining are only applicable to Villebois. Other changes include Tentative Plat Reviews, reducing from fourteen codes down to four; Pre-application Conference from five down to three; and Site design review is proposed to increase from one line to three in order to better capture customer needs. With many of these simplifications, customers will be able to easily calculate their own fees.

Planning staff also took into careful consideration the impact each fee would have on customers as well as the market rate of the fees as compared to neighboring jurisdictions. Staff wants to ensure the City remains both fair and competitive with the city’s planning fees. To accomplish this goal staff is proposing several fees remain the same, including those associated with Villebois, Administrative Appeals, and Requests for Time Extension. Other areas were increased to recover some costs, but remained at a reduced rate to ensure we were not being cost prohibitive. For example, it was decided to keep Tree permits around 25% cost recovery, and Final Plat reviews as well as some sign permits at 50% cost recovery on average.

Page 62 of 79  
**CITY OF WILSONVILLE**  
**CITY COUNCIL MEETING MINUTES**

---

The analysis by FCS Group looked at the cost recovery of each fee individually and identified some that were being over-recovered. In an effort to bring all fees within the same recovery goal, staff is proposing to reduce some fees. The most significant area of decrease is the Temporary Use and Sign Permits; four fees in those categories are being reduced by an average of 36%. Type D Tree permits are also proposed to be reduced by 21% and DRB Review of Type C Tree Removal Plan by 77%.

In order to improve the cost recovery, it is necessary to increase fees. Some fees with the highest proposed increases include:

- Appeals requiring DRB or Planning Commission Action increasing 265% from \$950 to \$3,465. This increase reflects an intentional cost recovery of 25%. Full cost recovery was deemed to be price-prohibitive.
- Final Plat Reviews increasing on average 367% to meet a cost recovery of 50%. The fee for Partition increasing from \$190 to \$1,155, and for Subdivision from \$760 to \$2,480.
- SROZ Review Verification of Boundary Abbreviated increasing 316% from \$95 to \$395 and Review of Mitigation Monitoring Report increasing 232% from \$143 to \$475. These fees will have 100% cost recovery.

All of the changes result in an estimated system-wide average of 84% cost recovery, and would have brought in \$186,750 in additional revenue in year studied. These changes would bring the fee structure in line with the City's Financial Policies, which state that fees should recover the direct and indirect costs associated with the fees. Costs not recovered include departmental and City-wide overhead.

Not yet included in the fee structure are optional surcharges for technology and long-range planning. As discussed with the FCS Group, some jurisdictions apply a small percent on top of each fee to recover costs associated with technological upgrades and long-range planning efforts. Adding a 1% surcharge on fees would raise approximately \$5,000 each year, depending upon the volume and type of permits.

Through the process staff took a close look at comparable jurisdictions and the changes reflect efforts to remain cost competitive. Fee Resolution would be effective May 1, 2017. Re-structuring the planning fees would impact the Community Development Fund's revenue and put it on the path of long-term financial sustainability.

While this fee restructure will increase certain planning fees, it will enable the City to maintain its high level of customer service to the development community, and at the same time safeguard the City's aesthetic values in reviewing new development.

Mr. Pauly explained staff reached out to developers, consultants, sign companies, and tree companies. Ben Altman submitted a comment that he thought the fees were comparable to others in the metro area. Steve Rudnick a sign company owner did not want the fees to increase too much because it would drive out businesses, and suggested lowering overhead.

Councilor Starr expressed concern with how much the market will absorb before the fee increases would have a negative effect, and wanted to know if there was any type of review to insure the city was not raising fees against other communities.

Ms. Cole responded not all cities charge the same fees, which made it very difficult to compare apples to apples.

Councilor Starr wanted to make sure someone is watching to make sure that something is not missed.

Ms. Kraushaar said staff will respond to any feedback that is received regarding the fees. The level of service and quick turnaround time for plan review is what keeps the customers coming back.

Mr. Pauly added the outreach included developers who may be interested in developing in Frog Pond. Information had been sent to all developers and the few comments reflect that they are comfortable with the fees.

Mr. Cosgrove added developers value the Community Development department since it is known and consistent and the developers know they will get a high level of service, and input from staff many times produces a better product for the developer. Mr. Cosgrove said most sophisticated developers want to know their project will be reviewed in a timely process.

Mayor Knapp talked with staff about scaling fees to the size of proposals, to what extent is the proposal modified for the question of scale. He wanted to know if the fees were indexed annually.

Ms. Cole said the urban reserve concept plan was scaled to the size of the proposal, fees for temporary use and sign permits were scaled, and staff interpretation fees reduced. The fees are indexed annually, and to make sure we are on track the entire process will be redone in 4-5 years.

**Motion:** Councilor Lehan moved to approve Resolution No. 2620. Councilor Akervall seconded the motion.

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

## **CITY MANAGER**

Mr. Cosgrove reported the residential neighborhood parking permit process is moving forward for the Meadows neighborhood with that meeting scheduled for March 23rd. A meeting has been scheduled for the Brenchley Estates neighborhood for April 17<sup>th</sup>.

For the second year in a row, the Wilsonville High School Basketball team has succeeded in becoming state champions which is a significant accomplishment.

Ms. Cosgrove asked if Council would want to cancel the April 3<sup>rd</sup> Council meeting since there is no actionable business schedule for that agenda. Council agreed to cancel the meeting.

## **LEGAL BUSINESS**

Ms. Jacobson indicated she had received an invitation to tour the Rain Garden complex on Tuesday at 2 p.m. Councilors were welcome to attend.

Page 64 of 79  
**CITY OF WILSONVILLE**  
**CITY COUNCIL MEETING MINUTES**

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**ADJOURN**

Mayor Knapp adjourned the meeting at 9:21 p.m.

Respectfully submitted,

\_\_\_\_\_  
Sandra C. King, MMC, City Recorder

ATTEST:

\_\_\_\_\_  
Tim Knapp, Mayor

CITY OF WILSONVILLE

# Monthly Report



COMMUNITY DEVELOPMENT DEPARTMENT

March 2017

## From The Director's Office

Greetings! Well another month has marched by with incredible progress made on Community Development activities all over town – please see the details in our March monthly report.

Much is happening at the Meridian Creek Middle School site. The building is really taking shape, and the Advance Road underground utilities and road construction are well underway. This project keeps our Building and Engineering Inspectors very busy.



Our Planning and Building staff have recently tallied the latest information about permits issued and valuation for 2016. Highlights include:

- Issued permits for 317 new homes – most of which were for Polygon in Villebois.
- 2<sup>nd</sup> highest year in the last 10 years for new commercial/industrial at \$39.7 million investment, including projects like:
  - Subaru at \$8.2 Million
  - Wilsonville Storage at \$4.1 Million
  - High School Performing Arts at \$2 Million; and
  - Meridian Creek Middle School at \$24 Million
- 2<sup>nd</sup> Highest year in 10 years for alterations to commercial and industrial projects at \$27.7 Million. Businesses appear to be growing and reinvesting in their building stock. Such Tenant Improvement permits include Orange Theory, Black Bear Diner, Conexus and others.

When you look at the numbers across the board, with the exception of multi-family housing, all three other categories seemed to nearly peak in 2016 giving us the highest total valuation in 10+ years. While this is an extremely strong picture of growth and cause to celebrate success as we implement our well thought out comprehensive/zoning plans, we anticipate next year's activity will cool slightly bringing a more moderate level of growth.

Road closure warning!! Boeckman Road will again be closed – this time for the Kinsman Road extension (Barber to Boeckman) roundabout construction. Details are on the City website. Unfortunately, to complete these important transportation connections, it is necessary to go through this temporary inconvenience to the traveling public.

To wrap up this month's report, I want to share a particularly amusing photo of some of our Villebois residents that Michael Carr, Engineering Technician, sent me.



We need to make these ADA compliant crossings more bird friendly...or they won't use them.

Enjoy your April! –Nancy Kraushaar, Director

## Building Division

### Whatcha' Looking At?



Water heaters that explode are very scary and very dangerous. One of the most important safety features to prevent the explosion of water heaters is the Temperature and Pressure (or T&P) relief valve.

When water is heated it expands. In a 40 gallon water heater, water will expand by approximately 1/2 gallon. The extra volume created by this expansion has to go somewhere or pressure will dramatically increase. To prevent the excessive buildup of pressure, an emergency T&P valve must be installed so the water heater

does not explode. The adjacent photo shows the impressive aftermath from a water heater explosion in a garage.



During a plumbing final inspection a number of safety features of water heaters are inspected to ensure proper installation. Below is a photo of Plumbing Inspector Melissa Gitt performing an inspection of the T&P relief valve. During this inspection Melissa is making sure:

- The relief valve piping is sized correctly
- The T&P outlet discharges so hot water points downward and terminates to a safe location
- The T&P relief valve opens and closes properly
- There is no shutoff valve between the water heater and the T&P relief valve
- There are no caps on the end of the piping attached to the relief valve

The T&P valve is functioning properly when it relieves water pressure caused by thermal expansion. It is normal to periodically see evidence of this relief with small quantities of water coming from the T&P valve piping.

In some cases expansion can be absorbed by installation of a small expansion tank such as the one shown on top of the water heater in the photo. This expansion tank is not a substitute for the T&P relief valve.

It is important to periodically have the valve inspected by a plumber and if needed, replaced. One manufacturer recommends operation of the valve by the homeowner ever year and replacement every 3 years. And that's what we're looking at.



## Engineering Division, Capital Projects

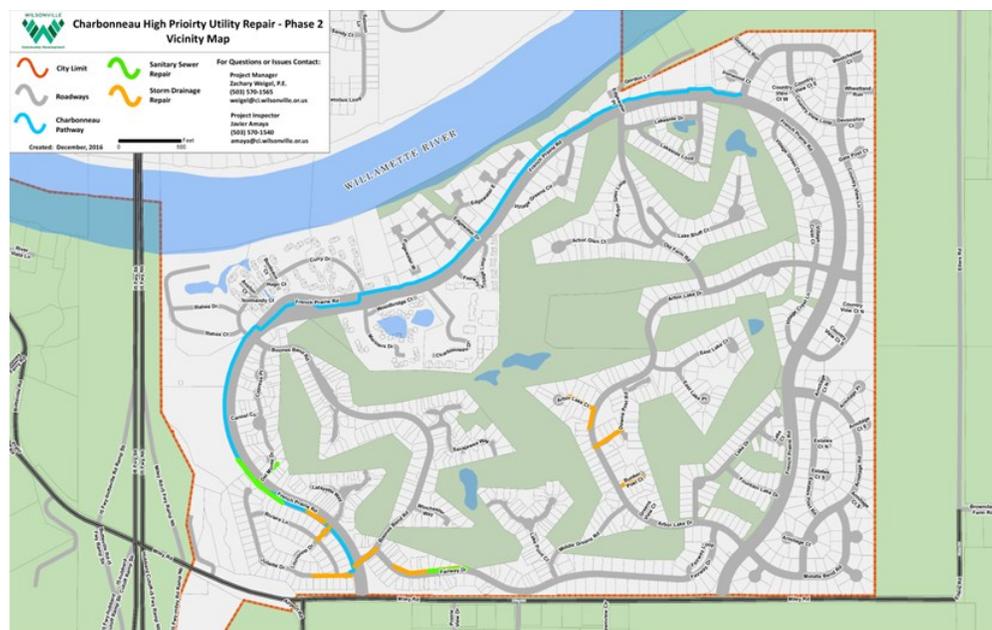
**5<sup>th</sup> Street / Kinsman Road Extension (4196):** Otak, Inc. is presently surveying the project area; survey work is expected to be complete by the end of April. Otak and Epic are working to obtain right-of-entries from the property owners to perform geotechnical and archeological work.

### **Charbonneau High Priority Utility Repair Phase I (1500/2500/7500):**

This project involves the replacement and repair of the most deficient sewer and storm pipes within Charbonneau in three phases over the next three years. Also, the project includes replacement of a recently failed 12" water line between Boones Bend Road and Mariner's Village. Project is complete.

### **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. Council awarded the construction contract to Moore Excavation at the March 20 Council meeting. Construction is anticipated to begin in mid-April 2017 and wrap up at the end of summer 2017.



### **Exit 283 Congestion Improvements (4199):**

Design work is progressing for the Southbound Ramp Widening and Fred Meyer South Exit modification. An IGA and expense reimbursement agreement for the Southbound Ramp Widening is in preparation by ODOT. A third project (restriping plan and specifications for North Boones Ferry Road) is complete and will be added to the upcoming bid package for Annual Street Maintenance.

## Engineering Division, Capital Projects, Cont.

**French Prairie Bridge (9137):** This project will determine the final location, alignment, and design type, and includes 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. The project team is developing draft bridge evaluation criteria based on feedback received from the first Technical Advisory Committee, Task Force, and Open House meetings. The next set of project meetings to review bridge evaluation criteria are being scheduled for May 2017. Project completion is anticipated in July 2018.

**Gesellschaft Well Facility Upgrades (1083):** This project includes upgrades and modification to the Gesellschaft Well controls and piping to convert the well operation to an emergency back-up supply of potable water. Design plans and specifications prepared by the City's engineering consultant, Keller Associates, are being finalized. Construction is anticipated to begin late spring 2017.

**Kinsman Road Extension (4004):** This project involves construction of a new section of Kinsman Road between Barber Street and Boeckman Road and includes the upsizing and relocation of a 30" sanitary sewer pipe (Coffee Creek Interceptor Upsizing (CIP 2079) and installation of a 66" water line for the Willamette Water Supply Program (CIP 1127). Boeckman Road closure between Villebois Drive and 95<sup>th</sup> Avenue to construct the new concrete roundabout intersection at Kinsman Road begins April 24<sup>th</sup> and will reopen the first part of August. Roadway fill north of the box culvert is being installed. Installation of roadway fill south of the box culvert is complete (photo below). Sanitary sewer line and water line installation along the new Kinsman Road alignment will continue throughout the Spring. Construction is anticipated to be complete in June 2018.



## Engineering Division, Capital Projects, Cont.

**Library Improvement (8098):** General concept alternatives and the scope and cost of discreet improvements continue to be evaluated and narrowed based on library staff input, component cost estimates, and available funding. Kickoff of final design efforts for the selected improvements will occur in April.

**Street Maintenance (4014):** Staff has identified neighborhoods for slurry seal (portions of Villebois, the Park at Merryfield, and Arbor Crossing, as well as concrete panel repair along 95<sup>th</sup> Avenue, pavement repair on Day Road, and assorted other pavement maintenance projects.

**Tooze Road (4146):** Right of way acquisition is in process with 11 of 12 homeowners having signed agreements with the City. ODOT is reviewing the final plans and will begin review of the right of way process once it has been completed.

**Transportation SDC Update (4189):** A draft methodology report has been published on the City's website along with a 60 day notice to interested parties. Staff will present the methodology to Council at the first meeting in June.

**Water Treatment Plant Master Plan Update (1122):** Carollo Engineers was selected to perform the "mini Master Plan" for the existing Water Treatment Plant. The Cost Proposal/negotiation process is in progress.

**Willamette River Stormwater Outfalls (7053):** Consultant received work back from NOAA (National Oceanic and Atmospheric Administration) that they prefer the storm system to be conveyed via a pipe system to below Ordinary High Water elevation of the Willamette River. This is a different direction than what we have received in the past and requires some redesign work of the plans. This will delay, by a few weeks, submitting the plans to the Army Corps of Engineers and to the Oregon Department of State Lands this month to obtain federal and state permitting. Receiving these permits typically takes 6 - 9 months. There are some extra costs in redoing the plans, however the anticipated construction costs should now be less.

**WWSP Coordination (1127):** Meetings are being held on a bi-weekly basis to facilitate coordination of the WWSP pipeline with various important City projects, including Kinsman Road (CIP 4004), the 5<sup>th</sup> Street/Kinsman Connector (CIP 4196), and Garden Acres Road (Coffee Creek Urban Renewal Area). Other coordination/meetings on raw water pump station improvements and seismic upgrades at the WTP are also continuing.

**WWTP Outfall Replacement (2095):** Oregon DEQ has required the City to complete this project by October 31, 2017. Design is complete and a bid package is in final preparation, however, the City is putting the project on hold due to permit issues beyond the City's control. Permit submittals were made to the Federal Army Corp of Engineers (USACE) and Oregon Department of State Lands (DSL) in September 2016. DSL issued a permit in December 2016. USACE is required by the Endangered Species Act to consult with the Federal NMFS (National Marine Fisheries Service). As of March 10, NMFS had not looked at the submittal, preventing USACE from issuing a permit. The permit delays mean that the City can't bid and complete the project before the State (ODFW) mandated October 31 in-water-work-window expires. Recognizing the City is not at fault for the permit delay, Oregon DEQ issued the City a notice authorizing a one year delay.

## Engineering Division, Private Development

**Aspen Meadows Canyon Creek Subdivision (formerly Boeckman-Lewallen):** Construction is ongoing on this 14-lot subdivision at Canyon Creek Road South and Daybreak Street.

**Meridian Creek Middle School:** Early off-site construction work was started around the intersection of Boeckman, Stafford, Advance, and Wilsonville Road. K&E Excavating, Inc. has installed the sanitary sewer main line across the intersection and are now advancing the line eastward down Advance Road. Advance Road between Wilsonville Road and 60<sup>th</sup> Avenue will be closed to all through traffic from April 29 – May 19 to allow for complete reconstruction of the roadway. Businesses and citizens should anticipate off and on lane closures as work progresses. Project completion is expected before start of school in September, 2017.

**Villebois:** PW construction has been completed with both Grande Pointe Phase 2 (44 lots), Tonquin Meadows 3 (109 lots), and VB Central - Berkshire (10 lots located on south side of Barber near Costa Circle West); home building permits have been issued in each subdivision. VB Central - Camden Square (43 lots located south of Montague Park) is under construction. VB East - Tonquin Meadows 4 (57 lots located north of Lowrie Primary) plans have been approved and construction should begin in April/May; VB Central - Berkshire No. 2 (17 lots located on north side of Barber near Costa Circle West) plans are under review.

**Villebois Parks:** Construction is ongoing in Trocadero Park (RP-5) located just east of Edelweiss Park and north of Berlin Avenue. Plans are under review for RP 7 & 8, located north and east of Tonquin Meadows on the east side of Villebois.

## Natural Resources

### Bee Stewards Project

City staff are working with the Northwest Center for Alternatives to Pesticides, and other partners, to restore pollinator habitat, develop an integrated pest management plan, and provide education and outreach within the community. A planting plan was developed for the Water Treatment Plant Park, which enhances the existing landscaping and provides opportunities for pollinators. In partnership with Friends of Trees, two planting events were scheduled. Ninety volunteers participated in the first event on March 18, and one hundred volunteers participated in the second planting event on April 1. Planting plans are also being developed for Memorial Park and the Wilsonville Road medians in the Town Center area.

### Free Native Tree Program

To help reduce stream temperature and pollutants, the City offers up to five native tree seedlings for any community member or business, within the City Limits, to install on their property. Plantings along streams, riparian corridors, or other water bodies are encouraged, but regardless of the location, tree plantings enhance the City's "Urban forest" and contribute to a healthier environment. The incentive program is part of the strategy to address the City's NPDES Stormwater permit requirements.



*Bee Stewards  
Wilsonville*

**RESTORE, PROTECT, EDUCATE**  
Pollinators need your help. Join us in making a difference.

*This project includes five main goals:*

1. Create productive pollinator habitats in Wilsonville, on City and West Linn-Wilsonville School District-owned property, utilizing volunteers and youth organizations to help with plantings and maintenance.
2. Develop an Integrated Pest Management (IPM) plan for Wilsonville City-owned grounds and facilities.
3. Establish interpretive signs near the pollinator gardens to enhance community understanding of pollinators and their habitat needs.
4. Provide education and tools for Wilsonville residents to create pollinator habitat in their own yards.
5. Expose students to pollinator education via classes, service learning, youth crews, and club settings and establish a student-led monitoring program.

The project is supported by the following partners:



## Planning Division, Current

### Projects Being Prepared for DRB Hearings

- Marion's Carpets Boones Ferry Road north of Barber
- Parking and site modifications for DW Fritz, 9600 SW Boeckman Road
- Villebois Regional Parks 7 & 8

### Administrative Land Use Decisions Issued

- Delta Logistics, Commerce Circle, above ground fuel tank and canopy
- Al's Garden and Home entry arbor and expanded greenhouses
- Taco Bell architectural upgrades and new signs
- Coca Cola: new entry lane off Kinsman Road and additional truck parking
- New monument sign on 95<sup>th</sup> Avenue for Wilsonville Business Center
- 2 Class I Administrative Reviews
- 1 Final Partition Plat
- 1 Final Subdivision Plat
- 3 Zoning Verification Letters
- 12 Type A Tree Permits
- 5 Type B Tree Permits
- 3 Class I Sign Permits
- Numerous Single-family Home permits

## Planning Division, Long Range



### **BASALT CREEK CONCEPT PLAN**

At the March 20 City Council work session, Staff updated Council on the status of the Basalt Creek project in light of the most recent proposal made by the City of Tualatin to shift additional acreage to residential use. Staff recommended that Council consider and provide direction on whether they agree to the proposed changes to the Basalt Creek Land Use Concept Map presented at the Tualatin City Council on February 13, 2017. Council remained committed to the area developing as employment lands and directed Wilsonville staff to continue to reach out to IGA partners Metro, City of Tualatin and Washington County to determine next steps.

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



### **TOWN CENTER PLAN**

The Wilsonville Town Center Plan focuses on creating a community-driven vision for the Town Center and a plan that will guide future development.

On March 14, 2017, 22 members of the Taskforce Committee for the Town Center Plan gathered for their first meeting at Wilsonville City Hall. Participants, representing a wide range of local interests and residents, discussed key issues before breaking into smaller groups to consider project vision and goals. A draft vision and goals memorandum will be refined at the April 19 meeting to be presented at a joint Planning Commission and City Council work session on May 15, 2017.

During March, staff promoted a survey in order to glean the public's thoughts on what they would like to see in the future Town Center. Number of participants and summaries of input have not yet been compiled.

For more information about the Town Center Plan project visit [www.wilsonvilletowncenter.com](http://www.wilsonvilletowncenter.com).

## Planning Division, Long Range Cont.



### **FROG POND**

The Frog Pond West Master Plan (phase 2) will guide future development of the Frog Pond West neighborhood.

On March 6, 2017 the City Council conducted a work session on the draft Frog Pond West Master Plan Residential Neighborhood Zone. The Wilsonville Planning Commission conducted a public hearing on Wednesday, March 8, 2017 regarding the Frog Pond Master Plan. Resolution LP17-0001 passed unanimously. The April 17<sup>th</sup> City Council public hearing will be continued to Monday, June 19<sup>th</sup>, 2017 to allow staff and the development community additional time to address the details of infrastructure funding.

Information presented can be found in the meeting packet on our Planning Commission Agenda website at <http://www.ci.wilsonville.or.us/AgendaCenter>.

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## Board & Commission Updates

### **DEVELOPMENT REVIEW BOARD (DRB)**

DRB Panel A met on March 13. At the meeting the DRB elected Ron Heberlein as Chair and Fred Ruby as Vice Chair to serve one year terms. The DRB also received training on and asked questions about upcoming changes to the City's Development Code related to the Frog Pond West Master Plan.

DRB Panel B did not meet in March.

### **PLANNING COMMISSION**

The Planning Commission convened on March 8, 2017 where the February 8, 2017 Planning Commission Meeting minutes were accepted as presented. Eric Postma moved to continue the scheduled Legislative Hearing for the Transit Master Plan project to a May 10, 2017 date certain. Commissioner Mesbah seconded the motion, which was passed unanimously. The Frog Pond Master Plan was presented as the next item on the Planning Commission's legislative hearing docket. Resolution LP17-0001 passed unanimously as corrected with a reference to equitable cost allocation for improvements that benefit the entire Frog Pond development within the Infrastructure Funding Plan. The meeting concluded after hearing an update of the Town Center Plan Kick-off Event and the 2017 Planning Commission Work Program.

# PUBLIC WORKS

MARCH 2017

## TREE MITIGATION

*Facilities & Landscape Maintenance*

Spring is here, and with it brings the perfect tree planting weather. The drought over the last couple of years has taking its toll on several landscape trees throughout the city. After obtaining proper permits and completing the tree removal process, crews removed several problematic trees throughout the winter. Now that the planting conditions are right, Facilities Maintenance Specialists Rob Rollins and Robert Todd have been planting trees that fit the existing conditions.

Below are pictures of two cherry trees that were planted in a space that was too small. The trees had to be removed due to safety hazard caused by the damage to the pavement and retaining wall.



**WATER LINE REPAIR**

*Water Distribution*

The crew has been very busy with new meter installs this month, completing 34 meter installs mainly in the Villebois area. They repaired several service line leaks as well, including the one pictured below at Bridge Creek Apartments. The repair required replacing the curb stop at the meter. Pictured below are Water Operators Steve Gering and Jerry Anderson.



The crew also completed repairs on a six inch C-900 water main (below) which feeds a fire hydrant on Metolius Lane near the entrance to Daydream Ranch. Pictured below are Water Operators Chris Reece and Jerry Anderson along with Utilities Maintenance Specialist Ian Eglitis.



**BARKDUSTING**

*Roads Maintenance*

Roads maintenance crews in conjunction with Bark Blowers Inc. have been finishing up the placement of bark in the median strips. The bark is not only pleasing to the eye, but it helps keep moisture in the ground when watering, as well as suppressing weeds. With spring here, it will be a constant battle with weeds.





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

**Headlines:**

**RFID**

The Library has begun putting RFID tags into the books and other items in its collection. In the first two day of the project, staff tagged approximately 9,000 items at a rate of 215 items per man-hour. We should actually speed up over time, as we started with DVDs, which are more cumbersome to tag. The tagging project should take 5 weeks or so, if all goes well. Shasta has hung thermometers on the wall so that staff and volunteers can track their progress, and now has a 'Wall of Encouragement' next to her work space. The Wall of Encouragement will be a space for staff to be acknowledged and rewarded by Shasta and I, as well as fellow staff. The Wilsonville Friends of the Library have granted \$500 for prizes and food during the project.

Other Libraries will be starting their tagging in April and May, according to a schedule. All libraries should be complete by the end of June.

**Historical Society**

There have been two meetings for folks interested in reforming the Wilsonville/Boones Ferry Historical Society. We are making (modest) progress and I hope to suggest an interim board at the next meeting. Finding someone to take to lead role is the immediate task.

**Library Renovation**

Last week, the City received distribution of the \$1 million capital fund for the Wilsonville Library.

Library staff and others recently met to make some preliminary decisions regarding the renovation. In that meeting, staff decided to move the Young Adult area to the northwest corner of the Library. The Fiction collection currently inhabits this space. This move reflects an increasing focus on teens for the library. Additionally, both the circulation and reference desks are targeted to be reduced in size in order to open up the central interior of the library.

**Library Board began reviewing Library Policy**

The Library Board began a review of Library policy at its March meeting. Over the next few months, the Board will review general library policy as well policy regarding the Community Bulletin Board. The Board will be kept informed about a City-wide Notary Policy that is currently under development. The Library has provided notary services to the public for several years.

**Next Library Board meeting:** April 26th at 6:30pm in the library