

EXHIBIT H CC MEETING MINUTES EXCERPT

**City Council Meeting Action Minutes
February 6, 2017**

COUNCILORS	STAFF	STAFF
Mayor Knapp	Bryan Cosgrove	Mark Ottenad
Councilor Starr	Barbara Jacobson	Jon Gail
Councilor Akervall	Jeanna Troha	Stephan Lashbrook,
Councilor Stevens	Sandra King	Eric Loomis
Councilor Lehan	Susan Cole	Michelle Marston
	Nancy Kraushaar	Cathy Rodocker
	Delora Kerber	

AGENDA ITEM	ACTIONS
WORK SESSION	
<ul style="list-style-type: none"> Transit Master Plan Frog Pond Master Plan Metereaders Contract Questions 	<ul style="list-style-type: none"> Staff presented a synopsis of the Transit Master Plan and distributed copies of the draft Plan and comments to the Council. An overview of the Master Plan was given to Council. Staff responded to questions about the cost effectiveness of electronic meter reading.
REGULAR MEETING	
<u>Mayor's Business</u> <ul style="list-style-type: none"> Board and Commission appointments A list of the appointments is attached. 	<ul style="list-style-type: none"> Council ratified the appointments to fill vacancies on the Boards and Commissions.
<u>Communications</u> <ul style="list-style-type: none"> Bob Gibbs, Town Center Retail Analysis 	<ul style="list-style-type: none"> Mr. Gibbs presented retail purchasing information gathered about Wilsonville and talked about additional retail establishments the city could support.
<u>Consent Agenda</u> <ul style="list-style-type: none"> Resolution 2613 – awarding a contract to Metereaders, Inc. Minutes of the January 5th and 19th Council meetings. 	<p>The consent agenda was approved 5-0.</p>
<u>Public Hearing</u> <ul style="list-style-type: none"> Ordinance No. 801 and 802 	<p>Both ordinances were continued to the February 23rd Council meeting.</p>
<u>Continuing Business</u> <ul style="list-style-type: none"> Ordinance 804 – establishing a residential parking zone program 	<p>The ordinance was adopted on second reading unanimously.</p>

EXHIBIT H CC MEETING MINUTES EXCERPT

<u>City Manager's Business</u>	Council was reminded about their retreat and goal setting session scheduled for Feb. 10 and 11.
<u>Legal Business</u>	No report.
Adjourn	8:45 p.m.

BOARD AND COMMISSION APPOINTMENTS

February 6, 2017

BUDGET COMMITTEE:

- ✓ Sam Scull to a 3 year term beginning 2/6/17 and ending 12/31/19

DEVELOPMENT REVIEW BOARD

- ✓ Joanne Linville to a 2 year term beginning 2/6/17 and ending 12/31/18
- ✓ Jennifer Willard to a 2 year term beginning 2/6/17 and ending 12/31/18
- ✓ James Frinell to a second 2 year term beginning 2/6/17 and ending 12/31/18
- ✓ Ronald Heberlein to a second 2 year term beginning 2/6/17 and ending 12/31/18
- ✓ Richard Martens to a second 2 year term beginning 2/6/17 and ending 12/31/18
- ✓ Shawn O-Neil to a second 2 year term beginning 2/6/17 and ending 12/31/18
- ✓ Aaron Woods to a second 2 year term beginning 2/6/17 and ending 12/31/18

PARKS AND RECREATION ADVISORY BOARD

- ✓ Jim Barns to a 4 year term beginning 2/6/17 and ending 12/31/20
- ✓ Diana Cutaia to a 4 year term beginning 2/6/17 and ending 12/31/20
- ✓ Katharine Johnson to second 4 year term beginning 2/6/17 and ending 12/31/20

PLANNING COMMISSION

- ✓ Phyllis Millan to a second 4 year term beginning 2/6/17 and ending 12/31/20

RECORDED BY: SCK

PLACEHOLDER FOR CC ACTION MINUTES 3/6/17

EXHIBIT H CC MEETING MINUTES EXCERPT
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, June 6, 2016. Mayor Knapp called the meeting to order at 8:13 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

Mayor Knapp
Councilor Starr
Councilor Fitzgerald - excused
Councilor Stevens
Councilor Lehan

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
Chris Neamtzu, Planning Director
Dan Pauly, Associate Planner
Eric Mende, Engineer

Motion to approve the order of the agenda.

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

Vote: Motion carried 4-0.

MAYOR'S BUSINESS

A. Tourism Committee Appointments

1. Position #1 term ends 6/30/19 – Kathleen Mason, Aurora Colony Historical Society
2. Position #2 term ends 6/30/19 – Elaine Swyt, Mediaphysics; Wilsonville Parks & Recreation Advisory Board

Motion: Councilor Lehan moved to appoint Kathleen Mason and Elaine Swyt to positions one and two respectively, to the Tourism Committee for a term ending June 30, 2019. Councilor Starr seconded the motion.

Vote: Motion carried 4-0.

B. Upcoming Meetings

Mayor Knapp announced the regularly scheduled meeting and noted the regional meetings he attended on behalf of the City.

COMMUNICATIONS

EXHIBIT H CC MEETING MINUTES EXCERPT
CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

A. Washington County Visitors Association (WCVA) Report, Carolyn McCormick, CEO

Carolyn McCormick, CEO, Washington County Visitors Association explained the WCVA is a destination marketing organization funded by the transient lodging tax (TLT) who represents all of the cities in Washington County. Recently the WCVA rebranded their organization as “The Tualatin Valley” and they have embarked on a marketing program throughout the state.

She identified the number of dollars and full time jobs brought to Washington County by the travelers to the county and described the future hotel growth in the area, with most of the growth in Hillsboro. An overview of the capital project grant program was provided.

Mayor Knapp noted Ms. McCormick provides her expertise as a member of Wilsonville’s Tourism Committee, as does Mr. O’Malley of the Wilsonville Chamber of Commerce.

B. Walk Friendly Communities Bronze Level Designation

Planning Director Chris Neamtzu said Wilsonville received the Bronze Walk Friendly Communities (WFC) designation. The National Pedestrian and Bicycle Information Center based at the University of North Carolina in Chapel Hill recently announced that Wilsonville’s designation as a Walk Friendly Community is being extended for an additional 5-years; the City originally received the designation in 2011.

The Bronze level recognizes the City’s on-going efforts to improving a wide range of conditions related to walking, including safety, mobility, access and comfort.

The WFC designation is conferred only to applicant communities that are verified to have a commitment to improving and sustaining walkability and pedestrian safety through the adoption and implementation of comprehensive programs, plans and policies.

Wilsonville is one of only 58 Walk Friendly Cities across the nation. In Oregon, other Walk Friendly Communities include Corvallis, Bend, Sisters, and Tigard.

Receipt of this award is confirmation of the City Council’s commitment to proactive promotion of policies and programs that provide accessibility to all citizens and to creation of a city that places high value of mode choice and connectivity.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS – There was none.

COUNCILOR COMMENTS, LIAISON REPORTS & MEETING ANNOUNCEMENTS

Council President Starr – (Park & Recreation Advisory Board Liaison) announced the date of the next Parks and Recreation Board meeting and that additional opportunities to hear more about the Parks and Recreation Aquatic Center will occur at the June 8th Planning Commission meeting, and at an open house to be held at the Parks and Recreation Building on June 29th.

Councilor Stevens – (Library Board and Wilsonville Seniors Liaison) reported the Library’s Summer Reading Program started June 1st; and announced other events scheduled at the Library. She announced

EXHIBIT H CC MEETING MINUTES EXCERPT
CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

the Wilsonville's Farmer Market held on Thursdays at Sofia Park in Villebois, and thanked city staff who participated in the Tonkin Run for the Love of Schools this past weekend.

Councilor Lehan– (Planning Commission and CCI Liaison) reported on the upcoming meeting of the DRB, and noted the open house on the Recreation and Aquatic Center to be held at the June 8th meeting of the Planning Commission. The Councilor reported the Murase Plaza and Town Center Park water features opened on June 1st.

CONSENT AGENDA

Ms. Jacobson read the title of the Consent Agenda item for the record.

A. **Resolution No. 2583**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute An Addendum To The Frog Pond Area Plan Contract With Angelo Planning Group

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

Vote: Motion carried 4-0.

PUBLIC HEARINGS

Ms. Jacobson read the titles of Ordinance No. 792, 793 and 794 into the record. The public hearings may be held concurrently, however the motions on the Ordinances should be made separately.

A. **Ordinance No.792** – 1st reading

An Ordinance Of The City Of Wilsonville **Annexing** Approximately 10.2 Acres Of Territory Including A Segment Of SW Garden Acres Road Right-Of-Way And An Adjacent Parcel Of Land East Of SW Garden Acres Road North Of SW Ridder Road And The Current Republic Services Development Into The City Limits Of The City Of Wilsonville, Oregon. The Territory Is More Particularly Described As Tax Lot 600 Of Section 2C, T3S, R1W, Washington County, Oregon And Adjacent Right-Of-Way, Willamette Resource Incorporated, Petitioner.

Mayor Knapp called to order the public hearing on Ordinances 792, 793 and 794 at 8:57 p.m.

Dan Pauly, Associate Planner, presented the staff report.

Following their review at the May 9, 2016 meeting, the Development Review Board, Panel A, recommended approval of the applications for Annexation, Comprehensive Plan Map Amendment, and Zone Map Amendment for the subject property. The DRB also approved a Stage I Master Plan Revision, Stage II Final Plan, Site Design Review, Setback Waiver, and Type C Tree Removal Plan for development of a food waste to biogas to electricity facility on a portion of the property.

Republic Services has a growing operation in Wilsonville. The Wilsonville campus currently includes a Materials Recovery Facility (MRF) for processing and sorting waste, collection operations offices, maintenance shop, and storage and support services. Republic Services and their predecessor companies have owned approximately 10 acres north of their campus for many years, which currently sits outside

EXHIBIT H CC MEETING MINUTES EXCERPT
CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

Wilsonville City limits. In support of their continued growth, Republic Services wishes to annex the property into the City, adopt City Comprehensive Plan and Zoning designations, and adopt a master plan for their entire campus. Concurrently, Republic Services has submitted land use applications for the development of a food waste to biogas facility by their partner, SORT Bioenergy.

Mr. Pauly explained the location of the property, and the decisions made by the DRB regarding the annexation, Comprehensive Plan Map Amendment, and the Zone Map Amendment. The area is part of the Coffee Creek Master Plan and inside the UGB. The area is also considered regionally significant industrial lands (RSIA), and it will be designated as PDI-RSIA. The current Washington County designation of Future Development-20 will be changed to Wilsonville's PDI-RSIA zoning.

Mr. Pauly noted the changes that will be made to the current facility in the Stage I Master Plan Revision. Kinsman Road, which currently traverses the site, will be removed with the adoption of the TSP amendments and re-designation of Garden Acres as a collector road.

The SORT facility will process commercial food waste which will be converted into methane gas to be burned to create electricity which will then be sold to the electricity grid. The methane will also be used to power the CNG truck fleet. The food waste processing building will be entirely enclosed with negative air pressure, and odors will be controlled. Discharge to the sewer system has been addressed. The PD-RSIA standards are very strict and if all of the performance standards are not met the use will be prohibited. The applicant has demonstrated they will meet all of the performance standards. Mr. Pauly described the trees covering the site and the tree plan proposed by the applicant.

Councilor Starr asked if the property to the north has been notified and whether they have weighed in during the process, and if methane gas safety had been addressed. He also wanted to know the percentage of the effluent going into the city's sewer system.

Mr. Pauly responded the owner of that property has not voiced any concerns, they have heard from brokers who work in the industrial market who are concerned about the effect that odors would have on future development in the area. Currently that property is rural and it is expected to redevelop into industrial uses in the future. Regarding methane gas, industry safety standard protocols will be in place. The process does create solids that will be used to fertilize fields. Unlike a sewer treatment plant, there is control over the input and the output as well. Mr. Pauly added the sources of the raw material are commercial accounts, food manufactures, and food manufacturing byproducts in the region. The applicant must comply with all DEQ standards to retain their permit.

Mayor Knapp asked about the alignment of Clutter Road and how the businesses to the west will be affected.

Mr. Pauly explained the TSP amendment has this road tying into the new Ridder Road/Garden Acres Road. Although the final road design is not completed, the TSP does acknowledge this is an industrial area and the road will be designed for the truck turning radius.

The Mayor asked if the applicant would be responsible for the ongoing performance of the facility in the conditions, or will they only be responsible to build what they say they are going to build. The ongoing performance to manage odors will be important to the industrial neighbors and residents throughout the area and the city must be confident the odors are contained.

Mr. Pauly said the applicant is responsible for the ongoing performance of the facility, and if they are not meeting the performance standards, they will be shut down. Odor control is a top priority for staff. Staff

EXHIBIT H CC MEETING MINUTES EXCERPT
CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

has toured the Durham plant run by Clearwater Services which uses technology similar technology to that being proposed at this location. Because odor is a major concern, staff hired experts to review the project, and the experts are confident that odor will not be an issue during the processing.

Mayor Knapp mentioned the fats, oils and grease and asked whether the technology will address these items so they do not negatively impact the city's wastewater treatment plant.

Mr. Eric Mende, Capital Projects Engineering Manager explained further. When the application first came in staff had a lot of questions since this is a new technology. CH2M Hill was brought in as the technical expert as was Randy Watson, the City's Pre-treatment Coordinator, and staff gained a higher comfort level as we learned about the technology. The industrial pre-treatment discharge permit will address discharge issues, and performance standards in the Code will be included as conditions of approval. Mr. Mende explained the process used in a wastewater treatment plant is an aerobic process which can create odors, versus the anaerobic totally contained process used at this new plant. He was confident the applicant would perform on their promises. Performance standards will be in place, including frequent monitoring, the applicant will prepare operations and monitoring plans. The standards the applicant will be held to are the same standard the City holds itself to for the wastewater plant. Staff has high confidence the applicant will do what they need to do and they do need a DEQ permit which will provide additional conditions they will need to meet.

Mr. Cosgrove asked if the trucks entering the site will be covered which could add to the odor aspect of the processing. Mr. Mende deferred that question to the applicant.

Mayor Knapp asked if the applicant had plans to enlarge their plant if they were successful.

Mr. Pauly thought the applicant had built in the ability to grow by not operating at 100 percent capacity up front; however, adding additional digesters or towers has not been discussed.

Councilor Starr asked if the city's wastewater plant was prepared to handle grease.

Mr. Mende understood the operator would be turning grease into methane and then burn it to generate electricity to sell back to the grid. What would be going down the sewer system are mostly suspended solids.

Councilor Starr asked if the rodent issue has been addressed. Mr. Pauly said that was one of the criteria the applicant addressed. Being a fully enclosed system and a clean system inside will prevent a rodent population.

Mayor Knapp invited the applicant to make their presentation.

Ben Altman, Pioneer Design Group, 9020 SW Washington Square Road, Portland, represented the applicant Republic Services and SORT Bio-energy. Mr. Altman introduced Brian May with Republic Services and Paul Woods from SORT Bio-Energy. Mr. Altman indicated the annexation of the property into the City is the first step in moving forward with the application. The real focus is the site development activity. He pointed out the drawing showing the Clutter Road curve is not the final design, but is representative and needs to be worked out with the City.

Mr. Woods acknowledged the excellent work of the staff throughout the project. He stated for SORT to make the application to the City, they complied with state code and noticed every owner or occupant of property within a one-half mile radius of the property and held a community meeting in January 2016.

EXHIBIT H CC MEETING MINUTES EXCERPT
CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

There has been a lot of outreach and notice to the public about the project and how it operates. From a material handling standpoint, this material is generated within the Portland Metro area, and the project is intended to serve the Portland-Metro area and to remove commercial food waste from the landfill, provide an alternative that captures the bio-energy value and nutrient value in the food waste. Mr. Woods explained the process used in processing the food waste, noting there was no overnight storage of the material, there will not be any storage of the material on the floor over night or aggregation of material in a manner to allow odor to compound. The food waste is collected that day, brought to the facility, dumped on the floor for pre-processing, and by the end of the day it is in the tanks where it is fully contained and the odor is controlled.

Once the material is in the anaerobic digestion system it is using natural anaerobic bacteria to convert the carbon and the hydrogen in the food waste into methane gas retaining the nutrient value. Once the slurry is removed from the anaerobic digester it is de-watered, the solids are reused, and the liquids go to the sewer. It is hoped the liquids will be applied to the land because of the nutrient value.

Mr. Woods explained how the grease in the digester will be converted into energy and how the odors will be controlled through the use of different technologies. He stated they agree with all of the conditions placed on the project and that trees will be preserved to provide a buffer to the adjoining properties, and truck traffic will be during off-peak hours.

Brian May, Republic Services, commented today over 15,000 tons of commercial food waste comes to Willamette Resources which is then transferred to Corvallis. The transfer may take up to three days. With the SORT process, the material will come into a negative air facility, be processed the same day, and go directly into a confined system, which will be an improvement. There will be a reduction in trips since the 15,000 tons will not be trucked out, but processed on site.

Mr. Woods spoke to the handling of methane gas, and said they would be following all of the NFPA (National Fire Protection Association) rules and requirements about gas handling safety. The technology provider is experienced in designing anaerobic digesters, including the gas handling system and gas handling sphere.

Mr. Altman added the project has been reviewed by Tualatin Valley Fire and Rescue (TVF&R) who has completed their preliminary review, and they will also review the plans at the building permitting stage. Secondary access has been provided for TVF&R, and the building will have fire sprinklers.

The Mayor asked about the timing of the process with materials arriving every day, but being removed from the tank every 24 days.

Mr. Woods said the material is processed every day. It is pumped into a predigesting tank; from there material is pumped into and out of the digester 24/7 into the post digestion tank; it is not a batch process but rather it is a continuous process.

Mayor Knapp asked if the input stream was dependent on a contract with Metro, and were they building this and hoping to get the contract, or are they getting the City's approval to take to Metro to get the contract, and then build. Will there be future expansion.

Mr. Woods said Metro's concern has been the ability to site such a facility within the Metro boundary, there is still the business element that needs to be closed for the project to be successful. Regarding future expansion, it has been difficult to get to this point so expansion is unimaginable at this stage.

EXHIBIT H CC MEETING MINUTES EXCERPT
CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

Mr. May said the site will be tightly configured with these improvements.

The Mayor was concerned about the road and the deletion of Kinsman in the TSP.

Mr. Altman indicated he provided testimony on the TSP amendment, with the amendment on Garden Acres and the removal of Kinsman the TSP still retains the section from Boeckman Road north to Day Road. However, he thought there would be a problem delivering that section because of the rail road crossing at grade, wetlands on one side and industrial existing development on the other and continuation of the BPA right of way, and the south side of Ridder Road the south side of the substation prohibit that connection. While it is probably the preferred alternative for having a straight route he did not see it as a deliverable objective, and the fall back will be this alignment and access to it from Boeckman will be via 95th or Grahams Ferry. With this alignment and the way the TSP is being amended it maintains the circulation to the north to the best degree given the other circumstances that Kinsman is not a deliverable option. Mr. Altman said the traffic report addresses the truck route in detail. The majority of the truck traffic will be during off-peak hours or at night.

Mayor Knapp invited the public to testify.

Killian Condon, 700 NE Multnomah St, Portland, spoke on behalf of DEQ. Mr. Condon stated the DEQ has not yet received an application because the land use application is pending. The DEQ is neutral on the facility; in lieu of the application the DEQ does view this type of technology favorably. He is familiar with the technology which has been used favorably in Ireland.

Mayor Knapp asked if this type of technology is being used in Oregon or the United States that the DEQ is familiar with.

Mr. Condon responded these plants are being based in urban locations in Europe to treat both food and wastewater with great success. In Oregon the DEQ recently permitted an anaerobic digester in Tillamook. From the perspective of DEQ the facility planned here is more technology advanced than the facility in Tillamook. The DEQ will permit the facility and require an operations plan. Within the operations plan are specifics under which the facility will operate and through enforcement, compliance and inspections the DEQ has the ability to stop or close the facility. If they are not complying with the permit or the operations plan, the DEQ has tools to guide this facility to compliance. From a technological perspective DEQ views this favorably from all environmental perspectives including greenhouse emissions.

The Mayor asked if there was anyone who wanted to speak, seeing none, he asked for a motion to close the public hearing.

Motion: Councilor Stevens moved to close the public hearing. Councilor Starr seconded the motion.

Vote: Motion carried 4-0.

The public hearing was declared closed at 10:03 p.m.

Council protocol required a motion to continue the meeting past 10 o'clock.

Motion: Councilor Stevens moved to extend the meeting until the Council finishes the agenda. The motion was seconded by Councilors Starr and Lehan.

EXHIBIT H CC MEETING MINUTES EXCERPT
CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

Vote: Motion carries 4-0.

Motion: Councilor Stevens moved to approve Ordinance No. 792 on first reading. Councilor Lehan seconded the motion.

Vote: Motion carried 4-0.

B. **Ordinance No. 793** – 1st Reading

An Ordinance Of The City Of Wilsonville Approving A **Comprehensive Plan Map Amendment** From The Washington County Future Development – 20 (FD-20) District To The City Of Wilsonville Industrial Designation On Approximately 10.2 Acres Comprising Tax Lot 600 Of Section 2C, T3S, R1W, Washington County, Oregon And Adjacent Right-Of-Way, Willamette Resource Incorporated, Applicant/Owner.

Motion: Councilor Starr moved to approve Ordinance No. 793 on first reading. Councilor Stevens seconded the motion.

Vote: Motion carried 4-0.

C. **Ordinance No. 794** – 1st Reading

An Ordinance Of The City Of Wilsonville Approving A **Zone Map Amendment** From The Washington County Future Development-20 (FD-20) Zone To The Planned Development Industrial-Regionally Significant Industrial Area (PDI-RSIA) Zone On Approximately 10.2 Acres Comprising Tax Lot 600 Of Section 2C, T3S, R1W, Washington County, Oregon And Adjacent Right-Of-Way, Willamette Resource Incorporated, Applicant/Owner.

Motion: Councilor Lehan moved to approve Ordinance No. 794 on first reading. Councilor Starr seconded the motion.

Vote: Motion carried 4-0.

CONTINUING BUSINESS

Ms. Jacobson read the titles of Ordinance No. 790 and 791 into the record on second reading.

A. **Ordinance No. 790** – 2nd reading

An Ordinance Of The City Of Wilsonville Approving A **Comprehensive Plan Map Amendment** From Residential 0-1 Dwelling Units Per Acre To Residential 4-5 Units Per Acre On Approximately 4.37 Acres Located At 28500 And 28530 SW Canyon Creek Road South – Comprising Tax Lots 900 And 1000 Of Section 13B, Township 3 South, Range 1 West, Clackamas County, Oregon, Beth Ann Boeckman And Karen And Marvin Lewallen – Owners, Scott Miller, SAMM-MILLER LLC – Applicant.

Motion: Councilor Starr moved to adopt Ordinance No. 790 on second reading. Councilor Stevens seconded the motion.

Vote: Motion carried 4-0.
Councilor Starr - Yes

EXHIBIT H CC MEETING MINUTES EXCERPT
CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

Councilor Fitzgerald - excused
Councilor Stevens - Yes
Councilor Lehan - Yes
Mayor Knapp - Yes

B. **Ordinance No. 791** – 2nd Reading

An Ordinance Of The City Of Wilsonville Approving A **Zone Map Amendment** From The Residential Agriculture-Holding (RA-H) Zone To The Planned Development Residential-3 (PDR-3) Zone On Approximately 4.37 Acres Located At 28500 And 28530 SW Canyon Creek Road South- Comprising Tax Lots 900 And 1000 Of Section 13B, Township 3 South, Range 1 West, Clackamas County, Oregon, Beth Ann Boeckman And Karen And Marvin Lewallen – Owners. Scott Miller, SAMM-MILLER LLC – Applicant.

Motion: Councilor Lehan moved to adopt Ordinance No. 791 on second reading. Councilor Stevens seconded the motion.

Vote: Motion carried 4-0.
Councilor Starr - Yes
Councilor Fitzgerald - excused
Councilor Stevens - Yes
Councilor Lehan - Yes
Mayor Knapp - Yes

C. **Ordinance No. 789** – 2nd Reading

An Ordinance Of The City Of Wilsonville Approving A Minor Amendment To Wilsonville's 2013 Transportation Systems Plan (2016 **TSP Amendment**)

Ms. Jacobson read the title of Ordinance No. 789 into the record for second reading.

Mr. Mende summarized the actions taken since the Planning Commission meeting of April 13, 2016 and identified the additional projects added to the amendment.

Motion: Councilor Stevens moved to adopt Ordinance No. 789 on second reading including the truck turning spot improvement on Wilsonville Road and Kinsman Road. Councilor Lehan seconded the motion.

Councilor Starr asked if the turning radius improvements at Wilsonville Road and Kinsman Road should be included in the TSP without the particulars.

Mr. Cosgrove stated it was advisable to have the project in the TSP even without the details, since the work could not be completed if the project was not in the plan.

Vote: Motion carried 4-0.
Councilor Starr - Yes
Councilor Fitzgerald - excused
Councilor Stevens - Yes
Councilor Lehan - Yes
Mayor Knapp - Yes

EXHIBIT H CC MEETING MINUTES EXCERPT
CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

CITY MANAGER'S BUSINESS

The City Manager asked if Council desired a recess for the second meeting in August if the work load and business items are not negatively impacted. Council was agreeable if the break did not impact city business.

LEGAL BUSINESS – No report.

ADJOURN

Mayor Knapp adjourned the meeting at 10:15 p.m.

Respectfully submitted,

Sandra C. King, MMC, City Recorder

ATTEST:

Tim Knapp, Mayor

EXHIBIT H CC MEETING MINUTES EXCERPT
CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:30 p.m. on Monday, June 20, 2016. Mayor Knapp called the meeting to order at 7:33 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

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

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney
Sandra King, City Recorder
Susan Cole, Finance Director
Cathy Rodocker, Assistant Finance Director
Nancy Kraushaar, Community Development Director
Chris Neamtzu, Planning Director
Delora Kerber, Public Works Director
Dan Pauly, Associate Planner
Mark Ottenad, Government and Public Affairs Director
Mike Kohlhoff, Special Projects Attorney
Stephan Lashbrook, SMART Director

Motion to approve the order of the agenda.

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

Vote: Motion carried 4-0.

MAYOR'S BUSINESS

Special Projects Attorney Contract Renewal

Motion: Councilor Stevens moved to approve the renewal of the Special Projects Attorneys contract. Councilor Fitzgerald seconded the motion.

Mayor Knapp stated this is an extension of the special project attorney's contract for an additional six months to complete work on the major water district project that will serve western Washington County and the city of Hillsboro.

Vote: Motion carried 4-0.

City Manager Employment Contract Renewal.

Mayor Knapp indicated Council was not ready to move forward on the item and it will be postponed to July 7th meeting to allow additional time to review the materials.

Upcoming Meetings

EXHIBIT H CC MEETING MINUTES EXCERPT
CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

Mayor Knapp reported the City Hall will be closed July 4th to observe the holiday and mentioned the regional meetings he attended on behalf of the City of Wilsonville.

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.

Michelle Ripple and Ron Owens of Wilsonville Community Sharing (WCS) talked about the improvements made to the organizations website, the increased awareness of WCS in the community, as well as the success of the fundraising projects. They asked for volunteers to help in their future outreach events.

Kate Johnson 7744 SW Vlahos Drive, expressed her concern about the safety of walkers due to the state of the Bradford Pear trees that had been planted on her street. She indicated large limbs have been falling, and asked for the City's financial help to remove the trees. Ms. Johnson indicated she had spoken with the City's arborist and the Planning Department; however, the trees were not deemed a hazard. She also asked that the ordinance which places the responsibility on tree removal on the home owner to be changed.

The City Manager stated he would need to speak with staff and then contact Ms. Johnson.

Councilor Lehan pointed out there were a number of areas in the city with trees reaching 30 years old and the trees need attention. If the trees that were planted are not an appropriate variety, the City needs to know so the same tree is not planted in new neighborhoods.

Bruce Barton 7290 SW Wilsonville Road said he had come before Council previously regarding the vibrations from Wilsonville Road which continue to shake his home. He wanted to know if anything could be done to the roadway to eliminate the vibrations. A ground accelerometer was placed on his home a few weeks ago, but he has not received the results of the vibration levels, and he would like a reply.

Mr. Cosgrove stated he would talk with the Engineering department to learn what information was available, and that he would contact Mr. Barton.

COUNCILOR COMMENTS, LIAISON REPORTS & MEETING ANNOUNCEMENTS

Councilor Fitzgerald – (Development Review Panels A & B Liaison) reported on the actions taken by both panels of the Development Review Boards during their last meetings and announced the upcoming meeting dates of the Boards. She noted the Villebois Farmer's Market held every Thursday, and the Movies in the Park.

Councilor Stevens – (Library Board and Wilsonville Seniors Liaison) stated the Seniors are becoming more active in the community with their outreach efforts, starting with a Wilsonville Chamber Morning Spark and a booth at the Wilsonville Art Festival. She reported on the activities being held at the Library, and the Hazardous Waste collection day scheduled for July 9th.

Councilor Lehan – (Planning Commission and CCI Liaison) announced the Planning Commission held an open house on the Recreation and Aquatic Center. The Councilor participated in a tour of French Prairie given to representatives of the Governors and DLCD offices and participated in a discussion of issues

EXHIBIT H CC MEETING MINUTES EXCERPT
CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

related to proposed development south of the river. She noted Clackamas County has scheduled an open house on the topic for June 28th at Clackamas Community College from 5:30-7:30 pm. The official from the governor's office was concerned with the increase in traffic on the Boones Bridge, and the infrastructure costs that would fall to the city of Wilsonville. The Councilor urged the public to become informed on the issue and provide their comments to the Clackamas County Board.

CONSENT AGENDA

A. Approval of the minutes of the May 16, 2016 Council meeting.

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

Vote: Motion carried 4-0.

PUBLIC HEARING

The City Attorney read the title of Resolution No. 2584 into the record.

Mayor Knapp opened the public hearing at 8:23 p.m.

A. **Resolution No. 2584**
A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2015-16.

Cathy Rodocker, Assistant Finance Director, 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.

The resolution being presented with this staff report is for a budget adjustment and will provide the needed budget authority for the remainder of the fiscal year. The adjustment includes changes to the capital project program as well as to the personnel services, material and services, interfund transfers and debt service categories.

The budget adjustment includes increases to non-Capital Improvement Project (CIP) related expenses for the following programs. The expenses will be funded by contingency.

- Building: \$28,000 increase to personnel services for retirement vacation pay-out.
- Parks SDC: \$4,500 increase to material and services for additional bank fee charges.
- Facilities: \$20,000 increase to material and services for unanticipated repairs: Library A/C unit, water features variable frequency drive and replacement to a light pole in the City Hall parking lot.

Also included are the following adjustments as required by accounting standards.

- To record the entries required for the refinancing of the long-term Water Fund debt. Entries include recognition of the bond sale, the pay-off of the debt refinanced and the miscellaneous professional fees incurred with the refinancing. Increase in revenues and corresponding increase in expenses, \$4,059,000.

EXHIBIT H CC MEETING MINUTES EXCERPT
CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

- To correct the FY2015-16 budget recording of the interfund loan payment between the Stormwater Fund and the General Fund. Increase to debt service, decrease in interfund transfers, \$406,020.
- To record the refund of Street SDC's that were received in a prior fiscal year. The refund was approved a traffic study determined the traffic demand had not increased due to the construction projects as anticipated. Increase to Material and Services and decrease to Contingency, \$139,520.

CIP projects requiring a budget adjustment include:

- Willamette River Water Supply Coordination, \$48,120; Funded by Tualatin Valley Water District
- Water Treatment Plant Master Plan, \$6,000; Funded by Water Ops (\$600)/Water SDCs (\$5,100)
- GIS/Water Model Update, \$8,700; Funded by Water Ops
- Signal Improvements, \$4,000; Funded by Road Ops (\$1,200)/Streets SDCs (\$2,800)
- Street Maintenance Fees and SDC Update, \$33,000; Funded by Street SDCs
- Streetlight Infill, \$3,000; Funded by Streetlight Fund
- Boeckman Rd Mitigation, \$2,250; Funded by Street SDCs
- Wilsonville Rd Median Improvements-Landover, (\$53,843); Credit Street SDCs-to be funded by Eastside Urban Renewal

CIP projects with zero dollar adjustments using excess budget from other projects as a funding source:

- CD Dept. Support for Miscellaneous Water Projects, \$10,000; Funds transferred from Well Upgrades and Maintenance
- Sewer SDC Reimbursements/Credits, \$8,000; Funds transferred from Project Design and Development
- Basalt Creek Planning, \$25,300; Funds transferred from Citywide Signage/Wayfinding
- Tooze Rd 110th-Grahams Ferry Rd, \$33,000; Funds transferred from Kinsman Rd Extension and Streets SDC Reimbursement/Credits
- Bike Signage, \$11,605; Reallocate funding from Construction Expense to Community Development Project Management Fees

As stated in the Fiscal Management Policies, the City shall amend its annual budget in accordance with Oregon local budget law. The supplemental budget adjustment is adopted by the Council at a regularly scheduled meeting. Convening the budget committee is not required.

Mayor Knapp invited public comment, hearing nothing he closed the hearing on Resolution No. 2584 at 8:28 p.m.

Motion: Councilor Fitzgerald moved to approve Resolution No. 2584. Councilor Stevens seconded the motion.

Vote: Motion carried 4-0.

B. Resolution No. 2585

A Resolution Declaring The City's Eligibility To Receive State Shared Revenues.

Ms. Jacobson read the titles of Resolution No. 2585 and 2586 and 2587 into the record and noted a joint public hearing to take testimony can be conducted, but the resolutions should be individually adopted with the eligibility Resolution going first.

EXHIBIT H CC MEETING MINUTES EXCERPT
CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

Mayor Knapp opened the public hearing on Resolutions No. 2585, 2586 and 2587 at 8:29 p.m. and read the hearing protocol.

Susan Cole, Finance Director, explained Oregon law requires the public be given two opportunities to comment on receiving state shared revenues and their proposed use. The first opportunity is extended during the Budget Committee meeting held on May 18, 2016. The second opportunity is offered in conjunction with the budget adoption. State revenues allow, in part, funding for the road operations program, facility and parks maintenance, law enforcement, parks and recreation services and library operations.

Motion: Councilor Lehan moved to approve Resolution No. 2585. Councilor Fitzgerald seconded the motion.

Vote: Motion carried 4-0.

C. **Resolution No. 2586**
A Resolution Declaring The City's Election To Receive State Shared Revenues

Motion: Councilor Lehan moved to approve Resolution No. 2586. Councilor Fitzgerald seconded the motion.

Vote: Motion carried 4-0.

D. **Resolution No. 2587**
A Resolution Of The City Of Wilsonville Adopting The Budget, Making Appropriations, Declaring The Ad Valorem Tax Levy, And Classifying The Levy As Provided By ORS 310.060(2) For Fiscal Year 2016-17.

Resolution No. 2587 was read into the record by title only by the City Attorney.

Mayor Knapp opened the public hearing and announced the hearing format.

The staff report was presented by Susan Cole.

Following the Budget Committee vote to approve the budget the City Council must hold a public hearing and receive comments on the budget prior to adoption. Council must adopt the budget no later than June 30, 2016.

By law, the Council may make changes in the approved budget within certain limitations: (1) taxes may not be increased over the amount approved by the budget committee, and (2) estimated expenditures in a fund cannot be increased by more than \$5,000 or 10 percent, whichever is greater. The Council can reduce the budget from that approved by the Budget Committee.

Mayor Knapp invited public testimony, there was none and the public hearing was closed at 8:34 p.m.

Motion: Councilor Stevens moved to approve Resolution No. 2587. Councilor Lehan seconded the motion.

Councilor Stevens thought the Budget Committee meetings were well run, staff did a good job preparing and presenting the budget information, and the questions and discussion was excellent.

EXHIBIT H CC MEETING MINUTES EXCERPT
CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

Councilor Fitzgerald thanked Chair Steiger for leading the Committee. She noted City administration takes a conservative analytic approach to determine when staff needs to be added to continue to provide city services to the growing community.

Mayor Knapp extended his appreciation to Mr. Steiger for chairing the Budget Committee and he thanked the staff for the preparation of the budget. He felt the questions and dialogue held during the Budget Committee meetings were important to understanding the budget, and added the certainty the community is represented.

Vote: Motion carried 4-0.

CONTINUING BUSINESS

Ms. Jacobson read the titles of Ordinances No. 792, 793 and 794 into the record for second reading.

A. **Ordinance No. 792** – 2nd Reading

An Ordinance Of The City Of Wilsonville **Annexing** Approximately 10.2 Acres Of Territory Including A Segment Of SW Garden Acres Road Right-Of-Way And An Adjacent Parcel Of Land East Of SW Garden Acres Road North Of SW Ridder Road And The Current Republic Services Development Into The City Limits Of The City Of Wilsonville, Oregon. The Territory Is More Particularly Described As Tax Lot 600 Of Section 2C, T3S, R1W, Washington County, Oregon And Adjacent Right-Of-Way, Willamette Resource Incorporated, Petitioner.

Motion: Councilor Lehan moved to adopt Ordinance No. 792 on second reading. Councilor Fitzgerald seconded the motion.

Vote: Motion carried 4-0.
Councilor Starr - Excused
Councilor Fitzgerald
Councilor Stevens
Councilor Lehan
Mayor Knapp

B. **Ordinance No. 793** – 2nd Reading

An Ordinance Of The City Of Wilsonville Approving A **Comprehensive Plan Map** Amendment From The Washington County Future Development – 20 (FD-20) District To The City Of Wilsonville Industrial Designation On Approximately 10.2 Acres Comprising Tax Lot 600 Of Section 2C, T3S, R1W, Washington County, Oregon And Adjacent Right-Of-Way, Willamette Resource Incorporated, Applicant/Owner.

Motion: Councilor Lehan moved to adopt Ordinance No. 793 on second reading. Councilor Stevens seconded the motion.

Vote: Motion carried 4-0.
Councilor Starr - Excused
Councilor Fitzgerald
Councilor Stevens
Councilor Lehan
Mayor Knapp

EXHIBIT H CC MEETING MINUTES EXCERPT
CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

C. **Ordinance No. 794** – 2nd Reading

An Ordinance Of The City Of Wilsonville Approving A **Zone Map Amendment** From The Washington County Future Development-20 (FD-20) Zone To The Planned Development Industrial-Regionally Significant Industrial Area (PDI-RSIA) Zone On Approximately 10.2 Acres Comprising Tax Lot 600 Of Section 2C, T3S, R1W, Washington County, Oregon And Adjacent Right-Of-Way, Willamette Resource Incorporated, Applicant/Owner.

Motion: Councilor Fitzgerald moved to adopt Ordinance No. 794 on second reading. Councilor Stevens seconded the motion.

Vote: Motion carried 4-0.
Councilor Starr – Excused
Councilor Fitzgerald
Councilor Stevens
Councilor Lehan
Mayor Knapp

D. **Ordinance No. 776** - continued from May 16, 2016 Council meeting

An Ordinance Of The City Of Wilsonville Amending Wilsonville Code Chapter 3, Right-Of-Way And Public Easement Management Section, By Amending Section 3.410, Franchise Required, And Adding A New Section 3.415, Franchise Fees

This item should be continued to the October 3, 2016 Council meeting.

Motion: Councilor Lehan moved to continue Ordinance No. 776 to the October 3, 2016 Council meeting. Councilor Fitzgerald seconded the motion.

Vote: Motion carried 4-0.

NEW BUSINESS

Ms. Jacobson read the title of Resolution No. 2588 into the record

A. **Resolution No. 2588**

A Resolution Of The City Of Wilsonville Authorizing Support Grant Agreement With Wilsonville Community Sharing.

Susan Cole, Finance Director provided the staff report. The annual Support Grant Agreement between the City of Wilsonville and Wilsonville Community Sharing (WCS) expires June 30, 2016.

The City of Wilsonville has supported the administrative and operational services of Wilsonville Community Sharing (WCS) through financial support for more than 16 years.

For FY 2016-17, the Approved Budget includes \$48,640; \$32,640 for a general purpose portion dedicated to, but not limited to, providing staffing, food, prescription help, rent & housing support and other services to those community members in need. Additionally, \$16,000 has been provided for utility bill paying assistance. The general purpose portion of the grant has been increased above the FY 2015-16 amount of \$32,000 by \$640, representing inflation.

EXHIBIT H CC MEETING MINUTES EXCERPT
CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

Using pie charts Ms. Cole demonstrated the success of WCS in diversifying their revenue funding sources, and the increase in outreach to the community.

Councilor Fitzgerald was happy to see the increase in individual giving.

Mayor Knapp observed this is remarkable performance considering the difficulty they have had in the past.

Motion: Councilor Fitzgerald moved to approve Resolution No. 2588. Councilor Lehan seconded the motion.

Councilor Fitzgerald thanked the leadership of WCS, staff, businesses and individuals who have participated in the fund drives, adding now that WCS has diversified their resource stream they have more security and certainty to meet the needs of their clients.

Councilor Stevens added The Heart of the City volunteers do remarkable job.

Vote: Motion carried 4-0.

B. Community Enhancement Program Authorization

Mark Ottenad presented the staff report. The Wilsonville-Metro Community Enhancement Committee met on three occasions in 2016 and are recommending to the City Council awarding a total of \$79,543 in funding to five different projects in Wilsonville.

Project nominations were accepted from the public and public agencies over a two-month-long period, December 2015 through January 2016. A total of 10 projects were nominated by the public and public agencies which were first reviewed by City staff for compliance with the CEP goals and criteria. During the review process, four projects dropped out due to inability to execute, lack of compliance or were otherwise funded through other processes. The six remaining projects were then forwarded for consideration to the seven-member Wilsonville-Metro Community Enhancement Committee which was formed as a part of the new Wilsonville-Metro Community Enhancement Program. In addition to reviewing projects, the committee adopted bylaws as required by the City's intergovernmental agreement with Metro creating the Wilsonville-Metro Community Enhancement Program.

The committee also directed staff to create a 'close-out' process to document specifically what has been funded in terms of receipts, etc.; and to request that the project nominators appear before Council to report on results of CEP-funded projects.

The five projects selected for funding by the Committee after a thorough vetting process, in descending dollar-amounts are:

1. Memorial Park "Dog Park" Relocation Project: \$25,000
2. "Bee Stewards" Wilsonville Pollinator Improvement Project: \$21,433
3. Multifamily Waste-Reduction and Recycling Project: up to \$16,000
4. Frog Pond Church Campus Restoration Project: up to \$10,000
5. Fluorescent Mercury-Lamp Business Recycling Program: \$7,110

The Community Enhancement Program funding is used for "enhancing the host community of the facility from which the fees have been collected" to fund projects that "rehabilitate and enhance the area within the city." Eligible projects can improve the appearance or environmental quality of the community, increase reuse and recycling opportunities or improve recreational areas and programs.

EXHIBIT H CC MEETING MINUTES EXCERPT
CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

Goals for community enhancement projects include:

- a) Improve the appearance or environmental quality of the community.
- b) Reduce the amount or toxicity of waste.
- c) Increase reuse and recycling opportunities.
- d) Result in rehabilitation or upgrade of real or personal property owned or operated by a nonprofit organization having 501(c) (3) status under the Internal Revenue Code.
- e) Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve the public awareness and the opportunities to enjoy them.
- f) Result in improvement to, or an increase in, recreational areas and programs.
- g) Result in improvement in safety.
- h) Benefit youth, seniors, low income persons or underserved populations.

Mr. Ottenad said Metro will provide quarterly payments, and the City will accumulate the funds first and then disburse the funds.

Councilor Lehan thought all of the projects were exemplary projects and was supportive of the projects.

Councilor Stevens indicated she sat on the Citizen Committee, and there was a lot of discussion about the trees along Boeckman Road near the Frog Pond Church Campus.

Mayor Knapp pointed out this is the first year of the grant program, and he looked forward to more proposals in the coming years.

Motion: Councilor Stevens moved to approve the 2016 project recommendations for the Community Enhancement Program adopted by the Wilsonville-Metro Community Enhancement Committee. Councilor Lehan seconded the motion.

Vote: Motion carried 4-0.

CITY MANAGER'S BUSINESS – There was no report.

LEGAL BUSINESS – There was no report.

ADJOURN

Mayor Knapp adjourned the meeting at 9:08 p.m.

Respectfully submitted,

Sandra C. King, MMC, City Recorder

ATTEST:

Tim Knapp, Mayor

EXHIBIT H CC MEETING MINUTES EXCERPT
CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:00 p.m. on Monday, October 3, 2016. Mayor Knapp called the meeting to order at 7:13 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

Mayor Knapp
Councilor Starr
Councilor Fitzgerald
Councilor Stevens
Councilor Lehan

Staff present included:

Bryan Cosgrove, City Manager
Jeanna Troha, Assistant City Manager
Barbara Jacobson, City Attorney
Sandra King, City Recorder
Susan Cole, Finance Director
Cathy Rodocker, Assistant Finance Director
Jon Gail, Community Relations Coordinator
Stephan Lashbrook, SMART Director
Miranda Bateschell, Long Range Planner
Holly Miller, IS Manager
Scott Simonton, SMART Fleet Manager
Kerry Rappold, Natural Resources Manager

Motion to approve the order of the agenda.

Motion: Councilor Starr moved to approve the order of the agenda with the following change: to pull off of the Consent Agenda the purchase of the Smart Bus.

Vote: Motion carried 5-0.

MAYOR'S BUSINESS

Mayor Knapp announced the date of the next City Council meeting, and reported on the meetings he attended on behalf of the City, in particular the recent League of Oregon Cities (LOC) Conference held in Salem.

COMMUNICATIONS

A. Bee Stewards Program

Kerry Rappold introduced Sharon Selvaggio of Northwest Center for Alternatives to Pesticides. Mr. Rappold recalled the bee kill that occurred in the Target parking lot a couple of years ago

EXHIBIT H CC MEETING MINUTES EXCERPT
CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

due to the application of a pesticide spray and the steps taken by the City to protect the bees by covering the trees with netting. This led to the development of a Bee Stewards Program. Staff will work with community partners to create pollinator habitat planting areas that will involve public parks, medians along roads and the West Linn-Wilsonville School District property. Public Works staff will create an integrated pest management plan to lessen the use of pesticides and to be more proactive in dealing with property management. Educational material and a tool kit will be created for private property owners to inform them on how to conserve pollinators on their own property. Students will become involved in monitoring the pollinator friendly habitats, and interpretive signs will be placed at the habitats.

Ms. Selvaggio explained her organization provides education to the public on alternatives to using pesticides by working with schools and agricultural businesses. NCAP will be helping the City develop and integrate a pest management plan, and to create the interpretive signs explaining why pollinators are important, their habitat is important and how to safeguard that habitat.

Mr. Rappold identified the other partners in the program include: CREST, Xerces Society, Friends of Trees, Habitat Landscape Design, Northwest Youth Corps, and Oregon State University North Willamette Research Centers. The program will be grant funded by the City's Community Enhancement Program, Metro, and the National Fish and Wildlife Foundation.

Mr. Rappold indicated that articles will be included in the Boones Ferry Messenger, a workshop will be held, and that he will be presenting the program at the APWA Conference in Bend.

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.

John Nerski, 25100 SW Parkway Avenue Potentate of the Shriner's invited the Council and community to attend a fundraising dinner at the Shrine Center in Wilsonville. Proceeds will be directed to the Portland Shriner's hospital to aid in providing services for children regardless of the ability to pay.

Mary Ott, 28444 SW Meadows Loop attended the September 19 Council meeting and voiced her concerns about the overflow parking situation in the Meadows subdivision. She asked that any updates be provided to Chuck Smith the HOA president so the information could be shared with the Meadows residents.

Kristin Roche 28405 SW Willow Creek Drive understood the management of Boulder Creek planned to inspect their tenant's garages to insure they are being used for parking.

Mr. Cosgrove received information tonight that the construction activities that were taking up 19 parking spaces will be completed by Friday, October 7th.

EXHIBIT H CC MEETING MINUTES EXCERPT
CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

At the direction of City Council Ms. Jacobson sent a letter to the owners of the building and the management company expressing concern about the parking situation in some detail, and asking them to inspect the garages to insure they were being used for parking, and to give the City an update on the construction. The apartment management has until October 18th to begin the inspection of the garages, move the construction materials out of key parking spaces, and to look at their parking space marking system to clarify where residents and visitors could and could not park. If the matter was not resolved by then, City Code Enforcement would visit management. She understood the construction staging area is being moved and they have notified residents about using the garages for parking vehicles. The City Attorney heard from residents that they were informed the garages could be used for storage. Staff explained that construction on the club house would be occurring with parking in front of the office used for that effort.

Ashleigh Sumerlin, a representative of the Kitakata Japan Sister City program presented a gift to Mayor Knapp from Shinya Yamaguchi the Mayor of Kitakata Japan, Wilsonville's Sister City. She noted a student contingent will be visiting Wilsonville in October 2017.

COUNCILOR COMMENTS, LIAISON REPORTS & MEETING ANNOUNCEMENTS

Council President Starr – (Parks and Recreation Advisory Board Liaison) announced the next meeting date for the Board and invited the public to participate in the Harvest Festival at the Crest Center.

Councilor Fitzgerald – (Development Review Panels A & B Liaison) reported on the approvals made by DRB Panel B during their last meeting and announced the cancellation of the October 10 meeting of DRB Panel A. She invited the public to attend the Harvest Festival at the Stein Boozier Barn.

Councilor Stevens – (Library Board and Wilsonville Seniors Liaison) noted the meeting date of the Wilsonville Seniors, and reported the Library staff is in the process of rearranging the collection to free up shelf space. She announced the Library Foundation Annual Benefit will be held at the Library.

Councilor Lehan– (Planning Commission and CCI Liaison) stated at their next meeting the Commission will be holding a public hearing on the Frog Pond Infrastructure Plan, and hear about the Basalt Creek Concept Plan. She announced the recruitment for Board and Commission Members. The Councilor attended the Clackamas County Cultural Arts Alliance meeting that was attended by various arts and culture organizations. Fall leaf drop off is set for October 19 in the City Hall parking lot.

CONSENT AGENDA

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

EXHIBIT H CC MEETING MINUTES EXCERPT
CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

A. Resolution No. 2605 This item was removed from the Consent Agenda and moved to New Business.

B. Minutes of the September 8, 2016 City Council meeting.

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

Vote: Motion carried 5-0.

NEW BUSINESS

A. **Resolution No. 2605** Pulled from the consent agenda and moved to new business
A Resolution Of The City Of Wilsonville Authorizing South Metro Area Regional Transit (SMART) To Purchase One Seventeen-Passenger Bus From Creative Bus Sales.

Scott Simonton, Fleet Manager explained SMART will be purchasing a new standard cutaway bus through a grant process. The bus is gasoline powered, it will expand the fleet, and it is expected to be in service for 10-12 years.

Motion: Councilor Fitzgerald moved to approve Resolution No. 2605, Councilor Starr seconded the motion.

Vote: Motion carried 5-0.

PUBLIC HEARING

A. **Resolution No. 2604**
A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2016-17.

Ms. Jacobson read the title of Resolution No. 2604 for the record.

Mayor Knapp opened the public hearing at 8:09 p.m. and provided the hearing protocol.

The staff report was presented by Cathy Rodocker, Assistant Finance Director. 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.

As typical for the first budget adjustment for the fiscal year, unused funds from the prior year will be needed to complete projects that were not completed by June 30th. This adjustment to

EXHIBIT H CC MEETING MINUTES EXCERPT
CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

'rollover' funding from the prior fiscal year will provide the needed budget authority required for FY2017. The adjustment includes changes to the capital project program as well as to the following categories: material and services and capital outlay categories.

Non Capital Project related expenses include:

- Capital Outlay: Purchase of a new truck with swap loader attachment, \$59,101, funded by the Parks Maintenance, Building Maintenance, Road, Water and Sewer Operating funds.
- Material and Services: Administration Program, \$35,000, for special projects, Finance Program, \$15,500 for consultant fees and office furniture, IS Program, \$105,000, for the Fiber Business Plan, IT Strategic Plan, PCI (Payment Card Industry) remediation, and Planning Program, \$33,000, for the Form-Based Code project.

Capital Project related expenses originally funded in FY2016 include:

- Secondary Power Supply for Wells, \$39,640
- Water System Telemetry, \$91,495
- Tooze Rd Waterline, \$79,950
- WWTP Outfall Repair/Replacement, \$219,420
- Sewer Operations Allocation to Charbonneau, \$320,805
- Frog Pond Master Planning, \$115,000
- Coffee Creek Development Readiness, \$7,650
- Citywide Signage and Wayfinding Plan, \$55,700
- Wilsonville Rd Interchange, \$293,750
- Kinsman Rd Extension, \$414,000
- 5 Year Monitoring of Boeckman Wetland Mitigation, \$9,590
- Tooze Rd - 110th to Grahams Ferry, \$377,775
- Street Light Infill, \$104,950
- Charbonneau Walking Path Repair, \$47,000
- Willamette River Outfalls, \$214,765
- Fiber Connectivity, \$29,300
- City Facilities Repairs. \$5,750
- Community Center Remodel, \$3,350
- Skate Facilities, \$19,665
- Boones Ferry Park Master Plan, \$25,875
- Boeckman Creek Trail Slope Stabilization, \$66,000
- Annual Play Structure Replacement, \$66,875
- Parks SDC Reimbursements/Credits, \$603,694

Lastly, the budget adjustment includes a number of CIP projects that will result in a zero dollar adjustment where the excess budget of one project is used to fund the increase in another project:

- Citywide Stormwater Sewer Pipes, \$91,800: Funding Source Gesselschaft Water Well Channel Restoration Project,
- Streetlight Infill Project, \$61,855 Funding Source: LED Street Light Conversion Project,
- Street Maintenance Fee & SDC Update, \$50,000 Funding Source: Kinsman/Wilsonville Rd Truck Turning Improvements,

EXHIBIT H CC MEETING MINUTES EXCERPT
CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

- Annual GIS/Water Model Updates, \$3,700 Funding Source: Annual Well Upgrades and Maintenance.

Mayor Knapp invited public comment, hearing nothing; he closed the public hearing at 8:15 p.m.

Motion: Councilor Lehan moved to approve Resolution No. 2604. Councilor Starr seconded the motion.

Vote: Motion carried 5-0.

B. **Ordinance No. 797** – first reading

An Ordinance Of The City Of Wilsonville Amending Wilsonville Code Chapter 4, Section 4.800 By Modifying Section 4.800 Through 4.804 And Adding New Sections 4.805 Through 4.810 To Clarify And Expand City Regulation And Control Of Wireless Communications Facilities In Recognition Of Changing Laws And Wireless Technology.

Ms. Jacobson read the title of Ordinance No. 797 into the record on first reading.

Mayor Knapp opened the public hearing at 8:16 p.m. and provided the land use hearing protocol.

The staff report was presented by Miranda Bateschell, Holly Miller, and Tripp May, Telecom Lawfirm Partner. The proposed ordinance will modify the existing Code to address evolving wireless communications facilities, including small cell/Distributed Antenna Systems (DAS) siting.

Recognizing the need to balance the concern over potential aesthetic issues related to the proliferation of wireless communications facilities, including the anticipated network densification of 5G small cell and DAS siting, with the benefit that these providers can offer in enhancing cellular coverage for Wilsonville residents and visitors, staff is proposing revisions to the Wireless Communications section of Wilsonville Code Chapter 4. The new code language will provide flexibility for the siting of needed wireless communications facilities for enhanced signal capacity while balancing the need to preserve City aesthetics and be in compliance with our undergrounding district requirements, as well as state and federal law.

Ms. Bateschell noted the current code language is outdated due to changes in technology, the changes in Federal Requirements, and the desire of technology companies to locate in the right-of-way. The proposed ordinance governs the regulatory side of the issue and not the proprietary right-of-way issues.

Ms. Bateschell identified the key changes:

- There will be changes to the code regarding aesthetics with the new technology.
- Applications will be processed as a Class II or as a conditional use. The DRB will review the conditional use applications. Class I applications will address satellite dishes that are one meter in size or less.

EXHIBIT H CC MEETING MINUTES EXCERPT
CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

- A new section of the code addresses the 6409a Application with the feds. This is for non-substantial modifications or co-locations which are defined discretely by the FCC.
- There are changes to the application requirements to reflect the different types of facilities and the FCC categories.
- The proposed ordinance contains three review timelines that are different from the normal planning process; some are a 60 day review as opposed to what is traditionally done in 120 days.
- The Development review standards were updated to reflect the undergrounding utility policy. The code changes are trying to bridge the new technology and how much of it can be undergrounded and make it consistent with past policy.
- From the last work session some changes were made to elaborate on the maintenance requirements, and called out context appropriate paint color.
- The Town Center question was addressed and broadened so all commercial centers that are master planned are handled in the same way.

Councilor Starr asked if Council will expect to see updates or recommendations to make sure the City is staying ahead of the curve. Staff assured Council as changes in technology and regulations occur, the code will be updated.

Ms. Jacobson suggested the following modifications to the code language:

- Add the following language to the end of Paragraph 4.800, “Nothing contained in this Section shall be construed in any way to waive or limit the City’s proprietary rights over its real and personal property, including without limitation any proprietary interests in the City right-of-way. Thus, if it is determined the City has authority to exert greater rights or impose additional conditions or limitations beyond those set forth in this Section, the City reserves the absolute right to do so, as it determines appropriate or necessary.”
- Section 4.801 Application Requirements, subsection (.16) Co-location Feasibility is changed to read: “A feasibility study for the co-location of any WCF as an alternative to new structures must be presented and certified by an Oregon –licensed Professional Engineer. Co-location will be required when determined to be feasible ~~on any City structures due to the desire to limit any new verticality, except where absolutely necessary.~~ The feasibility study shall include:”
- Section 4.801 (.17) A.1. Engineering Report for New Location is changed to read: “A description of the proposed WCF height and design, including technical, engineering, and other pertinent factors governing selection of the proposed design. A cross-section of the proposed WCF structure shall be included. ~~If proposed WCF is intended to accommodate future co-location.~~ The engineer shall document that the design is sufficient for the purpose whether the structure is at its maximum structural capacity and, if not, the additional weight the structure could support. ~~If the proposed WCF is not intended to allow for future co-location, the engineer shall provide an explanation of why it is not so intended.”~~

Councilor Starr referred to Section 4.804 (.01)A. which speaks to publicly owned property (city property, school district property or TVF&R properties. After a discussion the following changes were made:

EXHIBIT H CC MEETING MINUTES EXCERPT
CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

Section 4.804(.01) A WCF proposed in the following locations:

1. Any property owned by the City of Wilsonville, including public right-of-way;
2. Any school property owned by ~~the West Linn-Wilsonville~~ any public Sschool Ddistrict;
3. Any fire station property owned by ~~the Tualatin Valley~~ any Ffire Ddistrict;
4. Any property within an electric utility substation.

Mayor Knapp asked for clarification regarding the exception of dishes one meter or less in size stated in Section 4.800(.01) C. Permitted Uses. Mr. May explained this section relates to any satellite dish less than one meter in size because they are exempted by the FCC since they are regulated to commercial enterprise.

Mayor Knapp invited public comment, hearing none; he closed the public hearing at 8:52 p.m.

Motion: Councilor Stevens moved to approve Ordinance No. 797 on first reading with the changes submitted during discussion and discussed by Council. Councilor Lehan seconded the motion.

Vote: Motion carried 5-0.

- C. **Ordinance No. 798** – first reading
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.

Ms. Jacobson read the title of Ordinance No. 798 into the record on first reading.

Mayor Knapp opened the public hearing at 8:55 p.m. and provided the hearing protocol.

The staff report was presented by Ms. Jacobson. In response to citizen concerns, the City Council has decided to implement a 90-day trial restriction for semi-trucks on Wilsonville Road that are not making local deliveries. In order to enforce truck restrictions within the City of Wilsonville, the City Code must set forth the pertinent regulations. With the implementation of these new regulations it is expected that fewer trucks will impact residential neighborhoods, and Wilsonville Road will not be used as a cut through from I-5 to I-205, or vice versa.

As part of the trial program, “No Thru Trucks Local Deliveries Only” signs will be installed. The signs are expected to be installed within one week from the effective date of the Ordinance. Such sign installation is within the work expected to be completed in the 2016-17 Street Operations budget. The public has testified before the City Council and the ODOT Freight Stakeholders Meeting. In addition local freight companies have been notified.

The Council has the option to adopt the Ordinance, implement the 90-day trial, and either retain the restriction or remove the restriction after learning the impacts of the trial period.

EXHIBIT H CC MEETING MINUTES EXCERPT
CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

The City Manager recommended that the public hearing be left open to allow public comment at the second reading.

Mayor Knapp invited public testimony, there was none. The intent is to continue the public hearing to the Oct. 17th Council meeting and to leave the record open.

Motion: Councilor Lehan moved to approve Ordinance No. 798 on first reading and leave the record open. Councilor Stevens seconded the motion.

Councilor Lehan commented if there is no problem, installing the signs will not create a problem. In 90 days there will be information on how the pilot program has worked, and at that time changes may be made. She felt it was important when speaking with the trucking companies to let them know they are a valued member of this community.

Vote: Motion carried 5-0.

CITY MANAGER'S BUSINESS

Mr. Cosgrove presented an update on the Brenchley Estates parking issues. He has spoken with TVF&R who has had difficulty reaching patients, and with Republic Services who has had trouble providing their trash pick-up services. Staff will bring back a policy recommendation for a permit parking program for this neighborhood. The nearby apartment tenants will need to be adequately advised of such a program.

LEGAL BUSINESS – There was no report.

ADJOURN

Mayor Knapp adjourned the meeting at 9:14 p.m.

Respectfully submitted,

Sandra C. King, MMC, City Recorder

ATTEST:

Tim Knapp, Mayor