

**CITY OF WILSONVILLE**  
**CITY COUNCIL MEETING MINUTES**

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A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:00 p.m. on Monday, December 4, 2017. Mayor Knapp called the meeting to order at 7:08 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

Mayor Knapp  
Council President Starr  
Councilor Stevens  
Councilor Lehan  
Councilor Akervall

Staff present included:

Bryan Cosgrove, City Manager  
Jeanna Troha, Assistant City Manager  
Barbara Jacobson, City Attorney  
Kimberly Veliz, City Recorder  
Nancy Kraushaar, Community Development Director  
Susan Cole, Finance Director  
Mark Ottenad, Public/Government Affairs Director  
Angela Handran, Assistant to the City Manager  
Pat Duke, Library Director  
Eric Mende, Capital Projects Engineering Manager  
Jordan Vance, Economic Development Manager  
Matt Baker, Facilities Supervisor

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.

**SUMMARY OF VOTES**

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

**COMMUNICATIONS**

None.

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**CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS**

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

There were none.

**MAYOR'S BUSINESS**

**A. Tourism Promotion Committee Appointment**

Appoint Brandon Roben, Executive Director of the Evergreen Aviation & Space Museum, to the Tourism Promotion Committee, Position No. 2, with term ending June 30, 2019. (Ottenad)

**Motion:** Councilor Lehan moved to ratify the appointment of Brandon Roben to the Tourism Promotion Committee, Position No. 2, with term ending June 30, 2019. Councilor Starr Akervall seconded the motion.

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

**SUMMARY OF VOTES**

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

- B. Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City. Mayor Knapp reminded that the next Council meeting is scheduled for Monday, December 18, 2017.

**COUNCILOR COMMENTS**

**A. Council President Starr**

Announced the following upcoming events:

- 12/16 Curiosity Café - Holiday Stories with Ken Iverson 1:00 p.m. to 3:00 p.m. at Library
- 12/18, 12/19 and 12/20 Holiday Light Drive to PRI "Winter Wonderland"

**B. Councilor Stevens**

Thanked staff for their work on the Tree Lighting Ceremony and the Reindeer Romp events.

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C. Councilor Lehan

Recounted her encounter with a businessperson who recently moved to Wilsonville from Tigard. Councilor Lehan shared that businessperson only had wonderful things to say about the City of Wilsonville.

D. Councilor Akervall

Appreciates and enjoyed some of the holiday events hosted by the City.

**CONSENT AGENDA**

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

C. **Resolution No. 2659**

A Resolution Of The City Of Wilsonville Acting In Its Capacity As Its Local Contract Review Board Authorizing The Execution Of A Professional Services Agreement With Murraysmith, Inc. To Provide Engineering And Consulting Services For The Memorial Park Pump Station Replacement Project (CIP #2065)

D. Minutes of the November 6, 2017 Council Meeting.

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

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

**SUMMARY OF VOTES**

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

**NEW BUSINESS**

A. Library Improvements Additional Funding (CIP# 8098)

Eric Mende, Capital Projects Engineering Manager, and Pat Duke, Library Director requested Council provided direction concerning additional funding for the Library Improvements project, as to whether a "Notice of Intent to Award" should proceed. Finance Director Susan Cole assisted in providing financial background on the Library Improvements project.

*Beginning of staff report executive summary.*

Construction Bids were opened for the Library Improvements project on November 16<sup>th</sup>. Construction items include new paint and carpet throughout, architectural changes and

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reprogramming/relocating various spaces within the library, bringing the restrooms in the non-fiction area up to ADA code, and replacement of the majority of HVAC units which will extend the equipment's life approximately 20 years, and provide more consistent and efficient heating and cooling, especially since the Library is used for a warming and cooling center in the winter and summer. After evaluating all seven bids, staff determined the lowest responsible bid to be \$1,054,000. To this amount, permitting and engineering need to be added. Additionally, the construction bid does not include security gates to enable the radio frequency identification system, or any other furniture or fixtures. When adding these additional items to the construction bid, the total project cost is estimated to be \$1,350,000. The City received \$1 million in grant funds from Clackamas County and added \$30,000 from the General Fund for items such as overhead, but the total project cost is short by approximately \$320,000.

There are two alternatives for Council to consider for proceeding with the project: a) Proceed with the project as described above with additional funding for the project to be included in the upcoming March, 2018 budget supplemental, or, b) Reduce the scope of the project to bring it within the defined budget.

Staff's original intent was for the \$1M grant to fund all improvements at the library, including upgrades to the HVAC and controls. To reduce the scope of the project to bring it within budget, staff evaluated the various cost drivers contained within the bids. Reductions in architectural improvements, furniture, or the square footage of carpet and paint are inadequate to reduce the dollars needed to meet the current budget. The only feasible deductions are the 6 new HVAC units and associated electrical work and digital controls for the existing "old" side of the building. Deleting these items will save approximately \$300K to \$350K. However, the existing HVAC equipment will still need to be replaced - likely within the next 5 years, based on previous evaluations. If deleted now, the HVAC and controls improvements would be re-budgeted in a future year using other funds.

Based on having a valid bid in-hand, the real near term needs for HVAC improvements, and to avoid a second disruption to the library within the next few years, staff recommends proceeding with the current project, issuing a "Notice of Intent to Award", and including a budget adjustment in the March, 2018 budget supplemental of \$320,000, from General Fund Contingency.

*End of staff report executive summary.*

*Beginning of staff report current year budget impacts.*

The FY 17/18 budget for CIP project 8098 is \$1,030,000, with \$1M of that amount coming from a Clackamas County library district grant, and \$30,000 from the General Fund. If the Council decides to proceed with the project as described an additional \$320,000 from the General Fund would be necessary. This would be accomplished through the March, 2018 supplemental budget process. The General Fund began this fiscal year with \$2.9 million in contingency. Of that amount, approximately \$387,000 was transferred in September as part of a supplemental budget adjustment to correct budgeting errors, add master planning for Boones-Ferry Park, add fiber connectivity to the undercrossing trail project, and allocate funding per labor contracts that were not complete at the time the budget was completed. If the Council decides to proceed with this project and allocate

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an additional \$320,000 from the General Fund contingency, the remaining balance in the General Fund contingency would be \$2,238,164.

The Council could scale back the \$320,000 by not including approximately \$50,000 in furniture or \$15,000 for the security gates.

In the event a supplemental budget adjustment does not pass in March of 2018, other General Fund projects could be reduced or delayed to fund the contract for the Library improvements, such as the financial systems replacement project, replacing City monuments due to the change in logo, and/or sound-proofing the Human Resources office.

*End of staff report current year budget impacts.*

**Motion:** Councilor Akervall moved to proceed with “Notice of Intent to Award” a construction contract to make improvements to the Library. Councilor Stevens seconded the motion.

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

**SUMMARY OF VOTES**

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

**CITY MANAGER’S BUSINESS**

No Report.

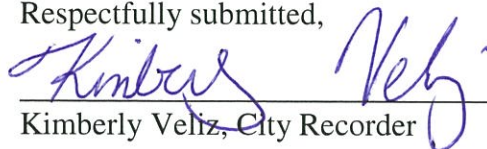
**LEGAL BUSINESS**

No Report.

**ADJOURN**

Mayor Knapp adjourned the meeting at 7:35 p.m. With an Urban Renewal meeting to directly follow.

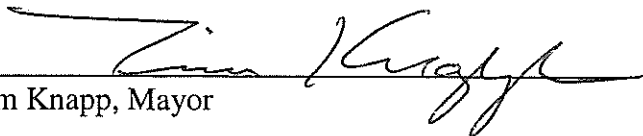
Respectfully submitted,

  
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Kimberly Veliz, City Recorder

ATTEST:

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Tim Knapp, Mayor