

**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, April 6, 2020. 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 virtually:

- Mayor Knapp
- Council President Akervall
- Councilor Lehan
- Councilor West
- Councilor Linville

Staff present included:

- Bryan Cosgrove, City Manager
- Jeanna Troha, Assistant City Manager
- Barbara Jacobson, City Attorney
- Kimberly Veliz, City Recorder
- Mark Ottenad, Public/Government Affairs Director
- Beth Wolf, Senior Systems Analyst
- Andy Stone, IT Director
- Jordan Vance, Economic Development Manager
- Dominique Huffman, Civil Engineer
- Ben Toops, Police Officer
- Martin Montalvo, Public Works Operations Manager

Motion to approve the order of the agenda.

Motion: Councilor Lehan moved to amend the order of the agenda to add a City Manager Update following the Call to Order. Councilor Linville seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

CITY MANAGER UPDATE

This item was added to the agenda.

Bryan Cosgrove, City Manager, provided an overview on the measures taken by City Staff in response to the COVID-19 crisis over the last four weeks, noting City Council had been receiving daily email updates. The objectives early on were to make decisions to protect the

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health and safety of residents and employees, especially those most vulnerable to COVID. The City's Emergency Operations Center (EOC) was activated the first week of March with meetings held daily to discuss facilities, operations, programs, and services. Wilsonville was one of the first cities in Washington County to close its senior center, followed closely by the closure of the library. City employees were considered essential workers by both the state and federal government; so much of the early response time was spent keeping employees safe in order to continue providing essential services to residents and businesses. Every City department had modified its operations in order to keep customers and citizens safe while continuing to provide many varied services. On the business side, Jordan Vance was tasked early on to work with the Chamber of Commerce and to look for ideas from other cities that might be applicable for Wilsonville. He appreciated Council's trust in Staff and for allowing him the space and flexibility to deal with the most pressing issues first.

Councilor Linville asked if the issues with meals from the senior center had been resolved and if a contract for meal service had been acquired.

Mr. Cosgrove responded that there had been an issue with drivers needing background checks, which was, resolved when the County Commission adjusted the policy to allow SMART drivers to deliver meals to seniors.

- He confirmed there had been some concerns about capacity and whether the facilities were big enough to accommodate the demand. If more than 90 meals per day were requested, additional space or different methods might need to be considered. Currently, about 85 meals were delivered each day, which was up from about 32 meals before the start of the pandemic.

Mayor Knapp asked if an increased demand had carried over to Community Sharing.

Mr. Cosgrove replied that a staff member was assigned to reach out to Wilsonville Community Sharing several times a week to check on what the needs were and the status of the food bank. Resolution No. 2805 on tonight's agenda pertained to increasing the amount of money the City gave Community Sharing to help people with paying City utilities. He encouraged donating to Community Sharing, which needed funding to help with rent assistance and PGE and NW Natural Gas bills.

Councilor Lehan noted Community Sharing did not help with phone or Wi-Fi bills, which was an equity issue in the community if some kids could not access Wi-Fi for distance learning. She asked if people could ask for assistance with Wi-Fi or phone, adding places where people normally went to access Wi-Fi and do school work, like the library and even Starbucks, were closed.

Mr. Cosgrove said he was not sure Community Sharing did not help with those services, noting the City had been told non-city utilities, which could include phone service. SMART would be putting Wi-Fi in its buses, and the City had reached out to the school district to help provide mobile hot spots. He believed the district was required by law to ensure every child had the same access.

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Councilor West noted that Community Sharing also helped with medical and prescription costs for the city's most vulnerable. Councilor Lehan's idea about making sure people had the ability to call and stay connected was important as being isolated affected mental health as well. He encouraged viewers to visit <http://wilsonvillecommunitysharing.org> and donate to support Community Sharing.

COMMUNICATIONS

A. Update on the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act

- Ree Armitage, Field Representative, Office of U.S. Senator Ron Wyden

Ree Armitage shared Senator Wyden's website page and reviewed the COVID-19 resources and programs found in the link provided on the front page of the Senator's website. <https://www.wyden.senate.gov/covid-19-economic-resources> Governments with populations of 500,000 or more would be receiving federal relief funding directly, while the rest would be distributed through the governor's office. Clackamas County's population was just below the limit, but the State was watching to see how that funding might be distributed to the County. The employment department was hiring people as fast as possible to get unemployment claims processed faster.

- He noted some money was included for K-12 that would be released. Senators Wyden and Merkley were hard at work to include internet expansion in the next package to help those without access. The USDA ReConnect Program had provided some assistance in getting more internet access; though some urban districts might have trouble accessing funds through that program.

- Dan Mahr, Field Representative, Office of U.S. Senator Jeff Merkley

Dan Mahr clarified agricultural businesses were often ineligible for the Paycheck Protection Program (PPP) program due to funding available through the USDA, but they could get assistance through the Emergency Injury Disaster Grants and Loans. He shared Senator Merkley's website page (<https://www.merkley.senate.gov/coronavirus>) and highlighted the materials available related to COVID-19 relief programs.

Mr. Armitage and Mr. Mahr addressed questions from City Council with these comments:

- Individual stimulus check payments would begin within three weeks of the bill's passage for people with a tax ID and direct deposit capabilities or who receive direct Social Security payments, though there was a concern about those who did not have access to direct deposit. Those with less direct e-file mechanisms would experience a bit of a delay. Those without direct deposit were being connected with the office of Social Security directly if they had concerns about getting the check.
- As far as expediting the process for receiving PPP loans, the Treasury was working directly with individual banks that work through the Small Business Administration (SBA). However, big banks and banks that had not yet worked with the SBA were having more issues with the application process, as were customers who had not engaged with the SBA.

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- The delay of funds was unacceptable. The entire Oregon Congressional Delegation had been working to pressure the Administration to get the money out sooner, but this was the vehicle chosen for distribution.
- Lessons learned from the third COVID-19 relief package, which became the CARES Act, would be applied to the next relief package about how to disperse the funds more effectively and to address some of the glitches and concerns about many small businesses not receiving help, particularly if the roll out of the funds continued to be problematic with the style and structure of the program for SBA.
- The SBA's goal was to get the funding dispersed, recognizing that some requests would be fraudulent and the SBA would have to find those people later. Wells Fargo had backed out of the whole SBA program and Bank of America had limited help only to its existing customers. The Senators' offices would work to address concerns about getting funds to smaller business and press the SBA to deal with larger banks, which had the work force, but chose to be narrow and not help due to concerns about fraud and being held accountable.
- Concerns were expressed about, which had a much smaller allocation than PPP.
- The need was so great that funding could be exhausted within a short time frame and many of the big programs might need to be recapitalized to increase allocations in other programs, like the Economic Injury Program.
- Business associations and chambers of commerce were offering technical assistance and making their staffs available to help people with the SBA loan application process. Small Business Development Centers (SBDC) were also offering assistance. Accounting or CPA associations would be contacted to see if they were offering assistance. As small businesses owners, they might have valuable experience regarding the process.

B. Update on State of Oregon COVID-19 Emergency Response

- Representative Courtney Neron, HD-26/Wilsonville

Representative Neron updated on the State's coronavirus response via PowerPoint, reviewing recent COVID-19 statistics, current needs, and the Governor's executive orders and providing contact information for helpful resources, including websites and hotlines for individuals, families, and businesses. She congratulated the City on its efforts, especially the early declaration of the state of the emergency, and acknowledged efforts within the community to help people and businesses feel more connected, including SMART delivering groceries, meals, and the Lowrie schoolteachers' parade for their elementary students. She announced she would be hosting a telephone town hall on April 11, 2020, 10:30 a.m. to 12:00 p.m. with a Business Oregon Ombudsman and Labor Commissioner Val Hoyle to answer questions.

Councilor West recognized Representative Neron's efforts and engagement with Council, various stakeholders and community members and how she was handling this crisis.

Councilor Linville asked about the flow of relief money from the State to the County, and what guidelines were available regarding how the City would be able to affect getting those resources locally in Wilsonville.

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Representative Neron responded she was uncertain about the flow of the funding. Currently, the counties were at the forefront of delivering many of the critically needed services and organizing resources, from hospital beds to services for domestic violence. She thanked Council and City Staff for their team efforts through the pandemic.

C. Update on Clackamas County COVID-19 Emergency

- Commissioner Ken Humberston

Commissioner Humberston reviewed the actions taken by Clackamas County during the COVID-19 pandemic thus far; noting Clackamas County was the first county in Oregon to declare a state of emergency, which had paid off by keeping the number of COVID cases low. He explained that urban renewal funds could not be used to help businesses, as the County no longer had the ability to establish urban renewal districts. The County was waiting on the distribution of funds from the federal government to expand and improve on its services. He encouraged those who were able to reach out to food banks and other social services and offer help or donations.

- None of the deputies in the Clackamas County Sheriff's Office had contracted COVID-19. Some strict protocols in the jail had been implemented for intake and for entering; the jail to protect both the correctional and civilian staff working there, and this was the model for most sheriffs' departments in Oregon.
- The bulk of the social services would be provided at that County level and the relief funding was expected to be cycled through the state and then down to the county level. He deferred any further questions about the funding process to Emergency Operations Center Commander Nancy Bush, Director of Health, Housing, and Human Services, Richard Swift, and General Manager Gary Schmidt.

D. City of Wilsonville Economic Development Update

- Jordan Vance, Economic Development Manager

Jordan Vance presented via PowerPoint the Proposed Business Relief and Recovery Programs for the City related to COVID-19, noting Oregon economists projected up to a 25 percent to 30 percent unemployment rate in the state, which had been approximately 11 percent in the 2008 recession. The City continued to work with the Chamber, state, federal, and regional partners to identify and communicate solutions to local businesses affected by loss of revenue, layoffs, supply chain disruptions, etc.

- He highlighted the programs and assistance currently available, noting his role had changed to become a "one-stop-shop" resource center to facilitate communication and deployment of federal, state, and regional resources, to be a subject matter expert on the Small Business Administration (SBA) Disaster Loan Program and federal stimulus programs, and to provide weekly webinars, etc. Providing application assistance was being explored, potentially with local mentors and bankers volunteering their aid. He also described potential programs for City Council to consider deploying, including Speed Coaching, a Small Business Alliance

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Program, a Shop Wilsonville Campaign, and curating flexible multi-tenant commercial space, potentially paired with a business incubator, similar to Prosper Portland's Alberta Commons Project, to offer affordable and flexible lease terms to small businesses.

- While the current strategy focused on facilitating immediate business stability needs, Council would have to address policy questions regarding how to prioritize the City's limited dollars for a grant for the potential programs proposed, as well as a holistic, long-term budget strategy to address short- and long term needs as the pandemic crisis continued. The economic recovery needs would be better understood in 3 to 6 months, so earmarking some City funding now would enable the City to prioritize its resources at that time and maximize both the short- and long-term impacts.
- In response to Councilor Linville's request, he also presented a breakdown of the small businesses in Wilsonville, including the number of their employees. As a small business city, Wilsonville had a critical need for the assistance programs presented.

Councilor West expressed concerns that the proposed ideas would not help businesses with the fixed costs needed to stay open and viable. The restaurant gift card idea could hurt small businesses whose financial reserves had been exhausted in the shutdown. The gift card money from the City would be absorbed to get through the initial part of the crisis and if the gift cards were redeemed later down the road, the business might not be able to cover them because the money went to rent, for example. If the gift cards were given to vulnerable populations and used right away, the problem might be averted.

Mr. Vance agreed the gift card campaign details needed to be worked out, but because food scarcity was a serious concern, people would be encouraged to use the gift cards in the short-term during the COVID-19 quarantine for businesses still doing takeout.

Councilor West suggested using funds and resources to lower rents up to 25 or 50 percent for small businesses or restaurants would be more impactful than gift cards. Asking commercial landowners to stop all increases on leases for at least the next 12 months might be another solution, as well as working with property owners who were willing to reduce rents up to 25 percent. He also proposed a "Stop Cooking from Home for a Week" promotion to encourage more takeout and delivery while offering an optional COVID 19 percent discount to those in need. Such promotions would help people right away without putting businesses in a bind and help cover immediate fixed business costs.

Mr. Vance said he liked those ideas, adding he had worked with some commercial property owners in town, including one that had contemplated rent deferral altogether for April and May. Retaining and supporting existing small business tenants was of paramount importance to both the City and property owners. Once past the pandemic, these types of supportive measures could be an impetus to launch a Town Center/Main Street small business alliance to get people back into small, local businesses. He asked if the suggested 19 percent discount would be subsidized by the City.

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Councilor West responded the subsidy would be more community-based or in partnership with the community. He noted not everyone would need to take the discount, but it would be available for those who did. Fun promotions could be created to highlight participating businesses and encourage citizens to partake in supporting them while offering the discount to those in need and helping cover basic fixed costs for businesses.

Mr. Cosgrove explained the idea was to get the gift cards to people who needed help immediately and would use them right away, such as the homeless, who would not benefit from a discount, people utilizing food banks, and families in the free and reduced school lunch programs. After a week or two, Staff would check in with the businesses to find out how many of the City's gift cards were being redeemed and at which businesses so adjustments could be made as needed. The gift card campaign was a quick way to achieve multiple policy objectives to help those who were food deprived, as well as local businesses. The pilot program would not require a large investment initially and Staff would report to Council on its progress.

Councilor West inquired if funds coming in for the Willamette Water Supply pipeline project could be reprioritized and redirected initially to support small businesses.

Mr. Cosgrove agreed using revenue from the pipeline project as possible funding source was a great idea. The annual amount received was approximately \$176,000 with a larger balloon payment pending for 2026, but some revenue was already stockpiled and available for deployment. Staff could return with exact figures so Council could discuss how the funds might be used.

Councilor Linville noted two critical phases were involved. First, the city's business community was in crisis now, which necessitated short-term assistance, rather than expending a lot of time and energy on future, long-term business development in the midst of a crisis. Second, while nobody could know what recovery would look like, the City should start planning now for strategies the City could put in place to help businesses gear up and be ready for recovery, which would be good to consider when working with the Chamber.

Councilor Lehan believed the gift card concept was a good pilot project, noting that even if the cards were not redeemed immediately, the businesses would still receive money. It was a fast way for the City to get money to businesses that were in trouble, but the impacts would be uneven because not all businesses did takeout. She was particularly concerned about bars, the brewery, and restaurants that depend on alcohol sales, which could account for as much as 50 percent of the bill at some restaurants. Those sales had shifted to liquor and grocery stores since patrons no longer went where they used to, and since takeout was not an option for alcohol, the gift card campaign would not help them. Video poker and video lottery games also provided a significant income stream that could not be replaced by takeout. Some restaurants could not stay open with takeout alone, while others, like pizza places, were doing better than ever because they had always done takeout. Using the pipeline project money was a good idea, but perhaps the funds could be used to forgive businesses' water bills for a month or two.

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Councilor Akervall stated the need for solutions was multilayered, requiring different ideas for multiple situations. Solutions that might work for one business, individual, or family might not work for others. She believed people would want to use the gift cards immediately but asked if it was possible to put a "redeem by" date on the gift cards. She liked Councilor West's ideas for rallying the community and suggested promoting the gift cards for Easter. While she liked a campaign to encourage getting takeout more frequently, getting takeout was unrealistic for some families in the community, even with bill reduction. The gift card campaign could help foster a sense of community for those families. She agreed with Mr. Cosgrove on reevaluating the impact of the gift card campaign in a week or two.

Councilor Lehan added restaurants that did not stay open for takeout would require a big infusion of fresh stock to reopen and they could not just gradually reopen. In addition to restaurants, personal services, such as hair and nail salons, as well as services without storefronts, like housecleaning, were all devastated. Employees of those establishments were paid per client or by production, and those workers and shops were vulnerable and needed money now. The gift card campaign could be used for those businesses as well, but they would not be redeemable until those personal services resumed, and that timeline was unknown. The impacts of the crisis were vast and far-reaching. The lodging or hospitality industries had larger financial reserves than smaller businesses, but they were also impacted, so fair solutions were needed for a variety of situations, from housekeepers to Holiday Inns.

Mayor Knapp noted Wilsonville had 1,066 licensed businesses. If \$200,000 were allocated to help businesses with five or fewer employees, each business would receive only \$299.75. If only businesses with two or fewer employees were given funding, they would only receive \$408. That \$200,000 could be distributed to 200 businesses, providing one out of five Wilsonville businesses with \$1,000, but would that even make a difference? He questioned how to make decisions about who received monetary support and how much in any meaningful way when no major programs existed to perform significant evaluations on businesses, and whether it was appropriate for government to decide who did or did not get help to succeed. Wilsonville was three weeks into emergencies on an event that was likely to last at least three months. People and businesses had needs right now, but what would those needs look like in one or two months? If the bulk of assistance and assets available now were disseminated within the first three or four weeks, what would happen in the weeks after, and what were the consequences? A month or two down the road, how critical were the needs of the individual citizens and families, not just businesses, who possibly needed financial assistance to put food on the table? Other locations in the country where the progression of the virus was worse than Wilsonville had food banks that had seen 200 percent to 500 percent increases in demand for food. The Council needed to consider a course of action for subsequent needs within the framework of all these factors.

Councilor West agreed \$200,000 was a drop in the bucket and would necessitate a first-come, first-served basis for businesses proactively seeking available funds. Other municipalities had dipped into Transient Lodging Tax (TLT) dollars, and the Tourism Committee recently voted unanimously to use those dollars to support hospitality businesses, as well as restaurants and entertainment facilities, potentially. A significant amount of funds was available with TLT dollars for the promotion of tourism. While there were statutory, legal requirements for accessing

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those dollars, utilizing the funds to save small businesses and tourism would help promote small businesses and tourism. He discussed the need to get creative with finding and getting money wherever possible, as well as exploring austerity measures. Small businesses were generous to the City. For example, South Metro Area Regional Transport (SMART) was free because small businesses paid payroll tax to enable the hallmark transit system for Wilsonville. Small businesses now needed the City to help them. Funds needed to be reprioritized to go back to the citizens, and every rock needed to be unturned to make that happen. He clarified he was not suggesting shutting SMART down or using SMART funds, nor did he want to target one specific area as a solution. Losing a significant amount of businesses affected SMART, and therefore, creatively redirecting funds from many sources back to small businesses was paramount. Those sources could include the TLT, the water pipeline, and the sequestered \$225,000 Mr. Cosgrove had presented, for example.

Councilor Linville said she was disappointed the payroll money from the federal government was delayed. On Friday, April 3, 2020, she had asked Mr. Vance to e-mail all small businesses about Congressman Schrader's webinar scheduled for Monday, April 6, 2020 at 9:00 a.m., so they could register and get information as quickly as possible. She also requested he follow up with a link later containing more information from the webinar, since there were limited registrations and not everybody got in or could participate at 9:00 a.m. She thanked Mr. Vance and Mark Ottenad, Public/Government Affairs Director, for communicating the webinar information to small businesses within hours of her request. It was important to do anything to help businesses access resources that were available outside of what the City could provide, particularly when distribution issues led to delays in accessing those resources

Mr. Vance said another webinar was scheduled for Thursday, April 9, 2020 with Senator Wyden and that he would promote the webinar among the business community. He received a positive response from some of the participating businesses who wanted to stay updated on future webinars. He noted the City was recruiting people with technical expertise interested in being mentors to assist businesses with applications, if any Council member had such contacts.

Mayor Knapp confirmed that parties interested in being mentors should contact Mr. Vance through City Hall.

E. Update from Wilsonville Area Chamber of Commerce

- Kevin Ferrasci O'Malley, CEO

Mr. O'Malley said the Governor's stay-at-home executive order, while necessary to save lives, had effectively put hundreds of Wilsonville businesses out of business. A recently completed survey looking at the impact of COVID-19 on Wilsonville businesses showed 73.6 percent of businesses had now and within the next 90 days expected to have a loss of revenue of greater than 50 percent. In response to the economic disaster impacts of COVID-19, the Chamber requested City Council to immediately create a COVID-19 Small Business Support and Recovery Grant Program.

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- The administration page of the City's website, states that the mission of the City is to protect and enhance Wilsonville's livability by providing quality service to ensure a safe, attractive, and economically vital community while preserving our natural environment and heritage. Making grants to small business now was not only consistent with this mission, but was a smart, proactive strategy. Providing grants helped mitigate catastrophic economic losses today to keep businesses viable and to keep valuable jobs in Wilsonville.
- The Chamber knew the City wanted to be thoughtful in how it responded to this crisis. The Chamber respectfully submitted that this urgent economic need required swift and appropriate action now. He recalled when near pedestrian misses occurred at Boeckman Dip and near Graham Oaks Nature Park, the City immediately acted and called for major sidewalks, guardrails, and crosswalks to be built, and finding money to deal with the emergency crisis because there was no planned budget expense line item.
- No one knows how long the COVID-19 pandemic would last. Medical experts advised that the curve on the pandemic needed to be flatten now, so as not to overwhelm the medical system. He called for Mayor Knapp and the City Council to flatten the curve for small businesses in Wilsonville immediately to help them pay rent, utilities, or payroll by creating a COVID-19 Small Business Support and Recovery Grant Program for \$500,000. The program would consist of two funds.
 - One fund would cover hospitality businesses and would be funded with \$250,000 of previously received TLT funds that were not spent and were in the General Fund. The Tourism Promotion Committee Chair had e-mailed Council about this option.
 - The second fund, also for \$250,000, would be used for grants to non-hospitality small businesses. City Staff had already potentially identified the funding for this grant portion.
- Rules and guidelines would be established for the grant program, including who was eligible for these grants.
- The Wilsonville Chamber of Commerce was a first responder for business needs and had been working overtime seven days a week to provide essential support to Wilsonville businesses. The Chamber was ready to work closely with City Staff and leaders to collaborate and create not only a recovery grant short-term program, but also an evolving Wilsonville business survival and continuity plan.
- The Chamber created an open cloud COVID-19 site bit.ly/waccCOVID19 that contained the most current information in one convenient place, including Senator Wyden's and Senator Merkley's summaries, SBA summaries, and information on business recovery. Grants and Economic Injury Disaster Loans (EIDL) required proper substantiation and documentation, and guides were available on the site for assistance with the application process. Clackamas Small Business Development Center (SBDC) was also great resource.
- In working to determine, which businesses received help or not, there were two parts to consider. First, there had to be fair guidelines, such as whether the business had a city business license and the like. Second, he had compiled a list and created a grid of what other cities had done. While solving the entire Wilsonville business assistance problem was unlikely, \$200,000 going to businesses who met the guideline criteria to immediately help them survive a crisis was a warranted public policy objective.
 - He suggested getting a broad-based group around the table to discuss how to make decisions, like whether to prioritize smaller versus larger businesses. Establishing the criteria would depend on the City's goals and objectives, and he was confident Council

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and City Staff could develop reasonable guidelines. Neighboring cities probably faced the same dilemma of having no perfect solution, but picked some guidelines to help at least some of the businesses in the interim. Then, a decision could be made down the road about what else needed to happen.

Councilor West asked which municipalities and governments had already dipped into TLT funds and what pathway was available for Wilsonville to use that money specifically for restaurants and hotels.

Mr. O'Malley said the Washington County Visitor Association had created a reasonable formula that was fair and had utilized that ruler to determine business eligibility and issued checks to those businesses. Travel Oregon had similar upcoming plans. Wilsonville was unique because TLT dollars had been collected for years and rightfully put aside for legitimate future projects. He believed requesting TLT dollars earned by TLT to go back into saving an industry was a reasonable request. While there were legal issues to consider, he did not believe there would be any pushback. TLT money was a valid way to explore getting immediate help for the lodging and restaurant industries.

Councilor Linville said she had also made a grid of what other cities had done. She agreed it would be good to sit down and come up with priorities. Some of the other cities the size of Wilsonville had already closed their applications for business assistance, yet Gresham and Hillsboro were on a second round of applications. She had seen a variety of business requirements across the board, and it was hard to determine where the most good could happen in the community. While not everybody could be helped, she agreed something should be done. Some cities were looking into dealing with mortgage or rent only, while others focused on business continuity issues, such as payroll or insurance. Some employers were trying to keep employees by not paying salaries but trying to keep health insurance. She expressed concern for businesses that had never had an SBA loan. She asked what the best strategy was to provide them with resources so they could access funds in an immediate way to bridge that gap, and how long such resources should be provided.

Mr. O'Malley noted that independent contractors or sole proprietors could not apply for the Paycheck Protection Program (PPP) until April 10, 2020, so they were weeks behind everybody else and that could be an important factor for the City to consider. The faster a dialogue about such issues could begin, the faster a decision could be made to meet the needs of the business community. He agreed those decisions needed to happen quickly.

Councilor Linville noted she had talked with some businesses who were not interested in the loans because they were afraid they would not be able to pay them back.

Mr. O'Malley stated the goal of providing the resources was educating businesses so they could make informed decisions. A one percent loan was still a loan, and business owners needed to understand all of their options. Human resource workshops were also available on the cloud site about what do to with employees and how to lay them off properly. He would continue to keep the site updated with the latest available information to assist the business community's needs.

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- He clarified that attractions, like World of Speed were a part of the hospitality industry. Travel Oregon had documentation about the economic impact of hospitality broken into segments. If the Tourism Promotion Committee formally wanted to make a request, they would sift through that documentation to determine which businesses should be part of the hospitality industry. The Chamber considered the hospitality industry to include not just hotel and lodging properties, but also restaurants and attractions affiliated with hospitality.

Councilor Lehan said they were paying more to the County than the City in Transient Room Tax (TRT) and asked if the Chamber had any conversations with the County about the TRT and whether any of that was earmarked for the hospitality industry.

Mr. O'Malley said an official conversation had not taken place, but Wilsonville was in a unique situation because of the four years money was collected. Destination Marketing Organizations (DMOs) elsewhere were going to ground zero and having to rebuild their entire organizations because they anticipated a shifted model. Although he was not speaking for them, he believed it was unlikely that DMOs would have the resources to provide help, but once past the initial crisis, they would focus on getting people from nearby regions to visit.

Councilor Lehan noted the money was currently restricted to being spent on bringing in people who were more than 50 miles away.

Mr. O'Malley believed there would be some flexibility. He had spoken with the marketing team to ask about shifting their approach right away. They said they would follow the direction of the Tourism Promotion Committee and do whatever was necessary to generate tourism dollars. Regarding gift cards, he said Hank Jarboe, owner of Boston's Pub and Grill, offered a 20 percent increase in purchasing credit with each gift card sale, like a "gift card bond." He also had seen other areas of the country using a similar strategy for those patrons who agreed to purchase and then hold onto their gift cards for 90 days.

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.

Garet Prior spoke on the Equitable Housing Strategic Plan, stating it was at a crucial point, as it was getting ready to go to the public hearing phase. He believed calling out and defining what equity is was crucial in making sure the target audiences were reached. He agreed tough choices needed to be made for public health in regards to business support. While not all of the needs of the community would be met, there was a symbolic point in providing immediate help and showing the relational piece that the City was there to provide a helping hand, even though it had tough rules against businesses. Even if \$5,000 to \$10,000 were given to 20 businesses, it was something the City should do as other county, state, and federal programs come in over the next two to four weeks.

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Eric Postma stated that some Wilsonville small businesses had already had to take severe action, so he was concerned about the timeliness of any action to be taken. Federal help might not be enough, and acting fast was critical to sustain small businesses and the character they provide the community. He supported the relief packages discussed, including the use of TLT funds. He agreed with Representative Neron that team effort was important and encouraged the City to lean on the Chamber of Commerce. He commended Mr. Vance for his fantastic efforts as well as Mr. O'Malley for his tireless hard work and role as a significant resource for Wilsonville's businesses.

Mayor Knapp called for a brief recess and reconvened the meeting at 9:55 p.m.

Motion: Councilor Akervall made a motion to extend the meeting to 11:00 p.m. and moved to approve the order of the agenda. Councilor West seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

Mayor Knapp stated Council needed to provide some sort of guidance to Staff about some kind of relief program for Wilsonville, which should consider both individuals and businesses. The tourism money in reserve could be directed toward a certain segment, and some immediate projects should be implemented rather than some planned, long-term projects. Funds from the big pipe project could also be diverted to relief efforts, as well as the programmed income from urban renewal, not the actual urban renewal dollars, such as the interest earned on urban renewal assets, the most significant being the rental income received from the school district on the alternative high school. Staff would need to provide more specific guidance, but it was not inconceivable that the City could achieve the magnitude of funds that Mr. O'Malley was requesting. However, caution should be taken with this first round of relief efforts as issues in the future might require more assistance. He agreed having a group discuss and develop the criteria for distributing the funds would be a good place to start.

Councilor Linville recommended forming a group to hash out the possibilities, which should be done quickly, and then Council could hold a special meeting to make the final decisions. If a Council representative was needed for the special group, she was happy to assist. She highlighted the grant ranges offered in other cities, noting Gresham's grant was based on a per employee basis, and only two jurisdictions that did loans. There were a variety of eligibility and size of organization requirements. One jurisdiction had a two-tiered system where sole proprietors got one level and then organizations with more people got a different level of support. She did not believe a relief program would solve the problem, but she supported moving forward. She agreed

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an application process would work better as opposed to stating everyone in a certain category would qualify, otherwise, the amount of money would be so small it would not be worthwhile to do anything.

Councilor West believed a first-come; first-serve approach would affect the relief program, as business owners would be more proactive and know their needs. A simple application process with a multiple tiered approach, similar to what the Fire Relief Board used for the Fire Relief Fund would enable people to receive funds quickly in useful amounts and would allow the City discretion in the distribution. Around Christmas time, the Board reassessed the families' situation and issued more checks using the funds that were leftover. The Fire Relief Fund worked well in getting people the amount of money they actually needed, not just how much they wanted.

Councilor Linville suggested establishing the criteria, such as overhead, payroll, supply chain, etc. and then using a reimbursement approach. The businesses likely already spent that money and could be reimbursed after submitting the documentation of those paid expenses, which was done in other cities.

Mr. Cosgrove noted the Metro Enhancement Committee had a similar grant reimbursement program.

Mayor Knapp noted a reimbursement approach would be difficult for applicants struggling to find the money to do anything.

Councilor Linville explained the timeframe for eligible, reimbursable expenses could be over a certain period, like to the middle of February. The criteria for those expenses varied in different jurisdictions.

Councilor Akervall suggested providing funding to businesses that had not been able to apply for other funding programs or that had to delay their applications. Not being able to even apply for funding relief would further heighten anxiety. One purpose of the relief program was to give the business community some reassurance that the City cared and supported them.

Councilor Linville suggested one simple question to quickly determine eligibility would be to ask if the business had ever been approved for an SBA loan. The City did not have the time or resources to dig into each the history of each business.

Mr. Cosgrove stated the process needed to be simple and the resources deployed as quickly as possible, recognizing, and accepting that it would not be perfect. Jordan Vance and Kevin O'Malley could make some criteria recommendations quickly based on what other cities had done, such as having a City business license, and the criteria could be discussed at a special Council meeting. In the meantime, IT staff could work on creating a website where people could apply directly for the relief funds as soon as Council finalized the program's parameters.

Mayor Knapp confirmed Council wanted to the TLT funds allocated specifically towards hospitality businesses and separate from relief to other business sectors.

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Councilor Lehan said it was difficult to decide without knowing the total funds available. Perhaps, the funds could be split into thirds amongst the hospitality industry, non-hospitality businesses and to individuals. Tourism funds could be used for the hospitality industry's portion, but maybe the entire \$250,000 did not need to be used. She agreed with gift card program moving forward and the City buying \$20,000 in gift cards from various businesses, not just restaurants. She reiterated her concerns about personal services businesses, noting the program should be reevaluated in a week to see if they were all pushed out. People were not expected to use the gift cards right away, the goal was to buy them from businesses and give them to people in need. Places like Wilsonville Community Sharing and the Sheriff's Department could use their judgment in liberally distributing them to those in need. Money from the big pipe project could go to Wilsonville Community Sharing to help people pay their utility bills. There should be some focus on individuals as many employees that were laid off worked in other cities but were Wilsonville citizens.

Mayor Knapp noted that dividing the funds in thirds would result in smaller amounts than what some had requested.

Mr. Cosgrove suggested the City's utility assistance program with Wilsonville Community Sharing could be expanded to include rental assistance and non-city utilities, such as phone and internet. Currently, the program was limited to only city utilities.

Councilor Linville noted other criteria to consider. For example, other cities required a business license and that the business has a physical storefront within the city limits; it could not be a part of a franchise or a rental store.

Mr. Cosgrove suggested having Mr. Vance and Mr. O'Malley make the first attempt on the City's criteria based on other programs in other jurisdictions and he would work on amending the City's agreement with Wilsonville Community Sharing. Council would then hold a special meeting in the next couple of days to discuss the details further. This would allow Council to continue with tonight's agenda in a timely manner.

MAYOR'S BUSINESS

- A. City Manager Memos: City Business Friendly Practices and Policies; Proposed City Business Grant Programs

Mayor Knapp waived this agenda item given the late hour.

- B. Volunteer Appreciation Month Proclamation
- C. 22nd Consecutive Tree City USA Designation and Arbor Day Proclamation

Mayor Knapp stated he would sign, but not read aloud, the Volunteer Appreciation Month and Arbor Day proclamations submitted by Staff. There were no objections by Council.

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D. Upcoming Meetings

No announcements made.

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS

There were none.

COUNCILOR COMMENTS

A. Council President Akervall

Encouraged people to look into resources available regarding mental health. People could sign up at ci.wilsonville.or.us/subscribe to receive news releases via email and receive information quickly, and on the Oregon Health Authority's website to sign up for automatic emails or text messages about current conditions in the state.

Mr. Cosgrove added that counseling services were also offered in the Heart of the City building where Wilsonville Community Sharing was located. He noted Bill Evans would push out on social media about how to sign up for the news releases. Additional information would be posted on the COVID response page on the City's website.

B. Councilor Lehan

Noted the slideshow on the home page of the City's website slideshow changed too fast.

Mr. Cosgrove noted the City's IT Staff in the audience indicated they understood and would address the problem.

C. Councilor West

No comments.

D. Councilor Linville

No comments.

CONSENT AGENDA

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

A. **Resolution No. 2805**

A Resolution Of The City Of Wilsonville Authorizing A First Amendment To Grant Agreement With Wilsonville Community Sharing.

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Mr. Cosgrove highlighted the Staff report, noting that up to \$10,000 would be added for residents to use for City utility bills.

Motion: Councilor West moved to approve the consent agenda as read. Councilor Lehan seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

NEW BUSINESS

A. Resolution No. 2807

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

Ms. Jacobson read the title of Resolution No. 2807 into the record.

Ms. Jacobson explained the current emergency resolution would be extended to the end of May rather than ending on May 6, 2020, adding Council could always cancel the State of Emergency should conditions improve sooner than expected.

Motion: Councilor Lehan moved to approve Resolution No. 2807. Councilor Akervall seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

B. Resolution No. 2808

A Resolution And Order Regarding Sign Code Enforcement During Emergency Declaration Period.

Ms. Jacobson read the title of Resolution No. 2808 into the record.

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Ms. Jacobson overviewed the Staff report, explaining that this resolution would relax Sign Code enforcement for properly placed temporary signs during the emergency period due to conditions related to the upcoming election, the governor's stay in place order, and the changing signing needs of businesses. This would keep the Code enforcement officer from having to go out, remove temporary signs, and disobey the stay in place order.

She noted a third resolution regarded a second sign ordinance was suggested by the Mayor to allow signs to be placed in the median provided they did not create a health or safety issue or damage landscaping. That resolution was not in the packet.

Motion: Councilor Lehan moved to approve Resolution No. 2808. Councilor West seconded the motion.

Mayor Knapp believed Council would regret passing the resolution long before the state of emergency ended because it would result in a big jumble of every conceivable sign imaginable. He clarified he was proposing an alternative to Resolution No. 2808, not a third resolution, that would allow A-boards to be placed in the right-of-way where they were not normally allowed to provide restaurants room for more advertising. He did not intend to allow for the A-board signs while also stopping enforcement of the Code for temporary signs. He expected many Sign Code violations, which would require the Code enforcement officer to be out anyway.

Councilor West said the City did not have the resources to police signs and people were trying to shelter and stay home. He had good faith that the citizens would not abuse a temporarily relaxed Sign Code. He confirmed the Mayor's alternative would not place signs in the median, but in right-of-way areas, such as in front of restaurants. He did not believe the Sign Code was a huge priority right now and agreed the ordinance was a good idea and would help promote sheltering in place.

Mayor Knapp noted one group had already violated the Sign Code today by not picking up their signs and pushing the envelope, so he was a bit skeptical about people being good citizens.

Councilor Lehan agreed sheltering in place was more important than running around picking up signs. She doubted it would result in a big mess because signs were very expensive. The state of emergency and the election would end, and the City did not need Staff fiddling with Sign Code enforcement unless there was a public safety issue, and people should not be more exposed than they needed to be.

Mayor Knapp confirmed with Staff that the wording "legally placed signs would not be picked up" implied that illegal signs would still be picked up.

Ms. Jacobson clarified signs that were not picked up would technically be illegal, but that was what the City was going to forego.

Vote: Motion carried 4-1.

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SUMMARY OF VOTES

Mayor Knapp	No
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

CONTINUING BUSINESS

A. None.

PUBLIC HEARING

A. **Resolution No. 2804** (*Legislative Hearing*)

A Resolution Of The City Of Wilsonville To Amend The Adopted 2012 Stormwater Master Plan Project List (Table 9-2 – Prioritized CIP Projects) To Add Projects SD-2163-2167 & 2437-2446: Pipeline Upsizing On Ridder Road And Peters Road And St-7: Boeckman Creek At Boeckman Road Stormwater Study. (Huffman)

Ms. Jacobson read the title of Resolution No. 2804 into the record.

Mayor Knapp read the conduct of public hearing format and opened the public hearing at 10:43 p.m.

No Councilor declared a conflict of interest, bias, or conclusion from information gained outside the hearing. No member of the audience challenged any of the Councilor’s participation.

Dominique Huffman, Civil Engineer, presented the Staff report via PowerPoint, noting the resolution would add two, short-term projects to the project list to make them eligible for system development charge (SDC) funding. The first project would upsize pipeline segments to serve the Coffee Creek Industrial Area build out. The Stormwater Study project was needed for the Boeckman Dip project to help Staff better understand the impacts of the project’s alternatives as well as any proposed modifications on the entire corridor.

Mayor Knapp confirmed there were no questions of Staff and that no one was present in Council Chambers or via Zoom to provide public testimony. Seeing none, he closed the public hearing at 10:47 p.m.

Motion: Councilor West moved to approve Resolution No. 2804. Councilor Linville seconded the motion.

Vote: Motion carried 5-0.

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SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

CITY MANAGER’S BUSINESS

Mr. Cosgrove recapped the feedback received earlier in the meeting regarding the City’s relief program. He noted Kimberly Veliz would check with the Councilors on their availability for a special meeting, likely on either Wednesday or Thursday of this week. He suggested that Council e-mail any specific criteria, ideas, or concerns to him so it share them with Mr. Jordan to discuss with Mr. O’Malley. He noted that any relief actions taken by Council would likely require some supplemental budgets in order to allocate funds appropriately. He would communicate any scheduling requirements needed to comply with public hearing notice laws. He confirmed Wilsonville and other cities have requested some relaxing on the noticing laws to allow cities to be more nimble, but had received no response from the State. He confirmed Representative Neron made inquiries on the City’s behalf.

LEGAL BUSINESS

No report.

ADJOURN

Mayor Knapp adjourned the meeting at 10:52 p.m.

Respectfully submitted,

DocuSigned by:
Kimberly Veliz
E781DE10276B498

Kimberly Veliz, City Recorder

ATTEST:

DocuSigned by:
Tim Knapp
C2B6698B3949461

Tim Knapp, Mayor