

City Council Meeting August 17, 2020



Executive Session 5:00pm

Work Session 5:25pm

Council Meeting 7:00pm

(All held in Council Chambers)

This meeting is taking place with social distancing precautions in place:

- Councilors are participating virtually, via Zoom videoconferencing.

To Provide Public Comment

- 1) Written comments may be submitted to the City Recorder (Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, OR 97070).
- 2) Digital comments (email) may be submitted to cityrecorder@ci.wilsonville.or.us.
- 3) Individuals may participate online through the Zoom videoconferencing platform. Contact City Recorder at cityrecorder@ci.wilsonville.or.us or by phone at (503) 570-1506 to register.

You can watch the City Council Meeting here:

You Tube: [youtube.com/c/CityofWilsonvilleOR](https://www.youtube.com/c/CityofWilsonvilleOR)

City of Wilsonville

City Council Meeting

August 17, 2020



AGENDA

**WILSONVILLE CITY COUNCIL MEETING
AUGUST 17, 2020
7:00 P.M.**

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

Mayor Tim Knapp

Council President Kristin Akervall
Councilor Charlotte Lehan

Councilor Joann Linville
Councilor Ben West

CITY COUNCIL MISSION STATEMENT

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

**Executive Session, Work Session and City Council meetings
will be held in the Council Chambers, City Hall, 1st Floor**

- 5:00 P.M. EXECUTIVE SESSION** [25 min.]
A. Pursuant to: ORS 192.660 (2)(e) Real Property Transactions
ORS 192.660(2)(h) Legal Counsel / Litigation
- 5:25 P.M. REVIEW OF AGENDA AND ITEMS ON CONSENT** [5 min.]
- 5:30 P.M. COUNCILORS' CONCERNS** [5 min.]
- 5:35 P.M. PRE-COUNCIL WORK SESSION**
- A. Charbonneau Shuttle Pilot Program Update (Loomis) [15 min.]
B. Community Enhancement Allocation FY 20-21 (Monahan) [15 min.]
C. Willamette River Water Treatment Plant (WRWTP) Filtration Pilot Study (Kerber) [15 min.]
- 6:20 P.M. ADJOURN**
-

CITY COUNCIL MEETING

The following is a summary of the legislative and other matters to come before the Wilsonville City Council a regular session to be held, Monday, August 17, 2020 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10 a.m. on August 4, 2020. Remonstrances and other documents pertaining to any matters listed in said summary filed at or prior to the time of the meeting may be considered there with except where a time limit for filing has been fixed.

7:00 P.M. CALL TO ORDER

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

7:05 P.M. MAYOR'S BUSINESS

- A. Placeholder for Planning Commission Appointment
- B. City of Aurora Request
- C. Upcoming Meetings

7:25 P.M. COMMUNICATIONS

- A. Oregon Department of Transportation Presentation on Tolling (Broussard)

7:40 P.M. CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS

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

7:50 P.M. COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS

- A. Council President Akervall
- B. Councilor Lehan
- C. Councilor West
- D. Councilor Linville

8:05 P.M. CONSENT AGENDA

A. Resolution No. 2835

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With Banzer Construction Company For Construction Of The I-5 Undercrossing Trail Improvement, Phase 2 (Capital Improvement Project #9146). (Rappold)

B. Resolution No. 2837

A Resolution To Allocate Community Enhancement Funds For Fiscal Year 2020/2021. (Monahan)

C. Resolution No. 2838

A Resolution Of The City Of Wilsonville Approving The City's Membership In The Regional Water Providers Consortium (RWPC). (Montalvo)

D. Resolution No. 2840

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Enter Into An Intergovernmental Agreement With Willamette Water Supply System Commission For The Willamette River Water Treatment Plant (WRWTP) Filtration Pilot Study. (Kerber)

- E. Minutes of May 20, 2019; June 3 & 17, 2019; July 1 & 15, 2019; August 5 & 19, 2019; October 7, 2019; November 18, 2019; December 2, 2019; January 6 & 23; 2020; February 3 & 18 2020; June 1, 2020 and August 3, 2020 Council Meetings. (Veliz)

8/12/2020 4:51 PM Last Updated

8:10 P.M. NEW BUSINESS

A. None.

8:10 P.M. CONTINUING BUSINESS

A. None.

8:10 P.M. PUBLIC HEARING

A. None.

8:10 P.M. CITY MANAGER'S BUSINESS

8:15 P.M. LEGAL BUSINESS

8:20 P.M. ADJOURN

INFORMATION ITEMS – No Council Action Necessary.

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

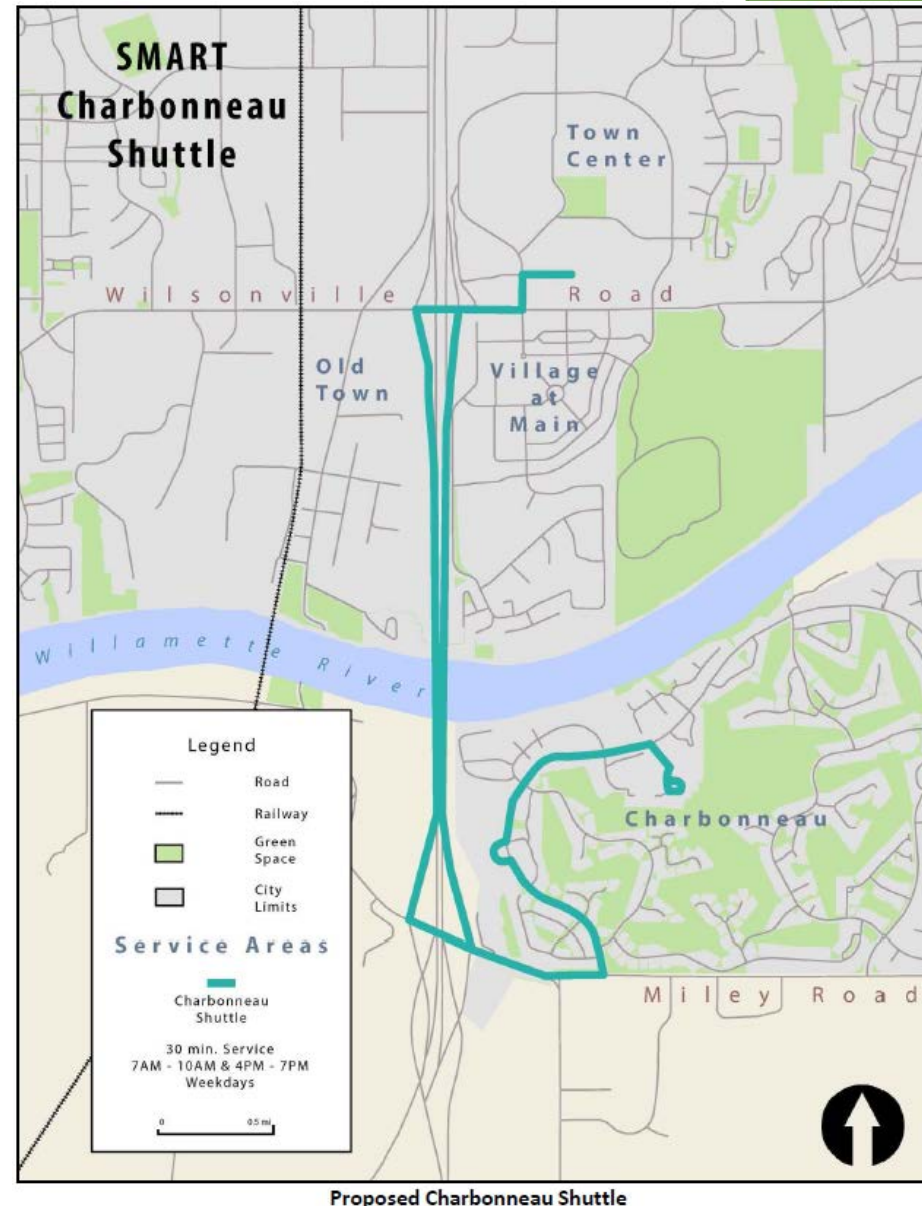
Charbonneau Shuttle Pilot Program

Monday, August 17, 2020



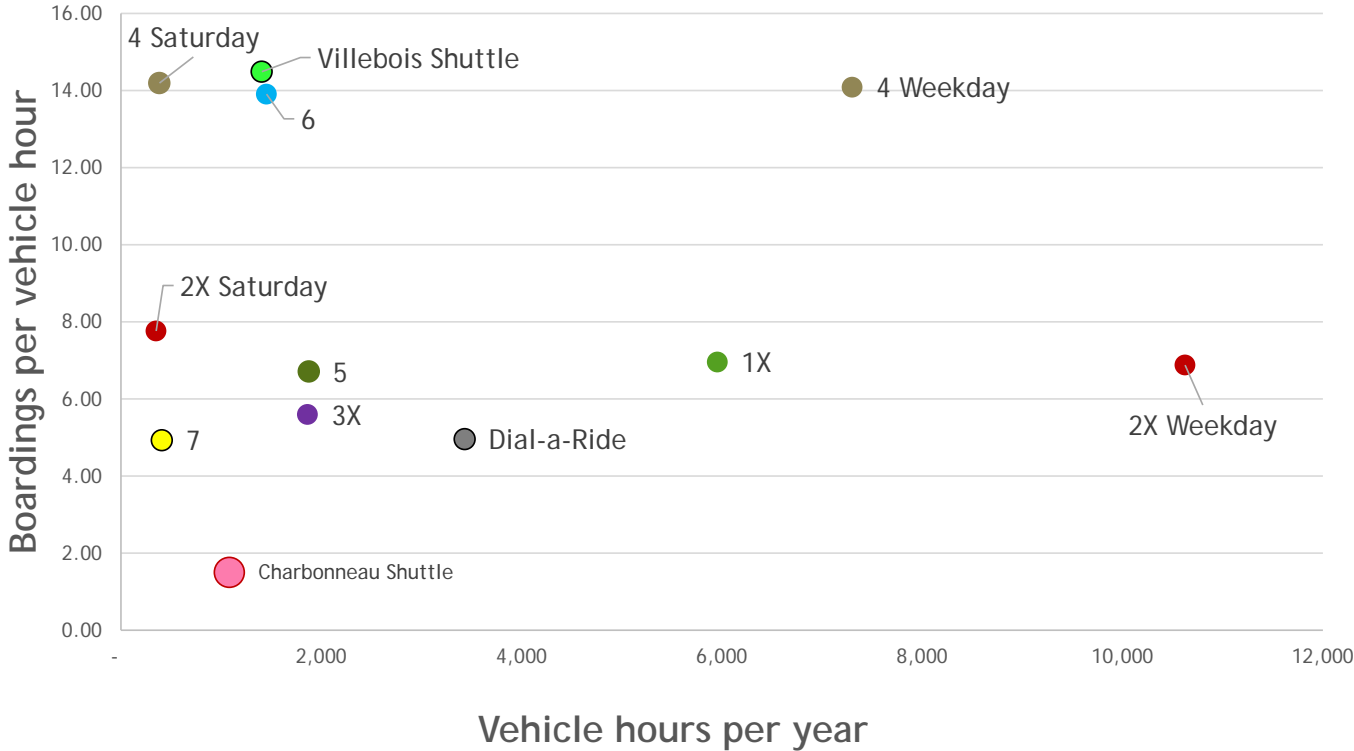
Background

- ▶ Transit Master Plan - 2017
- ▶ Began Service - June 2018
- ▶ Marketing Plan with focused outreach



Route Productivity

Service Productivities Relative to Investment (FY 2019)



Next Steps

- ▶ SMART Staff recommends to discontinue the shuttle in favor a more efficient means, including...
- ▶ The Charbonneau neighborhood will continue to be served through SMART's Dial-a-Ride programs, including general public customers

Looking to the future

- ▶ Partnering with a Transit Network Company (TNC)
- ▶ Acquire scheduling software for SMART to allow for same day pick-ups (on demand service)



CITY COUNCIL ROLLING SCHEDULE Board and Commission Meetings 2020

Items known as of 08/12/20

August

DATE	DAY	TIME	EVENT	LOCATION
8/24	Monday	6:30 p.m.	DRB Panel B	Council Chambers
8/27	Tuesday	1:00 p.m.	Arts, Culture and Heritage Strategy Task Force Meeting #3	City Hall
8/26	Wednesday	6:30 p.m.	Library Board	Library
8/31	Monday	6:30 p.m.	DRB Panel A - Special Meeting	Council Chambers

September

DATE	DAY	TIME	EVENT	LOCATION
9/9	Wednesday	6:00 p.m.	Planning Commission	Council Chambers
9/10	Thursday	7:00 p.m.	City Council Meeting	Council Chambers
9/14	Monday	6:30 p.m.	DRB Panel A	Council Chambers
9/21	Monday	7:00 p.m.	City Council Meeting	Council Chambers
9/23	Wednesday	6:30 p.m.	Library Board	Library
9/28	Monday	6:30 p.m.	DRB Panel B	Council Chambers

Community Events:

- 8/19** Guided Meditation Meetup; 5:30 p.m. to 6:00 p.m. online at: <https://www.facebook.com/WilsonvilleParksandRec/>
- 8/20** Chalk the Park; 10:00 a.m. to 12:00 p.m. at Courtside Park.
- 8/20** Wilsonville Farmers Market; 4:00 p.m. to 8:00 p.m. at Town Center Park.
- 8/26** Guided Meditation Meetup; 5:30 p.m. to 6:00 p.m. online at: <https://www.facebook.com/WilsonvilleParksandRec/>
- 8/27** Chalk the Park; 10:00 a.m. to 12:00 p.m. at Palermo Park.
- 8/27** Wilsonville Farmers Market; 4:00 p.m. to 8:00 p.m. at Town Center Park.
- 9/7** City offices closed in observance of Labor Day.
- 9/2** Guided Meditation Meetup; 5:30 p.m. to 6:00 p.m. online at: <https://www.facebook.com/WilsonvilleParksandRec/>
- 9/3** Wilsonville Farmers Market; 4:00 p.m. to 8:00 p.m. at Town Center Park.
- 9/9** Guided Meditation Meetup; 5:30 p.m. to 6:00 p.m. online at: <https://www.facebook.com/WilsonvilleParksandRec/>
- 9/10** Wilsonville Farmers Market; 4:00 p.m. to 8:00 p.m. at Town Center Park.

All dates and times are tentative; check the City's online calendar for schedule changes at www.ci.wilsonville.or.us.



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: August 17, 2020	Subject: Resolution No. 2835 A Resolution of the City of Wilsonville Authorizing the City Manager to Execute a Construction Contract with Banzer Construction Company for Construction of the I-5 Undercrossing Trail Improvement, Phase 2 (Capital Improvement Project #9146) Staff Member: Kerry Rappold, Natural Resources Manager Department: Community Development	
Action Required	Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input checked="" type="checkbox"/> Consent Agenda	<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments: N/A	
Staff Recommendation: Staff recommends that Council adopt the Consent Agenda.		
Recommended Language for Motion: I move to approve the Consent Agenda.		
Project / Issue Relates To:		
<input checked="" type="checkbox"/> Council Goals/Priorities: Build fully interconnected & effective transportation modes.	<input checked="" type="checkbox"/> Adopted Master Plan(s): Boones Ferry Park Master Plan	<input type="checkbox"/> Not Applicable

ISSUE BEFORE COUNCIL:

A City of Wilsonville Resolution approving the public bid process, accepting the lowest responsible bidder, and awarding a construction contract to Banzer Construction Company in the amount of \$203,855.20 for the construction of the I-5 Undercrossing Trail Improvement, Phase 2.

EXECUTIVE SUMMARY:

The I-5 Undercrossing Trail Improvement, Phase 2 project will extend the shared-use path between Boones Ferry Park and the existing pedestrian bridge trail connection across the property, , acquired by the City in 2015 (formerly the River Village Mobile Home Park). The project includes construction of grade modifications to comply with ADA requirements, a 775-foot-long, 12-foot-wide asphalt paved path, conduit for future lighting and optical fiber, signing, and striping.

Phase 1 of the trail improvements was completed in 2019. Phase 2 implements the first project from the Boones Ferry Park Master Plan, which was adopted in 2018. This project was approved for funding in the City’s adopted FY 2019-20 and FY 2020-21 budgets as the I-5 Undercrossing Trail, Phase 2 (CIP #9146).

The City received five (5) bids by the July 21, 2020 deadline (see Attachment 3). Banzer Construction Company submitted the lowest responsive bid at \$203,855.20.

EXPECTED RESULTS:

Construct a new trail connecting the existing, Phase 1, trail improvement with Boones Ferry Park.

TIMELINE:

Construction is expected to begin September 2020 with a final completion date scheduled for November 30, 2020.

CURRENT YEAR BUDGET IMPACTS:

Capital Improvement Project (CIP) #9146 is funded through Parks system development charges (SDC) fees. The adopted FY 2020-21 Wilsonville budget includes \$61,000 for design, construction, contract administration, and overhead for the project. A supplemental budget adjustment will be needed to document the add estimated \$260,000 from the unspent Parks SDC funds from FY 2019-20 to the project. Because the funds are unspent available funds, the contract may proceed prior to the supplemental budget adjustment.

FINANCIAL REVIEW / COMMENT:

Reviewed by: CAR Date: 8/10/2020

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 8/11/2020

COMMUNITY INVOLVEMENT PROCESS:

During the development of the Boones Ferry Master Plan, the public provided input about the proposed capital projects. Three public workshops were conducted to review the list of projects and gather public input. The I-5 Undercrossing Trail extension was identified as a high priority project.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

The Wilsonville community will benefit from the project by using and enjoying a new multi-modal trail connection and gaining access to the new property added to Boones Ferry Park.

ALTERNATIVES:

Not applicable.

CITY MANAGER COMMENT:

Not applicable.

ATTACHMENTS:

1. Project Location Map
2. I-5 Undercrossing Trail Improvement Phasing Map
3. Bid Summary
4. Resolution No. 2835
 - A. I-5 Undercrossing Trail Improvement, Phase 2 Construction Contract

Attachment 1

Project Location Map



Attachment 2

I-5 Undercrossing Trail Improvements Phasing Map



Attachment 3



BID SUMMARY

Project: I-5 Undercrossing Trail Improvement Phase II
File No: 20 07 001

CIP No: 9146
Bid Date: JULY 21, 2020 @ 2:00 PM

Order Opened	Bidder	Envelope Marked	Proposal Complete	Addenda	Proposal Signed	Bid Security Amount	Bid Security Type	First Tier Sub-Con.	Bid Amount	Rank
-	Engineer's Estimate	-	-	-	-	-	-	-	\$ 195,000.00	-
1	Banzer Construction Co	Yes	Yes	Yes	Yes	10%	Bond	Yes	\$ 203,855.20	1
2	Elk Mountain Construction Inc	Yes	Yes	Yes	Yes	10%	Bond	Yes	\$ 245,801.25	3
3	Eugene William Construction LLC	Yes	No	Yes	Yes	10%	Bond	Yes	\$ 268,597.22	DQ*
4	Lee Contractors LLC	Yes	Yes	Yes	Yes	10%	Bond	Yes	\$ 217,051.70	2
5	S-2 Contractors Inc	Yes	Yes	Yes	Yes	10%	Bond	Yes	\$ 281,928.55	4

* DQ — Disqualified

RESOLUTION NO. 2835

A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING THE CITY MANAGER TO EXECUTE A CONSTRUCTION CONTRACT WITH BANZER CONSTRUCTION COMPANY FOR CONSTRUCTION OF THE I-5 UNDERCROSSING TRAIL IMPROVEMENT, PHASE 2 (CAPITAL IMPROVEMENT PROJECT #9146).

WHEREAS, the City has planned, designed, and budgeted for the completion of Capital Improvement Project #9146, known as the I-5 Undercrossing Trail Improvement, Phase 2 project (the Project); and

WHEREAS, the City solicited sealed bids from qualified contractors for the Project that duly followed the State of Oregon Public Contracting Rules and the City of Wilsonville Municipal Code; and

WHEREAS, five bids were received and opened on July 21, 2020, and Banzer Construction Company submitted a bid of \$203,855.20 for the Project, which was subsequently evaluated as the lowest responsive and responsible bid.

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

Section 1. The procurement process for the Project duly followed Oregon Public Contracting Rules, and Banzer Construction Company submitted the lowest responsive and responsible bid.

Section 2. The City of Wilsonville, acting as the Local Contract Review Board, authorizes the City Manager to enter into and execute, on behalf of the City of Wilsonville, a Construction Contract with Banzer Construction Company for a stated value of \$203,855.20, in substantially the form as attached hereto as Exhibit A.

Section 3. This resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting there of this 17th day of August 2020, and filed with the Wilsonville City Recorder this date.

TIM KNAPP, MAYOR

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Knapp

Council President Akervall

Councilor Lehan

Councilor West

Councilor Linville

EXHIBIT:

- A. I-5 Undercrossing Trail Improvement, Phase 2 Construction Contract

**CITY OF WILSONVILLE
CONSTRUCTION CONTRACT**

This Construction Contract (“Contract”) for the I-5 Undercrossing Trail Improvements Phase 2 Project (“Project”) is made and entered into on this ____ day of August 2020 (“Effective Date”) by and between the **City of Wilsonville**, a municipal corporation of the State of Oregon (hereinafter referred to as the “City”), and **Banzer Construction Co.**, an Oregon corporation (hereinafter referred to as “Contractor”).

RECITALS

WHEREAS, the City issued a formal Invitation to Bid for the Project described herein; and

WHEREAS, Contractor represents that Contractor is qualified to perform the services described in the Invitation to Bid on the basis of specialized experience and technical expertise; and

WHEREAS, after reviewing all bids submitted in accordance with the Invitation to Bid, the City has determined this Contract shall be awarded to Contractor; and

WHEREAS, Contractor is prepared to perform this Contract in accordance with all the terms and conditions as set forth below, as the City does hereinafter require.

NOW, THEREFORE, in consideration of these mutual promises and the terms and conditions set forth herein, the parties agree as follows:

AGREEMENT

Section 1. Contract Documents

This Contract includes and incorporates by reference all of the foregoing Recitals and all of the following additional “Contract Documents”: Invitation to Bid; Contractor’s Bid submitted in response thereto; Oregon Department of Transportation 2018 Oregon Standard Specifications for Construction; 2017 City of Wilsonville Public Works Standards; Project Plans, Specifications, and Special Provisions; and the provisions of Oregon Revised Statutes (ORS) 279C, as more particularly set forth in this Contract. Contractor must be familiar with all of the foregoing and comply with them. Any conflict or inconsistency between the Contract Documents shall be called to the attention of the City by Contractor before proceeding with affected work. All Contract Documents should be read in concert and Contractor is required to bring any perceived inconsistencies to the attention of the City before executing this Contract. In the event a provision of this Contract conflicts with standards or requirements contained in any of the foregoing Contract Documents, the provision that is more favorable to the City, as determined by the City, will apply.

Section 2. Term

The term of this Contract shall be from the Effective Date until all work required to be performed hereunder (“Work”) is completed and accepted, or no later than November 30, 2020, whichever occurs first, unless earlier terminated in accordance herewith or an extension of time is agreed to, in writing, by the City. Contractor shall diligently perform the Work according to the requirements and deliverable dates identified in the Contract Documents. All Work must be at Substantial Completion by no later than October 31, 2020, and at Final Completion by November 30, 2020. See **Section 23** for the definitions of Substantial Completion and Final Completion.

Section 3. Contractor’s Work

3.1. Contractor will perform the Work as more particularly described herein and in the other Contract Documents for the Project.

3.2. All written documents, drawings, and plans submitted by Contractor in conjunction with the Work shall bear the signature, stamp, or initials of Contractor’s authorized Project Manager. Any documents submitted by Contractor that do not bear the signature, stamp, or initials of Contractor’s authorized Project Manager, will not be relied upon by the City. Interpretation of plans and answers to questions regarding the Work given by Contractor’s Project Manager may be verbal or in writing, and may be relied upon by the City, whether given verbally or in writing. If requested by the City to be in writing, Contractor’s Project Manager will provide such written documentation.

3.3. The existence of this Contract between the City and Contractor shall not be construed as the City’s promise or assurance that Contractor will be retained for future services beyond the Work described herein.

3.4. Contractor shall maintain the confidentiality of any confidential information that is exempt from disclosure under state or federal law to which Contractor may have access by reason of this Contract. Contractor warrants that Contractor’s employees assigned to perform any of the Work provided in this Contract shall be clearly instructed to maintain this confidentiality. All agreements with respect to confidentiality shall survive the termination or expiration of this Contract.

Section 4. Contract Sum, Retainage, and Payment

4.1. Except as otherwise set forth in this **Section 4**, the City agrees to pay Contractor a unit price not-to-exceed amount of TWO HUNDRED THREE THOUSAND EIGHT HUNDRED FIFTY-FIVE DOLLARS AND TWENTY CENTS (\$203,855.20) for performance of the Work (“Contract Sum”). Any compensation in excess of the Contract Sum will require an express written Change Order between the City and Contractor. Unit prices are as more particularly described in the Contract Documents.

4.2. During the course of Contractor's performance, if the City, through its Project Manager, specifically requests Contractor to provide additional services beyond the Work described in the Contract Documents, Contractor shall provide such additional services and bill the City a reasonable agreed upon fee, pursuant to a written Change Order, executed in compliance with the provisions of **Section 24**.

4.3. Contractor will be paid for Work for which an itemized invoice is received by the City within thirty (30) days of receipt, unless the City disputes such invoice, less a five percent (5%) withholding for retainage. Retainage shall be as outlined in the Contract Documents and as specified under ORS 279C.550 to 279C.570. If the City disputes an invoice, the undisputed portion of the invoice will be paid by the City within the above timeframe, less the retainage. The City will set forth its reasons for the disputed claim amount and make good faith efforts to resolve the invoice dispute with Contractor as promptly as is reasonably possible. Final payment will be held until completion of the final walkthrough, as described in **Section 23**.

4.4. Except as provided in **Section 8.2**, the Contract Sum includes the cost of all required fees payable to governmental agencies, including but not limited to plan checking, land use, zoning, permitting, and all other similar fees required to perform the Work on the Project.

4.5. The City will be responsible for the direct payment of required fees payable to governmental agencies, including but not limited to plan checking, land use, zoning, permitting, and all other similar fees resulting from this Project that are not specifically otherwise provided for in the Contract Documents.

4.6. Contractor's unit prices and Contract Sum are all-inclusive and include, but are not limited to, all work-related costs, expenses, salaries or wages, plus fringe benefits and contributions, including payroll taxes, workers compensation insurance, liability insurance, profit, pension benefits, and all other contributions and benefits, office expenses, travel expenses, mileage, and all other indirect and overhead charges.

4.7. Contract provisions regarding payment policies, progress payments, interest, etc. are as outlined in the Contract Documents and in ORS 279C.570.

Section 5. Prevailing Wages

This is a Contract for a Public Works Project, subject to ORS 279C.800 to 279C.870. Therefore, not less than the current applicable state prevailing wage must be paid on this Project. Wage rates for this project are those published by the Bureau of Labor and Industries (BOLI), effective January 1, 2020, and all subsequent amendments. The BOLI prevailing wage rate for public works contracts can be found at: http://www.oregon.gov/boli/WHD/PWR/Pages/pwr_state.aspx. Because this is a public works contract subject to payment of prevailing wages, each worker in each trade or occupation employed in the performance of the Work, either by Contractor, a subcontractor, or other person doing or contracting to do, or contracting for the whole or any part of the Work, must be paid not less than the applicable state prevailing wage for an hour's work in the same trade or occupation in the locality where such labor is performed, in accordance with ORS 279C.838 and 279C.840, if applicable. Contractor must comply with all public contracting

wages required by law. Contractor and any subcontractor, or their sureties, shall file a certificate of rate of wage as required by ORS 279C.845. If the City determines at any time that the prevailing rate of wages has not been or is not being paid as required herein, it may retain from the moneys due to Contractor an amount sufficient to make up the difference between the wages actually paid and the prevailing rate of wages, and may also cancel the Contract for breach. Contractor shall be liable to the workers affected for failure to pay the required rate of wage, including all fringe benefits under ORS 279C.840(5). Contractor must include a contract provision in compliance with this paragraph in every subcontract and shall require each subcontractor to include it in subcontract(s).

See **Contractor's Responsibilities** below and other Contract Documents for additional requirements and responsibilities regarding compliance with wage and hour laws and regulations.

Section 6. Filing of Certified Statement

As required in ORS 279C.845(7), the City will retain twenty-five percent (25%) of any amount earned by Contractor under the Contract until Contractor has filed the certified statements required in ORS 279C.845(1). The City will pay to Contractor the amount withheld within fourteen (14) days after Contractor files the required certified statements. As required in ORS 279C.845(8), Contractor shall retain twenty-five percent (25%) of any amount earned by a first-tier subcontractor on the Project until the first-tier subcontractor has filed with the City the certified statements required in ORS 279C.845(1). Before paying any amount withheld, Contractor shall verify that the first-tier subcontractor has filed the certified statement. Within fourteen (14) days after the first-tier subcontractor files the required certified statement, Contractor shall pay the first-tier subcontractor any amount withheld. Contractor shall require all other sub-subcontractors to file certified statements regarding payment of prevailing wage rates with the City.

Section 7. Reports to Department of Revenue

When a public contract is awarded to a nonresident bidder and the contract sum exceeds Ten Thousand Dollars (\$10,000), Contractor shall promptly report to the Department of Revenue, on forms to be provided by the Department, the total contract sum, terms of payment, length of contract, and such other information as the Department may require, before the City will make final payment on the Contract.

Section 8. City's Rights and Responsibilities

8.1. The City will designate a Project Manager to facilitate day-to-day communication between Contractor and the City, including timely receipt and processing of invoices, requests for information, and general coordination of City staff to support the Project.

8.2. If applicable, the City will pay the required Bureau of Labor and Industries fee of one-tenth of one percent (0.1%) of the Contract Sum, or as required by statute.

8.3. The City reserves the right to reject any bid or to refuse delivery of materials or services at or from any manufacturer, supplier, or contractor with which the City has reasonable

grounds to believe is or may be operating in violation of any local, state, or federal law or which is the subject of pending litigation.

8.4. If Contractor fails, neglects, or refuses to make prompt payment of any claim for labor or services furnished to Contractor or a subcontractor by any person in connection with the Contract as such claim becomes due, the City may, but shall not be obligated to, pay such claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due Contractor by reason of the Contract. The payment of a claim in the manner authorized hereby shall not relieve Contractor or its surety from the obligation with respect to any unpaid claim. If the City is unable to determine the validity of any claim for labor or services furnished, the City may withhold from any current payment due Contractor an amount equal to said claim until its validity is determined, and the claim, if valid, is paid by Contractor or the City. There shall be no final acceptance of the Work under the Contract until all such claims have been resolved.

8.5. Award of this Contract is subject to budget appropriation. Funds are approved for Fiscal Year 2020-21. If not completed within this fiscal year, funds may not be appropriated for the next fiscal year. The City also reserves the right to terminate this Contract early, as described in Section 21.

Section 9. City's Project Manager

The City's Project Manager is Kerry Rappold. The City shall give Contractor prompt written notice of any re-designation of its Project Manager.

Section 10. Contractor's Project Manager

Contractor's Project Manager is Katherine Banzer. In the event that Contractor's Project Manager is changed, Contractor shall give the City prompt written notification of such re-designation. Recognizing the need for consistency and knowledge in the administration of the Project, Contractor's Project Manager will not be changed without the written consent of the City, which consent shall not be unreasonably withheld. In the event the City receives any communication from Contractor that is not from Contractor's Project Manager, the City may request verification by Contractor's Project Manager, which verification must be promptly furnished.

Section 11. Project Information

Except for confidential information designated by the City as information not to be shared, Contractor agrees to share Project information with, and to fully cooperate with, those corporations, firms, contractors, public utilities, governmental entities, and persons involved in the Project. No information, news, or press releases related to the Project, whether made to representatives of newspapers, magazines, or television and radio stations, shall be made without the written authorization of the City's Project Manager.

Section 12. Duty to Inform

If at any time during the performance of this Contract, Contractor becomes aware of actual or potential problems, faults, environmental concerns, or defects in the Project, Contract Documents, or Work, or any portion thereof; or of any nonconformance with federal, state, or local laws, rules, or regulations; or if Contractor has any objection to any decision or order made by the City with respect to such laws, rules, or regulations, Contractor shall give prompt written notice thereof to the City's Project Manager. Any delay or failure on the part of the City to provide a written response to Contractor shall neither constitute agreement with nor acquiescence to Contractor's statement or claim, nor constitute a waiver of any of the City's rights.

Section 13. Subcontractors and Assignments

13.1. Unless expressly authorized in writing by the City, pursuant to **Section 14.3**, Contractor shall not subcontract with others for any of the Work prescribed herein. Contractor shall not assign any of Contractor's rights acquired hereunder without obtaining prior written approval from the City. Some Work may be performed by persons other than Contractor, provided Contractor advises the City of the names of such subcontractors and the services which they intend to provide, and the City specifically agrees, in writing, to such subcontracting. Contractor acknowledges such services will be provided to the City pursuant to a subcontract(s) between Contractor and subcontractor(s) and no privity of contract exists between the City and the subcontractor(s). Unless otherwise specifically provided by this Contract, the City incurs no liability to third persons for payment of any compensation provided herein to Contractor. Any attempted assignment of this Contract without the written consent of the City shall be void. Except as otherwise specifically agreed, all costs for services performed by others on behalf of Contractor shall not be subject to additional reimbursement by the City.

13.2. The City shall have the right to enter into other agreements for the Project, to be coordinated with this Contract. Contractor shall cooperate with the City and other firms, engineers, or subcontractors on the Project so that all portions of the Project may be completed in the least possible time and within normal working hours. Contractor shall furnish other engineers, subcontractors, and affected public utilities, whose designs are fitted into Contractor's design, detail drawings giving full information so that conflicts can be avoided.

Section 14. Contractor's Responsibilities

This Contract is a public works contract governed by the laws found at ORS Chapter 279C, which Contractor must be familiar with and adhere to. Those required provisions include but are not limited to all of the following:

14.1. Except as otherwise provided under ORS 30.265, the performance under this Contract is at Contractor's sole risk. All damages or loss to Work, equipment, or materials incurred during the performance of the Work shall be at Contractor's sole risk. Any injury to persons or property incurred during the performance of the Work shall be at Contractor's sole risk. The service or services to be rendered under the Contract are those of an independent contractor who is not an officer, employee, or agent of the City, as those terms are used in ORS 30.265.

Notwithstanding the Oregon Tort Claims Act or provisions of any other contract, Contractor is acting as and assumes liability of an independent contractor as to claims between the City and Contractor. Contractor is solely liable for any workers compensation coverage, social security, unemployment insurance or retirement payments, and federal or state taxes due as a result of payments under the Contract. Any subcontractor hired by Contractor shall be similarly responsible. Contractor shall be liable to the City for any failure of any subcontractor(s) to comply with the terms of the Contract.

14.2. Contractor is an independent contractor for all purposes and shall be entitled to no compensation other than the Contract Sum provided for under **Section 4** of this Contract. Contractor will be solely responsible for determining the manner and means of accomplishing the end result of Contractor's Work. The City does not have the right to control or interfere with the manner or method of accomplishing said Work. The City, however, will have the right to specify and control the results of Contractor's Work so such Work meets the requirements of the Project.

14.3. The City understands and agrees that Contractor may request that some Work be performed on the Project by persons or firms other than Contractor, through a subcontract with Contractor. Contractor acknowledges that if such Work is provided to the City pursuant to a subcontract(s) between Contractor and those who provide such services, Contractor may not utilize any subcontractor(s), or in any way assign its responsibility under this Contract, without first obtaining the express written consent of the City. In all cases, processing and payment of billings from subcontractors is solely the responsibility of Contractor. References to "subcontractor" in this Contract mean a subcontractor at any tier.

14.4. Contractor shall be responsible for, and defend, indemnify, and hold the City harmless against, any liability, cost, or damage arising out of Contractor's use of such subcontractor(s) and subcontractor's negligent acts, errors, or omissions. Unless otherwise agreed to, in writing, by the City, Contractor shall require that all of Contractor's subcontractors also comply with, and be subject to, the provisions of this **Section 14** and meet the same insurance requirements of Contractor under this Contract.

14.5. Contractor must make prompt payment for any claims for labor, materials, or services furnished to Contractor by any person in connection with this Contract as such claims become due. Contractor shall not permit any liens or claims to be filed or prosecuted against the City on account of any labor or material furnished to or on behalf of Contractor. If Contractor fails, neglects, or refuses to make prompt payment of any such claim, the City may pay such claim to the person furnishing the labor, materials, or services, and offset the amount of the payment against funds due, or to become due, to Contractor under this Contract. The City may also recover any such amounts directly from Contractor.

14.6. Contractor must comply with all Oregon and federal wage and hour laws, including BOLI wage requirements, if applicable. Contractor shall make all required workers compensation and medical care payments on time. Contractor shall be fully responsible for payment of all employee withholdings required by law, including but not limited to taxes, including payroll, income, Social Security (FICA), and Medicaid. Contractor shall also be fully responsible for payment of salaries, benefits, taxes, and all other charges due on account of any employees.

Contractor shall pay all contributions or amounts due the Industrial Accident Fund from Contractor or subcontractor incurred in the performance of this Contract. Contractor shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167. All costs incident to the hiring of subcontractors or employees shall be Contractor's responsibility. Contractor shall defend, indemnify, and hold the City harmless from claims for payment of all such expenses.

14.7. No person shall be discriminated against by Contractor or any subcontractor in the performance of this Contract on the basis of sex, gender, race, color, creed, religion, marital status, age, disability, sexual orientation, gender identity, or national origin. Any violation of this provision shall be grounds for cancellation, termination, or suspension of the Contract, in whole or in part, by the City. Contractor shall comply with all federal, state, and local laws, regulations, executive orders, and ordinances applicable to the Contract or to the implementation of the Project. Without limiting the generality of the foregoing, Contractor expressly agrees to comply with the following laws, regulations, and executive orders to the extent they are applicable to the Contract or the implementation of the Project: (a) all applicable requirements of state civil rights and rehabilitation statutes, rules, and regulations; (b) Titles VI and VII of the Civil Rights Act of 1964, as amended; (c) Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; (d) the Americans with Disabilities Act of 1990, as amended, and ORS 659A.142; (e) Executive Order 11246, as amended; (f) the Health Insurance Portability and Accountability Act of 1996; (g) the Age Discrimination in Employment Act of 1967, as amended, and the Age Discrimination Act of 1975, as amended; (h) the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended; (i) all regulations and administrative rules established pursuant to the foregoing laws; and (j) all other applicable requirements of federal civil rights and rehabilitation statutes, rules, and regulations.

14.8. Contractor certifies that Contractor has not discriminated against minority, women, or small business enterprises in obtaining any subcontract.

14.9. Pursuant with ORS 279C.505(2), by execution of this Contract, Contractor agrees to have an employee drug testing program in place at the time of executing the Contract, acknowledges that such a program will be maintained throughout the Contract period, including any extensions, and shall demonstrate to the City that such drug testing program is in place. The failure of Contractor to have, or to maintain, such a drug-testing program is grounds for immediate termination of the Contract. Contractor shall require each subcontractor providing labor for the Project to also comply with this drug testing program requirement.

14.10. Contractor agrees that the City shall not be liable, either directly or indirectly, in any dispute arising out of the substance or procedure of Contractor's drug testing program. Nothing in this drug testing provision shall be construed as requiring Contractor to violate any legal, including constitutional, rights of any employee, including but not limited to selection of which employees to test and the manner of such testing. The City shall not be liable for Contractor's negligence in establishing or implementing, or failure to establish or implement, a drug testing policy or for any damage or injury caused by Contractor's employees acting under the influence of drugs while performing Work covered by the Contract. These are Contractor's sole

responsibilities, and nothing in this provision is intended to create any third party beneficiary rights against the City.

14.11. Contractor is solely responsible for ensuring that any subcontractor selection and substitution is in accordance with all legal requirements. The City shall not be liable, either directly or indirectly, in any dispute arising out of Contractor's actions with regard to subcontractor selection and/or substitution.

14.12. Contractor shall make payment promptly, as due, to all parties supplying to such Contractor labor or material for the prosecution of the Work provided for in the Contract Documents, and shall be responsible for payment to such persons supplying labor or material to any subcontractor.

14.13. By execution of this Contract, as required by ORS 305.385(6), Contractor certifies under penalty of perjury that to the best of Contractor's knowledge, Contractor is not in violation of any tax laws described in ORS 305.380(4).

14.14. Contractor agrees that if Contractor or a first-tier subcontractor fails, neglects, or refuses to make payment to a person furnishing labor or materials in connection with this Contract within thirty (30) days after receiving payment from the City or a contractor, Contractor or the first-tier subcontractor shall owe the person the amount due plus interest charges commencing at the end of the ten (10) day period within which payment is due under ORS 279C.580(3)(a) and ending upon final payment, unless payment is subject to a good faith dispute as defined in ORS 279C.580. The rate of interest on the amount due shall be calculated in accordance with ORS 279C.515(2). The amount of interest may not be waived.

14.15. Contractor agrees that if Contractor or a subcontractor fails, neglects or refuses to make payment to a person furnishing labor or materials in connection with this Contract, the person may file a complaint with the Construction Contractors Board, unless payment is subject to a good faith dispute as defined in ORS 279C.580.

14.16. Contractor shall make payment promptly, as due, to any party furnishing medical, surgical, hospital, or other needed care and attention, incident to sickness or injury, to the employees of Contractor, of all sums which Contractor agreed to pay or collected or deducted from the wages of employees pursuant to any law, contract, or agreement for the purpose of providing payment for such service.

14.17. Contractor and all subcontractors shall comply with the provisions of ORS 279C.540 pertaining to maximum hours, holidays, and overtime. With certain exceptions listed below, Contractor shall not require or permit any person to work more than ten (10) hours in any one (1) day, or forty (40) hours in any one (1) week, except in case of necessity, emergency, or where public policy requires it, and in such cases the person shall be paid at least time and a half for:

14.17.1. All overtime in excess of eight (8) hours in any one (1) day or forty (40) hours in any one (1) week when the work week is five (5) consecutive days, Monday through Friday; or

14.17.2. All overtime in excess of ten (10) hours in any one (1) day or forty (40) hours in any one (1) week when the work week is four (4) consecutive days, Monday through Friday; and

14.17.3. All work performed on the days specified in ORS 279C.540(1)(b) for public improvement contracts.

14.18. Contractor and all subcontractors shall comply with the provisions of ORS 279C.545 pertaining to time limitation on claims for overtime and requirements for posting circulars containing said provisions.

14.19. For personal/professional service contracts, as designated under ORS 279A.055, instead of 14.17.1, 14.17.2, and 14.17.3 above, a laborer shall be paid at least time and a half for all overtime worked in excess of forty (40) hours in any one (1) week, except for individuals under these contracts who are excluded under ORS 653.010 to 653.261 or under 29 USC §§ 201 to 209 from receiving overtime.

14.20. Contractor shall follow all other exceptions, pursuant to ORS 279B.235 (for non-public improvement contracts) and ORS 279C.540 (for public improvement contracts), including contracts involving a collective bargaining agreement, contracts for services, and contracts for fire prevention or suppression.

14.21. Contractor must give notice to employees who work on a public contract, in writing, either at the time of hire or before commencement of Work on the Contract, or by posting a notice in a location frequented by employees, of the number of hours per day and days per week that the employees may be required to work.

14.22. The hourly rate of wage to be paid by any Contractor or subcontractor to employed workers or other persons doing or contracting to do all or part of the work contemplated by a public contract shall be not less than the applicable wage required by law.

14.23. Contractor, its subcontractors, and all employers working under the Contract are subject employers under the Oregon Workers Compensation Law and shall comply with ORS 656.017 and provide the required workers compensation coverage, unless otherwise exempt under ORS 656.126. Contractor shall ensure that each of its subcontractors complies with these requirements.

14.24. In the performance of this Contract, Contractor shall comply with all applicable federal, state, and local laws, municipal codes, regulations, rules, and ordinances, including but not limited to those dealing with public contracts (ORS Chapter 279C) and with the prevention of environmental pollution and the preservation of natural resources (and avoidance of natural resource damages) in the performance of the Contract, including but not limited to ORS 279C.525.

To the extent that known environmental and natural resource risks are specifically noted, shown, or specified in the Contract Documents or on the construction drawings, such risks are allocated to Contractor pursuant with ORS 279C.525(8)(a). If new or amended statutes, ordinances, rules, or regulations are adopted, or Contractor encounters a condition not referred to in this Contract, not caused by Contractor, and that was not discoverable by reasonable site inspection which requires compliance with federal, state, or local laws, codes, or regulations dealing with the preservation of the environment, both the City and Contractor shall have all the rights and obligations set forth in ORS 279C.525.

14.25. Contractor shall be liable for any fine imposed against Contractor, the City or the 'Project' as a result of a violation of any laws or permitting requirements by Contractor or any of its subcontractors or their sub-subcontractors or any suppliers.

14.26. Pursuant to ORS 279B.055, Contractor shall use recyclable products to the maximum extent economically feasible, and in full conformance with the Contract Document Specifications, in the performance of the Work.

14.27. COVID-19 Safety Measures. Contractor must have a written policy in place to comply with all applicable local, state, and federal laws, regulations, and executive orders related to the COVID-19 coronavirus outbreak to ensure the protection of Contractor's employees and/or subcontractors, City employees, and the public. Contractor must provide its written policy to the City Project Manager at the commencement of the Project. In the event that Contractor is required to stop or delay work due to a COVID-19 related event, Contractor shall not be entitled to any additional payment, remobilization costs, or delay damages.

Section 15. Subcontractor Requirements

15.1. If subcontractors are permitted, Contractor's relations with subcontractors shall comply with ORS 279C.580. Pursuant with ORS 279C.580(3), each subcontract for property or services that Contractor enters into with a first-tier subcontractor, including a material supplier, for the purpose of performing a construction contract, shall include:

15.1.1. A payment clause that obligates Contractor to pay the first-tier subcontractor for satisfactory performance under the subcontract within ten (10) days out of such amounts as are paid to Contractor by the City under the public improvement contract; and

15.1.2. An interest penalty clause that obligates Contractor, if payment is not made within 30 days after receipt of payment from the City, to pay to the first-tier subcontractor an interest penalty on amounts due in the case of each payment not made in accordance with the payment clause outlined in **Subsection 15.1.1** above. A contractor or first-tier subcontractor may not be obligated to pay an interest penalty if the only reason that the contractor or first-tier subcontractor did not make payment when payment was due is that the contractor or first-tier subcontractor did not receive payment from the City or Contractor when payment was due. The interest penalty period shall begin on the day after

the required payment date and end on the date on which payment of the amount due is made and shall be computed at the rate specified in ORS 279C.515(2).

15.2. Contractor shall include in each subcontract, as a condition of performance of such contract, a provision requiring the first-tier subcontractor to include a payment clause and interest penalty clause, conforming to the standards set forth in **Subsections 15.1.1 and 15.1.2** above, in each of its subcontracts and requiring that the same clauses be included in any of the first-tier subcontractors' subcontracts with a lower-tier subcontractor or supplier.

15.3. Contractor shall certify that all subcontractors, as described in ORS 701.005(2), will be registered with the Construction Contractors Board or licensed by the State Landscape Contractors Board in accordance with ORS 701.035 or 701.026, respectively, before the subcontractors commence Work under the Contract.

15.4. In no event shall any subcontract be awarded to any person or entity debarred, suspended, or disqualified from federal, state, or municipal contracting.

15.5. Contractor shall include this Contract by reference in any subcontract and require subcontractors to perform in strict compliance with this Contract.

Section 16. Environmental Laws

16.1. In compliance with the provisions of ORS 279C.525, the following is a list of federal, state, and local agencies, of which the City has knowledge, that have enacted ordinances or regulations dealing with the prevention of environmental pollution and the preservation of natural resources that may affect the performance of the Contract:

FEDERAL AGENCIES:

Forest Service
Defense, Department of
Environmental Protection Agency
Bureau of Sport Fisheries and Wildlife
Bureau of Land Management
Bureau of Reclamation
Occupational Safety and Health Administration
Coast Guard

Agriculture, Department of
Soil Conservation Service
Army Corps of Engineers
Interior, Department of
Bureau of Outdoor Recreation
Bureau of Indian Affairs
Labor, Department of
Transportation, Department of
Federal Highway Administration

STATE AGENCIES:

Environmental Quality, Department of
Forestry, Department of
Human Resources, Department of
Soil and Water Conservation Commission
State Land Board

Agriculture, Department of
Fish and Wildlife, Department of
Geology and Mineral Industries, Department of
Land Conservation and Development Commission
National Marine Fisheries Service (NMFS)
State Engineer
Water Resources Board

LOCAL AGENCIES:

County Courts
Port Districts
County Service Districts
Water Districts

City Council
County Commissioners, Board of
Metropolitan Service Districts
Sanitary Districts
Fire Protection Districts

This list may not be all-inclusive, and it is the responsibility of Contractor to know all applicable laws and to comply with them in the performance of this Contract.

16.2. Pursuant with ORS 279C.510(1), if this Contract calls for demolition work, Contractor shall salvage or recycle construction and demolition debris, if feasible and cost-effective.

16.3. Pursuant with ORS 279C.510(2), if this Contract calls for lawn or landscape maintenance, Contractor shall compost or mulch yard waste material at an approved site, if feasible and cost-effective.

16.4. Contractor shall be responsible for the immediate clean-up, remediation, reporting, and payment of fines, if any, related to the release of any hazardous substance or material by Contractor or any subcontractor.

16.5. Contractor must maintain a City of Wilsonville or Metro business license at all times while performing Work under this Contract.

Section 17. Indemnity

17.1. Indemnification. Contractor acknowledges responsibility for liability arising out of the performance of this Contract, and shall defend, indemnify, and hold the City harmless from any and all liability, settlements, loss, costs, and expenses in connection with any action, suit, or claim resulting or allegedly resulting from Contractor's negligent acts, omissions, errors, or willful or reckless misconduct pursuant to this Contract, or from Contractor's failure to perform its responsibilities as set forth in this Contract. The review, approval, or acceptance by the City, its Project Manager, or any City employee of documents or other work performed, prepared, or submitted by Contractor shall not be considered a negligent act, error, omission, or willful misconduct on the part of the City, and none of the foregoing shall relieve Contractor of its responsibility to perform in full conformity with the City's requirements, as set forth in this Contract, and to indemnify the City as provided above and to reimburse the City for any and all costs and damages suffered by the City as a result of Contractor's negligent performance of this Contract, failure of performance hereunder, violation of state or federal laws, or failure to adhere to the standards of performance and care described in **Section 17.2**. Contractor shall defend the City (using legal counsel reasonably acceptable to the City) against any claim that alleges negligent acts, omissions, errors, or willful or reckless misconduct by Contractor. As used herein, the term "Contractor" applies to Contractor and its own agents, employees, and suppliers, and to all of Contractor's subcontractors, including their agents, employees, and suppliers.

17.2. Standard of Care. In the performance of the Work, Contractor agrees to use at least that degree of care and skill exercised under similar circumstances by reputable members of

Contractor's profession practicing in the Portland metropolitan area. Contractor will re-perform any Work not meeting this standard without additional compensation. Contractor's re-performance of any Work, even if done at the City's request, shall not be considered as a limitation or waiver by the City of any other remedies or claims it may have arising out of Contractor's failure to perform in accordance with the applicable standard of care of this Contract and within the prescribed timeframe.

Section 18. Insurance

18.1. Insurance Requirements. Contractor must maintain insurance coverage acceptable to the City in full force and effect throughout the term of this Contract. Such insurance shall cover all risks arising directly or indirectly out of Contractor's activities or Work hereunder. Any and all agents or subcontractors with which Contractor contracts for any portion of the Work must have insurance that conforms to the insurance requirements in this Contract. Additionally, if a subcontractor is an engineer, architect, or other professional, Contractor must require the subcontractor to carry Professional Errors and Omissions insurance and must provide to the City proof of such coverage. The amount of insurance carried is in no way a limitation on Contractor's liability hereunder. The policy or policies maintained by Contractor shall provide at least the following minimum limits and coverages at all times during performance of this Contract:

18.1.1. Commercial General Liability Insurance. Contractor and all subcontractors shall obtain, at each of their own expense, and keep in effect during the term of this Contract, comprehensive Commercial General Liability Insurance covering Bodily Injury and Property Damage, written on an "occurrence" form policy. This coverage shall include broad form Contractual Liability insurance for the indemnities provided under this Contract and shall be for the following minimum insurance coverage amounts: The coverage shall be in the amount of **\$2,000,000** for each occurrence and **\$3,000,000** general aggregate and shall include Products-Completed Operations Aggregate in the minimum amount of **\$2,000,000** per occurrence, Fire Damage (any one fire) in the minimum amount of **\$50,000**, and Medical Expense (any one person) in the minimum amount of **\$10,000**. All of the foregoing coverages must be carried and maintained at all times during this Contract.

18.1.2. Business Automobile Liability Insurance. If Contractor or any subcontractors will be using a motor vehicle in the performance of the Work herein, Contractor shall provide the City a certificate indicating that Contractor and its subcontractors have business automobile liability coverage for all owned, hired, and non-owned vehicles. The Combined Single Limit per occurrence shall not be less than **\$2,000,000**.

18.1.3. Pollution Liability Coverage. Contractor shall carry sudden and accidental and gradual release pollution liability coverage that will cover, among other things, any spillage of paints, fuels, oils, lubricants, de-icing, anti-freeze or other hazardous materials, or disturbance of any hazardous materials, as that term is defined under Oregon law, during the performance of this Contract. Contractor will be fully responsible for the cost of any clean-up of any released materials or disturbance, in accordance with Oregon Department

of Environmental Quality (“DEQ”) and Federal Environmental Protection Agency (“EPA”) clean-up requirements. The coverage shall be in the amount of **\$2,000,000** for each occurrence and **\$2,000,000** general aggregate.

18.1.4. Workers Compensation Insurance. Contractor, its subcontractors, and all employers providing work, labor, or materials under this Contract that are subject employers under the Oregon Workers Compensation Law shall comply with ORS 656.017, which requires them to provide workers compensation coverage that satisfies Oregon law for all their subject workers under ORS 656.126. Out-of-state employers must provide Oregon workers compensation coverage for their workers who work at a single location within Oregon for more than thirty (30) days in a calendar year. Contractors who perform work without the assistance or labor of any employee need not obtain such coverage. This shall include Employer’s Liability Insurance with coverage limits of not less than **\$500,000** each accident.

18.1.5. Insurance Carrier Rating. Coverages provided by Contractor and its subcontractors must be underwritten by an insurance company deemed acceptable by the City, with an AM Best Rating of A or better. The City reserves the right to reject all or any insurance carrier(s) with a financial rating that is unacceptable to the City.

18.1.6. Additional Insured and Termination Endorsements. The City will be named as an additional insured with respect to Contractor’s liabilities hereunder in insurance coverages. Additional Insured coverage under Contractor’s Commercial General Liability, Automobile Liability, Pollution Liability, and Excess Liability Policies, as applicable, will be provided by endorsement. Additional insured coverage shall be for both ongoing operations via ISO Form CG 2010 or its equivalent, and products and completed operations via ISO Form CG 2037 or its equivalent. Coverage shall be Primary and Non-Contributory. Waiver of Subrogation endorsement via ISO Form CG 2404 or its equivalent shall be provided. The following is included as additional insured: “The City of Wilsonville, its elected and appointed officials, officers, agents, employees, and volunteers.” An endorsement shall also be provided requiring the insurance carrier to give the City at least thirty (30) days’ written notification of any termination or major modification of the insurance policies required hereunder. Contractor must be an additional insured on the insurance policies obtained by its subcontractors performing any of the Work contemplated under this Contract.

18.1.7. Certificates of Insurance. As evidence of the insurance coverage required by this Contract, Contractor shall furnish a Certificate of Insurance to the City. This Contract shall not be effective until the required certificates and the Additional Insured Endorsements have been received and approved by the City. Contractor agrees that it will not terminate or change its coverage during the term of this Contract without giving the City at least thirty (30) days’ prior advance notice and Contractor will obtain an endorsement from its insurance carrier, in favor of the City, requiring the carrier to notify the City of any termination or change in insurance coverage, as provided above.

18.2. Primary Coverage. The coverage provided by these policies shall be primary, and any other insurance carried by the City is excess. Contractor shall be responsible for any deductible amounts payable under all policies of insurance. If insurance policies are “Claims Made” policies, Contractor will be required to maintain such policies in full force and effect throughout any warranty period.

Section 19. Bonding Requirements

19.1. Payment and Performance Bonds. Contractor shall obtain a Payment Bond and a Performance Bond, each in a form acceptable to the City and from a surety acceptable to the City, and each in the full amount of the Contract Sum.

19.2. Maintenance/Warranty Bond. Contractor shall maintain a two (2) year Maintenance/Warranty Bond, in a form acceptable to the City and from a surety acceptable to the City, in the amount of ten percent (10%) of the Contract Sum.

19.3. Public Works Bond. Pursuant to ORS 279C.830(2), in addition to the Payment and Performance bonds, before starting work on this Contract or any subcontract hereunder, Contractor and all subcontractors, unless exempt under ORS 279C.836(4), (7), (8), or (9), must have on file with the Construction Contractors Board a public works bond with a corporate surety authorized to do business in the State of Oregon in the minimum amount of **\$30,000**. The bond must provide that the Contractor or subcontractor will pay claims ordered by the Bureau of Labor and Industries to workers performing labor upon public works projects. The bond must be a continuing obligation, and the surety’s liability for the aggregate of claims that may be payable from the bond may not exceed the penal sum of the bond. The bond must remain in effect continuously until depleted by claims paid under ORS 279C.836, unless the surety sooner cancels the bond. Contractor further certifies that Contractor will include in every subcontract a provision requiring a subcontractor to have a public works bond filed with the Construction Contractors Board before starting work on the Project, unless exempt under ORS 279C.836(4), (7), (8), or (9).

19.4. Bond Claims. Any notice of claim on a payment or performance bond or public works bond shall comply with the requirements of ORS 279C.605.

Section 20. Warranty

20.1. Contractor shall provide a full warranty for all Work for a period of two (2) years from the date of Final Acceptance of all Work.

20.2. In addition to, and not in lieu of, any other warranties provided by various manufacturers and suppliers, Contractor fully warrants all Work for a period of two (2) years from the date of Final Acceptance of the Work and shall make all necessary repairs and replacements to remedy, in a manner satisfactory to the City’s Project Manager and at no cost to the City, any and all defects, breaks, or failures of the Work occurring within two (2) years following the date of completion due to faulty or inadequate materials or workmanship. Repair of damage or disturbances to other improvements under, within, or adjacent to the Work, whether or not caused by settling, washing, or slipping, when such damage or disturbance is caused, in whole or in part,

from activities of Contractor in performing Contractor's duties and obligations under this Contract, is also covered by the warranty when such defects or damage occur within the warranty period. The two (2) year warranty period shall, with relation to such required repair, be extended two (2) years from the date of completion of such repair.

20.3. If Contractor, after written notice, fails within **ten (10) days** to proceed to comply with the terms of this section, the City may have the defects corrected, and Contractor and Contractor's surety shall be liable for all expense incurred. In case of an emergency where, in the opinion of the City's Project Manager, delay would cause serious loss or damage, repairs may be made without notice being given to Contractor, and Contractor or Contractor's surety shall pay the cost of repairs. Failure of the City's Project Manager to act in case of an emergency shall not relieve Contractor or Contractor's surety from liability and payment of all such costs.

20.4. Current State Law (ORS 12.135) provides for a ten (10) year period, from the time of Substantial Completion, for the City to file a claim for repairs of defective Work due to Contractor's improper use of materials and/or workmanship, and Contractor agrees it is bound thereby.

Section 21. Early Termination; Default

21.1. This Contract may be terminated prior to the expiration of the agreed upon terms:

21.1.1. By mutual written consent of the parties;

21.1.2. By the City, for any reason, and within its sole discretion, effective upon delivery of written notice to Contractor by mail or in person. The City retains the right to elect whether or not to proceed with actual construction of the Project; or

21.1.3. By the City if Contractor breaches this Contract and fails to cure the breach within ten (10) days of receipt of written notice of the breach from the City.

21.2. If the City terminates this Contract in whole or in part, due to default or failure of Contractor to perform Work in accordance with the Contract, the City may procure, upon reasonable terms and in a reasonable manner, services similar to those so terminated. In addition to any other remedies the City may have, both at law and in equity, for breach of contract, Contractor shall be liable for all costs and damages incurred by the City as a result of the default by Contractor, including, but not limited to all costs incurred by the City in procuring services from others as needed to complete this Contract. This Contract shall be in full force to the extent not terminated by written notice from the City to Contractor. In the event of a default, the City will provide Contractor with written notice of the default and a period of ten (10) days to cure the default. If Contractor notifies the City that it wishes to cure the default but cannot, in good faith, do so within the ten (10) day cure period provided, then the City may elect, in its sole discretion, to extend the cure period to an agreed upon time period, or the City may elect to terminate this Contract and seek remedies for the default, as provided above.

21.3. If the City terminates this Contract for its own convenience not due to any default by Contractor, payment of Contractor shall be prorated to, and include the day of, termination and shall be in full satisfaction of all claims by Contractor against the City under this Contract.

21.4. Termination under any provision of this section shall not affect any right, obligation, or liability of Contractor or the City that accrued prior to such termination. Contractor shall surrender to the City items of work or portions thereof, referred to in **Section 27**, for which Contractor has received payment or the City has made payment.

Section 22. Suspension of Work

The City may suspend, delay, or interrupt all or any part of the Work for such time as the City deems appropriate for its own convenience by giving written notice thereof to Contractor. An adjustment in the time of performance or method of compensation shall be negotiated as a result of such delay or suspension, unless the reason for the delay was within Contractor's control. The City shall not be responsible for Work performed by any subcontractors after notice of suspension is given by the City to Contractor.

Section 23. Substantial Completion, Final Completion, and Liquidated Damages

23.1. Contractor's Project Manager and City's Project Manager shall conduct a final inspection of the Project when Contractor believes the Work is substantially complete, and create a project corrections list ("punch list") of items to be completed before final payment will be made. Substantial Completion means that the Work is completed and the trail system is fully functional and ready to use, with only minor punch list items remaining that do not significantly impact public use. Unless otherwise agreed to, in writing, by both parties, the punch list items will be completed within twenty (20) days thereof, and then a final walk-through will occur to confirm all punch list items have been completed. Final payment will occur upon completion of all punch list items ("Final Completion") as determined by final acceptance by the City ("Final Acceptance"). Substantial Completion must occur on or before October 31, 2020, or liquidated damages will apply. The parties agree that delay damages can be significant but are often difficult to quantify and costly to litigate; therefore the Contractor and the City agree that the sums set forth below in **Section 23.3** and **Section 23.4** shall apply as liquidated damages for every day the Project is not completed beyond the Substantial Completion and Final Completion dates.

23.2. The City and Contractor recognize that time is of the essence of this Contract and that the City will suffer financial loss and public detriment if the Work is not substantially completed within the time specified in the paragraph above, plus any extensions thereof granted, in writing, by the City. Both parties also recognize the delays, expenses, and difficulties involved in proving in a legal proceeding the actual loss suffered by the City if the Work is not substantially completed on time. Accordingly, instead of requiring any such proof, the City and Contractor agree that, as liquidated damages for delay (but not as a penalty), Contractor shall pay the City the amounts listed below for each and every day that expires after the time specified for Substantial and Final Completion.

23.3. Liquidated damages shall apply against Contractor and accrue to the City at the rate of One Hundred Seventy-Nine Dollars (\$179) [*amount calculated per Special Provision 00180.85(b)(1)*] for each day that expires after the time specified for Substantial Completion of all Work until the Work reaches Substantial Completion.

23.4. If Contractor shall neglect, fail, or refuse to complete the remaining Work on the punch list by the Final Completion date of November 30, 2020, or any written extension thereof granted by the City, Contractor shall pay the City Three Hundred Fifty-Seven Dollars (\$357) [*amount calculated per Special Provision 00180.85(b)(1)*] for each day that expires after the time specified above for the Work to reach Final Completion and be ready for final payment. Retainage will not be released before Final Completion is established.

23.5. The parties further agree that this amount of liquidated damages is a reasonable forecast of just compensation for the harm caused by any breach and that this harm is one which is impossible or very difficult to estimate. In addition to the liquidated damages above, Contractor shall reimburse the City for all costs incurred by the City for engineering, inspection, and project management services required beyond the time specified for Substantial Completion. Contractor shall also reimburse the City for all costs incurred for inspection and project management services required due to punch list items not completed within the time allotted for Final Completion. If Contractor fails to reimburse the City directly, the City will deduct the cost from Contractor's final pay request.

23.6. Contractor will not be responsible for liquidated damages or be deemed to be in default by reason of delays in performance due to circumstances beyond Contractor's reasonable control, including but not limited to strikes, lockouts, severe acts of nature, or actions of unrelated third parties not under Contractor's direction and control that would preclude any reasonable Contractor from performing the Work ("Force Majeure"). In the case of the happening of any Force Majeure event, the time for completion of the Work will be extended accordingly and proportionately by the City, in writing. Poor weather conditions, unless extreme, lack of labor, supplies, materials, or the cost of any of the foregoing shall not be deemed a Force Majeure event.

Section 24. Contract Modification; Change Orders

Any modification of the provisions of this Contract shall not be enforceable or binding unless reduced to writing and signed by both the City and Contractor. A modification is a written document, contemporaneously executed by the City and Contractor, which increases or decreases the cost to the City over the agreed Contract Sum in **Section 4** of this Contract, or changes or modifies the Work described in the Contract Documents or the time for performance. In the event Contractor receives any communication of whatsoever nature from the City, which communication Contractor contends gives rise to any modification of this Contract, Contractor shall, within five (5) days after receipt, make a written request for modification to the City's Project Manager in the form of a Change Order. Contractor's failure to submit such written request for modification in the form of a Change Order shall be the basis for refusal by the City to treat said communication as a basis for modification or to allow such modification. In connection with any modification to this Contract affecting any change in price, Contractor shall submit a complete breakdown of labor, material, equipment, and other costs. If Contractor incurs

additional costs or devotes additional time on Project tasks, the City shall be responsible for payment of only those additional costs for which it has agreed to pay under a signed Change Order. To be enforceable, the Change Order must describe with particularity the nature of the change, any delay in time the Change Order will cause, or any increase or decrease in the Contract Sum. The Change Order must be signed and dated by both Contractor and the City before the Change Order may be implemented.

Section 25. Dispute Resolution

In the event of a dispute concerning performance of this Contract, the parties agree to meet to negotiate the problem. If such negotiation fails, the parties will mediate the dispute using a professional mediator, and the parties will split the cost. If the dispute cannot be resolved in either of the foregoing ways within thirty (30) days, either party may file suit in Clackamas County Circuit Court. In the alternative, at the City’s election, the parties may follow the dispute resolution procedures found in the Special Provisions.

Section 26. Access to Records

The City shall have access, upon request, to such books, documents, receipts, papers, and records of Contractor as are directly pertinent to this Contract for the purpose of making audit, examination, excerpts, and transcripts during the term of this Contract and for a period of four (4) years after termination of the Contract, unless the City specifically requests an extension. This clause shall survive the expiration, completion, or termination of this Contract.

Section 27. As-Builts

Contractor must provide redlined as-builts prior to Final Acceptance. As-builts should be provided in electronic format.

Section 28. Notices

Any notice required or permitted under this Contract shall be in writing and shall be given when actually delivered in person or forty-eight (48) hours after having been deposited in the United States mail as certified or registered mail, addressed to the addresses set forth below, or to such other address as one party may indicate by written notice to the other party.

To City: City of Wilsonville
Attn: Kerry Rappold, Natural Resources Manager
29799 SW Town Center Loop East
Wilsonville, OR 97070

To Contractor: Banzer Construction Co.
Attn: Katherine Banzer
PO Box 5758
3702 Emerald Drive NW
Salem, OR 97304

Section 29. Miscellaneous Provisions

29.1. Integration. This Contract contains the entire and integrated agreement between the parties and supersedes all prior written or oral discussions, representations, or agreements. In case of conflict among these documents, the provisions of this Contract shall control.

29.2. Legal Effect and Assignment. This Contract shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, personal representatives, successors, and assigns. This Contract may be enforced by an action at law or in equity.

29.3. No Assignment. Contractor may not assign this Contract, nor delegate the performance of any obligations hereunder, unless agreed to in advance and in writing by the City.

29.4. Adherence to Law. This Contract shall be subject to, and Contractor shall adhere to, all applicable federal, state, and local laws (including the Wilsonville Code and Public Works Standards), including but not limited to laws, rules, regulations, and policies concerning employer and employee relationships, workers compensation, and minimum and prevailing wage requirements. Any certificates, licenses, or permits that Contractor is required by law to obtain or maintain in order to perform the Work described in this Contract shall be obtained and maintained throughout the term of this Contract.

29.5. Governing Law. This Agreement shall be construed in accordance with and governed by the laws of the State of Oregon, regardless of any conflicts of laws. All contractual provisions required by ORS Chapters 279A, 279B, 279C, and related Oregon Administrative Rules to be included in public agreements are hereby incorporated by reference and shall become a part of this Agreement as if fully set forth herein.

29.6. Jurisdiction. Venue for any dispute will be in Clackamas County Circuit Court.

29.7. Legal Action/Attorney Fees. If a suit, action, or other proceeding of any nature whatsoever (including any proceeding under the U.S. Bankruptcy Code) is instituted in connection with any controversy arising out of this Contract or to interpret or enforce any rights or obligations hereunder, the prevailing party shall be entitled to recover attorney, paralegal, accountant, and other expert fees and all other fees, costs, and expenses actually incurred and reasonably necessary in connection therewith, as determined by the court or body at trial or on any appeal or review, in addition to all other amounts provided by law. If the City is required to seek legal assistance to enforce any term of this Contract, such fees shall include all of the above fees, whether or not a proceeding is initiated. Payment of all such fees shall also apply to any administrative proceeding, trial, and/or any appeal or petition for review.

29.8. Nonwaiver. Failure by either party at any time to require performance by the other party of any of the provisions of this Contract shall in no way affect the party's rights hereunder to enforce the same, nor shall any waiver by the party of the breach hereof be held to be a waiver of any succeeding breach or a waiver of this nonwaiver clause.

29.9. Severability. If any provision of this Contract is found to be void or unenforceable to any extent, it is the intent of the parties that the rest of the Contract shall remain in full force and effect, to the greatest extent allowed by law.

29.10. Modification. This Contract may not be modified except by written instrument executed by Contractor and the City.

29.11. Time of the Essence. Time is expressly made of the essence in the performance of this Contract.

29.12. Calculation of Time. Except where the reference is to business days, all periods of time referred to herein shall include Saturdays, Sundays, and legal holidays in the State of Oregon, except that if the last day of any period falls on any Saturday, Sunday, or legal holiday observed by the City, the period shall be extended to include the next day which is not a Saturday, Sunday, or legal holiday. Where the reference is to business days, periods of time referred to herein shall exclude Saturdays, Sundays, and legal holidays observed by the City. Whenever a time period is set forth in days in this Contract, the first day from which the designated period of time begins to run shall not be included.

29.13. Headings. Any titles of the sections of this Contract are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

29.14. Number, Gender and Captions. In construing this Contract, it is understood that, if the context so requires, the singular pronoun shall be taken to mean and include the plural, the masculine, the feminine and the neuter, and that, generally, all grammatical changes shall be made, assumed, and implied to individuals and/or corporations and partnerships. All captions and paragraph headings used herein are intended solely for convenience of reference and shall in no way limit any of the provisions of this Contract.

29.15. Good Faith and Reasonableness. The parties intend that the obligations of good faith and fair dealing apply to this Contract generally and that no negative inferences be drawn by the absence of an explicit obligation to be reasonable in any portion of this Contract. The obligation to be reasonable shall only be negated if arbitrariness is clearly and explicitly permitted as to the specific item in question, such as in the case of where this Contract gives the City “sole discretion” or the City is allowed to make a decision in its “sole judgment.”

29.16. Other Necessary Acts. Each party shall execute and deliver to the other all such further instruments and documents as may be reasonably necessary to carry out this Contract in order to provide and secure to the other parties the full and complete enjoyment of rights and privileges hereunder.

29.17. Interpretation. As a further condition of this Contract, the City and Contractor acknowledge that this Contract shall be deemed and construed to have been prepared mutually by each party and it shall be expressly agreed that any uncertainty or ambiguity existing therein shall not be construed against any party. In the event that any party shall take an action, whether judicial or otherwise, to enforce or interpret any of the terms of the contract, the prevailing party

shall be entitled to recover from the other party all expenses which it may reasonably incur in taking such action, including attorney fees and costs, whether incurred in a court of law or otherwise.

29.18. Defined Terms. Capitalized terms not otherwise defined herein shall have the meaning given to them in the Project Specifications and other Contract Documents.

29.19. Entire Agreement. This Contract, all documents attached to this Contract, and all Contract Documents and laws and regulations incorporated by reference herein, represent the entire agreement between the parties.

29.20. Counterparts. This Contract may be executed in one or more counterparts, each of which shall constitute an original Contract but all of which together shall constitute one and the same instrument.

29.21. Authority. Each party signing on behalf of Contractor and the City hereby warrants actual authority to bind their respective party.

The Contractor and the City hereby agree to all provisions of this Contract.

CONTRACTOR:

CITY:

BANZER CONSTRUCTION CO.

CITY OF WILSONVILLE

By: _____

By: _____

Print Name: _____

Print Name: _____

As Its: _____

As Its: _____

Employer I.D. No. _____

APPROVED AS TO FORM:

Barbara A. Jacobson, City Attorney
City of Wilsonville, Oregon



**CITY COUNCIL MEETING
STAFF REPORT**

Meeting Date: August 17, 2020		Subject: Resolution No. 2837 Community Enhancement Program Recommendations	
		Staff Member: Zoe Monahan, Assistant to the City Manager	
		Department: Administration	
Action Required		Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable Comments: N/A	
Staff Recommendation: Staff recommends that Council adopt the Consent Agenda.			
Recommended Language for Motion: I move to approve the Consent Agenda.			
Project / Issue Relates To: Wilsonville – Metro Community Enhancement Program.			
<input type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input checked="" type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

Approval of the Community Enhancement Projects as recommended by the Wilsonville- Metro Community Enhancement Committee for the 2020 funding cycle.

EXECUTIVE SUMMARY:

The City of Wilsonville receives funds through Metro to offset the impacts of the waste processing plant operated by Republic Services in the City. The City receives \$1 per ton of waste processed at the Wilsonville location. The Wilsonville-Metro Community Enhancement Committee (CEC) meets annually to discuss the project nominations and make a recommendation to City Council.

This year, there were nine applications, however, one project was withdrawn in June. The committee met on June 26, 2020 to conduct annual business and determine how to proceed this year, due to Covid-19. They decided to proceed with the process and met on July 28, 2020 to hear about the projects and make a recommendation to City Council. Once the City council awards the funds the project sponsors will have nearly two years to use the allocated funds (June 30, 2022).

A project matrix with the project name, description, and cost are provided (Attachment 2).

Wilsonville SMART submitted an application for flower baskets will beautify the transit center from May to October 2021. The plants have provided a welcoming environment in the past and staff hopes to continue this project in the future. Staff looks forward to bringing back the color and atmosphere provided by the planters provide. The project includes the installation and maintenance of the flower baskets. The project request is \$10,236.80.

Higher Education in Prison: Portland State University Foundation and the professor who teaches an introductory classes to 20 students at Coffee Creek Correctional facility, located in Wilsonville has requested funds for the educational assistance of the prison. The students receive college credit. Education is one way to reduce recidivism rates. This project will purchase books for the students to use during the college coursework. The project request is \$7,560.

The Wilsonville Boones – Ferry Historical Society nominated a Historical Archive Photo Database project will build on the Historical Society’s 2018 and 2019 Community Enhancement projects which created an inventory of the historical artifacts and started an electronic database. This project will allow the Historical Society to build on their archive database, research photos and digitize photos. They have also requested funds for supplies, such as a laptop and desktop scanner. The project request is \$16,000.

Nature Play Playground, submitted by the Wilsonville Parks & Recreation Department, will develop a new play area in Memorial Park. The nature play area would include active and create play area in nature such as logs and stones for children to use creativity and play in a more natural environment. This would be the first nature play area in Wilsonville and it would be fenced. The project request is \$30,000.

The local robotics team, the Awesomebots, submitted the Make a Quake project in partnership with the Wilsonville Public Works Department. Male a Quake is a game to educate children and families about emergency preparedness. The game would be further developed with a graphic designer and additional game testing before the games are produced. The Awesomebots Robotics Team developed the idea and prototype game during the 2019-20 school year before Covid-19.

They have support from the Public Works Department on this project. The project request is \$5,600.

The City's Natural Resources Department submitted the Boeckman Creek Primary School Watershed Management Project will provide education to students at BCP about the local watershed. The project will include the development and fabrication of a watershed model which can be used to educate future students in Wilsonville and it will be available for City use as well. The project request is \$12,500.

Wilsonville's Administration Department nominated the compost bins project would provide up to 500 logo compost buckets for Wilsonville residents interested in residential composting. Educational programs will be provided as well to make residential composting accessible since one of Republic Services' new offerings is composting material disposal in yard debris containers. The bucket was selected for aesthetics, ease of use, odor elimination, and ability to easily clean. The project request is \$9,435.

Bee Friendly Garden project, submitted by the City's Administration Department, will provide three example gardens at Memorial Park to help residents recreate a pollinator garden in their own yard. The example gardens will be in varying sizes with material lists to help community members replicate the gardens at home and increase pollinator habitats in the community. The project will include design, plant installation, temporary irrigation and interpretive panel. The project request is \$8,500.

The total CEC project allocation recommendation is \$99,831.80. The program is estimated to have \$118,509.90 of unallocated funds by the end of the fiscal year and it is anticipated that the fund will receive an additional \$80,000 in revenue in FY 2020/21.

City Resolution No. 2543 (July 2015) that created the Community Enhancement Program (CEP) provided for City Council approval of the project recommendations made by the Wilsonville-Metro Community Enhancement Committee. The attachment provides additional details on the projects nominated and reviewed.

Community Enhancement Program Projects Background

Project nominations were accepted from the public and public agencies in January 2020. A total of nine projects were nominated. One of the projects was withdrawn by the applicant. Project nominations were first reviewed by City staff for compliance with the CEP goals and criteria and evaluated for timeliness of completion.

The eight remaining projects were then forwarded for consideration to the seven-member Wilsonville-Metro Community Enhancement Committee, which is composed of four community members—Chair David Davis, Vice Chair Amanda Johnson, Olive Gallagher and Amy Day; together with three elected officials, including Mayor Tim Knapp and City Councilor Joanne Linville; and Metro District Three Councilor Craig Dirksen. The committee was originally scheduled to meet in March but the meeting was postponed due to the uncertainty surrounding Covid-19. Various representatives of the projects presented their project nominations to the

committee and answered the committee's questions about the various projects at the committee's July 28, 2020 meeting.

Community Enhancement Funds may be used immediately on smaller projects or accumulated for up to three years to underwrite a larger project; Metro provides flexibility for communities to design a local version of the program.

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.

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.

Program proposals are scheduled to be accepted again in the late fall and early winter with additional project award recommendations in spring of 2021 by the committee. Staff will begin advertising the program in early to mid-fall.

EXPECTED RESULTS:

Completion of the funded projects by June 30, 2022.

TIMELINE:

After receiving City Council approval, Wilsonville SMART Flower Baskets (\$10,236.80), Higher Education in Prison: Coffee Creek (\$7,560), Historical Society Photo Archive (\$16,000), Nature Play Playground (\$30,000), Make a Quake (\$5,600), Boeckman Creek Primary School - Watershed Management Project (\$12,500), Compost Bins (\$9,435) and Bee Friendly Garden (\$8,500) will be allocated for the FY 20/2021 budget.

CURRENT YEAR BUDGET IMPACTS:

The Wilsonville- Metro Community Enhancement Program is funded through a Metro program. The City receives revenue on a quarterly basis which can only be used for these projects. The current program impact in FY will be \$99,831.80 of the estimated \$118,509.90 available funds.

FINANCIAL REVIEW / COMMENT:

Reviewed by: CAR Date: 8/10/2020

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 8/11/2020

COMMUNITY INVOLVEMENT PROCESS:

The CEC is made up of four community members, two city councilors, and a Metro Councilor. The meetings were advertised and open to the public.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

The community will benefit from all of these projects in different ways including; multiple educational opportunities, first nature play playground, beautification of SMART Transit Center, and historical photo archive database.

ALTERNATIVES:

N/A

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Resolution No. 2837
2. Community Enhancement Project List
3. Project Applications and Staff Review Materials

ATTACHMENT 1

RESOLUTION NO. 2837

A RESOLUTION TO ALLOCATE COMMUNITY ENHANCEMENT FUNDS FOR FISCAL YEAR 2020/2021.

WHEREAS, the Community Enhancement Program (CEP) was created by Resolution No. 2543 in July 2015) and

WHEREAS, 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” and

WHEREAS, Eligible projects can improve the appearance or environmental quality of the community, increase reuse and recycling opportunities or improve recreational areas and programs and

WHEREAS; a seven-member committee reviewed the applications to ensure that they comply with the program goals and criteria and made a recommendation to fund the following projects: Wilsonville SMART Flower Baskets (\$10,236.80), Higher Education in Prison: Coffee Creek (\$7,560), Historical Society Photo Archive (\$16,000), Nature Play Playground (\$30,000), Make a Quake (\$5,600), Boeckman Creek Primary School - Watershed Management Project (\$12,500), Compost Bins (\$9,435) and Bee Friendly Garden (\$8,500).

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

Section 1: The City allocates Community Enhancement Funds to the following project for Fiscal Year 2020/2021;

SMART Flower Baskets (sponsored by Wilsonville SMART) - \$10,236.80

Higher Education in Prison: Coffee Creek (sponsored by Portland State University Foundation) - \$7,560.00

Historical Society Photo Archive (sponsored by the Wilsonville - Boones Ferry Historical Society) - \$16,000

Nature Play Playground (sponsored by Wilsonville Parks & Recreation) - \$30,000

Make a Quake (sponsored by the Awesomebots Robotics Team in partnership with the Wilsonville Public Works) – \$5,600
Boeckman Creek Primary School - Watershed Management Project (sponsored by Wilsonville Natural Resource) - \$12,500
Compost Bins (sponsored by Wilsonville Administration) - \$9,435
Bee Friendly Garden (sponsored by Wilsonville Administration) - \$8,500

Section 2: This resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting there of this 17th day of August 2020, and filed with the Wilsonville City Recorder this date.

TIM KNAPP, MAYOR

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Knapp
Council President Akervall
Councilor Lehan
Councilor West
Councilor Linville

CEP Nominations 2020									
	Project Title	Eligible	Appropriate	Original Project Cost	Original Project Request	Refined Request	Scalable	CEC Recommendation	City Council Approval
1	Wilsonville SMART Flower Baskets	X	X	\$ 6,537.96	\$ 6,537.96	\$10,236.80	X	\$ 10,236.80	
	Install and water flower baskets at the SMART Transit Center.								
2	Higher Education in Prison: Coffee Creek	X	X	\$ 104,600.00	\$ 6,000.00	\$ 7,560.00	X	\$ 7,560.00	
	Materials for Coffee Creek Higher Education Program								
3	Historical Society Photo Archive	X	X	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	X	\$ 16,000.00	
	Archiving historical photos								
4	Nature Play Playground	X	X	\$ 40,000.00	\$ 30,000.00	\$ 30,000.00	X	\$ 30,000.00	
	Materials for nature playground in Memorial Park								
6	Make the Quake	X	X	\$ 5,500.00	\$ 5,000.00	\$ 5,600.00	X	\$ 5,600.00	
	Eathquake educational game.								
7	Boeckman Creek Primary School - Watershed Management Project	X	X	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	X	\$ 12,500.00	
	Educate students about watershed management, create posters and develop 3D watershed model								
8	Compost Bins	X	X	\$ 12,750.00	\$ 12,750.00	\$ 9,435.00	X	\$ 9,435.00	
	Compost bins for residential food scrap program.								
9	Bee Friendly Garden	X	X	\$ 9,500.00	\$ 8,500.00	\$ 8,500.00	X	\$ 8,500.00	
	Pollinator demonstration garden with educational information panel								
	Total				\$ 97,287.96	\$ 99,831.80		\$99,831.80	
	Withdrawn								
5	Morey's Landing Ecosystem			\$ 221,588.00	\$ 151,842.00	\$ 23,123.00			
	Design and implement and ecosystem in an under utilized open space (Withdrawn by the applicant 6/20/2020)								

City Sponsored
 Non profit/ Community
 Partnership - City/community

updated 8.3.20 ZM

ATTACHMENT 3

2020 Community Enhancement Project
Applications and Staff Review Materials

Project 1

MEMO

To: Wilsonville- Metro Community Enhancement Committee

From: Zoe Monahan, Assistant to the City Manager

Date: July 20, 2020

RE: Project # 1 SMART Flower Baskets

Project Overview:

SMART transit is requesting funds to beautify the transit center with flower baskets. The project is intended to enhance the visual appearance of transit center for those who use SMART services or travel past the transit center, on Barber Street, on their way to work, home or other services. Up to 31 flower baskets would be installed and maintained from July – October 2020.

Community Impacts/ Benefits and Support:

The transit center has had flower baskets in previous years (2011, 2013, 2019) and they have been well received.

Project Management/ Scope:

Michelle Marston, SMART managed a similar project during the 2019 project cycle. The project was delivered on time and on budget.

Requested Amount:

\$6,537.96

Response to COVID-19

SMART would like to move forward with this application but move it to the 2021 Calendar year. If possible, we would like to extend the application to include May and June of 2021. The price would increase to \$10,236.80 for the same number of baskets (28) from May to October 2021. The number of baskets could also be reduced to 17 to keep the cost similar to the original request (\$6,215.20) for May to October 2021. The order can be placed over the phone call or email will suffice and Garden Corner will send out their delivery truck to install, a separate watering truck from Garden Corner will provide the daily watering's.

Attachments:

Staff Review with Applicant Response

Original Application

Revised Quotes for 2021

Wilsonville-Metro Community Enhancement Program
Project Assessment by City Staff

Project Title SMART Transit Center Beautification – Flower Baskets

Reviewed By Pat Duke, Khoi Le, Michelle Marston, Mike McCarty, Zoe Monahan, Chris Neamtzu, Dan Pauly, Kerry Rappold, and Brian Stevenson

Date 2/26/2020

Assessment Summary

Based on the Assessments of Project Compared to the Program Eligibility Criteria and Program Goals, the project appears to be:

Eligible: Meets both eligibility criteria and program goals; **Ineligible:** Does not meet both criteria and goals.

Based on the assessment of additional issues for consideration, the project appears to be:

Appropriate: The project appears to be of community value and is supported by staff as appropriate.

Inappropriate: The project appears not to be of community value and is not supported by staff as appropriate.

1. Assessment of Project to Program Eligibility Criteria (Metro Code 5.06.070)

Bold * items are required eligibility criteria for all projects; if asterisked criteria not met, project is ineligible.

(a) * The project location is in the city limits of the City of Wilsonville

(b) If program funds are to be used by other than City, then the project sponsor/contractor is either (*check only one*):

A non-profit organization, a neighborhood association or charitable organization with IRS 501 (c)(3) tax-exempt status; or

A school or institution of higher learning; or

A local government, local-government advisory committee, department or special district provided that they include documented support from the local government executive officer.

(c) * The project funds do not replace any other readily available source of federal, state, local or regional funds.

(d) * The project must not promote or inhibit religion.

(e) * The project must not discriminate based on race, ethnicity, age, gender or sexual orientation.

(f) For a project located on private land, project establishes a clear public benefit and documents landowner permission.

2. Assessment of Project to Program Goals (Metro Code 5.06.080)

An eligible project must meet at least one of the goals listed below.

(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 IRS 501(c)(3) tax-exempt status.

(e) Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve public awareness and 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

3. Assessment of Additional Issues for Consideration

Additional criteria to evaluate a project.

Issue 1 Does the project demonstrate a clear community benefit?

Response *The project will be visible. This will beautify the transit center and provide a nice environment for community members who drive past the area.*

Issue 2 Is the cost estimate realistic? Is the project scalable?

Response *The quote appears to be reasonable. This could be scaled down from 31 to 20 baskets.*

Issue 3 What kind of on-going maintenance needs might be required by project?

Response *None. Maintenance will be done as a part of the project and there is no ongoing maintenance.*

Issue 4 What impact might the project have on nearby homes and businesses?

Response *This will beautify the community and there are not expected negative impact.*

Issue 5 Does the project appear to have community support?

Response *In the past, transit riders have provided positive feedback regarding the previous planter baskets.*

Issue 6 Is the project consistent with existing planning documents (master plans, strategic plans, etc)?

Response N/A

Questions: Is there an ongoing funding source?

Applicant Response:

[Michelle Marston - March 6, 2020](#)

For future years we plan to pursue business sponsorships. We hope that either Swire Coca Cola or Al's Garden or The Garden Center, where we currently purchase the baskets may have some interest. If not we will approach the businesses that we serve most commuter traffic to.

Published on *Wilsonville, Oregon* (<https://www.ci.wilsonville.or.us>)

[Home](#) > [2020 Public Project Nomination Form–Community Enhancement Program](#) > [Webform results](#) > Submission #1

Submission information

Form: [2020 Public Project Nomination Form–Community Enhancement Program](#) [1]
Submitted by Visitor (not verified)
Wed, 01/22/2020 - 8:23am
50.126.95.42

Applicant Information

Sponsor:
SMART

Tax ID#
93-0580494

Contact Person:
Michelle Marston

Daytime Phone:
503-570-0332

Email Address:
marston@ridesmart.com

Address:
28879 SW Boberg Road, 29799 SW Town Center Loop E.

City:
WILSONVILLE

State:
OR

Zip code:
97070-8218

Type of Organization:
A local government, local-government advisory committee, department or special district provided that the agency includes documented support from the local-government executive officer.

Project Information

Project Title:
Beautification of Wilsonville Transit Center with Flower Baskets

Amount Requested:
\$ 6537.96

Mark all of the goals below which your project meets and explain how in the boxes below:

- Improve the appearance or environmental quality of the community
- Benefit youth, seniors, low income persons and/or underserved populations

How project meets 'Improve the appearance or environmental quality of the community' (be clear & specific)

The transit center, fairly new and modern, is monotone in color with concrete and asphalt. Beautification of Wilsonville Transit Center with Flower Baskets Project will enhance the visual appeal of the Transit Center with living color by hanging large beautiful flower baskets. These baskets are fragrant, ever blooming, bee friendly, and planted in organic soil.

How project meets 'Benefit youth, seniors, low income persons and/or underserved populations' (be clear & specific)

The project would benefit youth, seniors, low income persons and underserved populations at the Wilsonville Transit Center as it would enhance the desirability of the transit center. Many times populations view transit centers as non desirable places to be with non desirable people, beautifying the area helps to take that stigma away and shine a brighter light to the area.

Brief Project Description and Explanation of how the CEP funds will be used, include project start and end dates:

The project would begin July 1, 2020 to meet the guidelines of the application. The baskets would be hung as close to project start date as possible, with daily watering to follow the install through mid- September. The baskets would then be removed in October as overnight temperatures drop.

Where would the project be located and who owns the property if applicable?

Wilsonville Transit Center at 9699 SW Barber Street, Wilsonville, OR 97070. City of Wilsonville owns the bus terminus.

For a project located on private or other public land (property not owned by the City of Wilsonville), written documentation from the landowner that gives the project sponsor and City permission for the project to occur on the land is required. Indicate here if the project is located on private or other public land (property not owned by the City of Wilsonville) and indicate if written permission from the landowner is to be submitted.

n/a

What impact might the project have on nearby homes and businesses?

With the extension of Kinsman Road, the Wilsonville Transit Center has become more visible with traffic from Villebois and better connections to area businesses. Additionally, SMART hosts events at the Transit Center such as Rider Appreciation days and Be Seen Be SMART Campaign. Adding colorful flowers to the basic cement surroundings lifts the mood of the transit center. This project accentuates the positive attributes of public transportation.

What kind of on-going maintenance needs and costs might be required by the project?

Daily watering will be provided by the Garden Corner for each basket, as included in the attached quote.

Who will benefit if this project is funded? Estimate how many Wilsonville residents will benefit if this project is funded.

Local and regional transit riders will benefit from the beautification of the Wilsonville Transit Center. The baskets were well received in 2019 and brought a sense of life to the cement backdrop of the bus terminus.

SMART takes great pride in the suite of services it provides, from fixed routes to the Transportation Options Program. These programs expand opportunities for people to travel and

2/24/2020

Submission #1

reduces traffic congestion and greenhouse gases. The Beautify Wilsonville Transit Center Project underscores the pride SMART and the City of Wilsonville have in their community and public assets.

Project Budget

Upload project budget sheet available at www.ci.wilsonville.or.us/cep [2]

Upload Budget:

[the_garden_corner_order_bid_for_2020.pdf](#) [3]

How were these costs estimated (quotes, catalog, previous projects, etc.)?

Attached quote was requested from the Garden Corner for basket delivery and watering through Sept 15, 2020.

Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?

n/a

Will the project be completed with the proposed funding or will future funding be necessary?

For the summer of 2020, the requested funding will satisfy the invoice from the Garden Corner for 2020 services.

Funds are available for projects after July 1, 2020. Is this project compatible with that timing? How and when might this project be implemented?

Instead of our traditional implementation of baskets hung on May 1, we will postpone the hanging of the baskets until July 1 to meet the requirements of the grant opportunity.

Project Management

Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task:

Baskets will be ordered upon approval of grant funds. Baskets will be hung July 1 and removed during October. All baskets will be watered daily from the installation date through September.

Describe prior experience managing similar projects. Include prior Community Enhancement Projects:

This project has been managed in 2011, 2013, and 2019.

Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.

Yes. Bid request was submitted to the Garden Corner. Their quote is attached.

If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application:

n/a

Project Certifications:

- This project will not promote or inhibit religion in any way.

2/24/2020

Submission #1

- This project will not discriminate based on race, ethnicity, age, gender or sexual orientation in any way.

Signature:

Michelle Marston

Date Signed: Wed 1/22/20

Electronic signature agreement. By selecting the "I Accept" button, you are signing this agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, or in accessing or making any transaction regarding any agreement, acknowledgement, consent terms, disclosures or conditions constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature. You also represent that you are authorized to enter into this Agreement for all persons who own or are authorized to access any of your accounts and that such persons will be bound by the terms of this Agreement.

I accept: Yes**Source URL:** <https://www.ci.wilsonville.or.us/node/96791/submission/7304>**Links**

[1] <https://www.ci.wilsonville.or.us/bc-mce/webform/2020-public-project-nomination-form%E2%80%93community-enhancement-program>

[2] <http://www.ci.wilsonville.or.us/cep>

[3] https://www.ci.wilsonville.or.us/system/files/webform/the_garden_corner_order_bid_for_2020.pdf

Marston, Michelle

From: The Garden Corner <noreply@lightspeedhq.com>
Sent: Tuesday, January 21, 2020 11:57 AM
To: Marston, Michelle
Subject: The Garden Corner Order #20192

Thank you for shopping with The Garden Corner, Your receipt is attached below.



a better hanging basket
21550 SW 108th Ave.
Tualatin, OR, 97062

9715122688

Quote

01/21/2020 11:55 am

Quote #: 226
Ticket: 220000020192
Register: Register 1
Employee: Jonn
Company: City Of Wilsonville
Customer: Michelle Marston

Items	#	Price
Seasonal Basket Program*		
31 spring/summer baskets with maintenance (July 1 through September 15) *	1	\$6537.96
	Subtotal	\$6537.96
	Total Tax	\$0.00
	Total	\$6537.96

Thank you for allowing us to cater you and your gardening needs! Rebel on!

* No Tax Applied
Thank You Michelle Marston!



From: [The Garden Corner](#)
To: [Marston, Michelle](#)
Subject: The Garden Corner Order #28300
Date: Tuesday, July 21, 2020 12:09:40 PM

Thank you for shopping with The Garden Corner!

Interested in the perfect hanging basket? Check out The Most Explicit (and complete) set of Instructions for a Beautiful, Long-Lasting Hanging Basket, Ever:
<https://cdn.shoplightspeed.com/shops/616617/files/21743214/the-most-explicit-and-complete-set-of-instructions.pdf>

Your receipt is attached below.



21550 SW 108th Ave.
Tualatin, OR, 97062

9715122688

Quote

07/21/2020 12:09 pm

Quote #: 255
Ticket: 220000028300
Register: Register 1
Employee: Jonn
Company: City of Wilsonville
Customer: Wilsonville Transit Center

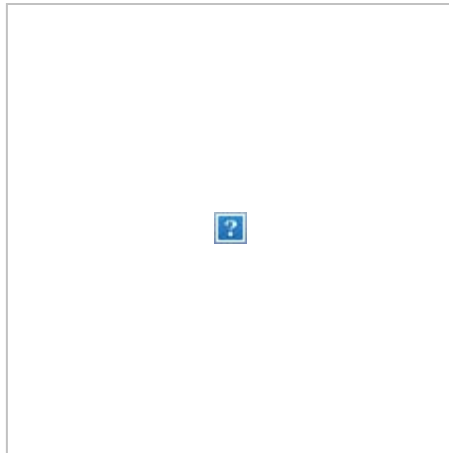
Items	#	Price
Basket Pot Credit*	28	\$-140.00
Basket Hanger Credit*	28	\$-140.00
Basket removal/ Storage*	28	\$280.00
Maintenance (May 1 through October 15)*	1	\$7996.80
Installation Service*	28	\$280.00
Our Passion Basket*	28	\$1960.00
	Subtotal	\$10236.80
	Total Tax	\$0.00
	Total	\$10236.80

From: [The Garden Corner](#)
To: [Marston, Michelle](#)
Subject: The Garden Corner Order #28309
Date: Tuesday, July 21, 2020 2:01:02 PM

Thank you for shopping with The Garden Corner!

Interested in the perfect hanging basket? Check out The Most Explicit (and complete) set of Instructions for a Beautiful, Long-Lasting Hanging Basket, Ever:
<https://cdn.shoplightspeed.com/shops/616617/files/21743214/the-most-explicit-and-complete-set-of-instructions.pdf>

Your receipt is attached below.



21550 SW 108th Ave.
Tualatin, OR, 97062

9715122688

Quote

07/21/2020 2:00 pm

Quote #: 256
Ticket: 220000028309
Register: Register 1
Employee: Jonn
Company: City of Wilsonville
Customer: Wilsonville Transit Center

Items	#	Price
Basket Pot Credit*	17	\$-85.00
Basket Hanger Credit*	17	\$-85.00
Basket removal/ Storage*	17	\$170.00
Maintenance (May 1 through October 15)*	1	\$4855.20
Installation Service*	17	\$170.00
Our Passion Basket*	17	\$1190.00
	Subtotal	\$6215.20
	Total Tax	\$0.00
	Total	\$6215.20

Project 2

MEMO

To: Wilsonville- Metro Community Enhancement Committee

From: Zoe Monahan, Assistant to the City Manager

Date: July 20, 2020

RE: Project # 2 Higher Education in Prison – Coffee Creek Correctional Facility

Project Overview:

Portland State University has a new education program at Coffee Creek Correctional Facility (CCCF). The program called "Metamorphosis" is intended to provide about 20 students (adults in custody) with class credits for one year of college. The program requires fundraising to conduct the program in order to provide materials and tuition assistance. The program is intended to educate the students and increase their likelihood of continuing their education to find employment and reduce recidivism rates.

This application is specifically seeking funds for textbooks and supplies for the students. The textbooks will be available and reused for new students or added to the CCCF Library following the conclusion of the classes.

Community Impacts/ Benefits and Support:

The program has received donations from Green Group Real Estate, a fundraising event and informational table through Grace Chapel, as well as verbal support from the local Prison Advisory Council. PSU would like to grow this support and have the support of these students be woven into the fabric of our community. The applicant has noted that "research demonstrates that the more community members can interact with incarcerated people and understand the issues, it aids in reentry thereby making a safer community for everyone."

Project Management/ Scope:

Deborah Arthur will manage the project. She has worked on projects to bring college education and support to incarcerated individuals. She developed and is leading the Higher Education in Prison Project at Portland State University.

Requested Amount:

\$7,228.00

Response to COVID-19

The program at CCCF is being scaled back for the academic year 20/21, due to Covid-19. They will wait a year before opening up to a new cohort of students. However, they are planning to offer 3 courses (one each term) for the current cohort of students, so that they can continue

City of Wilsonville Memo
RE: Project #2

Page 2
July 20, 2020

along their degree pathway. This may be in the form of correspondence- style courses, and may include some technology, and it might possibly also include face to face instruction in small cohorts with social distancing and masks. They are still working that out with the prison officials.

Attachments:

Staff Review with Applicant Response

Supplemental/ Follow up information

Original Application

[Article from OPB](#) – *“New PSU Program For Incarcerated Women Confronts Pandemic In First Year”*

Wilsonville-Metro Community Enhancement Program
Project Assessment by City Staff

Project Title Higher Education at Coffee Creek Correctional Facility

Reviewed By Pat Duke, Khoi Le, Michelle Marston, Mike McCarty, Zoe Monahan, Chris Neamtzu, Kerry Rappold, and Brian Stevenson

Date 2/26/2020

Assessment Summary

Based on the Assessments of Project Compared to the Program Eligibility Criteria and Program Goals, the project appears to be:

Eligible: Meets both eligibility criteria and program goals; **Ineligible:** Does not meet both criteria and goals.

Based on the assessment of additional issues for consideration, the project appears to be:

Appropriate: The project appears to be of community value and is supported by staff as appropriate.

Inappropriate: The project appears not to be of community value and is not supported by staff as appropriate.

1. Assessment of Project to Program Eligibility Criteria (Metro Code 5.06.070)

Bold * items are required eligibility criteria for all projects; if asterisked criteria not met, project is ineligible.

- (a) * The project location is in the city limits of the City of Wilsonville

- (b) If program funds are to be used by other than City, then the project sponsor/contractor is either (*check only one*):
 - A non-profit organization, a neighborhood association or charitable organization with IRS 501 (c)(3) tax-exempt status; or
 - A school or institution of higher learning; or
 - A local government, local-government advisory committee, department or special district provided that they include documented support from the local government executive officer.

- (c) * The project funds do not replace any other readily available source of federal, state, local or regional funds.
- (d) * The project must not promote or inhibit religion.
- (e) * The project must not discriminate based on race, ethnicity, age, gender or sexual orientation.
- (f) For a project located on private land, project establishes a clear public benefit and documents landowner permission.

2. Assessment of Project to Program Goals (Metro Code 5.06.080)

An eligible project must meet at least one of the goals listed below.

- (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 IRS 501(c)(3) tax-exempt status.
- (e) Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve public awareness and 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

3. Assessment of Additional Issues for Consideration

Additional criteria to evaluate a project.

Issue 1 Does the project demonstrate a clear community benefit?

Response *Benefits the individuals involved in the program. It is positive to have people come out of prison with skills and goals to reduce recidivism rates.*

Issue 2 Is the cost estimate realistic? Is the project scalable?

Response *Project appears to be saleable.*

Issue 3 What kind of on-going maintenance needs might be required by project?

Response *Additional text books or supplies may be needed in the future.*

Issue 4 What impact might the project have on nearby homes and businesses?

Response *N/A*

Issue 5 Does the project appear to have community support?

Response *Community programs support CCCF such as the Rotary. The Library supports CCCF programs.*

Issue 6 Is the project consistent with existing planning documents (master plans, strategic plans, etc)?

Response *N/A*

Questions:

Are the textbooks for individual students or creating a collection at Coffee Creek?

Will community volunteers be involved in the project and is there community support?

What is the timing of the book purchase? This year’s students or next? How are the 40 students counted?

Please provide a list of supplies and textbooks and the cost (budget)?

Applicant Response to Questions:

Deborah Arthur provided this response on March 10, 2020

The textbooks purchased will be used by individual students, but after the end of the term, will be collected and **utilized in future course offerings** through the Higher Education in Prison Program. For instance, the books purchased and used for Business 101 in the Fall 2020 term will be returned, and used again, the next time we offer a Business 101 course with the next cohort. So the books do not remain with individual students at the end of the term.

We hope to have **community volunteers** involved in the project. This would be in the form of: tutors/academic support inside the prison, community fundraising events, and potentially reentry support once we are at the point of having students in the program who return to the community (and potentially other volunteer options as well). Currently, the DOC is closed to all new volunteer applications, as they revamp their volunteer system, but we hope and believe this is a temporary and short-term closure. There is community support, as evidenced by: a generous donation from Green Group Real Estate, a fundraising event and informational table through Grace Chapel, and verbal support from the local Prison Advisory Council. We would love to grow this support and have the support of these students be woven into the fabric of our community! Research demonstrates that the more community members can interact with incarcerated people and understand the issues, it aids in reentry thereby making a safer community for everyone!

Book purchase timing: we would purchase books over the summer for use in the NEXT academic year's courses. We are hoping to fund books for next academic year: 20-21. We will reuse most books from this year's Metamorphosis course for next year's cohort, however we are making *some* changes and will require the purchase of some new books for this cohort. So we anticipate buying books for **20 students (the current cohort)** who will be taking 3 additional classes next year, and *some* books for **20 students (new cohort)** (with utilization of some books already purchased this year) for the 20 students taking the first year, year-long class (Metamorphosis) next year.

List of books/supplies, for academic year 20-21

Original cohort:

Exploring Business : \$65 x 20 students = \$1,300

Sociology In Our Times: \$112.50 (used) x 20 = \$2,240

Excursions in Modern Mathematics: \$160 (used) x 20 = \$3,200

Total: \$6,740

New cohort: Metamorphosis: First Year General Education

Voices of Freedom, A Documentary History: \$22.40 x 20 = \$448

20 composition notebooks = \$40

Total: \$488

Grand total: \$7,228

(*Please note, this is larger than our original request. At the time of submission of our application, we were not certain yet about classes being offered for next year, and which texts would likely be used.)

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[Home](#) > [2020 Public Project Nomination Form–Community Enhancement Program](#) > [Webform results](#) > Submission #2

Submission information

Form: [2020 Public Project Nomination Form–Community Enhancement Program](#) [1]
Submitted by Visitor (not verified)
Wed, 01/29/2020 - 4:35pm
73.37.124.164

Applicant Information

Sponsor:

Portland State University Foundation

Tax ID#

EIN: 93-0619733

Contact Person:

Deborah Arthur

Daytime Phone:

5037255831

Email Address:

debs@pdx.edu

Address:

UNST PO Box 117, 1721 SW Broadway

City:

Portland

State:

OR

Zip code:

97201

Type of Organization:

A non-profit organization, a neighborhood association or charitable organization with IRS 501 (c)(3) tax-exempt status

Project Information

Project Title:

Higher Education in Prison: PSU Inside Coffee Creek Correctional Facility

Amount Requested:

\$ 6,000

Mark all of the goals below which your project meets and explain how in the boxes below:

- Result in improvement in safety
- Benefit youth, seniors, low income persons and/or underserved populations

How project meets 'Result in improvement in safety' (be clear & specific)

Higher education is one of the most powerful ways to reduce recidivism, increase lifetime earnings, inspire children of incarcerated parents to stay in school, and create safer communities both inside and outside of prison. A key finding of the Rand Corporation's 2019 report Higher Education Programs in Prison * is that correctional education and postsecondary programs are effective in reducing recidivism. By supporting students enrolled in PSU's Higher Education in Prison Program, these grant dollars will translate into improvement in community safety.

*Davis, Lois M., Higher Education Programs in Prison: What We Know Now and What We Should Focus On Going Forward. Santa Monica, CA: RAND Corporation, 2019.
<https://www.rand.org/pubs/perspectives/PE342.html>.

How project meets 'Benefit youth, seniors, low income persons and/or underserved populations' (be clear & specific)

This program directly benefits women, trans-identified and gender nonconforming people incarcerated at Coffee Creek Correctional Facility in Wilsonville. Currently this is the only opportunity for those incarcerated at CCCF to pursue postsecondary education. This is in direct contrast to several of the men's facilities that have formal college programs housed in the prison.

Brief Project Description and Explanation of how the CEP funds will be used, include project start and end dates:

With this grant we are seeking funds for books and supplies for our college students inside Coffee Creek Correctional Facility in Wilsonville for the academic year 2020-2021. The project runs on the PSU academic calendar: 9/28/20-6/12/21, with each term running ten weeks, for a total of 30 weeks.

Where would the project be located and who owns the property if applicable?

The project is located at Coffee Creek Correctional Facility in Wilsonville, operated by the Oregon Department of Corrections (ODOC).

For a project located on private or other public land (property not owned by the City of Wilsonville), written documentation from the landowner that gives the project sponsor and City permission for the project to occur on the land is required. Indicate here if the project is located on private or other public land (property not owned by the City of Wilsonville) and indicate if written permission from the landowner is to be submitted.

Coffee Creek Correctional Facility is owned and operated by the Oregon Department of Corrections. DOC is supportive of our educational program; we are in the midst of our pilot year during this academic year, 2019-2020, with the goal of deepening our partnership with CCCF and DOC.

What impact might the project have on nearby homes and businesses?

The project will have no immediate impact on nearby homes and businesses. Over time, as women return to the community, the impact of this project will be positive. In Clackamas County, there are currently 20 women on parole, and 367 women on Post-Prison Supervision, according to data from the Oregon Department of Corrections. If we assume that this number stays roughly the same, and we factor in that the women returning to Clackamas County from prison have been college educated, we can be assured that the impact on the community in terms of harm reduction and positive contributions will be beneficial. These students are highly motivated and eager to grow and learn.

People involved in the criminal justice system have, on average, much lower levels of educational attainment than the general population (e.g., <https://www.vera.org/projects/college-in-prison> and <https://www.prisonpolicy.org/reports/education.html>). Offering higher education to people inside prisons is becoming more common as its benefits are recognized; a large body of research demonstrates that people who participate in higher education programs in prison are not only less likely to return to prison, but are also better equipped to find sustainable employment, support their own families, and contribute positively to their communities.

Numerous examples of partnerships between institutions of higher education and correctional facilities exist nationally; the results are positive and cost-effective, including reduced recidivism and greater employment opportunities for participants, thus creating sustainable cities by building stronger, healthier and safer communities (e.g., <http://prisonstudiesproject.org/directory/>). In "Expanding the American Dream: Destigmatizing Past Criminal Justice Involvement," the Association of American Colleges &

Universities (AACU) has affirmed its commitment to inclusion (<http://portal.criticalimpact.com/vm2/060ba70557aa9873/25043/31d8eeecd77bcf11a6473c7b9fa19141>).

What kind of on-going maintenance needs and costs might be required by the project?

The Higher Education in Prison Program at PSU is a large and long-term project that will require funding for growth. Currently we are applying for funding from a bipartisan national organization, The Coalition for Public Safety, as well as several charitable foundations. Additionally, Portland State University is invested in the maintenance and growth of this project, and is making financial and in-kind contributions. In terms of the present Community Enhancement Grant application, we are seeking a small amount from the community where CCCF is located in order to help students succeed. We would love to partner with Wilsonville in this endeavor. As a Wilsonville resident for over 15 years, this is just the type of forward-thinking endeavor I would be proud of my community for supporting.

Who will benefit if this project is funded? Estimate how many Wilsonville residents will benefit if this project is funded.

In Oregon roughly 15,000 adults and 600 youth are incarcerated on any given day. Women are the fastest-growing segment of the prison population. However, as noted in national studies by the Prison Policy Initiative, only 4% of formerly incarcerated adults (ages 25+) complete a bachelor's degree or higher (compared to 29% in the general population), and the unemployment rate among formerly incarcerated people is 27% (and even higher when combined with race, gender, and a lack of educational credentials—e.g., 60% of formerly incarcerated Black women without a high school diploma/GED are unemployed).

Portland State University's educational program inside CCCF allows students to work towards a degree while experiencing incarceration. It also encourages and prepares them to be more able to quickly and easily matriculate to the PSU campus, or another higher education setting, upon release, while receiving the supports they will need to be successful.

This project specifically addresses issues for women, trans-identified and gender nonconforming individuals in the justice system, and reflects their experiences and collective voices. As one incarcerated participant noted about the PSU course, "I took something away from that class that I couldn't get sitting on my bed. There's something bigger out there for us. That is something that needs to be fostered in every woman, because we are getting out of Coffee Creek at some point, and we need to be better for our communities, we need to be better for ourselves, and we need to be better for our families."

We are now in the pilot year of this growing educational program at Coffee Creek, and are working hard to expand. Currently this is the only opportunity for women, trans-identified and gender non-conforming people at CCCF to pursue postsecondary education, and they also have very few career training options. This is in direct contrast to several of the men's facilities that have formal college programs housed in the prison. Lack of access to higher education creates serious and long-term consequences for the women and their families. With less education and exposure to career options, incarcerated women are less likely to be successful in higher education settings upon release; they are more likely to recidivate and end up back in prison; their children are less likely to pursue higher education; and with less education, these women will earn far less over their lifetimes than their formerly incarcerated male counterparts.

Higher education is one of the most powerful ways to reduce recidivism, increase lifetime earnings, inspire children of incarcerated parents to stay in school, and create safer communities both inside and outside of prison. The need for equitable access to the benefits of higher education that lead to credentials of value that make women competitive in the job market is both urgent and necessary. These women deserve nothing less.

Project Budget

Upload project budget sheet available at www.ci.wilsonville.or.us/cep [2]

Upload Budget:

[project_budget_worksheet_1_-_sheet1.pdf](#) [3]

How were these costs estimated (quotes, catalog, previous projects, etc.)?

Costs were estimated based on our experience during this pilot year. After an extensive application process, including written essays, we enrolled twenty students. We have found that the cost of books and supplies averages \$50 per term for each student. If we enroll 20 students next year, as we plan to do, in addition to the current cohort, we will be purchasing books and supplies for 40 students, at \$50 per term, for three terms (fall 2020, winter 2021 and spring 2021).

Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?

Currently for this pilot year, 2019-2020, the University Studies (Interdisciplinary General Education) Program at Portland State University is funding the program, in addition to fundraising through the PSU Foundation. We have recently secured a gift from The Sunshine Lady Foundation, which offers a firm foundation from which to grow, We are applying for numerous federal and local grants, and continuing our fundraising efforts.

Will the project be completed with the proposed funding or will future funding be necessary?

This specific project, allowing for books and supplies for academic year 2020-2021, is a smaller part of the whole Higher Education in Prison project, and would be completely covered by this CEP grant. This would be a huge and impactful contribution, as we are constantly seeking funding for maintenance and growth for future years, and stretching the dollars that we do have in order to offer as much quality educational programming as we can.

Currently there is strong bi-partisan support in the United States Senate to restore PELL Grants to people who are incarcerated. National higher education in prison practioners are wildly hopeful and expectant that this will happen in the next couple of years. Our efforts are focused around maintaining a robust program while we await this potential funding solution.

For more information, see:

<https://thehill.com/opinion/criminal-justice/437810-restore-pell-grant-eligibility-to-people-in-prison>
<https://www.vera.org/projects/college-in-prison>

Funds are available for projects after July 1, 2020. Is this project compatible with that timing? How and when might this project be implemented?

Yes, this is compatible with our timing for this project. If granted, the CEP funds would be utilized between August 2020 and June 2021.

Project Management

Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task:

The tasks are quite simple: we will purchase the necessary books and supplies for each enrolled student prior to the start of each academic term. It should be noted: the students inside CCCF on average make .40-\$1.00 per hour, and they are asked to pay a minimum of 1/3 of their (reduced) tuition (\$100) for their classes each term. Fundraising can support the remainder. The assistance with books and supplies is very necessary.

Describe prior experience managing similar projects. Include prior Community Enhancement Projects:

Deborah Smith Arthur, M.A., J.D., Wilsonville resident, is the developer and lead of the Higher Education in Prison project at PSU; she will oversee implementation of this grant. She also teaches the pilot year-long, interdisciplinary general education course at the Coffee Creek Correctional Facility. She worked as a criminal defense and juvenile justice attorney for ten years, and has taught at Portland State University for over 16 years, where she is an Associate Professor in the nationally recognized University Studies general education program. In 2019 she received the Western Region Engaged Scholar Award for her extensive work to bring college education and support to incarcerated individuals. She was also a member of the 2018-19 cohort of Child Defender Fellows selected by the Children's Defense Fund. As an advocate for under-served and justice-involved youth for over 25 years, she has partnered successfully for over a decade with organizations including The Beat Within and the Multnomah County Department of Community Justice. A certified Inside-Out instructor, she teaches courses at MacLaren Youth Correctional Facility in Woodburn, Oregon in addition to Coffee Creek Correctional Facility. She has worked on numerous clemency petitions, is a long-time volunteer with the Oregon Youth Authority, and serves on a statewide task force charged by the Oregon legislature to study and recommend state and local governmental actions to assist persons with criminal convictions (including improved access to college-level coursework while incarcerated, improved reentry and employment-related services, and creation of certification processes). She holds a master's degree in Black Studies from The Ohio State University and earned her J.D. from the University of Connecticut School of Law. She has not previously applied for or managed a Community Enhancement Project.

Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.

N/A

If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application:

N/A

Project Certifications:

- This project will not promote or inhibit religion in any way.
- This project will not discriminate based on race, ethnicity, age, gender or sexual orientation in any way.

Signature:

Deborah Arthur

Date Signed: Wed 1/29/20

Electronic signature agreement. By selecting the "I Accept" button, you are signing this agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, or in accessing or making any transaction regarding any agreement, acknowledgement, consent terms, disclosures or conditions constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature. You also represent that you are authorized to enter into this Agreement for all persons who own or are authorized to access any of your accounts and that such persons will be bound by the terms of this Agreement.

2/10/2020

Submission #2

I accept: Yes

Source URL: <https://www.ci.wilsonville.or.us/node/96791/submission/7350>

Links

[1] <https://www.ci.wilsonville.or.us/bc-mce/webform/2020-public-project-nomination-form%E2%80%93community-enhancement-program>

[2] <http://www.ci.wilsonville.or.us/cep>

[3] https://www.ci.wilsonville.or.us/system/files/webform/project_budget_worksheet_1_-_sheet1.pdf

Project Budget				
	CEP	Sponsor	Other #1	Other #2
Personal Services	0	95,275 (amin and faculty 6 courses)		
Supplies	0	0		
Capital	0	0		
Materials	6,000	0		
Other (please explain)	0	2,325 (faculty travel)		
		1,000 (training costs)		
Total	6,000	98,600	0	0

Total Estimated Cost**104,600**% of Total Budget provided by
Sponsor

94



Research & Graduate Studies
Sponsored Projects Administration

Post Office Box 751
Mail Code SPA
Portland, OR 97207-0751
503-725-9989
www.pdx.edu/research

February 13, 2020

Ms. Zoe Monahan
Project Coordinator/ Assistant to the City Manager
City of Wilsonville
29799 SW Town Center, Loop E
Wilsonville, OR 97070

Re: Community Enhancement Program Application

Dear Ms. Monahan:

Attached please find Portland State University's application for the Community Enhancement Program, titled "Higher Education in Prison: PSU Inside Coffee Creek Correctional Facility," under the direction of Deborah Arthur. We greatly appreciate the City of Wilsonville's willingness to grant the extension to the submission deadline.

By signing below, we certify Portland State University is in compliance with guidelines referenced in project application instructions, and have institutional policies and procedures in place to ensure compliance with applicable federal and state laws, rules and regulations.

If you have any questions or need additional information, please contact:

- Deborah Arthur, debs@pdx.edu or 503-725-5831, or
- Karena Bayruns, SPA.white@pdx.edu or 503-725-2306

Thank you very much for the submission deadline extension, and for your consideration.

Sincerely,

Karena Bayruns
Grants and Agreements Analyst

Project 3



MEMO

To: Wilsonville- Metro Community Enhancement Committee

From: Zoe Monahan, Assistant to the City Manager

Date: July 20, 2020

RE: Project # 3 Historical Society Photo Archive

Project Overview:

The Boones-Ferry Historical Society would like to continue their archiving work. Over the last two community enhancement cycles they have worked to improve their inventory of artifacts. The artifacts are stored in the Wilsonville Library. This year, this Historical Society would like to focus on preserving and cataloging the photo collection to make the photos available to community members in the future. The request includes archivist's time, archiving materials, a computer and scanner.

Community Impacts/ Benefits Support:

The program is intended to preserved and allow future residents to view and access the photos more easily in the future.

Project Management/ Scope:

The historical society has managed two past projects through this program in 2018 and 2018.

Requested Amount:

\$16,000

Response to COVID-19

The funds would primarily involve the professional hired by the Historical Society. The contractor would work in the library if it is open and could also pick up items from the archives and work from home.

Attachments:

Staff Review with Applicant Response

Original Application

Wilsonville-Metro Community Enhancement Program
Project Assessment by City Staff

Project Title _____

Reviewed By Pat Duke, Michelle Marston, Mike McCarty, Zoe Monahan, Chris Neamtzu, Kerry Rappold, and Brian Stevenson

Date 2/26/2020

Assessment Summary

Based on the Assessments of Project Compared to the Program Eligibility Criteria and Program Goals, the project appears to be:

Eligible: Meets both eligibility criteria and program goals; **Ineligible:** Does not meet both criteria and goals.

Based on the assessment of additional issues for consideration, the project appears to be:

Appropriate: The project appears to be of community value and is supported by staff as appropriate.

Inappropriate: The project appears not to be of community value and is not supported by staff as appropriate.

1. Assessment of Project to Program Eligibility Criteria (Metro Code 5.06.070)

Bold * items are required eligibility criteria for all projects; if asterisked criteria not met, project is ineligible.

- (a) * The project location is in the city limits of the City of Wilsonville

- (b) If program funds are to be used by other than City, then the project sponsor/contractor is either (*check only one*):
 - A non-profit organization, a neighborhood association or charitable organization with IRS 501 (c)(3) tax-exempt status; or
 - A school or institution of higher learning; or
 - A local government, local-government advisory committee, department or special district provided that they include documented support from the local government executive officer.

- (c) * The project funds do not replace any other readily available source of federal, state, local or regional funds.
- (d) * The project must not promote or inhibit religion.
- (e) * The project must not discriminate based on race, ethnicity, age, gender or sexual orientation.
- (f) For a project located on private land, project establishes a clear public benefit and documents landowner permission.

2. Assessment of Project to Program Goals (Metro Code 5.06.080)

An eligible project must meet at least one of the goals listed below.

- (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 IRS 501(c)(3) tax-exempt status.
- (e) Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve public awareness and 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

3. Assessment of Additional Issues for Consideration

Additional criteria to evaluate a project.

Issue 1 Does the project demonstrate a clear community benefit?

Response *The photos and history will be preserved for future community benefit.*

Issue 2 Is the cost estimate realistic? Is the project scalable?

Response *The cost estimate seems to be realistic and scalable.*

Issue 3 What kind of on-going maintenance needs might be required by project?

Response *Ongoing maintenance will be required for the Historical Society.*

Issue 4 What impact might the project have on nearby homes and businesses?

Response *The local businesses could have access to more historical pictures in the future.*

Issue 5 Does the project appear to have community support?

Response *Yes, it was a former City Council goal to collaborate with the Historical Society.*

Issue 6 Is the project consistent with existing planning documents (master plans, strategic plans, etc)?

Response *N/A*

Questions:

Will the information/ database be accessible to the public?

Where will the data and artifacts be stored long term?

Applicant response to the Questions:

Responses from Susan Schenk March 6, 2020

Once we set it up, the data base will be available to the public for research or looking. We actually hope the public can provide missing information about the historic photos once we start posting them. We also hope to create an on-line virtual museum which includes historic photographs and photos of the artifacts. The artifacts are being photographed now as part of our current CEP grant and those artifact images will be made public.

Storage: Physical artifacts and historic photos are stored at the library. Artifacts do not circulate. Some of the historic photos have been scanned by the library and are under control of the library staff. Once completed, our more comprehensive digital image collection will be stored on an external hard drive kept at the library. Once the photo collection has been sorted and scanned and then stored properly, we can make images available to anyone who wants to see them. Two businesses have already approached us to make copies of photos for display in their workplace. We can't honor their request appropriately yet because we don't have digital images. We're reluctant to release original photos to their custody.

Published on *Wilsonville, Oregon* (<https://www.ci.wilsonville.or.us>)

[Home](#) > [2020 Public Project Nomination Form–Community Enhancement Program](#) > [Webform results](#) > Submission #3

Submission information

Form: [2020 Public Project Nomination Form–Community Enhancement Program](#) [1]
Submitted by Visitor (not verified)
Thu, 01/30/2020 - 8:17am
174.224.15.201

Applicant Information

Sponsor:

Wilsonville Boones Ferry Historical Society

Tax ID#

non profit 501 (c) 3

Contact Person:

Susan Schenk

Daytime Phone:

503 505 2115

Email Address:

schenk.susan3@gmail.com

Address:

WBFHS, Wilsonville Library, 8200 SW Wilsonville Road

City:

wilsonville

State:

OR

Zip code:

97070

Type of Organization:

A non-profit organization, a neighborhood association or charitable organization with IRS 501 (c) (3) tax-exempt status

Project Information

Project Title:

Historical Photograph Digitization Project

Amount Requested:

\$ 16,000

Mark all of the goals below which your project meets and explain how in the boxes below:

- Improve the appearance or environmental quality of the community
- 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 Service code
- Result in improvement to, or an increase in, recreational areas and programs

How project meets 'Improve the appearance or environmental quality of the community' (be clear & specific)

Our digitized photos would be available for use by private citizens, businesses and by the City . With access to a searchable database of local historical photos, anyone can add a historical flair to a building interior, add historical graphics to publications and create educational displays.

How project meets '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 Service code' (be clear & specific)

Non-profit 501 (c) 3 historical society's 1500 photo collection needs preservation and to be put into a searchable data base

How project meets 'Result in improvement to, or an increase in, recreational areas and programs' (be clear & specific)

Photographs can be used for Walking History Tours and exhibits as well as historical presentations

Brief Project Description and Explanation of how the CEP funds will be used, include project start and end dates:

Develop and execute a plan to organize the Boones Ferry Historical Society's 1500 photographs. Use a professional archivist and Society volunteers to sort and prioritize the current collection, digitize, annotate, catalog, then upload images and data to Past Perfect database. Purchase computer hardware to store photos and interface with internet. Identify and purchase archival photographic storage supplies, label and rehouse the photos. Create a management plan and database of identified and searchable local images.

A trained archivist working with the historical society can guide the organization on current and future projects. In addition to the actual hands-on work, the archivist can advise the historical society regarding future projects, evaluate current society processes and practices, and make presentations at society meetings. Archivists are valuable links to other historical organizations and opportunities for the all-volunteer society to evolve in a more professional direction.

Project starts July 1 and ends Dec 31, 2020.

Where would the project be located and who owns the property if applicable?

Artifact storage area of the Wilsonville Library attic, owned by the city of Wilsonville.

For a project located on private or other public land (property not owned by the City of Wilsonville), written documentation from the landowner that gives the project sponsor and City permission for the project to occur on the land is required. Indicate here if the project is located on private or other public land (property not owned by the City of Wilsonville) and indicate if written permission from the landowner is to be submitted.

NA

What impact might the project have on nearby homes and businesses?

No effect on homes and businesses.

What kind of on-going maintenance needs and costs might be required by the project?

There would be no ongoing maintenance costs. The inventory can be updated by authorized individuals without cost. The project might eventually generate some revenue from fees to reproduce photos for private business use, such as in hotel lobbies. Proper storage through this grant will prevent future deterioration.

Who will benefit if this project is funded? Estimate how many Wilsonville residents will benefit if this project is funded.

A picture is worth a thousand words. Digitizing the photos makes the collection open to community use as well as for historians and researchers. Preserving our photographs protects them for future use. Eventually images can be placed on social media, in publications, and in displays. Entering them into our data system makes them searchable by anyone.

Once annotated and digitized, our photos can be part of regional projects, filling in the historical record. Through sorting, we can identify photos to use to create new historical markers, photo exhibits for city buildings and a history walking tour. We can make images available to local businesses interested in using reproductions as part of their show of community engagement.

As we learn more about our photo archives and develop exhibits, we can promote our history and work to invite tourists to appreciate us as well. By interfacing with the Past Perfect software we purchased with last year's grant, we can move toward a virtual museum displaying the photos and interface with the Library, Clackamas County and state historic photograph collections. This would benefit anyone who had an interest in looking.

Wilsonville citizens like to see local historic photos and learn their history. When we displayed several enlarged photos at the Wilsonville 50th birthday party, we were gratified by the interest and outright curiosity people showed in looking at the display. We have those same 16" x 20" photos at the library but need to refresh the display with new works.

We also hope to engage the community in identifying people, places and events in unmarked photos in the collection. Once our collection is set up through this grant, we can target residents who have photos to donate or scan before they are lost. In addition, this project aligns with the current community interest in promoting and supporting arts and culture projects and tourism efforts.

Project Budget

Upload project budget sheet available at www.ci.wilsonville.or.us/cep ^[2]

Upload Budget:

[2020_project_budget_worksheet_1.xlsx](#) ^[3]

How were these costs estimated (quotes, catalog, previous projects, etc.)?

Costs are estimated from past projects, advice from professional archivists, catalogs and comparison shopping searches.

Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?

We do not have a sponsor per se, other than the Library which provides space and staff consultation time. There are no additional funds required.

Volunteer hours from Historical Society members supplementt the paid position.

Will the project be completed with the proposed funding or will future funding be necessary?

This is a stand-alone project which should be completed between July and December 2020.

Funds are available for projects after July 1, 2020. Is this project compatible with that timing? How and when might this project be implemented?

The Wilsonville Boones Ferry Historical Society has funds to use while waiting for reimbursement. The project can start in July when the funds are available. As a part time project, the archivist would complete the hours on a flexible schedule.

We would purchase the computer, scanner and archival storage supplies in July and reproduce the photos as enlargement near the end of the project, after we discover the most appropriate photographs to use in educational displays,

Project Management

Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task:

This grant is a continuation and progression of earlier projects. In 2018, our first CEP grant allowed us to do a basic inventory and sorting of our entire collection and to develop an overall collections management plan.

In 2019 we purchased an industry recognized archival data base and hired an archivist to inventory our physical artifacts into the database.

This 2020 grant would continue that progress by doing the same with our photo collection.

In July 2020, we'll hire an archivist to sort, evaluate and inventory our photo collection. Goals include: identify originals vs. copies, tag photos with an ID number, complete catalog sheets with identifying information, digitize, enter photos and their notes into data base, and rehouse with appropriate archival materials.

In July 2020 we will purchase scanner, computer, archival materials and security locks.

From July through December, the archivist would update us at historical society events, work with volunteers to process the photos and advise on using photos in promoting Wilsonville's rich heritage. Archivist would help set up policies for accepting photo donations, conducting community scanning events, selling copies, expanding the image collection and managing it in the future. He or she would provide professional advice and suggestions on archival matters in general.

December 2020, purchase 16 x 20 enlargements of photos identified from the collection.

In summary: The grant would pay for the archivist's time working directly with the physical photos (i.e. sorting, scanning, annotating) and expertise on proper collections management and archival practices. The grant would purchase storage materials, a computer and scanner, and enlargements of significant photos for displays.

As we uncover and begin to develop this potential photographic goldmine, we can explore creating a web page, traveling exhibits, and community displays. We can continue to provide historical articles to city newsletters and The Wilsonville Spokesman and support tourism efforts. We can respond to local requests for photo displays and work toward creating an on-line virtual

museum. We will work toward interfacing with the photo collections of the Library and with Clackamas County and State historical organizations.

Describe prior experience managing similar projects. Include prior Community Enhancement Projects:

In 2018 we used a CEP grant to perform an initial sorting and inventory of our archives. In 2019, we purchased an industry recognized archival data base and inventoried our physical artifacts using the services of a professional archivist. This grant would continue that progress by doing the same with our photo collection. We are confident of our ability to manage this project because we have professional advice from library staff and archivists, and two years of experience. The funds will keep the Historical Society on a defined path to promote the value of local history and culture.

Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.

We operate under the guidance of the Library director and staff, and use library facilities. All coordination has been agreed upon.

As we develop a trove of historic photos, we may eventually expand to offer support to Parks and Rec, tourism and regional historical societies. With our new, professional photo management system and data base in place, we can work toward interfacing with other local historic photo collections.

We hope to become a resource for agencies, businesses, historians and other organizations looking for local historic photograph.

But, we can only move forward with the steps in this grant: sort the photos, scan, digitize and annotate, preserve and enter into a data system.

If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application:

NA

Project Certifications:

- This project will not promote or inhibit religion in any way.
- This project will not discriminate based on race, ethnicity, age, gender or sexual orientation in any way.

Signature:

Susan Schenk

Date Signed: Thu 1/30/20

Electronic signature agreement. By selecting the "I Accept" button, you are signing this agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, or in accessing or making any transaction regarding any agreement, acknowledgement, consent terms, disclosures or conditions constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature. You also represent that

1/30/2020

Submission #3

you are authorized to enter into this Agreement for all persons who own or are authorized to access any of your accounts and that such persons will be bound by the terms of this Agreement.

I accept: Yes

Source URL: <https://www.ci.wilsonville.or.us/node/96791/submission/7355>

Links

[1] <https://www.ci.wilsonville.or.us/bc-mce/webform/2020-public-project-nomination-form%E2%80%93community-enhancement-program>

[2] <http://www.ci.wilsonville.or.us/cep>

[3] https://www.ci.wilsonville.or.us/system/files/webform/2020_project_budget_worksheet_1.xlsx

Project Budget				
	CEP	Sponsor	Other #1	Other #2
Personal Services archivist	14000			
Supplies archival + misc	325			
Capital computer/scanner	1100			
Materials	30			
Other (please explain)				
display enlargements	375			
outsource large photo scan	170			
Total	16000	0	0	0

Total Estimated Cost \$
 % of Total Budget provided by
 Sponsor \$

Hours for archivist: 400 hours x \$35 per hour	14,000
Purchase of archival photo storage materials to augment current stock plus shipping	225
Purchase desktop computer to replace current donated older laptop with limited capacity	400
Purchase of 25 16x20 mounted enlargements to match existing. \$15 each	375
Purchase of desk top scanner with larger photo capacity	700
Purchase security locks for scanner/computer	30

Purchase outside scanning services for oversized photo scanning	170
Miscellaneous office supplies, paper, pens, etc.	100
	16000

Project 4



MEMO

To: Wilsonville- Metro Community Enhancement Committee

From: Zoe Monahan, Assistant to the City Manager

Date: July 20, 2020

RE: Project # 4 Nature Play Area

Project Overview:

The City's Parks Department is proposing a Nature Play Playground at Memorial Park. The play area would be in a more natural area with trees to allow children to play in a true nature experience.

Community Impacts/ Benefits and Support:

The project is identified in the Memorial Park Master Plan in 2015 and it was also incorporated into the Comprehensive Parks Master Plan in 2019. Both plans included community participation and feedback.

Project Management/ Scope:

Brian Stevenson has extensive parks management experience and has worked with the department for 14 years. He also managed the Dog Park Relocation Project which was funded by the Community Enhancement Program in 2016.

Requested Amount:

\$30,000

Response to COVID-19:

This project would fall into a similar category as other playground construction projects. The City has completed improvements/replacement of two playgrounds and removed elements at an aging playground. Mr. Stevenson feels confident this project can meet the guidelines set forth by the City and State.

Attachments:

Staff Review with Applicant Response

Original Application

Wilsonville-Metro Community Enhancement Program
Project Assessment by City Staff

Project Title Nature Play Playground – Memorial Park

Reviewed By Pat Duke, Michelle Marston, Mike McCarty, Zoe Monahan, Chris Neamtzu, Kerry Rappold, and Brian Stevenson

Date 2/26/2020

Assessment Summary

Based on the Assessments of Project Compared to the Program Eligibility Criteria and Program Goals, the project appears to be:

Eligible: Meets both eligibility criteria and program goals; **Ineligible:** Does not meet both criteria and goals.

Based on the assessment of additional issues for consideration, the project appears to be:

Appropriate: The project appears to be of community value and is supported by staff as appropriate.

Inappropriate: The project appears not to be of community value and is not supported by staff as appropriate.

1. Assessment of Project to Program Eligibility Criteria (Metro Code 5.06.070)

Bold * items are required eligibility criteria for all projects; if asterisked criteria not met, project is ineligible.

(a) * The project location is in the city limits of the City of Wilsonville

(b) If program funds are to be used by other than City, then the project sponsor/contractor is either (*check only one*):

- A non-profit organization, a neighborhood association or charitable organization with IRS 501 (c)(3) tax-exempt status; or
- A school or institution of higher learning; or
- A local government, local-government advisory committee, department or special district provided that they include documented support from the local government executive officer.

(c) * The project funds do not replace any other readily available source of federal, state, local or regional funds.

(d) * The project must not promote or inhibit religion.

(e) * The project must not discriminate based on race, ethnicity, age, gender or sexual orientation.

(f) For a project located on private land, project establishes a clear public benefit and documents landowner permission.

2. Assessment of Project to Program Goals (Metro Code 5.06.080)

An eligible project must meet at least one of the goals listed below.

(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 IRS 501(c)(3) tax-exempt status.

(e) Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve public awareness and 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

3. Assessment of Additional Issues for Consideration

Additional criteria to evaluate a project.

Issue 1 Does the project demonstrate a clear community benefit?

Response *Yes, this will provide a new type of playground for the community to enjoy.*

Issue 2 Is the cost estimate realistic? Is the project scalable?

Response *Yes, based on the Memorial Park Master Plan it appears to be realistic. The project is scalable.*

Issue 3 What kind of on-going maintenance needs might be required by project?

Response *Any ongoing maintenance will be incorporated into the parks maintenance budget.*

Issue 4 What impact might the project have on nearby homes and businesses?

Response *The proposed improvements are located within an existing park and there are not any anticipated impacts to the homes neighboring the park or businesses near the park.*

Issue 5 Does the project appear to have community support?

Response *Yes, the project was identified during the comprehensive master planning process which included community outreach an input.*

Issue 6 Is the project consistent with existing planning documents (master plans, strategic plans, etc)?

Response *Yes, the Parks Master Plan.*

Questions for the applicant:

Is this currently funded?

Could SDC's be used for this project?

Will the park have ADA accessibility?

Applicant's response to the questions above:

Brian Stevenson on March 9, 2020

Is this currently funded? The project is not currently funded.

Could SDC's be used for this project? This project would be eligible for Park SDCs. Currently the City's Parks and Recreation Department has approximately \$50,000,000 in unfunded park projects, most of which are also eligible for Park SDC use. Given the nature of this project, and the nature play area meeting many of the goals for the community enhancement program including, *"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", "Result in improvement to, or an increase in, recreational areas and programs", "Result in improvement in safety" and "Benefit youth, seniors, low income persons or underserved populations"* the use of grant funds seemed to be a reasonable funding option.

Will the park have ADA accessibility? Yes. Staff feels confident in making the nature play area accessible to users no matter their mobility abilities.

Published on *Wilsonville, Oregon* (<https://www.ci.wilsonville.or.us>)

[Home](#) > [2020 Public Project Nomination Form–Community Enhancement Program](#) > [Webform results](#) > Submission #4

Submission information

Form: [2020 Public Project Nomination Form–Community Enhancement Program](#) [1]
Submitted by Visitor (not verified)
Thu, 01/30/2020 - 12:56pm
50.126.95.42

Applicant Information

Sponsor:
Wilsonville Parks and Recreation

Tax ID#

Contact Person:
Brian Stevenson

Daytime Phone:
503-570-1523

Email Address:
stevenson@ci.wilsonville.or.us

Address:
29600 SW Park Place

City:
Wilsonville

State:
OR

Zip code:
97070

Type of Organization:
A local government, local-government advisory committee, department or special district provided that the agency includes documented support from the local-government executive officer.

Project Information

Project Title:
Nature Play Playground - Memorial Park

Amount Requested:
\$ 30,000

Mark all of the goals below which your project meets and explain how in the boxes below:

- 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
- Result in improvement to, or an increase in, recreational areas and programs
- Benefit youth, seniors, low income persons and/or underserved populations

How project meets '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' (be clear & specific)

The nature play playground will allow children to explore nature in a safe environment. The goal of the project is to replicate as many natural elements as possible to create a true nature experience. The location of the playground is "in nature", and the play area will allow parents and children alike the opportunity to explore nature in a controlled environment without the "unknowns" that a wild forest may include.

How project meets 'Result in improvement to, or an increase in, recreational areas and programs' (be clear & specific)

The nature play area would add an additional play space to the current offerings of Wilsonville playgrounds.

This nature play area would be the only nature playground in Wilsonville located within an existing forest (actually in nature, as opposed to out in the open at a more developed park).

How project meets 'Benefit youth, seniors, low income persons and/or underserved populations' (be clear & specific)

The concept of nature play is growing in popularity and numerous studies have found that there is a wide range of benefits associated with nature play. The nature playground would be free to access and available to all community members.

Studies have found the following to be true:

- * Spending time in nature can greatly reduce stress levels.
- * Children who play regularly in natural settings are sick less often. Mud, sand, water, leaves, sticks, pine cones and gum nuts can help to stimulate children's immune system as well as their imagination.
- * Children who spend more time outside tend to be more physically active and less likely to be overweight.
- * Children who play in natural settings play in more diverse, imaginative and creative ways and show improved language and collaboration skills. Nature is especially important for developing creative thinking and problem solving skills.
- * Natural, irregular and challenging spaces help kids learn to recognize, assess and negotiate risk and build confidence and competence.
- * Spending time in nature can increase focus and reduce ADHD in children.

Brief Project Description and Explanation of how the CEP funds will be used, include project start and end dates:

This project would create a Nature Play Playground in Memorial Park. The Nature Play Playground project is part of the Memorial Park Master Plan (adopted by City Council, May 2015), with its implementation supported by the Comprehensive Parks and Recreation Master

Plan (adopted by City Council, October 2018).

The play area will be nestled below the existing tall trees in the forested area of Memorial Park. The trees will be limbed up to create a space for new shrubs, logs, stones, and wood chip trails. The area will contain a mix of natural and prefabricated materials which are movable and can be manipulated. The materials will allow children to use their imagination to construct new objects and express their creativity.

The play area will encourage multi-sensory experiences by encouraging all types of play. There will also be spaces created for quiet play or a respite for those children needing to step away from the activity.

A split rail wood fence will encompass the area, creating a safe play space (especially for those children who may have a tendency to run), while blending into the natural environment.

Where would the project be located and who owns the property if applicable?

In the wooded area of Memorial Park, east of the River Shelter.

For a project located on private or other public land (property not owned by the City of Wilsonville), written documentation from the landowner that gives the project sponsor and City permission for the project to occur on the land is required. Indicate here if the project is located on private or other public land (property not owned by the City of Wilsonville) and indicate if written permission from the landowner is to be submitted.

N/A

What impact might the project have on nearby homes and businesses?

None

What kind of on-going maintenance needs and costs might be required by the project?

Minimal - would be absorbed into existing park maintenance responsibilities.

Who will benefit if this project is funded? Estimate how many Wilsonville residents will benefit if this project is funded.

Wilsonville youth and their families. and visitors to Memorial Park.

With its nature focus, the play area is more likely to be used in wet months than its more structured playground (slides, monkey bars, etc) counterparts.

Participant use is hard to estimate but 4,000 - 5,000 visits per year seems like a reasonable estimate.

Project Budget

Upload project budget sheet available at www.ci.wilsonville.or.us/cep [2]

Upload Budget:

[cep_grant_budget_sheet.xlsx](#) [3]

How were these costs estimated (quotes, catalog, previous projects, etc.)?

\$25,000 cost was included in Memorial Park Master Plan - 2015. Using a 6%/per year escalator we feel the \$30,000 is a more reasonable number in 2020.

1/31/2020

Submission #4

Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?

Yes. City staff time for design and construction as well as additional supplies.

Will the project be completed with the proposed funding or will future funding be necessary?

Completed.

Funds are available for projects after July 1, 2020. Is this project compatible with that timing? How and when might this project be implemented?

Yes. Project to start late summer 2020.

Project Management

Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task:

Design to begin early summer 2020.

Construction to start late summer 2020.

Construction will likely take 2 - 4 weeks.

Completion Fall 2020.

Describe prior experience managing similar projects. Include prior Community Enhancement Projects:

Extensive park project management. 14 years with the Parks and Recreation Dept.

Previous CEP project: Dog Park Relocation.

Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.

No.

If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application:

N/A

Project Certifications:

- This project will not promote or inhibit religion in any way.
- This project will not discriminate based on race, ethnicity, age, gender or sexual orientation in any way.

Signature:

Brian Stevenson

Date Signed: Thu 1/30/20

Electronic signature agreement. By selecting the "I Accept" button, you are signing this agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, or in accessing or making any transaction regarding any agreement, acknowledgement, consent terms, disclosures or conditions constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually

1/31/2020

Submission #4

signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature. You also represent that you are authorized to enter into this Agreement for all persons who own or are authorized to access any of your accounts and that such persons will be bound by the terms of this Agreement.

I accept: Yes

Source URL: <https://www.ci.wilsonville.or.us/node/96791/submission/7361>

Links

[1] <https://www.ci.wilsonville.or.us/bc-mce/webform/2020-public-project-nomination-form%E2%80%93community-enhancement-program>

[2] <http://www.ci.wilsonville.or.us/cep>

[3] https://www.ci.wilsonville.or.us/system/files/webform/cep_grant_budget_sheet.xlsx

Project Budget				
	CEP	Sponsor	Other #1	Other #2
Personal Services		7500		
Supplies		1000		
Capital				
Materials	30,000			
Other (please explain)				
Design (by City staff)		1500		
Total	30000	10000	0	0

Total Estimated Cost 40000
% of Total Budget provided by Sponsor 25

Project 5

Withdrawn by applicant

Project 6



MEMO

To: Wilsonville- Metro Community Enhancement Committee

From: Zoe Monahan, Assistant to the City Manager

Date: July 20, 2020

RE: Project # 6 Make a Quake

Project Overview:

The project is intended to educate children and families about being prepared for an emergency, this is done through a game created by the Awesome Bots Robotics team. The project team will work with a graphic designer to prepare the board game. The game would then be distributed to families through the local schools and at local events

Community Impacts/ Benefits and support:

The project will provide community members with information and encouragement to prepare to for major disasters. The robotics team won a few competitions with the idea.

Project Management/ Scope:

Jason Culp has noted that he has professional project management experience. The scope appears to be realistic.

Requested Amount:

\$5,000

Response to COVID-19

There is not any anticipated changes to the project proposal. However, testing the game might be limited to family units and not larger groups.

Attachments:

Staff Review with Applicant Response

Original Application

Wilsonville-Metro Community Enhancement Program
Project Assessment by City Staff

Project Title Make the Quake

Reviewed By Pat Duke, Michelle Marston, Mike McCarty, Zoe Monahan, Chris Neamtzu, Kerry Rappold, and Brian Stevenson

Date 2/26/2020

Assessment Summary

Based on the Assessments of Project Compared to the Program Eligibility Criteria and Program Goals, the project appears to be:

Eligible: Meets both eligibility criteria and program goals; **Ineligible:** Does not meet both criteria and goals.

Based on the assessment of additional issues for consideration, the project appears to be:

Appropriate: The project appears to be of community value and is supported by staff as appropriate.

Inappropriate: The project appears not to be of community value and is not supported by staff as appropriate.

1. Assessment of Project to Program Eligibility Criteria (Metro Code 5.06.070)

Bold * items are required eligibility criteria for all projects; if asterisked criteria not met, project is ineligible.

- (a) * The project location is in the city limits of the City of Wilsonville
-
- (b) If program funds are to be used by other than City, then the project sponsor/contractor is either (*check only one*):
- A non-profit organization, a neighborhood association or charitable organization with IRS 501 (c)(3) tax-exempt status; or
 - A school or institution of higher learning; or
 - A local government, local-government advisory committee, department or special district provided that they include documented support from the local government executive officer.
-
- (c) * The project funds do not replace any other readily available source of federal, state, local or regional funds.
- (d) * The project must not promote or inhibit religion.
- (e) * The project must not discriminate based on race, ethnicity, age, gender or sexual orientation.
- (f) For a project located on private land, project establishes a clear public benefit and documents landowner permission.

2. Assessment of Project to Program Goals (Metro Code 5.06.080)

An eligible project must meet at least one of the goals listed below.

- (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 IRS 501(c)(3) tax-exempt status.
- (e) Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve public awareness and 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

3. Assessment of Additional Issues for Consideration

Additional criteria to evaluate a project.

Issue 1 Does the project demonstrate a clear community benefit?

Response The intent of the project is to educate the community about emergency preparedness.

Issue 2 Is the cost estimate realistic? Is the project scalable?

Response It appears to be scalable.

Issue 3 What kind of on-going maintenance needs might be required by project?

Response The game may need to be reproduced in the future.

Issue 4 What impact might the project have on nearby homes and businesses?

Response *The community could be better prepared for an emergency.*

Issue 5 Does the project appear to have community support?

The team won their robotics competition with this project and emergency preparedness is generally a positive approach for community members.

Issue 6 Is the project consistent with existing planning documents (master plans, strategic plans, etc)?

Response There could be ongoing education associated with emergency operations. The City Council has a goal to engage youth, this project would engage youth.

Questions for the applicant:

How many board games will be produced?

Please clarify the dimensions of the board game.

Is there community support?

Please provide background information about this project.

Applicant Response from Jason Culp on March 15, 2020:

We plan to produce 100 games for this initial run. These would be distributed between the schools and the city

The main game board will be 14" x 14". The cards are standard playing card sizes

We still have some money left from a corporate donor for the robotics season that we will likely use. Other than that, no.

The project was designed in response to the project portion of our First Lego League Season. The kids came up with the idea as a way to help inform people of how to be prepared for a major event like an earthquake. Little did we know that the Corona Virus would be center stage right now. The game focuses on Earthquake preparedness, but has implications to any other major disaster where community services might be limited.

Published on *Wilsonville, Oregon* (<https://www.ci.wilsonville.or.us>)

[Home](#) > [2020 Public Project Nomination Form–Community Enhancement Program](#) > [Webform results](#) > Submission #6

Submission information

Form: [2020 Public Project Nomination Form–Community Enhancement Program](#) [1]
Submitted by Visitor (not verified)
Fri, 01/31/2020 - 2:05pm
50.53.243.142

Applicant Information

Sponsor:
Delora Kerber

Tax ID#

Contact Person:
Jason Culp

Daytime Phone:
503-878-1598

Email Address:
woodwarper@gmail.com

Address:
28456 SW MEadows Loop

City:
Wilsonville

State:
Oregon

Zip code:
97070

Type of Organization:
A non-profit organization, a neighborhood association or charitable organization with IRS 501 (c) (3) tax-exempt status

Project Information

Project Title:
"Make the Quake": an Earthquake educational game

Amount Requested:
\$ 5000

Mark all of the goals below which your project meets and explain how in the boxes below:
Result in improvement in safety

How project meets 'Result in improvement in safety' (be clear & specific)

"Make the Quake" is a game designed to educate youth about earthquake preparedness. By educating youth who may play the game with their families, it is the hope that parents will in turn be educated and encouraged to take action.

Brief Project Description and Explanation of how the CEP funds will be used, include project start and end dates:

This project is a board game, which includes a game board, cards, meeples, and a storage box. The CEP funds would allow our team to contract graphic artists and game producers to develop, package and produce the game.

Start Date: July 2020

End Date: July 2021

Where would the project be located and who owns the property if applicable?

This project is being made for distribution to schools and youth organizations. Games could also be distributed to family at city events (examples: Fun in the park & Wilsonville Family night out)

For a project located on private or other public land (property not owned by the City of Wilsonville), written documentation from the landowner that gives the project sponsor and City permission for the project to occur on the land is required. Indicate here if the project is located on private or other public land (property not owned by the City of Wilsonville) and indicate if written permission from the landowner is to be submitted.

NA

What impact might the project have on nearby homes and businesses?

The hope is that the people in our community will prepare their families for devastating earthquakes that are projected to occur as a result of the Cascadia Subduction zone.

What kind of on-going maintenance needs and costs might be required by the project?

NA

Who will benefit if this project is funded? Estimate how many Wilsonville residents will benefit if this project is funded.

Through the school system, we would distribute copies for use in ongoing curriculum. We estimate that 600+ students would benefit directly from the game (per year of use). This would in turn indirectly affect their friends and family. (Think seat belt education of the 80's) In addition, 50 families would directly benefit from receiving the game which would again indirectly help others via word of mouth.

Project Budget

Upload project budget sheet available at www.ci.wilsonville.or.us/cep [2]

Upload Budget:

[cep_budget_-_make_the_quake.xlsx](#) [3]

How were these costs estimated (quotes, catalog, previous projects, etc.)?

The costs were estimated through research in online forums pertaining to artwork for games like this. There is a wide range of estimated costs, but ultimately will be driven by our budget. We have also contacted a number of graphic artists and freelance artists to estimate actual pricing. We chose to establish our baseline budget to help narrow the search.

1/31/2020

Submission #6

Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?

Yes, we have approximately \$500 remaining from our robotics season budget that we plan to apply to the costs.

Will the project be completed with the proposed funding or will future funding be necessary?

Yes, the project will be completed with the proposed funding.

Funds are available for projects after July 1, 2020. Is this project compatible with that timing? How and when might this project be implemented?

Yes, we have created our schedule based on this timeline. We are continuing to consult with artists before this timeline so that we can begin work as soon as funding is approved.

Project Management

Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task:

A rough timeline of key milestones for development is as shown below:

February 1: Play testing and working out game mechanics

February 1: send current artwork to 5 artists for review and quotes

June 1: select artist based on proposed budget and art genre

July 1: obtain funding

July 1: begin artwork development with subject art and graphic artists

August 1: begin research into fabrication companies (If not done by Graphic designers)

October 1: Approve artist proofs

October 1: send proofs to fabrication companies to create prototypes

December 1: approve prototype copies for production

February 1: receive Production copies for distribution

Describe prior experience managing similar projects. Include prior Community Enhancement Projects:

I am an Engineering manager with 15+ years of project management experience. I have managed projects as large as a production line of rail cars (6 mo-1 yr) to as small as a cabinet for a dental office (2 weeks). I also have experience in product development and in working with suppliers in the US and in China.

Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.

No

If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application:

No

Project Certifications:

- This project will not promote or inhibit religion in any way.
- This project will not discriminate based on race, ethnicity, age, gender or sexual orientation in any way.

Signature:

1/31/2020

Submission #6

Jason M Culp

Date Signed: Fri 1/31/20

Electronic signature agreement. By selecting the "I Accept" button, you are signing this agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, or in accessing or making any transaction regarding any agreement, acknowledgement, consent terms, disclosures or conditions constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature. You also represent that you are authorized to enter into this Agreement for all persons who own or are authorized to access any of your accounts and that such persons will be bound by the terms of this Agreement.

I accept: Yes**Source URL:** <https://www.ci.wilsonville.or.us/node/96791/submission/7375>**Links**

[1] <https://www.ci.wilsonville.or.us/bc-mce/webform/2020-public-project-nomination-form%E2%80%93community-enhancement-program>

[2] <http://www.ci.wilsonville.or.us/cep>

[3] https://www.ci.wilsonville.or.us/system/files/webform/cep_budget_-_make_the_quake.xlsx

Project Budget				
	CEP	Sponsor	Team Fundraising	Notes
Contributions	\$ 5,000		\$ 500	
Costs				
Personal Services				
Supplies				
Capital				
Materials				
Other (please explain)				
Artwork - 36 cards	\$ (1,800)			approximately \$50 per card face
Artwork - Gameboard	\$ (200)			
Graphic Design - cards	\$ (200)			basic design applied to all card faces
Graphic Design - Storage box	\$ -		\$ (300)	approximately \$50 per face
Print & copies (pre-production)	\$ (150)			
Prototype production (5 copies)	\$ (250)			
Production (100 copies)	\$ (2,500)			approximately \$25 per copy cost
Postage - send for playtesting	\$ -		\$ (100)	
Total	<u>\$ (100)</u>	<u>\$ -</u>	<u>\$ 100</u>	

Total Estimated Cost \$ (5,500)

% of Total Budget provided by
Sponsor

\$

Project 7



MEMO

To: Wilsonville- Metro Community Enhancement Committee
From: Zoe Monahan, Assistant to the City Manager
Date: July 20, 2020
RE: Project # 7 Boeckman Creek Primary – Watershed Management

Project Overview:

The purpose of the project is to increase awareness and understanding of local watershed management. The project will educate students about watershed management. They will create posters and participate in the development of the 3D watershed model. The posters and model will allow for ongoing education in the community. The model will be maintained by the school district.

Community Impacts/ Benefits and support:

The school district is supportive of this project. The project will also provide a watershed model which will be available to the City and the school district for future use.

Project Management/ Scope:

Kerry Rappold has managed three community enhancement projects over the past four years of the program. Each project is on time and on budget. The scope of this project is based on previous projects.

Requested Amount:

\$12,500

Response to COVID-19

Staff will work with students at Boeckman Creek Primary and the project is dependent on the School District's specific COVID-19 requirements, but the project staff does not expect that the school district will let teachers/students back into the schools if it can't be done safely.

Attachments:

Staff Review with Applicant Response
Supplemental/ Follow up information
Original Application

Wilsonville-Metro Community Enhancement Program
Project Assessment by City Staff

Project Title BCP Watershed management project

Reviewed By Pat Duke, Michelle Marston, Mike McCarty, Zoe Monahan, Chris Neamtzu, Kerry Rappold, and Brian Stevenson

Date 2/26/2020

Assessment Summary

Based on the Assessments of Project Compared to the Program Eligibility Criteria and Program Goals, the project appears to be:

Eligible: Meets both eligibility criteria and program goals; **Ineligible:** Does not meet both criteria and goals.

Based on the assessment of additional issues for consideration, the project appears to be:

Appropriate: The project appears to be of community value and is supported by staff as appropriate.

Inappropriate: The project appears not to be of community value and is not supported by staff as appropriate.

1. Assessment of Project to Program Eligibility Criteria (Metro Code 5.06.070)

Bold * items are required eligibility criteria for all projects; if asterisked criteria not met, project is ineligible.

- (a) * The project location is in the city limits of the City of Wilsonville

- (b) If program funds are to be used by other than City, then the project sponsor/contractor is either (*check only one*):
 - A non-profit organization, a neighborhood association or charitable organization with IRS 501 (c)(3) tax-exempt status; or
 - A school or institution of higher learning; or
 - A local government, local-government advisory committee, department or special district provided that they include documented support from the local government executive officer.

- (c) * The project funds do not replace any other readily available source of federal, state, local or regional funds.
- (d) * The project must not promote or inhibit religion.
- (e) * The project must not discriminate based on race, ethnicity, age, gender or sexual orientation.
- (f) For a project located on private land, project establishes a clear public benefit and documents landowner permission.

2. Assessment of Project to Program Goals (Metro Code 5.06.080)

An eligible project must meet at least one of the goals listed below.

- (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 IRS 501(c)(3) tax-exempt status.
- (e) Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve public awareness and 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

3. Assessment of Additional Issues for Consideration

Additional criteria to evaluate a project.

Issue 1 Does the project demonstrate a clear community benefit?

Response *The project will provide education for local youth and will provide a 3D watershed model for future students and future city use.*

Issue 2 Is the cost estimate realistic? Is the project scalable?

Response *The project cost seem to be realistic.*

Issue 3 What kind of on-going maintenance needs might be required by project?

Response *The posters may need to be reproduced in the future, otherwise, there is no ongoing maintenance.*

Issue 4 What impact might the project have on nearby homes and businesses?

Response *N/A*

Issue 5 Does the project appear to have community support?

Response *The project has support from the school district.*

Issue 6 Is the project consistent with existing planning documents (master plans, strategic plans, etc)?

Response *It is consistent with the stormwater master plan.*



West Linn-Wilsonville School District 3Jt

Administration Building

22210 SW Stafford Rd • Tualatin, OR 97062 • (503) 673-7000 or Fax (503) 673-7001 • www.wlww.k12.or.us

To: Wilsonville-Metro Community Enhancement Program

From: Amy E. S. Schauer, CREST Director, West Linn-Wilsonville School District

Date: 18 February 2020

Re.: Watershed management and public information program at Boeckman Creek Primary School

This memorandum pertains to the proposed watershed management education project to be conducted in collaboration between the City of Wilsonville and West Linn-Wilsonville School District, specifically Boeckman Creek Primary School and CREST. The School District is fully in agreement with the proposed project, which integrates well with our adopted Next Generation Science Standards and the curriculum for Grade 5. This project will provide our students with a deep and authentic learning experience as they work with City staff and the project consultant, and an ideal opportunity to communicate their learning to their community through the posters and development of the 3D model. The District will support the project through CREST staff by facilitating teacher and student engagement with the planning and implementation phases, as well as supporting teacher work time to develop curriculum plans which may be shared among other schools. In addition, CREST is pleased to be the depository site for the new 3D model and will make that available to City staff and the public as needed.

Best regards,

A handwritten signature in black ink that reads "Amy E. S. Schauer". The signature is written in a cursive, flowing style.

Published on *Wilsonville, Oregon* (<https://www.ci.wilsonville.or.us>)

[Home](#) > [2020 Public Project Nomination Form–Community Enhancement Program](#) > [Webform results](#) > Submission #8

Submission information

Form: [2020 Public Project Nomination Form–Community Enhancement Program](#) [1]
Submitted by Visitor (not verified)
Fri, 01/31/2020 - 4:40pm
50.126.95.42

Applicant Information

Sponsor:
City of Wilsonville/West Linn-Wilsonville School District

Tax ID#

Contact Person:
Kerry Rappold

Daytime Phone:
503-570-1570

Email Address:
rappold@ci.wilsonville.or.us

Address:
29799 SW Town Center Loop E

City:
Wilsonville

State:
OR

Zip code:
97070

Type of Organization:
A local government, local-government advisory committee, department or special district provided that the agency includes documented support from the local-government executive officer.

Project Information

Project Title:
Boeckman Creek Primary School - Watershed Management Project

Amount Requested:
\$ 12,500

Mark all of the goals below which your project meets and explain how in the boxes below:

- 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
- Benefit youth, seniors, low income persons and/or underserved populations

How project meets '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' (be clear & specific)

The students at Boeckman Creek Primary School will gain a greater awareness and understanding of watershed management, which they will be able to impart to the rest of the community through educational materials they develop.

How project meets 'Benefit youth, seniors, low income persons and/or underserved populations' (be clear & specific)

The project directly benefits students, but will also provide a benefit to rest of the community due to the outreach associated with the project.

Brief Project Description and Explanation of how the CEP funds will be used, include project start and end dates:

In partnership with the school district, City staff proposes to educate students about watershed management. Boeckman Creek Primary students will learn about watershed management through their involvement in creating watershed management posters and participating in the development of a 3D watershed model.

The project timeline is September 2020 to June 2021, which corresponds with the school year calendar.

Where would the project be located and who owns the property if applicable?

The project site is Boeckman Creek Primary School, which the West Linn – Wilsonville school district owns and operates.

For a project located on private or other public land (property not owned by the City of Wilsonville), written documentation from the landowner that gives the project sponsor and City permission for the project to occur on the land is required. Indicate here if the project is located on private or other public land (property not owned by the City of Wilsonville) and indicate if written permission from the landowner is to be submitted.

The project is located on school district property. The school district will provide a letter stating their support for the project.

What impact might the project have on nearby homes and businesses?

There will be no impact to nearby homes and businesses.

What kind of on-going maintenance needs and costs might be required by the project?

The school district will be responsible for long-term maintenance of the 3D watershed model.

Who will benefit if this project is funded? Estimate how many Wilsonville residents will benefit if this project is funded.

Due to the education and outreach associated with the project, it will benefit the entire community.

Project Budget

Upload project budget sheet available at www.ci.wilsonville.or.us/cep [2]

Upload Budget:

[project_budget_worksheet_bcps_-_watershed_management_project.xlsx](#) [3]

How were these costs estimated (quotes, catalog, previous projects, etc.)?

The project costs were based on previous projects and quotes.

Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?

NA

Will the project be completed with the proposed funding or will future funding be necessary?

Yes, the project will be completed with the proposed funding. No additional funding is necessary.

Funds are available for projects after July 1, 2020. Is this project compatible with that timing? How and when might this project be implemented?

Yes, the project will not start until September 2020.

Project Management**Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task:**

The project provides the opportunity to collaborate with teachers to engage primary school students in a science-based learning experience and provide tools, such as the 3D watershed model, to enrich their learning opportunities.

Specific objectives of the project include:

1. In conjunction with Boeckman Creek Primary School teachers and the consultant, during the school year, integrate watershed management into the science-based curriculum.
 2. As part of the science-based learning experience, students will work with the consultant and staff from the City and school district to develop the following :
 - a. Develop the design for a 3D watershed model. The model will be fabricated from plastic, by a manufacturing company, and provide a representation of local watersheds (e.g., Boeckman Creek and Coffee Lake Creek), topography and landmarks (e.g., streets, development areas, etc.). The portable, 3D model will incorporate a table top platform and provide a hands-on, interactive experience. The model will be housed at CREST (Center for Research in Environmental Sciences and Technologies) but be available to City staff for other uses.
 - b. Develop a series of watershed management posters. The posters will have a variety of themes, such as stormwater pollutants, aquatic and terrestrial habitat, land use, and stewardship. A local graphics company will produce high quality copies of the posters. The posters will placed in local schools, public buildings, and other appropriate locations.
 3. An event, which will correspond with World Water Day or Earth Day, will be held in 2021 to celebrate the completion and unveiling of the posters and 3D watershed model.
- All tasks will be completed by the end of the school year.

Describe prior experience managing similar projects. Include prior Community Enhancement Projects:

I have managed two previous CE projects and a variety of similar projects.

Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.

The school district supports and is committed to this project from an educational and environmental perspective.

If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application:

NA

Project Certifications:

- This project will not promote or inhibit religion in any way.
- This project will not discriminate based on race, ethnicity, age, gender or sexual orientation in any way.

Signature:

Kerry Rappold

Date Signed: Fri 1/31/20

Electronic signature agreement. By selecting the "I Accept" button, you are signing this agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, or in accessing or making any transaction regarding any agreement, acknowledgement, consent terms, disclosures or conditions constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature. You also represent that you are authorized to enter into this Agreement for all persons who own or are authorized to access any of your accounts and that such persons will be bound by the terms of this Agreement.

I accept: Yes

Source URL: <https://www.ci.wilsonville.or.us/node/96791/submission/7379>

Links

[1] <https://www.ci.wilsonville.or.us/bc-mce/webform/2020-public-project-nomination-form%E2%80%93community-enhancement-program>

[2] <http://www.ci.wilsonville.or.us/cep>

[3] https://www.ci.wilsonville.or.us/system/files/webform/project_budget_worksheet_bcps_-_watershed_management_project.xlsx

Project Budget				
	CEP	Sponsor	Other #1	Other #2
Personal Services	\$2,500			
Supplies				
Capital	\$7,500			
Materials	\$2,500			
Other (please explain)				
Total	12500	0	0	0

Total Estimated Cost **12,500**
 % of Total Budget provided by
 Sponsor 0%

Project 8



MEMO

To: Wilsonville- Metro Community Enhancement Committee

From: Zoe Monahan, Assistant to the City Manager

Date: July 20, 2020

RE: Project # 8 – Compost bins

Project Overview:

A new residential organics solid waste/ recycling service will start being offered to Wilsonville Residents in April 2020. This project will provide up to 500 compost bins to residents who elect to pick one up. The compost bins will be available at the library and other community events to make them available to residents who are interested in using the program. The compost bins were specifically selected to ensure that community members will use them. The model selected includes a filter, removable internal bucket, medium sized and attractive bin.

Community Impacts/ Benefits and support:

The compost buckets will allow residents, interested in composting to easily start using the residential food scrap waste/ recycling program. Residential composting of food scraps was the most desired new recycling service identified during a *Let's Talk Wilsonville!* survey in October 2019. City Council has also expressed an interest in providing compost buckets to raise public awareness of the new service.

Project Management/ Scope:

Mark Ottenad has managed multiple city projects including past community enhancement programs. The scope of the project is reasonable.

Requested Amount:

\$9,435

Response to COVID-19

The project can be implemented with adjustments. Program education would likely be online similar to other City programs offered by the Library Staff would reevaluate the distribution plan to ensure that the compost bins are provided to citizens in a safe way.

Attachments:

Staff Review with Applicant Response
Supplemental/ Follow up information
Original Application

Wilsonville-Metro Community Enhancement Program
Project Assessment by City Staff

Project Title Compost Buckets

Reviewed By Pat Duke, Michelle Marston, Mike McCarty, Zoe Monahan, Chris Neamtzu, Kerry Rappold, and Brian Stevenson

Date 2/26/2020

Assessment Summary

Based on the Assessments of Project Compared to the Program Eligibility Criteria and Program Goals, the project appears to be:

Eligible: Meets both eligibility criteria and program goals; **Ineligible:** Does not meet both criteria and goals.

Based on the assessment of additional issues for consideration, the project appears to be:

Appropriate: The project appears to be of community value and is supported by staff as appropriate.

Inappropriate: The project appears not to be of community value and is not supported by staff as appropriate.

1. Assessment of Project to Program Eligibility Criteria (Metro Code 5.06.070)

Bold * items are required eligibility criteria for all projects; if asterisked criteria not met, project is ineligible.

- (a) * The project location is in the city limits of the City of Wilsonville
-
- (b) If program funds are to be used by other than City, then the project sponsor/contractor is either (*check only one*):
- A non-profit organization, a neighborhood association or charitable organization with IRS 501 (c)(3) tax-exempt status; or
 - A school or institution of higher learning; or
 - A local government, local-government advisory committee, department or special district provided that they include documented support from the local government executive officer.
-
- (c) * The project funds do not replace any other readily available source of federal, state, local or regional funds.
- (d) * The project must not promote or inhibit religion.
- (e) * The project must not discriminate based on race, ethnicity, age, gender or sexual orientation.
- (f) For a project located on private land, project establishes a clear public benefit and documents landowner permission.

2. Assessment of Project to Program Goals (Metro Code 5.06.080)

An eligible project must meet at least one of the goals listed below.

- (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 IRS 501(c)(3) tax-exempt status.
- (e) Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve public awareness and 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

3. Assessment of Additional Issues for Consideration

Additional criteria to evaluate a project.

Issue 1 Does the project demonstrate a clear community benefit?

Response *Yes, this appears to provide a benefit to community members who chose to compost.*

Issue 2 Is the cost estimate realistic? Is the project scalable?

Response *The estimate is reasonable and appears to be scalable.*

Issue 3 What kind of on-going maintenance needs might be required by project?

Response *Staff support for the distribution and storage of the compost bins.*

Issue 4 What impact might the project have on nearby homes and businesses?

Response *This will increase resident's opportunity to compost.*

Issue 5 Does the project appear to have community support?

Response *Yes, the project was identified through a community survey.*

Issue 6 Is the project consistent with existing planning documents (master plans, strategic plans, etc)?

Response *It is consistent with the franchise agreement with Republic Services.*

2020 Sponsored Project Nomination Form
Wilsonville-Metro Community Enhancement Program

Sponsored Project Nomination Form–Community Enhancement Program

This form is for use by sponsoring organizations to nominate a project for the Wilsonville-Metro Community Enhancement Program. Please complete the form to the best of your ability. If you have any questions about the program or project nomination, please contact **Zoe Monahan, Assistant to the City Manager, 503-570-1503, monahan@ci.wilsonville.or.us**

** Responses with asterisks below must be completed prior to submitting the form. **

Primary Contact Person *

Mark Ottenad

Organization *

City of Wilsonville

Phone Number *

1505

Email Address *

ottenad@ci.wilsonville.or.us

Home/Business Address *

29799 SW Town Center Loop East

Wilsonville, OR 97070

Type of Organization *

- A non-profit organization, a neighborhood association or charitable organization with IRS 501 (c)(3) tax-exempt status
- A school or institution of higher learning
- A local government, local-government advisory committee, department or special district provided that the agency includes documented support from the local-government executive officer.

Project Information

Project Title: Residential Food-Scraps Compost Buckets

2020 Sponsored Project Nomination Form
Wilsonville-Metro Community Enhancement Program

Amount Requested: *\$ Amount is variable, depending on cost of bucket and quantity ordered.

Mark all of the goals below which your project meets and explain how in the boxes below: *

- Improve the appearance or environmental quality of the community
- Reduce the amount or toxicity of waste
- Increase reuse and recycling opportunities
- 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 Service code
- 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
- Result in improvement to, or an increase in, recreational areas and programs
- Result in improvement in safety
- Benefit youth, seniors, low income persons and/or underserved populations

Q1: Name and briefly describe the project (50 words or less) *

Residential Food-Scraps Compost Buckets for new residential organics solid-waste/recycling service to be offered by Republic Services scheduled to start in April 2020.

Provide a limited number (suggested 500) of compost buckets for first 500 residential customers, who may pick up at a designated City facility such as the Wilsonville Public Library and/or during special City-sponsored events such as WERK Day at no charge and with minimum paperwork.

Of a total of 5,177 residential customers of solid-waste franchisee Republic Services, 3,726 (72%) have elected to have organics cart service for yard debris and food scraps. 500 compost buckets is equivalent to 13% of residential customers who have organics cart service.

The Library is prepared to work with Clackamas County Sustainability Division and Clackamas County Master Gardeners to sponsor educational workshops and programs on recycling and composting in conjunction with the compost-bucket give-away.

To obtain a compost bucket, a resident would show a Republic Services residential customer invoice or receipt to a City staff member, who would notate the Customer Account Number onto a form or database. Prior to dispensing a bucket, staff would consult the database to verify that a bucket had not already been dispersed to that account number.

Project timeline:

April/May: Order buckets

June/July: Start distribution

2020 Sponsored Project Nomination Form
Wilsonville-Metro Community Enhancement Program

Q2: Where would the project be located and who owns the property if applicable? *

NA

Q3: Please provide a more detailed description of project (250 words or less). Please include project goals, partners, timing and any other relevant details. *

The City understands from the City of Lake Oswego and Republic Services that not all residents want a compost bucket; when Lake Oswego commenced residential food scraps recycling in 2017 and provided free compost buckets to all residential customers, the City understand that many buckets were not used for this purpose, and instead many were spotted at the local Goodwill store or being used around the home for yard and gardening purposes. Therefore, the City proposes that this is a limited opportunity program with a set number of buckets to be given away to residential Republic Services customers on a first-come/first-served basis.

In order to highlight the new residential food-scrap composting service and allow easy participation by residents, the City can use community enhancement funds for the compost bucket give-away rather than all residents' solid-waste rates to subsidize the cost of providing compost buckets.

Additionally, the Wilsonville Public Library, as the focal point for distribution, will host in conjunction with the compost bucket give-away educational programs led by Clackamas County Sustainability and Clackamas County Master Gardeners on recycling and composting.

Staff has determined based on consultation with Clackamas County Master Gardeners that recommended compost bucket have the following qualities:

- Convenient to use: sit on the counter-top or under the sink, and preferably the food-portion of the bucket can be washed in the dishwasher.
- Size: large enough to hold sufficient material, but not too small or too large; approximately one-gallon size appears appropriate.
- Appearance: Looks nice without being gaudy or too industrial looking; prefer to avoid having a bucket that is easily stained or can rust.
- Sustainability: Prefer to have minimum amount of plastic as is feasible.
- Weight: Not to heavy when empty.

Of the dozens of compost buckets reviewed and eight samples ordered, one compost bucket stands out as meeting all of these requirements: The Cooler Kitchen Oversized 1.3 Gallon Kitchen Compost Bin With Charcoal Filters.



Q4: How would the community as a whole benefit from this project?*

Those residents of single-family housing who opt-in for Republic Services' yard-debris (aka "residential organics") cart service would be able to place food-scrap compost matter into the yard-debris/organics cart at no additional charge.

2020 Sponsored Project Nomination Form
Wilsonville-Metro Community Enhancement Program

The compost buckets would provide a method to raise public awareness of the new residential food-scrap recycling program, and would encourage residents to compost by providing a convenient kitchen storage container for transporting food scraps to the organics cart.

Q5: What would the project cost? How did you estimate this cost?*

The cost is variable, depending on the model selected and quantity ordered.

However, assuming that the recommended compost bucket is selected, The Cooler Kitchen Oversized 1.3 Gallon Kitchen Compost Bin With Charcoal Filters has the following pricing information:

Q6: Will this project include any other partners, funding support or contributions? If so please describe if the support is proposed or committed.*

None.

Q7: Funds are available for projects after July. Is this project compatible with that timing? How and when might this project be implemented?*

The project could be implemented as soon as funding is approved.

Q8: What impact might the project have on nearby homes and businesses?*

None.

Q9: What kind of on-going maintenance needs and costs might be required by the project?*

None.

Who will benefit if this project is funded? Estimate how many Wilsonville residents will benefit if this project is funded.

A total of 500 Wilsonville residential customers of solid-waste franchisee Republic Services would benefit.

Project Budget

Upload project budget sheet available at www.ci.wilsonville.or.us/cep

Single compost bucket: \$32.99 retail at Amazon; 500 compost bins for \$18.87 each and 1000 units for \$16.59 each including delivery and City logo printed on bin.

Proposed 500 buckets @ \$18.87 each = \$9,435.00

2020 Sponsored Project Nomination Form
Wilsonville-Metro Community Enhancement Program

How were these costs estimated (quotes, catalog, previous projects, etc.)? Wholesale quotes from distributor/manufacturer.

Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding? *

No. There are not additional funding sources. City staff will manage the project and provide all support.

Will the project be completed with the proposed funding or will future funding be necessary? *

Yes; no.

Funds are available for projects after July 1, 2020. Is this project compatible with that timing? How and when might this project be implemented? *

The project can be implemented at any time; the closer in time to the start of residential food-scrap compost service would be ideal.

Project Management: Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task

April/May: Select and order buckets.

June: Buckets are delivered to Public Works site and to Library.

June: Buckets are distributed at Library by Library staff.

Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe. *

Yes, with Library and staff that act as distribution location.

Q10: Does the project have community support? How did you determine this support?*

One of the most frequent solid-waste issues of concern raised by members of the community is a desired ability for residents to compost food scraps with yard debris.

An October 2019 Let's Talk Wilsonville community survey showed that residential composting of food scraps was the most desired new recycling service for the community.

Q11: Please include any additional notes about the project here.

City Council members have indicated interest in providing compost buckets to raise public awareness of the new recycling service and to encourage participation in the new service.

2020 Sponsored Project Nomination Form
Wilsonville-Metro Community Enhancement Program

Manufacturer's description of the Cooler Kitchen Oversized 1.3 Gallon Kitchen Compost Bin With Charcoal Filters (see: <https://www.coolerkitchen.com/products/oversized-1-3-gallon-kitchen?variant=29392482764>)

ODOR BLOCKING AND FRUIT FLY FREE - Our Compost Bin comes with two thick activated-charcoal filters to trap and absorb odors, leaving your kitchen smelling fresh and clean. The lid effectively blocks smell from escaping and keeps fruit flies away. **EASY TO OPEN** - The light-lock lid seals out odors and keeps out pests, without creating an obstacle to opening the compost bin. Very convenient for using multiple times while preparing a meal!

HIGH QUALITY AND SO EASY TO ASSEMBLE - We love our compost bin's classic look and sturdy construction. Our bin is made of high quality carbon steel that will not rust, stain, or retain odors like other plastic or stainless steel bins. The only assembly required is to simply insert the filter into the lid! Our compost bin will last you forever and won't break even with frequent wear- it's so easy, you'll want to use it all the time!

LARGE CONVENIENT SIZE- Our compost bin is about 75% bigger than most other bins on Amazon, saving you from having to make extra trips to dispose of waste, while also being small enough to fit right on your counter. Our compost bin can **EASILY** hold several days of compost material from a busy home kitchen. **DESIGN IS COMPATIBLE** with standard 6 liter compost bag liners and 4" diameter charcoal filters. [Note: City discourages use of compost bag liners, which are not commercially compostable.]

DISHWASHER SAFE - Cleaning other compost bins can be an unpleasant drag! Thankfully, ours is **DISHWASHER SAFE!** Just remove the filter and stick it in your dishwasher!

MONEY BACK GUARANTEE - We think you will love this compost bin! If for any reason you do not, rest assured that you are covered by our Cooler Kitchen 45-day Money Back Guarantee!



Q12: Does the project sponsor have the operational and financial capacity to execute the project with reimbursement payments? If so, describe how the sponsor would fund the project prior to reimbursement?*

NA.

Q13: For a project located on private or other public land (property not owned by the City of Wilsonville), written documentation from the landowner that gives the project sponsor and City permission for the project to occur on the land is required. Indicate here if the project is located on private or other public land (property not owned by the

2020 Sponsored Project Nomination Form
Wilsonville-Metro Community Enhancement Program

City of Wilsonville) and indicate if written permission from the landowner is to be submitted.

NA.

Project Certifications*

- This project will not promote or inhibit religion in any way.**

- This project will not discriminate based on race, ethnicity, age, gender or sexual orientation in any way.**

Inquiries for Wholesale Bulk Order of Compost Buckets 01_2020

Cooler Kitchen

Oversized 1.3 Gallon Kitchen Compost Bin With Charcoal Filters (White Black)

<https://www.coolerkitchen.com/products/oversized-1-3-gallon-kitchen?variant=29392482764>

Filament Brands

EcoCrock™ Compost Bin,

<https://www.chefn.com/ecocrocktm-compost-bin-meringue-black-arugula.html>

Polder

Kitchen Composter

<https://polder.com/collections/kitchen/products/kitchen-composter>

Master Gardeners Comments on Compost Buckets 02_2020

From: Master Gardener, Clackamas <clackmg@oregonstate.edu>
Sent: Monday, February 3, 2020 10:43 AM
To: Ottenad, Mark <ottenad@ci.wilsonville.or.us>
Subject: RE: compost buckets review

[This email originated outside of the City of Wilsonville]

Mark,

The master gardeners as an organization don't have a recommended compost bucket. Many of our volunteers have experience with various compost containers.

My personal experience is that the first one on your list is pretty but very difficult to keep clean. It's ceramic and therefore breakable. Mine, in fact, did crack. It is heavy and has a lip around the top edge to hold the lid in place. This prevents the contents from being easily dumped out and requires cleaning under the rim to keep it from molding.

I much prefer a stainless steel bucket and the first three of the ones on your list look similar so I'd go by price for selecting one. They are more durable than ceramic, lighter and easier to clean. Can even put in the dishwasher. You can use the filters but if the bucket is emptied daily (as I do since I'm taking the compost outside to put in a pile) they aren't really necessary. I'm not sure if the use here is for a week's worth of kitchen scraps gathered in the bucket in the kitchen and then sent to recycling? If so, the charcoal filters would probably be of help to keep it from smelling.

If we can of any more help please let us know.

If you respond to this message, please use "Reply" for continuity purposes.

Thank you for your inquiry,
OSU Master Gardener Volunteer
OSU Extension Service, Clackamas County
200 Warner-Milne Road
Oregon City, OR 97045
503-655-8631

From: Ottenad, Mark <ottenad@ci.wilsonville.or.us>
Sent: Friday, January 31, 2020 2:46 PM
To: Master Gardener, Clackamas <clackmg@oregonstate.edu>
Subject: compost buckets review

Good day Master Gardeners,

The City of Wilsonville considering providing compost buckets to a number of our residents who will be able to put food-scraps into the yard-debris bin as part of a residential food-scraps composting program.

I looked on the website, but was no clear if I have found the correct contact page; when I tried calling the number, the phone call would go to a busy signal and then discount after a few tones.

I have looked at a number of compost buckets, read reviews, and ordered some samples to inspect prior to ordering.

I wonder if the Clackamas County Master Gardeners:

- 1) Have any assessments or recommendations for good quality compost buckets;

e.g., any specific brands or types of compost buckets (plastic or steel), ones with or without air holes with carbon filter good, etc.

- 2) Would be willing to review the set of compost buckets that we are considering ordering?

I have attached the list of 8 buckets currently under consideration.

- 3) Would be willing to test the compost buckets to give an assessment of performance to the City?

Some of the issues that we are considering:

- Size: Large enough to be useful, but not too small or too large; so about 1 gallon we are thinking.
- Convenience: Easy to use and clean; ideally, the food-holding portion would be dishwasherable.
- Weight: not too heavy.

Please advise if you believe that you may be able to advise us. Thank you.

- Mark

Mark C. Ottenad

Public/Government Affairs Director

City of Wilsonville / South Metro Area Regional Transit (SMART)

29799 SW Town Center Loop East

Wilsonville, OR 97070

General: 503-682-1011

Direct: 503-570-1505

Project 9

MEMO



To: Wilsonville- Metro Community Enhancement Committee

From: Zoe Monahan, Assistant to the City Manager

Date: July 20, 2020

RE: Project # 9 – Bee Friendly Garden

Project Overview:

This project will provide three sample pollinator gardens at Memorial Park. The gardens will range in size to provide residents with examples of how they could replicate a pollinator garden in their yard at home. The site is currently grass and the Parks staff is supportive or repurposing the space. There will also be interpretive recognition to help community members identify the plants and assist with the plant design to replicate the garden at home. The design, plantings, and temporary irrigation are all included in this project.

Community Impacts/ Benefits and Support:

It is a City Council goal to continue to support bee friendly habitats. This project will add a pollinator site to the community and help community members create their own pollinator habitat.

Project Management/ Scope:

Zoe Monahan has managed a number of projects of the city including overseeing the final elements of the Beauty and the Bridge Interpretive panel project. Parks staff is supportive and the City's Natural Resource Manager, Kerry Rappold will also advise this project on plant selection and other pollinator elements.

Requested Amount:

\$9,500

Response to COVID-19

The project could still move forward as in the fall or spring. Design can take place via zoom or socially distanced on site meetings. Planting can be done with masks or in a socially distanced manner.

Attachments:

Staff Review with Applicant Response

Original Application

Wilsonville-Metro Community Enhancement Program
Project Assessment by City Staff

Project Title Bee Friendly Garden

Reviewed By Pat Duke, Michelle Marston, Mike McCarty, Zoe Monahan, Chris Neamtzu, Kerry Rappold, and Brian Stevenson

Date 2/26/2020

Assessment Summary

Based on the Assessments of Project Compared to the Program Eligibility Criteria and Program Goals, the project appears to be:

Eligible: Meets both eligibility criteria and program goals; **Ineligible:** Does not meet both criteria and goals.

Based on the assessment of additional issues for consideration, the project appears to be:

Appropriate: The project appears to be of community value and is supported by staff as appropriate.

Inappropriate: The project appears not to be of community value and is not supported by staff as appropriate.

1. Assessment of Project to Program Eligibility Criteria (Metro Code 5.06.070)

Bold * items are required eligibility criteria for all projects; if asterisked criteria not met, project is ineligible.

- (a) * The project location is in the city limits of the City of Wilsonville
-
- (b) If program funds are to be used by other than City, then the project sponsor/contractor is either (*check only one*):
- A non-profit organization, a neighborhood association or charitable organization with IRS 501 (c)(3) tax-exempt status; or
 - A school or institution of higher learning; or
 - A local government, local-government advisory committee, department or special district provided that they include documented support from the local government executive officer.
-
- (c) * The project funds do not replace any other readily available source of federal, state, local or regional funds.
- (d) * The project must not promote or inhibit religion.
- (e) * The project must not discriminate based on race, ethnicity, age, gender or sexual orientation.
- (f) For a project located on private land, project establishes a clear public benefit and documents landowner permission.

2. Assessment of Project to Program Goals (Metro Code 5.06.080)

An eligible project must meet at least one of the goals listed below.

- (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 IRS 501(c)(3) tax-exempt status.
- (e) Result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas, and/or improve public awareness and 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

3. Assessment of Additional Issues for Consideration

Additional criteria to evaluate a project.

Issue 1 Does the project demonstrate a clear community benefit?

Response *Yes, it will provide an opportunity to learn about pollinator gardens and provide an example.*

Issue 2 Is the cost estimate realistic? Is the project scalable?

Response *Yes, it is reasonable and scalable.*

Issue 3 What kind of on-going maintenance needs might be required by project?

Response *There would be required maintenance for the parks and recreation staff. They anticipate this will be less work than the current maintenance required to mow the grass that is currently on site.*

Issue 4 What impact might the project have on nearby homes and businesses?

Response *The site is located within an existing park. There are not any anticipated impacts to homes or businesses.*

Issue 5 Does the project appear to have community support?

Response *Yes, city is a member of the Bee City USA program and there*

Issue 6 Is the project consistent with existing planning documents (master plans, strategic plans, etc)?

Response *This projects meets a council goal to continue efforts to support bee friendly habitats.*

Questions for the applicant:

Will there be an ADA accessible route?

Suggestion: Provide planting plans onsite as well as plant labels on site.

Staff Response:

The parks and recreation department will assist with the installation of an ADA accessible rout to the garden.

Descriptions of the plants and planting plans will be available on site with an interpretive panel, makers, QR codes, and/or paper copies.

Published on *Wilsonville, Oregon* (<https://www.ci.wilsonville.or.us>)

[Home](#) > [2020 Public Project Nomination Form–Community Enhancement Program](#) > [Webform results](#) > Submission #7

Submission information

Form: [2020 Public Project Nomination Form–Community Enhancement Program](#) [1]
Submitted by monahan
Fri, 01/31/2020 - 3:42pm
50.126.95.42

Applicant Information

Sponsor:
City of Wilsonville - Administration Department

Tax ID#

Contact Person:
Zoe Monahan

Daytime Phone:
503-570-1503

Email Address:
monahan@ci.wilsonville.or.us

Address:
29779 SW Town Center Loop E

City:
Wilsonville

State:
OR

Zip code:
97070

Type of Organization:
A local government, local-government advisory committee, department or special district provided that the agency includes documented support from the local-government executive officer.

Project Information

Project Title:
Bee Friendly Demonstration Garden

Amount Requested:
\$ 8500

Mark all of the goals below which your project meets and explain how in the boxes below:

- Improve the appearance or environmental quality of the community
- 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
- Benefit youth, seniors, low income persons and/or underserved populations

How project meets 'Improve the appearance or environmental quality of the community' (be clear & specific)

This will improve environmental quality by establishing an additional pollinator habitat in the community and providing education to the community encouraging similar gardens in resident's personal gardens.

How project meets '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' (be clear & specific)

This project will enhance natural areas by improving the environment for pollinators.

How project meets 'Benefit youth, seniors, low income persons and/or underserved populations' (be clear & specific)

The bee friendly demonstration garden will provide excellent opportunity to low income, seniors, and youth to learn about pollinators and how to create an environment (garden) for them to thrive.

Brief Project Description and Explanation of how the CEP funds will be used, include project start and end dates:

The project will create a bee friendly garden. It is a City Council goal to "continue efforts to promote more bee friendly habitats." The garden will provide three example gardens, small (up to 100 sq. ft.), medium (up to 250 sq. ft.), and large (300 sq. ft. or more), which are intended to provide examples of plantings for a pollinator habitat which could be replicated by community members in their own yards. The funds will be used to design the garden, purchase plants, install plants, and provide temporary irrigation. The funds will also be used to develop and install an interpretive panel to educate the community about bee friendly habitats and the types of planting to help residents create their own pollinator habitat at home.

Staff will add information about the bee friendly demonstration garden to the City's website when the project is complete.

The project will promote the City's Bee Stewards program, which offers educational and volunteer opportunities to create and improve pollinator habitat.

Project timeline:

Summer – Design the garden

Fall – Install plants and irrigation

Fall – winter – Design the interpretive panel

Spring – Fabricate and install the interpretive panel.

Where would the project be located and who owns the property if applicable?

The gardens would be located at Memorial park, south of the parking lot near Murase Plaza and Stein- Boozier Barn. The location was selected since it is easily accessible and visible to residents. It is also a reasonable distance from playgrounds, trails, and water features. The parks and recreation team provided input in the location and supports this project.

For a project located on private or other public land (property not owned by the City of Wilsonville), written documentation from the landowner that gives the project sponsor and City permission for the project to occur on the land is required. Indicate here if the

project is located on private or other public land (property not owned by the City of Wilsonville) and indicate if written permission from the landowner is to be submitted.

This project will be located on City owned property.

What impact might the project have on nearby homes and businesses?

The project is located within an existing park. There are not any anticipated impacts to homes or businesses.

What kind of on-going maintenance needs and costs might be required by the project?

The garden will require maintenance. The Parks and Recreation team will take responsibility for the garden and provide needed maintenance. They welcome the garden since it will require less maintenance than mowing the existing grass. A temporary irrigation system has been included in the budget. This will be used for at least the first two years to ensure that the plants are well established.

Who will benefit if this project is funded? Estimate how many Wilsonville residents will benefit if this project is funded.

Wilsonville is home to over 25,000 residents and plenty of visitors. All community members will have access to the garden. It will be available for people to enjoy the pollinator friendly plantings and learn about pollinator habitats.

Project Budget

Upload project budget sheet available at www.ci.wilsonville.or.us/cep ^[2]

Upload Budget:

[project_budget_bee_friendly_garden.xlsx](#) ^[3]

How were these costs estimated (quotes, catalog, previous projects, etc.)?

The design, plants, and installation costs were provided by Natural Resources Staff based on similar projects. Parks staff provided a cost for the temporary irrigation. The cost of the design, fabrication, and installation of the interpretive panel was provided by a recent contractor.

Is there secure funding for Sponsor's share of the total costs including funding from other public or private agencies and what are the sources of funding?

City staff has the capacity to manage the project, install irrigation, and provide all ongoing maintenance.

Will the project be completed with the proposed funding or will future funding be necessary?

No additional funding is anticipated.

Funds are available for projects after July 1, 2020. Is this project compatible with that timing? How and when might this project be implemented?

The project would not begin until after July 1. The project will begin after funds become available and it will be finished by June 30, 2021.

Project Management

Provide a brief narrative outlining the major tasks and projected time schedule for completing of each task:

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Project timeline:

Summer – Design the garden

Fall – Install plants and irrigation (nursery to deliver the plants and install them per the approved design plan. Parks staff will install the irrigation after the plants are installed)

Fall – Winter – Design the interpretive panel

Spring – Approve the design and have the sign company fabricate and install the interpretive panel

Describe prior experience managing similar projects. Include prior Community Enhancement Projects:

Staff, Zoe Monahan, works with the community enhancement program and understands the program guidelines. Staff worked on the final elements of the Beauty and the Bridge interpretive project. Staff will work closely with Kerry Rappold who has completed similar CE projects and manages the City's Bee Stewards program.

Does this project require coordination with other public and private organizations? Has the necessary coordination been completed? If yes, please describe.

Staff has coordinated with City Parks & Recreation and Natural Resources Program in the development of the proposal. Both departments support the project proposal, will provide guidance for the plant selection and design. The Parks & Recreation Department will provide ongoing maintenance.

If the project is located on private land, discuss the public benefit of the project and provide landowner permission for the project with this application:

The project will be location on public property at Memorial Park.

Project Certifications:

- This project will not promote or inhibit religion in any way.
- This project will not discriminate based on race, ethnicity, age, gender or sexual orientation in any way.

Signature:

Zoe Monahan

Date Signed: Fri 1/31/20

Electronic signature agreement. By selecting the "I Accept" button, you are signing this agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "I Accept" you consent to be legally bound by this Agreement's terms and conditions. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, or in accessing or making any transaction regarding any agreement, acknowledgement, consent terms, disclosures or conditions constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature. You also represent that you are authorized to enter into this Agreement for all persons who own or are authorized to access any of your accounts and that such persons will be bound by the terms of this Agreement.

I accept: Yes

Source URL: <https://www.ci.wilsonville.or.us/node/96791/submission/7378>

1/31/2020

Submission #7

Links

- [1] <https://www.ci.wilsonville.or.us/bc-mce/webform/2020-public-project-nomination-form%E2%80%93community-enhancement-program>
- [2] <http://www.ci.wilsonville.or.us/cep>
- [3] https://www.ci.wilsonville.or.us/system/files/webform/project_budget_bee_friendly_garden.xlsx



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: August 17, 2020	Subject: Resolution No. 2838 Regional Water Providers Consortium Inter-Governmental Agreement Staff Member: Martin Montalvo, Operations Manager Department: Public Works	
Action Required	Advisory Board/Commission Recommendation	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input checked="" type="checkbox"/> Consent Agenda	<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable Comments: N/A	
Staff Recommendation: Staff recommends that Council adopt the Consent Agenda.		
Recommended Language for Motion: I move to approve the Consent Agenda.		
Project / Issue Relates To: Maintenance and Management of the City's Water System and Emergency Preparedness		
<input type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable

ISSUE BEFORE COUNCIL:

To approve or deny reinstatement of the City's membership with the Regional Water Providers Consortium.

EXECUTIVE SUMMARY:

On July 20, 2020, City Council received a staff presentation regarding the merits of reestablishing membership with the Regional Water Providers Consortium (RWPC). The RWPC provides leadership in the planning, management, stewardship, and resiliency of drinking water in the metropolitan region. The Consortium is comprised of 23 members and serves the Clackamas, Multnomah, and Washington Counties. Together, these entities provide most of the metropolitan area's drinking water. The RWPC assist members in addressing and complying with existing and emerging issues with an emphasis on emergency preparedness and resiliency, water conservation, and regional coordination.

The City of Wilsonville was previously a member of the Consortium and withdrew its membership in 2015. Since that time, the Consortium has placed a larger emphasis on emergency preparedness and resiliency planning. The Consortium has become a leader in emergency planning as it relates to water infrastructure. Consortium staff members serve as a standing steering committee member within the Regional Disaster Preparedness Organization (RDPO) helping to administer the region's response planning to emergency events. Within, the last five years, the Consortium has completed the following projects for its members:

- Drinking Water Advisory Tool to advise agencies and residents as to water emergencies within the area.
- Regional Interconnections Plan for determining methods to distributing emergency water between providers.
- Acquisition of eight Emergency Water Distribution / Treatment Trailers for use within the region. Each trailer can be deployed to an area to provide emergency potable water.
- Currently funded to complete a Regional Emergency Water Plan to determine the logistical and operational needs for expanding the emergency water distribution / treatment plants.

The Consortium also provides its members with a forum for taking consensus positions on a variety of water issues such as legislation, rules, and regional, State or federal agency programs. RWPC assists with research on issues of common interest such as climate change, advance training and certification for member staff and conservation programs.

EXPECTED RESULTS:

Having a membership with RWPC will provide the City with assistance with water system emergency planning, advanced training opportunities for water distribution staff, and meeting the requirements of the City's Water Conservation Plan.

TIMELINE:

N/A

CURRENT YEAR BUDGET IMPACTS:

The annual dues of approximately \$16,140 will be paid from the existing Water Operations Budget.

FINANCIAL REVIEW / COMMENT:

Reviewed by: CAR Date: 8/10/2020

LEGAL REVIEW / COMMENT:

Reviewed by: CAR Date: 8/11/2020

COMMUNITY INVOLVEMENT PROCESS:

N/A

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

The City's partnership with other water providers through the RWPC can provide effective and efficient support related to water emergency planning, water conservation, and water supply coordination

ALTERNATIVES:

The City can choose not to renew its membership with RWPC.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Resolution No. 2838
 - A. Inter-Governmental Agreement of Regional Water Providers Consortium

RESOLUTION NO. 2838

A RESOLUTION OF THE CITY OF WILSONVILLE APPROVING THE CITY'S MEMBERSHIP IN THE REGIONAL WATER PROVIDERS CONSORTIUM (RWPC).

WHEREAS, the City seeks to ensure the safety and adequacy of its water supply; and

WHEREAS, the City seeks to improve the level of preparedness of its staff and resiliency of its facilities;

WHEREAS, as a requirement of the City's Water Conservation Plan the City must participate in water conservation education and activities; and

WHEREAS, the Regional Water Providers Consortium, and its membership of other providers, assist one another in the fields of water conservation, emergency preparedness and professional development and training;

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

1. Authorizes the City Manager to sign and intergovernmental agreement with the Regional Water Providers Consortium, to establish membership within the organization for the City of Wilsonville.
2. The City's membership dues for 2020 are \$16,140.
3. Said intergovernmental agreement is attached.
4. This Resolution becomes effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 17th day of August, 2020, and filed with the Wilsonville City Recorder this date.

TIM KNAPP, MAYOR

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Knapp

Council President Akervall

Councilor Lehan

Councilor West

Councilor Linville

EXHIBIT:

A. Inter-Governmental Agreement of Regional Water Providers Consortium

INTER-GOVERNMENTAL AGREEMENT
OF
REGIONAL WATER PROVIDERS CONSORTIUM

(AS AMENDED IN 2004-05)

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REGIONAL WATER PROVIDERS CONSORTIUM

This Inter-Governmental Agreement is entered into by and among the undersigned municipalities and districts, hereinafter called "Participants," to establish and operate the Water Providers Consortium for the Portland Metropolitan Region.

RECITALS

WHEREAS, ORS Chapter 190 authorizes units of local government to enter into written agreements with any other unit or units of local government for the performance of any or all functions and activities that any of them has authority to provide; and

WHEREAS, all the Participants of this Agreement are thus authorized to enter into an inter-governmental agreement; and

WHEREAS, many of the water providers of the Portland metropolitan area have been meeting together since 1989 through an informal group called the Regional Providers Advisory Group to coordinate water supply planning efforts; and

WHEREAS, twenty seven of the area's water providers agreed in May, 1993, through the *Inter-Governmental Agreement to Fund Phase Two of the Regional Water Supply Plan* jointly to fund an integrated Regional Water Supply Plan and have been meeting monthly since then as the Phase Two Participants Committee to manage the development of that Regional Water Supply Plan; and

WHEREAS, a draft of the resulting Regional Water Supply Plan has been circulated for public review since September, 1995; and

WHEREAS, a final Regional Water Supply Plan has now been completed; and

WHEREAS, that Regional Water Supply Plan contains specific recommendations for future cooperation and coordination between the water providers in this region through the formation of a regional water providers consortium; and

WHEREAS, as the Regional land use agency under state law and Regional charter, the Metropolitan Service District ("METRO") has responsibilities to plan and coordinate the provision of public facilities in the region, including responsibilities created by the Metro Charter requiring that Metro's Regional framework plan address water sources and water storage; and

WHEREAS, Metro has adopted Regional goals and objectives to encourage coordinated planning and management of water resources to ensure a sufficient water supply for the region; and

WHEREAS, Metro's participation in preparation of the Regional Water Supply Plan and this Agreement is consistent with its regional coordination functions and its Charter responsibilities; and

WHEREAS, Metro's adoption of the Regional Water Supply Plan and execution of this Agreement are important parts of Metro studies preliminary to adoption of a water supply component of its regional framework plan; and

WHEREAS, the Participants desire to enter into an inter-governmental agreement in order to endorse the Regional Water Supply Plan and coordinate and cooperate in its implementation;

NOW, THEREFORE, the Participants agree as follows:

Section 1. Definitions

For purposes of this Agreement the following terms shall be defined as follows:

"Agreement" - This document and any authorized amendments thereto.

"Consortium" - Shall mean all Participants to this Agreement acting pursuant to and under the terms of the Agreement.

"Consortium Board" - Shall -mean the Board of Directors established by Section 9 of this Agreement, consisting of one representative from the governing board, commission or council of each Consortium Participant.

"Consortium Funds" - Consortium funds shall consist of all dues, voluntary contributions, grant monies and funding from any other source provided to the Consortium to conduct the activities and business of the Consortium.

"Consortium Technical Committee" - Shall mean the Committee established by Section 10 of this Agreement, consisting of one staff representative appointed by the governing board, commission, or council of each Participant.

"Plan" - That document dated October 1996, entitled Regional Water Supply Plan for the Portland Metropolitan Area, and all subsequent amendments thereto, referred to herein as the "Plan."

Section 2. Purposes

The general purposes of the Consortium are as follows:

- A. To provide a collaborative clearinghouse function for water supply planning and development that fosters regional coordination.
- B. To serve as the central custodian for Plan documents, including computer models and other local decision support functions;
- C. To review and recommend revisions to the Plan, as appropriate;

- D. To provide a forum for the study and discussion of water supply issues of mutual interest to Participants and to collate the responses of Participants to such issues;
- E. To provide a forum for review and discussion of water resource related issues that may relate to application of the statewide land use goals, comprehensive plans, regional plans, or land use regulations;
- F. To allow for public participation in Consortium activities;
- G. To conduct regional conservation programs;
- H. To facilitate emergency preparedness for water suppliers in the region.

Section 3. Endorsement of Plan

- A. By entering into this Agreement, the individual Participants endorse the Plan, attached hereto as Exhibit A, and agree to cooperate among themselves in its implementation.
- B. Endorsement of the Regional Water Supply Plan (RWSP) and coordination and collaboration between the Consortium members that avoids duplicative efforts and cost are part of the ongoing commitment of the Participants to jointly study and create a Regional Water Supply Plan. The RWSP is intended to be a clearing house for local water supply planning and provides support for individual water supply planning and decision making. The Plan does not, however, require any mandatory action by any Participant. Each Participant jurisdiction remains responsible for determining and adopting appropriate comprehensive and functional plan provisions, including city and county public facility plans and special district capital improvement plans. The Plan is not any part of any Participant's comprehensive land use plan or framework plan or implementing regulations unless an individual participant takes such action. No part of the Plan or any coordinated activity of the Consortium constitutes a final land use decision by any Participant applying statewide or regional land use goals, comprehensive plans, functional plans, and/or land use regulations. For any part of the Plan to be applied to a Participant's land use actions, direct action to that effect is required by that Participant.

Section 4. Cooperation and Participants' Retained Powers

The Participants intend that the Consortium shall act through the processes laid out herein in the spirit of cooperation. Unless specifically provided for herein, by entering into this Agreement, no Participant has assigned or granted to any other or to the Consortium its water rights or the power to plan, construct, and operate its water system or perform any other obligation or duty assigned to it under law.

Section 5. Consortium Authority

In accomplishing its purposes, and utilizing the organizational structure and decision-

making processes contained herein, the Consortium is authorized to:

- A. Adopt by-laws and other operating procedures consistent with the terms of this Agreement to govern Consortium operation and administration, including such things as meeting arrangements, voting procedures, election of officers of Consortium component boards or committees, notice procedures, procedures for execution of legal documents such as contracts, budgeting, and financial operations.
- B. Adopt and implement an annual work plan and issue annual reports and such supplementary reports as the Consortium may determine appropriate;
- C. Collect regular dues from Participants to support the routine business of the Consortium in amounts established as provided herein;
- D. Accept voluntary contributions from Participants in amounts higher than the regular dues for the purpose of conducting studies or engaging in other activities consistent with the Consortium purposes;
- E. Apply for and receive grants and accept other funds from any person or entity to carry on Consortium activities;
- F. Expend Consortium funds, however obtained, and establish accounts and accounting processes to manage Consortium funds or utilize the accounts and processes of Participants for such purposes under appropriate agreements;
- G. Execute contracts to obtain goods and services and to enter into arrangements whereby Participants may contract on behalf of the Consortium to obtain goods and services;
- H. Execute intergovernmental agreements;
- I. Establish procedures for the hiring and firing of its own staff;
- J. Accept assignment of staff from individual Participants to conduct Consortium work and to reimburse the Participants for the salary and other costs associated with the assigned staff;
- K. Establish procedures and criteria whereby other units of government may enter into this Agreement subsequent to its initial creation by the execution of the Agreement by fifteen or more Participants, subject to the provisions herein enabling any Participant in the Inter-Governmental Agreement to Fund Phase Two of the Plan to join as a Participant of the Consortium at any time after the Consortium's creation;
- L. Establish a process to coordinate Participant response to water policy issues of mutual concern;
- M. Establish procedures to solicit the views of the public on water supply and water resource issues within the Consortium's purview;

- N. Establish a process whereby water policy and water supply disputes or disagreements among Participants may be resolved;
- O. Protect Consortium rights and enforce obligations owed to the Consortium by third parties to the extent permitted by law;
- P. Take other action within the powers specifically granted the Consortium herein by the Participants to exercise the authority granted in subsections A. through O. above and to carry out the purposes stated in Section 2 above.

Section 6. Participants

- A. Participants in General. Any Participant in the *Inter-Governmental Agreement to Fund Phase Two of the Plan*, as listed in Exhibit B to this Agreement, may, initially join the Consortium at any time. Any Participant which, having once joined, withdraws or is expelled from the Consortium for non-payment of dues, may only re-join as provided in Section 7F. Participants in *Phase Two* may join in their own name or in the name of a separate inter-governmental entity, but not both. (For example, the Cities of West Linn and Oregon City may join as two separate Participants or as- one, in the name of the South Fork Water Board.)
- B. Initial Creation By Fifteen Participants. The Consortium shall be created and this Agreement shall become effective upon its execution by fifteen or more Participants in the *Inter-Governmental Agreement to Fund Phase Two of the Plan*. This Agreement may be signed in counterparts.
- C. Additional Participants. The Consortium Board may accept additional governmental entities as Participants into the Consortium under terms and financial arrangements that the Board determines just and appropriate. The Board may establish standards for membership in its by-laws or may allow new members to join on a case by case basis. Provided, however, that in all cases, no new member may join the Consortium without the affirmative vote of a majority of the Board.
- D. Withdrawal. Any Participant may withdraw from the Consortium at any time by giving written notice to the Chair of the Consortium Board. Consortium dues already paid shall not be refunded to the withdrawing Participant. To the extent it is able to do so, any Participant intending to withdraw from the Consortium shall endeavor to advise the Chair of that fact prior to February 1 and the approval of the Consortium's next fiscal year's budget.

Section 7. Dues

- A. Each Participant of the Consortium shall pay annual dues no later than September 1 of each year sufficient to fund the approved annual budget of the Consortium, as established by the Board, provided, however, that the Board may establish a different payment amount and/or schedule for a Participant upon request from that Participant or upon the

Board's own motion.

- B. The dues of each water provider Participant shall be determined annually as follows:
1. Total annual dues for all members shall be set to equal the annual budget for the Consortium, not counting budget items to be funded by fewer than all the Participants as provided in Section 8.C., and taking into account any grants or non-dues monies available to fund the annual budget.
 2. The total annual dues of Participants that are not water providers shall then be subtracted from the total annual dues-based budget, described in subsection 7.B.1. above, leaving a budget number to be funded by provider dues. Dues shall be set so that the dues of each water provider reflects its proportional share of that sum based on the following formula:
 - (a) 50% of the total provider dues shall be allocated proportionally based on the individual provider's proportional share of the total number of all Participants' retail customer accounts for the prior year;
 - (b) 50% of the total provider dues shall be allocated proportionally based on the individual provider's proportional share of total average daily retail water use (in million gallons a day) in the prior year of all Participants;
 - (c) The changes made to the Consortium's dues formula in FY 2004/05 shall be phased in at 50% in FY 2005/06 and at 100% in FY 2006/07.
- C. The amount of Metro's dues shall be established each year in the Annual Work Plan and budget. Metro's dues may include in-kind contributions.
- D. The dues obligation of any additional Participant that is not a water provider shall be established by the Consortium Board at the time it approves an entity's membership.
- E. A Participant that fails to pay its assigned dues by September 1 or a time otherwise established by the Board pursuant to Section 7.A. shall be automatically removed as a Consortium Participant.
- F. Upon a majority vote of the Board, a defaulting Participant (or a Participant that has previously withdrawn from membership) may be reinstated in the Consortium upon its agreement to pay its dues for the year during which it wishes to rejoin (calculated as if the entity had been a Participant at the time the budget was approved). Upon receipt of such dues by a rejoining member, the Board shall re-calculate the dues owed by other entities and provide a credit on the next year's dues to Participants who paid more than their total dues as recalculated.
- G. If a new entity joins the Consortium as a Participant during an annual dues cycle, its dues and those of the existing Participants shall be calculated as follows:

1. If a new Participant is a water provider, its dues requirement will be calculated pursuant to Section 7.B. above.
2. If a new member is not a water provider, its dues will be determined as provided in Section 7.D. above.
3. The initial year dues for a new Participant joining part way through a budget cycle will be pro-rated to reflect partial year membership.
4. Upon addition of a new Participant part way through a budget cycle, the current year dues for existing Participants will be re-calculated and re-assigned as follows:
 - (a) The new Participant's initial year dues will be deducted from the total current dues-based budget.
 - (b) The remaining budget amount will be allocated to existing members in accordance with the percentage of the budget each Participant was assigned in the current annual budget.
 - (c) Existing members shall receive a credit on their next year's dues payment for any amounts they paid as dues that are greater than their revised dues obligation as determined herein.
5. New Participants joining at any time after September 1 shall pay their initial year dues by the following September or at a time otherwise established by the Board upon admission of the new Participant.

Section 8. Work Plan and Budgeting

- A. By February 1 of each year, the Board shall adopt an annual work plan of Consortium activities for the upcoming fiscal year beginning on July 1.
- B. At the same time, the Board shall adopt a budget sufficient to conduct the Consortium's Annual Work Plan. The budget shall also include a calculation of the dues owed by each Participant to fund the budget as provided in Section 7, taking into account any grants or non-dues funds available to the Consortium, and a table apportioning the dues to each Participant.
- C. The budget may include special studies that will be funded by fewer than all of the Participants on a voluntary basis.
- D. The Board may amend the budget and the work plan at any time during the year as it deems appropriate except that dues may only be increased annually as provided for in Section 7. Additional expenditures may be permitted so long as there are identified sources of revenue, other than increased dues, for such expenditure(s).

- E. Participants are expected to provide to Consortium staff the data necessary to calculate the annual dues for budgeting and planning.

Section 9. Consortium Board

- A. The Consortium Board shall be made up of one representative from the governing board, commission, or council of each Participant. Each Participant shall also name an alternate Board representative from its governing board, commission, or council to serve in case the primary representative cannot. Provided, however, that if the Board Chair does not attend a meeting, the Vice-Chair shall assume the Chair's duties rather than the Chair's alternate.
- B. The Board is authorized to: (1) approve the Consortium's annual work plan and budget; (2) set Consortium policy; (3) approve new Consortium Participants; (4) recommend water supply, water planning, and regional cooperation actions to Participant governing boards, commissions, or councils, especially, but not limited to, actions to implement the Plan; (5) approve minor amendments to the Plan; (6) recommend to the governing boards, commissions, or councils of the Consortium Participants major amendments to the Plan; (7) periodically review the Plan comprehensively, on a schedule providing for review at least every five to ten years as needed, commencing with the date upon which the Consortium is formed; (8) recommend to the governing boards, commissions, or councils of the Consortium Participants amendments to this Agreement; (9) adopt by-laws; (10) exercise any other powers and authority granted to the Consortium by this Agreement necessary to accomplish the Consortium's purposes.
- C. The Board shall have the authority to designate which Plan Amendments are major and which are minor for purposes of determining the process for amendment consideration. Generally, major amendment to the Plan should include revisions to the Plan's policy objectives, resource strategies, or implementation actions which significantly alter Plan direction or would significantly change the implementation strategies. Minor amendments are all other changes to the Plan.
- D. Upon its first meeting, the Board shall elect a temporary Chair and Vice-Chair and shall proceed within three months thereafter to adopt such by-laws as it deems advisable, consistent with this Agreement. Consistent with the terms of this Agreement, the by-laws shall, at least, (1) establish the offices of Chair and Vice-Chair and determine their terms, their general duties, and the method for their election; (2) establish how the Participants' governing boards, commissions, or councils shall notify the Consortium of their appointment of Board members and alternates; (3) establish a method to allow additional entities to join the Consortium; (4) establish a method to determine timing of meetings, provided that the Board must meet at least once a year; (5) establish a process for resolution of disputes among Participants; and (6) establish a method whereby the Board can create subcommittees of itself and other advisory committees or bodies to assist the Board in conducting its business, including a standing "Executive Committee." In creating a Board Executive Committee, the Board shall endeavor to achieve geographic

representation and representation from municipalities, districts, and other types of entities that form the Participants' group.

- E. Each year in the annual work plan or its amendments, the Board may assign such duties or delegate such Board authority as the Board deems advisable to any Board committee or to the Technical Committee, except that the Board may not delegate the authority (1) to execute inter-governmental agreements, (2) to designate Plan amendments as minor or major, (3) to recommend major Plan Amendments or amendments to this Agreement, (4) to approve the annual work plan and the budget, (5) to approve minor Plan amendments, (6) to approve the admission of Participants to the Consortium, or (7) to dissolve the Consortium.
- F. To be effective, Board actions must be approved by a vote of a majority of the Board at a meeting at which a simple majority of the Board is present.

Section 10. Consortium Technical Committee

- A. The Consortium Technical Committee shall be made up of one staff representative appointed by the governing board, commission, or council of each Participant. Each governing board, commission, or council shall also name a Technical Committee representative alternate to serve when the primary representative cannot. Provided, however, that if the Technical Committee Chair does not attend a meeting, the Vice-Chair shall assume the Chair's duties rather than the Chair's alternate.
- B. The Technical Committee shall advise and provide assistance to the Board on any matters falling within the Consortium's purview under this Agreement, and may act upon Board delegation of authority as provided in Section 9.F.
- C. The Technical Committee shall, upon its first meeting, elect a temporary Chair and Vice-Chair and shall proceed within three months thereafter to adopt such bylaws for its operation as it deems advisable, consistent with this Agreement. The by-laws shall, at least, (a) establish the offices of Chair and Vice-Chair and determine their terms, their general duties, and the method for their election; (b) establish how the Participants' governing boards, commissions, or councils shall notify the Consortium of their appointment of Technical Committee members and alternates; (c) establish a method to determine timing of meetings, provided that the Technical Committee must meet at least three times a year; and (d) establish a method whereby the Technical Committee can create subcommittees of itself and other advisory committees or bodies to assist the Technical Committee in conducting its business.
- D. The Technical Committee under the provisions of any agreement or contract to provide staff shall supervise Consortium staff and assume the responsibility to draft proposed work plans, budgets, annual and other reports, plan amendments, and implementation proposals for submission to the Board or Executive Committee as appropriate.
- E. To be effective, Technical Committee actions must be approved by a vote of a majority

of the Committee at a meeting at which a quorum of two-thirds of the Committee is present.

Section 11. Dispute Resolution

It is the intention of the Participants to limit the issues available for dispute resolution . The issues raised must be related to interpretation of the express terms of this Agreement. No issues related to water supply development or program development by individual members may be raised. Any such dispute shall, if possible, be resolved through the use of a mandatory, but non-binding dispute resolution mechanism established by the Board through its by-laws.

Section 12. Duration and Dissolution

This Agreement shall remain in effect, subject to the following: (1) any Participant may withdraw at any time as provided in this Agreement; (2) should all but one Participant withdraw, the Agreement shall end and the Consortium shall be dissolved; (3) the Agreement may be ended and the Consortium dissolved by a vote of the Board.

Section 13. Legal Liability

Participants agree to share any costs or damages, including reasonable attorney's fees, from third party actions against the Consortium. The obligation shall apply to any entity that was a Participant in the Consortium at the time the liability arose or the cause of action accrued. Payment obligations shall be proportional to the dues of each entity. Participants agree to assist and cooperate in the defense of such an action. Settlement of any action that would impose an obligation to pay upon the Participants under this provision must be approved by a majority of the Board.

Section 14. Oregon Law and Forum

- A. This Agreement shall be construed according to the law of the State of Oregon.
- B. Any litigation between the Participants under this Agreement or arising out of work performed under this Agreement shall occur, if in the state courts, in the Multnomah County Court having jurisdiction thereof, and if in the federal courts, in the United States District Court for the District of Oregon.

Section 15. Public Notification

Meetings of the Consortium Board, the Consortium Technical Committee, and any subcommittees of those bodies shall be considered open meetings as provided by law.

Section 16. Agreement Amendment

Amendments to this Agreement shall be recommended by the Board and shall be effective when authorized by the governing board, commission or council, as the case may be, of every Participant.

REGIONAL WATER PROVIDERS CONSORTIUM
INTERGOVERNMENTAL AGREEMENT

CITY OF WILSONVILLE, OREGON, acting by and through its City Council

TITLE

Date: _____

Exhibit B

**PHASE 2
of the
REGIONAL WATER SUPPLY PLAN**

PARTICIPANTS:

City of Beaverton
Canby Utility Board Clackamas River Water City of Gladstone Damascus Water District City of
Fairview
City of Gresham
City of Hillsboro Utilities Commission City of Forest Grove
City of Lake Oswego
Metro
City of Milwaukie
Mt. Scott Water District Oak Lodge Water District City of Portland
Raleigh Hills Water District Rockwood Water
City of Sandy
City of Sherwood
South Fork Water Board: City of Oregon City/City of West Linn
City of Tigard Water Department City of Troutdale
City of Tualatin
Tualatin Valley Water District West Slope Water District
City of Wilsonville
City of Wood Village



**CITY COUNCIL MEETING
STAFF REPORT**

Meeting Date: August 17, 2020		Subject: Resolution No. 2840 Intergovernmental Agreement with Willamette Water Supply Commission for Willamette River Water Treatment Plant Filtration Pilot Study	
		Staff Member: Delora Kerber, Public Works Director	
		Department: Public Works	
Action Required		Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input checked="" type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable	
		Comments: N/A	
Staff Recommendation: Staff recommends that Council adopt the Consent Agenda.			
Recommended Language for Motion: I move to approve the Consent Agenda			
Project / Issue Relates To: 2017 Water Treatment Plant Master Plan and planned expansion of the Treatment Plant to produce up to 20 million gallons per day (MGD) of water.			
<input type="checkbox"/> Council Goals/Priorities:	<input checked="" type="checkbox"/> Adopted Master Plan(s): 2017 Water Treatment Plant Master Plan	<input checked="" type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

To approve or reject the Intergovernmental Agreement (IGA) between the City and the Willamette Water Supply System (WWSS) Commission for the Willamette River Water Treatment Plant (WRWTP) Filtration Pilot Study.

EXECUTIVE SUMMARY:

The WRWTP 2017 Water Master Plan (WMP) identified the need to expand plant capacity to 20 MGD to meet increasing water demand from the Cities of Wilsonville and Sherwood. The proposed expansion project seeks to “up-rate” primary treatment processes to increase production capacity to 20 MGD without the need to build additional major infrastructure. Upgrading the treatment processes provides the Cities an opportunity to decrease future costs and risks by effectively planning for the next expansion to 30+ MGD.

To obtain consent from the Oregon Health Authority (OHA) Drinking Water Program to increase the production rate of the filtration system, OHA requires a Filtration Pilot Study. The study will extend over a full year to demonstrate filter performance with seasonal changes in the raw water quality. Data gathered from the study will be compiled in a final report and submitted to OHA for approval.

The WWSS desires to be a participant/stakeholder in the study since its proposed 60 MGD Water Treatment Plant (WWSS Plant) will use the same filter design and similar overall treatment process as the WRWTP. The WWSS Commission is designing and constructing the WWSS Plant and all related infrastructure through the Willamette Water Supply Program.

The IGA outlines the Filtration Pilot Study project description and goals along with each party’s obligations. The Willamette Water Supply Commission will reimburse Wilsonville for fifty percent (50%) of all expenditures related to the Project. The anticipated cost of the project is \$322,930.

EXPECTED RESULTS:

By executing the IGA the City will be reimbursed 50% of the expenses related to the Filtration Pilot Study required by OHA for the “up-rating” of the WRWTP filtration process.

TIMELINE:

The Filtration Pilot Study project will be completed in fall 2021.

CURRENT YEAR BUDGET IMPACTS:

The WRWTP Filtration Pilot Study, estimated to cost \$322,930, is part of the WRWTP 20 MGD Expansion project CIP#1144, which is included in FY 20/21 budget.

FINANCIAL REVIEW / COMMENT:

Reviewed by: CAR Date: 8/10/2020

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 8/11/2020

COMMUNITY INVOLVEMENT PROCESS:

Not Applicable.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

By executing the IGA the City will be reimbursed 50% of the expenses related to the Filtration Pilot Study required by OHA for the “up-rating” of the WRWTP filtration process.

ALTERNATIVES:

Reject the IGA agreement as proposed and re-open negotiations.

CITY MANAGER COMMENT:

Not Applicable.

ATTACHMENTS:

1. Resolution No. 2840
 - A. Intergovernmental Agreement with Willamette Water Supply System Commission for WRWTP Filtration Pilot Study

RESOLUTION NO. 2840

A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING THE CITY MANAGER TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT WITH WILLAMETTE WATER SUPPLY SYSTEM COMMISSION FOR THE WILLAMETTE RIVER WATER TREATMENT PLANT (WRWTP) FILTRATION PILOT STUDY.

WHEREAS, ORS Chapter 190 authorizes units of local government to enter into intergovernmental agreements for the performance of any or all activities and functions that a party to such an agreement has the authority to perform; and

WHEREAS, Wilsonville desires to develop a one-year Filtration Pilot Study (“Project”) in order to demonstrate to the Oregon Health Authority (“OHA”) Drinking Water Division, and thereby obtain their written approval, that the existing Willamette River Water Treatment Plant (WRWTP) filters are capable of operating at a higher filtration rate while maintaining finished water quality goals that have been established for the plant; and

WHEREAS, the WWSS Commission desires to participate in the Project in order to demonstrate to the OHA Drinking Water Division, and thereby obtain its written approval, that the filters for the WWSS Commission’s soon to be constructed water treatment plant (“WWSS Plant”) will be capable of operating at a higher filtration rate while maintaining finished water quality goals that have been established for the plant; and

WHEREAS, data and other information from the Project is anticipated to result in a significant cost saving to both the WWSS Commission, at its WWSS Plant, and Wilsonville, at its WRWTP; and

WHEREAS, the Parties therefore agree to share in the cost of the Project, as more particularly set forth below; and

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

Section 1. Wilsonville is agreeable to the partnership with the Willamette Water Supply System Commission on the WRWTP Filtration Pilot Study, in a manner described and in exchange for the considerations set forth in this Intergovernmental Agreement.

Section 2. The City Manager is authorized to sign the Intergovernmental Agreement for the WRWTP Filtration Pilot Study in substantially the form as present with latitude to make minor revision to reflect project variances and clarifications.

Section 3. This resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting there of this 17th day of August 2020, and filed with the Wilsonville City Recorder this date.

TIM KNAPP, MAYOR

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Knapp

Council President Akervall

Councilor Lehan

Councilor West

Councilor Linville

EXHIBIT:

- A. Intergovernmental Agreement between the City of Wilsonville and the Willamette Water Supply System Commission, WRWTP Filtration Pilot Study

INTERGOVERNMENTAL AGREEMENT

BETWEEN

**THE CITY OF WILSONVILLE AND
THE WILLAMETTE WATER SUPPLY SYSTEM COMMISSION**

(WRWTP Filtration Pilot Study)

THIS INTERGOVERNMENTAL AGREEMENT (“Agreement”) is made and entered into between the **City of Wilsonville**, a political subdivision of the State of Oregon, acting by and through its City Council (“Wilsonville”), and the **Willamette Water Supply System Commission**, an Oregon intergovernmental entity organized under ORS Chapter 190 (the “WWSS Commission”). Wilsonville and the WWSS Commission are referred to herein individually as a “Party” and jointly as the “Parties.”

RECITALS

- A. WHEREAS, ORS Chapter 190 authorizes units of local government to enter into intergovernmental agreements for the performance of any or all activities and functions that a party to such an agreement has the authority to perform; and
- B. WHEREAS, TVWD, the City of Hillsboro (“Hillsboro”), and the City of Beaverton (“Beaverton”) entered into an intergovernmental agreement creating the WWSS Commission to set forth the terms for the joint ownership, financing, design, permitting, construction, operation, maintenance, repair, and replacement of the Willamette Water Supply System (“WWSS”) in a prudent, economic, and efficient manner to provide high quality water to their respective municipal water supply systems; and
- C. WHEREAS, the WWSS Commission oversees the Willamette Water Supply Program (“WWSP”) and has designated WWSP to exercise the responsibilities and obligations for the planning and design of WWSS projects; and
- D. WHEREAS, Wilsonville desires to develop a one-year Filtration Pilot Study (“Project”), as more particularly described below, in order to demonstrate to the Oregon Health Authority (“OHA”) Drinking Water Division, and thereby obtain their written approval, that the existing Willamette River Water Treatment Plant (WRWTP) filters are capable of operating at a higher filtration rate while maintaining finished water quality goals that have been established for the plant; and
- E. WHEREAS, the WWSS Commission desires to participate in the Project in order to demonstrate to the OHA Drinking Water Division, and thereby obtain its written approval, that the filters for the WWSS Commission’s soon to be constructed new water treatment plant (“WWSS Plant”) will be capable of operating at a higher filtration rate while maintaining finished water quality goals that have been established for the plant; and

- F. WHEREAS, data and other information from the Project is anticipated to result in a significant cost saving to both the WWSS Commission, at its WWSS Plant, and Wilsonville, at its WRWTP; and
- G. WHEREAS, the Parties therefore agree to share in the cost of the Project, as more particularly set forth below; and
- H. WHEREAS, it is the mutual desire of the Parties to enter into this Agreement to fund, complete, and share the Project data and other information, as follows:

AGREEMENT

NOW, THEREFORE, in consideration of the terms, conditions, and covenants set forth below and the recitals set forth above, which are incorporated into this Agreement as if fully set forth herein, the Parties agree as follows:

ARTICLE I - PROJECT DESCRIPTION AND GOALS

- 1.1. Wilsonville has retained a design and engineering firm, Stantec Consulting Services, Inc. (“Contractor”) to develop and complete the WRWTP Filtration Pilot Study, which includes a work plan, filter rate study, filter operations, and a summary report for a scaled down model prototype of the existing WRWTP filters.
- 1.2. The scaled down prototype filtration system will be constructed by a third party contractor, and Wilsonville will rent the prototype, to be operated and monitored in accordance with Contractor’s directed work plan by the WRWTP plant operator, Veolia North America (“Veolia”), for a “Monitoring Period” of up to one year, subject to OHA approval.
- 1.3. At the conclusion of the Monitoring Period, draft and Pilot Study Reports will be generated by Contractor, and Contractor will submit the final Pilot Study Report, on behalf of the Parties, to OHA for review and approval.
- 1.4. Each Party will possess the right to use the final Pilot Study Report and all associated data and information for its own purposes, including but not limited to those explicitly stated in this Agreement.
- 1.5. If approved by OHA, Wilsonville anticipates the existing WRWTP filter rates may be re-programmed to operate at the higher filtration rate proven by the study, while maintaining the finished water quality goals established for the WRWTP, with the goal of resulting in a significant cost savings.
- 1.6. If approved by OHA, the WWSS Commission anticipates it may use the data to assist in programming the filters in the WWSS Plant to operate at the higher filtration rate while maintaining the finished water quality goals established for the WWSS Plant, with the goal of resulting in a significant cost savings.

- 1.7. The duration of this Agreement is expected to be eighteen (18) months, beginning on September 4, 2020 (“Effective Date”). The Monitoring Period is subject to OHA approval but is expected to run for one full year from the date the prototype is placed into service in accordance with the work plan.
- 1.8. The Project will be a work product of both Parties for their individual or joint use.

ARTICLE II - WILSONVILLE OBLIGATIONS

- 2.1. Wilsonville will enter into the contract with Contractor, rent the prototype filtration system from a source recommended by the Contractor, and will direct Veolia to operate the prototype at the WRWTP for the Monitoring Period.
- 2.2. Wilsonville will provide any amendments or change orders that may affect the scope, schedule, or cost of the Project to the WWSS Commission, allowing a maximum of fifteen (15) business days for review and approval; and will not execute any such change orders without written consent from the WWSS Commission.
- 2.3. Wilsonville will invite the WWSS Commission to participate in all Project meetings with the Contractor and/or OHA and provide reasonable notice of such meetings.
- 2.4. Wilsonville will share all Project data and information with the WWSS Commission, including but not limited to interim, draft, and final reports; databases; presentations; and meeting agendas and notes. This Project data and information shall be shared monthly, unless a separate schedule is agreed to by the Parties.
- 2.5. Wilsonville will provide the WWSS Commission with a draft Project Work Plan (“Work Plan”) for comment, allow a maximum of ten (10) business days for review, and transmit all WWSS Commission comments to the Contractor.
- 2.6. Wilsonville will provide the WWSS Commission with a draft Pilot Study Report for comment, allow a maximum of ten (10) business days for review, and transmit all WWSS Commission comments to the Contractor.
- 2.7. Wilsonville will organize a meeting for Wilsonville, the WWSS Commission, and the Contractor to review comments on the draft Project Work Plan and the draft Pilot Study Report and agree on a disposition for each comment.
- 2.8. Wilsonville will cause the Contractor to prepare a final Project Work Plan and final Pilot Study Report that is responsive to the review comments, and provide the final plan and report to the WWSS Commission.
- 2.9. In conjunction with the WWSS Commission, Wilsonville will present the final Project results to OHA.
- 2.10. Wilsonville will provide reasonable opportunity for the WWSS Commission to coordinate with OHA and the Contractor to address any comments or questions that OHA provides on the final Project results.

- 2.11. Wilsonville will provide to the WWSS Commission all approvals, questions, comments, or other communications from or with OHA pertaining to the Project.
- 2.12. Wilsonville does not guarantee that the Project will be successful or that OHA will accept the Project results.

ARTICLE III - WWSS COMMISSION OBLIGATIONS

- 3.1. The WWSS Commission will reimburse Wilsonville for fifty percent (50%) of all expenditures related to the Project. **Exhibit A** sets forth the Parties' initial determination of anticipated Project costs. Expenditures will be billed monthly and paid by the WWSS Commission within thirty (30) days of receipt of the invoice from Wilsonville.
- 3.2. The WWSS Commission will cooperate with Wilsonville, the Contractor, and Veolia to pursue accurate Project results.
- 3.3. The WWSS Commission will review amendments or change orders within fifteen (15) days of receipt from Wilsonville, and provide written comments or approval.
- 3.4. The WWSS Commission may, at its discretion, participate in Project meetings with Wilsonville and the Contractor and/or OHA.
- 3.5. The WWSS Commission will review the draft Work Plan and provide any comments to Wilsonville within ten (10) business days of receiving the draft plan.
- 3.6. The WWSS Commission will review the draft Pilot Study Report and provide any comments to Wilsonville within ten (10) business days of receiving the draft report.
- 3.7. The WWSS Commission will participate in a meeting for Wilsonville, the WWSS Commission, and the Contractor to review comments on the draft Work Plan and the draft Pilot Study Report and agree on a disposition for each comment.
- 3.8. In conjunction with Wilsonville, the WWSS Commission will present the final Project results to OHA.
- 3.9. The WWSS Commission will work with Wilsonville to coordinate with OHA and the Contractor to address any comments or questions that OHA provides on the final Project results.
- 3.10. The WWSS Commission does not guarantee that the Project will be successful or that OHA will accept the Project results.

ARTICLE IV - GENERAL PROVISIONS

- 4.1. *Laws of Oregon.* The Parties agree to abide by all applicable laws and regulations regarding the handling and expenditure of public funds. This Agreement shall be governed by the laws of the State of Oregon. Jurisdiction will be in Clackamas

County Circuit Court. The Project contracts shall contain all required public contract provisions of ORS Chapters 279A, 279B, and 279C.

- 4.2. *Default.* Either Party will be deemed to be in default if it fails to comply with any term, condition, or covenant in this Agreement. The Parties agree time is of the essence in the performance of this Agreement. The non-defaulting Party will provide the defaulting Party with written notice of default and allow thirty (30) days within which to cure or diligently commence to cure the defect within a reasonable time. If a defaulting Party fails to cure or fails to diligently commence to cure the default, the non-defaulting Party may elect to terminate this Agreement. In the event this Agreement is terminated, the Parties will pay for costs incurred for satisfactorily completed and authorized work up to the time of termination. Each Party will be liable for all costs and damages arising from its individual default. If a default causes a delay to the non-defaulting Party's construction schedule that results in actual additional costs, including but not limited to delay damages, the defaulting Party will be responsible for all cost increases and related damages, plus the non-defaulting Party's construction schedule will take priority for the purposes of avoiding or minimizing additional delay and allowing the non-defaulting Party to retain the original schedule, and the defaulting Party's construction may need to be delayed.
- 4.3. *Indemnification.* This Agreement is for the benefit of the Parties only and there are no third-party beneficiaries. Subject to the limitations related to government agencies under the Oregon Constitution, each Party agrees to indemnify and hold the other harmless, including their respective officers, employees, agents, and representatives, from and against all claims, demands, causes of action, and suits of any kind or nature for personal injury, death, or damage to persons or property on account of any acts or omissions arising out of this Agreement. Indemnification is subject to and shall not exceed the limits of liability of the Oregon Tort Claims Act (ORS 30.260 through 30.300). In addition, each Party shall be solely responsible for any contract claims, delay damages, permit compliance, permit violations, or similar items arising from or caused by the action or inaction of the Party.
- 4.4. *Documents Are Public Records.* All records, reports, data, documents, systems, and concepts, whether in the form of writings, figures, graphs, or models, that are prepared or developed in connection with the Project work shall be subject to the applicable provisions of Oregon public records law.
- 4.5. *Modification of Agreement.* No waiver, consent, modification, or change of terms of this Agreement shall bind either Party unless in writing, signed by both Parties. Such waiver, consent, modification, or change, if made, shall be effective only in specific instances and for the specific purpose given.

4.6. *Dispute Resolution.*

- 4.6.1. Mediation. Should any dispute arise between the Parties, the Parties agree to meet informally to negotiate the problem, upon notice from one Party to the other specifying the dispute that needs to be resolved. If such informal negotiation fails, the Parties will mediate the dispute using a professional mediator, and the Parties will split the cost of the mediator. A Party desiring mediation shall provide the other Party with a written notice (the "Request to Mediate"), which shall set forth the nature of the dispute. The Parties will cooperate in good faith to select the mediator within seven (7) days of either Party requesting mediation, and may adopt any procedural format that seems appropriate for the particular dispute. Mediation should be scheduled within fourteen (14) days of selection of the mediator, or as soon as possible, based on availability.

In the event the Parties cannot agree on a mediator, the Parties will ask any circuit court judge to appoint a mediator. The mediator will then set the ground rules for the mediation. In the event a written settlement agreement cannot be reached by the Parties within thirty (30) days from the date of the Request to Mediate, or such longer time frame as may be agreed upon, in writing, by the Parties, then the Parties may either agree to binding arbitration or, if the Parties do not agree, then either Party may seek legal relief through the circuit court in Clackamas County.

- 4.6.2. Arbitration. If the Parties agree to arbitration, selection of the arbitrator, time frame for arbitration, and ground rules for arbitration will be agreed upon at that time. Any arbitrator or arbitrators selected must have a minimum of ten (10) years' of municipal law experience, unless the Parties mutually agree, in writing, otherwise.
- 4.6.3. Injunctive Relief and Specific Performance. Notwithstanding Subsection 4.6.1 or 4.6.2, even if the Parties agree to mediation or arbitration, either Party may still request immediate equitable remedies of either specific performance or injunctive relief to occur while mediation or arbitration is pending or ongoing. The Parties will otherwise agree to abate the court case pending resolution.

- 4.7. *Remedies.* Subject to the provisions of the dispute resolution process set forth in Section 4.6, any Party may institute legal action to cure, correct, or remedy any default, to enforce any covenant or agreement, or to enjoin any threatened or attempted violation of this Agreement. All legal actions shall be initiated in Clackamas County Circuit Court. The Parties, by signature of their authorized representatives below, consent to the personal jurisdiction of those courts.
- 4.8. *Severability.* If any term(s) or provision(s) of this Agreement or the application thereof to any person or circumstance shall, to any extent, be determined by a court to

be invalid or unenforceable, the remainder of this Agreement and the application of those terms and provisions shall not be affected thereby and shall be valid and enforceable to the fullest extent permitted by law.

- 4.9. *Nondiscrimination.* No person shall be denied or subjected to discrimination in receipt of the benefits of any services or activities made possible by or resulting from this Agreement on the grounds of race, color, religion, gender, sexual orientation, national origin, disability, age, or marital status. Any violation of this provision shall be considered a material defect and shall be grounds for cancellation, termination, or suspension, in whole or in part, by Wilsonville or the WWSS Commission.
- 4.10. *Excused Performance.* In addition to the specific provisions of this Agreement, no default shall be deemed to have occurred where delays or default is due to war, insurrection, strikes, walkouts, riots, floods, drought, earthquakes, fires, casualties, acts of God, governmental restrictions imposed or mandated by governmental entities other than the Parties, enactment of conflicting state or federal laws or regulations, new or supplementary environmental regulation, litigation, or similar bases for excused performance that are not within the reasonable control of the Party to be excused.
- 4.11. *Integration.* This Agreement contains the entire agreement between the Parties with respect to the subject matter herein. Notwithstanding the foregoing, this Agreement is not intended to supersede any provision of the WIF Agreement, the Ground Lease, or the Pipeline Easement.
- 4.12. *Assignment/Additional Parties.* This Agreement may be assigned by either Party subject to the consent of the non-assigning Party, which consent shall not be unreasonably withheld.
- 4.13. *Access to Books, Records, and Accounting.* Wilsonville will maintain books, records, and reports of the Project work showing all income, receipts, expenses, and costs. These records shall be maintained for a period of three (3) years following Final Completion. All such books, records, and reports may be examined and copies made by the WWSS Commission at reasonable times upon reasonable notice.

ARTICLE V - TERM OF AGREEMENT

- 5.1. The term of this Agreement shall be from the date of execution until the Project is completed, tested, and presented to OHA. The Project will automatically be extended if OHA requires additional data and the Parties mutually agree, in writing, to extend this Agreement, subject to the provisions of this Agreement.

IN WITNESS WHEREOF, the Parties hereto have set their hands as of the day and year hereinafter written. This Agreement is effective upon the date of the final signature.

CITY OF WILSONVILLE, OREGON

APPROVED AS TO FORM:

By: _____
Bryan Cosgrove
As Its: City Manager

Barbara A. Jacobson, City Attorney

Dated: _____

**WILLAMETTE WATER SUPPLY SYSTEM
COMMISSION, OREGON**

APPROVED AS TO FORM:

By: _____
Print Name: _____
As Its: _____

Tommy Brooks, Legal Counsel WWSS

Dated: _____

Exhibit A

Item	Cost
Pilot Filter Equipment Lease	\$61,500
Finalize Filtration Study Work Plan with OHA	\$39,122
Complete Pilot Filtration Study	\$116,451
Install Pilot Filter Mechanical and Electrical Connections	\$6,000
Construct Pilot Filter Shelter	\$4,000
Particle Counters (3 @ \$5,500 each)	\$16,500
Pilot Filter Operation and Maintenance	\$50,000
Subtotal	\$293,573
Contingency (10%)	\$29,357
Total	\$322,930

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, May 20, 2019. Mayor Knapp called the meeting to order at 7:23 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

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

Staff present included:

- Bryan Cosgrove, City Manager
- Jeanna Troha, Assistant City Manager
- Barbara Jacobson, City Attorney
- Kimberly Veliz, City Recorder
- Chris Neamtzu, Community Development Director
- Cathy Rodocker, Finance Director
- Mark Ottenad, Public/Government Affairs Director
- Patty Nelson, City Engineer
- Martin Montalvo, Public Works Operations Manager
- Zoe Monahan, Assistant to the City Manager
- Mike McCarty, Parks and Recreation Director

Motion to approve the order of the agenda.

Motion: Councilor Stevens moved to approve the order of the agenda with the removal of Ordinance No. 816 to return on June 17, 2019. Councilor Lehan seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

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

Councilor Akervall explained at the work session Council decided to continue the public hearing for Ordinance No. 816 to June 17, 2019.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

COMMUNICATIONS

A. Green Tariff

Portland General Electric (PGE) staff Josh Halley and Eric Underwood presented on the Green Tariff program.

Mr. Halley summarized PGE's current renewable energy program. He noted Wilsonville is participating in the Clean Wind Program, which has a variable cost that has been \$3 per megawatt hour. He outlined the Clean Wind Program. He reported in the Green Tariff program, PGE would make a long-term commitment to purchase the entire output of a wind or solar facility to be built in Oregon or Washington. He added in order for customers to participate, it requires long-term commitment of 10 or 15 years.

Halley stated power will come from this one facility and be offered at a flat fixed rate for the entire term customers participate, \$1.50 per megawatt hour. He explained once the city makes the commitment, energy will be delivered to Wilsonville, and the renewable energy certificates associated with developing the project will come to Wilsonville. He noted customers would be able to enroll in a week and a half. He indicated PGE would need a non-binding letter of interest on May 31 that would identify the megawatt hours the city will to commit to for the facility. He added mid-July is when Wilsonville would be on the hook for a binding agreement, and the letter of interest on May 31 is how to reserve a place in line.

Councilor West asked if it would just be PGE that would be providing the power for this program. Mr. Halley explained PGE would not purchase the facility, only select the developer and project. He added power would not be available until mid-2021. Councilor West confirmed the project would be development of a new facility. He asked if it would be bid to a local company. Halley replied the location will be local but the facility may not be locally owned. He added, in effect, PGE would be entering a power purchase agreement.

Councilor Lehan asked where a solar facility would be located. Mr. Halley replied eastern Oregon. Councilor Lehan asked the status of coal use by PGE. Mr. Halley replied coal is being phased out and the Boardman Coal Plant is slated to be retired in 2020. Councilor Lehan asked what PGE's commitment to reducing demand for power is. Mr. Halley outlined PGE's conservation programs. Councilor Lehan confirmed PGE is making headway in conservation.

Councilor Akervall asked what places have used this model successfully. Mr. Halley replied it is relatively new concept being driven by municipalities or large companies. He noted five states have different versions of this program. Discussion ensued on how power is kept reliable and the Boardman facility. Councilor Akervall asked if the cost to produce this power would decrease significantly over the next 15 years. Mr. Halley explained if costs go down in the future, the basic rate of service price will decrease, and this additional fixed premium remains constant.

There was consensus to move forward with a letter of interest.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

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.

Cara Renfore, Wilsonville resident, thanked Councilor West for articulating the concerns of those living in Villebois. She stated there is a misconception that the frustrations and concerns about the piazza area are a result of the fire, rather than the reality there have been concerns and frustrations about infrastructure problems, and the fire was a catalyst. She noted safety concerns include blocked views of oncoming traffic, packed parking blocking visibility on pedestrian ways, and illegal parking in spaces not designated for cars. She indicated she loves the idea of surveys to get community input on development so there is a project that benefits everyone. She explained Villebois is a commuter community so people have multiple vehicles to get to their jobs. She added she is concerned about traffic around the Montessori school.

Jami Arbon stated a real estate property study and several other studies have shown areas that allow and regulate cannabis experience less crime. She noted she owned an award-winning dispensary in Beaverton and she would like to open one in Wilsonville. She added she would like to give 3 percent of \$65 million to her community. She indicated if alcohol and tobacco are allowed, there is no reason to not allow cannabis.

Fariba Furughi, Wilsonville citizen, thanked Council for the opportunity to speak. She echoed the points of Cara Renfore, which are also her concerns. She noted one objective for the area is developing affordable housing and cautioned against harming the community life that is already flourishing there. She reported her point is that trying to bring in rental complexes to Villebois without parking is a serious flaw in planning. She stated rental units would ruin something created beautifully and bring in something that does not fit in the space. She asked Council to consider parking as crucial to development and added rental spaces are not necessarily going to be affordable in Villebois.

Ellie Furughi, Villebois resident, stated she agrees with comments mentioned by the prior speakers about the Villebois neighborhood. She stated a major concern is congestion and parking.

Mayor Knapp reported staff would be meeting with Villebois residents on June 4, 2019.

MAYOR'S BUSINESS

- A. 2019 National Public Works Week Proclamation

Public Works Operations Manager Martin Montalvo presented a slideshow displaying pictures of the Public Works Department crews at work on various projects. Mayor Knapp then read the proclamation into the record.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

B. 2019-2021 City Council Goals

City Manager Cosgrove reported there are seven key performance areas with goals associated with them, a total of 15 new goals, and 3 carryover goals. He listed the key performance areas.

Mayor Knapp reported Council spent a weekend on goal setting and narrowed the goals into workable, practical things to move toward accomplishment.

Councilor Akervall stated she appreciated the goal setting process. She noted her concern is the work the community wants to be doing in the parks. She explained there have been parks master plans developed and the community wants to see those projects moved forward. She indicated there could be financial gains to having a larger strategic approach in looking how to move these projects forward. Ms. Akervall suggested having a formal goal to explore the community interest in a general obligation bond for completing some of those parks projects and the work in the parks master plans. She noted work would include Memorial Park, Boones Ferry Park, Advance Road Athletics Field, and opening up access points to the Willamette River. She added she is interested in gathering more information.

Mayor Knapp explained his involvement in the master plan process. He stated his perception is there is a large interest and hope by people in community to develop these expanded public park facilities. He noted there is not funding to carry many of the plans forward, and the city keeps chipping away at it. He expressed support for engaging citizens to see if they are ready to make a financial commitment to carry out more of these projects on a closer time frame.

Councilor Lehan stated parks in particular are a big-ticket item, and she recalled the cost to do all the improvements was at least \$30 million. She noted projects have made it to the goals are a kayak entrance and a community garden. She indicated there might be a way to step into some additional projects or tone down the big cost to make it more manageable. She added it is good to be making incremental progress, particularly when purchasing new river frontage.

Councilor Lehan stated her comment on the goals is on the goal for additional research for arts and culture with the possibility to add staffing. She noted discussion had been that position would be part tourism and part art and culture with funding partially from tourism. City Manager Cosgrove stated he would add tourism to the title.

Councilor Stevens stated she agrees with Councilor Akervall. She noted this might have been an oversight. She emphasized exploring the bigger picture is an important Council goal and suggested adding it.

Councilor West stated the parks are beautiful, a lot of work has gone into the parks, and it is expensive. I hope we go to the people, and explain how much it will cost He suggested exploring that goal moving forward.

Councilor Lehan clarified she did not suggest going for the big ticket, but said there may be something that can be done in between.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

City Manager Cosgrove explained the general obligation bond process. He asked if the small parks projects should remain in addition to exploring a bond. Councilor Lehan stated those are small enough projects and worth keeping.

City Manager Cosgrove asked Councilor West if he supported adding the community garden to the bond discussion or keeping it a separate goal since he suggested the goal. Councilor Akervall suggested including it with the bond because there may be financial gain in doing projects in a strategic way. City Manager Cosgrove noted there was an extensive public process with developing the master plans and priorities for projects. He suggested checking in with the Parks Board.

Councilor West stated he agreed with Councilor Lehan. He emphasized there is a really be a big benefit to providing the kayak access and the community garden. He suggested keeping those projects as goals.

Mayor Knapp noted there are pathways in Boones Ferry Park and under the freeway bridge. He suggested connecting those and building those trails even if there is nothing else done in that area.

City Manager Cosgrove explained the bond process requires drilling down on the master plans, putting those cost estimates together, seeing what the community has said about what the priorities would be, putting together some global numbers, getting together with the Parks Board about what the priorities should be, and then working with bonding staff to figure out options. He suggested leaving the two parks items as separate goals, and Council agreed.

Councilor Akervall proposed addition of the goal to explore community interest for a general obligation bond to expedite implementation of projects identified in parks master plans, including capital projects at Memorial Park, Boones Ferry Park, Advance Road Athletic Fields, and access to the Willamette River. She stated the process should include comprehensive analysis of increased O&M (Operations and Maintenance) costs as well.

Motion: Councilor Lehan moved to adopt the 2019-2021 City Council Goals with edits and additions just discussed. Councilor West seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

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

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

C. Upcoming Meetings

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

COUNCILOR COMMENTS

A. Council President Akervall

She reported she participated in ribbon cutting ceremonies for two new business, WHA Insurance and Corner Coffee Shop.

B. Councilor Stevens - Pass

C. Councilor Lehan

Memorial Day weekend the following events will take place:

- Pleasant View Cemetery, Scouts Flag Ceremony
- Korean War Veterans Memorial, Memorial Day Ceremony

D. Councilor West

He reported he participated in a ribbon cutting for Life Flight. He added it was an honor as a nurse to do the ribbon cutting because he has seen firsthand the amazing work they do. He reported Five Alarm had a concert at Wood Middle School, and there was a breakfast hosted by Rotary. He noted they raised \$6,500 toward Villebois Fire Relief Fund.

CONSENT AGENDA

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

A. **Resolution No. 2744**

A Resolution Of The City Of Wilsonville Acting In Its Capacity As The Local Contract Review Board Authorizing The City Manager To Execute A Construction Contract With Moore Excavation, Inc. For Construction Of Belnap Court & Morey Court Outfall Restoration Project (Willamette River Storm Outfall Repairs).

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

Vote: Motion carried 5-0.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

SUMMARY OF VOTES

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

PUBLIC HEARING

- A. **Ordinance No. 816** – 1st Reading
An Ordinance Of The City Of Wilsonville Repealing And Replacing Wilsonville Code Chapter 11 – Fees.

Mayor Knapp reported this hearing would be continued to June 17, 2019.

Motion: Councilor West motioned to move the Public Hearing for Ordinance No. 816 to June 17, 2019. Councilor Akervall seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

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

NEW BUSINESS

- A. **Resolution No. 2749**
A Resolution Of The City Of Wilsonville To Accept A Transfer Of Land From The West Linn-Wilsonville School District.

Ms. Jacobson read the title of Resolution No. 2749 into the record. She presented the staff report on the land transfer between the city and West Linn-Wilsonville School District.

Motion: Councilor Lehan moved to approve Resolution No. 2749. Councilor West seconded the motion.

Vote: Motion carried 5-0.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

SUMMARY OF VOTES

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

CITY MANAGER’S BUSINESS

City Manager Cosgrove announced SMART received two electric buses earlier in the day. He also noted Senate Bill 1021 passed unanimously by the Joint Committee on Transportation and now moves to the Joint Ways and Means for Transportation.

LEGAL BUSINESS

The City Attorney Jacobson retold that Kinder Morgan would be in the area June 25-27 for meetings on pre-planning and to provide a safety update to the public.

ADJOURN

Mayor Knapp adjourned the meeting at 9:00 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Tim Knapp, Mayor

**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 3, 2019. Mayor Knapp called the meeting to order at 7:10 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

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

Staff present included:

- Bryan Cosgrove, City Manager
- Jeanna Troha, Assistant City Manager
- Barbara Jacobson, City Attorney
- Kimberly Veliz, City Recorder
- Chris Neamtzu, Community Development Director
- Cathy Rodocker, Finance Director
- Keith Katko, Assistant Finance Director
- Bill Evans, Communications & Marketing Manager
- Cindy Luxhoj, Associate Planner
- Rob Wurpes, Chief of Police
- Zach Weigel, Capital Projects Engineering Manager
- Dan Pauly, Planning Manager

Motion to approve the order of the agenda.

Motion: Councilor Stevens 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 Akervall Yes
- Councilor Stevens Yes
- Councilor Lehan Yes
- Councilor West Yes

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

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

CITY OF WILSONVILLE
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Dick Spence, Board Member of the Wilsonville Public Library Foundation, praised the efforts of Bill Evans, Communications and Marketing Manager, and his work on outreach for the Dolly Parton Imagination Library.

Hilly Alexander, Board Member of the Wilsonville Public Library Foundation, thanked staff and Council for their assistance getting the word out about the Dolly Parton Imagination Library. She stated it was too early to report on the uptick in registrations, but the library is very close to 800 active in the program. She noted the library sees anywhere between 12 and 20 children graduate from the program per month. She requested help for the ongoing effort. She added the information was being distributed in bilingual flyers in the summer reading packets.

Susan Hanson, Board Member of the Wilsonville Public Library Foundation, also praised Evans.

Jami Arbon, Wilsonville resident, thanked Council President Akervall for meeting with her. She invited Council to discuss lifting the ban on cannabis in the community. She summarized information she shared with Council in the past, namely studies indicated in communities where cannabis is legal, crime goes lower and property values go higher. She requested Council add an agenda item for her to speak educationally about cannabis' health benefits. She noted it is legal all around Wilsonville and community members have to travel to get medication. She added the City is leaving a 3 percent tax on the table. She emphasized she would like to be given more than 3 minutes for a formal educational presentation. She suggested Council visit KGW and review their study on CBD. She asked Council to continue to reconsider the ban.

Mayor Knapp stated this issue was put to a vote of the public. He noted the public said they did not want to have this in Wilsonville. He explained any citizen can undertake a ballot initiative to change a rule in the city. He emphasized it would be the advocates' responsibility to collect signatures to put it on the ballot and see if the citizens feel differently.

Alan Steiger, Wilsonville resident, stated he was a retired CPA and licensed municipal auditor and served on the Wilsonville Budget Committee for six years. He noted he continued to participate as a citizen. Mr. Steiger indicated he believed the 2019-2020 City and Urban Renewal budgets have been prepared on a conservative fiscal basis while maintaining service. He urged Council to adopt the budgets without amendment. He added as a past budget committee chair and citizen of Wilsonville, he was somewhat disappointed on the low Council attendance in this year's budget discussions. He emphasized the importance of the budget committee meetings for making informed decisions.

John Budiao, Wilsonville resident, thanked Susie Stevens for her service. He noted the Mayor has an appointment left and he is still interested in serving. He noted his volunteer efforts in Wilsonville over several years and work experience.

Kate Johnson, Wilsonville resident, read a letter to the Council endorsing the appointment of John Budiao to Council.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

MAYOR'S BUSINESS

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

Councilor Stevens said leaving the Council was not an easy decision. She noted she has been thinking about it for a long time, and it took 15-20 minutes to send the message to let staff, the Mayor, and Councilors know she would resign. She explained she could not travel as much as she would like and serve on the Council. She indicated she wanted to travel extensively for a long, long time, and now has the opportunity. She emphasized she wants to travel while she is still strong and that life is short. She added it is hard for her to leave because she feels so strongly about the commitment she made when she ran in 2016. She wished the City, staff, and Council all the best. She said she will be watching from a distance, rooting for them all the way, and will certainly come back to volunteer. She added serving has been such an honor and enriching experience for her. She thanked everyone for all they have done and will do.

Mayor Knapp thanked Councilor Stevens for her service, thoughtfulness, and ready wit. He pointed out in the City Charter, Chapter 7, Sections 29 and 30 described the vacancy filling process. He noted it is not very specific. He read, "Vacancies in elective offices of the city shall be filled by appointment by a majority of the incumbent membership of the Council." He explained it would take a majority of four Councilors, which is three, to make a decision on a replacement Councilor.

Mayor Knapp shared the below documents are included in the Council Candidate Application packet:

1. Standard volunteer application form and boards/commission application form.
2. Council goals 2017-2018 and new 2019-2020.
3. Council state legislative agenda.
4. State required Statement of Economic Interest (SEI).
5. List of meeting dates for Council 2019-2020.
6. List of outside meetings, which Council collectively is responsible for covering.
7. Wilsonville City Charter, Chapter VII - Vacancies in Office
8. Will need Council input: Specific questions for applicants.

Mayor Knapp proposed Council require applicants at least meet the standards of board and commission appointments. He explained the process is to post this vacancy on public media for 30 days, ask people who are interested to pick up an application packet and fill out an application, and then Council can see what kind of response there is. He suggested adding a few questions to the application. He indicated he needs more time to consider questions and go through procedures of other cities. Mayor Knapp added he was open to ideas or suggestions.

Councilor West agreed and suggested tailoring the board and commission application packet to a Councilor seat better. He asked if the Mayor meets applicants, interviews them, brings a list to Council, and then Council will discuss the applicants.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

Mayor Knapp stated the answer might be different depending on the number of applicants. He noted if there were a large amount of applicants, there will need to be a process to narrow the field to finalists. He suggested the Mayor and Council President be involved in that. He explained if more Councilors were involved, there would have to be a public meeting, but he was not opposed to having it open to the public. Mayor Knapp added he was kind of improvising at this point.

Councilor West stated he would like to see it be as public as possible. He noted he believed there will be many applications and suggested spreading the burden among the whole Council. He recommended when it gets down to the last 10 candidates, the Council make the process as public as possible.

Councilor Lehan stated the Mayor's outline sounded good. She indicated she believed it was reasonable if there are many applicants that the Mayor and Council President narrow it down to the top four. She noted it is hard to say how many finalists because sometimes it is an obvious break who stands out and sometimes it is not. Ms. Lehan added she would be happy for the Mayor and Council President to make the initial cut, and then Council can interview the top candidates.

Councilor Akervall stated she supports the process outlined by the Mayor.

Mr. Cosgrove suggested Council think about when the position should be filled.

Councilor Lehan suggested having the appointment on the second meeting in August or first meeting in September.

Mr. Cosgrove suggested determining the questions to ask and having a checklist of basic criteria all of the Council can agree upon.

Mayor Knapp noted the only criteria in the Charter was residency for 12 months in the City.

Mr. Cosgrove suggested the Mayor work with staff or the Council President to decide the important criteria and questions, and then he will send it out to Council. He explained Councilors can individually respond to him with comments, and then they will avoid serial meetings.

Mayor Knapp noted this probably would not be done until the middle of the month.

Mr. Cosgrove added staff needed questions and criteria, and then they will conduct outreach.

COUNCILOR COMMENTS

A. Council President Akervall

Last weekend attended Tualatin Valley Fire & Rescue (TVF&R) awards and recognition ceremony. Recognized the firefighters and community members. Noticed school is wrapping up

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

and encouraged the community to welcome people in the parks and be aware of the increased foot traffic. Encouraged sign up to the Summer Reading Program.

B. Councilor Stevens

Noted Summer Reading Program is for kids and adults. Highlighted story in the Boones Ferry Messenger about Councilor Akervall and her day as a firefighter.

C. Councilor Lehan

Reminded tomorrow night, June 4, 2019, is the French Prairie Bridge Task Force meeting on the final design. Appointed to the Willamette Falls Heritage Area Coalition, now called the Willamette Falls and Landings Heritage Area Coalition, which is preparing recognition for half-century businesses. Explained they are looking for businesses in the heritage area that have been in business more than 50 years. Asked the community to bring information to her. Noted the group looks to acknowledge these businesses in 2020.

D. Councilor West

Shout out to the Wilsonville Peacemakers who quilt beautiful pieces of art to help those who go through tragedy. Noted these pieces are stunning and will be going out to the families and victims of the Villebois Fire. Thanked the Peacemakers for sharing their art and doing it in such a meaningful and impactful way. Thanked the businesses that have stepped up in helping these families too.

Following Council comments, Mayor Knapp briefly updated on the I-5 Wilsonville Facilities plan, which is to add another lane from Wilsonville Road down to the 551 Exit with a double off-ramp at Exit 551. ODOT has shown that will significantly improve traffic flow on the freeway, and wants to couple that with work on and seismic upgrade of the bridge. Mayor Knapp noted the revised proposal asks for \$3.5 million dollars to do preliminary engineering and feasibility work for the overall project. Explained it now sits in the Ways and Means Committee where funding has to be achieved. Hoped Ways and Means will hold a work session on it, and cautiously optimistic to receive the \$3.5 million for preliminary engineering, so that if there were federal funds available, it would be ready to qualify.

PUBLIC HEARING

A. **Resolution No. 2750**

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 2019-20.

Ms. Jacobson read the title of Resolution No. 2750 into the record.

Mayor Knapp provided the public hearing format and opened the public hearing at 8:07 p.m.

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

Cathy Rodocker, Finance Director, along with Keith Katko, Assistant Finance Director, presented the budget and property tax levy approved by the Budget Committee. Ms. Rodocker noted the Committee added one FTE to the Police Department, but did not increase the funding.

Councilor Stevens noted staff recommended the addition of the FTE and is not asking for additional resources.

The Mayor invited public testimony, seeing none he closed the public hearing at 8:11 p.m.

Council appreciated staff and the Budget Committee for their work and collaboration on the budget process.

Motion: Councilor Akervall moved to approve Resolution No. 2570 and adopt the Fiscal Year 19-20 Budget for the City of Wilsonville in the total amount of \$212,573,216 and levying the full amount of the City General Tax Rate of \$2.5206. Councilor Stevens seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

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

Ms. Jacobson read the title of Resolution Nos. 2751 and 2752 into the record.

Mayor Knapp provided the public hearing format and opened the public hearing on Resolution Nos. 2751 and 2752 at 8:19 p.m.

No Councilor declared a conflict of interest, bias, or conclusion from information gained outside the hearing for Resolution Nos. 2751 and 2752. No Councilor’s participation was challenged by any member of the audience.

Ms. Rodocker and Mr. Katko presented the staff report.

The Mayor invited public testimony, seeing none he closed the public hearing at 8:21 p.m.

B. **Resolution No. 2751**
A Resolution Declaring The City’s Eligibility To Receive State Shared Revenues.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

Motion: Councilor West moved to approve Resolution No. 2751. Councilor Akervall seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

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

C. Resolution No. 2752

A Resolution Declaring The City’s Election To Receive State Shared Revenues.

Motion: Councilor West moved to approve Resolution No. 2752. Councilor Lehan seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

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

D. Ordinance No. 836 – 1st Reading

An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Residential Agricultural Holding (RA-H) Zone To The Planned Development Industrial (PDI) Zone With Special Considerations For Screening And Buffering From The Adjacent Existing Residential Use On Approximately 6.16 Acres Comprising Tax Lots 300 And 500 Of Section 14A, T3S, R1W, Clackamas County, Oregon, Nicoli Pacific, LLC, Applicant/Owner.

Ms. Jacobson read the title of Ordinance No. 836 into the record on first reading.

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

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

Cindy Luxhoj, Associate Planner presented the PowerPoint and the staff report.

Councilor Lehan confirmed there were 57 units in the Walnut Park mobile home park.

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Councilor Stevens asked for clarification on buffering.

Ms. Luxhoj explained the screening and buffering overlay zone requires a buffer of 10 to 20 feet wide and then landscaping or screening to either include a 6-foot wall or a sight obscuring fence. The applicant is proposing a 6-foot wall that is set back 10 feet from the property line and between the property line and the wall, there will be landscaping including trees, groundcover, and shrubs. There will need to be one functional gate for maintenance.

Councilor Stevens asked if there was discussion about noise.

Ms. Luxhoj replied there is some concern with noise because of the nature of the business. In the stage 2 review, there will be an industrial building on the eastern part of the site and a storage yard on the western side. One aspect of the wall is it would reduce noise from the development.

Attorney Jacobson noted the Development Review Board (DRB) will be reviewing these plans and all of the details will need to be filled in.

Staff clarified usually the zone amendment and project plans are in one package, but the reason they have been separated them is to get the zone map amendment through Council review and into the appeal period in order to have all the application processed by the end of July. Added the applicant did not have all the details at the time of this application.

Staff clarified the development three industrial buildings, two on the parcel to the south and one on the parcel to the north. Noted it is being developed in three phases. Explained Phase One would include an industrial building on the eastern side on the southern parcel and a storage yard on the western side. Explained Phase Two would be developing a second building in the storage yard. Stated Phase Three would be the third building on the northern parcel. Added they are only submitting Phase One at this point.

Mayor Knapp noted the property has been vacant land for a long time. He stated all the concerns about pedestrian protections, turning movements, trucks, and proximity of trucks to residential will come during the DRB meeting. He asked for clarification on the letter from the Fair House and Council of Oregon.

Dan Pauly, Planning Manager, explained Wilsonville has a two map system, which includes a Comprehensive Planning Map and a Zoning Map. He noted this letter does not reflect that interaction. He stated the property is essentially planned or zoned for industrial, but the rezoning occurs at the time of development. He explained in the housing needs analysis and buildable lands inventory for jobs, this property has always been considered industrial land, going back to 40 years ago.

Attorney Jacobson stated she will reach out to the attorneys in the letter and explain the issue.

Mayor Knapp summarized the supposition in the letter seems to be that the City is chipping away at land that could be residential, but the land was always planned to be industrial.

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Attorney Jacobson explained in the Comprehensive Plan, there is specific language that addresses this is going to be industrial, but there is an existing mobile home park there. She stated the idea is the park has priority as long as it is still there, and there is specific language that protections need to be observed. She indicated if it ever went away of its own volition, then it would default to industrial, but as long as it is there, it has to be given deference.

Councilor Lehan encouraged Attorney Jacobson to clarify this as well to Fair House and Council of Oregon.

Councilor West asked, hypothetically, could that property be expanded for more housing.

Mr. Pauly replied only one house could be built there, not multiple units.

Councilor Lehan explained the history of land zoning in that area.

The applicant Dave Nicoli spoke in favor of approval.

The Mayor invited public testimony. Seeing none, he closed the public hearing at 8:46 p.m.

Councilor Lehan stated Council was sensitive to the housing issue, partly because of the closure of Thunderbird. She noted they were acutely aware of the vulnerability of the individuals who tend to live in mobile home parks and how there can be short notice when property is sold. She said Council understood land will eventually develop into something else. She added she appreciated the applicant reached out to the neighborhood.

Councilor West shared Councilor Lehan’s concerns and appreciation for outreach.

Motion: Councilor Lehan moved to adopt Ordinance No. 836 on first reading. Councilor West seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

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

CITY MANAGER’S BUSINESS

City Manager Cosgrove announced he attended the Memorial Day Ceremony at the Korean War Memorial held in Town Center Park and would be attending the upcoming ribbon cutting for EyeHealth Northwest.

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Additionally, City Manager Cosgrove complimented Building Official Dan Carlson and the Building Department for expediting the process of getting residents back in town home units that were deemed unoccupiable.

LEGAL BUSINESS

Council was reminded about the upcoming Kinder Morgan regional disaster training on June 25 and 26.

Attorney Jacobson noted she received a letter from the attorney from French Prairie asking the City to continue to support them concerning the Aurora Airport, to stay in contact with the Oregon Department of Aviation, and to express its interest to provide input on the Master Plan. She asked Council for consensus on the issue.

Mayor Knapp encouraged the Council to support French Prairie. He reminded the Council of its policy questioning the industrialization of farmland south of the river, which is in conflict with the Aurora Airport runway extension. He explained according to the attorneys, the airport's Master Plan is basically invalid because it was never legally adopted. He stated the position of the City has been to support following state land use law. He indicated there may or may not be a lot of activity to try to remedy the apparent inadequacies of the Master Plan process and the status of the Master Plan itself. Mayor Knapp noted the proponents of the airport are asking the City to reassert its interest in being a party to the Master Plan process if they undertake to reengage it. He stated he believed the over flights to Wilsonville do make the City an effected party, and it would be entirely appropriate for the City to ask to be party to any official process that is reopened or initiated.

Councilor Lehan agreed. She stated she felt strongly, at the very least, the City needed to be on the intergovernmental agreement and change the map. She noted the map was always unfair to the City of Wilsonville, Clackamas County, and the City of Canby. Ms. Lehan explained the runway is linear and not just a circle around Aurora. She emphasized the City needed a seat at the table and to be a part of the process because it is certainly impacted. She recalled when people testified about the expansion of the runway, the expansion intended to allow larger and larger aircraft to land and takeoff there. She emphasized things have changed and it has become a different airport. She stated she hears from the residents of Charbonneau that the jets are louder and different.

Councilor Stevens agreed. She stated she is not sure what has changed, particularly over the Park at Merryfield. She noted Charbonneau has dealt with this for many years. She agreed the map is strange. She indicated if nothing else, the City needed to have notice of meetings to be informed and have transparency. Ms. Stevens emphasized the need to be on the list for notices of meetings and to be included in the intergovernmental agreement. She added if the air traffic is going to increase, the City should have a say.

Councilor Akervall agreed. She noted to be engaged seemed like the responsible thing to do,

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

Ms. Jacobson summarized the Council continues to be interested in this, is an impacted party, wants notice, and, as soon as they start working on the master plan, wants a seat at the table. She stated she would draft something for Council to review.

Ms. Jacobson reported she is working with the Chief of Police to take all the precautions possible to address the shooting incident in Memorial Park. She explained they are working to join Clackamas County's exclusion program through an agreement.

Ms. Jacobson provided details on the Clackamas County Sheriff's Office exclusion program. It was reported the exclusion program gives sheriff the right to excluded those being disruptive in City property.

Mr. Cosgrove explained it was mostly meant to protect public safety, and the process would be judicious.

Ms. Jacobson gave an example of a repeat offender who would do donuts with a car in Memorial Park parking lot. In the program, the person would receive a warning and then exclusion.

Mayor Knapp confirmed this would require ongoing, close coordination between city staff and police.

Mr. Cosgrove further explained the coordination would be facility by facility.

Ms. Jacobson explained all the city facilities are listed in the agreement so the police have authority.

Mr. Cosgrove clarified the police need some type of statutory authority like this.

Councilor Stevens asked who makes the contact with law enforcement.

Mr. Cosgrove replied anyone could, citizens, staff, or business owners. He added this is really for repeat offenders or egregious offenses.

Council agreed to continue with the exclusion program as detailed by the City Attorney.

ADJOURN

Mayor Knapp adjourned the meeting at 9:09 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

ATTEST:

Tim Knapp, Mayor

DRAFT

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 17, 2019. Mayor Knapp called the meeting to order at 7:07 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

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

Staff present included:

- Bryan Cosgrove, City Manager
- Barbara Jacobson, City Attorney
- Kimberly Veliz, City Recorder
- Chris Neamtzu, Community Development Director
- Cathy Rodocker, Finance Director
- Mark Ottenad, Public/Government Affairs Director
- Keith Katko, Assistant Finance Director
- Dwight Brashear, SMART Director
- Amanda Guile-Hinman, Assistant City Attorney
- Patty Nelson, City Engineer
- Bill Evans, Communications & Marketing Manager
- Zach Weigel, Capital Projects Engineering Manager
- Elli Work, Grants & Program Manager
- Andrea Villagrana, Human Resources Manager
- Cindy Luxhoj, Associate Planner
- Dan Pauly, Planning Manager
- Zoe Monahan, Assistant to the City Manager

Motion to approve the order of the agenda.

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

Vote: Motion carried 5-0.

SUMMARY OF VOTES

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

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

COMMUNICATIONS

A. Wilsonville Community Sharing

Assistant Finance Director Keith Katko introduced Wilsonville Community Sharing Board of Directors member Tammy Puppò. Ms. Puppò appreciated Council's support of Wilsonville Community Sharing. Ms. Puppò updated Council on how the City of Wilsonville's grant funding helps Wilsonville residents in need with assistance with items such as rent, food, prescriptions and utility bills.

Council appreciated Wilsonville Community Sharing for fulfilling the need of residents.

City Manager Cosgrove introduced Ms. Puppò to the City's Communications & Marketing Manager Bill Evans. Mr. Cosgrove offered Mr. Evans' assistance with promotions of Wilsonville Community Sharing.

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.

Jami Arbon, Wilsonville resident supports allowing marijuana facilities in the City of Wilsonville.

Scott Starr, former Wilsonville City Councilor honored and thanked Ms. Stevens for her commendable years of serving as a City Councilor.

Mayor Knapp informed the audience that this is Councilor Stevens last meeting and encouraged the audience to apply for the vacancy.

MAYOR'S BUSINESS

A. Citizens Academy Graduation

Zoe Monahan, Assistant to the City Manager presented a Prezi on the current Citizens Academy program. Ms. Monahan noted there were 25 participants in the program that attended six classes and two field trips, which included Coffee Creek Correctional Facility and the State Capitol.

Mayor and Council appreciated the Citizens Academy members on completing the academy.

Mayor Knapp presented each of the participants with a street sign with their last names on the sign. Followed by photos of the City Council and graduates.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

B. Electric Bus Art Student’s Day Proclamation

Elli Work, Grants & Program Manager for SMART informed Council about the students who helped design the art for electric buses. Staff requested a proclamation to honor those students who created the artwork for the electric buses. Staff will provide proclamations for each of the students at the June 26, 2019 event at SMART Central on Boberg Road.

Mayor Knapp then read the proclamation into the record and presented the proclamation to Ms. Work.

C. City Manager’s Contract Renewal

Mayor Knapp recommended that City Manager Cosgrove’s contract be renewed for another 2-year period.

Mayor Knapp shared that Mr. Cosgrove has been employed with the City almost 9 years. Mayor Knapp shared that the process for offering the contract renewal included the Mayor and Council President conducting a review with Mr. Cosgrove. Additionally, Council was invited to partake in a survey to provide input on Mr. Cosgrove’s work with the City.

Council thanked and appreciated Mr. Cosgrove for the practical calm approach that he brings to all his work.

Mr. Cosgrove in returned thanked Council and staff. Mr. Cosgrove credited a lot of the success of the City to his predecessor the late Arlene Loble.

Motion: Councilor Akervall moved to approve the extension of Mr. Cosgrove contract as City Manager from June 19, 2019 to June 19, 2021 as outlined in the employment agreement with the base compensation of One Hundred Seventy-Eight Thousand Eight Hundred Eighty Dollars (\$178,880) for the year June 20, 2019 through June 19, 2020 and One Hundred Eight-Five Thousand One Hundred Forty-One Dollars (\$185,141) for the year beginning June 20, 2020 through June 19, 2021. Councilor Stevens seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

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

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

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

COUNCILOR COMMENTS

A. Council President Akervall

Took a moment to celebrate the graduates from Citizens Academy, and the many other graduations and promotions. Furthermore, Ms. Akervall expressed how proud she is of all the students on their achievements at every level of promotion and/or graduation.

Announced the following events:

- Mother and Son Night Out at Memorial Park on June 21, 2019 from 6:00 p.m. to 8 p.m.
- Next Thursday the summer children's programs start at the Library.

Lastly, Council Akervall conveyed her immense appreciation for all of Councilor Stevens' accomplishments while on Council. Councilor Akervall told Ms. Stevens that she possesses a positive attitude that radiates out and that she has a practicality, which is incredibly useful in the role of a City Councilor.

B. Councilor Stevens

Councilor Stevens comments were saved for the end of Council Comments.

Councilor Stevens explained that she wants to travel the world as much as she can when she can. She remarked that she would miss everyone on the Council and at the City. Ms. Stevens disclosed it is the relationships she values the most. She plans to wander around the world, but she plans to return to Wilsonville because it is her home. She thanked all for their kind words.

C. Councilor Lehan

Ms. Lehan publicized the below event:

- McMenamins History Pub on June 25, 2019, the topic will be on the Tillamook Burn, doors open at 5:00 p.m.

Councilor Lehan thanked Councilor Stevens for her service and wished her well on her travels. She shared that it took her 10 years to convince Ms. Stevens to run for Council. Moreover, she mentioned that Ms. Stevens had many excuses for why she could not be on Council. Ms. Lehan said that Ms. Stevens was brilliant from the first day she was on Council.

D. Councilor West

Mr. West stated two boys from Villebois contacted him about their dream of having a mountain bike facility park located in Wilsonville. Mr. West remarked the boys, Jackson and Boomer Pippert, who are brothers, presented a PowerPoint to him. He spoke to the Pippert brothers about the process to get such a facility built and referred them to the Parks and Recreation Board.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

Mr. West divulged that he was invited to the Children of the Revolution. The participants of the Children of the Revolution have ancestors that were involved in the Revolutionary War. The group promotes community services, activism and patriotism.

Also, mentioned by Mr. West was the 50 anniversary of the Stonewall riots, which occurred in June 1969 in Greenwich Village, New York. Mr. West revealed it was a reflective moment for his family to participate in Pride events over the weekend.

Councilor West said he just celebrated his sixth Father's Day.

In closing, Councilor West thanked Councilor Stevens for making him feel welcomed on Council and for extending her friendship.

Mayor Knapp called for Councilor Stevens comments. Before she spoke, Mayor Knapp seconded the comments made from Council about Councilor Stevens. He wished her an enjoyable next phase of her life and welcomed her to return to Council once she has completed her travels.

Councilor Stevens then provided her comments to the audience.

CONSENT AGENDA

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

- A. **Resolution No. 2754**
A Resolution Of The City Of Wilsonville Authorizing Support Grant Agreement With Wilsonville Community Sharing.

- B. **Resolution No. 2755**
A Resolution Of The City Of Wilsonville For Adoption Of The City Of Wilsonville Addendum To The Clackamas County Multi-Jurisdictional Natural Hazard Mitigation Plan.

- C. **Resolution No. 2756**
A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute The Tri-County Metropolitan Transportation District Of Oregon (TriMet) Subrecipient Agreement.

- D. **Resolution No. 2757**
A Resolution Of The City Of Wilsonville Acting In Its Capacity As The Local Contract Review Board Authorizing The City Manager To Execute A Construction Contract With Moore Excavation, Inc. For Construction Of Garden Acres Road And PLM_1.2 Water Transmission Line Project.

Motion: Councilor Lehan moved to approve the Consent Agenda as read. Councilor West seconded the motion.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

Vote: Motion carried 5-0.

SUMMARY OF VOTES

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

PUBLIC HEARING

A. Resolution No. 2753

A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2018-19.

Ms. Jacobson read the title of Resolution No. 2753 into the record.

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.

Mayor Knapp provided the public hearing format and opened the public hearing at 8:14 p.m.

Finance Director Rodocker presented the staff report.

The Mayor invited public testimony, seeing none he closed the public hearing at 8:16 p.m.

Motion: Councilor Stevens moved to approve Resolution No. 2753. Councilor Lehan seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

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

B. Ordinance No. 816 – 1st Reading

An Ordinance Of The City Of Wilsonville Repealing And Replacing Wilsonville Code Chapter 11 – Fees.

Ms. Jacobson read the title of Ordinance No. 816 into the record on first reading.

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.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

Mayor Knapp provided the public hearing format and opened the public hearing at 8:17 p.m.

Amanda Guile-Hinman, Assistant City Attorney along with Patty Nelson, City Engineer and Cathy Rodocker, Finance Director presented a brief PowerPoint titled, *Wilsonville Code Chapter 11 Revisions* which included the below information:

Background

- ORS 223.297-223.314 provide framework for SDCs.
- Chapter 11 last amended in 1994.
- New Model SDC Code from League of Oregon Cities.

Overview of Revisions

- Renumbered the Sections
 - Put SDC Section first
- Deleted Outdated Sections
 - Boundary Commission
 - Waiver of Fees
- Clarified Information in Sections
 - City Lien Section updated for accuracy
- Updated SDC Provisions
 - When SDCs are calculated and collected
 - Clarified credits provisions
 - Codified policy on ADUs

Next Steps

- June 17, 2019 Council Meeting – Public Hearing
- July 1, 2019 Council Meeting – Second Reading
- Effective date will be September 3, 2019

City Attorney Jacobson added for the record there use to be a section in the System Development Charges (SDC) ordinance that talked about an SDC deferral and/or installment program. Since, that is an issue Council desires to review and develop more the ordinance has been changed. The language in 11.080(6) now reads as follows:

- (6) Deferral and/or City Financing of System Development Charges. The Council, by resolution, may establish a program for the deferral and/or financing of system development charges by the City consistent with good business practices, Oregon law, and the goal of promoting economic development.

Council noted they received a detailed letter from the Home Builders Association (HBA). Staff reported they responded to the letter from HBA. Additionally, HBA will be setting up a meeting with staff to further discuss the deferral and/or financing programs.

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Staff explained that SDC credits have to be used within ten years. However, there are extreme circumstances where a development might never redevelop or if it does, it is not going to be within the ten years. Therefore, staff has requested there be language included to allow for extreme circumstances that are not the norm. The decision on the extreme circumstances cases are at the sole discretion of the City Manager, except for any refund checks that are going to be over the hundred thousand dollar threshold; those refunds would have to be approved by Council.

The current Wilsonville Code (W.C.) does not specifically say when SDCs are calculated. The change proposed to W.C. Chapter 11 would codify the current City policy, which in a sense freezes the date when the building permit application is deemed complete.

The Mayor invited public testimony, seeing none he closed the public hearing at 8:29 p.m.

Motion: Councilor Stevens moved to approve Ordinance No. 816 on first reading. Councilor Akervall seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

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

CONTINUING BUSINESS

A. Ordinance No. 836 – 2nd Reading

An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Residential Agricultural Holding (RA-H) Zone To The Planned Development Industrial (PDI) Zone With Special Considerations For Screening And Buffering From The Adjacent Existing Residential Use On Approximately 6.16 Acres Comprising Tax Lots 300 And 500 Of Section 14A, T3S, R1W, Clackamas County, Oregon, Nicoli Pacific, LLC, Applicant/Owner.

Ms. Jacobson read the title of Ordinance No. 836 into the record for second reading. Furthermore, advised the Council there has been no additional input since first reading.

Motion: Councilor Lehan moved to adopt Ordinance No. 836 on second reading. Councilor West seconded the motion.

Vote: Motion carried 5-0.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

SUMMARY OF VOTES

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

CITY MANAGER'S BUSINESS

Mr. Cosgrove announced he attended the Eye Health NW ribbon cutting.

In closing, Mr. Cosgrove expressed appreciation to Councilor Stevens for everything she has done for the City.

LEGAL BUSINESS

City Attorney Jacobson bestowed well wishes to Councilor Stevens.

ADJOURN

Mayor Knapp adjourned the meeting at 8:36 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Tim Knapp, Mayor

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:00 p.m. on Monday, July 1, 2019. Mayor Knapp called the meeting to order at 6:52 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

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

Staff present included:

- Bryan Cosgrove, City Manager
- Barbara Jacobson, City Attorney
- Kimberly Veliz, City Recorder
- Daniel Pauly, Planning Manager
- Chris Neamtzu, Community Development Director
- Cathy Rodocker, Finance Director
- Zach Weigel, Capital Projects Engineering Manager

Motion to approve the order of the agenda.

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

Vote: Motion carried 3-0.

SUMMARY OF VOTES

- | | |
|----------------------------|---------|
| Mayor Knapp | Yes |
| Council President Akervall | Excused |
| Councilor Lehan | Yes |
| Councilor West | Yes |

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.

At the first request for Citizen Input & Community Announcements, there was none.

Later in the meeting, Jami Arbon arrived and Mayor Knapp invited her to address the Council.

Ms. Arbon advocated for the sale of cannabis in Wilsonville.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

MAYOR’S BUSINESS

A. Placeholder for Reappointments/Appointments

Library Board - Reappointment

Reappointment of Richard Dougall to the Library Board for a term beginning 7/1/19 to 6/30/23.

Motion: Councilor Lehan moved to ratify the reappointment of Richard Dougall to the Library Board, for a term beginning 7/1/19 to 6/30/23. Councilor West seconded the motion.

Vote: Motion carried 3-0.

SUMMARY OF VOTES

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

Tourism Promotion Committee - Reappointment

Reappointment of Brandon Roben to the Tourism Promotion Committee for a term beginning 7/1/19 to 6/30/22.

Motion: Councilor Lehan moved to ratify the reappointment of Brandon Roben to the Tourism Promotion Committee, for a term beginning 7/1/19 to 6/30/22. Councilor West seconded the motion.

Vote: Motion carried 3-0.

SUMMARY OF VOTES

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

Jami Arbon arrived and Mayor Knapp invited her to address the Council.

B. Upcoming Meetings

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

C. Universal Health Systems Letter

Mayor Knapp mentioned Universal Health Systems, which is a company that operates mental health facilities across North America, has had a proposal to build a mental health facility in

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

Wilsonville for the last couple of years. However, the company has been stymied by the state requirement for a certificate of need finding. Universal Health Systems has not been able to achieve these state requirements thus far. The company is intending to reinstate a new application for certificate of need. Universal Health Systems has asked whether the City Council would be willing to support their application once again. Mayor Knapp reminded Council that he signed a letter of support for the facility previously with Council’s consent. Mayor Knapp feels that given the history Wilsonville has with mental health housing and that the applicant went through the City’s development review processes it would be appropriate to submit another letter in support.

Motion: Councilor West moved that we as a Council and the Mayor put forth a letter, the Mayor in particular put forth a letter in support of this psychiatric health facility coming to Wilsonville and welcoming them into our community. Councilor Lehan seconded the motion.

Vote: Motion carried 3-0.

SUMMARY OF VOTES

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

COUNCILOR COMMENTS

A. Councilor Lehan

Councilor Lehan requested for additional police enforcement of illegal fireworks. Mr. Cosgrove stated he would pass the request along to the Police Department.

Ms. Lehan had no further comment.

B. Councilor West

Mr. West wished all a fun and safe Fourth of July.

CONSENT AGENDA

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

A. **Resolution No. 2759**
A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement Contract Amendment With Harper Houf Peterson Righellis Inc. For Construction Engineering Services For The Garden Acres Road And PLM_1.2 Water Transmission Line Project.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

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

Vote: Motion carried 3-0.

SUMMARY OF VOTES

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

NEW BUSINESS

- A. **Resolution No. 2760**
A Resolution Authorizing An Intergovernmental Agreement With The Urban Renewal Agency Of The City Of Wilsonville Pertaining To Short Term Subordinate Urban Renewal Debt For The East Side Plan District.

Ms. Jacobson read the title of Resolution No. 2760 into the record.

Cathy Rodocker, Finance Director provided the staff report. Ms. Rodocker stated a correction to be made to Resolution No. 2760. Resolution No. 2760 refers to the West Side Plan District however, should refer to the East Side Plan District.

Motion: Councilor West moved to approve Resolution No. 2760. Councilor Lehan seconded the motion.

Vote: Motion carried 3-0.

SUMMARY OF VOTES

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

CONTINUING BUSINESS

- A. **Ordinance No. 816** – 2nd Reading
An Ordinance Of The City Of Wilsonville Repealing And Replacing Wilsonville Code Chapter 11 – Fees.

Ms. Jacobson read the title of Ordinance No. 816 into the record for second reading.

Motion: Councilor Lehan moved to approve Ordinance No. 816 on second reading. Councilor West seconded the motion.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

Vote: Motion carried 3-0.

SUMMARY OF VOTES

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

CITY MANAGER'S BUSINESS

Wished Council a happy Fourth of July.

LEGAL BUSINESS

No Report.

ADJOURN

Mayor Knapp adjourned the meeting at 7:20 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Tim Knapp, Mayor

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:00 p.m. on Monday, July 15, 2019. Mayor Knapp called the meeting to order at 7:09 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

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

Staff present included:

- Bryan Cosgrove, City Manager
- Jeanna Troha, Assistant City Manager
- Barbara Jacobson, City Attorney
- Kimberly Veliz, City Recorder
- Zoe Monahan, Assistant to the City Manager
- Patty Nelson, City Engineer
- Andy Stone, IT Director
- Chris Neamtzu, Community Development Director
- Cathy Rodocker, Finance Director
- Bill Evans, Communications & Marketing Manager
- Mark Ottenad, Public/Government Affairs Director
- Amanda Guile-Hinman, Assistant City Attorney

Motion to approve the order of the agenda.

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

Vote: Motion carried 4-0.

SUMMARY OF VOTES

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

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

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

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

The residents living in or near Meadows Loop shared their parking concerns with Council. Concerns the group reported on included safety of children, litter on the streets, blocked fire hydrants, emergency vehicle access, garbage truck access, obstructed mailboxes, auto accidents and speeding. The residents requested that parking be allowed only on one side of Meadows Loop from Meadows Parkway to the entrance of the Berkshire and Hathaway apartment complexes. The following is the list of residents that voiced their concerns:

- Jeff Skreen (*Provided a letter and photos for the record.*)
- Jill Mohr
- Rob Bynum
- Joseph Mohr
- James Lash
- Jorie Skreen
- Sue Bynum

Staff will look into the residents' concerns and will return to Council the findings and potential solutions. Additionally, staff will update Jeff Skreen as he has offered to be the point of contact for the group.

Councilor Lehan suggested that the group speak to the High School Student Council along with the School Board for possible solutions to the issue.

MAYOR'S BUSINESS

- A. Placeholder for Reappointment

Tourism Promotion Committee - Reappointment

Reappointment of Dave Pearson to the Tourism Promotion Committee for a term beginning 7/1/19 to 6/30/22.

Motion: Councilor Lehan moved to ratify the reappointment of Dave Pearson to the Tourism Promotion Committee, for a term beginning 7/1/19 to 6/30/22. Councilor West seconded the motion.

Vote: Motion carried 4-0.

SUMMARY OF VOTES

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

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

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

COUNCILOR COMMENTS

- A. Council President Akervall

Announced the Wilsonville Wellness Fair will be taking place on Saturday, July 20, 2019. Also, informed the audience the Kitakata Sister City Association is looking for families to host students from Kitakata, Japan this fall.

- B. Councilor Lehan

Shared the following upcoming events:

- July 30, 2019 McMenamins will be hosting the monthly History Pub event.
- July 31, 2019 the North Willamette Research and Extension Center (NWREC) Community Open House will take place from 4:00 p.m. to 7:00 p.m.

- C. Councilor West

Stated the Wilsonville Little League 13 youth program is fundraising to go to Arizona because they are the Oregon Little League 13 youth champions. Furthermore, the Junior Baseball Organization (JBO) Senior American team won their league for the fifth year in a row. The Team will be playing in Oregon City next weekend in the state tournament.

Mr. West reported he would be attending Strategic Housing Plan meeting on July 17, 2019.

Following Councilor Comments Mayor Knapp, invited Jeff Wiren leader for Boy Scouts Troop 528 at Community Hope Church to introduce the troop. Mr. Wiren divulged that the troop members are here to witness and take notes on the City Council meeting in order to earn their communication badge. The following Troop 528 members were present:

- Isaiah McIntosh, senior patrol leader
- Ian McIvain, assistant senior patrol leader
- Mathew Wiren, assistant senior patrol leader
- Ethan Jensen, scribe

CONSENT AGENDA

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

- A. **Resolution No. 2761**

A Resolution Of The City Of Wilsonville Acting In Its Capacity As The Local Contract Review Board Authorizing The City Manager To Execute A Contract With Tyler Technologies, Inc. For ERP Replacement Project.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

B. Resolution No. 2762

A Resolution Of The City Of Wilsonville Acting In Its Capacity As The Local Contract Review Board Authorizing The City Manager To Execute A Contract With L. Yeo Consulting LLC For ERP Project Management Services.

C. Resolution No. 2765

A Resolution Of The City Of Wilsonville Acting In Its Capacity As The Local Contract Review Board Authorizing The City Manager To Execute A Construction Contract With Knife River Corporation - Northwest For Construction Of Wilsonville Road And Boones Ferry Road Street Maintenance Project.

Motion: Councilor Lehan moved to approve the Consent Agenda as read. Councilor West seconded the motion.

Vote: Motion carried 4-0.

SUMMARY OF VOTES

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

PUBLIC HEARING

A. Resolution No. 2766

A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2019-20.

Ms. Jacobson read the title of Resolution No. 2766 into the record.

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.

Mayor Knapp provided the legislative public hearing format and opened the public hearing at 7:51 p.m.

Cathy Rodocker, Finance Director provided the staff report.

The Mayor invited public testimony, seeing none he closed the public hearing at 7:55 p.m.

Motion: Councilor West moved to approve Resolution No. 2766. Councilor Lehan seconded the motion.

Vote: Motion carried 4-0.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

SUMMARY OF VOTES

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

B. Ordinance No. 837 – 1st Reading

An Ordinance Of The City Of Wilsonville Amending Wilsonville Code Sections 8.010 And 4.179.

Ms. Jacobson read the title of Ordinance No. 837 into the record on first reading.

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.

Mayor Knapp provided the legislative public hearing format and opened the public hearing at 7:56 p.m.

Amanda Guile-Hinman, Assistant City Attorney and Mark Ottenad, Public/Government Affairs Director provided the presentation and staff report on Ordinance No. 837. Highlights of the presentation included:

Metro Ordinance and Rules

- Metro Ordinance adopted in July 2018
- Metro Administrative Rules clarify City’s requirements
- Administrative Rules require City to:
 - “Require persons or entities that lease or provide space to a Covered Business to allow or facilitate the provision of food waste collection service for those Covered Business.”

Updates to Wilsonville Code (W.C.)

W.C. 8.010 and W.C. 4.179 – minor revisions to address requirement for commercial landlords.

- W.C. 8.010 – uses language from Metro Administrative Rules
- W.C. 4.179 references W.C. 8.010
 - W.C. 4.179 deals with enclosures for garbage, recycling, etc.
 - Signal to planning staff and new commercial developers of requirement.

Timeline

- Public Hearing July 15, 2019
- Second reading August 5, 2019
- Effective 30 days after second reading

Council discussion ensued.

The Mayor invited public testimony, seeing none he closed the public hearing at 8:07 p.m.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

Motion: Councilor Akervall moved to approve Ordinance No. 837 on first reading. Councilor West seconded the motion.

Vote: Motion carried 4-0.

SUMMARY OF VOTES

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

NEW BUSINESS

A. Resolution No. 2758

A Resolution of the City of Wilsonville Adopting the FY 2019/20 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy and Half-Year FY 2019/20 Tourism Promotion & Destination Marketing Services Plan.

Ms. Jacobson read the title of Resolution No. 2758 into the record.

Mark Ottenad, Public/Government Affairs Director provided the presentation and staff report on Resolution No. 2758.

Mr. Ottenad began his presentation by listing the members of the Tourism Promotion Committee (the Committee). Followed by the announcement of the accomplishments of the Committee during the past fiscal year. Accomplishments included the below grant programs:

Community Tourism Matching Grant Program - \$25,000

1. Fun in the Park - \$9,000
2. Brews for Community - \$5,000 for Wilsonville Brewfest
3. Wilsonville Arts & Culture Council - \$5,000 for Wilsonville Festival of the Arts
4. Wilsonville Rotary Foundation - \$4,000 for Rotary’s Summer Concert Series
5. Wilsonville Bicycle Events - \$2,000 for Salmon Cycling Classic

Clackamas County Wilsonville Community Partnership Program - \$20,000

1. Wilsonville Bicycle Events - \$12,500 for Salmon Cycling Classic
2. MeSheWe Run - \$5,000 for women’s running event
3. Wilsonville Lacrosse - \$2,500 for “Battle at the Bridge” youth lacrosse tournament

The Committee along with the consultants created the branding for Explore Wilsonville. Additionally, the Committee has developed the website, social media accounts, and marketing materials.

**CITY OF WILSONVILLE
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Staff mentioned that the Committee’s special project for FY 2019/20 is a study of a multi-use facility with a potential hotel addition.

Mayor Knapp added that the funding for the Tourism Promotion Committee projects derives from the hotel, motel Transient Lodging Tax (TLT).

Motion: Councilor Lehan moved to approve Resolution No. 2758. Councilor West seconded the motion.

Vote: Motion carried 4-0.

SUMMARY OF VOTES

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

B. Resolution No. 2767

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute An Agreement With Portland General Electric For Electricity Service Under Portland General Electric’s Electric Retail Tariff For Green Energy.

Ms. Jacobson read the title of Resolution No. 2767 into the record.

Assistant to the City Manager Zoe Monahan introduced Josh Halley of Portland General Electric (PGE). The duo began presenting the highlights of Resolution No. 2767. The resolution authorizes the City Manager to execute an agreement with PGE for electricity service under PGE’s electric retail tariff for green energy.

Staff shared slides with some of the following information:

Program Overview

- Opportunity to participate in Green Tariff
- Solar facility will be online in 2021
- New Facility will be located in Oregon
- \$1/ MWh

How sustainable does the City want to be?

- By 2040 – 45% of basic power will include renewable energy
- Should the City reach 100% ?
- 55% Green Tariff Commitment
- To be 100% in 2020 increase Clean Wind usage to supplement Basic Mix
- Other options?
- 30% Green Tariff (with or without increased Clean Wind)
- 50% Green Tariff (with or without increased Clean Wind)

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CITY COUNCIL MEETING MINUTES

Other Participating Cities

- Milwaukie: 3,843 MWh
- Lake Oswego: 8,250 MWh
- Hillsboro: 15,500 MWh
- Beaverton: 6,500 MWh

Staff reminded Council of the below questions, which their response is needed:

1. What percentage of Renewable Energy should the City use?
2. What percentage of Green Tariffs should the City purchase?

Following the PowerPoint Mr. Halley thanked Wilsonville for being a leader in renewable energy space. He mentioned the City of Wilsonville has participated in PGE's clean wind program for the last four years, which was a result of PGE's Green Power Challenge. PGE is thrilled to have more options to offer cities. The new renewable energy options have been developed in part through support from cities like Wilsonville.

Staff confirmed if Council were to adopt Resolution No. 2767 as currently written they would be choosing Option 1 (100% renewable energy including 55% green tariffs and increasing Clean Wind to 25% in 2020 then reducing Clean Wind to 18% in 2025, reducing it to 10% in 2030, and 0% in 2035.)

However, Council also has the choice to pick another option 2 or 3.

Option 2: Increased Renewable use over time using 55% green tariffs and 8% Clean Wind resulting in 83% renewables 2020-2024, 90% renewables 2025-2029, 98% 2030 – 2035, 100% 2035.

Option 3: Chose not to participate in the program.

Councilor Lehan declared she would support the group's decision on the Green Tariff. However, Ms. Lehan expressed reservations about wind power. Concerns include the impact on birds, especially raptors that are injured and/or killed by the propellers of the windmills. Additionally, Councilor Lehan mentioned the rows of windmills up and down the Columbia Gorge obstructing the view of the landscape and the transmission loss and costs of transporting energy from so far away opposed to solar panels atop City buildings.

Councilor West agreed with the concerns expressed by Councilor Lehan. However, he shared his belief that we all should be good stewards in every opportunity we have. Mr. West asked Mr. Halley to define Green Tariff.

Mr. Halley explained the green tariff concepts is a new trend where existing products like PGE's clean wind product enables a customer that wants to purchase renewable energy from an existing facility to do so on either a monthly or annual basis. Typically, the customer is purchasing renewables on the market based on what is available. Customers will tell PGE what type of renewable energy they'd like to purchase and PGE will shop amongst a host of existing facilities to see who has the product available to match to that customers usage in that given time. Therefore, it makes it difficult for PGE to say with certainty that a product would be supplied from a certain project or specific finite location for a period. It tends to be somewhat reactive.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

When customers purchase the renewable energy such as the clean wind product PGE is not able to say whether or not the customer made the facility that is supplying that product happen or that the power will be coming from that facility for a certain period. The Green Tariff enables a customer such as the City of Wilsonville to say with certainty that for the next 15 years they will be purchasing power from this brand new facility that happened because, Wilsonville, as the customer, chose to make a commitment and buy the output of that facility. Therefore, the Green Tariff changes where the customer is purchasing their power.

In short, the Green Tariff is essentially a group-purchasing program where a host of entities band together and use their purchasing power to build a new facility for renewable energy. These facilities would not, have been built without the Green Tariff. Mr. Halley added the rate for the Green Tariff was constructed per the Public Utility Commission (PUC) guidelines.

Councilor Akervall believes this is an opportunity for Council to make a statement, motivate residents to save energy, and switch to renewable resources. Moreover, it is an opportunity to ask residents to join the City in making positive choices. Other cities might not be able to obtain renewable resources; Wilsonville can support those cities by moving this program forward.

City Manager Cosgrove reported the option of the Green Tariff and solar panels are not mutually exclusive. Staff will continue to look at both energy sources.

Mayor Knapp recalled the National Climate Assessment says that the rate of change has to be addressed within the next 10 to 12 years, or there will be much bigger problems. Mr. Knapp does not feel good about saying the City will not be renewable until 2035. He agreed renewables have some downsides and concerns with technology. He encouraged Council to demonstrate some level of leadership for the community.

Motion: Councilor Akervall moved to approve Resolution No. 2767. Councilor West seconded the motion.

Vote: Motion carried 4-0.

SUMMARY OF VOTES

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

CITY MANAGER’S BUSINESS

Mr. Cosgrove announced the Joint Committee on Ways and Means included the I-5/Boone Bridge Wilsonville Facility Plan in a budget note to House Bill 5050, “The Christmas Tree Bill,” that funds considerable state projects.

**CITY OF WILSONVILLE
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Budget Note reads:

The Department of Transportation shall study I-5 Boone Bridge Project and provide an estimate of the cost to complete the project. The Department shall report to the Joint Committee on Ways and Means and the Joint Committee on Transportation no later than February 1, 2021.

The City understands that this legislative mandate requires Oregon Department of Transportation (ODOT) to fund and complete what ODOT technically calls “a cost-to-complete report” and to submit to the legislature findings of this study by the start of the next full legislative session, when presumably the legislature will take up the matter of funding some portion of the project – most likely a state match to federal funds.

LEGAL BUSINESS

No Report.

ADJOURN

Mayor Knapp adjourned the meeting at 9:09 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Tim Knapp, Mayor

**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, August 5, 2019. Mayor Knapp called the meeting to order at 7:14 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

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

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
- Dan Carlson, Building Official
- Bill Evans, Communications & Marketing Manager

Motion to approve the order of the agenda.

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

Vote: Motion carried 4-0.

SUMMARY OF VOTES

- | | |
|----------------------------|-----|
| Mayor Knapp | Yes |
| Council President Akervall | Yes |
| Councilor Lehan | Yes |
| Councilor West | Yes |

COMMUNICATIONS

- A. 2019 Legislative Session Report by Senator Kim Thatcher (SD 13) & Senator Alan Olsen (SD 20)

State Senators Kim Thatcher and Alan Olsen, who represent Wilsonville north and south of the Willamette River respectively, provided updates from the recently completed 2019 Oregon legislative session.

During the question period, Councilor West asked for an update on the foster care bills.

Senator Thatcher stated she is committed to the bipartisan issue of foster care; however, she felt that during the long session more will be able to pass for foster care reform.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

In closing, Mayor Knapp thanked both Senators and was pleased to see the recommendation to pass the bill for the I-5 Boone Bridge project.

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.

Joseph Mohr, Wilsonville resident, living on Meadows Loop, recalled he along with others from his neighborhood came to a Council meeting last month to comment on traffic issues. He appreciated the City for their response in reacting to the Meadows neighborhood traffic concerns. In closing, he stated he looks forward to receiving the speed results.

Jamie Arbon, Wilsonville resident, publicly thanked Senator Thatcher for helping the Dickson family. Ms. Arbon disclosed that the Dickson's are fighting for their daughter to receive medicine to help fight her cancer naturally. Ms. Arbon then proceeded to educate the Council about the health benefits of cannabis for medical purposes.

John Swiski, Wilsonville resident who lives on Meadows Loop, expressed his concerns about parking in his neighborhood. In his opinion, the parking situation is hazardous and something needs to be done about it. He hopes the Council can address the issue similarly to what was passed with Ordinance No. 804. His personal opinion is that high school student's park in Meadows during the day and trash the area by dumping their garbage on the street and sidewalk.

Rob Bynum, Wilsonville resident who lives on Meadow Court, expresses concern about the issues of parking, speeding and littering in Meadows. He requested the speed be tracked for both directions of traffic, and thought it would be helpful to limit parking to one side of the street and/or reduce speed.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

MAYOR'S BUSINESS

A. Upcoming Meetings

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

COUNCILOR COMMENTS

A. Council President Akervall

Ms. Akervall announced her attendance at the following events:

- Bullwinkle's reopening ceremony.
- The Metro Oregon Zoo tour.
- Street of Dreams.
- Willamette Intake Facility meeting.
- Fun in the Park.
- Mitchell Robinson Basketball Camp.

B. Councilor Lehan

Thanked Councilor Akervall for attending the Mitchell Robinson Basketball Camp as she received the call however was unable to attend. Moreover, Councilor Lehan appreciated the quick response from Council and staff on such short notice for coordinating the presence of a Councilor at the event.

Councilor Lehan shared:

- Two more chances to attend Movies in the Park.
- McMenamins History Pub is the last Tuesday of the month, August 27, 2019. The topic for this month is Portland's pinball racketeering and the FBI's most wanted.
- Encouraged those visiting the Zoo to take public transportation.

C. Councilor West

Councilor West shared the proceeding:

- He attended the Street of Dreams industry night.
- Tomorrow he will represent the City for the Veterans event.
- Took his 11-year old niece to the Metro Oregon Zoo tour.
- Reported that the Villebois Farmers Market and the Rotary concerts occur every Thursday.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

CONSENT AGENDA

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

A. **Resolution No. 2665**

A Resolution Authorizing The City Manager To Enter Into A Lease Agreement With Clackamas 800 Radio Group For The Use Of City-Owned Property On Level C Reservoir Parcel As A Wireless Communication Facility Tower Site.

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

Vote: Motion carried 4-0.

SUMMARY OF VOTES

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

CONTINUING BUSINESS

A. **Ordinance No. 837** – 2nd Reading

An Ordinance Of The City of Wilsonville Amending Wilsonville Code Sections 8.010 And 4.179.

Ms. Jacobson read the title of Ordinance No. 837 into the record for second reading.

There were no comments or further staff input.

Motion: Councilor Lehan moved to adopt Ordinance No. 837 on second reading. Councilor West seconded the motion.

Vote: Motion carried 4-0.

SUMMARY OF VOTES

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

CITY MANAGER’S BUSINESS

City Manager Cosgrove wished Councilor Akervall a happy birthday.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

LEGAL BUSINESS

City Attorney Jacobson wished Councilor Akervall a happy birthday.

Attorney Jacobson reported the oral arguments for the LUBA appeal on Basalt Creek are scheduled for September 19, 2019. Additionally, the Court of Appeals case regarding Subaru was kicked back due to errors in filing.

Lastly, Ms. Jacobson shared a case regarding public records law, which involves a West Linn City Councilor. A judge found the Councilor's notes taken during a Council meeting were not considered public record because she is not considered a public body and for the records to be considered public records they have to be records of a public body which none of you are according to this judge's ruling.

ADJOURN

Mayor Knapp adjourned the meeting at 8:22 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Tim Knapp, Mayor

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, August 19, 2019. Mayor Knapp called the meeting to order at 7:02 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

Mayor Knapp
Council President Akervall
Councilor Lehan
Councilor West

Staff present included:

Bryan Cosgrove, City Manager
Jeanna Troha, Assistant City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Chris Neamtzu, Community Development Director
Mark Ottenad, Public/Government Affairs Director
Zoe Monahan, Assistant to the City Manager

Council did not make a motion to approve the order of the agenda.

COMMUNICATIONS

- A. 2019 Legislative Session Update: Representative Courtney Neron Wilsonville (House District 26)

Courtney Neron, House District 26 Representative and Wilsonville resident presented a PowerPoint on the 2019 legislative session. Representative Neron updated Council on legislation topics affecting the entire State of Oregon, which included education, housing, healthcare, paid family medical leave insurance, justice system, and the environment.

Representative Neron announced during the 2019 legislative session the new Clackamas County Courthouse was approved. Furthermore, Representative Neron reported on items during the legislative session that focused on Wilsonville, which included the Boone Bridge capacity and seismic improvements; Willamette River safety and protection; Coffee Creek Correctional Facility and the Kinder Morgan Pipeline

Council appreciated Representative Neron for her work and collaboration during her first year as a representative.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

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

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

There was no public input.

MAYOR'S BUSINESS

A. Upcoming Meetings

Upcoming meetings were announced by the Mayor.

COUNCILOR COMMENTS

A. Councilor Akervall

Passed on Councilor comments.

B. Councilor Lehan

Announced the following events:

- Movies in the Park at Memorial Park River Shelter, on August 23 at 9:00 p.m.
- History Pub at McMenamin's Old Church on August 27.

C. Councilor West

Passed on Councilor comments.

CONSENT AGENDA

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

A. **Resolution No. 2769**

A Resolution Of The City Of Wilsonville Acting In Its Capacity As The Local Contract Review Board Authorizing The City Manager To Execute A Construction Contract With Stettler Supply & Construction For Construction Of The Gesellschaft Well Facility Rehab And Upgrades Project.

- B. Minutes of the December 3, 2018; December 17, 2018; January 7, 2019, March 4, 2019 and March 18, 2019 Council Meetings.

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

Vote: Motion carried 4-0.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

SUMMARY OF VOTES

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

NEW BUSINESS

A. Council Candidate Interviews

Interviews were held for the current Council vacancy. Each of the candidates were provided a limit of 30 minutes, if needed, to answer questions posed by Council. The below individuals were interviewed in the order listed:

1. Olive Gallagher
2. Katherine (Katie) Hamm
3. William (Bill) Amadon
4. Joann Linville
5. John Budiao

Council took turns asking the following questions to each candidate and additional follow up questions as necessary:

1. Describe a plan, project or initiative the city and Council is working on (in some detail) and explain what you would bring to that work.
2. Please tell us about a time when you had to collaborate with someone, you strongly disagreed with, and what was the result of your collaboration.
3. What would you advocate to do about traffic that Council and Staff are not already doing?
4. What philosophical approach has Wilsonville followed with regard to growth and development, and what would you advocate to continue or to change?
5. What are your beliefs on environmental stewardship, farmland preservation, and land use planning as they affect our city? Where do these issues come into play?
6. Why are you the person Council should appoint to this position?

Council announced a motion for appointment would occur at the September 5, 2019 Council meeting.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

CITY MANAGER'S BUSINESS

No Report.

LEGAL BUSINESS

No Report.

ADJOURN

Mayor Knapp adjourned the meeting at 9:27 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Tim Knapp, Mayor

**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 7, 2019. Mayor Knapp called the meeting to order at 7:10 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

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

Staff present included:

- Jeanna Troha, Assistant City Manager
- Barbara Jacobson, City Attorney
- Kimberly Veliz, City Recorder
- Chris Neamtzu, Community Development Director
- Cathy Rodocker, Finance Director
- Keith Katko, Assistant Finance Director
- Zoe Monahan, Assistant to the City Manager
- Mark Ottenad, Public/Government Affairs Director
- Patty Nelson, City Engineer
- Dan Pauly, Planning Manager

Motion to approve the order of the agenda.

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

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.

None.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

MAYOR'S BUSINESS

A. World Polio Day Proclamation

Mark Ottenad, Public/Government Affairs Director introduced Rotary Club of Wilsonville's President Pat Wolfram. Mr. Wolfram explained polio is still present and it has the capability of spreading very rapidly if not suppressed. Eradicated in 1952 there were 60,000 children every year impacted in the United States. Three years later the vaccines were in play and from a 24-year effort in the United States along with industrializing our sewage systems, it was eradicated in the United States. Mr. Wolfram said the United States has not seen a case since 1979.

Nine years after 1979 worldwide there were still 350,000 cases every year. Therefore, the rest of the world that does not have the benefit of the same infrastructure and sewage systems of the United States still has polio. In 1988, the Rotary International along with partners initiated a polio eradication program. In thirty years polio cases decreased from 350,000 cases to 35. Yet there is still a need of hundreds of billions of dollars every year and armies of people to go apply vaccinations to newborns in remote places such as Afghanistan, Pakistan, and other remote villages around the world to suppress polio. Mr. Wolfram reported that every newborn child is a candidate for polio.

It was mentioned that polio cannot be cured but it can be eradicated. It was further explained that the Bill and Melinda Gates Foundation is matching every dollar the Rotary puts forth to eradicate polio. Rotary members are pushing towards better things for our world and desire that children no longer be afflicted with the disease. That is why the Rotarians are requesting the City of Wilsonville proclaim October 24, 2019, as World Polio Day.

Mayor Knapp read the proclamation declaring the 24th day of October as World Polio Day and presented a proclamation to Rotary members.

B. Updating 2019 Wilsonville City Council Representative Appointments to Regional and State Intergovernmental Bodies.

Councilor Linville was selected as the City's representative for the French Prairie Forum Local Governments Working Group and Willamette Falls Locks Commission

C. Council Member Appointment to the Wilsonville-Metro Community Enhancement Committee

Councilor Linville was appointed to the Wilsonville-Metro Community Enhancement Committee.

D. Upcoming Meetings

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

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

COUNCILOR COMMENTS

A. Council President Akervall

Appreciated City staff coordinating Council's opportunity to attend the League of Oregon Cities (LOC) conference. Councilor Akervall shared overall the conference was valuable time spent with lots of learning.

Councilor Akervall reported she attended Korea's National Foundation Day celebration on October 3, 2019, in Portland.

B. Councilor Lehan

Mentioned that she, along with Greg Leo, presented at the McMenamins' History Pub on the topic of "Myths and Milestones of the City of Wilsonville". Furthermore, encouraged attendees of the History Pub to visit the first annual Oktoberfest in the Piazza in Villebois, which occurred last Saturday. Councilor Lehan reported she too attended the Oktoberfest.

Councilor Lehan mentioned on October 26, 2019, at 8:00 a.m. at the Stein-Boozier Barn a 5K run and a kid's costume run will take place. Following the runs, the Fall Harvest Festival will take place at the Stein-Boozier Barn from 9:30 a.m. to noon. In addition, on October 26, 2019, from 9:00 a.m. to 1:00 p.m. is Bulky Waste Day.

C. Councilor West

Disclosed he was unable to attend the last History Pub, however, he heard that Councilor Lehan and Greg Leo did a fantastic job. Councilor West shared that he too attended the Oktoberfest in the Piazza.

Councilor West then shared on his own as a private citizen he had met with Universal Health Systems who will have a second meeting later this month. In the future, he hopes to bring back a report to Council to share how the City can assist Universal Health Systems with their certification.

Councilor West made a public service announcement about the flu season. He explained the flu and pneumonia are the top ten causes and reasons for death in the United States. Furthermore, the World Health Organization says clean water, vaccinations, and medicine are the most significant modern miracles and have the largest impact on populations more than any other outreach or initiative.

D. Councilor Linville

Councilor Linville thanked all for the opportunity to attend the LOC conference in Bend. She mentioned she enjoyed the networking opportunity and the LOC sessions.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

Councilor Linville reported she would be attending the following upcoming meetings:

- Breakfast with Senator Merkley on October 9, 2019.
- Rotary event at the World of Speed on October 9, 2019.
- Friends of French Prairie annual meeting on October 17, 2019.
- Clackamas Counties Cities Association dinner on October 24, 2019.

PUBLIC HEARING

A. **Resolution No. 2768**

A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2019-20.

Ms. Jacobson read the title of Resolution No. 2768 into the record.

Mayor Knapp provided the public hearing format and opened the public hearing at 7:46 p.m.

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

Keith Katko, Assistant Finance Director provided the staff report.

Councilor Linville requested a point of order. Councilor Linville asked if the motion would be all together or in separate motions.

Mayor Knapp confirmed only one motion is needed,

Councilor Linville then commented it is an incredible opportunity for the City to use the PERS program for covering the liability of PERS. She noted that the City of Wilsonville is fortunate because of its financial planning to take advantage of this opportunity.

Councilor West asked how the City would be affected by spending a large amount of money from the general fund and various other funds. He also asked if the PERS program would be a one-time opportunity or if there were future opportunities planned.

Mr. Katko explained that the legislature appropriated 100 million dollars to provide these matching PERS funds for this time. He further explained that it is hard to say what the legislature would do in the future. Mr. Katko mentioned the largest hit would be taken on by the City's general fund. However, every operating fund shares in the contribution therefore, some of the other funds that will be affected are already on a watch list. The watch list includes the storm water-operating fund, which has a lot of demands on its contingency and its fund balance. Mr. Katko ensured the Council that the general fund could handle it. Mr. Katko disclosed there is an opportunity cost for everything. By using the incentive fund, the City is buying down the PERS costs for the next 20 years. However, the City loses control of that money in the short term. Mr. Katko answered that certain funds are going to be able to handle the costs a little easier including the general fund because it has built up contingencies for this kind of unexpected opportunity or unexpected risk.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

Councilor West then asked a follow-up question on strategy. Mr. West asked if the City has other funds that are stronger, could they be used to insulate the funds on the watch list. Therefore, allowing the stronger funds to take more of the hit, such as the general fund, to protect the other funds.

Mr. Katko described the money to fund the PERS program is based on the current kind of payroll expenses per operating fund. Mr. Katko shared that Council could use the general fund for a myriad of purposes, as has been done in the past. Previously, the general fund has loaned money to the storm water operating funds at great rates and has paid back the loan over time. Therefore, that is a strategy the City has used in the past and probably will use in the future. However, some funds have more restrictions and cannot be used outside of their legal or designated purpose.

Ms. Troha clarified it is correct the City pays for personnel out of particular funds. Therefore, the first costs are associated with a particular fund. For example, the City has employees that the bulk of their work is done in the general fund therefore they are paid out of the general fund and so are the PERS costs. Other personnel costs may come out of other funds such as the transit fund, storm water fund, building fund, etc. Therefore, whichever fund an employee performs the bulk of their work under will be the fund that will be pulled from to pay employees wages and PERS.

Mayor Knapp clarified for the public that the reason the storm water fund has been on the watch list per se is that the City has had several major projects that had to be done with storm water especially at outfalls going into the Willamette River where the City must maintain a certain quality. Moreover, the City has undertaken remedies to some of those problems that should be long-term remedies but the City has had to make these fixes sooner than expected. Mayor Knapp believes the City should be able to grow the storm water fund back.

Councilor Linville asked staff to clarify whether there is a lost opportunity for prepaying and whether there is a return on that investment.

Mr. Katko disclosed that the immediate investment return is 25% matching funds. However, it does not occur once the City turns the money over into the side account. The City cannot take out 25%. Meaning that the side account is used to mitigate and is amortized over the life of what is called the unfunded actuarial liability and that is a 20 to 25-year liability. Therefore, the side account is amortized against that liability over that time, and City's PERS provides an employer rate of return. This information is inputted in an Excel formula spreadsheet that projects the savings that will be generated through the incentive fund. Looking at the cash flow over those 20 years the internal rate of return would be in the proximity of around 8% to 9% over the over that time. If you conceptualize this as an investment that would generate 8% to 9% over those years that is a good sustainable rate of return.

The Mayor invited public testimony, seeing none he closed the public hearing at 8:01 p.m.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

Motion: Councilor West moved to approve Resolution No. 2768. Councilor Linville seconded the motion.

Mayor Knapp recapped that there is no way to know right now if the state will offer this same opportunity in the future. Mayor Knapp shared the argument in favor of participating in the incentive program is that the 3.4 million dollars would be in a side account that would reduce the City's PERS liability proportionately year by year for the next 20 years. Mayor Knapp then shared the argument to oppose would be if the Council felt like it was more valuable to retain that money in reserves where it's currently located or had some other urgent project for the City to undertake.

Councilor West acknowledged previous Councils and staff for being prudent and judicious. He shared his gratefulness for all that served on the Council or worked for the City for their fiscally sound judgment and responsibility.

Council Akervall added to Councilor West's comments to include appreciation for the Budget Committee. Furthermore, she agreed this is an opportunity for Council to work within the framework that they have been provided. She felt Council was fortunate to be able to make this move and investment.

Mayor Knapp recalled Council decided it was important to set standards and implement programs within the City that would set aside money to try to achieve certain reserve standards.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

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

CONTINUING BUSINESS

- A. **Ordinance No. 838** – 2nd Reading
An Ordinance Of The City Of Wilsonville Declaring And Authorizing The Vacation Of An Approximately 2,075 Square Foot Stub Of SW Cherbourg Lane Public Street Right-Of-Way North Of SW Berlin Avenue In Villebois Legally Described In Attachment 3.

Ms. Jacobson read the title of Ordinance No. 838 into the record for second reading. Ms. Jacobson noted for the record no additional information has been received.

Motion: Councilor Lehan moved to adopt Ordinance No. 838 on second reading. Councilor West seconded the motion.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

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’S BUSINESS

Assistant City Manager Troha reminded Council of the Multi-City Equity Summit being held at Lake Oswego High School on Saturday, October 19, 2019. Ms. Troha asked that if Councilors will be attending to let Assistant to the City Manager Zoe Monahan know of their plans.

LEGAL BUSINESS

Ms. Jacobson, City Attorney updated Council that a decision was made by the Land Use Board of Appeals (LUBA) had made a decision on the appeal of Tualatin comprehensive plan and zone map changes for Basalt Creek. City Attorney Jacobson recalled that the City filed an intervener’s petition in that case and argued for Tualatin’s position along with Tualatin, Metro, and Washington County. All parties appeared at the hearing and last week LUBA ruled in the City’s favor. However, this can still be petitioned for an appeal to the Court of Appeals.

City Attorney Jacobson next updated Council on the Aurora Airport matter. Ms. Jacobson recalled the Council previously gave staff directives for moving forward. One of the directives was to submit testimony for the reprobable process for the Aurora State Airport Master Plan update. This was completed via the October 3, 2019 letter signed by Mayor Knapp. The letter outlined the City’s concerns with the process since 2012 with respect to that master plan. Ms. Jacobson reported consideration for the master plan by the Oregon Department of Aviation is planned for October 31, 2019, in Sunriver. The City of Aurora came into the case against the Aurora Airport by filing an amicus brief outlining their concerns with the airport. In particular, stressing the need if the master planning goes forward for that property to be annexed into the City of Aurora so city services are provided for it.

Ms. Jacobson reminded all that this is an unusual hearing because there was not a traditional land-use hearing held. Instead, there were two letters from the new director of the Oregon Department of Aviation. The first letter states the master plan had not been finalized and then the second letter stating it had been finalized.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

ADJOURN

Mayor Knapp adjourned the meeting at 8:16 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Tim Knapp, Mayor

DRAFT

**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, November 18, 2019. Mayor Knapp called the meeting to order at 7:06 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

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

Staff present included:

Bryan Cosgrove, City Manager
Jeanna Troha, Assistant City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Chris Neamtzu, Community Development Director
Bill Evans, Communications & Marketing Manager
Zoe Monahan, Assistant to the City Manager
Eric Loomis, Transit Operations Manager
Dwight Brashear, Transit Manager
Elli Work, Grants & Program Manager
Michelle Marston, Program Coordinator
Scott Simonton, Fleet Manager
Stacy Baker, Driver
Kim Deibert, Driver
Pete Padron, Dispatcher
Patrick Edwards, Transit Supervisor

Motion to approve the order of the agenda.

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

Vote: Motion carried 4-0.

SUMMARY OF VOTES

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

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

COMMUNICATIONS

A. Systems Innovation Award

Dwight Brashear, Transit Director provided background information on the history of South Metro Area Regional Transit (SMART). Mr. Brashear then introduced Kelly Ross, Executive Director of the Oregon Transit Association. Mr. Ross recalled that the Systems Innovation Award was presented to SMART at the Oregon Transit Association's annual conference. Mr. Ross explained the award honors a public transportation system that has demonstrated innovative concepts or effective problem-solving techniques not previously applied in the transit industry. Mr. Ross proceeded to present the City and SMART with the Systems Innovation Award. Next, the video was shown during the Oregon Transit Association award ceremony was played.

SMART staff and Council accepted the award and proceeded to take a group photo.

Council then thanked SMART staff for all their work.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

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Jeff Skreen, Wilsonville resident voiced his concerns with parking issues in the Meadows neighborhood and provided the Residential Parking Zone (RPZ) application, which he submitted to the City as the block representative.

John Swiskey, Wilsonville resident spoke in opposition of the parking signs installed by the City in the Meadows neighborhood.

MAYOR'S BUSINESS

A. Upcoming Meetings

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

COUNCILOR COMMENTS

A. Council President Akervall

Council President Akervall announced she along with several other Council members attended the Library fundraiser to support the Dolly Parton Imagination Library. Ms. Akervall then informed the audience of the toy drive sponsored by the Parks and Recreation Department. Councilor Akervall stated a convenient time to drop of gifts for the toy drive is the evening of the Tree Lighting Ceremony, scheduled for December 4, 2019.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

B. Councilor Lehan

Councilor Lehan shared on the last Tuesday of every month McMenamain's Old Church hosts the History Pub. The next History Pub takes place on November 26, 2019 at 6:30 p.m.

C. Councilor West

Councilor West reported he also attended the Library fundraiser. Additionally, Councilor West stated the prior evening he hosted a special event for the Villebois fire victims and reported that over \$50,000 was raised for the victims of the Villebois fire.

CITY MANAGER'S BUSINESS

City Manager Cosgrove stated the Council packet included an update on quarterly goals. Mr. Cosgrove recalled that one of the goals in the City Council Work Plan is the parks bond. Mr. Cosgrove then announced that a Parks Bond Task Force has been created. Furthermore, staff requests that a Council member sit on the task force. He added that the first meeting of the Parks Bond Task Force would take place on December 10, 2019, with up to five meetings to occur from December to March. Moreover, if any Councilor member has interest in participating on the Parks Bond Task Force they should inform Mayor Knapp of their interest.

Lastly, Mr. Cosgrove shared the housing report results showed that 40% of the students at Boones Ferry Primary receive free or reduced lunch. Knowing this Mr. Cosgrove then challenged staff to gather donations of snacks for the school. City staff responded to the challenge by providing about 10,000 snacks for Boones Ferry Primary. Mr. Cosgrove thanked all City employees for the great response.

LEGAL BUSINESS

City Attorney Jacobson disclosed that the period to appeal the Basalt Creek Land Use Board of Appeals (LUBA) decision has passed.

ADJOURN

Mayor Knapp adjourned the meeting at 7:47 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Tim Knapp, Mayor

**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, December 2, 2019. Mayor Knapp called the meeting to order at 7:35 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

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

Staff present included:

- Bryan Cosgrove, City Manager
- Jeanna Troha, Assistant City Manager
- Barbara Jacobson, City Attorney
- Amanda Guile-Hinman, Assistant City Attorney
- Kimberly Veliz, City Recorder
- Chris Neamtzu, Community Development Director
- Bill Evans, Communications & Marketing Manager

Motion to approve the order of the agenda.

Motion: Councilor West moved to approve the order of the agenda. Councilor Linville seconded the motion.

Vote: Motion carried 4-0.

SUMMARY OF VOTES

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

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.

None.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

MAYOR'S BUSINESS

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

COUNCILOR COMMENTS

- A. Council President Akervall

Mentioned the toy drive is ongoing until December 13, 2019 and residents can drop off toys at the Parks and Recreation Administration Building. Furthermore, noted that the Boones Ferry Messenger had an article on ways to give back to the community.

- B. Councilor West

Announced he will not be at the next Council meeting and wished all happy holidays and Merry Christmas. He mentioned he attended Universal Health Systems' Open House along with City Manager Cosgrove.

- C. Councilor Linville

Reported on November 23, 2019, she represented the City at the Annual 4-H Awards Ceremony at the Clackamas County Fairgrounds. Reminded the audience the Wilsonville Tree Lighting Ceremony will take place on Wednesday at 5:30 p.m. just outside the Korean War Memorial Park. Publicized that she has been appointed by the Governor to the Willamette Falls Lock Commission and will attend their December meeting. Furthermore, Councilor Linville reported on upcoming regional meetings she plans to attend later in the month. Lastly, it was announced that the Wilsonville Metro Community Enhancement program is seeking applications.

CONSENT AGENDA

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

- A. **Resolution No. 2773**
A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement Contract With OBEC Consulting Engineers For Phase 1 – Preliminary Engineering Services For The I-5 Pedestrian Bridge Project (Capital Improvement Project #4202).
- B. **Resolution No. 2774**
A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With Wallis Engineering, PLLC For Design And Construction Engineering Services For The 2020 Street Maintenance Project (Capital Improvement Project #4104 And #4118).

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

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

Vote: Motion carried 4-0.

SUMMARY OF VOTES

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

PUBLIC HEARING

- A. **Ordinance No. 839** – 1st Reading
An Ordinance Of The City Of Wilsonville Repealing And Replacing Wilsonville Code Chapter 9 – Structures; And Declaring An Emergency.

Ms. Jacobson read the title of Ordinance No. 839 into the record on first reading.

Mayor Knapp provided the public hearing format and opened the public hearing at 7:54 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.

Amanda Guile-Hinman, Assistant City Attorney presented the staff report and PowerPoint.

Ms. Guile-Hinman noted staff has proposed some redline changes to the new Chapter 9. Furthermore, due to the late distribution of those changes, staff recommends that if the Council adopts Ordinance No. 839 on first reading, Council addresses whether it wants the redlines included in the second reading and also that Council leaves the record open for additional comments by the public regarding the redline changes.

Mayor Knapp recapped that the redline version and slight modifications have not had a public airing. That is the reason for the staff’s suggestion the public hearing remains open until the second reading.

The Mayor invited public testimony, there was none. He noted staff requested the public hearing remain open until the second reading on December 16, 2019 if approved tonight.

Motion: Councilor West moved to approve Ordinance No. 839 on first reading keeping the record open for Council to consider the suggested revisions to the ordinance by staff and to allow the public time to review and comment at the next hearing. Councilor Linville seconded the motion.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

Councilor Linville stated she believes the updated Chapter 9 to be a better document as it provides direction and allows for a very robust appeal process.

Councilor Akervall echoed the comments made by Councilor Linville.

Councilor West thinks the Council, as a whole, shares the same concerns on Chapter 9 and shares a lot of unity moving forward.

Mayor Knapp concurred with Council comments. Reminded Council to contact the staff if they have any questions or changes regarding Chapter 9.

Vote: Motion carried 4-0.

SUMMARY OF VOTES

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

CITY MANAGER’S BUSINESS

Reported the contract for Day Road has been signed. Staff is hoping that the repairs are complete in 7 to 10 days.

LEGAL BUSINESS

Status of Covenants, Conditions & Restrictions (CC&Rs) for Town Center is that the Economic Development Manager is working with property owners to get rid of all CC&Rs or start over with new CC&Rs.

ADJOURN

Mayor Knapp adjourned the meeting at 8:13 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Tim Knapp, Mayor

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, January 6, 2020. Mayor Knapp called the meeting to order at 7:10 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

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

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Delora Kerber, Public Works Director
Martin Montalvo, Public Works Operations Manager

Motion to approve the order of the agenda.

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

Vote: Motion carried 4-0.

SUMMARY OF VOTES

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

COMMUNICATIONS

A. Healthy Democracy

Marge Easley a representative of the League of Women Voters in Clackamas County and Healthy Democracy, introduced Linn Davis of Healthy Democracy. During the presentation Mr. Davis, detailed a summary of services Healthy Democracy provides to engage more citizens in public participation.

The presentation concluded with Council questions.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

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.

Paul Soles, Wilsonville resident shared concerns with bike lanes in the area. Mr. Soles reported a few of the bike lanes needed cleaning because of large amounts of gravel in the bike lanes. Specifically, the bike lanes on Grahams Ferry Road between Day Road and Basalt Creek Parkway. In closing, Mr. Soles requested Council direct the Police Department to provide more patrols and public announcements to address bike safety.

Staff announced they would look into Mr. Sole's concerns. Staff also noted that in the Boones Ferry Messenger (BFM) there is regularly a public service announcement on the Be Safe and Be Seen campaign.

Council suggested police officers carry small roles of reflective tape and/or other reflective items to pass out to bicyclists.

MAYOR'S BUSINESS

A. Municipal Court Judge Contract Renewal

Mr. Cosgrove reported the municipal court judge contract is a continuation of an existing contract. The changes to the contract are the dates and an increase in the hourly rate from \$92.00 per hour to \$100 per hour.

Motion: Councilor West moved to approve the renewal of the employment contract for the City of Wilsonville Municipal Court Judge Fred Weinhouse to a period of two (2) years and a salary adjustment to \$100 an hour for an effective date of 1/1/20. Councilor Linville seconded the motion.

Vote: Motion carried 4-0.

SUMMARY OF VOTES

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

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

B. Placeholder for Reappointments and Appointments

Budget Committee – Reappointment

Reappointment of Daphnee Legarza to Budget Committee for a term beginning 1/1/20 to 12/31/22.

Mayor Knapp provided background information on the reappointment.

Motion: Councilor Lehan moved to ratify the reappointment of Daphnee Legarza to the Budget Committee for a term beginning 1/1/20 to 12/31/22. Councilor Linville seconded the motion.

Discussion ensued.

Vote: Motion carried 4-0.

SUMMARY OF VOTES

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

Development Review Board Panel A – Appointment

Appointment of Jean Svadlenka and Ken Pitta to Development Review Board Panel A for a term beginning 1/1/20 to 12/31/20.

Mayor Knapp provided background information on the applicants.

Motion: Councilor Linville moved to ratify the appointment of Jean Svadlenka and Ken Pitta to the Development Review Board Panel A for a term beginning 1/1/20 to 12/31/20. Councilor Lehan seconded the motion.

Vote: Motion carried 4-0.

SUMMARY OF VOTES

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

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

Development Review Board Panel B – Reappointment

Reappointment of Samy Nada to Development Review Board Panel B for a term beginning 1/1/20 to 12/31/21.

Mayor Knapp provided background information on the reappointment.

Motion: Councilor West moved to ratify the reappointment of Samy Nada to the Development Review Board Panel B for a term beginning 1/1/20 to 12/31/21. Councilor Lehan seconded the motion.

Council commented on the reappointment.

Vote: Motion carried 4-0.

SUMMARY OF VOTES

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

Development Review Board – Appointment

Appointment of Katie Hamm and Nicole Hendrix to Development Review Board for a term beginning 1/1/20 to 12/31/21.

Mayor Knapp provided background information on the applicants.

Motion: Councilor Lehan moved to ratify the appointment of Katie Hamm and Nicole Hendrix to the Development Review Board for a term beginning 1/1/20 to 12/31/21. Councilor Linville seconded the motion.

Council asked a clarifying question on the interview process.

Vote: Motion carried 4-0.

SUMMARY OF VOTES

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

Parks and Recreation Advisory Board – Appointment

Appointment of Jennifer Link Raschko and Jeffrey Redmon to Parks and Recreation Advisory Board for a term beginning 1/1/20 to 12/31/23.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

Mayor Knapp provided background information on the applicants.

Motion: Councilor West moved to ratify the appointment of Jennifer Link Raschko and Jeffrey Redmon to the Parks and Recreation Advisory Board for a term beginning 1/1/20 to 12/31/23. Councilor Lehan seconded the motion.

Vote: Motion carried 4-0.

SUMMARY OF VOTES

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

Parks and Recreation Advisory Board – Appointment

Appointment of Daniel Christensen to Parks and Recreation Advisory Board for a term beginning 1/1/20 to 12/31/20.

Mayor Knapp provided background information on the applicant.

Motion: Councilor Lehan moved to ratify the appointment of Daniel Christensen to the Parks and Recreation Advisory Board for a term beginning 1/1/20 to 12/31/20. Councilor Linville seconded the motion.

Vote: Motion carried 4-0.

SUMMARY OF VOTES

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

Planning Commission - Reappointment

Reappointment of Kamran Mesbah to Planning Commission for a term beginning 1/1/20 to 12/31/23.

Mayor Knapp provided background information on the reappointment.

Motion: Councilor Linville moved to ratify the reappointment of Kamran Mesbah to the Planning Commission for a term beginning 1/1/20 to 12/31/23. Councilor West seconded the motion.

Council commented on the reappointment.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

Vote: Motion carried 4-0.

SUMMARY OF VOTES

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

Planning Commission - Appointment

Appointment of Aaron Woods and Jennifer Willard to Planning Commission for a term beginning 1/1/20 to 12/31/23.

Mayor Knapp provided background information on the applicants.

Motion: Councilor Lehan moved to ratify the appointment of Aaron Woods and Jennifer Willard to the Planning Commission for a term beginning 1/1/20 to 12/31/23. Councilor Linville seconded the motion.

Council comments ensued.

Vote: Motion carried 4-0.

SUMMARY OF VOTES

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

Wilsonville-Metro Community Enhancement Committee – Appointment

Appointment of Amy Day to the Wilsonville-Metro Community Enhancement Committee, Position 4 for a term beginning 1/1/20 to 6/30/21.

Mayor Knapp provided background information on the applicant.

Motion: Councilor Lehan moved to ratify the appointment of Amy Day to the Wilsonville-Metro Community Enhancement Committee, Position 4 for a term beginning 1/1/20 to 6/30/21. Councilor Lehan seconded the motion.

Vote: Motion carried 4-0.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

SUMMARY OF VOTES

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

C. Upcoming Meetings

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

COUNCILOR COMMENTS

A. Councilor Lehan

Wished all happy New Year. Ms. Lehan noted the following upcoming events:

- January 20, City offices are closed in observance of Martin Luther King Jr. Day;
- January 20 is her birthday; and
- January 22 SMART is holding a training on how to ride SMART and Tri-Met from 9:00 a.m. to noon at the Community Center.

B. Councilor West

Councilor West commented he is looking forward to 2020 and wished all a happy New Year.

C. Councilor Linville

Councilor Linville publicly recognized Public Works Director Delora Kerber for receiving the Oregon chapter of the American Public Works (APWA) 2019 William A. Bowes award.

Additionally, Ms. Linville provided an update on the Willamette Falls Locks repairs.

Councilor Linville reported she would be attending the upcoming Citizens Academy and French Prairie Forum.

CONSENT AGENDA

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

A. **Resolution No. 2784**

A Resolution Of The City Of Wilsonville Adopting The Intergovernmental Agreement Between The City Of Wilsonville And Other Governmental Agencies Who Are Members Of The Managing Oregon Resources Efficiently (MORE-IGA) Assistance Agreement.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

Ms. Jacobson read the title of Resolution No. 2784 into the record.

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

Vote: Motion carried 4-0.

SUMMARY OF VOTES

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

CITY MANAGER'S BUSINESS

Wished Council happy New Year.

Mayor Knapp requested that staff research boards/commissions term limits regarding members that fill unexpired terms. Council concurred with the Mayor's request of staff to look into extending term limits for boards/commissions when the member is filling an unexpired term.

Staff reported they would research all boards/commissions terms and return to Council with findings.

LEGAL BUSINESS

Invited Council to attend an upcoming elections training by the Secretary of State's office hosted by Clackamas County.

ADJOURN

Mayor Knapp adjourned the meeting at 8:46 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Tim Knapp, Mayor

**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 Thursday, January 23, 2020. Mayor Knapp called the meeting to order at 7:01 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

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

Staff present included:

- Bryan Cosgrove, City Manager
- Jeanna Troha, Assistant City Manager
- Barbara Jacobson, City Attorney
- Kimberly Veliz, City Recorder
- Chris Neamtzu, Community Development Director
- Zoe Monahan, Assistant to the City Manager

Motion to approve the order of the agenda.

Motion: Councilor Linville moved to accept the order of the agenda. Councilor Lehan seconded the motion.

Vote: Motion carried 4-0.

SUMMARY OF VOTES

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

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 no citizen input.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

MAYOR'S BUSINESS

A. Upcoming Meetings

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

B. Initiative Petition 2019-1i

Mayor Knapp requested an update from staff on Initiative Petition 2019-1i.

Barbara Jacobson, City Attorney reported on Initiative Petition 2019- 1i. Ms. Jacobson noted for the record that the County elections official advised the City's elections official, Kimberly Veliz, that the citizens wishing to place a Mayor/City Council term limit measure on the ballot gathered enough signatures. Ms. Jacobson disclosed copies of the petitions are available for review. Ms. Jacobson proceeded to detail that as required by the statute, at the first meeting held by Council the elections official is required to advise the governing body of the delivery. Ms. Jacobson reported that she is advising Council of this initiative petition on behalf of the elections official.

Furthermore, Ms. Jacobson reported that due to time constraints for action and the placement of this measure on the May ballot, action on this matter will be placed on the February 3, 2020 City Council meeting agenda for discussion and a possible decision. Furthermore, because of time constraints, staff for inclusion in the February 3, 2020 Council packet will prepare alternative resolutions in favor of the measure or rejecting the measure. Finally, if the City wishes to place a neutral explanatory statement concerning the measure in the voters' pamphlet, then in accordance with state election law requirements, the City Council will also need to pass an ordinance that authorizes doing so. Therefore, not knowing the Council's pleasure and again due to time constraints, staff will also prepare and notice an ordinance that authorizes the City Manager and/or City Attorney to prepare and submit a neutral explanatory statement pursuant to the requirements of state law. This ordinance along with the resolution would then be discussed and voted on at the February 3, 2020 Council meeting.

Ms. Jacobson added for the record that prior to this meeting she advised Councilor West of the same information provided to Council this evening.

COUNCILOR COMMENTS

A. Council President Akervall

Announced that she along with Councilor Linville attended a Town Hall meeting. Furthermore, she attended an event at the Library hosted by Representative Courtney Neron and the Family Preservation Project. At the event, there was a viewing of the documentary *Mother Inside*. Councilor Akervall further mentioned that she along with Council had an opportunity to speak to the Citizen's Academy. Lastly, Councilor Akervall noted that she would be attending an upcoming meeting hosted by the School Board. The meeting is a continuum of the Equity Summit held a few months prior.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

B. Councilor Lehan

Councilor Lehan reported that she also attended the Citizen's Academy. Councilor Lehan stated that last week she presented on the Willamette Falls and Landing Heritage at the French Prairie Forum. Councilor Lehan shared that she would like to provide the same presentation to the Council at a future meeting.

Councilor Lehan later announced that Charbonneau would be holding a Chess Tournament as a fundraiser next Wednesday, the 29th at the Clubhouse.

C. Councilor Linville

Recalled that she too attended the French Prairie Forum, Citizen's Academy and the Town Hall meeting hosted by Senator Wyden at Meridian Creek Middle School. Furthermore, Councilor Linville added that she is looking forward to attending a presentation by the Greg Leo Group on how you can influence local government at the state level. The presentation is scheduled for Tuesday, February 4, 2020 at the Library.

CITY MANAGER'S BUSINESS

No Report.

LEGAL BUSINESS

No Report.

ADJOURN

Mayor Knapp adjourned the meeting at 7:21 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Tim Knapp, Mayor

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, February 3, 2020. Mayor Knapp called the meeting to order at 7:01 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

- 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
- Chris Neamtzu, Community Development Director
- Bill Evans, Communications & Marketing Manager
- Mark Ottenad, Public/Government Affairs Director
- Zoe Monahan, Assistant to the City Manager
- Mike McCarty, Parks & Recreation Director
- Dwight Brashear, Transit Director
- Scott Simonton, Fleet Manager
- Zach Weigel, Capital Projects Engineering Manager

Motion to approve the order of the agenda.

Motion: Councilor Linville moved to amend the New Business agenda to replace the staff's Resolution No. 2791 options 1 and 2 with a possible resolution for a competing ballot measure after discussion of the initiative measure that has been presented to Council and the rest of the agenda as previously published. 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 |

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

MAYOR'S BUSINESS

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

COMMUNICATIONS

None.

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 was no public input.

COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS

- A. Council President Akervall

Reported that on January 27, she attended a West Linn-Wilsonville School Board meeting. At the meeting, Councilor Akervall stated that she participated and listened to conversations that were a continuation of those spoken about during the October Equity Summit.

Additionally, Councilor Akervall mentioned the following upcoming events:

- Daddy Daughter Dance scheduled for February 28, 2020.
- Tax help at the Library from 10:00 a.m. to 2:00 p.m. on Saturdays beginning February 8, 2020.

- B. Councilor Lehan

Stated that last week she attended the Charbonneau Chess Tournament.

- C. Councilor West

Announced that he attended the second meeting of the Parks Bond Task Force which he chaired. Councilor West reported that he also chaired the Equity Housing Task Force, which just recently wrapped up.

- D. Councilor Linville

Revealed that at the Library on February 4, 2020, Greg Leo will be teaching a class to help citizens understand local government more in depth.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

Councilor Linville informed that she plans to attend the following upcoming meetings:

- February 18, 2020, roundtable hosted by Representative Schrader.
- February 19, 2020, French Prairie Forum located at the OSU Extension Office.
- February 19, 2020, I-5 Pedestrian Bridge Forum at City Hall starting at 5:00 p.m.

CONSENT AGENDA

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

A. Resolution No. 2786

A Resolution Of The City Of Wilsonville Authorizing South Metro Area Regional Transit (SMART) To Purchase Two 21-Passenger Compressed Natural Gas Buses From Schetky NW Sales, Inc.

B. Resolution No. 2792

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Amend A Professional Services Agreement With Murraysmith, Inc. For Design And Construction Engineering Services For The Memorial Park Pump Station Project (Capital Improvement Project #2065).

Motion: Councilor Lehan moved to approve the Consent Agenda as read. 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

NEW BUSINESS

A. Resolution No. 2785

A Resolution Of The City Of Wilsonville Authorizing A Korean War Memorial Interpretive Center Agreement Between The City Of Wilsonville And The Korean War Memorial Foundation Of Oregon.

Ms. Jacobson read the title of Resolution No. 2785 into the record.

Mike McCarty, Parks & Recreation Director provided a summary of the staff report.

Motion: Councilor West moved to approve Resolution No. 2785. Councilor Akervall seconded the motion.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

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. 2790

A Resolution Of The City Of Wilsonville Amending Resolution No. 2676 Authorizing Acquisition Of Property And Property Interests Related To Construction Of The 5th Street / Kinsman Road Extension Project Through Eminent Domain.

Ms. Jacobson read the title of Resolution No. 2790 into the record.

Mayor Knapp announced that he is recusing himself from Resolution No. 2790. Mayor Knapp stated that he has a legal property interest in a property on which some of the construction might bear.

Mayor Knapp then proceeded to join the audience. Council President Akervall presided over this portion of the meeting.

Zach Weigel, Capital Projects Engineering Manager provided the staff report.

Motion: Councilor Linville moved to approve Resolution No. 2790. Councilor Lehan seconded the motion.

Council asked a clarifying question.

Vote: Motion carried 4-0-1.

SUMMARY OF VOTES

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

Mayor Knapp rejoined the Council.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

- C. **Resolution No. 2791** – Option 1
A Resolution Adopting Initiative Measure For Term Limits.

- D. **Resolution No. 2791** – Option 2
A Resolution Rejecting Initiative Measure For Term Limits.

- E. **Resolution No. 2791** – Option 3
A Resolution For A Competing Ballot Measure

City Attorney Jacobson reported that Council received an initiative petition entitled Wilsonville City Term Limits on or about April 8, 2019. Moreover, at the last meeting Council was notified that enough signatures were received for the ballot measures to be placed on the May ballot. Because of that action, Council now has thirty days to act on that ballot measure. Furthermore, there are a couple different actions Council can take regarding this ballot measure and/or take no action. If no action is taken, the measure goes on the ballot as written. Other options are to either approve or reject the ballot measure. Ms. Jacobson reported that after discussion with the petitioners’ legal counsel and the Secretary of State’s office staff has determined there is a third option. The third option is after reviewing and discussing the ballot measure Council could decide whether or not they desire to offer a countervailing competing ballot measure, which would also be placed on the May ballot. Ms. Jacobson recalled at the previous meeting Council was advised that the needed signatures for the initiative petition had been collected. She also recalled that Council did not discuss the options regarding the initiative petition during that meeting, as the entire Council was not present.

Council discussion then ensued.

Whether Or Not The Council Wants To Put Forth An Alternative Ballot Measure.

Motion: Councilor Linville moved that the City Council not forward a competing ballot measure at this time. Councilor Akervall seconded the motion.

Further discussion ensued.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

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

CONTINUING BUSINESS

None.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

PUBLIC HEARING

A. **Ordinance No. 840** – 1st Reading

An Ordinance Of The City Of Wilsonville Authorizing The Preparation, Submittal, And Publication Of Explanatory Statements For Voters' Pamphlets; And Declaring An Emergency.

Ms. Jacobson read the title of Ordinance No. 840 into the record on first reading.

Mayor Knapp provided the public hearing format and opened the public hearing at 8:19 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.

City Attorney Jacobson advised that Ordinance No. 840 is required by administrative rule if Council wishes to place an explanatory statement on a ballot measure. Ms. Jacobson further added that if the City has no such ordinance in place then the City is not authorized to submit an explanatory statement along with any ballot measure. If passed by Council Ordinance No. 840 would apply for the current ballot measure and any future ballot measures. Furthermore, Ms. Jacobson explained that Ordinance No. 840 is drafted with an emergency clause, and qualifies as an emergency because of the tight election time constraints for the submittal of documents.

Ms. Jacobson described that the explanatory statement is not in favor of or in opposition to the ballot measure, rather it is a neutral statement. She announced that there is a separate process that individuals can submit support or opposition to be placed in the voters' pamphlet for a fee.

Ms. Jacobson proceeded to explain that she reviewed the current draft explanatory statement with the Secretary States office. She also explained that she received revisions to the current draft explanatory statement from the petitioners' legal counsel. Ms. Jacobson stated that the revisions were reasonable; therefore, she accepted those revisions. Ms. Jacobson reminded Council that they were provided the revised draft explanatory statement.

Ms. Jacobson shared with the passing of this ordinance the City would require that any measure submitted from the public, moving forward would require a neutral explanatory statement.

Mayor Knapp invited speakers, seeing none he closed the public hearing at 8:27 p.m.

Motion: Councilor Akervall moved to approve Ordinance No. 840 that gives the staff authority to put a neutral explanatory statement in the voters' pamphlet. Councilor Lehan seconded the motion.

Mayor Knapp requested a point of clarification from staff. Mayor Knapp asked if Ordinance No. 840 authorizes the specific explanation provided by staff or is a separate motion required to authorize the specific explanation, assuming the Ordinance No. 840 passes.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

Ms. Jacobson answered that Ordinance No. 840 is written to authorize staff to create a neutral explanatory statement. Therefore, no separate motion is needed of Council to authorize a specific explanatory statement.

Additional discussion ensued.

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'S BUSINESS

No Report.

LEGAL BUSINESS

No Report.

ADJOURN

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

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Tim Knapp, Mayor

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

A special meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:30 p.m. on Tuesday, February 18, 2020. 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
Council President Akervall
Councilor Lehan
Councilor West
Councilor Linville

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder

Motion to approve the order of the agenda.

Motion: Councilor Lehan 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

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 no citizen input.

MAYOR'S BUSINESS

None.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

COUNCILOR COMMENTS

None.

CONSENT AGENDA

None.

NEW BUSINESS

None.

CONTINUING BUSINESS

- A. **Ordinance No. 840** – 2nd Reading
An Ordinance Of The City Of Wilsonville Authorizing The Preparation, Submittal, And Publication Of Explanatory Statements For Voters’ Pamphlets; And Declaring An Emergency.

Ms. Jacobson read the title of Ordinance No. 840 into the record for second reading.

Motion: Councilor Akervall moved to approve Ordinance No. 840 on second reading. 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’S BUSINESS

Reported that the next Council meeting is scheduled for Thursday, February 20, 2020, with the Work Session starting at 6:00 p.m.

LEGAL BUSINESS

No Report.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

ADJOURN

Mayor Knapp adjourned the meeting at 7:37 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Tim Knapp, Mayor

DRAFT

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 1, 2020 Mayor Knapp called the meeting to order at 7:09 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

- Mayor Knapp
- 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
- Cathy Rodocker, Finance Director
- Keith Katko, Assistant Finance Director
- Martin Montalvo, Public Works Operations Manager
- Andy Stone, IT Director
- Beth Wolf, Information Systems Analyst
- Rob Wurpes, Chief of Police
- Zoe Monahan, Assistant to the City Manager
- Zach Weigel, Capital Projects Engineering Manager

Motion to approve the order of the agenda as amended.

Motion: Councilor West moved to approve the order of the agenda as amended. 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

MAYOR’S BUSINESS

- A. High School Senior Class of 2020 Proclamation

Mayor Knapp read into the record a proclamation declaring the week of June 1-5, 2020, as “Honoring the High School Senior Class of 2020 Week”. Councilors then took turns congratulating the graduating class of 2020.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

B. Placeholder for Appointments/Reappointments

Library Board– Reappointment

Reappointment of Miriam Violet Pinoli to the Library Board for a term beginning 7/1/2020 to 6/30/2024.

Motion: Councilor Akervall moved to ratify the reappointment of Miriam Violet Pinoli to the Library Board for a term beginning 7/1/2020 to 6/30/2024. 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

Wilsonville Metro Community Enhancement Committee – Reappointment

Reappointment of David Davis to the Wilsonville Metro Community Enhancement Committee, Position 1 for a term beginning 7/1/2020 to 6/30/2023.

Motion: Councilor Linville moved to ratify the reappointment of David Davis to the Wilsonville Metro Community Enhancement Committee, Position 1 for a term beginning 7/1/2020 to 6/30/2023. 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

Wilsonville Metro Community Enhancement Committee – Reappointment

Reappointment of Amanda Johnson to the Wilsonville Metro Community Enhancement Committee, Position 2 for a term beginning 7/1/2020 to 6/30/2023.

Motion: Councilor Lehan moved to ratify the reappointment of Amanda Johnson to the Wilsonville Metro Community Enhancement Committee, Position 2 for a term beginning 7/1/2020 to 6/30/2023. Councilor Linville seconded the motion.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

Vote: Motion carried 5-0.

SUMMARY OF VOTES

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

Tourism Promotion Committee – Reappointment

Reappointment of Albert Levit to the Tourism Promotion Committee, Position 4 for a term beginning 7/1/2020 to 6/30/2023.

Motion: Councilor Akervall moved to ratify the reappointment of Albert Levit to the Tourism Promotion Committee, Position 4 for a term beginning 7/1/2020 to 6/30/2023. 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

C. Upcoming Meetings

Mayor Knapp announced that the next City Council meeting is scheduled for June 15, 2020.

COMMUNICATIONS

A. Police Department Annual Report (Wurpes)

Rob Wurpes, Chief of Police provided a PowerPoint on the Police Department’s annual report. Prior to the presentation Chief Wurpes spoke to the recent event that occurred in Minneapolis pointing out that type of event would not happen in Wilsonville since the police department is a part of the Wilsonville community. He reflected to Robert Peals design of modern policing in which he communicated “the police and the people and the people are the police”, and we too are members of the community, with children in school, and with the hopes that those children would be treated fairly when they interacted with the police. Chief Wurpes said the department stood by the community and condemned what was seen in Minneapolis. The Chief explained the hiring process, onboarding process, the training received by new officers and members of the department and body cameras.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

Chief Wurpes noted that the following services are provide to the City of Wilsonville by contracting policing services thru Clackamas County:

- Accident Reconstruction (CRAFT)
- Behavioral Health
- Bomb Squad
- Crisis Negotiation
- Detective Division
- Dive, Marine, and Air units
- Family Justice Center
- Forensic Sketch Artist
- K9
- Search & Rescue
- S.W.A.T.
- Trauma Intervention Program & Chaplain

The following statistics from 2019 were shared:

- Police officers available 24 hours a day.
- 8,271 calls for service in 2019.
- Average of 689 calls each month.
- Average of 28 calls each day.
- 2,428 reports written.

It was noted that in 2019 there was a significant increases in theft, parking complaints, welfare checks, suspicious persons, traffic complaints and assisting of other agencies. While there was a noticeable decrease in fraud, suspicious circumstances, and behavioral health and/or mental health calls.

B. COVID 19 Facility Re-Entry and Control Plan

Martin Montalvo, Public Works Operation Manager shared the plans for allowing the public re-entry to City facilities. Furthermore, Mr. Montalvo shared an in depth presentation of the control plans that have been installed for protection of staff and the public.

City's Operational Objectives

- Ensure the Health and Safety of Staff through thoughtfully planned actions.
 - Implementation of physical distancing measures
 - “Stay Home, Save Lives” executive order
 - Preventing and mitigating complacency.
- Ensure City essential services are provided
 - Develop strategies to resume municipal services that have been temporarily suspended
 - Consideration for the safety of customers and staff
- Facilitate a responsive and effective Economic Recovery.
- Initiate efforts to recover City cost through state/federal disaster assistance programs.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

- Communicate openly and empathetically with our customers and staff regarding City efforts and actions.
- Openly communicate with staff and the general public.

Mr. Montalvo reported the City is transitioning from the Stay Home, Save Lives (SHSL) phase to Phase 1. The City would be in Phase 1 for at least twenty-one days. It is possible to return to the Stay Home, Save Lives stage before transitioning out of Phase 1 into Phase 2. During Phase 1 essential services will remain available with certain facilities opening on June 8, 2020, but not all facilities will open at the same time. Each facility and program will have a planned reopening which may include modifications to the program. All programs will have social distancing requirements.

All plans need to be resilient and have dynamic controls which would allow moving forward, or move back if evidence shows that is necessary. Monitoring will be implemented to determine whether the City is moving in the right direction, and staff will need to be trained to communicate freely to let the EOC members know that the practices put into place are helping them to feel safer.

Mr. Montalvo explained a strong janitorial disinfection was already in place when the incident first started, and continues with staff focusing on their work spaces, and the janitorial staff focusing on common contact areas and high traffic areas. He pointed out during the course of this incident over 90% of staff have reported to work every day. Organizational controls have been implemented, as well as administrative directives, and engineering controls, down to program level controls.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

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Jonathan Galbreath of Wilsonville spoke about the death of George Floyd. Mr. Galbreath wanted to know if new policies are being implemented to insure similar events do not occur in Wilsonville.

Mr. Cosgrove reported the technique that killed Mr. Floyd is a technique allowed in the State of Minnesota but is not allowed in Oregon, and it has been universally condemned across the United States. The issues that occurred in West Linn have nothing to do with the Clackamas County Sheriff's Department.

Chief Wurpes explained the Sheriff's Department has implemented policies to avoid similar situations.

Mayor Knapp clarified the city of West Linn has their own police department which hires their own staff, and is not connected with the Clackamas County Sheriff's Department.

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COUNCILOR COMMENTS

A. Council President Akervall

Councilor Akervall commented about George Floyd's horrific death and the events of this last week and thought equity training for the Council would be beneficial.

The Councilor announced the Library's Summer Reading program has begun with online participation.

B. Councilor Lehan

Councilor Lehan agreed with many of the comments made by Councilor Akervall; however the racial and economic inequalities need to be corrected on so many levels. She felt these issues needed to be looked at systemically and that the fix is more than just fixing a rogue police department.

C. Councilor West

Councilor West commented celebrating Memorial Day honored those who made the ultimate sacrifice for the values we are talking about. The recent Memorial Day celebration partnered with the Korean War Memorial group, the American Legion and Courtney Aaron provided comments.

Spoke about the issue of George Floyd's murder and the conversations he is having with his adolescent son. The Councilor was pleased that the Mayor and were in unison on insuring Wilsonville is an equitable, safe place and that we honor diversity.

D. Councilor Linville

Councilor Linville thanked the Councilors for their comments and expressed her concerns regarding the death of George Floyd. She thought it would be beneficial for the Council to have some training on perceptions of equity and race as part of a senior staff and Council training session in conjunction with goal setting.

Mayor Knapp appreciated the Councilors comments noting that recognizing the issues around and within us is a first step toward making things better and agreed a training session during goal setting is one opportunity.

CONSENT AGENDA

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

A. **Resolution No. 2813**

A Resolution Of The Wilsonville City Council Adopting An Addendum To The Intergovernmental Agreement Between Metro And The City Of Wilsonville To Continue The Wilsonville-Metro Community Enhancement Program

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Motion: Councilor West moved to approve the Consent Agenda as read. 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

NEW BUSINESS

A. **Resolution No. 2818**

A Resolution And Order Amending Resolution No. 2807 To Further Extend The Local State Of Emergency And Emergency Measures, As Authorized By Resolution No. 2803

Ms. Jacobson read the title of Resolution No. 2818 into the record.

Motion: Councilor Akervall moved to approve Resolution No. 2818. 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

CONTINUING BUSINESS

A. None.

Council took a break from 9:15 p.m. to 9:22 p.m.

PUBLIC HEARING

Ms. Jacobson read the title of Resolution Nos. 2816, 2817 and 2815 into the record.

Mayor Knapp provided the public hearing format and opened the public hearings for Resolution Nos. 2816, 2817 and 2815 at 9:24 p.m.

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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.

Finance Director Cathy Rodocker along with Assistant Finance Director Katko provided the staff report.

The Mayor invited public testimony. Seeing none he closed the public hearing at 9:30 p.m.

A. Resolution No. 2816 (Legislative Hearing)

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

Motion: Councilor Akervall moved to approve Resolution No. 2816. 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

B. Resolution No. 2817 (Legislative Hearing)

A Resolution Declaring The City’s Election To Receive State Shared Revenues.

Motion: Councilor Lehan moved to approve Resolution No. 2817. 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

C. Resolution No. 2815 (Legislative Hearing)

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 2020-21.

Motion: Councilor Akervall moved to approve the Fiscal Year 2020-21 proposed budget, in the total amount of \$214,299,497 (two hundred fourteen million, two hundred and ninety-nine thousand and four hundred ninety-seven dollars); and levying the full

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amount of the city general tax rate of \$2.5206. (Two dollars and fifty two o six cents) and Resolution No. 2815. 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

CITY MANAGER'S BUSINESS

No Report.

LEGAL BUSINESS

A. Kinder Morgan Valve Installation

Attorney Jacobson shared two photos showing the Kinder Morgan Valve installation structure.

ADJOURN

Mayor Knapp adjourned the meeting at 9:45 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Tim Knapp, Mayor

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

A special meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 12:15 p.m. on Monday, August 3, 2020. Mayor Knapp called the meeting to order at 12:35 p.m., followed by roll call.

The following City Council members were present:

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

Staff present included:

- Bryan Cosgrove, City Manager
- Barbara Jacobson, City Attorney
- Kimberly Veliz, City Recorder
- Beth Wolf, Information Systems Analyst

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 was no public input.

MAYOR'S BUSINESS

A. None.

COUNCILOR COMMENTS

A. None.

CONSENT AGENDA

A. None.

NEW BUSINESS

A. **Resolution No. 2839**

A Resolution Of The City Of Wilsonville Authorizing Acquisition Of Real Property From Meridian United Church Of Christ.

Ms. Jacobson read the title of Resolution No. 2839 into the record.

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She then proceeded to explain this item is a real estate transaction that has been discussed in executive session. However, in order to decide whether to go forward with negotiations and a price Council must decide in open session.

Ms. Jacobson briefly described church staff approached Mayor Knapp about a month to six weeks stating they were interested in selling the church. Church staff reported their membership numbers have dropped. Therefore, the space is larger than what is needed for the congregation. Church staff divulged they were interested in having the church be used for a public purpose. They were especially interested in saving the old chapel and bell tower.

Ms. Jacobson recalled over that last several weeks Council had been discussing whether the City would have a use for this church and whether there was funding available.

Furthermore, Ms. Jacobson stated for the record an appraisal of the property had been completed and reviewed by Council. She informed it is a normal part of operations for city government to have an appraisal preformed prior to making an offer on a property.

Ms. Jacobson shared the Meridian United Church of Christ is located at 6750 SW Boeckman Road near Wilsonville Road and across from the Frog Pond development.

It was announced that each member of the Council had toured the property.

Mayor Knapp publicized Council had prior discussions on potential benefits to the public if the church was purchased by the City. Such benefits include a performing arts space, or additional meeting space. Mayor Knapp reported the church group itself would like to be able to continue to utilize the space.

Motion: Councilor Linville moved to approve Resolution No. 2839. Councilor Akervall seconded the motion.

Councilor Linville commented Council had an opportunity to review the proposal. She thinks it is a remarkable opportunity given that the Senior Center and other facilities are over committed with activities and as long as the City does its due diligence. Ms. Linville shared she is convinced it is in the best interest of the community to go forward with the purchase. As for the price, Ms. Linville thinks Council has chosen a good place to begin negotiations with the seller.

Councilor Akervall agreed there is a need for meeting spaces and community gathering spots, even though right now it is a quite unusual time. Ms. Akervall reminded Council is planning for the long-term vision. She then reflected on the recent community survey for which community center spaces received lower marks compared to other areas. Therefore, she felt like this maybe an area where the community can improve with this opportunity. In her closing remarks Ms. Akervall appreciated Council's careful discussions on this proposal, which allows for continued due diligence. Ms. Akervall is supportive of this action.

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Councilor Lehan echoed the comments of the prior Councilors, especially those stated by Councilor Linville. Ms. Lehan explained the church has existed for many decades, even before Wilsonville was a city. She shared her excitement about taking care of the old chapel, as it is one of the oldest standing buildings in Wilsonville. Even older than the McMenamins’ old church therefore she feels it is good to protect the church.

Councilor West echoed Councilor Akervall comments that timing-wise this may seem a little different. However, he feels it is a very good investment into the community. Mr. West shared he is thankful the City has the resources to be able to have this conversation and to find solutions. Solutions that are a win for protecting heritage sites and offering more opportunities in the future. Councilor West stated he is thankful to work with a Council that sees the vision, is mindful about the price, and has been fair and equitable throughout the process. Moreover, Mr. West stated he is in full support of this purchase.

Mayor Knapp stated he is in full agreement with everything he heard from Council and appreciate the comments. He feels it is nice that the City is in a financial position to be able to do something like this when an unexpected opportunity arises. He reminded all of reason that the City is in this financial situation. Mayor Knapp recalled it is because of the hard work that Council and staff have done over the last decade to build reserves in the City’s contingency funds in order to create a stable foundation. Mayor Knapp thinks this is a significant win for not only the church but also the whole community. He shared going forward the City would have to undergo a long-term visioning and planning process for this facility. He recalled the idea is that the existing church could continue to meet there under the proposed agreement through the year 2021. Mayor Knapp publicized he is in favor of the proposal in front of Council.

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. Draft Environmental Assessment Letter Response

City Manager Cosgrove informed Council the City Attorney had to leave because she had interviews to conduct.

He reminded Council that City Attorney had briefed Council on the proposed letter to the Oregon Department of Aviation (ODA) during executive session. The letter is in response to the proposal for work on some additional facilities located at the Aurora Airport. Mr. Cosgrove explained if Council desires to send the letter staff would need to be authorized to do so by a vote.

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Motion: Councilor Linville moved that Council authorize staff to submit a letter in response to the draft environmental assessment that was completed on the Aurora Airport for work to be done within the airport facility. Councilor Akervall seconded the motion.

Councilor Linville recalled the letter to be sent by the City is in response to the draft environmental assessment. Furthermore, the letter is consistent with prior actions taken by Council. Ms. Linville pointed out that a particular concern is that of the noise study which was not conducted as a part of the environmental assessment.

Ms. Linville further described the draft environmental assessment there is a continual reference to a 2013 Master Plan for the Aurora Airport. She then described the 2013 Master Plan does not exist, and it is actually referencing the 2012 Master Plan. Given that there is litigation currently pending and these recommendations are being done based on the 2012 Master Plan, Ms. Linville thinks it is appropriate for Council to respond.

Mayor Knapp recalled some of the litigation that is being contested is whether the 2012 Master Plan is even legitimate or valid.

Councilor Akervall agreed with the comments made by Councilor Linville. Ms. Akervall shared the concept seems consistent to the discussion and actions previously taken by Council on the broader topic as a whole.

Councilor Linville provided additional comment. Ms. Linville commented the noise study is required as part of ODA regulations and is based on the number of flights that are anticipated. She detailed the number of flights that are anticipated, which appear in the environmental assessment document, exceed the number requiring a noise study. Therefore, Ms. Linville desires that ODA clarify the impact on Wilsonville. Additionally, Ms. Linville wants ODA to follow their own regulations in terms of conducting a noise study.

Councilor Lehan voiced concern for the need of an adequate and current noise study. Ms. Lehan recalled it used to be Charbonneau and the Daydream neighborhoods that were predominantly impacted by the flights coming and going out of Aurora. However, now the airplanes can be heard buzzing around her house, which is located on the west side by the Park at Merryfield. Ms. Lehan reiterated her desire for ODA to conduct an adequate noise study. Moreover, she would like a better understanding of what is being proposed in terms of the larger planes.

Mayor Knapp believes the City needs to be very careful and clear. So that, the airport does not add facilities that have future purposes primarily without adequately studying the need.

Councilor Lehan shared the Aurora Airport has been here a long time and Wilsonville has supported the Aurora Airport and the businesses it houses. However, Ms. Lehan proclaimed this situation is different because of the large jets. She reported it is a shift from the past 50 years. Moreover, Ms. Lehan stressed the importance for Council to understand the intentions of the airport and the protections that are in place for the community. Ms. Lehan added the City of Wilsonville has advocated for some years now that ODA follow statutes on public process and

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the decision process for making alterations that affect the public. Ms. Lehan does not believe ODA has been following these statutes for several years.

Councilor Linville commented the company hired to do the environmental assessment indicated that the only affected areas are Marion County and the City of Aurora. Ms. Linville added the City of Wilsonville has not been included even though the issue affects Wilsonville directly.

Vote: Motion carried 4-1.

SUMMARY OF VOTES

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

CONTINUING BUSINESS

A. None.

PUBLIC HEARING

A. None.

CITY MANAGER'S BUSINESS

No Report.

LEGAL BUSINESS

No Report.

ADJOURN

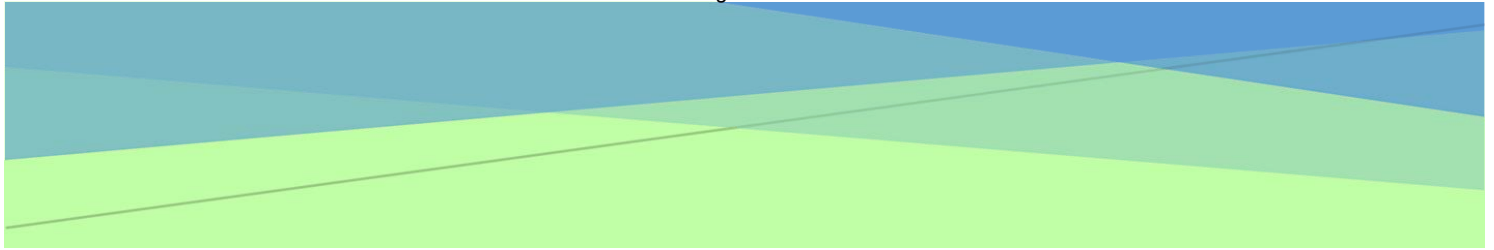
Mayor Knapp adjourned the meeting at 1:04 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Tim Knapp, Mayor



CITY COUNCIL WORK PLAN

2019-21

Quarterly Update: August 5, 2020

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1. Complete Kinder Morgan Pipeline Safety Enhancements	2
2. Complete the preliminary work necessary to solicit bids on Phase 1 of the Boones Ferry/Brown Road project ('Old Town Escape' – 5 th to Kinsman project).....	2
3. Implement the Town Center Master Plan	3
4. Implement the Signage & Wayfinding Program	4
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6a. Promote farm and forest land protection	5
6b. Strive to make new City buildings LEED certified	6
6c. Encourage civic involvement of youth.....	7
6d. Encourage clean industry business retention and expansion	7
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7a. Build Garden Acres Road.....	8
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E. Thoughtful, Inclusive Built Environment	12
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F. Strategic Economic Development and Community Prosperity	14
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2. Explore the establishment of an Arts and Culture Commission based on the results of the Arts and Culture Commission Study and develop a strategy to reinstitute the Sculpture program.....	16
3. Explore options for adding additional resources to elevate the city's efforts around arts, culture, and tourism, including the possibility of adding staffing	17
4. Build a safe kayak entry to the river	17
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3. Develop strategies for building the I-5 Bike/Pedestrian Bridge to Town Center	21

A. Organizational Excellence and Continuous Improvement

1. Complete Kinder Morgan Pipeline Safety Enhancements

Department: Staff Champion	Legal: Jacobson
Expected accomplishments	<input type="checkbox"/> Hold emergency response training in Wilsonville- Complete <input type="checkbox"/> Hold Town Hall for citizens to learn more about pipe line and raise issues of concern-Complete <input type="checkbox"/> Share confidential pipeline information for review by key water plant staff- Complete <input type="checkbox"/> Complete the safety improvements (shut off valve) on the south side of the River. Development application has been made. Construction of new secure enclosure and installation of valves to occur in August 2019.
Process & Timeline	Complete before the end of 2019.
Success & Outcomes	Installation of an automatic shut off valve.
Quarterly Update	<u>Complete.</u> Kinder Morgan has done everything on the list they said they would do. Kinder Morgan expects the valve to be fully operational by the end of Q1 2020.

2. Complete the preliminary work necessary to solicit bids on Phase 1 of the Boones Ferry/Brown Road project ('Old Town Escape' – 5th to Kinsman project)

Department: Staff Champion	Community Development/ Engineering: Weigel
Expected accomplishments	Complete the needed preliminary work for Phase 1 of this project.
Process & Timeline	<input type="checkbox"/> Evaluating budget <ul style="list-style-type: none"> • Update to City Council to provide clarification on the project (Q3 2019) • Looking to get ROW donated to increase contingency <input type="checkbox"/> ROW acquisition- start Fall 2019 and complete Q1/Q2 2020 <input type="checkbox"/> Out to bid Q2/Q3 2020
Success & Outcomes	Solicit for bids to complete the needed preliminary work for Phase 1 of this project.
Quarterly Update	<u>In progress.</u> Acquisition of property for the project is underway. Environmental permits for the project have been secured. The design team is finalizing the construction plans and specifications. Construction is anticipated to begin Q1 of 2021.

3. Implement the Town Center Master Plan

Department: Staff Champion	Community Development / Planning: Rybold, Bateschell Community Development / Economic Development: Vance
Expected accomplishments	Implement the Town Center Plan
Process & Timeline	<ul style="list-style-type: none"> <input type="checkbox"/> Review the short term actions and scope near term action items <input type="checkbox"/> Initial near term action items (FY 19-20, 20-21) <ul style="list-style-type: none"> • Infrastructure Investment Planning • TSP update (integrate new CIP projects), Adoption Q2 2020 (Rybold) <ul style="list-style-type: none"> ▪ Infrastructure Finance Plan : Urban Renewal Study : SDC list update (Q4 2020) (Planning, Engineering, Finance, Vance, consultant) • Street scape plan (consultant to prepare plan) <ul style="list-style-type: none"> ▪ Adoption Q4 2020 (Rybold) ▪ Design (street lights, street, benches, trash cans) ▪ Consultant to be selected for this work ▪ Coordinate with Urban Forestry Management Plan in Town Center (Rappold: Consultant) • Work to update CC&Rs <ul style="list-style-type: none"> ▪ Adoption Q4 2019 ▪ Bateschell to track (Guile-Hinman to assist) ▪ Modify CC&R to reflect Town Center Plan • Work toward Public Private Partnerships <ul style="list-style-type: none"> ▪ Ongoing relationship building and matchmaking with property owners and developers, quarterly calls/meetings, and annual events as identified ▪ Infrastructure Finance Plan (see above) ▪ Marketing plan (Q1 2020), includes Development Opportunity site analysis with visualizations, opportunity zone information, 3D renderings of Main Street, public investment information, and existing property acquisition: lease: redevelopment opportunities. • Food truck code analysis : best practices <ul style="list-style-type: none"> ▪ Planning Commission, then City Council ▪ Awaiting staff to assign this project – Assistant Planner: Rybold (Q3 2020)
Success & Outcomes	Complete these items to implement the Town Center Plan.
Quarterly Update	<i>In progress. Staff continues outreach efforts to property owners, developers, and investors on key sites in Town Center. Staff is finalizing a development opportunity site analysis for a catalytic property in Town Center as part of the upcoming marketing plan. Staff began the process of updating the City's Transportation System (TSP) to integrate the recommended transportation-related infrastructure investments from the Town Center Plan. The Planning Commission reviewed the proposed amendments at a work session in July, and a</i>

3. Implement the Town Center Master Plan

City Council work session is anticipated in the next quarter. Adoption of the amendments is anticipated later this year. The Streetscape Plan project began during the second quarter of 2020, with consultant selection completed and initial public outreach activities anticipated this fall.

4. Implement the Signage & Wayfinding Program

Department: Community Development: Neamtzu
Staff Champion

Expected accomplishments Annually implement the Signage and Wayfinding Plan
Action plan based on the adopted Wayfinding Plan.

Process & Timeline

- Implement the action plan annually based on allocated budgets and the phasing plan.
- Install ~~the six~~ kiosks and update the I-5 monument signs
- Site analysis and site visits are being completed (~~updates to be provided in the work plan~~).
- Staff will do short term check ins at City Council Work Session:
- I-5 monuments
 - At the January 23, 2020 City Council work session, the Council selected a final design for the I-5 monument sign retrofit. The design selected included stainless steel letters with a full color blue/green city logo at 125% mounted on the sign with a black painted background. The “welcome to” will be centered over “Wilsonville”. Designs are being prepared.
 - ~~Late summer (Q3 2019) — discussion with City Council to select the design for the I-5 monument~~
- Funding and priorities for Wayfinding implementation to be discussed when staff has information to share (year 21)

Updated August 2020

Success & Outcomes Implement the Signage and Wayfinding overtime as the budget allows.

Quarterly Update *On-hold. Following the Council work session in January where the final design of the I-5 monument retrofit was decided, the COVID-19 pandemic set in. Due to concerns about general fund budgets, staff put this project on hold for the past four months. Now that the FY 2020-21 budget is adopted, staff will begin to initiate completion of the identified projects (kiosks and monuments). It should also be noted that the new Library digital reader board sign was installed on April 28, 2020.*

5. Implement the Street Tree Replacement Program

Department: Staff Champion	Public Works: Kerber
Expected accomplishments	The proposed Street Tree Replacement/In-fill Program c plant up to 100 new street trees, aiding in promoting a healthy urban forest.
Process & Timeline	<input type="checkbox"/> Q3 2019 - Sign agreement with Friends of Trees (9/12/19) <input type="checkbox"/> Q4 2019 – Start program at beginning of FY 19/20 (<i>Kickoff meeting 10/16/19</i>) <input type="checkbox"/> Q 2019 – Q1 2020 – Identify locations and contact citizens <ul style="list-style-type: none"> • Validate suitability of the planting area • Work with property owners on tree species (from preferred list) • Organize planting-day event <input type="checkbox"/> Q2 – Q4 2020 - Plant trees and follow up with citizen on tree care <ul style="list-style-type: none"> • Coordinate activities on the day of event • Check on the tree a couple of times during the summer • Issue a tree care survey to the property owner • Send postcards to residents with watering reminder • Planting day on Saturday, April 18, 2020. Follow-up care information will be sent to property owners in Q3 2020 and Q3 2021. <p style="text-align: center;"><i>Updated Jan. 2020</i></p>
Success & Outcomes	Improvement of the natural environment, Increase of shade areas and enhancement of neighborhood aesthetics
Quarterly Update	<i>On hold. To comply with the COVID-19 physical distancing requirements the event which was schedule for April was canceled. Staff is working with Friends of Trees to reschedule for another date this fall, if possible.</i>

6a. Promote farm and forest land protection

Department/ Staff Champion	Administration/ Ottenad
Expected accomplishments	Participate with local and state agencies Monitor legislative activity Provide updates to City Council
Process & Timeline	<input type="checkbox"/> Year-round activity that occurs periodically, generally when the Oregon legislature is in session or land-use EFU zoning-conversion application made to county. <input type="checkbox"/> Work to advance valid, updated Aurora State Airport master plan and related intergovernmental agreements for coordinated, inter-jurisdictional transportation and land-use planning.

6a. Promote farm and forest land protection

Success & Outcomes	Proposed conversions of EFU lands to other zoning designations are halted. New land-use protections for conservation of farm and forest lands advance.
Quarterly Update	<p><i>In progress. Oregon Department of Aviation and Aviation Board seek to continue to act as though the 2012 Aurora State Airport Master Plan Update is valid and legal despite administrative and legal objections filed in 2019 and 2020 by City and other parties against department's actions.</i></p> <p><i>Truncated legislative sessions in 2019 and 2020 resulted in adjournment with no action impacting this goal.</i></p> <p><i>City is appealing Marion County's tentative land-use approval for major development at Aurora State Airport based on water-wastewater-stormwater and transportation infrastructure issues.</i></p>

6b Strive to make new City buildings LEED certified

Department: Staff Champion	Public Works: Kerber
Expected accomplishments	<input type="checkbox"/> Incorporate design features in new city facilities <input type="checkbox"/> Public Works Facility <input type="checkbox"/> Try to meet certification criteria (identify criteria met)
Process & Timeline	Review each City building for adherence to the sustainability checklist
Success & Outcomes	<p>Sustainability strategies fall into one of three tiers</p> <p>Tier 1 represents sustainable concepts that will add little to no additional cost and/or has a quick return on investment.</p> <p>Tier 2 represents basic infrastructure improvements that support more aggressive sustainable measures and have an average return on investment of approximately 5-15 years.</p> <p>Tier 3 represents aggressive sustainable measures that lend themselves to potentially achieving 'carbon neutral' status.</p> <p><i>Updated Oct. 2019</i></p>
Quarterly Update	<i>In progress. Contract for the design of the Public Works Complex was signed in July. Various sustainability strategies for this contract will be discussed and incorporated into the construction drawings.</i>

6c Encourage civic involvement of youth

Department: Staff Champion	Administration: Monahan
Expected accomplishments	Identify ways to encourage and incorporate youth
Process & Timeline	Citizens academy outreach to High School –Q4 2019
Success & Outcomes	Increased youth involvement
Quarterly Update	<p><i>On hold. Due to the COVID-19 pandemic students are participating in online learning and some City boards are not meeting. Staff will reach out to Wilsonville High School (WHS) in the fall to collaborate on internship and youth tour opportunities. Staff will continue to work with WHS to encourage youth participation in the 2021 Citizens Academy.</i></p> <p><i>The City has been successful in engaging youth participation in the Arts, Culture, and Heritage Strategy.</i></p>

6d Encourage clean industry business retention and expansion

Department: Staff Champion	Community Development / Economic Development: Vance
Expected accomplishments	<input type="checkbox"/> Industrial performance standards in the code <input type="checkbox"/> Help businesses with increased recycling goals <input type="checkbox"/> Staff providing a focus on clean energy
Process & Timeline	
Success & Outcomes	
Quarterly Update	<p><i>In progress.</i> Continued outreach to local businesses through notification letters and City website promotion about Clackamas County Business Sustainability programs, including solid-waste collection, garbage and recycling, disposing of hazardous waste, and reduction of food waste.</p>

6e Engage the community on important issues (Online Forums, Town Halls, etc.)

Department: Staff Champion	Administration: Evans, Ottenad Various – Issue Driven
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Expected accomplishments	<input type="checkbox"/> Continued engagement on items such as; <ul style="list-style-type: none"> • French Prairie Bridge Design • Kinder Morgan Pipeline Shut Off Valve • Open houses – Road, Bike, and Pedestrian Projects • Town Center Plan, Coffee Creek employment area
Process & Timeline	Ongoing efforts for public engagement by Community Development, Parks & Recreation and Administration. Current proposal to implement LetsTalkWilsonville.com for community feedback on proposed City projects and programs.
Success & Outcomes	Community feels engaged on public affairs.
Quarterly Update	<p><i>In progress. The City continues to share information on Let's Talk Wilsonville! and Facebook. The City has provided many press releases, website updates and Facebook posts to keep the community updated on the COVID-19 pandemic, resources and programs.</i></p> <p><i>The Arts, Culture and Heritage Strategy has been a major public-engagement effort that includes over 50 participants on the largest advisory task force that the City has ever assembled.</i></p>

7a Build Garden Acres Road

Department: Community Development / Engineering: Weigel
Staff Champion

Expected accomplishments Build Garden Acres Road Project

Process & Timeline

- June 17, 2019 – Bid Award
- Q3 2019 - Construction kick off
- Project completion spring 2021

Success & Outcomes Complete the road project.

Quarterly Update *In progress. This project is on Schedule. Undergrounding of overhead utilities is complete. City utilities (water, sewer, and storm) have been installed. The Willamette Water Supply Program 66" raw water pipeline is under construction and is planned for completion in September 2020. Roadway construction work is underway with expected completion in January 2021.*

7.b Build Old Town Escape – See Goal A.2

B. Stewardship of the Environment and Natural Resources

1. Reduce, monitor, and report on the use of toxins by the City of Wilsonville	
Department: Staff Champion	Community Development / Natural Resources: Rappold
Expected accomplishments	<input type="checkbox"/> Report prepared in the spring of each year and ready for public consumption in by the end of the fiscal year. <input type="checkbox"/> Provide annual report to the City regarding our herbicide use: <ul style="list-style-type: none"> • What we do • What we use • Where herbicides are applied • How we are or will work to reduce toxins
Process & Timeline	<input type="checkbox"/> Provide an update to City Council (Q2 2020 before the report is released to the public) <input type="checkbox"/> Provide the report to the community (online & information to promote it in the BFM)
Success & Outcomes	Produce report annually. <ul style="list-style-type: none"> • Monitor and work to reduce toxins. • Increase awareness about toxin use in the City.
Quarterly Update	<p><u>Complete for 2020</u> <i>Staff completed the IPM Annual Report and presented it to the City Council. The report is available on the City's website (https://www.ci.wilsonville.or.us/natural). Hard copies will be available at City Hall.</i></p>

C. Effective Governance and Regional Influence

1. Advocate for expanded travel choices in the I-5/WES Corridor	
Department: Staff Champion	SMART: Brashear
Expected accomplishments	Working with businesses and schools for van pool services. Expanded transit services are being evaluated and implemented as needed. Updates to be provided though quarterly updates.
Process & Timeline	
Success & Outcomes	

1. Advocate for expanded travel choices in the I-5/WES Corridor

Quarterly Update *In progress. A vanpool agreement was signed in March 2020 between the City and Enterprise Car Rental. This project has since been placed on hold due to the ongoing pandemic.*

2. Advocate for advancing the I-5/Wilsonville Facility Plan to improve Boone Bridge traffic flow and seismic resilience

Department: Staff Champion	Administration: Ottenad
Expected accomplishments	<input type="checkbox"/> Continually evaluate and report on status updates: progress <input type="checkbox"/> Support state legislature to advance preliminary engineering <input type="checkbox"/> Federal – seek earmark for construction
Process & Timeline	<input type="checkbox"/> Lobby 2019 Oregon legislature to include ODOT ‘cost-to-complete’ study in “Christmas Tree Bill.” <input type="checkbox"/> Lobby Oregon Congressional Offices in May 2019 and May 2020 to include favorable policy provisions in reauthorization of surface transportation act.
Success & Outcomes	2019 House Bill 5050, “Christmas Tree Bill,” contained budget footnote directing ODOT to advance ‘cost-to-complete’ study of the I-5 Wilsonville Facility Plan Boone Bridge Auxiliary Lane and report back to legislature in February 2021. In August 2019, Oregon Transportation Commission approved \$300,000 to scope project.
Quarterly Update	<p><i>In progress. Metro approved the Phase 1 geotechnical engineering analysis in January 2020.</i></p> <p><i>City monitors federal legislation, including the U.S. House of Representatives INVEST Act and Moving Forward Act. Senate to introduce a surface transportation bill in August 2020.</i></p>

3. Develop a process, timeline, and recommendation for Council Compensation

Department: Staff Champion	Administration: Cosgrove, Monahan
Expected accomplishments	<input type="checkbox"/> The proposed process and timeline are ready for council review when appropriate. <input type="checkbox"/> Recommendations to be developed and provided to City Council
Process & Timeline	YR 1 – City Council work session (TBD)
Success & Outcomes	Complete process and recommendations as directed by City Council.

Quarterly Update	<u>Awaiting City Council direction.</u>
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D. Safe, Livable, and Engaged Community

1. Complete the Equitable Housing Study and develop affordable housing strategies

Department: Staff Champion	Community Development / Planning: Rybold
Expected accomplishments	<input type="checkbox"/> Equitable housing strategic plan <ul style="list-style-type: none"> Identify gaps in housing market, identify goals to close gap, six strategies will be identified Identify the path for Planning Commission and City Council. Track Progress
Process & Timeline	<input type="checkbox"/> Planning Commission – Q3 2019 and after there is a draft plan (Q4 2019/Q1 2020) <input type="checkbox"/> City Council – Q3/Q4 2019- updates and input on progress and prioritization of strategies <ul style="list-style-type: none"> Q1 2020 – Draft Strategic Plan
Success & Outcomes	Complete project by Spring 2020
Quarterly Update	<p><u>Complete.</u> On June 15, 2020 City Council adopted the Wilsonville Equitable Housing Strategic Plan. The Plan provides a framework to organize the City’s future efforts to promote equitable housing outcomes including five prioritized actions that the City can begin to implement in the first two years after Plan adoption. The plan also includes a number of additional actions for the City to consider in the long term as the Plan’s progress is monitored.</p> <p>Implementation of two prioritized actions in the Equitable Housing Strategic Plan continues. In the second quarter of 2020, the City received notice that grant applications to help fund HB 2001 compliance housing work (Strategic Plan Action 1B) and Frog Pond East and South planning work (Strategic Plan Action 1C) were successful, resulting in over \$500,000 in combined funding for these two actions. The Planning Division plans on kicking off the HB 2001 compliance work this summer and then kicking off the Frog Pond East and South planning work in early 2021.</p>

E. Thoughtful, Inclusive Built Environment

1. Research and explore new residential codes to accommodate electric vehicle charging	
Department: Staff Champion	Community Development / Building: Carlson
Expected accomplishments	<input type="checkbox"/> Research Electric Vehicle (EV) Ready code options <ul style="list-style-type: none"> • Governor's 2017 Executive Order • Statewide mandate - All new homes in Oregon to be EV ready beginning October 1, 2020 • State Building Codes Division is developing rules and building codes for EV ready
Process & Timeline	<input type="checkbox"/> Follow State regulations <input type="checkbox"/> Pre-installation of conduit and dedicated electrical breaker space for easier future installation of EV charging outlet and equipment. <input type="checkbox"/> Commercial/Multifamily code to be adopted in the Fall requiring parking structures to be EV ready. <input type="checkbox"/> Report back to City Council – Q3 2019
Success & Outcomes	Research code and provide options.
Quarterly Update	<i>Complete. At the October 7, 2019 work session, staff provided Council with an overview of the current codes and discussed the pros and cons of implementing a local EV ready mandate. Staff recommended that Council follow the State Building Codes Division lead which will have a statewide EV ready mandate in place by October 1, 2020, when the next statewide residential code will be adopted. Council was supportive of this direction. No further action is needed or required at this time.</i>

2. Evaluate parking strategies and policies to reduce conflict	
Department/ Staff Champion	Planning/ Pauly
Expected accomplishments	<input type="checkbox"/> Evaluate how the to meet the needs of today (eliminate/reduce the conflicts that are created) Carports, parking stalls, less garages – or parking only – no storage in counted parking stalls <input type="checkbox"/> Primarily residential (multi – family, high density single family) <input type="checkbox"/> Identify opportunities to modernize parking standards <input type="checkbox"/> Code Review
Process & Timeline	<input type="checkbox"/> White paper (developed by Angelo Planning) – November 2019 check in with Planning Commission (as a part of residential code discussion)

2. Evaluate parking strategies and policies to reduce conflict	
	<p>(Updated based on staff recommendation and APG white paper. The parking code updates will be incorporated into code updates including code work related to House Bill 2001 and Town Center Master Plan Implementation.)</p> <p><input type="checkbox"/> Complete Q1 2021</p> <p>(Community engagement will be included)</p> <p>Updated Jan. 2020</p>
Success & Outcomes	Modern parking code enhances desired development and reduces conflict with neighboring uses
Quarterly Update:	<i>In progress.</i> Staff is not pursuing a stand-alone parking code project, but rather incorporating the modernization of key parking standards into various planning projects such as housing work and Town Center implementation. During Q2 2020 Planning staff specifically moved forward with finalizing funding and scope of the Middle Housing Project (House Bill 2001 Compliance) which will incorporate relevant parking code updates.

3. Initiate dialogue with property owners along Arrowhead Creek to develop a long-term land-use and development strategy	
Department: Staff Champion	Community Development / Planning: Pauly
Expected accomplishments	Meet with property owners to understand long term plans for the area – Collaborate to develop a plan
Process & Timeline	<p><input type="checkbox"/> Meet with Arrowhead Creek property owners</p> <ul style="list-style-type: none"> • Long term aspirations <p><input type="checkbox"/> City Council Report – Q2- 2020</p>
Success & Outcomes	Develop a report discussing the future of the area.
Quarterly Update	<i>In progress.</i> No update in Q2 2020. In the coming months the Planning Division will send written correspondence to setup meetings with other property owners in the area to initiate dialogue and gauge interest in a planning process for long-term use of the area.

4. Develop funding strategies and a plan to construct the French Prairie Bridge	
Department: Staff Champion	Community Development / Engineering: Weigel
Expected accomplishments	<input type="checkbox"/> Strategy to fund the project
Process & Timeline	<input type="checkbox"/> Plan for the future of the project – <input type="checkbox"/> Preliminary design and cost are complete. <input type="checkbox"/> Funding analysis needs a funding source (\$50,000) to begin in Q2 2020 – Report back to City Council Q4 2020 <ul style="list-style-type: none"> • Funding types and strategy to be identified and a timeline to receive the funding will be identified
Success & Outcomes	Report with funding strategy (outside funding and options)
Quarterly Update	<u>Not started.</u> <i>The project is on hold.</i>

F. Strategic Economic Development and Community Prosperity

1. Create a Basalt Creek Master Plan (complete remaining items)	
Department: Staff Champion	Community Development / Planning: Bateschell, Rybold
Expected accomplishments	Full implementation (Master Plan is not needed)
Process & Timeline	<input type="checkbox"/> Address issues related to FD20 zoning (Washington County zoning) <input type="checkbox"/> Memo or white paper to City Council (Q3 2019) <ul style="list-style-type: none"> • Work with Wash. Co. to update their zoning code to meet city standards when development occurs in the area (start conversation Fall 2019) <ul style="list-style-type: none"> ▪ Alternative – annex the area <input type="checkbox"/> Zoning and form based code application (craft industrial and high tech) <ul style="list-style-type: none"> • Evaluate code – review • Work session City Council (high level details) – early 2021 work session with City Council (<i>Updated to be consistent with Infrastructure planning</i>) • Then discuss with Planning Commission to develop zoning: code language • Zoning code amendments <input type="checkbox"/> Infrastructure planning (Q1 2021) <ul style="list-style-type: none"> • Determine if additional analysis is needed based on the existing master plans • Develop infrastructure funding plan <input type="checkbox"/> Prepare for implementation of the plan.

1. Create a Basalt Creek Master Plan (complete remaining items)

Success & Outcomes	Basalt Creek be development ready and develops according to city plans
Quarterly Update	<p><i><u>In progress.</u> In June, staff began work on a grant application from Oregon's Transportation and Growth Management (TGM) Program to fund the creation and application of a form-based code for Basalt Creek consistent with this goal and the recommendations of the Basalt Creek Concept Plan. The project would assess if the vision of the Concept Plan, specifically the High-Tech and Craft Industrial designations, can be met using the City's existing Planned Development Industrial (PDI) zoning district and determine the extent to which the Coffee Creek Form-based Code and Pattern Book can serve as a baseline for Basalt Creek code development. Following this assessment, staff will consult with the Planning Commission and City Council to determine the desired approach for code development in Basalt Creek.</i></p> <p><i>Applications were due in July, and the TGM program expects grant award decisions in September. If awarded grant funds, staff will work with ODOT staff to develop a more detailed scope of work, select a consultant to assist with Development Code updates, and complete an intergovernmental agreement by early 2021. Work on the project would begin in mid-2021. In addition, staff continued reviewing a warehouse development in the Coffee Creek Industrial Area throughout the summer with public hearings anticipated in September. Staff will use this project review to help refine which portions of the Coffee Creek Form-based Code to potentially use in future Basalt Creek zoning standards. At this time, with direction from Council during the Covid-19 pandemic, City staff has put the annexation memo on hold for the time being.</i></p>

G. Arts, Culture and Community Amenities

1. Install interpretive signage for the Beauty and the Bridge and on mosaic architectural features; inventory all public art with interpretive recognition

Department: Staff Champion	Administration: Monahan
Expected accomplishments	<input type="checkbox"/> Interpretive Display Signage for Beauty and the Bridge (Q4 2019) <input type="checkbox"/> Inventory all public art and provide interpretive recognition (Q4 2019)
Process & Timeline	<input type="checkbox"/> Finalize Beauty and the Bridge Interpretive Display (Q4 2019) <input type="checkbox"/> Arts Inventory (Q4 2019) <ul style="list-style-type: none"> • Public Works to assist with inventory of the art around town • Parks to assist with the inventory of art in the park • Identify the existing metal circles for rotating art

1. Install interpretive signage for the Beauty and the Bridge and on mosaic architectural features; inventory all public art with interpretive recognition	
	<ul style="list-style-type: none"> • Develop interpretive recognition
Success & Outcomes	Install Beauty and the Bridge Interpretive Display Inventory public art Develop interpretive recognition
Quarterly Update	<p><u>Complete.</u> <i>The Beauty and the Bridge interpretive panels are were installed in early February 2020. A celebration will be scheduled for the late spring or early summer.</i></p> <p><i>The public art was inventoried and developed into a storymap to provide interpretive recognition for art in the community. The online program went live in late December 2019. www.ci.wilsonville.or.us/public-art</i></p>

2. Explore the establishment of an Arts and Culture Commission based on the results of the Arts and Culture Commission Study and develop a strategy to reinstitute the Sculpture program	
Department/ Staff Champion	Administration/ Ottenad
Expected accomplishments	<ul style="list-style-type: none"> <input type="checkbox"/> Research public-art and sculpture programs in other cities to add into the Arts, Culture, and Heritage Strategy <input type="checkbox"/> Develop an updated plan or supplement to finalize the Arts and Culture plan <input type="checkbox"/> Develop Scope of Work and determine number of hours Q1/Q2 2020 <input type="checkbox"/> Evaluate existing boards and commissions to include the arts and culture duties or stand-alone committee. <input type="checkbox"/> The strategy should include the sculpture program <p><i>Updated Jan. 2020</i></p>
Process & Timeline	<ul style="list-style-type: none"> <input type="checkbox"/> Timeline and next steps for the Arts, Culture, and Heritage Strategy <ul style="list-style-type: none"> • Tourism Committee and Parks and Recreation plan to review • Draft is complete – Q2/Q3 2020 • City Council adoption - Q3/Q4 2020 <input type="checkbox"/> Outcomes of the recommendation will impact this goal <input type="checkbox"/> Identify the role of staff and the role of the community. <p><i>Updated Jan. 2020</i></p>
Success & Outcomes	
Quarterly Update	<p><u>In progress.</u> <i>The Arts, Culture and Heritage Strategy (ACHS) commenced in May 2020 with recruitment of a now 50-member advisory task force that is composed of various committees, including a steering committee, youth advisory committee and arts, humanities/literary arts and heritage/history cultural assets committees.</i></p>

2. Explore the establishment of an Arts and Culture Commission based on the results of the Arts and Culture Commission Study and develop a strategy to reinstitute the Sculpture program

Two Task Force and a Youth Advisory meetings have been held to date, and several interviews conducted. Three surveys are currently underway, including a Cultural Vision Survey, Cultural Assets Survey and a Municipal Cultural Programs Survey.

3. Explore options for adding additional resources to elevate the city's efforts around arts, culture, and tourism, including the possibility of adding staffing

Department/ Staff Champion	Administration/ Ottenad Parks & Recreation/ McCarty, Troha
Expected accomplishments	Evaluate goal based on the outcomes of Goal G.2. <i>Updated Jan. 2020</i>
Process & Timeline	
Success & Outcomes	
Quarterly Update	<i>Not started. This will be evaluated based the outcome of Goal G.2 above.</i>

4. Build a safe kayak entry to the river

Department: Staff Champion	Parks & Recreation: McCarty
Expected accomplishments	<input type="checkbox"/> Kayak boat launch is included in the Memorial Park implementation plan. <ul style="list-style-type: none"> • What is the scope per master plan? Refinement and improved project description – Q3 2019 (update to City Council mid – September) • Is the cost estimate accurate? • Does the road need to widened or be paved? • Improve turn around at the end of the road
Process & Timeline	Parks and Recreation Board to meet with City Council. (Timeline will be developed from there.) Likely November 2020 ballot title.
Success & Outcomes	Build a safe Kayak entry to the river.
Quarterly Update	<i>On Hold. Safe Kayak entire to the river was one of the more highly recommended items from the Park Bond Committee to bring forward for City Council review. Unfortunately due to the Pandemic and more accurately its effect on citizen's finances staff and City Council made the decision to postpone pursuing a Park Bond at this time.</i>

5. Site and fund a new community garden and continue efforts to promote more bee friendly habitat

Department: Staff Champion	Parks & Recreation: McCarty Community Development / Natural Resources: Rappold
Expected accomplishments	<input type="checkbox"/> Bee stewards ongoing – updates in the monthly City Manager report <input type="checkbox"/> Community garden – parks project for potential bond (timeline TBD) likely part of the November 2020 ballot title.
Process & Timeline	
Success & Outcomes	Site and fund community garden as part of the parks bond Continue to promote bee friendly habitat
Quarterly Update	<p><i>In progress. Community Enhancement funds have been requested to implement an additional Bee Friendly garden which would be located in Memorial Park near the Murase Plaza area.</i></p> <p><i>Due to the COVID-19 pandemic, the spring pollinator events (e.g., plantings, workshops) have been cancelled.</i></p> <p><i>On Hold. A Community Garden was on the list of park projects being discussed a part of a Parks Bond. Unfortunately due to the Pandemic and more accurately its effect on citizen's finances staff and City Council made the decision to postpone pursuing a Park Bond at this time.</i></p>

6. Explore Parks Bond

Department: Staff Champion	Parks & Recreation: McCarty
Expected accomplishments	
Process & Timeline	<input type="checkbox"/> Project refinement to begin Q3 2019 <ul style="list-style-type: none"> • Contract Needed – Q2 2019 • Meeting: prioritization: cost estimate –(October/November) • Outreach to user group – form task force – geographically representative and interest groups <ul style="list-style-type: none"> ▪ -Chair of Parks Board & Vice Chair, Council President, youth sports, soccer, Charbonneau, School District, river access, pickle ball, dog park, seniors, (4 meetings to kick off November 2019, January 2020, February 2020, finalize in March 2020) • Evans – assist with Marketing • Parks and Recreation meeting

6. Explore Parks Bond

	<ul style="list-style-type: none"> • City Council meeting – Task force to report and provide recommendation April 2020 and also inform about polling. <ul style="list-style-type: none"> <input type="checkbox"/> Identify types of project <input type="checkbox"/> Polling - hire consultant Feb/Mar 2020 (Polling to take place - May 2020) <input type="checkbox"/> Define Projects <input type="checkbox"/> City Council Decision on projects and cost - June 2020 <input type="checkbox"/> Community education - May: June 2020 <input type="checkbox"/> Secretary of State review and approval - June 2020 <input type="checkbox"/> City Council to approve ballot title - July 2020 <input type="checkbox"/> Ballot title due July/Aug 2020 <input type="checkbox"/> Target November 2020 ballot title
Success & Outcomes	Determine parks bond amount and project list. Receive City Council approval of the ballot title by August 2020.
Quarterly Update	<i>On hold. Due to the COVID-19 pandemic, the City Council directed staff to table this effort until further notice at their April 20, 2020 council meeting.</i>

H. Expand and Maintain High Quality Infrastructure

1. Complete conceptual design and funding plan for a new, consolidated Public Works Facility

Department: Staff Champion	Public Works: Kerber
Expected accomplishments	<ul style="list-style-type: none"> <input type="checkbox"/> Reconstruct the Public Works offices, yard, and warehouse functions into a new consolidated Public Works complex on designated property on Boberg Road. Currently, all three functions are housed separately from each other resulting in inefficient operations. Additionally, the existing warehouse and yard facilities are deficient in size and do not accommodate all the department's needs. <input type="checkbox"/> Develop a Master Plan for the Public Works Operations Complex through research and assessment of current and future needs. Perform a space analysis to ensure plan will accommodate various Public Works functions for the next 20 years. Identify sustainability opportunities in the development of the Public Works Operations Complex. Generate up to three concept designs for consideration and refine alternatives into a preferred option. Develop cost and phasing options for the preferred option and produce a financing plan for the final design and construction of the complex.
Process & Timeline	<ul style="list-style-type: none"> <input type="checkbox"/> Q2/Q3 2019 – Develop and refine conceptual plans and cost estimates. Create phasing plan and determining financing options.

1. Complete conceptual design and funding plan for a new, consolidated Public Works Facility	
	<input type="checkbox"/> Q3 2019 - Present preferred alternative to Council <input type="checkbox"/> Q1 2020 - Present project financing plan to Council <i>Updated Jan. 2020</i>
Success & Outcomes	<input type="checkbox"/> A successful Public Works Complex project will: <ul style="list-style-type: none"> • Address the current and future needs of the Public Works Department • Improve efficiency through consolidation, organization, and layout • Provide adequate shop space, office space, meeting rooms, breakrooms, locker and shower areas, vehicles, equipment and materials storage, disposal areas and parking. • Incorporate sustainability and green energy technology • Follow all City and State requirements • Meet category IV seismic standards • Provide information for funding decisions and project timing
Quarterly Update	<i>In progress. Conceptual design and preliminary funding plan have been completed. Starting on the final design, construction plans and opinion of construction costs for this project. Using updating cost information, will present funding options to the Council early next year.</i>

2. Obtain boundary adjustment for SMART to align with the City limits	
Department: Staff Champion	SMART: Brashear
Expected accomplishments	SMART to work with TriMet to adjust the SMART service boundaries to be consistent with the City limits
Process & Timeline	<input type="checkbox"/> Options and analysis for City Council consideration Q1/Q2 2020 <input type="checkbox"/> Letter being drafted by staff <input type="checkbox"/> Further direction from City Council will identify the next steps <input type="checkbox"/> Discussions to continue as needed. <input type="checkbox"/> Report back to City Council when there are updates to share on progress.
Success & Outcomes	Update the SMART Transit service boundary
Quarterly Update	<i>In progress. Mayor Knapp and staff met to discuss options and information needed for potential administrative and/or legislative remedies. This project has temporarily stalled due to the pandemic.</i>

3. Develop strategies for building the I-5 Bike/Pedestrian Bridge to Town Center

Department: Staff Champion	Community Development / Engineering: Weigel
Expected accomplishments	<input type="checkbox"/> Design of the bridge and gateway plaza – <ul style="list-style-type: none"> • Contract for design and acquisition in Q3 2019 • Feedback from Planning Commission or City Council on design • Design required to be complete in Q3 2021 per Metro.
Process & Timeline	<input type="checkbox"/> Fall 2020 - Consultant team <input type="checkbox"/> Design will be complete 2021
Success & Outcomes	
Quarterly Update	<p><i><u>In progress.</u> This project is on Schedule. The project design team has developed three bridge and plaza design concept designs based on feedback received from the public, Planning Commission, and City Council. Planning Commission provided feedback on the design concepts at the June 10, 2020 and July 8, 2020 meetings. On the July 20, 2020 meeting, City Council provided input on the design concepts. The conceptual designs will be made available for public feedback through an online survey beginning August 3, lasting through August 24 and a virtual open house scheduled for August 13. The project received I-5 vertical clearance approval from the Oregon Mobility Advisory Committee on May 14, 2020. A Hazardous Materials Assessment and Archaeological Survey Report have been completed for the project, with no significant findings. Preliminary geotechnical field work has been completed with additional work planned in the center median of I-5 in August.</i></p>



JULY 2020 MONTHLY REPORT

From The Director's Office

Greetings! The dog days of summer are finally here, which means for Community Development Department staff it is capital construction season. As you make your way around town, you will see construction activity in virtually every quadrant of the community. City staff are working hard to deliver high quality infrastructure projects on time and under budget. The following is a highlight of major project activity:

- The Garden Acres Road urban upgrade project is under construction. The project involves reconstruction of a rural local access road to an urban industrial roadway including the installation of a 66" water transmission pipeline for the Willamette Water Supply Program (WWSP). The extension of utilities and transportation improvements as part of this project are necessary to prepare the Coffee Creek and Basalt Creek Industrial Areas for future industrial development. Completion of this catalytic project is scheduled for early 2021.
- The annual street maintenance project is anticipated to begin in August and will rehabilitate the pavement on Elligsen Road, Day Road, Main Street, Parkway Avenue, and Burns Way. The project will include pedestrian enhancements, traffic signal improvements, and ADA ramp upgrades within the project boundary. The upgrades to Day Road are significant, resulting in improvements to perhaps the roughest road in the city.
- The Willamette Water Supply Program is currently constructing pipeline main (PLM) 1.1, which involves construction of a 66" water transmission pipeline from Arrowhead Creek Lane near the Water Treatment Plant to Wilsonville Road. The program has also mobilized on the Water Treatment Plant park site getting ready for seismic improvements to the bank of the river.
- Regional Parks 7 and 8 (Oulanka and Tivoli Parks) are under construction in Villebois with seating, wetland overlooks, nature play, and picnic areas—including a ½ mile segment of the regional Ice Age Tonquin Trail. Construction activity will continue into 2021.
- In Charbonneau, the French Prairie Road Phase II Utility Repair project is now underway to repair, replace, and rehabilitate the area's storm, sewer, water, and pavement infrastructure. Completion of this project is scheduled for the end of 2020.
- The Memorial Park Pump Station replacement project is underway, replacing and upsizing a sanitary sewer pump station serving the east side of the community. Construction activity will continue into spring 2021.
- The I-5 Undercrossing Trail Phase 2 will begin construction in September. This project extends the I-5 Undercrossing Trail through newly acquired property adjacent to I-5 and into the existing Boones Ferry Park. Construction is scheduled to be complete by the end of the year.

Wilsonville is very fortunate to have such a dedicated, hard working group of professionals thoughtfully advancing the infrastructure plans for this wonderful city.

Respectfully submitted,

Chris Neamtzu, AICP
Community Development Director

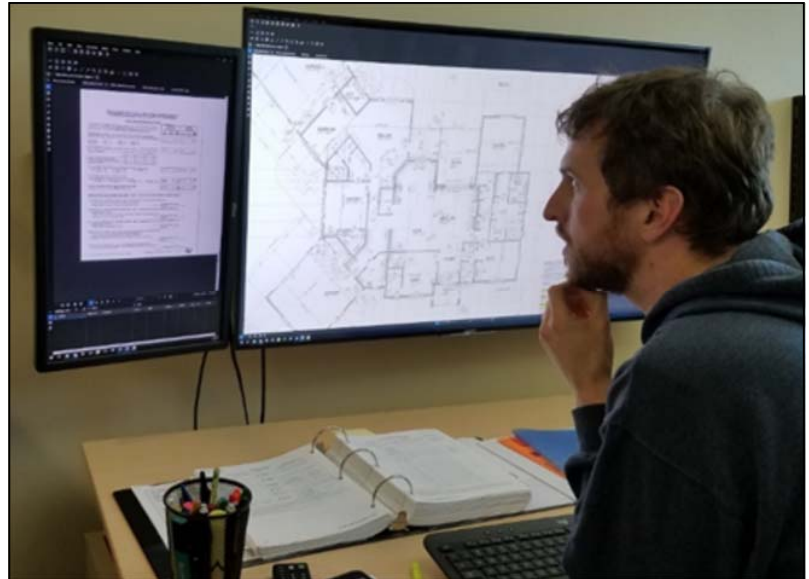
Building Division

What-cha Looking At? Energy Conservation

Oregon's Building Codes Division (BCD) develops energy codes and standards for regulating a building's effective use of energy through design and construction. The BCD administers the 2019 Oregon Zero Energy Ready Commercial Code and the 2017 Oregon Residential Specialty Code which cover various requirements for insulation, equipment, windows, lighting, and more for use in new construction. The intent is to provide flexibility to enable the use of innovative approaches and techniques to better achieve an effective use of energy. Wilsonville's Building Division adopts these codes for use in new construction throughout the city.

As a plans examiner, my primary role is to review construction plans and energy compliance calculations and compare them to the energy codes. If designs do not comply with the codes, I provide direction and suggestions for improving plans to ensure compliance. At the end of the day, my goal is to approve a project and get it to success quickly and creatively, without compromising the minimum requirements of the code.

BCD's recent report highlights Oregon's position as a national leader in energy efficient building codes. The report concludes with this statement in regard to consistency across the state:



“Other states may say they have adopted a particular cutting-edge code, but if local jurisdictions never adopt it, state or local inspectors never enforce it, and labor is not trained to it, it is only as good as the paper it’s written on. That’s not the case in Oregon.”

The cooperative interplay between the state, city municipalities, inspectors, and builders is at the core of our continued success as an expanding, sustainable, and safe community. The fantastic relationship between Wilsonville's Building Division and the public has led to an open dialogue and increased education about the importance of energy conservation codes and standards. Our focus is on two things, serving the customer and ensuring a safe, energy efficient, and accessible built environment for all who work within or call Wilsonville their home.

—Carl Brown, Building Inspector/Plans Examiner

Economic Development Division

Urban Renewal

- TIF Zone Program: The Urban Renewal Agency (URA) Task Force convened on July 22 to review new program framework that allows for added flexibility of site location and eligibility criteria, which is ideally adaptable to both recession and growth economies. Key elements of the proposed concept—tentatively called Wilsonville Investment Now (WIN)—include:
 - Eligibility Criteria: The three existing categories of program qualifications (value of new construction, number of new employees, and compensation of new employees) would remain the same under the new program. However, the proposed thresholds have been adjusted to provide greater flexibility in recognition that no development in the past has qualified under the existing thresholds in the program.
 - Tiers of Benefits: The proposal calls for different levels of benefits being offered to businesses that meet different qualifying thresholds.
 - Citywide Eligibility: The new program will not designate specific properties up-front, but allow any qualified development to utilize the program citywide.
 - Tax Rebate: As with the original TIF Zone program, qualified developments would receive a tax rebate if all standards are met, as opposed to a tax abatement. This means participating businesses will pay property tax up front and on time, but receive a partial or full rebate later once they demonstrate that they have met the required thresholds.
 - WIN Area Formation Approach: City Council would adopt the framework and WIN Program up front, but would not adopt individual WIN areas until later, once a developer has submitted a qualifying application for a specific site.

Wilsonville Childcare Conversation

The City of Wilsonville Economic Development Department participated in a virtual conversation on the childcare landscape in Wilsonville on July 29. Hosted by Clackamas Workforce Partnership, this conversation is intended to be of value to providers, parents, policymakers and business community (workforce, HR professionals) who would like to:

- Learn more about the childcare landscape in the Wilsonville area
- Understand what is currently being done locally and statewide to address issues of concern
- Work with community members to develop local solutions

This severe shortage in available childcare slots, especially infant and toddler care, is putting strain on working families and businesses across our region. COVID-19 has intensified existing issues and brings even more challenges include some of the following: open slots going unfilled; front-line workers not being able to afford childcare; families not knowing how to find open slots for childcare; and maintaining trained childcare staff.

Prior to the COVID-19 Pandemic, Clackamas Workforce Partnership and Child Care Resource & Referral met with Wilsonville Economic Development staff. They committed to address the issue and began outreach with community stakeholders. The next step is bringing together more partners from all over the community—city, county, and state—who are committed to addressing childcare issues. It will take grassroots efforts to make much-needed progress.

Engineering Division, Capital Projects

5th Street/Kinsman Road Extension (1139/2099/4196)

This project involves the design and construction of the extension of 5th Street and Kinsman Road between Boones Ferry Road and Wilsonville Road, including water, sewer, storm, franchise utility extension, and installation of a portion of the Ice Age Tonquin Trail. Land acquisition is underway. Construction is planned to start in the first quarter of 2021.

Boeckman Dip Bridge Project (4212)

The culvert inspection reports have been received. We are investigating the structural capacity of the largest culvert now to determine how much additional load it can handle. Additionally, we are looking into the feasibility of an embankment option for the roadway.

Elligsen Well Upgrade and Maintenance (1128)

This project involves correcting well casing and water chemistry deficiencies in the existing Elligsen well to maintain it as a backup supply for emergencies. Recommendations for well rehabilitation were received from the City's consultant in mid-July. In August and September 2020, a contractor will be secured through a formal bidding process with rehabilitation operations through winter 2021.

French Prairie Road Phase II (2500/4500/7500)

This project will include paving, storm sewer, and sanitary sewer improvements to French Prairie Road in the Charbonneau development. The contract was awarded to K&E Excavating. Construction has begun and is anticipated to be completed by the end of 2020.

Garden Acres Road (4201)

This project involves the design and construction of Garden Acres Road from a rural local access road to an urban industrial roadway as part of the Coffee Creek Industrial Area plan and includes Willamette Water Supply Program segment PLM_1.2 of the 66" water transmission pipe. Construction of the WWSP 66" raw water pipeline is underway (pictured right) beginning on Ridder Road and moving north along Garden Acres Road. Ridder Road between Peters Road and Graham's Ferry Road is now closed through August 14 for installation of WWSP pipeline and roadway improvements. Concrete curb installation on Ridder Road is scheduled to begin on August 3. Project completion is anticipated for January 2021.



I-5 Pedestrian Bridge (4202)

This project involves the design and preparation of construction documents for a pedestrian and bicycle bridge over Interstate 5 from Town Center Loop West to Boones Ferry/Barber Street. The design team is currently preparing bridge and plaza design concepts based on results of the public engagement and feedback received from the Planning Commission and City Council. Planning Commission provided staff with comment on conceptual bridge types and plaza elements at their July meeting. The bridge and plaza conceptual designs will be available for public feedback on [Let's Talk, Wilsonville!](#) beginning August 3 and a virtual open house on August 13.

Engineering Division, Capital Projects

Memorial Park Pump Station (2065)

This project involves replacing and relocating the wastewater pump station in Memorial Park. The contract was awarded to McClure and Sons. Construction began in July with completion in March 2021.

Street Maintenance Project (4014/4118)

Construction began the first week of August with curb ramp replacements on Elligsen Road. Street maintenance work will occur on Day Road, Elligsen Road, Burns Way, Parkway Avenue, and Main Street between August and November.

WTP Expansion to 20 MGD (1144)

This project will expand the Water Treatment Plant (WTP) capacity to 20 MGD and incorporate related WTP capital improvements, including Life Safety Upgrades (1137), Seismic Retrofits (1145), and Repair and Replacement (1146) projects. A CMGC alternative contracting method was approved by City Council. An engineering contract was awarded in July. Completion of the 30% design is anticipated in early 2021, at which time a CMGC solicitation would occur. Final design would be completed in coordination with the CMGC by the end of 2021, followed by construction in 2022-2023.

WWSP Coordination (1127)

Ongoing coordination efforts continue with the Willamette Water Supply Program. Here are the updates on major elements within Wilsonville:

- **PLM 1.1** This is the WWSP 66" raw water pipeline between Arrowhead Creek Lane and Wilsonville Road. Construction of the pipeline is underway. Completion of this segment of pipeline is expected in Fall 2020.
- **PLM 1.2** This is the WWSP 66" raw water pipeline that is included as part of the Garden Acres Road (4201) project. Construction of the WWSP pipeline is underway and will continue through September 2020.
- **PLM 1.3** This is the remainder of the WWSP 66" raw water pipeline through Wilsonville, including Kinsman Road, Boeckman Road, 95th Avenue, and Ridder Road. WWSP is progressing toward 60% design plans. Construction is scheduled to begin in the first quarter of 2021.
- **Raw Water Facility Improvements** This capital improvement project is under the management of the Willamette Water Supply Commission and the Tualatin Valley Water District. Improvements include seismic upgrades to the existing intake facility and river embankment, as well as the installation of a 66" raw water pipe and an 8" domestic City water pipe. The Erosion Control and Public Works Permits have been issued. Construction began in July 2020.



Raw Water Facility Improvements

WWTP Master Plan (2104)

This project will evaluate capacity of Wastewater Treatment Plant (WWTP) processes to accommodate projected growth and regulatory changes. A prioritized capital improvement plan and budget will be developed. The engineering contract was awarded in May and the project is anticipated to be completed by fall 2021.

Engineering Division, Private Development

DP Nicoli

The City has been working with the contractor and engineer to find a solution to a utility conflict issue between existing and new utilities.

Dutch Bros Coffee

A new Dutch Bros Coffee Drive-Thru is proposed on the vacant parcel at the southeast corner between Park Place and Town Center Loop West. As a part of the development, a new Rapid Flash Beacon (RFB) crossing will be installed on Town Center Loop West just south of Park Place. In addition to the RFB, a marked crosswalk will also be installed at the intersection on Park Place. The project is currently under review. Grading and Erosion Control Permits have been issued.

Fir Avenue Commons

Nine of the ten homes in this charming development are under construction on Fir Avenue in historic Old Town. Franchise utilities are being installed and granite curbs are on their way from the east coast. Final street work can begin once curbs are installed and franchise utilities are in place.

Frog Pond Meadows

74-lot subdivision located north of Stafford Meadows and adjacent to Stafford Road. The contractor (NEI) is completing final items.

Frog Pond—Morgan Farm Phase 2

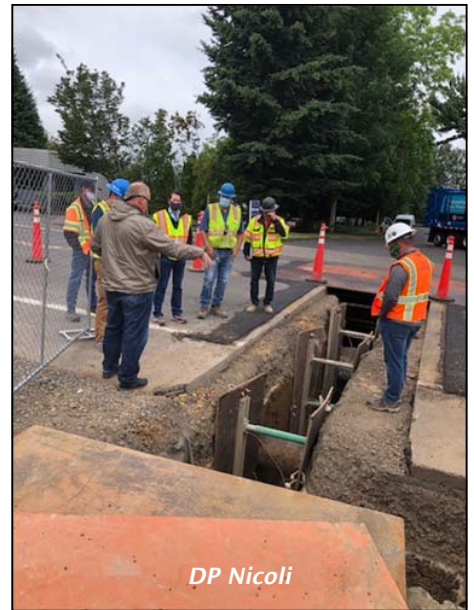
42-lot subdivision located north of Morgan Farm Phase 1. This project is in the final stages. The Engineering Division and the developer are working to address underground water intrusion at one of the stormwater swale facilities, as well as ADA slope requirements. The project is currently in the maintenance phase except for the sidewalks.

Grace Chapel

This project involves the remodel and expansion of the south building of the former Pioneer Pacific College, along with the rerouting of a major storm drain line. The contractor continues working on site improvements. New driveways and a new sanitary connection are not yet complete.

Hilton Garden Inn

Construction continues on this four-story hotel at Memorial Drive and Parkway Avenue. Asphalt road repair, grass seeding, and the final punch list remain before this project goes into the maintenance phase.



DP Nicoli



Grace Chapel



Hilton Garden Inn

Engineering Division, Private Development

Northstar Contractor Establishment—Clay Street

The Public Works Permit was issued for this half street improvement project (shown right) that will add sidewalks and street side swales on our border with Washington County near Coffee Creek Correctional Facility.

Shredding Systems

This project involves adding an additional building and expanding the sanitary, water, and storm systems. A sidewalk will also be added on 95th Avenue. The project is currently under plan review.



Siena at Villebois Fire Reconstruction

80% of the fire restoration work (shown left) is complete. The LIDA facilities still need to be installed and inspected.



Engineering Division, Natural Resources

I-5 Undercrossing Trail—Phase 2

On July 21, bids were opened for Phase 2 of the I-5 Undercrossing Trail. A resolution to award the construction contract is on the agenda for the August 17 City Council meeting. Construction is anticipated to begin in late August/early September.

The shared-use path between Boones Ferry Park and the existing pedestrian bridge trail connection will include construction of grade modifications, a 775-foot-long, 12-foot-wide asphalt paved shared-use path, conduit for future lighting, and optical fiber, signing, and striping. Phase 1 was completed in 2019, and Phase 2 represents the first project to be completed as part of the Boones Ferry Master Plan adopted in 2018.



Urban Forest Management Plan

The City has kicked off an Urban Forest Management Plan (UFMP) to guide the City’s programs and actions related to the urban forest. The UFMP will provide an integrated approach to preserving, sustaining, and regenerating Wilsonville’s urban forest into the future. While the UFMP will cover the entire City, it will have two focus areas: Charbonneau and Town Center. From July 20–23, the consultant, PlanIT Geo, inventoried trees in these two areas. The consultant is finalizing a community outreach and engagement strategy, which will include the [Let’s Talk, Wilsonville!](#) website, virtual meetings, and community-wide and focus area online surveys.

Planning Division, Current

Administrative Land Use Decisions Issued

- Parking area improvements for the office building at 9275 SW Peyton Lane (former Hollywood Video/Convergys building)
- Administrative relief (variance) to lot coverage to allow a 300 square foot addition to a home in Daydream Ranch
- Architectural review of new restroom building and shelters at dog run next to community garden in Memorial Park
- Partition to create a parcel for an additional single-family home along Canyon Creek Road South
- Updated sign placement and design for an industrial building at 29121 SW Kinsman Road
- 1 Other Class I Administrative Review
- 13 Type A Tree Permits
- 1 Type B Tree Permits
- Building permits for commercial/industrial renovations
- Single-family house permits

Construction Permit Review, Development Inspections, and Project Management

In July, Planning staff actively worked with developers and contractors to ensure construction of the following projects are consistent with Development Review Board and City Council approvals:

- DP Nicoli Industrial Development on Boberg Road
- Dutch Bros Coffee kiosk in Town Center
- Fir Avenue Commons residential development in Old Town
- Grace Chapel on Parkway Avenue
- Hilton Garden Inn on Parkway Avenue
- I&E Construction headquarters on Parkway Avenue
- Regional Park 7&8 in Villebois
- Residential subdivisions in Frog Pond West
- Willamette Water Supply Project

Development Review Board (DRB)

DRB Panel A did not meet in July. The next scheduled meeting for Panel A is August 10.

During their July 27 meeting, DRB Panel B unanimously approved a 1-year temporary use permit for a modular classroom building at Lowrie Primary School. The next scheduled meeting for Panel B is August 24.

Planning Division, Current

DRB Projects Under Review

During July, Planning staff actively worked on the following major projects in preparation for potential public hearings before the Development Review Board:

- 6-unit residential development in Old Town at the north end of Magnolia Avenue
- 69-lot subdivision in Frog Pond proposed by West Hills Development
- Parkway Woods (former Xerox campus) remodel and additional parking
- Industrial Warehouse on Clutter Road in Coffee Creek Industrial Area (shown right)
- Revisions to outdoor storage area for DP Nicoli on Boberg Road
- Architecture and sign changes for I&E Construction on Parkway Avenue
- Modular classroom building at Lowrie Primary School



Planning Division, Long Range

Basalt Creek Planning and Grant Application

During July, Planning staff prepared and submitted a grant application for the State's Transportation and Growth Management (TGM) Program to support the council goal of creating a Basalt Creek Master Plan. The master plan will follow up on the 2018 Basalt Creek Master Plan and set a framework for future industrial development in the Basalt Creek Planning Area. The City Council previously identified application of a form-based code to the Basalt Creek Planning Area as a means to make the area development ready. The focus on multimodal connectivity and the public realm inherent in the development of a form-based code makes this project a strong candidate for funding through the TGM program.

Frog Pond East and South

This master planning area encompasses the area added to the Urban Growth Boundary by Metro in 2018 (see right). The City is required to adopt a master plan and related policies and codes for the area by the end of 2022. In June, Metro awarded a grant to the City in the amount of \$350,000 to support the project. Staff are working with Metro on the grant agreement, with a plan to begin most portions of the project in early 2021.



Planning Division, Long Range

House Bill 2001 Implementation (Middle Housing)

This project will build upon and help implement the Equitable Housing Strategic Plan while ensuring the City complies with House Bill 2001 regarding the allowance for middle housing, including duplexes, triplexes, quadplexes, row houses, and cottage cluster housing. In July, staff requested proposals from consultants to support the project. Staff plan on selecting a consultant in August and having them under contract by mid-September. In the meantime, staff are working on the initial code audit and update. Also, during July staff stayed engaged in the ongoing state rulemaking process, listening to meetings and corresponding with other jurisdictions and interested parties. Staff composed a letter to give input to the state rulemaking committees on the latest iteration of the proposed rules as it relates to Wilsonville.



House Bill 2003 Implementation (Housing Needs Analysis/Housing Production Strategies)

Planning staff continued to coordinate with DLCD staff on the implementation of House Bill 2003 concerning new Housing Needs Analysis (HNA) timelines and the new requirement to produce a periodic Housing Production Strategy. As Housing Production Strategies are a new requirement, to be completed by a City within a year of completing a HNA, a substantial amount of state administrative rulemaking needs to occur to define the requirements. Staff participated in a sixth meeting of the state's Technical Advisory Committee (TAC) for rulemaking on Housing Production Strategies on July 20 and otherwise stayed engaged in the process.

Planning Commission

On July 8, the Planning Commission heard an update on Transportation System Plan (TSP) Updates related to the Town Center Master Plan as well as the I-5 Pedestrian Bridge/Town Center Gateway Plaza. For the Town Center TSP update, staff and consultants provided an overview of proposed amendments focusing on planned infrastructure investments in Town Center. For the I-5 Pedestrian Bridge and Town Center Gateway Plaza, the project team provided an update on plaza configurations currently under consideration as well as refined bridge alternatives incorporating prior feedback. The Planning Commission's August meeting has been cancelled; the Commission will meet next on September 9.

Small Wireless Facility (SWF) Technical Assistance

In July, Planning staff solicited requests for proposal for on-call technical services to support the City in review of applications for small wireless facilities (SWFs) and other wireless infrastructure. The City received three proposals and is currently reviewing them. Having this on-call technical review capacity will help the City regulate this emerging wireless technology and related infrastructure in a technically sound way that addresses safety, aesthetic, and wireless service access concerns while meeting federal regulations. Cost of the technical review will be borne by applicants.

Planning Division, Long Range

Wilsonville Town Center Plan

I-5 Pedestrian Bridge



The Town Center project team continued development of bridge and plaza designs for the I-5 Pedestrian Bridge and Town Center Gateway Plaza project, which will provide an important connection between Town Center, the Wilsonville Transit Center, and neighborhoods west of Interstate 5. In July, the project team held work sessions with the Planning Commission and City Council to present bridge and plaza design configurations and gather preliminary feedback on design elements prior to the project's upcoming public outreach activities. The team refined plans for an online survey on [Let's Talk, Wilsonville!](#) that will be open throughout August, along with an online open house planned for August 13 that will present the bridge and plaza concepts and seek further input on the proposed design elements.

General project information is available on the project website: www.letstalkwilsonville.com/I5-Ped-Bridge.

Streetscape Plan



SERA Architects is the consultant for this project. During July, staff worked with SERA Architects to refine the scope of what to include in the project and finalize the related contract. Staff also watched the I-5 Pedestrian Bridge Project closely as the two projects interrelate. Over the next nine months, the consultant team and City staff will seek input on various design elements that will be included in the final plan document. The Town Center Streetscape Plan is one of the implementation items included in the Town Center Plan and seeks to achieve numerous goals of the broader vision for Town Center. The end product will create a well-designed and implementable palette of street furniture, surface materials, lighting fixtures, and landscaping elements that will reflect the community's aesthetic preferences for Town Center. The final document is intended to provide clear guidelines for streetscapes that will be built as part of private development or capital improvement projects, resulting in a cohesive appearance throughout Town Center.

Transportation System Plan



During July, the Town Center team continued to update the City's Transportation System Plan (TSP) to integrate the recommended transportation-related infrastructure investments from the Town Center Plan. The team held a work session with the Planning Commission to provide an overview of these proposed amendments to the Wilsonville TSP. The City's on-call traffic consultant, DKS Associates, continued its limited additional analysis of Wilsonville Road as requested by Oregon Department of Transportation (ODOT) to determine the extent of any needed updates to the City's Interchange Area Management Plan (IAMP). Upon conclusion of this work, DKS will finalize the draft updates to the TSP, with adoption anticipated later this year.



JULY MONTHLY REPORT

From the Director:

Greetings from the Finance Team!

Happy Fiscal Year 2021! With lots of exciting projects and the implementation of the new financial software system, FY20-21 should be one for the record books.

The accounting team is continuing the year-end process for FY20. Journal entries, in accordance with generally accepted accounting principles will be made throughout the month of September. In September, staff will begin the process of creating the Comprehensive Annual Financial Report (CAFR) that must be completed prior to our annual audit.

The Finance Staff has been working diligently with our MUNIS consultants on the first round of acceptance testing. During this process, each module is reviewed in detail with staff recreating day-to-day activities to ensure the set-up is working properly. City Staff training will begin the end of September and go live is scheduled for November 1.

While doing a review of revenues, our Transit Tax clerk, Amanda Bryant, noticed that Rockwell Collins had not paid transit tax since their sale to another entity last year. After several phone calls and letters to their staff, the issue has been corrected and they will be catching up on their past due payments. It is estimated that an additional \$375K in taxes will be coming in the next couple of weeks for FY2019-20 transit taxes.

Hope everyone is having a safe summer!!

-Cathy Rodocker

By the Numbers:

Finance Statistics for the period of July 1, 2020-July 31, 2020

Please Note: Utility Billing is reported with a one month lag.

<u>Utility Billing:</u>		<u>Accounts Payable:</u>		<u>Municipal Court:</u>	
Total Monthly Bills	6,785	Invoices Processed	7,421	Total Citations Issued	104
New Customers	92	Payments Processed	4,145	Total Suspensions Issued	0
New Service Locations	5			Ticket Revenue	\$256,042

FY21 Financial Update:

Attached please find the financial reports for the month of July 2020. As many of the revenues are received later in the fiscal year, such as property taxes, franchise fees, etc., the revenues are less than one might expect. Many of the funds rely on the fund balance to cover the expenses until the revenue streams begin to come in.

	Budget	Activity	% Used
Fund 110 General Fund:			
Taxes	11,954,800	248,492	2%
Intergovernmental	2,415,495	21,385	1%
Licenses and Permits	182,750	22,265	12%
Charges for Services	672,610	11,630	2%
Fines	320,000	26,048	8%
Investment Revenue	163,900	6,655	4%
Other Revenues	1,180,350	8,213	1%
Transfers	3,429,047	255,271	7%
Total Revenue	20,318,952	599,959	3%
Personal Services	9,334,432	407,444	4%
Materials and Services	10,186,292	605,580	6%
Capital Outlay	20,000	0	-%
Transfers	5,647,535	120,417	2%
Total Expense	25,188,259	1,133,441	4%
Fund 210 Fleet Fund:			
Charges for Services	1,411,703	117,678	8%
Investment Revenue	9,600	0	-%
Other Revenues	18,000	0	-%
Total Revenue	1,439,303	117,678	8%
Personal Services	788,700	29,117	4%
Materials and Services	676,906	23,010	3%
Capital Outlay	65,000	0	-%
Transfers	2,400	200	8%
Total Expense	1,533,006	52,326	3%
Fund 230 Building Fund:			
Licenses and Permits	877,190	51,488	6%
Licenses and Permits-Villebois	73,375	13,073	18%
Charges for Services	9,600	800	8%
Investment Revenue	22,800	11,886	52%
Transfers	40,883	3,407	8%
Total Revenue	1,023,848	80,654	8%
Personal Services	1,081,750	45,048	4%
Materials and Services	165,347	52,067	31%
Transfers	405,321	25,444	6%
Total Expense	1,652,418	122,559	7%
Fund 235 Community Development Fund:			
Intergovernmental	63,000	0	-%
Licenses and Permits	689,983	24,530	4%
Licenses and Permits-Villebois	11,740	4,332	37%
Charges for Services	607,450	40,763	7%
Investment Revenue	12,500	3,920	31%
Other Revenues	250	0	-%
Transfers	2,862,264	151,123	5%
Total Revenue	4,247,187	224,668	5%
Personal Services	3,215,620	132,123	4%
Materials and Services	712,625	15,606	2%
Transfers	584,243	48,687	8%
Total Expense	4,512,488	196,416	4%
Fund 240 Road Operating Fund:			
Intergovernmental	2,382,151	0	-%
Investment Revenue	2,000	0	-%
Other Revenues	2,000	162	8%
Total Revenue	2,386,151	162	0%
Personal Services	382,270	12,455	3%
Materials and Services	514,578	9,149	2%
Debt Service	82,000	0	-%
Transfers	1,525,765	19,025	1%
Total Expense	2,504,613	40,629	2%

	Budget	Activity	% Used
Fund 245 Road Maintenance Fund:			
Charges for Services	2,065,000	172,910	8%
Investment Revenue	3,100	7,840	253%
Total Revenue	2,068,100	180,750	9%
Transfers	3,458,278	0	-%
Total Expense	3,458,278	0	0%
Fund 260 Transit Fund:			
Taxes	5,050,000	564,113	11%
Intergovernmental	5,296,588	32,028	1%
Charges for Services	170,000	0	-%
Investment Revenue	36,100	8,574	24%
Other Revenues	16,000	0	-%
Total Revenue	10,568,688	604,715	6%
Personal Services	4,106,110	157,094	4%
Materials and Services	2,268,268	138,010	6%
Capital Outlay	2,629,941	55,419	2%
Transfers	721,421	49,531	7%
Total Expense	9,725,740	400,054	4%
Fund 310 Water Operating Fund:			
Charges for Services	9,006,000	728,278	8%
Fines	19,000	0	-%
Investment Revenue	195,000	5,780	3%
Other Revenues	195,270	1,000	1%
Total Revenue	9,415,270	735,058	8%
Personal Services	615,190	24,114	4%
Materials and Services	4,405,491	58,583	1%
Capital Outlay	426,000	0	-%
Transfers	3,979,914	58,643	1%
Total Expense	9,426,595	141,340	1%
Fund 320 Sewer Operating Fund:			
Charges for Services	8,147,000	633,090	8%
Investment Revenue	196,200	5,058	3%
Other Revenues	18,000	0	-%
Transfers	600,000	0	-%
Total Revenue	8,961,200	638,148	7%
Personal Services	365,500	15,009	4%
Materials and Services	3,577,813	41,297	1%
Debt Service	2,960,000	0	-%
Transfers	3,863,718	44,485	1%
Total Expense	10,767,031	100,791	1%
Fund 350 Street Lighting Fund:			
Charges for Services	524,150	44,024	8%
Investment Revenue	12,500	0	-%
Total Revenue	536,650	44,024	8%
Materials and Services	381,320	28,154	7%
Transfers	1,088,820	0	-%
Total Expense	1,470,140	28,154	2%
Fund 370 Storm Water Operating Fund:			
Charges for Services	3,370,000	274,443	8%
Investment Revenue	15,300	0	-%
Transfers	2,500,000	0	-%
Total Revenue	5,885,300	274,443	5%
Personal Services	270,080	11,112	4%
Materials and Services	782,453	6,673	1%
Debt Service	679,200	0	-%
Transfers	2,849,969	43,369	2%
Total Expense	4,581,702	61,154	1%



JULY 2020 MONTHLY REPORT

From the Director

What a whirlwind July was!

The Summer Reading Program (SRP) continued. Over two hundred library users across all ages registered accounts with Beanstack, the SRP online app, while many participants chose to submit their completed reading and science logs on paper and via email. The response from participants has been positive, with many thanking the library for continuing to hold the SRP, including one consistent comment: "It's a great time to read!"

Our virtual programs continued with their emphasis on "Imagine Your Story," this summer's SRP theme. "Stories & Science" was live on Zoom and Facebook and featured a science demonstration in addition to stories and songs. Weekly Teen virtual events continued with an added "writing prompt" component each week as part of the SRP theme "Imagine Your Story". For adults, monthly programs Article Club, Book Club, and History Pub continued, and a new virtual biography presentation series by popular instructor Dr. Bill Thierfelder started in July, which focused on Vincent Van Gogh and Bayard Rustin.

As we adapted to re-entry and the requirements for it, we found that we were able to provide some additional services while maintaining the health and safety measures set out by the Oregon Health Authority, the Governor's office, and Wilsonville's Emergency Operations Center (EOC). As of July 21, "Book Bundles to Go" became available for patrons to check out. These bundles contain 3-5 books or DVDs on a variety of topics (e.g. "Thrillers," "Fairy Tales for Grown-Ups," and "For the Love of Dogs"), with bundles created specifically for children, teens, and adults.

For citizens who are looking for different topics, we offer a concierge service where library staff will curate and collect items that fit the citizen's request and bring the items for the citizen to check out. These reader's advisory services have proved quite popular, with many citizens complimenting staff on their helpfulness. Additional services will be phased in as soon as we can provide them safely. Curbside hands-free pickup continues on Wednesdays from 11am-1pm.

As an outreach effort and with the support of the Wilsonville Public Library Foundation, the library purchased six Chromebooks for citizens to check out. Three of the Chromebooks will also come with mobile internet hotspots. The Chromebooks are currently being tested and should be available to the public in August.

-Pat Duke, Library Director

JULY 2020 Monthly Report



From the Director's Desk:

While we all live in a current environment that no one is accustomed to, your Parks and Recreation Team continues to offer as many activities as possible, while following the Governor's rules requiring social distancing, the wearing of masks, etc.

Fortunately, we are able to offer some activities and open spaces to recreate. As they have been during the Covid-19 pandemic, all parks are open to the public. The City's Disc Golf Course, the off-leash Dog Park, Memorial Park Skate Park, Tennis Court and Pickle-ball Courts, Summer Camps and our Administrative Office area are all available and open.

Unfortunately, playgrounds, basketball and volleyball courts, water features and sports fields (for organized practices and games) remain closed.

Recreation Coordinator, Erica Behler continues to offer activities that are always highlighted on the department's website, facebook and Instagram.

Fitness Instructor, Brad Moore has started offering his in person, personal training as well as his popular weight loss support group. The Community Center remains closed to the public, but staff remain busy as ever, cooking and delivering approximately 450 meals per week.

The amazing parks crew is busy putting the finishing touches on the new Dog Park (located in Memorial Park adjacent to the Community Garden). This project has been delayed due to Covid-19 related situations, however it is slated to be open this September. The crew also oversaw the installation of new playground equipment this month, located at the Park at Merryfield. Hopefully youngsters will be able to enjoy this area in the near future during Phase II of the states' reopening.

Your entire Parks and Recreation staff continues to work hard for the community and thoroughly enjoy being a part of this wonderful city.

Be well, and play safe.

- Mike McCarty

July 2020



Community Center Updates:

- Prepared for and hosted the Korean War Armistice Day ceremony at Town Center Park
- Continued to let our older adults know we miss them with encouraging artwork near the front door as well as a big “we miss you” on the walkway that connects the Community Center and Creekside Woods
- Began offering a limited number of programs in person including the weight loss support group and individual personal training
- Staff has continued to work with the Korean War Memorial Foundation of Oregon (KWMFO) on implementing an Oregon Korean War Interpretive Center at the Parks and Recreation Admin Building. A donation agreement has been finalized that will help to facilitate the donation of artifacts to the KWMFO, and ultimately the City. Additionally, general concepts for the Interpretive Center have been discussed including an interactive educational component designed to appeal to a younger audience as well as historical information highlighting Oregon Veterans and those in the Korean community.



July 2020



Wilsonville Team Colors Contest:

The department hosted a friendly little virtual competition this month called the “Wilsonville Team Colors” contest. Participants were asked to send in a picture the week of July 27 with an image of them or their family, pet, etc.. in their favorite sports team attire. They either used the hashtag #WilsonvilleTeamColors on social media or emailed a picture to the Recreation Coordinator. The competition lasted for one week and winners were chosen at random and announced on Monday, August 3 for their prize of a 32oz. Hydroflask water bottle. Pictured above are the two winners Ericka K. and Naomi N. with their families.

Upcoming ‘Chalk the Park’ series:

August will see a series of four Chalk the Park events throughout Wilsonville City Parks. They will all take place on Thursday’s from 10 am to noon. The schedule is as follows:

August 6th– Town Center Park

August 13th– Murase Plaza

August 20th– Courtside Park

August 27th– Palermo Park

Messaging to participants has been; “Simply come to the park, grab a pack of chalk and create your masterpiece!

Each family will get their own set of chalk to take home.

Please be sure to wear a mask. Cones will be set up throughout the park to indicate drawing stations. Friendly Parks and Rec staff will be on site to ensure social distancing, play some rockin’ tunes and answer any questions you may have about our parks and programs. While you’re at the event, enter you name and email for a chance to win the coveted parks and rec picnic blanket shown above! Children 12 and under must be accompanied by an adult or older sibling.”



July 2020

Parks Maintenance Updates:

- Installed new irrigation on dog park site
- New compost collection area for community garden
- Moved picnic tables to allow for social distancing
- Poured concrete entries and pads at dog park site
- Fixed financing at playgrounds
- Oversaw installation of playground equipment at Park at Merryfield



July 2020



July 2020



July 2020



July 2020





What's Open?

Wilsonville parks and trails remain open, with some amenities unavailable.

- Administrative Office** ●●●●●●●● **Open**
- Basketball & Volleyball Courts** ●●● **Closed Until Further Notice**
- Community Center** ●●●●●●●● **Building Closed Until Further Notice; Medical Equip. Loan Program Unavailable; Home Delivered Meals and Social Services Are Available.**
- Disc Golf Course** ●●●●●●●●●● **Open**
- Off-Leash Dog Park** ●●●●●●●●●● **Open**
- Park Shelters** ●●●●●●●●●● **Drop-In Use Only (50 Max.)**
- Playgrounds** ●●●●●●●●●●●● **Closed Until Further Notice**
- Memorial Park Skate Park** ●●●●● **Open**
- Sport Fields** ●●●●●●●●●●●●●● **Drop-In Use Only (No Organized Practices/Games)**
- Summer Camps** ●●●●●●●●●●●● **Open**
- Tennis & Pickleball Courts** ●●●●● **Open**
- Water Features** ●●●●●●●●●●●● **Closed For The Season**

For a full list of City closures and cancellations, please visit ci.wilsonville.or.us/covid-19

Check us Out on Social Media!



Wilsonville Parks and Rec.



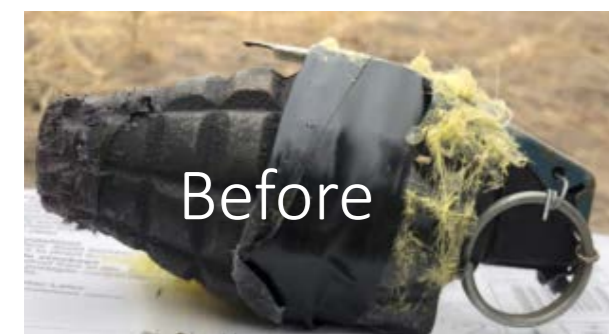
@wvparksandrec

MONTHLY NEWS

City of Wilsonville Police

VOLUME 3 | ISSUE 7 | PUBLISHED AUGUST 10, 2020 | **July 2020**

Early in July, Nathan, a Wilsonville kiddo, gave this drawing to one of our officers. It's hanging in our common area and being enjoyed.



Deputy Justin Smith, an officer working dayshift in Wilsonville, put his bomb technician skills to work. During a July traffic stop, Wilsonville police assisted another agency and pulled high-powered firearms, several ounces of drugs ready for sale, and a homemade hand grenade from the vehicle. Smith safely detonated the grenade, which is now evidence in a case at the District Attorney's Office.

During the early hours of July 12, Kristi Dumont of Hubbard was walking in the area of SW Town Center Loop W and SW Wilsonville Rd when she was struck by a vehicle, and later died. Our investigation into her death is open and we're actively seeking tips from the public.



*Kristi Dumont
1982-2020*

TIP LINE: 503-723-4949

Visitors brighten our days and nights



Upper Left—Tim & Cindy Shafer, pictured with Sgt. Swanson, Valentina, Louie • Upper Right—Deputy Tucker, Brody, Sgt. Pearson, Deputy Keirsey • Lower Left—Brody's little sister • Lower Right—Jamison and his mom



10-year old Christopher's blue Magna Northern bicycle, with black and white helmet, were stolen on July 29. The loss was devastating for him and touched our hearts. Clackamas County Sheriff's Office, Chaplain Mike Vermace, along with Wilsonville Officers Kate Wilson and Ben Toops, and Chief Robert Wurpes, pitched in and replaced his bicycle. Pictured are Toops and Wurpes presenting Christopher with his new wheels, replete with helmet (not pictured).



WILSONVILLE MONTHLY ACTIVITY REPORT July 2020



CITY OF WILSONVILLE POLICE DEPARTMENT
30000 SW Town Center Loop
Wilsonville, OR 97070

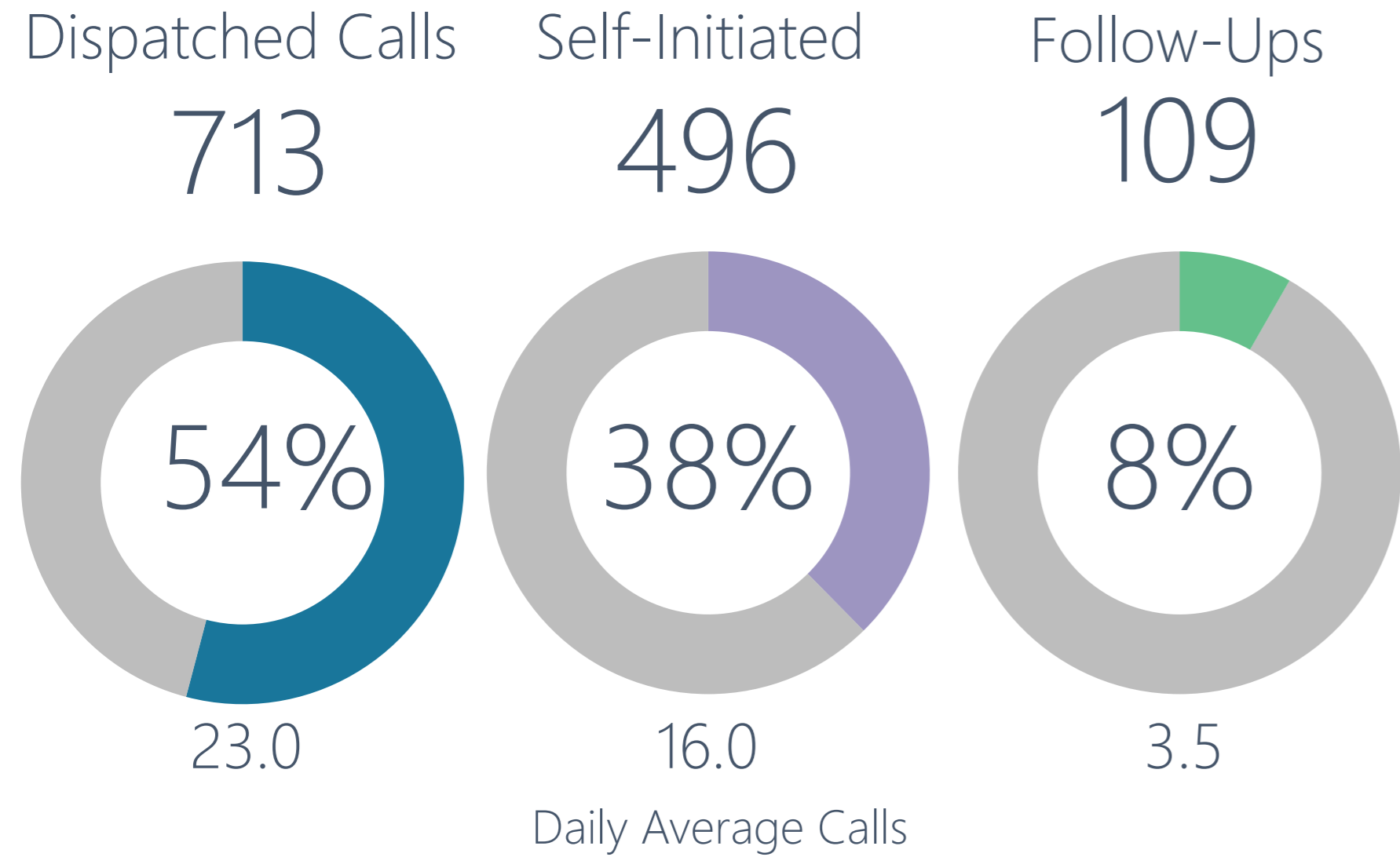
In Partnership with



**Clackamas County
Sheriff's Office**

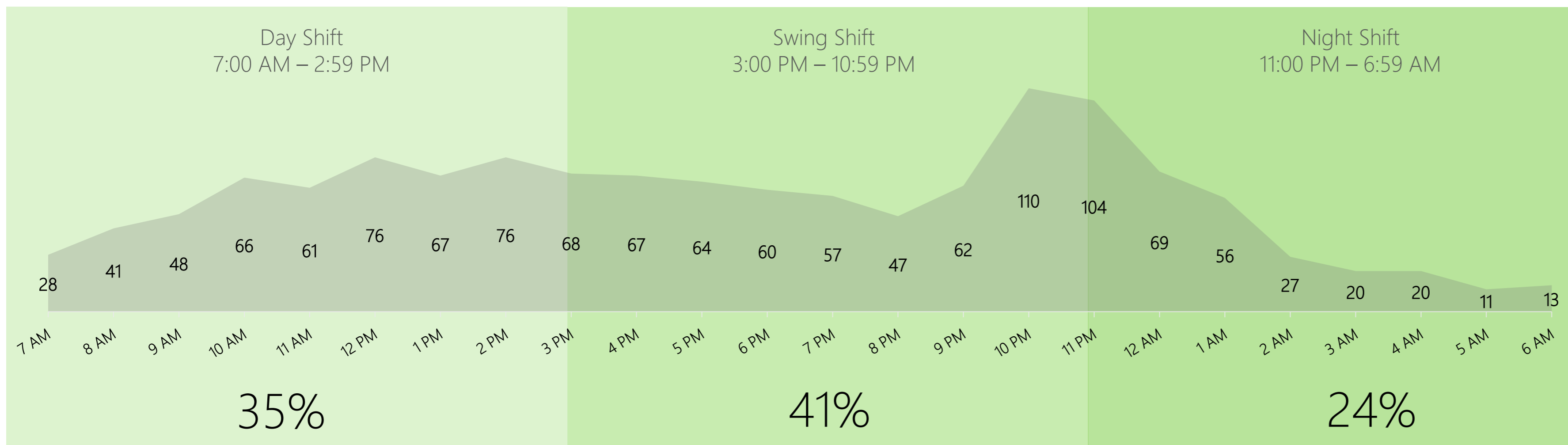
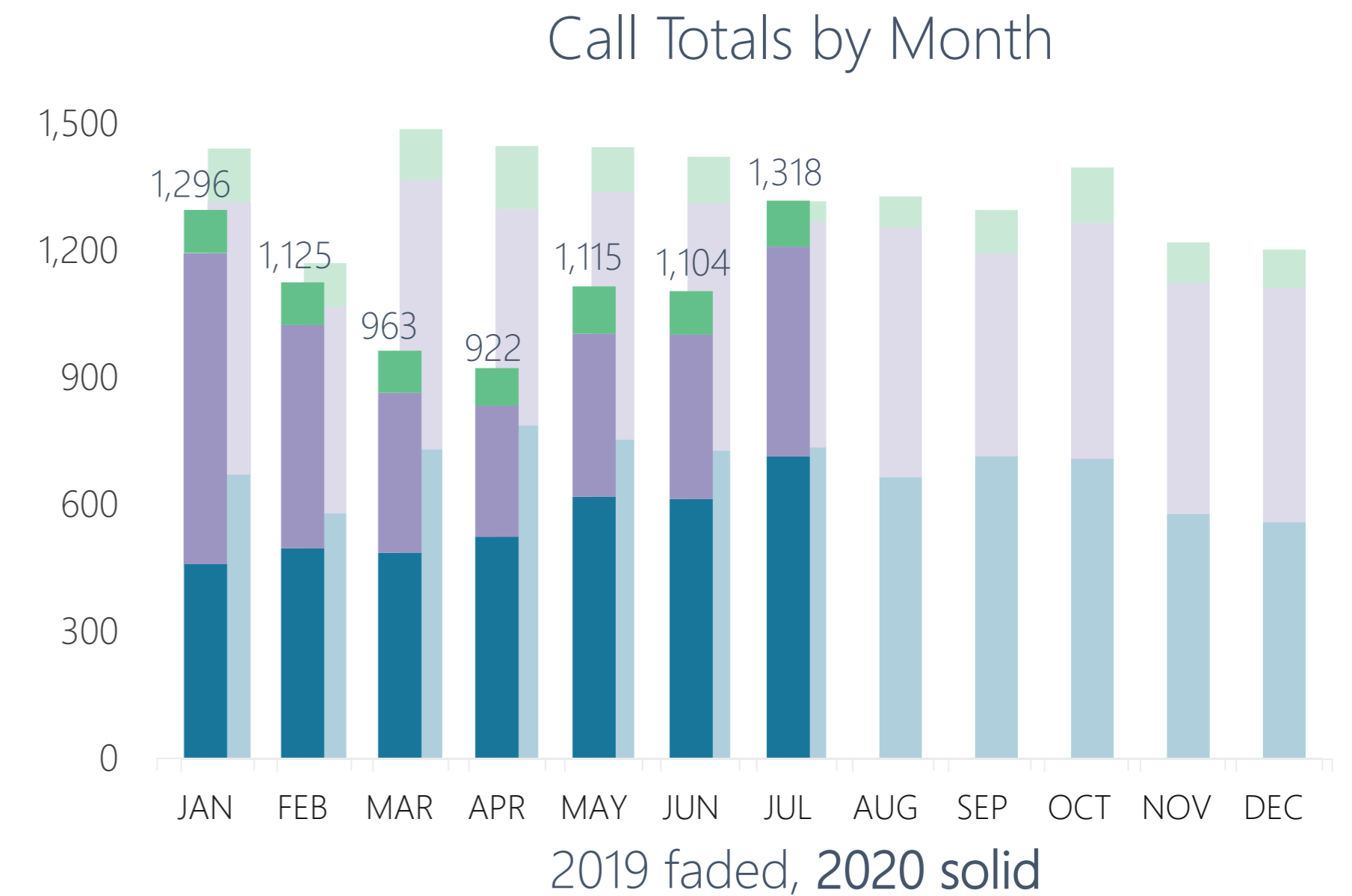
LE Calls for Service in the City of Wilsonville – Totals & Median Response Times

July 2020



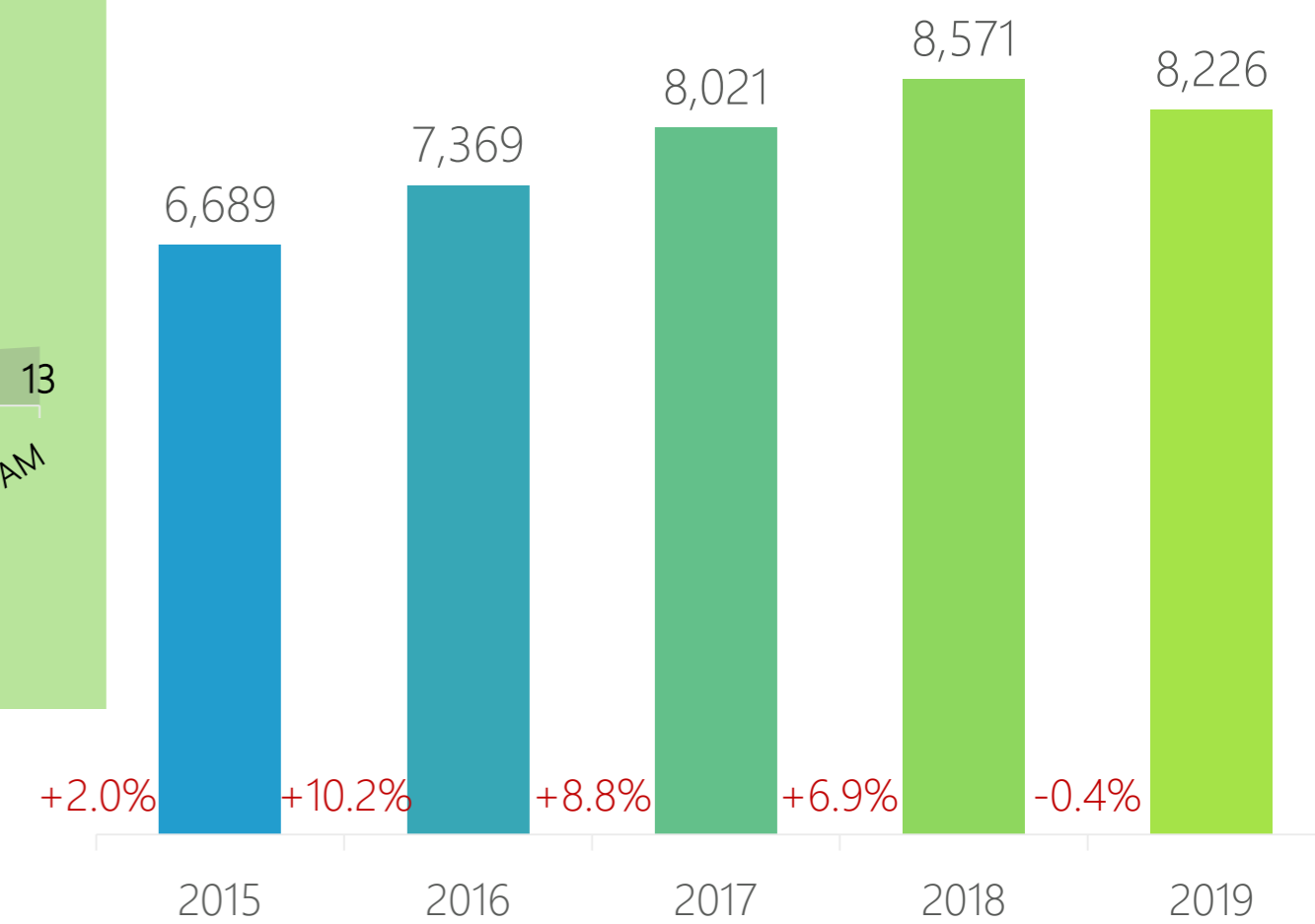
Median Hold & Response Times

	All Calls	Priority 1 & 2 Calls
Input to Dispatch (Hold Duration)	1:21	:56
Dispatch to Arrival (Response Duration)	3:34	4:10



Dispatched Calls for Service Breakdown by Hour of Day & Shift Time Groupings
(not actual breakdown of Wilsonville PD shift schedules)

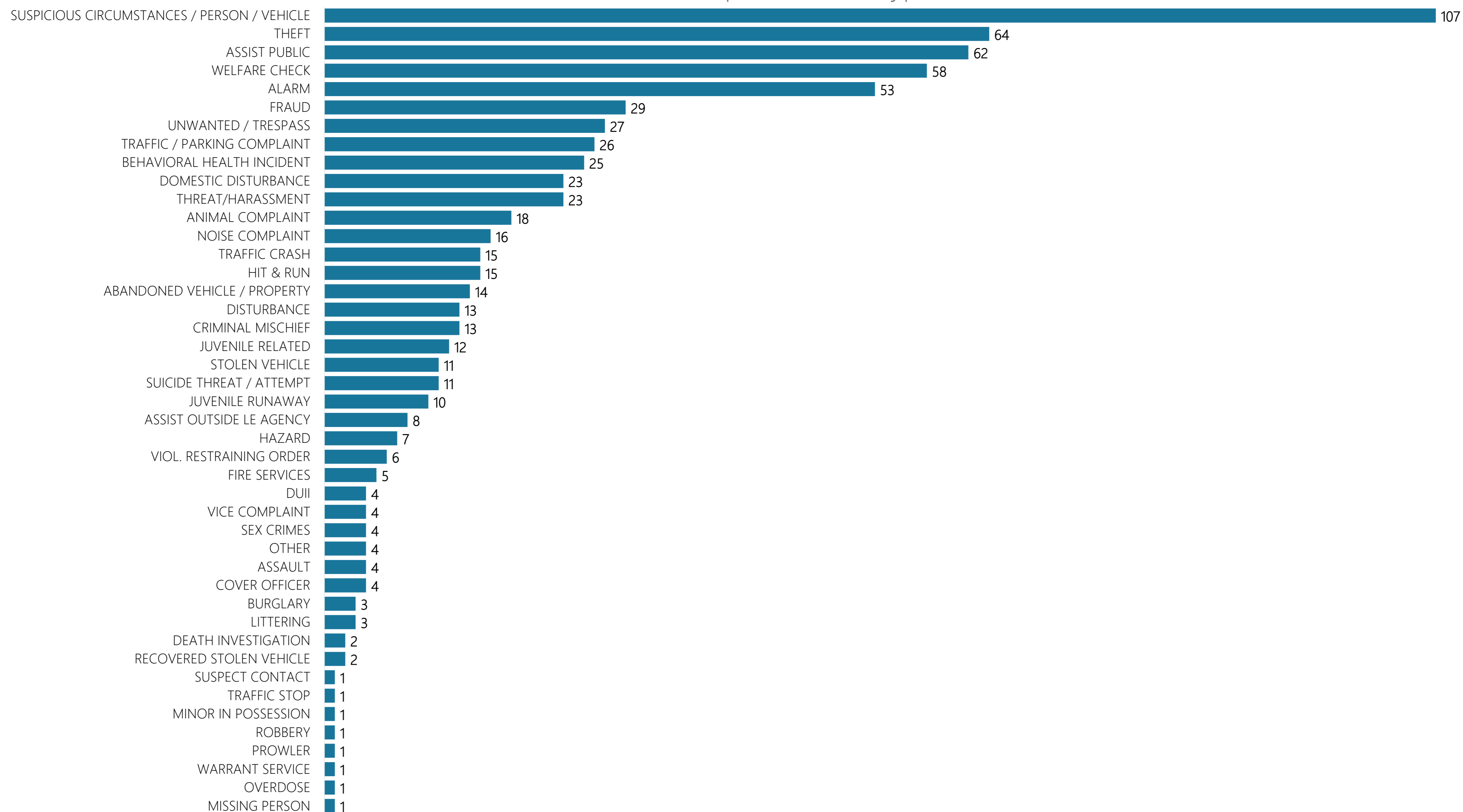
A Historical Look at Total Calls by Year



LE Calls for Service in the City of Wilsonville – Call Type Breakdown - Dispatched Calls

July 2020

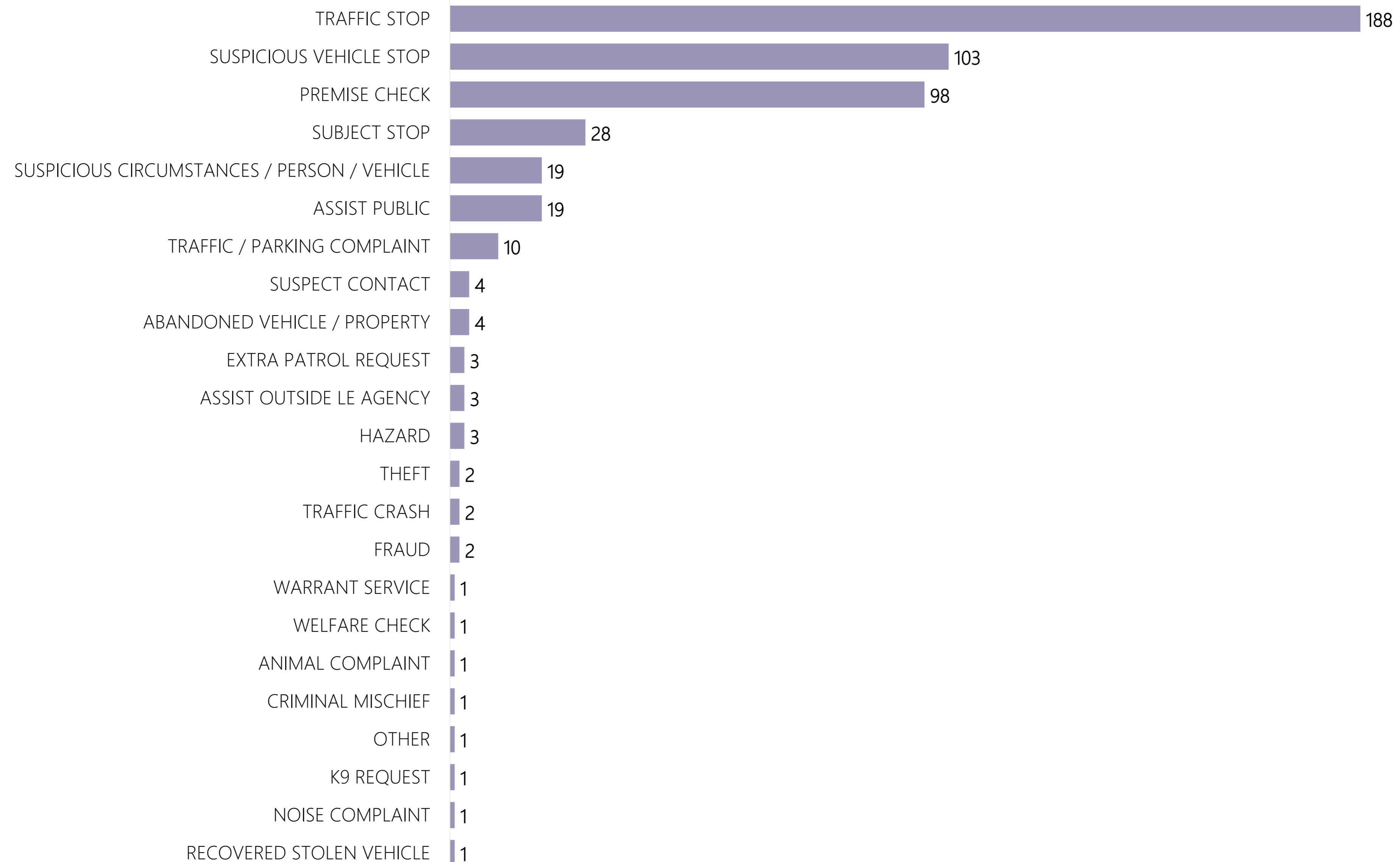
Dispatched Call Types



LE Calls for Service in the City of Wilsonville – Call Type Breakdown – Self-Initiated Calls

July 2020

Self-Initiated Call Types



LE Calls for Service in the City of Wilsonville – Call Type Breakdown Tables (Dispatched)

July 2020

DISPATCHED CALL TYPE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2020 Monthly Trend Line
ABANDONED VEHICLE / PROPERTY	14	10	11	17	11	18	14						
ALARM	38	48	52	40	0	47	53						
ANIMAL COMPLAINT	3	4	4	3	0	12	18						
ASSAULT	6	5	4	4	0	4	4						
ASSIST OUTSIDE LE AGENCY	8	3	18	3	0	6	8						
ASSIST PUBLIC	24	32	36	28	9	43	62						
BEHAVIORAL HEALTH INCIDENT	7	24	18	8	0	16	25						
BURGLARY	8	7	7	1	0	5	3						
COVER OFFICER	6	1	0	0	1	1	4						
CRIMINAL MISCHIEF	7	7	5	10	16	21	13						
DEATH INVESTIGATION	0	4	1	0	3	4	2						
DUII	6	10	3	3	5	1	4						
EXTRA PATROL REQUEST	2	1	0	1	0	0	0						
FIRE SERVICES	6	7	8	3	0	7	5						
FRAUD	16	19	16	21	19	18	29						
HAZARD	3	7	3	6	4	4	7						
HIT & RUN	8	11	10	13	12	9	15						
JUVENILE RELATED	18	17	15	13	12	16	12						
JUVENILE RUNAWAY	0	0	8	4	3	8	10						
LITTERING	1	3	0	0	1	1	3						
MARINE PATROL	0	1	0	1	0	0	0						
MENACING	1	0	0	1	0	0	0						
MINOR IN POSSESSION	6	2	4	1	1	1	1						
MISSING PERSON	5	5	6	5	5	6	1						
NOISE COMPLAINT	10	9	17	16	20	21	16						
OTHER	0	2	1	5	2	2	4						

(List part 1 of 2)

LE Calls for Service in the City of Wilsonville – Call Type Breakdown Tables (Dispatched)

July 2020

DISPATCHED CALL TYPE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2020 Monthly Trend Line
OVERDOSE	1	0	0	0	0	2	1						
PREMISE CHECK	1	1	0	4	1	0	0						
PROMISCUOUS SHOOTING	1	0	2	3	1	0	0						
PROWLER	0	1	2	0	1	1	1						
PURSUIT	0	0	0	1	0	0	0						
RECOVERED STOLEN VEHICLE	1	1	2	2	5	3	2						
SEX CRIMES	4	0	2	3	1	0	4						
STOLEN VEHICLE	1	8	9	9	17	8	11						
SUBJECT STOP	0	0	0	0	1	0	0						
SUICIDE THREAT / ATTEMPT	3	16	8	14	8	10	11						
SUSPECT CONTACT	1	0	0	3	4	3	1						
SUSPICIOUS CIRCUMSTANCES / PERSON / VEHICLE	71	69	55	57	95	87	107						
SUSPICIOUS VEHICLE STOP	2	0	0	0	0	0	0						
THEFT	47	40	36	75	66	51	64						
THREAT/HARASSMENT	15	19	20	29	22	33	23						
TRAFFIC / PARKING COMPLAINT	13	11	9	25	19	18	26						
TRAFFIC CRASH	11	13	11	6	8	13	15						
TRAFFIC STOP	1	0	0	0	0	0	1						
UNWANTED / TRESPASS	19	17	13	20	22	23	27						
VICE COMPLAINT	3	7	4	1	2	7	4						
VIOL. RESTRAINING ORDER	1	1	1	5	6	2	6						
WARRANT SERVICE	2	1	1	0	2	0	1						
WELFARE CHECK	32	26	24	28	40	40	58						
DISTURBANCE	11	7	8	11	7	6	13						
DOMESTIC DISTURBANCE	16	19	32	21	31	36	23						
ROBBERY	0	0	0	0	1	1	1						
Grand Total	460	496	486	524	484	615	713						

(List part 2 of 2)

LE Calls for Service in the City of Wilsonville – Call Type Breakdown Tables (Self-Initiated)





















July 2020

SELF-INITIATED CALL TYPE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2020 Monthly Trend Line
ABANDONED VEHICLE / PROPERTY	1	8	5	7	1	1	4						
ALARM	1	0	0	0	0	0	0						
ANIMAL COMPLAINT	0	1	0	2	0	0	1						
ASSAULT	1	0	0	0	0	0	0						
ASSIST OUTSIDE LE AGENCY	7	1	2	3	0	4	3						
ASSIST PUBLIC	22	17	16	22	8	26	19						
CRIMINAL MISCHIEF	6	2	0	0	1	0	1						
DUII	0	0	1	0	0	0	0						
EXTRA PATROL REQUEST	15	9	0	3	4	2	3						
FIRE SERVICES	1	0	0	1	0	0	0						
FRAUD	2	2	1	0	0	2	2						
HAZARD	2	0	3	1	0	1	3						
HIT & RUN	0	1	2	1	0	0	0						
JUVENILE RELATED	1	1	2	0	0	0	0						
MINOR IN POSSESSION	3	2	0	0	0	0	0						
NOISE COMPLAINT	0	0	0	0	0	0	1						
OTHER	1	0	4	5	2	5	1						
PREMISE CHECK	99	57	83	88	55	99	98						
PURSUIT	1	1	0	1	0	0	0						

(List part 1 of 2)

LE Calls for Service in the City of Wilsonville – Call Type Breakdown Tables (Self-Initiated)

July 2020

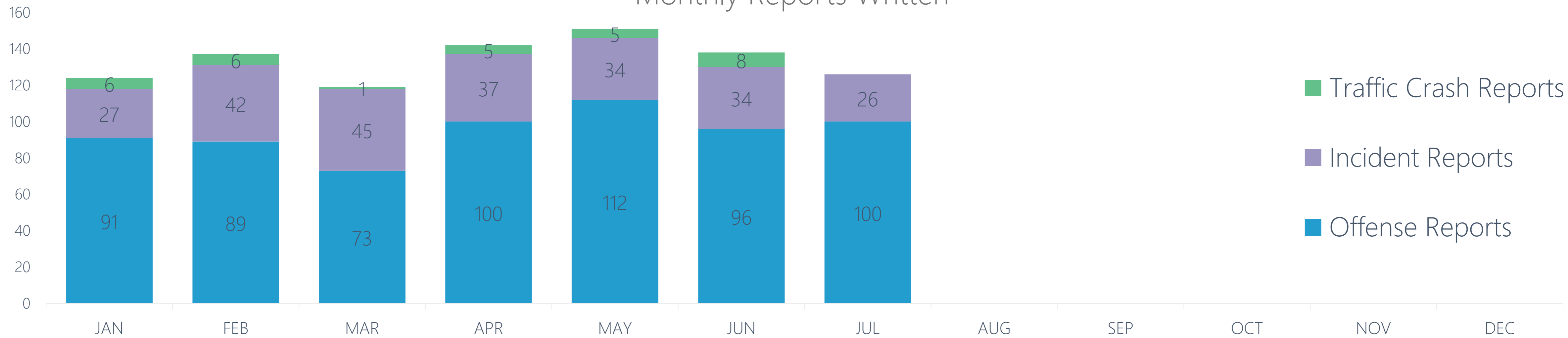
SELF-INITIATED CALL TYPE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2020 Monthly Trend Line
RECOVERED STOLEN VEHICLE	1	1	1	4	2	0	1						
SEX CRIMES	0	0	3	0	0	1	0						
STOLEN VEHICLE	0	0	0	0	1	1	0						
SUBJECT STOP	30	19	12	19	22	34	28						
SUICIDE THREAT / ATTEMPT	0	0	0	0	1	0	0						
SUSPECT CONTACT	3	4	5	5	1	3	4						
SUSPICIOUS CIRCUMSTANCES / PERSON / VEHICLE	8	4	5	18	21	10	19						
SUSPICIOUS VEHICLE STOP	84	62	52	60	51	58	103						
THEFT	5	2	1	2	2	3	2						
THREAT/HARASSMENT	1	0	2	1	0	0	0						
TRAFFIC / PARKING COMPLAINT	24	17	10	8	11	9	10						
TRAFFIC CRASH	4	3	1	1	1	1	2						
TRAFFIC STOP	402	308	161	53	183	122	188						
UNWANTED / TRESPASS	0	1	0	2	1	1	0						
VICE COMPLAINT	0	0	0	1	0	0	0						
WARRANT SERVICE	9	2	3	1	0	3	1						
WELFARE CHECK	1	2	2	0	1	3	1						
K9 REQUEST	0	0	1	0	1	0	1						
DISTURBANCE	0	1	0	0	0	0	0						
Grand Total	735	528	378	309	370	389	496						

(List part 2 of 2)

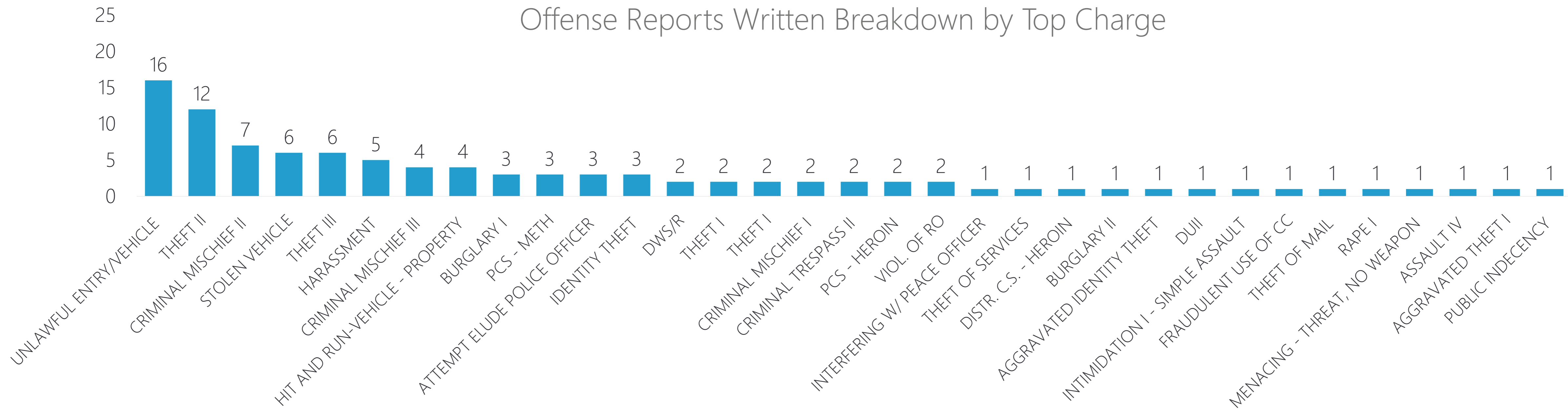
LE Reports Written in the City of Wilsonville

July 2020

Monthly Reports Written



Offense Reports Written Breakdown by Top Charge



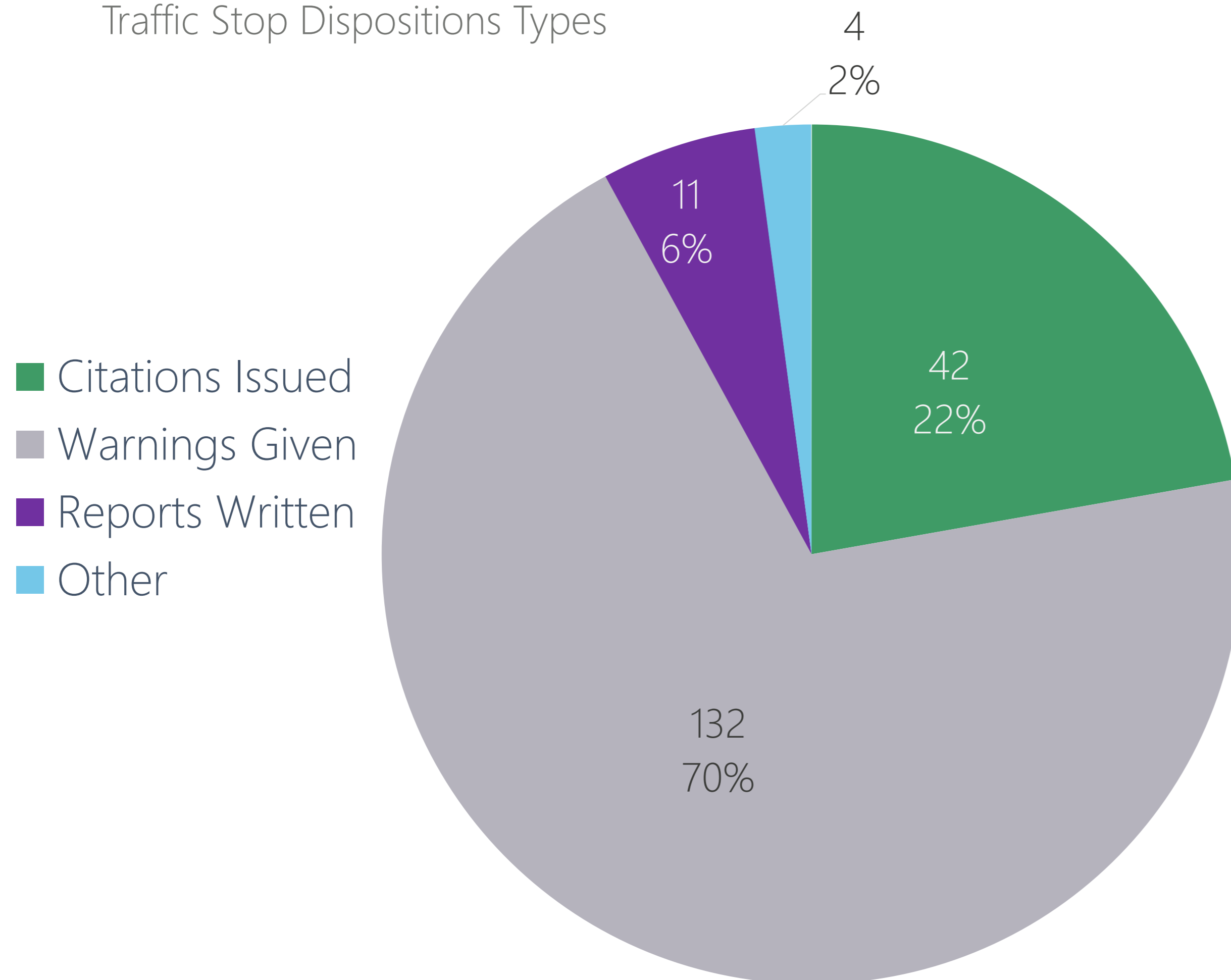
Traffic Enforcement in the City of Wilsonville

July 2020

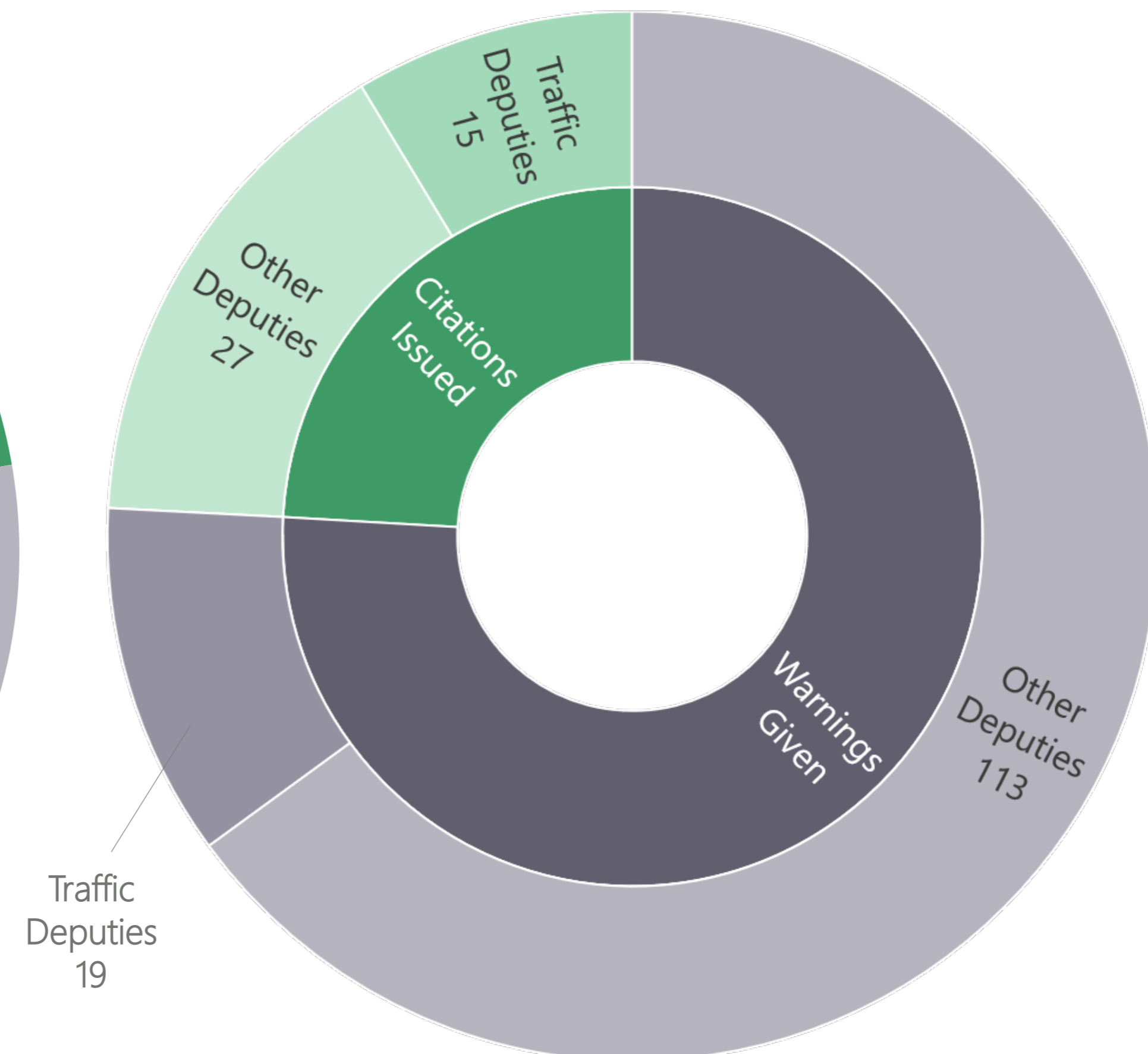
Traffic Stop Dispositions

In July 2020, **189** traffic stops were made within the city limits, resulting in **42** citations issued, **132** warnings given, and **11** offense/incident reports created. Of the **42** citations issued, **78** charges were included (see next slide).

Traffic Stop Dispositions Types



Warnings & Citations Issued Broken Down by Deputy Type

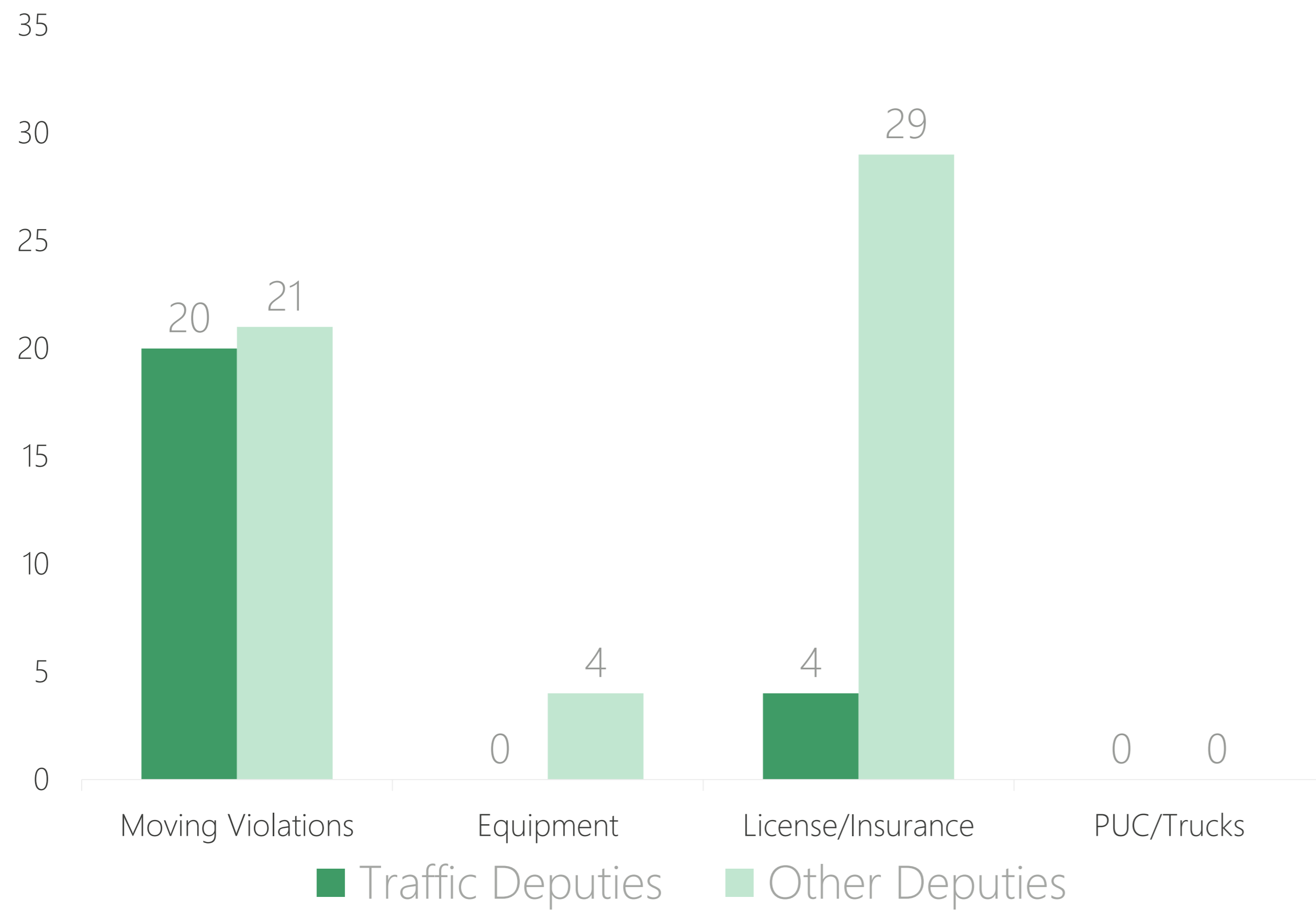


Traffic Enforcement in the City of Wilsonville

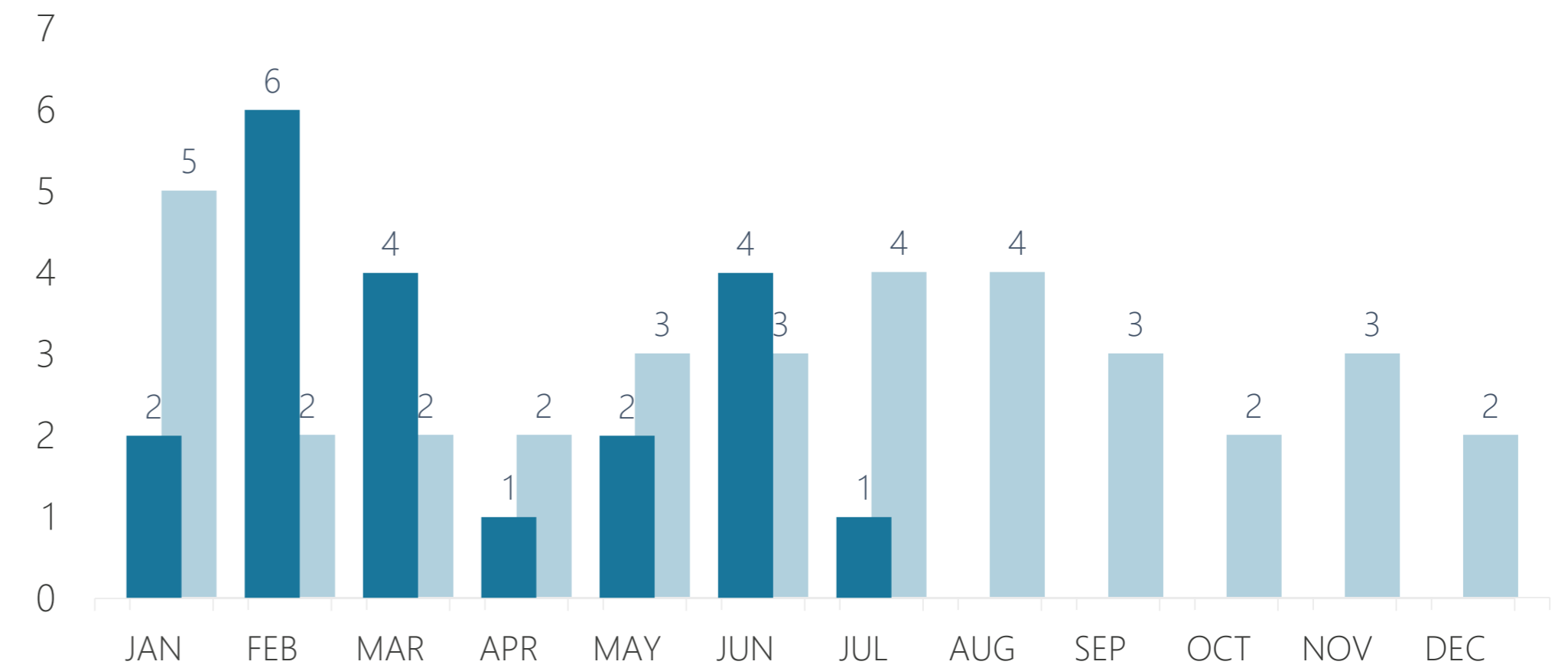
July 2020

Citation Types Issued:

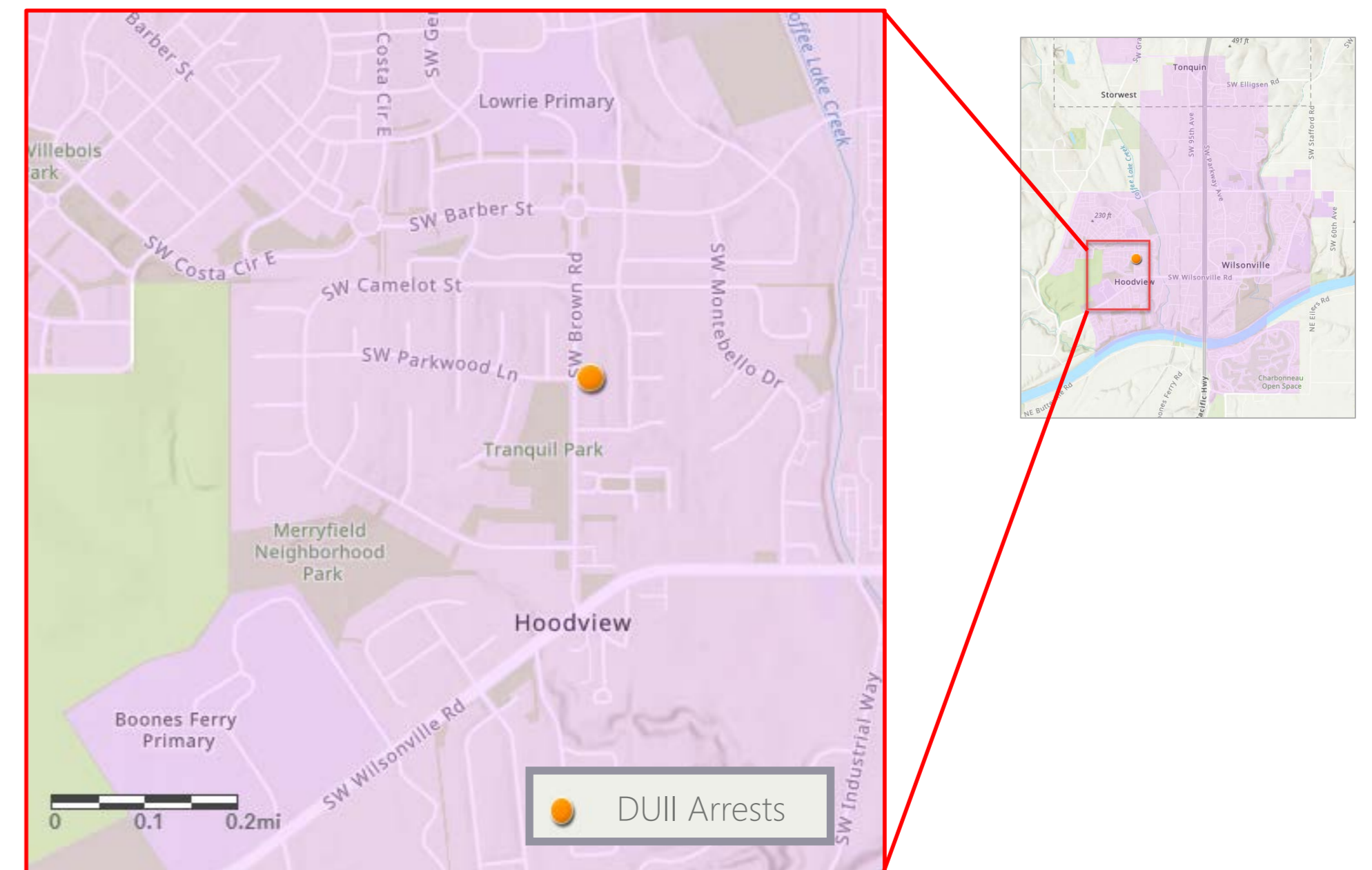
Of the **42** citations issued, **78** charges were included in the following types:



DUII Arrests:



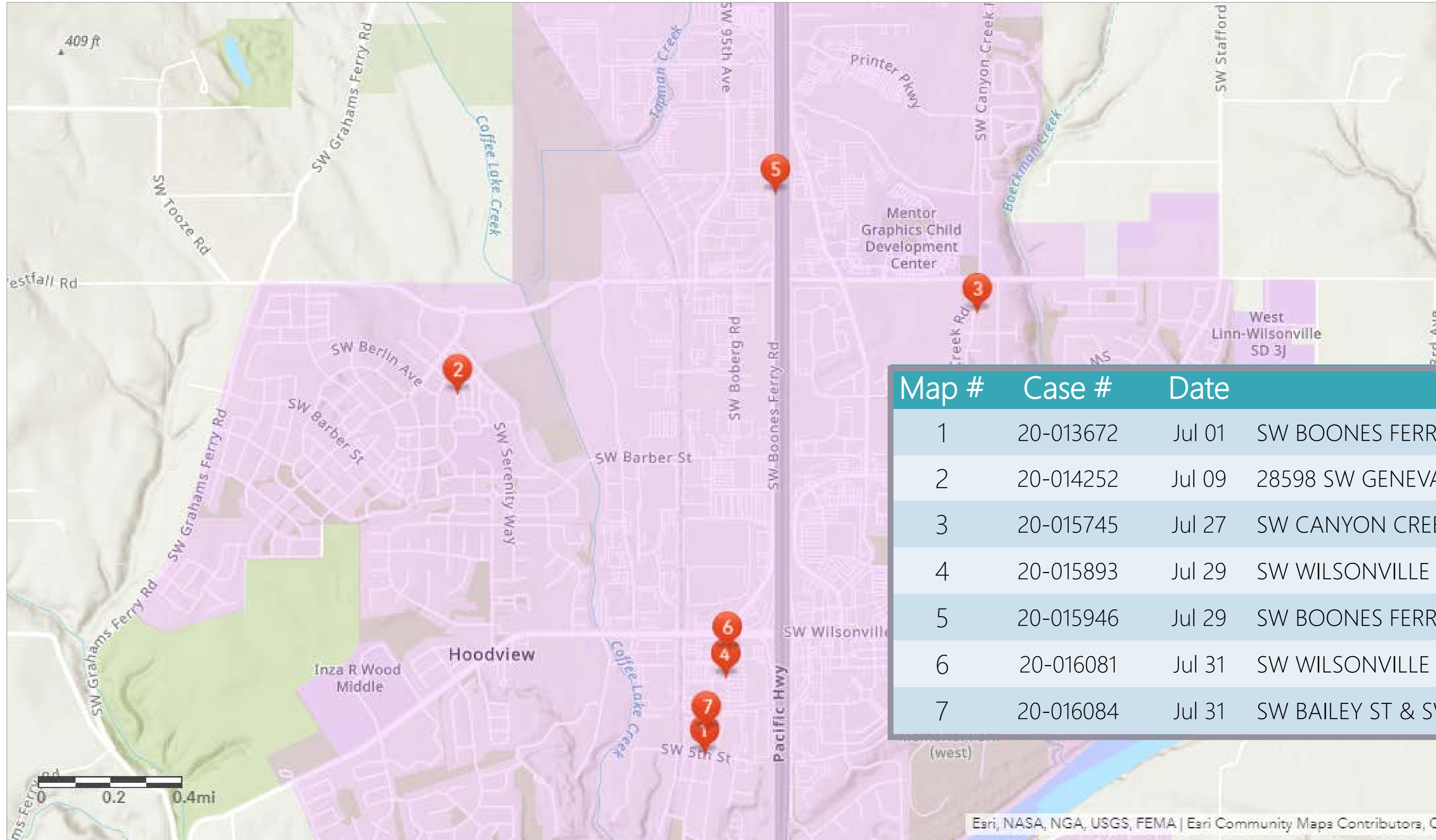
2019 faded, 2020 solid



Traffic Enforcement in the City of Wilsonville

July 2020

Map of Traffic Crash Reports



Map #	Case #	Date	Address
1	20-013672	Jul 01	SW BOONES FERRY ROAD & SW BAILEY STREET
2	20-014252	Jul 09	28598 SW GENEVA LOOP
3	20-015745	Jul 27	SW CANYON CREEK RD
4	20-015893	Jul 29	SW WILSONVILLE RD & SW BOONES FERRY RD
5	20-015946	Jul 29	SW BOONES FERRY RD & I5
6	20-016081	Jul 31	SW WILSONVILLE RD & SW BOONES FERRY RD
7	20-016084	Jul 31	SW BAILEY ST & SW BOONES FERRY RD



JULY 2020 MONTHLY REPORT

From The Director's Office:

Construction of the Raw Water Facility project (RWF_1.0) at the Willamette Water Treatment Plant is underway. The safety of workers and the public is a high priority for the project team. Thus the first order of business was the installation of construction fencing around the work site and installation of construction signage.

Safety actions for the RWF_1.0 project includes reviewing and implementing the Top 5 Life Changing Categories. If these categories are not followed it could detrimentally change a person's life. All workers and site visitors are required to: Know the Categories. Know the Safeguards

RAW WATER FACILITIES

Top 5 Life Changing Categories

- ◆ Human-Equipment Interface—Upper Site and Access Road Haul Off
- ◆ Human-Equipment Interface—Affecting Public/Exposing Publics to Hazards
- ◆ Working at Heights— Fall Protection Needs Proper Planning
- ◆ Confined Spaces
- ◆ Excavation— Working around open holes

Additional safety measures include controlling vehicle entry into the site via construction staff (flagger) stationed at the intersection of Industrial Way and Arrowhead Creek Lane to ensure there is minimal conflict between vehicles and construction equipment.

To ensure pedestrian safety, construction staff is present when work occurs near pedestrian paths from the Morey's Landing neighborhood, on the Jobsey Lane trail, or within the Arrowhead Creek Park.

The Safety Culture for the project is reiterated at each morning tail gate meeting and at every coordination meeting to reinforce the importance of having a safe work site.

**Best Regards,
Delora Kerber, PE
Public Works Director**



Construction fencing around the work area

Raw Water Facility Project



Signage along park pedestrian path



Signage at the intersection of Jobsey Lane trail



Signage at the entrance to the park from Morey's Landing



Controlling pedestrian traffic during construction

Storm Water

Let It Flow!

The water runoff from roads that enter our stormwater collections system carries a large amount of debris and pollutants. Stormwater catch basins require regular maintenance or cleanouts due to the amount of debris that can build up in the basin. Each basin has a sump that is a designed volume of space to hold the debris and still allow the stormwater water component to discharge downstream. Once that sump volume is consumed the debris can obstruct the discharge pipe and cause road flooding or even residential flooding issues. The images below depict the typical stormwater catch basin clean-out process.



Before—no pipe in sight



During—can start to see pipe



Cleaning catch basin

Storm Water and Roads

Don't Leave It to Beaver!

Last year the Department installed a flood control and habitat device referred to as the “Beaver Deceiver”. Its intent is to allow for habitat creation for beavers while minimizing the risk for road or residential flooding associated with beaver dams. The Beaver Deceiver does require routine maintenance to strike the careful balance between habitat and flood control. The images below depict staff clearing the bypass pipe required to allow the device to properly function.



BEFORE— built up debris pile



AFTER—water flowing again

Mowing the Bowl

Rough mowing is performed in the Boones Ferry-Boeckman Bowl (inside of the ramp from Boones Ferry Rd. to Boeckman Rd.) to mow the tall grass. Cutting the lawn assures proper sight distance for vehicles when pulling onto Boeckman or Boones Ferry Road. It is also needed in order to reduce the fire hazard, minimize rodent and weed infestations.



BEFORE—tall grass



AFTER—trimmed lawn

Roads

Fill a pothole here and a pothole there

Pothole repair on Day Road are an ongoing issue due to the high daily truck traffic. The repair helps ensure a safe and smooth driving surface and minimize the risk of accidents and damage to vehicles. Minor potholes can simply be filled with either cold or hot asphalt. This isn't ideal but is typically done when a larger road treatment is planned in the future. Larger potholes require a patch which is a larger cut out with defined edges to prevent the pothole from spreading further.



Patched



Newly filled pothole

Can See the Crosswalk More Clearly Now

The typical crosswalk markers seen within the City are composed of a material referred to as thermoplastic. Thermoplastic provides for better surface traction, longer life span and increased visibility over the traditional paint alternative. Recently several sections of “thermo” crosswalks were replaced along Boones Bend Road in Charbonneau. The process is fairly simple for a trained road specialist with the right equipment.



Crosswalk—Before



Crosswalk—After

Facilities

Summer Fun at the T House

As time allowed, the Facilities team continued whittling away at the Tauchman House deck repairs. Crews worked to reestablish the railing system and stair cases as they prepare the entire deck for a fresh coat of paint.



Facility Maintenance Specialist Robert Todd, loads the lumber for the deck railings on the trailer for transport



Facilities Supervisor Matt Baker and Technician Javid Yamin, put the final rail pickets in place

Seek and Find Assets

Summer time is here and the dry weather provides the opportune time to implement the Facility department's annual storm asset maintenance program. Earlier in the year, Facilities Maintenance Specialist Robert Todd, used a combination of as-built drawings and good old-fashioned brush beating to locate and enter all of the Facility storm assets into Cartegraph. In the end, there was found to be 108 storm assets that were split into a rotating biennial maintenance schedule leaving crews with slightly more than 50 storm assets to clean each year.



Stormwater Facility at Charbonneau Well Site Before & After

Facilities

A Sign of the Times

Facility Maintenance Specialist Daniel Morena and Technician Ivan Crumrine, Installed a new Frank Lockyear interruptive sign at the Library outdoor sitting area. The crews poured a new footing and anchor bolts before assembling and installing the sign. Additionally, staff modified the sign by placing a plexi-glass cover over the sign for added protection from vandals.



Old Lockyear sign damaged by vandals



New Lockyear sign with plexi-glass cover



New sign sits upon a the new footing

Utilities

Wheel of Valves

The water crew has been hard at work replacing old blow off valves that are at the end of their life span. The valves that are being targeted are a “wheel valve” style, which over time corrode and become prone to failure when they are operated. The valves are being replaced with a standard gate valve, which is a far more robust style of valve. In addition to replacing blow off valves, the crew has been performing some full fire hydrant replacements. The crew is targeting the old Dresser brand fire hydrants in the system, which no longer have readily available repair parts.



Using the vacuum truck to excavate trench



Installation of blow off valve

Utilities

Can you dig it?

This month the wastewater crew has used the information gathered from the video inspections of the public sewer mains to identify several sections of underground pipe that are in need of repair.

The first repair the crew tackled was a 12 foot deep section of pipe that was nearly half blocked with concrete. The concrete had settled and become attached to the inside of the sewer main. If left unchecked this obstruction could possibly collect debris until the pipe was completely blocked, causing a sewer overflow at the nearest upstream manhole.

In order to prevent this from occurring, the wastewater crew excavated a trench 3 feet wide by 9 feet long and 12 feet deep. The trench was shored with hydraulic rams, allowing a crew member to safely enter the excavation. The section of concrete pipe that contained the blockage was removed and replaced with 4 feet of new PVC pipe. Once repaired, the trench was back filled, compacted and the asphalt was patched. This is the first time a sewer main repair has been executed completely in house without contracting out any work. The crew was able to finish the entire repair in a single day with very minimal impact to the surrounding businesses.



Removing Asphalt



Loading up



Cutting Concrete



Working in the trench

SMART

SOUTH METRO AREA REGIONAL TRANSIT

July 2020 Report

Like some, I have come to many luculent conclusions in life based on my own personal experiences, which I would suggest is the preferred method for arriving at most conclusions. For example, I have concluded that most people, not all, most of the time, but not always, will do the right thing if given the opportunity. I have further concluded that a mob will tend to be a bit naughtier than an individual, which appears to be supported by historical events, as well as by my own unscientific research.

Throughout history, there have been individuals that have stood up to the mob. The mob is not always an unruly group of people. The government, an unjust law or social norms can often be representative of the mob. I would argue that there are times when it becomes necessary to break or defy a law.

The practice of nonviolent civil disobedience is an effective tool available to those in their struggle for freedom and human dignity. A few of the notables that helped to usher nonviolent civil disobedience into our collective consciousness include, Harriet Tubman who built an underground railroad to lead slaves to freedom. Rosa Parks refusing to give up her seat on a city bus. The courageous men and women that sat in at lunch counters all over the South, and Dr. King and his followers marching through Birmingham, Alabama without the approval of Eugene "Bull" Connor.

In my humble opinion, these American heroes all had two salient things in common. First, they were all unaware that their actions would reverberate across this nation and throughout the hallowed halls of history. The second and most important commonality is that they all practiced civil disobedience with grace. They understood that violence begets violence, and that any violent action on their part would burden future generations with untold misery. In short, and in the words of Arthur Ashe, these special individuals knew that "true heroism is remarkably sober, very undramatic. It is not the urge to surpass all others at whatever cost, but the urge to serve others at whatever cost."

Dwight Brashear
Transit Director



Transportation Options - Michelle Marston Program Coordinator

Walk at Lunch returns! Thankfully, Walk at Lunch was not forgotten in our hiatus. We resumed our weekly Walk at Lunch program on July 8, with a wonderful walk through the newly renovated garden area of Murase Park. SMART staff greeted 6 walkers back with our business partner of Safe & Hound. Walks continued through the month of July, with Edge Family Fitness, BenchMark Physical Therapy and Nichols Family Agency-Allstate as our business partners.



SMART conducted an ECO-Employee Commute Options survey for Vision Plastics (VP), one of the few businesses operating at full capacity, with alternate work shifts. VP is a full service manufacturer of precision plastic products and value-added services for the Healthcare, Information Technology, Industrial, and Consumer markets.



Fleet Services - Scott Simonton
Fleet Services Manager

As an added safety measure, we are installing Plexiglas driver shields in our buses. This has been a bit of a challenge, as we need to be mindful of the balance between safety and driver comfort. Additionally, installations must meet United States Department of Transportation/ Federal Motor Vehicle Safety Standards DOT/FMVSS for both anti-glare and shatter resistance. OEM (original equipment manufactured) supplied kits are beginning to come to market, as shown in the accompanying photos.



Grants and Programs - Elli Work Grants and Programs Manager

Comedian George Burns said, “Too bad that all the people who know how to run the country are busy driving taxicabs and cutting hair.” We know we can add grocery store workers, bus drivers, and medical personnel to that list! These trying times really show us just what our day-to-day needs are and the extraordinary people who can help provide them. It also makes clear what is necessary to sustain our cities, big and small:

public transportation.

While ridership has declined, the service remains critical for those who need it to acquire food, get to work, and obtain medical care.

Kelley Blue Book recently reported that the average price of a new vehicle is \$38,530. Given that, consider that the current unemployment rate is 11%. Now, add to this an economic forecast that might as well come from a Ouija Board. The very

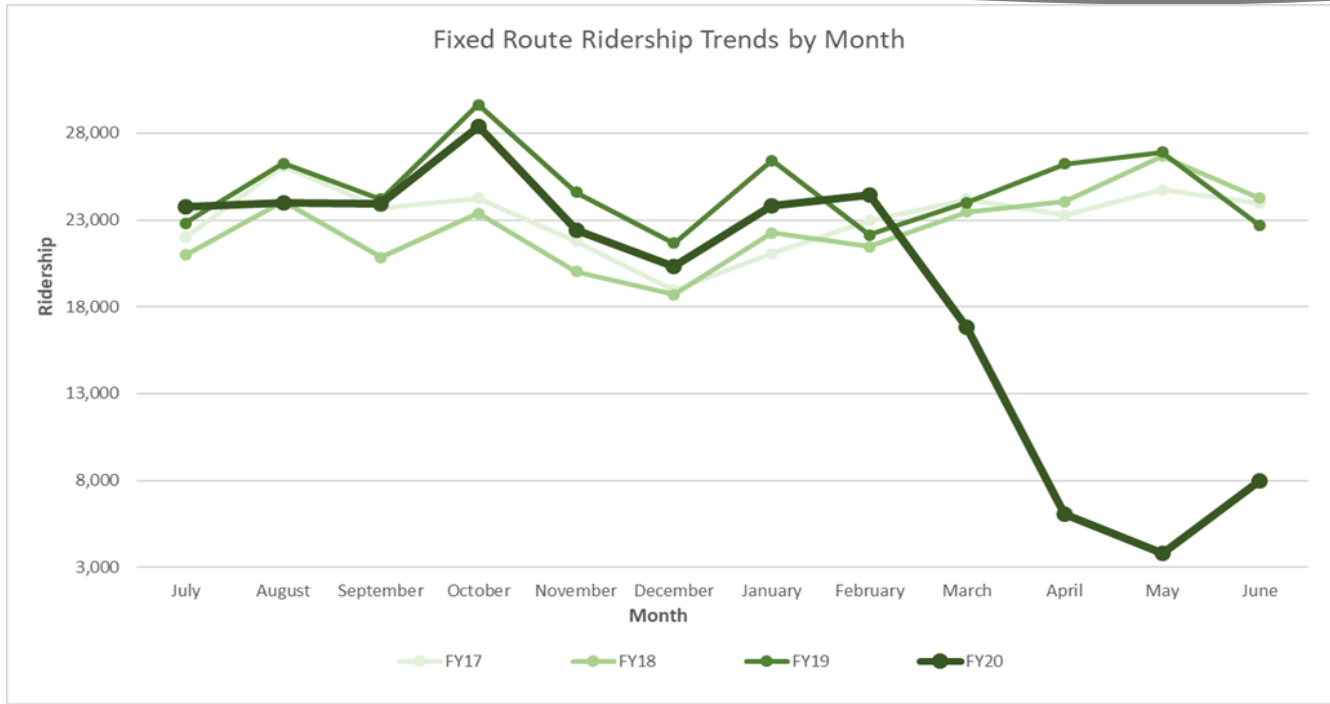
people we need – to save and sustain us -- are often the ones who cannot afford a car and rely heavily on public transportation.

Mr. Burns knew who the most important people were around the middle of the 20th Century. Now we do too.



Say goodnight Gracie.

Operations - Eric Loomis Operations Manager



In June 2020, SMART operated near pre-COVID-19 service levels. Ridership is slowly increasing. June Fixed route ridership doubled from the previous month (May 2020). However when compared to June 2019, June 2020 ridership was down by 65 percent. Demand responsive ridership in June 2020 increased by 36 percent relative to ridership in May 2020. June 2020 demand response ridership is only approximately 30 percent of June 2019.

