



# PLANNING COMMISSION

## WEDNESDAY, FEBRUARY 9, 2022

### III. INFORMATIONAL

- A. City Council Action Minutes (December 6 & 20, 2021, January 20, 2022)  
*(No staff presentation)*

City Council Meeting Action Minutes  
December 6, 2021

**City Council members present included:**

Mayor Fitzgerald  
Council President Akervall – Excused from Council Meeting  
Councilor Lehan  
Councilor West  
Councilor Linville

Dan Pauly, Planning Manager  
Andrea Villagrana, Human Resource Manager  
Jeanna Troha, Assistant City Manager  
Chris Delk, Parks Maintenance Specialist  
Dustin Schull, Parks Supervisor  
Keith Katko, Assistant Finance Director  
Kerry Rappold, Natural Resources Manager  
Cindy Luxhoj, Associate Planner  
Kimberly Rybold, Senior Planner  
Andy Stone, IT Director  
Zoe Mombert, Assistant to the City Manager  
Chris Neamtzu, Community Development Director

**Staff present included:**

Bryan Cosgrove, City Manager  
Ryan Adams, Assistant City Attorney  
Kimberly Veliz, City Recorder  
Miranda Bateschell, Planning Director

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	<b>START: 5:03 p.m.</b>
A. Aurora Airport Comprehensive Plan Policies	Council reviewed and provided feedback on questions related to potential Comprehensive Plan Policies pertaining to the Aurora Airport.
B. Climate-Friendly and Equitable Communities Rulemaking	Council provided direction to staff regarding involvement in the rulemaking process related to Climate Smart and Equitable Communities Rulemaking.
C. American Rescue Plan Act (ARPA) Funding	This item was removed from the Work Session agenda.
D. City Attorney Recruitment	Council discussed the options for moving forward with the recruitment of a new City Attorney.
<b>EXECUTIVE SESSION</b>	
A. ORS 192.660(2)(e) Real Property Transactions B. ORS 192.660(2)(h) Legal Counsel/Litigation	An Executive Session was held after the Work Session.
<b>REGULAR MEETING</b>	
<u>Mayor's Business</u> A. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings she attended on behalf of the City.

<u>Communications</u> A. Pollinator Demonstration Garden	Staff presented on the Community Enhancement Program funded Pollinator Demonstration Garden housed at Memorial Park in Murase Plaza.
<u>Consent Agenda</u> A. Minutes of the November 15, 2021 City Council Meeting.	The Consent Agenda was approved 4-0.
<u>New Business</u> A. <b><u>Resolution No. 2939</u></b> A Resolution Of The City Of Wilsonville, Oregon Authorizing A Full Faith And Credit Borrowing Related To The Expansion Of The City’s Water Treatment Plant.	Resolution No. 2939 was adopted 4-0.
<u>Continuing Business</u> A. None.	
<u>Public Hearing</u> A. <b><u>Resolution No. 2938</u></b> A Wilsonville City Council Resolution Approving The Urban Forest Management Plan.  B. <b><u>Ordinance No. 853</u></b> An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Residential Agricultural-Holding (RA-H) Zone (Renamed By Ordinance No. 851 To Future Development Agricultural-Holding (FDA-H) Effective November 18, 2021) To The Planned Development Residential-4 (PDR-4) Zone On Approximately 2.39 Acres Comprising Tax Lot 5500, Section 13AA, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. Meridian United Church Of Christ, Applicant/Owner.	After a public hearing was conducted, Resolution No. 2938 was approved 4-0.  After a public hearing was conducted, Ordinance No. 853 was approved on first reading by a vote of 4-0.
<u>City Manager’s Business</u>	The City Manager updated Council on American Rescue Plan Act funding projects.
<u>Legal Business</u>	No report.
<b>ADJOURN</b>	9:16 p.m.

City Council Meeting Action Minutes  
December 20, 2021

**City Council members present included:**

Mayor Fitzgerald  
Council President Akervall  
Councilor Lehan  
Councilor West  
Councilor Linville

Zoe Mombert, Assistant to the City Manager  
Mark Ottenad, Public/Government Affairs Director  
Martin Montalvo, Public Works Ops. Manager  
Delora Kerber, Public Works Director  
Dustin Schull, Parks Supervisor  
Tommy Reeder, Parks Maintenance Specialist  
Kerry Rappold, Natural Resources Manager  
Mike Nacrelli, Civil Engineer  
Zack Morse, Parks Maintenance Specialist  
Ryan Adams, Assistant City Attorney  
Bill Evans, Communications & Marketing Manager  
Katherine Smith, Assistant Finance Director

**Staff present included:**

Bryan Cosgrove, City Manager  
Kimberly Veliz, City Recorder  
Jeanna Troha, Assistant City Manager  
Beth Wolf, Senior Systems Analyst  
Keith Katko, Assistant Finance Director

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	<b>START: 5:00 p.m.</b>
A. Public Works Complex Financing Plan	Staff presented a few preliminary options to finance construction cost of a new seismically resilient Public Works operations complex.
B. Clackamas County Climate Action Plan	Council heard details of the City of Wilsonville’s role in the development and implementation of the Clackamas County Climate Action Plan to reach countywide carbon neutrality by 2050.
C. City Hall Renovation Project	Staff presented on Resolution No. 2937, which authorizes the City Manager to execute a contractors contract with 2KG Contractors, Inc. to construct the City Hall Renovation Project.
<b>REGULAR MEETING</b>	
<u>Mayor’s Business</u>	
A. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings she attended on behalf of the City.
B. Reappointments / Appointment	<b><u>Budget Committee Appointments</u></b> Appointment of Sam Scull and Alicia Moulton to the Budget Committee for a term beginning 1/1/2022 to 12/31/2024. Passed 5-0.

**Development Review Board Panel A - Reappointment**

Reappointment of Kathryn Neil to the Development Review Board Panel A for a term beginning 1/1/2022 to 12/31/2023. Passed 5-0.

**Development Review Board Panel B - Reappointment**

Reappointment of Nicole Hendrix to the Development Review Board Panel B for a term beginning 1/1/2022 to 12/31/2023. Passed 5-0.

**Development Review Board Panel B - Appointment**

Appointment of John Andrews to the Development Review Board Panel B for a term beginning 1/1/2022 to 12/31/2023. Passed 5-0.

**Kitakata Sister City Advisory Board - Reappointments**

Reappointment of Aaron Reyna and Kevin Stewart to the Kitakata Sister City Advisory Board for a term beginning 1/1/2022 to 12/31/2024. Passed 5-0.

**Kitakata Sister City Advisory Board - Appointment**

Appointment of Samuel Scarpone to the Kitakata Sister City Advisory Board for a term beginning 1/1/2022 to 12/31/2024. Passed 5-0.

**Parks and Recreation Advisory Board - Appointment**

Appointment of John (Steve) Werts to the Parks and Recreation Advisory Board for a term beginning 1/1/2022 to 12/31/2023. Passed 5-0.

**Planning Commission - Reappointment**

Reappointment of Ronald Heberlein to the Planning Commission for a term beginning 1/1/2022 to 12/31/2025. Passed 5-0.

**Planning Commission - Appointment**

Appointment of Andrew Karr to the Planning Commission for a term beginning 1/1/2022 to 12/31/2025. Passed 5-0.

C. Municipal Court Judge Employment Agreement

The Employment Agreement was approved 5-0.

<p><u>Communications</u></p> <p>A. Diversity, Equity and Inclusion (DEI) Committee Mission and Vision</p> <p>B. Memorial Park Nature Play Update</p>	<p>Council heard a presentation on the mission and vision statement crafted by the Diversity, Equity and Inclusion Committee to guide their future work.</p> <p>Staff presented on the new Nature Play Area at Memorial Park, which was designed and built in-house to provide meaningful interaction with nature and to spark imaginative play.</p>
<p><u>Consent Agenda</u></p> <p>A. <b><u>Resolution No. 2940</u></b> A Resolution And Order Amending Resolution No. 2915 To Further Extend The Local State Of Emergency And Emergency Measures, As Authorized By Resolution No. 2803.</p> <p>B. <b><u>Resolution No. 2943</u></b> 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 Invoice Cloud, Inc.</p> <p>C. <b><u>Resolution No. 2945</u></b> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With Murraysmith To Provide Phase 1 – Preliminary Engineering Consulting Services For The Charbonneau Lift Station Rehabilitation Project (Capital Improvement Project #2106).</p> <p>D. <b><u>Resolution No. 2946</u></b> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Goods And Services Contract With Peterson Power Systems, Inc. For Annual Generator Maintenance.</p> <p>E. Minutes of the December 6, 2021 City Council Meeting.</p>	<p>The Consent Agenda was approved 5-0.</p>
<p><u>New Business</u></p> <p>A. <b><u>Resolution No. 2941</u></b> A Resolution Of The City Of Wilsonville City Council Creating The Arts, Culture, And Heritage Commission.</p>	<p>Resolution No. 2941 was adopted 5-0.</p>

<p><b>B. <u>Resolution No. 2937</u></b>  A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Contractors Contract With 2KG Contractors, Inc. To Construct The City Hall Renovation Project.</p>	Resolution No. 2936 was adopted 4-1.
<p><u>Continuing Business</u>  <b>A. <u>Ordinance No. 853</u></b>  An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Residential Agricultural-Holding (RA-H) Zone (Renamed By Ordinance No. 851 To Future Development Agricultural-Holding (FDA-H) Effective November 18, 2021) To The Planned Development Residential-4 (PDR-4) Zone On Approximately 2.39 Acres Comprising Tax Lot 5500, Section 13AA, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. Meridian United Church Of Christ, Applicant/Owner.</p>	Ordinance No. 853 was adopted on second reading by a vote of 4-0-1.
<p><u>Public Hearing</u>  <b>A. <u>Resolution No. 2942</u></b>  A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2021-22.</p>	After a public hearing was conducted, Resolution No. 2942 was approved by a vote of 5-0.
<p><u>City Manager’s Business</u></p>	Wished Council a happy and a safe holiday and New Year. He then thanked Council for the good work they do in the community.
<p><u>Legal Business</u></p>	Echoed the comments made by the City Manager.
<p><b>URBAN RENEWAL AGENCY</b></p>	
<p><u>URA Consent Agenda</u>  A. Minutes of the November 1, 2021 URA Meeting.</p>	The URA Consent Agenda was approved 5-0.
<p><u>New Business</u>  A. None.</p>	
<p><u>Continuing Business</u>  A. None.</p>	
<p><u>URA Public Hearing</u>  <b>A. <u>URA Resolution No. 323</u></b>  A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2021-22.</p>	After a public hearing was conducted, URA Resolution No. 323 was approved 5-0.
<p><b>ADJOURN</b></p>	9:53 p.m.

City Council Meeting Action Minutes  
January 20, 2022

**City Council members present included:**

Mayor Fitzgerald  
Council President Akervall  
Councilor Lehan - Excused  
Councilor West – Arrived 5:45 p.m.  
Councilor Linville

Jeanna Troha, Assistant City Manager  
Dan Pauly, Planning Manager  
Keith Katko, Assistant Finance Director  
Zoe Mombert, Assistant to the City Manager  
Mark Ottenad, Public/Government Affairs Director  
Robert Wurpes, Chief of Police  
Shasta Sasser, Operations Manager  
Steven Engelfried, Library Services Manager  
Delora Kerber, Public Works Director

**Staff present included:**

Bryan Cosgrove, City Manager  
Barbara Jacobson, City Attorney  
Kimberly Veliz, City Recorder

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	<b>START: 5:02 p.m.</b>
A. Library’s Strategic Plan Update	Staff shared the draft Library Strategic Plan, a five-year plan that outlines strategies to achieve six primary Library objectives: enhance services and resources, raise awareness of the library and its services, extend access to more community members, improve physical spaces, add resources and support City initiatives.
B. Frog Pond East and South	City Council provided input to inform the affordable housing component of the Frog Pond East and South Master Plan being developed.
C. Clackamas County Behavioral Health Discussion	City Council heard details of a plan to increase support for mental health crises by adding of a full-time behavioral health specialist to the City Wilsonville staff.
<b>REGULAR MEETING</b>	
<u>Mayor’s Business</u>	
A. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings she attended on behalf of the City.
B. Celebrations and Proclamations	Details were presented of a plan developed to establish clear, transparent guidelines to govern how and when proclamations are written, reviewed and/or read aloud at City Council meetings.



<p><u>Communications</u></p> <p>A. Republic Services Annual Report</p>	<p>Republic Services shared their annual report, which detailed operation costs, new and temporary services, sustainability goals and customer satisfaction data.</p>
<p><u>Consent Agenda</u></p> <p>A. <b><u>Resolution No. 2944</u></b>  A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With JayRay Ads &amp; PR, Inc, For ‘Explore Wilsonville’ Tourism Promotion And Development And Destination Marketing Services.</p> <p>B. Minutes of the December 20, 2021 City Council Meeting.</p>	<p>The Consent Agenda was approved 4-0.</p>
<p><u>New Business</u></p> <p>A. <b><u>Resolution No. 2947</u></b>  A Resolution Of The City Of Wilsonville Authorizing A Financing Plan For The Construction Of The Public Works Complex.</p> <p>B. <b><u>Resolution No. 2948</u></b>  A Resolution Of The City Of Wilsonville, Oregon Authorizing A Full Faith And Credit Borrowing Related To Providing A Complex To House Operations For The Public Works Department.</p> <p>C. <b><u>Resolution No. 2949</u></b>  A Resolution Authorizing A Four-Year Capital Interfund Loan From The Water Operating Fund To The General Fund.</p>	<p>Resolution No. 2947 was adopted 3-1.</p> <p>Resolution No. 2948 was adopted 3-1.</p> <p>Resolution No. 2949 was adopted 3-1.</p>
<p><u>Continuing Business</u></p>	
<p><u>Public Hearing</u></p>	
<p><u>City Manager’s Business</u></p> <p>A. Global Settlement for the National Opioid Settlement Agreement</p>	<p>Council moved to authorize the City Manager or designee to join with other Oregon cities to join the national settlement. Passed 4-0.</p>
<p><u>Legal Business</u></p>	<p>There was none.</p>
<p><b>ADJOURN</b></p>	<p>8:13 p.m.</p>