

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

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A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:00 p.m. on Monday, March 19, 2018. Mayor Knapp called the meeting to order at 7:00 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

- Mayor Knapp
- Council President Starr - Excused
- Councilor Stevens
- Councilor Lehan - Excused
- Councilor Akervall

Staff present included:

- Bryan Cosgrove, City Manager
- Jeanna Troha, Assistant City Manager
- Barbara Jacobson, City Attorney
- Kimberly Veliz, City Recorder
- Nancy Kraushaar, Community Development Director
- Delora Kerber, Public Works Director
- Susan Cole, Finance Director
- Angela Handran, Assistant to the City Manager
- Cathy Rodocker, Assistant Finance Director
- Bill Evans, Communications & Marketing Manager
- Steve Adams, Engineering Manager

Motion to approve the order of the agenda.

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

**Vote:** Motion carried 3-0.

**SUMMARY OF VOTES**

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

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**MAYOR'S BUSINESS**

A. Proclamation - Supporting the Designation of April as Parkinson's Awareness Month.  
Mayor Knapp read a proclamation declaring the month of April Parkinson's Awareness Month.

B. 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 Stevens

Announced the following events:

- French Prairie Forum meeting is on, March 21, 2018 at 2:00 p.m., at the OSU North Willamette Research and Extension Center, on Miley Road.
- Egg Hunt is scheduled for March 31, 2018 at Memorial Park at 10:00 a.m. rain or shine.
- SMART Spring Walk at Lunch events begin in April. For More information visit [Ridesmart.com/walksmart](http://Ridesmart.com/walksmart) for times and locations.

B. Councilor Akervall

Mentioned the below events:

- April 5, 2018 the Community Garden registration opens, 8:00 a.m. at the Parks and Recreation administration building.
- May 12, 2018 is W.E.R.K Day from 9:00 a.m. to 11:30 a.m., those interested should meet at the Community Center.

**CONSENT AGENDA**

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

A. **Resolution No. 2670**

A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Autumn Park Apartments, A Low-Income Apartment Development Owned And Operated By Northwest Housing Alternatives, Inc. (Rodocker)

B. **Resolution No. 2671**

A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Charleston Apartments, A Low-Income Apartment Development Owned And Operated By Northwest Housing Alternatives, Inc. (Rodocker)

C. **Resolution No. 2672**

A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Creekside Woods LP, A Low-Income Apartment Development Owned And Operated By Northwest Housing Alternatives, Inc. (Rodocker)

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- D. **Resolution No. 2673**  
A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Rain Garden Limited Partnership, A Low-Income Apartment Development Owned And Operated By Caritas Community Housing Corporation. (Rodocker)
- E. **Resolution No. 2674**  
A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Wiedemann Park, A Low-Income Apartment Development Owned And Operated By Accessible Living, Inc. (Rodocker)
- F. **Resolution No. 2677**  
A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With Alta Planning And Design To Create A Citywide Sign Design And Wayfinding Signage Plan Including Implementation (CIP #3003 And #8118). (Neamtzu)
- G. **Resolution No. 2678**  
A Resolution Of The City Of Wilsonville Approving An Agreement With TWV, Inc. (D/B/A Sustainable Cleaning Systems) For The Project Known As Janitorial Services. (Kerber)
- H. **Resolution No. 2681**  
A Resolution Of The City Of Wilsonville Approving The Professional Services Agreement With Vertigo Marketing, LLC To Implement The FY 17/18 & 18/19 Tourism Promotion Marketing Plan. (Ottenad)
- I. Minutes of the February 5, 2018; February 22, 2018; and March 5, 2018 Council Meetings.

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

**Vote:** Motion carried 3-0.

**SUMMARY OF VOTES**

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

**PUBLIC HEARING**

- A. **Resolution No. 2675**  
A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2017-18.

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Ms. Jacobson read the title of Resolution No. 2675 into the record.

Mayor Knapp provided the public hearing format and opened the public hearing at 7:16 p.m.

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

*Beginning of staff report Executive Summary.*

Oregon's Local Budget Law allows the Council to amend the adopted budget for an occurrence or condition that was not known at the time the budget was adopted. A transfer resolution moves expenditures from one category to another within a specific fund and does not increase the overall budget that was approved during the annual budget process. A supplemental budget adjustment will impact the budget by increasing revenues and/or expenditures. The supplemental adjustment can also recognize expenditures that exceed 10% of the adopted budget expenditures or 15% of the adopted contingency in a fund.

The second budget adjustment for FY2017/18 includes program adjustments and CIP funding requests.

The Code Enforcement position, originally budgeted to the Administration program will be moved to the Planning program in the Community Development Fund. A total of \$20,300 adjustment will be made to recognize this change. The Library program will be reducing various line items totaling \$35,000 to be added to the Library Improvement Project. The funding will be used to add the installation of a set of external doors to the patio, which is currently inaccessible from the building. Additional funding is required in the Parks Maintenance program totaling \$30,000 for an adjustment to the temporary employees and water line items. The excessively warm summer last year resulted in higher than anticipated water usage. The General Fund will also recognize an additional \$99,035 in CIP overhead and the Building Fund and the Community Development Fund will recognize an additional \$14,000 and \$383,585, respectively, in project management fees.

The supplemental also includes additional budget authority and funding for projects as follows:

Water Rate and SDC Study	\$ 25,700	New Project. Water Ops/SDC
WWSP Coordination	50,000	Increased expenses. Water Ops/SDC
WTP Stormwater Outfall Emergency Repair	94,468	New Project. Water Ops
Water SDC Reimbursements/Credits	69,300	Advance Rd Reimb. Water SDC
Boeckman Rd Sanitary Impr-Frog Pond	100,800	New Project. Sewer SDC
Sewer SDC Reimbursements/Credits	242,550	Advance Rd Reimb. Sewer SDC
Kinsman Rd Ext-Barber to Boeckman	665,000	PY Rollover. Streets SDC
Exit 283 Congestion Impr	510,750	Change in scope. Streets SDC/Ops
Boeckman Rd Street Impr-Frog Pond	336,000	New project. Streets SDC
Streets SDC Reimbursements/Credits	1,097,250	Advance Rd Reimb. Streets SDC
Library Improvements	384,535	Additional costs. General Fund

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City Wide Parks Master Plan Update	22,510	Contract Addendum, Parks SDC
Total Requests	\$3,598,863	

The Beginning Fund Balance for the Street SDC is being restated from estimate to actual for the funding of ongoing projects.

Total Adjustment	\$3,299,632
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The supplemental budget adjustment also includes the following net-zero dollar request transferring budget authority and funding between projects.

Segment 3B Waterline Mitigation Site	\$ 3,000	Prior year billings. Water SDC/Ops
Water Treatment Plant Surge Tank	(1,350)	Water SDC
Annual Water Distribution System	(1,650)	Water Ops
5-Year Monitoring: Barber Rd	31,750	Excess Water Usage, Streets SDC
Signal Improvements	(11,000)	Streets SDC
SI-01&02 Clutter/Grahams Ferry Intersect	(20,750)	Streets SDC
Facilities Plan for I-5	-0-	Move authority between categories
Garden Acres Rd Stormwater System	33,029	New Project. Stormwater SDC
Willamette River Outfalls	(33,029)	Stormwater SDC
Storm Ops Allocation to Charbonneau	-0-	Net zero correction: funding sources
I-5 Undercrossing	97,150	Increased expenses. Parks SDC
Ice Age Tonquin Trail	(86,350)	Parks SDC
Parks SDC Reimbursement Credit	(10,800)	Parks SDC

*End of staff report Executive Summary.*

In closing, Mayor Knapp invited additional speakers, seeing none he closed the public hearing at 7:23 p.m.

**Motion:** Councilor Akervall moved to approve Resolution No. 2675. Councilor Stevens seconded the motion.

**Vote:** Motion carried 3-0.

**SUMMARY OF VOTES**

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

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**CITY MANAGER'S BUSINESS**

No Report. The City Manager's report had been previously provided in the Work Session prior to the Council meeting.

**LEGAL BUSINESS**

No Report. The City Attorney's report had been previously provided in the Work Session prior to the Council meeting.

**ADJOURN**

Mayor Knapp adjourned the meeting at 7:25 p.m. With an Urban Renewal meeting to immediately follow.

Respectfully submitted,

  
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Kimberly Veliz, City Recorder

ATTEST:

  
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Tim Knapp, Mayor