

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 16, 2017. Mayor Knapp called the meeting to order at 7:05 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
- 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
- Mark Ottenad, Public and Government Affairs
- Angela Handran, Assistant to the City Manager
- Pat Duke, Library Director

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 Starr	Excused
Councilor Stevens	Yes
Councilor Lehan	Yes
Councilor Akervall	Yes

COMMUNICATIONS

A. Dr. Naganathan President of OIT to meet/present to the City Council (Ottenad)

Dr. Naganathan provided Council with a folder of information on Oregon Tech. He then thanked the Council for housing Oregon Tech in Wilsonville. He went on to summarize the program and future growth goals for the school. Additionally, mentioned was the partnerships Oregon Tech hopes to build with local businesses to provide their students with internship opportunities. Also, Oregon Tech is partnering with other local colleges to help those students transferring into the school.

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Council thanked Dr. Naganathan and his staff for attending the Council meeting and providing and update on the school.

B. RFID Library Presentation (Duke)

Library Director Pat Duke presented to Council on the RFID (radio frequency identification devices) program implementation. Presentation highlights included the below:

What is RFID?

- RFID tags are adhesive labels containing an antenna and a small chip.
- Information can be written to and stored on the chip.
- Tags come in different shapes and sizes, designed to be used with different types of media.
- Tags can be read by antennas attached to computers that can then check out or check in material, or determine whether an item has been checked out.

Tagging Project

- Approximately 130,000 items needed to be tagged!
- 7 weeks to tag the collection.
- Staff and Volunteers worked together.
- No additional staff time was used.

RFID Equipment

- Once library materials are tagged, the tags can be read by different types of equipment, which can improve or streamline various processes.
 - Staff circulation
 - Patron self-checkout
 - Security gates
 - Automated Materials Handling (AMH)

Outcomes

- Self-checkout increased from 40% to 60%, and is increasing.
- Courier check-in time dropped from 3 hours to less than 1 hour.
- Library users are happy with the new changes.

Mr. Duke provided updates on additional happenings at the library. He mentioned that the Library Foundation will host its second annual Wine-Tasting Fundraiser on Saturday, November 4, 2017 from 7–9:30 p.m. at the library. Mr. Duke extended an invitation to all to come help support the library and enjoy wine tasting and hearty appetizers at the Wilsonville Public Library Foundation’s “A Toast to Imagination” fundraiser. The event fee is \$45 per person, with all proceeds benefiting library programs.

Also happening at the library, construction planning and renovation of the facility has been in design for many months and the project has gone out to bid. There are a few things that are specifically mandated that must be done such as upgrading the bathrooms located by the nonfiction collection so that they meet ADA requirements. Other improvements include the much needed

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replacement of the carpet and a fresh coat of paint. Staff is looking for ways to increase discovery throughout the facility while also creating a larger space for teens in the library.

Another project in the works, the library is teaming up with the West Linn Library to serve the entirety of the West Linn-Wilsonville School District. For several years, Wilsonville's youth services team has been visiting and providing programming for schools in Wilsonville. In collaboration with West Linn Library staff, these programs will be expanded to other schools throughout the district. This collaboration came about when one of the teacher librarians that has interacted throughout the years with the Wilsonville Library moved over to West Linn and knowing the services that Wilsonville has performed she brought up the idea of the two library's teaming up to serve all the students of the West Linn-Wilsonville School District.

Library staff has also requested the Library Foundation create a mechanism to have Dolly Parton Imagination Library throughout the West Linn-Wilsonville School District. Imagination Library currently mails high quality, age-appropriate books directly to the homes of children under the age of 5 years old in the City of Wilsonville. Those interested in signing up their child can visit the Imagination Library website to register.

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.

Ben Jewart owner of Gymnastics NorthWest provided Council with a letter. Mr. Jewart proposed/requested that Council allow him to construct a building and operate a business on a vacant piece of land at the corner of Kinsman and SW Wilsonville Road. Mr. Jewart disclosed he is experiencing a problem because the land he wishes to acquire for the new location of his business Gymnastics NorthWest is not currently zoned commercial. Furthermore, PNWP the company he is working with to get this new facility does not have enough commercial space available in current plans associated with Wilsonville Road Business Park, to allocate more commercial space to that particular site. Mr. Jewart added that he is looking for a facility with minimal traffic as there are many children and families in and out of the gymnastics facility.

Staff and Council referred Mr. Jewart to speak with Economic Development Manager Jordan Vance.

Councilor Lehan remarked that this type of facility use does not fit in a retail environment, because they are not a retail shop and at times require large amounts of parking for meets/tournaments. Most individuals that visit these types of businesses belong to that facility. Additionally, the space needed for these types of businesses are too big to be in an ordinary commercial facility. Therefore, these types of businesses are usually found in industrial zones. Ms. Lehan suggested that staff look more into these types of businesses and possibly develop another category for this usage type.

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City Manager Cosgrove will queue a work session on the item and ask staff to look at language from other cities.

Brooks Stockton resident of Wilsonville expressed concern for lack of parking in apartment complexes in town. Mr. Stockton feels the lack of overflow parking causes public safety hazards, general nuisance, and excesses noise. He asked Council to considered changing the standards for future development to add more parking spaces for residents. Furthermore, Mr. Stockton voiced his concerns about predatory towing in the area.

City Manager Cosgrove told Mr. Stockton to contact him in order to start the complaint process in regards to the issue of predatory towing and staff would investigate.

MAYOR'S BUSINESS

- A. Appoint Denise Downs to the Parks and Recreation Board to Fill the Unexpired Term of Elaine Marie Swyt. Term to begin 10/16/17 and end 12/31/19.

Motion: Councilor Lehan moved to appoint Denise Downs to the Parks and Recreation Board to fill the unexpired term of Elaine Marie Swyt. Term to begin 10/16/17 and end 12/31/19. Councilor Akervall seconded the motion.

Vote: Motion carried 4-0.

SUMMARY OF VOTES

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

- B. Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.

COUNCILOR COMMENTS

- A. Councilor Stevens

Ms. Stevens spoke of the Oregon ShakeOut Drill scheduled for 10:19 a.m. on October 19, 2017. She reminded that it is an opportunity for the whole state to practice and prepare for an earthquake.

Ms. Stevens shared that the library will host the American Red Cross Blood Drive Saturday, October 21, 2017.

Also noted was that the 34th Annual Charbonneau Art Festival takes place on November 3, 4 and 5.

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B. Councilor Lehan

Ms. Lehan commented on the importance of donating blood to the Red Cross.

Ms. Lehan told the audience about the contest in the Boones Ferry Messenger asking the question of how many older buildings can you name built in Wilsonville before 1911. Contest prizes include a gift certificate.

Ms. Lehan shared that the Harvest Festival will be held October 28, 2017 at Murase Plaza (Stein-Boozier Barn).

The Boones Ferry Park Master Plan Workshop will take place at Wilsonville City Hall, at 6:00 p.m. on Thursday, October 26, 2017.

Ms. Lehan further mentioned that on Saturday, October 21, 2017 the library will host a meet and greet with local Author Warren Easley.

C. Councilor Akervall

Ms. Akervall reported that Monday, October 23, 2017 is the date scheduled for the Town Center Task Force meeting.

Ms. Akervall shared that the Kitakata delegation will soon be in Wilsonville.

CONSENT AGENDA

- A. Resolution No. 2655 - ODOT/City of Wilsonville IGA No. 32069 for I-5 Exit 283 Southbound Entrance Ramp Modification.
- B. Minutes of the October 2, 2017 and July 17, 2017 Council Meetings.

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

Vote: Motion carried 4-0.

SUMMARY OF VOTES

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

CITY MANAGER'S BUSINESS

A. Work Plan Updates Quarter

City Manager Cosgrove informed Council of the quarter 3 Work Plan updates. Below are the categories listed in the Work Plan:

- Improve Wilsonville's Walkscore
- Update the Parks Master Plan
- Complete the Planning for Boones Ferry Park
- Complete the French Prairie Bridge Feasibility Study
- Hold Educational Town Hall on Important Community Issues
- Evaluate the Results of the Housing Affordability Study and Begin Policy Development, Including Addressing Housing Mix
- Secure Funding to Design the Pedestrian and Bikeway Bridge
- 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 Reinstigate the Sculpture Program
- Organize Library Archives; Capture History as it Happens and before it Changes, Including Coordinating Photography
- Install Interpretative Signage for Beauty and the Bridge and on Murase Architectural Features; Inventory all Public Art with Interpretative Recognition.
- Promote and Make Available Numerous Options for Convenient Sustainable Choices
- Promote Farm and Forest Land Protection
- Develop and Implement a Street Tree Replacement Program
- Become a Bee City –Completed
- Complete Form-Based Code Work Currently Underway
- Complete the Town Center Master Plan, Including an International Square
- Complete the Fiber Business Plan
- Complete the Preliminary Work Necessary to Begin Soliciting Bids on Phase I of the Boones Ferry/Brown Road Project
- Advocate for Auxiliary Lane on Interstate 5 Southbound Over the Boone Bridge
- Advocate for More Funding for all Transportation Facilities
- Continue to Monitor Volumes on Major Transportation Corridors Entering Wilsonville
- Complete Congestion Mitigation Projects Related to Interstate 5
- Explore Sustainable Funding for SMART
- Advocate for Increased WES service
- Explore the Blue Zone Concept– Completed
- Educate, Inform, and Monitor the Big Pipe Project
- Create a Database of City Plants with Recommendations of Hardy Plants Suited to the Area and Post on City Website
- Update City Website, including a Coordinated Calendar for Councilor Attended Events
- Continue to Negotiate with TriMet to Adjust its Service Boundaries
- Update the Solid Waste Franchise Agreement and Consider Curbside Composting Options

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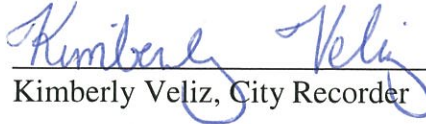
LEGAL BUSINESS

No Report.

ADJOURN

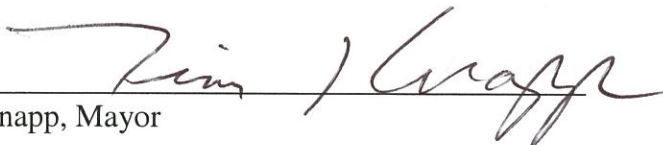
Mayor Knapp adjourned the meeting at 8:44 p.m.

Respectfully submitted,



Kimberly Veliz, City Recorder

ATTEST:



Tim Knapp, Mayor