

**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, September 18, 2017. Mayor Knapp called the meeting to order at 7:03 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

Mayor Knapp  
Councilor Starr  
Councilor Stevens  
Councilor Lehan - Absent  
Councilor Akervall

Staff present included:

Bryan Cosgrove, City Manager  
Barbara Jacobson, City Attorney  
Kimberly Veliz, City Recorder  
Chris Neamtzu, Planning Director  
Delora Kerber, Public Works Director  
Susan Cole, Finance Director  
Mark Ottenad, Public and Government Affairs  
Angela Handran, Assistant to the City Manager  
Cathy Rodocker, Assistant Finance Director  
Dwight Brashear, SMART Director  
Steve Adams, Engineering Manager  
Dan Carlson, Building Official Director  
Melissa Gitt, Building Inspector  
Mike Ward, Civil Engineer

Motion to approve the order of the agenda.

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

**Vote:** Motion carried 4 -0.

## **COMMUNICATIONS**

A. TVF&R: State of the District (Chief Mike Duyck)

Michael Duyck, Chief of Tualatin Valley Fire & Rescue (TVF&R) presented to Council. Presentation topics included the following: objectives, incident response, medic units, specialized paramedics, verified responders, recruitment, partnership update, and a list of what is on the horizon.

The below was provided regarding the incidents responses in the City of Wilsonville:

- Station 52 provides most of the response to calls in the Wilsonville (74% in 2017).

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

---

- Wilsonville experienced a 31% increase in call volume from 2012-2016
- Medical calls remain the most common call for service (75% in 2016 and 74% for Q1, Q2 of 2017).

Additionally, the list on the horizon included the following:

- Bond refinancing to save nearly \$1million
- Capital improvements and apparatus purchases to strengthen system
- Planning underway for future Occupational Health and Wellness as well as Logistics facilities
- WCCCA 911 upgrades to improve regional dispatch
- Updating strategic plan

It was also communicated that Tualatin Valley Fire and Rescue will be holding a career day on Saturday, October 14.

**B. Oregon Building Inspector of the Year Award (Carlson/Gitt)**

Building Official Director Dan Carlson honored Melissa Gitt for receiving the prestigious 2017 Building Inspector of the Year award from the Oregon Building Officials Association (OBOA). Ms. Gitt is a Building Inspector lead worker for the City of Wilsonville. She was nominated by her peers for the annual award, which is given from OBOA to recognize an individual with outstanding service to the public and dedication to building safety.

Mayor Knapp took a moment to take picture with Ms. Gitt and Mr. Carlson.

**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.

Nik Stice, represented a group of residents that have concerns regarding the design concepts plan for recreational area on Coffee Lake Drive in Villebois. Mr. Stice requested the DRB decision DB17-0011, 0020 - Villebois Regional Parks 7 and 8 be reevaluated by Council. Mr. Stice stated that the proposed development is not aligned with the original Villebois Master Plan. Mr. Stice declared that the residents are supportive of the development of the space however, the preferences are it would be complementary to Graham park with low maintenance and low impact interpretive trails. Mr. Stice acknowledged that he and the residents he represents oppose the active play space and basketball court which are currently proposed. Mr. Stice requested Council call up the DRB decision.

City Manager Cosgrove listed out the following choices that Council could take in with regards to the DRB decision and appeal process.

**CITY OF WILSONVILLE  
CITY COUNCIL MEETING MINUTES**

---

- Allow the DRB decision;
- Call up the decision;
- Citizens could appeal the decision;
- Council also has the option to waive the appeal fee.

Council discussed the all the options and the appeal process. After much discussion and consideration Councilor Starr made a motion.

**Motion:** Councilor Starr moved to call up the DRB decision (DB17-0011, 0020 - Villebois Regional Parks 7 and 8) related to the soccer field.

No Councilor seconded the motion. The motioned died.

Mayor Knapp noted that concerned citizens can file an appeal of the DRB decision (DB17-0011, 0020 - Villebois Regional Parks 7 and 8) by Tuesday, September 26, 2017 by close of the business day, 5 p.m.

#### **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. Councilor Starr – Economic Event Bike tour scheduled for tomorrow September 19 has been delayed due to weather. The City's website will be updated as soon as the new date has been chosen. Additionally, those registered should be receiving an email on the new date.
- B. Councilor Stevens –Library Board meeting will be held next week on September 27. Furthermore, the IRD system is in place at the library. In addition, the library continues to finalize the building capital improvement project.
- C. Councilor Akervall – No report.

#### **PUBLIC HEARING**

A. **Resolution No. 2654**

A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2017-18.

Mayor Knapp opened the public hearing at 8:05 p.m. and provided hearing protocol.

Ms. Jacobson read the title of Resolution No. 2654 for the record.

The staff report was presented by Cathy Rodocker, Assistant Finance Director. Oregon's Local Budget Law allows the Council to amend the adopted budget for an occurrence or condition that

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

---

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.

At the time that the FY2017/18 budget was prepared, labor negotiations were underway and the contracts had not been ratified by City Council. As noted in the budget document, no changes in the Salaries and Wages scales were include in the adopted budget. As the labor agreements have now been approved by City Council, this supplemental budget adjustment will acknowledge the increase to personnel services for wages and wage-based benefits as a result of the new contracts.

In total, an increase to the budget in the amount of \$485,850 is required for the new salary and wage scales. The impact by Fund is noted below.

General Fund	\$232,190
Community Development Fund	94,080
Transit Fund	87,510
Building Fund	17,610
Fleet Fund	16,720
Water Operating Fund	12,750
Road Operating Fund	10,310
Sewer Operating Fund	8,450
Stormwater Operating Fund	6,230

The supplemental also includes the following adjustments to materials and services:

- An additional \$100,000 will be needed to complete the Intake Pipe Cleaning Project. The funding source will be the Water Operating Fund.
- \$45,000 is needed to repair/replace the Therma-Flyte Dryer at the Wastewater Treatment Plant. The funding source will be the Sewer Operating Fund.
- \$27,193 will be rolled over from FY2017 for the Planning Department's form-based code project. This multi-year projected is slated to be completed this fiscal year.

Also covered in the supplemental adjustment are requests to roll-over unspent budgets from FY2016-17 capital improvement budgets. A detailed list of the 34 projects that require a roll-over adjustment is attached. The list attached also notes the funding source for each project.

The supplemental also includes funding for new projects as follows:

- CIP 4204-Facilities Plan for I-5, ODOT has been added in the amount of \$50,000. Funding will be transferred from CIP 4202-I-5 Pedestrian Bridge.
- CIP 8127-Annual Network Upgrades. This annual project was inadvertently left off the CIP program at the time the budget was created. Funding Source: General Fund

**CITY OF WILSONVILLE  
CITY COUNCIL MEETING MINUTES**

---

- CIP 9149-Citywide Parks Master Plan Update will require an additional \$78,250 to complete this fiscal year. Funding will be transferred from CIP 9144-Boones Ferry Park Master Plan.
- CIP 8093-Fiber Connectivity will require an additional \$40,000 to fund the fiber installation in conjunction with CIP 9146-I-5 Undercrossing Trail and CIP 1114-Water System Telemetry projects.
- CIP 8111-HVAC Replacements will require an additional \$100,000 to be funded by Transit for the major repair/replacement of the HVAC system.

Lastly, a restatement of the Beginning Fund Balance in the Stormwater CIP Fund is required. The actual fund balance is higher than anticipated due to work not completed by the year end on the Stormwater Ops Allocation to Charbonneau project. The offset to the beginning fund balance restatement is an increase to the contingency line item. Once recorded in contingency, the funds can be reallocated to the project for FY2017-18.

Mayor Knapp invited public comment, hearing nothing; he closed the public hearing at 8:18 p.m.

**Motion:** Councilor Stevens moved to approve Resolution No. 2654. Councilor Starr seconded the motion.

**Vote:** Motion carried 4-0.

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

## **CONTINUING BUSINESS**

### **A. Ordinance No. 808 - 2<sup>nd</sup> Reading**

An Ordinance Of The City Of Wilsonville Regarding Street Lighting: Types; Infill; Rates; Billing; And Fund; Amending Wilsonville Code Sections 3.200 Through 3.204; And Repealing Ordinance Nos. 41 And 304.

Ms. Jacobson read the title of Ordinance No. 808 into the record on second reading.

**Motion:** Councilor Stevens moved to approve Ordinance No. 808 on second reading. Councilor Akervall seconded the motion.

**Vote:** Motion carried 4-0.

### **SUMMARY OF VOTES:**

Mayor Knapp	Yes
Council President Starr	Yes
Councilor Stevens	Yes

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

---

Councilor Lehan                      Absent  
Councilor Akervall                      Yes

**B. Ordinance No. 809 - 2<sup>nd</sup> Reading**

An Ordinance Of The City Of Wilsonville Revising Section 201.9.01 - Roadway And Intersection Lighting Of The City Of Wilsonville Public Works Standards – 2015 And Adding Drawings To The Public Works Standard Detail Drawing – 2014.

Ms. Jacobson read the title of Ordinance No. 808 into the record on second reading.

**Motion:**            Councilor Stevens moved to approve Ordinance No. 809 on second reading.  
                                 Councilor Akervall seconded the motion.

**Vote:**                Motion carried 4-0.

**SUMMARY OF VOTES:**

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

**CITY MANAGER’S BUSINESS**

City Manager Cosgrove invited Council to the League of Oregon Cities (LOC) conference happening September 28 -30 at the DoubleTree in Portland. He also noted that the City will be hosting a hospitality suite on the Thursday evening of the conference.

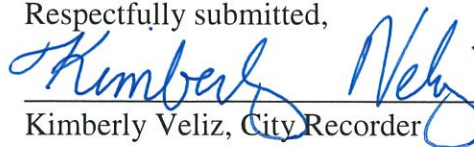
**LEGAL BUSINESS**

No Report.


**ADJOURN**

Mayor Knapp adjourned the meeting at 8:29 p.m.

Respectfully submitted,

  
\_\_\_\_\_  
Kimberly Veliz, City Recorder

ATTEST:

  
\_\_\_\_\_  
Tim Knapp, Mayor