



PLANNING COMMISSION

WEDNESDAY, DECEMBER 13, 2023

INFORMATIONAL

5. City Council Action Minutes (October 2 & 16 and November 6, 2023)
(No staff presentation)

City Council Meeting Action Minutes
October 2, 2023

COUNCILORS PRESENT

Mayor Fitzgerald
Council President Akervall – Arrived 7:01 p.m.
Councilor Linville
Councilor Berry
Councilor Dunwell - Excused

Kimberly Veliz, City Recorder
Zoe Mombert, Assistant to the City Manager
Lyanna Hoang, Comm. & Marketing Coordinator
Matt Lorenzen, Economic Development Manager
Katherine Smith, Assistant Finance Director
Andrew Barrett, Capital Projects Eng. Manager
Zach Weigel, City Engineer
Keith Katko, Finance Director
Marissa Rauthause, Civil Engineer

STAFF PRESENT

Bryan Cosgrove, City Manager
Amanda Guile-Hinman, City Attorney

AGENDA ITEM	ACTIONS
WORK SESSION	START: 5:06 p.m.
A. Proposed Updates to Solid Waste Franchise Agreement and related Administrative Rules	Council heard the details of the continued progress toward renewing the waste and recycling hauler’s franchise agreement with Republic Services and administrative rules.
B. VHDZ/Town Center Urban Renewal Feasibility Study Follow Up Questions	Staff and Council resumed discussion from the prior Work Session to discuss components of the City's Vertical Housing Development Zone (VHDZ) program and the urban renewal plan for Town Center.
URBAN RENEWAL AGENCY	
<u>URA Consent Agenda</u> A. Minutes of the July 17, 2023 URA Meeting.	The URA Consent Agenda was approved 3-0.
<u>New Business</u> A. None.	
<u>URA Public Hearing</u> A. <u>URA Resolution No. 339</u> A Resolution Of The City Of Wilsonville Urban Renewal Agency Authorizing A Supplemental Budget Adjustment For Fiscal Year 2023-24.	After a public hearing was conducted, URA Resolution No. 339 was approved 3-0.
<u>New Business</u> A. None.	

<p><u>Continuing Business</u></p> <p>A. <u>Ordinance No. 881</u> An Ordinance Of The City Of Wilsonville Adopting Wilsonville Code Sections 10.800 Through 10.870 Governing Parking In City-Owned Parking Lots.</p> <p>B. <u>Ordinance No. 882</u> An Ordinance Of The City Of Wilsonville Amending The Text Of The Development Code To Clarify Review Processes And Correct Inconsistencies.</p>	<p>Ordinance No. 881 was adopted on second reading by a vote of 4-0.</p> <p>Ordinance No. 882 was adopted on second reading by a vote of 4-0.</p>
<p><u>Public Hearing</u></p> <p>A. <u>Resolution No. 3084</u> A Resolution Of The City Of Wilsonville Authorizing A Supplemental Budget Adjustment For Fiscal Year 2023-24.</p>	<p>After a public hearing was conducted, Resolution No. 3084 was approved 4-0.</p>
<p><u>City Manager’s Business</u></p> <p>A. November 20, 2023 City Council Meeting</p> <p>B. Opioid Settlement Funds</p> <p>C. Mediterranean Oak Borer</p>	<p>Council tentatively agreed to cancel the November 20, 2023 City Council meeting.</p> <p>Council granted permission for the City Manager to convene a group of staff, and other local agencies to determine how to best allocate opioid settlement funds.</p> <p>Council heard details of ongoing work by staff and partner agencies to mitigate the Mediterranean Oak Borer, a destructive pest threatening the health of oak trees.</p>
<p><u>Legal Business</u></p>	<p>No report.</p>
<p>ADJOURN</p>	<p>7:57 p.m.</p>

City Council Meeting Action Minutes
October 16, 2023

COUNCILORS PRESENT

Mayor Fitzgerald – Left 6:25 p.m. & Returned 7:02 p.m.
Council President Akervall – Arrived 7:01 p.m.
Councilor Linville
Councilor Berry
Councilor Dunwell

Kimberly Veliz, City Recorder
Jeanna Troha, Assistant City Manager
Stephanie Davidson, Assistant City Attorney
Amy Pepper, Engineering Manager
Zach Weigel, City Engineer
Delora Kerber, Public Works Director
Martin Montalvo, Public Works Ops. Manager
Mark Ottenad, Public/Government Affairs Director
Chris Neamtzu, Community Development Director
Zoe Mombert, Assistant to the City Manager

STAFF PRESENT

Bryan Cosgrove, City Manager
Amanda Guile-Hinman, City Attorney

AGENDA ITEM	ACTIONS
WORK SESSION	
	START: 5:01 p.m.
A. 2023 Transportation Performance Monitoring Report	Staff along with consultants summarized the 2023 transportation performance monitoring report, a process undertaken every two years to inform the City’s Transportation System Plan (TSP).
B. Community Service Block Master Plan Update	Staff and consultants briefed Council on the progress of the Community Service Block Master Plan, a project to identify optimal long-term use of the 5.3-acre parcel of City-owned property on Town Center Loop E.
C. Proposed Updates to Solid Waste Franchise Agreement and Related Administrative Rules	Staff sought the Council’s guidance to inform the framework of a new franchise agreement and administrative rules with Republic Services, the City’s waste and recycling hauler.
REGULAR MEETING	
<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. Declaration of State of Emergency - Mediterranean Oak Borer (MOB)	Council made a motion to ratify the Declaration of State of Emergency for the Mediterranean Oak Borer (MOB) response, which concludes/expires 5:00 p.m. on Friday, December 29, 2023 Unless it is extended at that time. It was approved 5-0.

<u>Communications</u> A. None.	
<u>Consent Agenda</u> A. Resolution No. 3017 A Resolution Of The City Of Wilsonville Authorizing An Intergovernmental Agreement For The Frog Pond Primary Site Infrastructure Between The City Of Wilsonville And West Linn-Wilsonville School District. B. Resolution No. 3023 A Resolution Of The City Of Wilsonville Authorizing The City Manager To Enter Into The Third Amendment To Communications Site Lease Agreement With New Cingular Wireless PCS, LLC. C. Minutes of the October 2, 2023 City Council Meeting.	The Consent Agenda was approved 5-0.
<u>New Business</u> A. None.	
<u>Continuing Business</u> A. None.	
<u>Public Hearing</u> A. None.	
<u>City Manager’s Business</u>	No report.
<u>Legal Business</u>	No report.
EXECUTIVE SESSION	Pursuant to ORS 192.660(2)(e) Real Property Transactions
ADJOURN	8:24 p.m.

City Council Meeting Action Minutes
November 6, 2023

COUNCILORS PRESENT

Mayor Fitzgerald
Council President Akervall – Arrived 7:00 p.m.
Councilor Linville
Councilor Berry
Councilor Dunwell – Arrived 5:07 p.m.

Erika Valentine, Arts & Culture Program Coordinator
Jeanna Troha, Assistant City Manager
Kerry Rappold, Natural Resources Manager
Kimberly Veliz, City Recorder
Kris Ammerman, Parks and Recreation Director
Mark Ottenad, Public/Government Affairs Director
Mike Nacrelli, Civil Engineer
Stephanie Davidson, Assistant City Attorney
Zach Weigel, City Engineer
Zack Morse, Parks Maintenance Specialist
Zoe Mombert, Assistant to the City Manager

STAFF PRESENT

Bryan Cosgrove, City Manager
Amanda Guile-Hinman, City Attorney
Dan Pauly, Planning Manager
Delora Kerber, Public Works Director
Dustin Schull, Parks Supervisor

AGENDA ITEM	ACTIONS
WORK SESSION	START: 5:06 p.m.
A. Wastewater Treatment Plant Master Plan Update	Staff shared analysis that informs an updated draft of the Wastewater Treatment Plant Master Plan.
B. Stormwater Master Plan Update – Executive Summary and Capital Improvement Project	Staff presented an executive summary of the draft Stormwater Master Plan, a 20-year plan detailing the City’s work plan and identifying capital needs to effectively maintain, restore and enhance local watersheds and to meet engineering, environmental and land use needs.
C. Frog Pond East and South Development Code	Staff sought the Council’s feedback to inform development code amendments drafted for the Frog Pond East and South Master Plan.
D. Boones Ferry Park Projects Update	Staff provided a combined presentation on Resolution Nos. 3088 and 3089, both of which provide upgrades to Boones Ferry Park.
REGULAR MEETING	
<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.

<p>B. Proclamation</p>	<p>The Mayor read a proclamation declaring November 2023 as National American Indian Heritage month.</p>
<p><u>Communications</u> A. None.</p>	
<p><u>Consent Agenda</u></p> <p>A. <u>Resolution No. 3088</u> A Resolution Of The City Of Wilsonville Approving A Construction Contract With Romtec, Inc. For The Boones Ferry Restroom Construction Project.</p> <p>B. <u>Resolution No. 3089</u> A Resolution Of The City Of Wilsonville Approving A Construction Contract With Buell Recreation LLC For The Boones Ferry Playground Project.</p> <p>C. <u>Resolution No. 3090</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Master Services Agreement With OpenGov, Inc. For Asset Management Software Services.</p> <p>D. <u>Resolution No. 3092</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With Century West Engineering For Engineering Consulting Services For The 2024 Street Maintenance Project (Capital Improvement Project No. 4014, 4118, 4725).</p> <p>E. <u>Resolution No. 3093</u> A Resolution Of The City Of Wilsonville Accepting The Jurisdictional Surrender For A Portion Of SW Stafford Road And SW Frog Pond Lane By Clackamas County Pursuant To Oregon Revised Statute 373.270.</p> <p>F. Minutes of the October 16, 2023 City Council Meeting.</p>	<p>The Consent Agenda was adopted 5-0.</p>
<p><u>New Business</u></p> <p>A. <u>Resolution No. 3081</u> A Resolution Of The City Of Wilsonville Approving The City Of Wilsonville Public Art Policy And Guidelines.</p>	<p>Resolution No. 3081 was adopted 5-0.</p>

<p>B. <u>Resolution No. 3083</u> A Resolution Of The City Of Wilsonville Adopting The Arts, Culture, And Heritage Commission (ACHC) FY 2023/24 Five-Year Action Plan And Annual One-Year Implementation Plan.</p> <p>C. <u>Resolution No. 3091</u> A Resolution Of The City Of Wilsonville Adopting The Findings And Recommendations Of The “Solid Waste Collection Rate Report, October 2023” And Modifying The Current Republic Services Rate Schedule For Collection And Disposal Of Solid Waste, Recyclables, Organic Materials And Other Materials, Effective January 1, 2024.</p>	<p>Resolution No. 3083 was adopted 5-0.</p> <p>Resolution No. 3091 was tabled until the December 4, 2023 City Council meeting.</p>
<p><u>Continuing Business</u></p> <p>A. None.</p>	
<p><u>Public Hearing</u></p> <p>A. <u>Ordinance No. 883</u> An Ordinance Of The City Of Wilsonville Adopting A Franchise Agreement For Solid Waste Management And Collection Within The City And Repealing Ordinance No. 814.</p>	<p>After a public hearing was conducted, Ordinance No. 883 was adopted on first and second reading by a vote of 5-0.</p>
<p><u>City Manager’s Business</u></p>	<p>The City Manager shared staff would arrange a training for Council to prepare them for their trip to Kitakata, Japan.</p>
<p><u>Legal Business</u></p>	<p>The City Attorney, who is also a running coach at the Coffee Creek Correctional Facility, shared some feedback from adults in custody who participate in the running program.</p>
<p>ADJOURN</p>	<p>10:10 p.m.</p>