



PLANNING COMMISSION

WEDNESDAY, JANUARY 11, 2023

INFORMATIONAL

3. City Council Action Minutes (November 7 & 21 and December 5 & 19, 2022) *(No staff presentation)*

City Council Meeting Action Minutes
November 7, 2022

City Council members present included:

Mayor Fitzgerald
Council President Akervall
Councilor Lehan
Councilor West
Councilor Linville

Amanda Guile-Hinman, City Attorney
Kimberly Veliz, City Recorder
Andrea Villagrana, Human Resource Manager
Zach Weigel, City Engineer
Mark Ottenad, Public/Government Affairs Director
Dan Pauly, Planning Manager
Miranda Bateschell, Planning Director
Chris Neamtzu, Community Development Director
Zoe Mombert, Assistant to the City Manager

Staff present included:

Bryan Cosgrove, City Manager

AGENDA ITEM	ACTIONS
WORK SESSION	
START: 5:00 p.m.	
A. Frog Pond East and South Master Plan	Council provided staff additional feedback and input on the draft Frog Pond East and South Master Plan.
B. City of Wilsonville Flag Policy and Update to Wilsonville Code Section 6.150	The City Attorney reviewed the draft City Flag Policy and draft revision to Wilsonville Code (WC) Section 6.150 with Council and sought their feedback.
REGULAR MEETING	
<u>Mayor's Business</u>	
A. Approval of City Application to Metro for the Acquisition of the Frog Pond West Park Property Utilizing Local Share Funds	This item was voted on during the Communications portion of the agenda.
B. League of Oregon Cities (LOC) Opioid Settlement Board	Council moved to endorse and support Councilor Linville's nomination to serve on the state's Opioid Settlement Board. Passed 4-0-1.
C. 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. Frog Pond West Neighborhood Park Community Engagement	Council moved to approve the City's application to Metro for the acquisition of the Frog Pond West Neighborhood Park Property utilizing Local Share Funds. Passed 5-0.

<p><u>Consent Agenda</u></p> <p>A. Resolution No. 3010 A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement Contract Amendment With AKS Engineering & Forestry, LLC For Design And Construction Engineering Services For The 2022 Curb Ramps Upgrade Project (Capital Improvement Project # 4014, 4118, And 4717).</p> <p>B. Minutes of the October 17, 2022 City Council Meeting.</p>	<p>The Consent Agenda was approved 5-0.</p>
<p><u>New Business</u></p> <p>A. Resolution No. 3004 A Resolution Of The City Of Wilsonville Adopting The Findings And Recommendations Of The “Solid Waste Collection Rate Report, October 2022” And Maintaining The Current Republic Services Rate Schedule, Effective January 1, 2022.</p>	<p>Resolution No. 3004 was adopted 5-0.</p>
<p><u>Continuing Business</u></p> <p>A. None.</p>	
<p><u>Public Hearing</u></p> <p>A. None.</p>	
<p><u>City Manager’s Business</u></p>	<p>The City Manager announced he would check on the status of the archeologist report on Boones Ferry Landing and forward to Council once available.</p>
<p><u>Legal Business</u></p>	<p>No report.</p>
<p>ADJOURN</p>	<p>8:19 p.m.</p>

City Council Meeting Action Minutes
November 21, 2022

City Council members present included:

Mayor Fitzgerald
Council President Akervall - Excused
Councilor Lehan
Councilor West - Excused
Councilor Linville

Beth Wolf, Senior Systems Analyst
Becky White, Permit Technician
Dwight Brashear, Transit Director
Scott Simonton, Fleet Services Manager
Chris Neamtzu, Community Development Director
Katherine Smith, Assistant Finance Director
Dan Carlson, Building Official
Kris Ammerman, Parks and Recreation Director
Dustin Schull, Parks Supervisor
Tommy Reeder, Parks Maintenance Specialist
Zack Morse, Parks Maintenance Specialist
Roger Moeller, Parks Maintenance Specialist
Brian Stevenson, Program Manager
Zach Weigel, City Engineer

Staff present included:

Bryan Cosgrove, City Manager
Andrea Villagrana, Human Resource Manager
Amanda Guile-Hinman, City Attorney
Kimberly Veliz, City Recorder
Jeanna Troha, Assistant City Manager
Delora Kerber, Public Works Director
Kimberly Rybold, Senior Planner
Matt Lorenzen, Economic Development Manager
Bill Evans, Communications & Marketing Manager

AGENDA ITEM	ACTIONS
WORK SESSION	START: 5:01 p.m.
A. Local Public Contracting Code Update	The City Attorney discussed future updates to the City’s Public Contracting Code that are to be examined and recommended by an inter-departmental project team.
B. City Facilities Master Plan Update	Council heard a presentation on the findings of the 2022 City Facility Master Plan.
REGULAR MEETING	
<u>Mayor’s Business</u>	
A. Letter to the Clackamas County Board of County Commissioners	Council made a motion to approve and send the City’s letter of comment on protecting the French Prairie Rural Reserve. It was approved 3-0.
B. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings she attended on behalf of the City.

<p><u>Communications</u></p> <p>A. Clackamas County Opioid Settlement Presentation</p> <p>B. Oregon Building Officials Association 2022 Permit Technician of the Year Award</p> <p>C. SMART Award Presentation</p> <p>D. Nature Play Area Awards</p>	<p>Clackamas County staff shared information on Oregon’s opioid crisis and outlined terms and conditions of financial awards to be received from pharmaceutical companies by local governments to support treatment and prevention of opioid addiction.</p> <p>Becky White, Permit Technician was recognized as the Oregon Building Officials Association (OBOA) 2022 Permit Technician of the Year.</p> <p>NW Natural Gas representatives recognized Scott Simonton, Fleet Services Manager and SMART with the Achievement Award-Natural Gas Transit Fleet Program from Natural Gas Vehicles for America (NGVAmerica), which recognizes outstanding contributions to the advancement of natural gas for transportation fuel.</p> <p>Parks & Recreation staff was recognized as recipients of the Oregon Recreation & Park Association (ORPA) 2022 “Design & Construction Award” in the small project category for the design and construction of the new Nature Playground at Memorial Park.</p>
<p><u>Consent Agenda</u></p> <p>A. <u>Resolution No. 2993</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Enter Into An Intergovernmental Agreement Between Clackamas County, Washington County, And The City Of Wilsonville Related To The Stafford Road At 65th Avenue Temporary Traffic Signal And Traffic Control Changes At 65th Avenue At Elligsen Road Project.</p> <p>B. <u>Resolution No. 3005</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With DOWL To Provide Engineering Consulting Services For The Willamette Water Supply PLM 1.3: Construction Inspection Of City Infrastructure Project (Capital Improvement Project No. 1127).</p>	<p>The Consent Agenda was approved 3-0.</p>

<p>C. <u>Resolution No. 3007</u> A Resolution Of The City Of Wilsonville Authorizing The Arts, Culture, And Heritage Commission To Administer And Recommend Funding Of The Community Cultural Events And Programs Grant.</p> <p>D. <u>Resolution No. 3011</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement Contract Amendment With Carollo Engineers For The Wastewater Treatment Plant Master Plan Project (Capital Improvement Project #2104).</p> <p>E. Minutes of the November 7, 2022 City Council Meeting.</p>	
<p><u>New Business</u></p> <p>A. <u>Resolution No. 3001</u> A Resolution Of The City Of Wilsonville Approving The Findings Of The 2022 City Facility Master Plan.</p> <p>B. <u>Resolution No. 3012</u> A Resolution Of The Wilsonville City Council Adopting The 2022 Urban Renewal Strategic Plan As Recommended By The Urban Renewal Task Force.</p> <p>C. <u>Resolution No. 3013</u> A Resolution Of The City Of Wilsonville Adopting The Town Center Infrastructure Funding Plan.</p>	<p>Resolution No. 3001 was adopted 3-0.</p> <p>Resolution No. 3012 was adopted 3-0.</p> <p>Resolution No. 3013 was adopted 3-0.</p>
<p><u>Continuing Business</u></p> <p>A. None.</p>	
<p><u>Public Hearing</u></p> <p>A. None.</p>	
<p><u>City Manager’s Business</u></p>	<p>The City Manager shared that the Shred Day event brought in about \$2,200 in donations for Wilsonville Community Sharing.</p>
<p><u>Legal Business</u></p>	<p>No report.</p>

URBAN RENEWAL AGENCY	
<p><u>URA Consent Agenda</u></p> <p>A. <u>URA Resolution No. 333</u> A Resolution Of The City Of Wilsonville Urban Renewal Agency Authorizing The City Manager To Enter Into An Intergovernmental Agreement Between Clackamas County, Washington County, And The City Of Wilsonville Related To The Stafford Road At 65th Avenue Temporary Traffic Signal And Traffic Control Changes At 65th Avenue At Elligsen Road Project.</p> <p>B. Minutes of the October 17, 2022 Urban Renewal Agency Meeting.</p>	<p>The URA Consent Agenda was approved 3-0.</p>
<p><u>New Business</u></p> <p>A. <u>URA Resolution No. 332</u> A Resolution Of The City Of Wilsonville Urban Renewal Agency Adopting The 2022 Urban Renewal Strategic Plan As Recommended By The Urban Renewal Task Force.</p>	<p>URA Resolution No. 332 was adopted 3-0.</p>
<p><u>URA Public Hearing</u></p> <p>A. None.</p>	
ADJOURN	9:39 p.m.

City Council Meeting Action Minutes
December 5, 2022

City Council members present included:

Mayor Fitzgerald
Council President Akervall
Councilor Lehan – Work Session Only
Councilor West - Excused
Councilor Linville

Amanda Guile-Hinman, City Attorney
Jeanna Troha, Assistant City Manager
Zoe Mombert, Assistant to the City Manager
Miranda Bateschell, Planning Director
Dan Pauly, Planning Manager
Dustin Schull, Parks Supervisor
Chris Delk, Parks Maintenance Specialist
Dan Carlson, Building Official
Bill Evans, Communications & Marketing Manager

Staff present included:

Bryan Cosgrove, City Manager

AGENDA ITEM	ACTIONS
WORK SESSION	START: 5:05 p.m.
A. Cultural Calendar	Council was presented a draft calendar that identifies several dates of cultural significance.
B. Update on City Response to Emerald Ash Borer	Staff discussed efforts to mitigate Emerald Ash Borer (EAB) a destructive insect that threatens the City’s ash trees.
C. Willamette Water Supply Program Wilsonville Area Pipeline Project (PLM_1.3)	Council was informed construction plans for a two-mile segment of underground water pipeline to be installed along portions of Kinsman Road, 95 th Avenue, Boeckman Road, and Ridder Road.
D. Commercial and Mechanical Building Codes	Staff presented on Resolution No. 3015, which adopts the Structural Specialty Code and the Mechanical Specialty Code and repeals all prior resolutions.
REGULAR MEETING	
<u>Mayor’s Business</u>	
A. Wilsonville Wildcats Week Proclamation	The Mayor read a proclamation declaring the week of December 5 – 9, 2022 as Wildcats Week and presented a proclamation to the Wilsonville High School Girls Soccer Team.
B. Boards/Commission Appointments/Reappointments	<u>Budget Committee – Reappointment</u> Reappointment of Synthea Russell to the Budget Committee for a term beginning 1/1/2023 to 12/31/2025. Passed 3-0.

Development Review Board A

Reappointment of Rachelle Barrett and Jean Svadlenka to the Development Review Board A for a term beginning 1/1/2023 to 12/31/2024. Passed 3-0.

Development Review Board

Appointment of Jordan Herron, Yara Alatawy, John Hildum and Rob Candrian to the Development Review Board for a term beginning 1/1/2023 to 12/31/2024. Passed 3-0.

Kitakata Sister City Advisory Board

Reappointment of Seiji Shiratori and Ashleigh Sumerlin to the Kitakata Sister City Advisory Board for a term beginning 1/1/2023 to 12/31/2025. Passed 3-0.

Kitakata Sister City Advisory Board

Appointment of Yuki Puram and John Bohlen to the Kitakata Sister City Advisory Board for a term beginning 1/1/2023 to 12/31/2025. Passed 3-0.

Parks and Recreation Advisory Board

Appointment of Keith Gary to the Parks and Recreation Advisory Board for a term beginning 1/1/2023 to 12/31/2026. Passed 3-0.

Planning Commission

Appointment of Nicole Hendrix to the Planning Commission for a term beginning 1/1/2023 to 12/31/2026. Passed 3-0.

Wilsonville-Metro Community Enhancement Committee

Appointment of Maripat Hensel to the Wilsonville-Metro Community Enhancement Committee for a term beginning 1/1/2023 to 12/31/2026. Passed 3-0.

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

C. Upcoming Meetings

<u>Communications</u> A. None.	
<u>Consent Agenda</u> A. Minutes of the November 21, 2022 Council Meeting.	The Consent Agenda was approved 3-0.
<u>New Business</u> A. <u>Resolution No. 3015</u> A Resolution Of The City Of Wilsonville Adopting The Structural Specialty Code And The Mechanical Specialty Code And Repealing All Prior Resolutions That Previously Adopted A Structural Specialty Code Or Mechanical Specialty Code.	Resolution No. 3015 was adopted 3-0.
<u>Continuing Business</u> A. None.	
<u>Public Hearing</u> A. <u>Ordinance No. 871</u> An Ordinance Of The City Of Wilsonville Amending The Comprehensive Plan Text And Areas Of Special Concern Map To Adopt Airport Good-Nighbor Policies And Designate The Aurora State Airport And Surrounding Properties As An Area Of Special Concern. B. <u>Ordinance No. 870</u> An Ordinance Of The City Of Wilsonville Adopting The Frog Pond East And South Master Plan And Related Comprehensive Plan Text And Map Amendments.	After a public hearing was conducted, Ordinance No. 871 was adopted on first reading by a vote of 3-0. After a public hearing was conducted, Ordinance No. 870 was adopted on first reading, with the additions of Exhibits D and G and details shared during staff presentation. Passed 3-0.
<u>City Manager's Business</u>	The City Manager reiterated the Tree Lighting event was amazing.
<u>Legal Business</u>	No report.
ADJOURN	8:21 p.m.

City Council Meeting Action Minutes
December 19, 2022

City Council members present included:

Mayor Fitzgerald
Council President Akervall
Councilor Lehan
Councilor West
Councilor Linville

Dwight Brashear, Transit Director
Eric Loomis, Transit Operations Manager
Zach Weigel, City Engineer
Ryan Adams, Assistant City Attorney
Jeanna Troha, Assistant City Manager
Chris Neamtzu, Community Development Director
Matt Lorenzen, Economic Development Manager
Dan Carlson, Building Official
Miranda Bateschell, Planning Director
Dan Pauly, Planning Manager
Keith Katko, Finance Director
Katherine Smith, Assistant Finance Director
Bill Evans, Communications & Marketing Manager

Staff present included:

Bryan Cosgrove, City Manager
Amanda Guile-Hinman, City Attorney
Kimberly Veliz, City Recorder
Zoe Mombert, Assistant to the City Manager
Anne MacCracken, Transit Management Analyst

AGENDA ITEM	ACTIONS
WORK SESSION	
START: 5:01 p.m.	
A. Survey Results Childcare/Workforce Wilsonville	Staff shared the results of a recent survey to assess the childcare needs of local families and the impact of the current childcare environment on the local labor force.
B. SMART Annual Rider Survey Results	Staff shared details from SMART’s annual passenger survey, an internal tool used to improve service levels, satisfy reporting requirements, and inform future routes.
C. Canyon Creek / Boeckman Intersection Design Update	Staff shared approximate costs and alternatives under consideration to improve the Canyon Creek Road / Boeckman Road intersection in conjunction with the Boeckman Road Corridor Improvement Project. The Council agreed with staff’s recommendation to proceed with a roundabout at this intersection.
REGULAR MEETING	
<u>Mayor’s Business</u>	
A. Recognition of Outgoing Councilors Ben West and Charlotte Lehan	Councilors Ben West and Charlotte Lehan whom terms end December 31, 2022 were recognized appreciated for their service.
B. Transit Oriented Development Project	Council moved to approve Palindrome as the successful proposer for the Transit Oriented Development Project. Passed 5-0.

<p>B. <u>Resolution No. 3014</u> A Resolution Adopting The Canvass Of Votes Of The November 8, 2022 General Election.</p> <p>C. <u>Resolution No. 3026</u> A Resolution Of The City Of Wilsonville Authorizing South Metro Area Regional Transit (SMART) To A Renewal Of Goods And Services Contract With Optibus, Inc.</p> <p>D. Minutes of the December 5, 2022 City Council Meeting.</p>	
<p><u>New Business</u> A. None.</p>	
<p><u>Continuing Business</u> A. <u>Ordinance No. 870</u> An Ordinance Of The City Of Wilsonville Adopting The Frog Pond East And South Master Plan And Related Comprehensive Plan Text And Map Amendments.</p> <p>B. <u>Ordinance No. 871</u> An Ordinance Of The City Of Wilsonville Amending The Comprehensive Plan Text And Areas Of Special Concern Map To Adopt Airport Good-Neighbor Policies And Designate The Aurora State Airport And Surrounding Properties As An Area Of Special Concern.</p> <p>B.</p>	<p>Ordinance No. 870 was adopted on second reading by a vote of 5-0.</p> <p>Ordinance No. 871 was adopted on second reading by a vote of 5-0.</p>
<p><u>Public Hearing</u> A. <u>Resolution No. 3016</u> A Resolution Of The City Of Wilsonville Authorizing A Supplemental Budget Adjustment For Fiscal Year 2022-23.</p>	<p>After a public hearing was conducted, Resolution No. 3016 was adopted by a vote of 5-0.</p>
<p><u>City Manager's Business</u></p>	<p>The City Manager echoed the comments made by others about Councilors Lehan and West.</p>
<p><u>Legal Business</u></p>	<p>Council moved to file an amicus brief on Oregon Court of Appeals cases 179661, 179649 and 179634. Passed 5-0.</p>
<p>ADJOURN</p>	<p>8:50 p.m.</p>