



City of Tigard

Tigard Business Meeting – Minutes

TIGARD CITY COUNCIL AND LOCAL CONTRACT REVIEW BOARD

MEETING DATE AND TIME: September 13, 2011 - 6:30 p.m. Study Session; 7:30 p.m. Business Meeting

MEETING LOCATION: City of Tigard - Town Hall - 13125 SW Hall Blvd., Tigard, OR 97223

Mayor Dirksen called the meeting to order at 6:30 p.m.

Council Attendance:

<u>Name</u>	<u>Present</u>	<u>Absent</u>
Mayor Dirksen	✓	
Council President Buehner	✓	
Councilor Henderson	✓	
Councilor Wilson	✓	
Councilor Woodard	✓	

Staff Present: Interim City Manager Newton, City Recorder Wheatley, Assistant to the City Manager Mills, Utility Division Manager Goodrich, Assistant Finance and IT Director Smith-Wagar.

- STUDY SESSION
 - A. BRIEFING ON THE PROPOSED ADDITION OF CHAPTER 12.01, UTILITY SERVICES RULES AND REGULATIONS, TO THE TIGARD MUNICIPAL CODE (TMC)

Utility Division Manager Goodrich presented the staff report. He reviewed the background on the proposed addition of Chapter 12.01, Utility Services Rules and Regulations, which is outlined in detail in the staff report.

Staff is proposing the use of the administrative rules for Chapter 12.

Utility Division Manager Goodrich said he plans to return to the City Council on October 11, with a proposed ordinance for this addition to Tigard Municipal Code Chapter 12. He said he also plans to submit the administrative rules to the City Council for its 14-day review period. Once the administrative rules have been approved through the new process, Utility

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Division Manager Goodrich said he would place a proposed ordinance before the City Council to remove procedural language, which would be covered by the new administrative rules.

The proposed rules for TMC Chapter 12 are scheduled for another review by the Intergovernmental Water Board.

Mayor Dirksen suggested staff review the proposed changes with the newer City Council members, Councilor Henderson and Councilor Woodard, since this language was proposed before they began on the City Council. Councilor Woodard noted when he reviewed the proposal he liked that the wording was clear and brief. He likes the idea of the use of administrative rules, providing an opportunity for review if there is disagreement on the process.

After discussion, City Council consensus was for staff to proceed as proposed.

City Attorney Ramis spoke of Utility Division Manager Goodrich's efforts on drafting these new rules, which is not often seen at the local level but has worked well at the federal and state levels. The city attorney's office has been working with staff for the last two years on this matter. Administrative rules should include enough process and rulemaking so all due-process requirements are met.

Council President Buehner commented that the IWB will welcome these administrative rules, which will allow staff to administer rather than having to have an IWB review. This will allow a more expeditious manner of business.

Councilor Henderson said he would not want to see unintended consequences of administrative rules adding to costs. City Attorney Ramis said the purpose of having a council review is to demonstrate whether a proposed rule has a cost or budget implication. Utility Division Manager Goodrich said most of the rules have to do with practices and procedures relating to how the utility conducts its business. In response to a follow-up question by Councilor Henderson, Utility Division Manager Goodrich advised that penalties for late payments would be fixed in the administrative rule process and also adopted by the City Council in the fees and charges schedule.

Utility Division Manager Goodrich explained the purpose of the administrative rules, which is to identify procedures to administer business through a process separate from a code amendment. Assistant Finance and IT Director Smith-Wagar said it will be nice to have written practices and procedures to follow to assure the fair treatment to all citizens.

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B. ADMINISTRATIVE ITEMS

Interim City Manager Newton reviewed the following with the City Council:

The September 27, 2011, Tigard City Council Business meeting is cancelled.

- Council Calendar:
 - Friday, September 16, City Manager Assessment Center - Panel Executive Sessions in the Town Hall and the Red Rock Creek Conference Room - 7:45 a.m.
 - Saturday, September 17, City Manager Assessment Center - City Council Executive Session in the Red Rock Creek Conference Room -- 8:30 a.m.
 - Tuesday, September 20, Tigard City Council Workshop Meeting, Town Hall.
 - Tuesday, September 27, Tigard City Council Business Meeting - Cancelled.
- City Council members attending the League of Oregon Cities conference will coordinate with city management staff.
- Mayor Dirksen reported that the Tigard Farmers Market and Young's Funeral Home held a commemoration event on September 11, 2011. This day was also the City of Tigard's 50th Birthday Party, held in the Library Community Room. Mayor Dirksen noted that the Tigard community is actually 125 years old, which is when the first Tigard post office was established. Both of the events were well attended. Interim City Manager Newton added that Mr. Curtis Tigard, age 102, attended and spoke to the audience. Mayor Dirksen said Mr. Tigard gave a short history of the Tigard community. Mr. Tigard's great-grandfather arrived in the area in 1852. The birthday event was video-recorded per Interim City Manager Newton.
- Interim City Manager Newton referred to a revised agenda distributed to the City Council, which rearranged the agenda items to group the Local Contract Review Board agenda items together.
- Mayor Dirksen reported on a recent JPACT meeting. A resolution was passed to amend the Metropolitan Transportation Improvement Program (MTIP) to add a project to improve the I-5/Carman Drive ramp (both sides). Oregon Department of Transportation (ODOT) has identified this project and there is funding for it; however, it cannot receive final approval unless is part of the official MTIP package. JPACT also considered the draft recommendation for regional flexible fund allocations. Tigard had a project – a portion of the Fanno Creek Trail (aka the Crescent Connection). There was a joint application to Metro from Tigard, Beaverton and Tualatin Hills Park and Recreation District. This project did not make the cut, but Washington County is taking the lead to submit this project to a new Oregon Department of Transportation (ODOT) program for non-highway projects (\$21 million). Interim City Manager Newton said County staff reports that ODOT officials are supportive of this trail connection application.
- Council President Buehner reported she submitted her name to serve again on the Finance/Tax and Transportation League of Oregon Cities committees. Mayor Dirksen said he would probably apply for a committee appointment.
- The city manager assessment center schedule and activities were reviewed.

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- EXECUTIVE SESSION: Not held.

1. BUSINESS MEETING

A. Mayor Dirksen called the meeting to order at 7:32 p.m.

B. Roll Call

<u>Name</u>	<u>Present</u>	<u>Absent</u>
Mayor Dirksen	✓	
Councilor President Buehner	✓	
Councilor Henderson	✓	
Councilor Wilson	✓	
Councilor Woodard	✓	

C. Pledge of Allegiance

D. Council Communications & Liaison Reports

Council President Buehner reported on the Water Partnership Oversight Committee at the end of the agenda (See Item No. 10)

E. Call to Council and Staff for Non-Agenda Items – None.

2. CITIZEN COMMUNICATION (Two Minutes or Less, Please)

- Follow-up to Previous Citizen Communication: None
- Tigard High School Student Envoy – Courtney Bither

Student Envoy Bither (Associated Student Body Activities Director) presented her first report to the council regarding the activities at Tigard High School. A summary of the report is on file with the council packet materials.

- Tigard Area Chamber of Commerce – Debi Mollahan

Chamber Executive Director Mollahan presented a report of activities for the Chamber. A summary of the report is on file with the council packet materials. There are over 300 members in the Chamber – 20 new members signed up last month.

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D. Citizen Communication – Sign Up Sheet

- Jim Long, 10730 SW 72nd Avenue and John Frewing, 7110 SW Lola Lane spoke as representatives of the Metzger Centennial Committee/Historical Society. Mr. Long said Metzger was a town that grew as a result of the arrival of the railroad in 1908. Herman and Josephine Metzger donated the land for a school, church, park and railroad right of way. On Saturday, October 1, there will be an event that will begin at Metzger Elementary School, with additional festivities held at Metzger Park as well as a parade in the Metzger community. A copy of the flyer for this event is on file with the council packet materials.

Mr. Frewing shared some interesting historical particulars about the Metzger area:

- He said that the lady that owned the Hope Diamond lived, at one time, at the Cordero House.
- He had with him a carpenter’s pencil from the Metzger Lumber Company with the printing identifying its location as “Poverty Flats” on Mae West Boulevard, Metzger, Oregon – Telephone: Cherry 3963.
- He said Mae West Boulevard is the same as what is now known as Hall Boulevard.

Mr. Frewing invited people to attend the celebration.

Mr. Long explained that the upper portion of Metzger was known as Snob Hill and the lower part was called Poverty Flats. The Washington Square Mall is located on the former Poverty Flats area.

Mayor Dirksen reviewed the Consent Agenda:

3. CONSENT AGENDA:

A. Receive and File:

1. Council Calendar
2. Tentative Agenda

B. Approve Council Meeting Minutes

1. July 12, 2011
2. July 19, 2011

Motion by Council President Buehner, seconded by Councilor Wilson, to approve the Consent Agenda.

The motion was approved by a unanimous vote of City Council present.

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Mayor Dirksen	Yes
Council President Buehner	Yes
Councilor Henderson	Yes
Councilor Wilson	Yes
Councilor Woodard	Yes

4. QUASI-JUDICIAL PUBLIC HEARING - COMPREHENSIVE PLAN AMENDMENT, SENSITIVE LANDS REVIEWS AND ADJUSTMENT TO EXTEND WALL STREET TO FIELDS' PROPERTY

COMPREHENSIVE PLAN AMENDMENT (CPA) 2009-00004/SENSITIVE LANDS REVIEW (SLR) 2009-00004/SENSITIVE LANDS REVIEW (SLR) 2009-00005/ADJUSTMENT (VAR) 2010-00002 - WALL STREET EXTENSION (FIELDS)

REQUEST: The applicant is requesting amendments to the Comprehensive Plan to remove Goal 5 protection from Tigard Significant Wetlands and the riparian corridor surrounding Fanno Creek in order to extend Wall Street across City of Tigard property and Fanno Creek to his property. Sensitive Lands Review is required for proposed work within the 100-year floodplain and wetlands. The applicant is requesting an adjustment to the street improvement standards in order to construct a narrower street section than required by code. Tree removal permits to remove trees within the sensitive lands were submitted under a separate application.

LOCATION: No address, Washington County Tax Assessor's Map 2S102DA, Tax Lot 690. No address, Washington County Tax Assessor's Map 2S102DD, Tax Lot 100. 13560 SW Hall Blvd., Washington County Tax Assessor's Map 2S102DD, Tax Lot 200. No address, Washington County Tax Assessor's Map 2S10100, Tax Lot 1200. ZONES: R-12: Medium-Density Residential District. The R-12 zoning district is designed to accommodate a full range of housing types at a minimum lot size of 3,050 square feet. A wide range of civic and institutional uses are also permitted conditionally. R-25: Medium High-Density Residential District. The R-25 zoning district is designed to accommodate existing housing of all types and new attached single-family and multi-family housing units at a minimum lot size of 1,480 square feet. A limited amount of neighborhood commercial uses is permitted outright and a wide range of civic and institutional uses are permitted conditionally.

COMPREHENSIVE PLAN DESIGNATION: Medium Density Residential and Medium-High Density Residential.

APPLICABLE REVIEW CRITERIA: Community Development Code Chapters 18.370, 18.380, 18.390, 18.510, 18.745, 18.775, 18.790 & 18.810; Comprehensive Plan Goals 1, 2, 5, 6, 7, 8, 11 & 12; Tigard Municipal Code Chapter 9; Metro Functional Plan Titles 3, 6 and 13; and Statewide Planning Goals 1, 2, 5, 6, 7, 8, 11 and 12.

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Mayor Dirksen announced the above public hearing will be continued to the December 13, 2011, City Council meeting at the request of the applicant.

5. DISCUSS AMENDING THE TIGARD MUNICIPAL CODE TO CREATE ADMINISTRATIVE OPTIONS RELATED TO CODE COMPLIANCE

Assistant Community Development Director Hartnett and Program Development Coordinator Shields presented the staff report, which also included a PowerPoint presentation outlining the highlights of their presentation. The documents are on file with the council packet materials. The presentation covered:

- A brief review of past practices and program changes.
- Overview of proposed amendments to the Tigard Municipal Code.
- Revisions to Chapter 1.16 – Civil Infractions.
- Consolidation of nuisance violations into new Title 6 – Nuisance Violations and clarification of nuisance violations in Title 18 (Community Development Code).
- Administrative Rules.
- Proposed Administrative Fee Calculation Schedule.
- A list of questions from staff to the council regarding the proposed code amendments and administrative rules.

City Council questions/discussion:

- Councilor Woodard asked a question about visual requirements and whether there would be a cross-reference in Title 6 and Title 18 regarding visual requirements. Program Development Coordinator Shields said there were no plans to do that because any revisions to Title 18 would require a much more lengthy process than what is required for Title 6. Councilor Woodard said it would probably be best to leave this language “as is.”
- Councilor Woodard commented that the fee calculation schedule was well done.
- Councilor Wilson said he had a difficult time following the staff report, probably because of its complexity. He said he would like additional time to study the matter. Assistant Community Development Director Hartnett agreed that this agenda item is complex and said staff was willing to reorganize the materials to assist with a council review. Staff will prepare a matrix outlining all of the changes proposed.
- Councilor Wilson said that some of the code language appears to be antiquated and terminology is inconsistent. Assistant Community Development Director Hartnett explained staff is updating the language in the new Title 6 where appropriate for a cleaner, simpler and user-friendly read. Councilor Wilson noted terminology usage is inconsistent in the code and would like for this to be addressed at some point.
- Mayor Dirksen advised he agreed with Councilor Wilson’s comment regarding the need for additional time for review. He complimented Assistant Community Development Director Hartnett and Program Development Coordinator Shields for their presentation tonight,

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which clarified some questions he had. He added that he would still like to have an opportunity to compare new language to the old code language.

- Mayor Dirksen referred to the list of staff questions outlined in the staff report. He said he was not prepared to answer all of them and, in fact, some of the questions might more appropriately be answered by someone other than the members of council. For example, the second question asks if the proposed administrative rulemaking authority provides the right level of specificity. He said this question should be referred to the city attorney to determine if he agrees with regard to the level of specificity and whether program elements that appear to be missing.
- Assistant Community Development Director Hartnett suggested staff could work to clarify the questions. One of things she understood from the council deliberations on the rulemaking authority was to assure that council was setting a clear policy and the link to the administrative rules was clear enough in the code.
- Council President Buehner said she did not see a place in the proposed code to address violations of maintenance of right of way, where there are several parcels in violation along a major road.
- Councilor Henderson said his question relates to how friendly this is for the public to use once it is adopted. He asked if it was possible to select parts of the proposed changes to implement first and be used as an example to follow and give city officials an opportunity to work through initial problems that might come up. Assistant Community Development Director Hartnett said the proposed revisions to TMC 1.16 are the minimum possible to create administrative options. She said for Title 6, there are five other titles being affected. She said staff could limit the number of sections for the first “go round.” However, it might be more user friendly to do this all at once. Mayor Dirksen said it might be better to have staff consider Councilor Henderson’s question to determine whether it would be beneficial to implement the changes in phases. Assistant Community Development Director Hartnett said staff could package the information in a different manner for council review.
- In response to a question to Councilor Henderson, Assistant Community Development Director Hartnett confirmed code enforcement is generally pursued when a complaint is filed. There are exceptions – for example, if staff comes upon a situation that is a fire/life/safety issue or an egregious example, then the staff member might pursue compliance based on staff observation (the rare exception).
- Councilor Wilson said sometimes the concept is actually easier to understand than the steps for implementation. He said he likes the calculation sheet that was prepared as it seems fair and logical. He said the overall direction proposed by staff seems appropriate. He would appreciate more time to review.
- Mayor Dirksen said the direction proposed by staff, in general, is very beneficial. The challenges for code enforcement brought about by reduced funding are now being addressed as they should have been done regardless. Producing an administrative process, rather than relying totally on a judicial one, is something that also should have been done anyway. Looking at efficiencies has been a good thing even if the city finds it is able to add additional code compliance staff in the future. An administrative process is much friendlier than a judicial one.

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Assistant Community Development Director Hartnett summarized staff's proposal for the next steps based on tonight's discussion:

- Change the public hearing item scheduled for October 25 to a continuation of this discussion.
- For the next City Council discussion, staff will submit all of the text. On the top, there will be a matrix so council members can identify the changes.
- Schedule a public hearing in November or December, depending on how the City Council discussion proceeds.
- Staff will make an effort to build on what council has discussed tonight by identifying key points.

Council meeting adjourned and council members then convened as the Local Contract Review Board to review Agenda Item Nos. 6 and 7.

6. AWARD CONTRACT FOR CITYWIDE COLLECTION SERVICES TO ALLIANCEONE RECEIVABLES MANAGEMENT, INC.

Administrative Services Manager Robinson and Assistant Finance and IT Director Smith-Wagar presented the staff report.

Administrative Services Manager Robinson said the city has worked with collection agencies since the 1990's. Currently, there are approximately 5300 city accounts with AllianceOne, for a total of about \$2 million. AllianceOne has done work for the city for the last five years. The most recent contract expired in June. Staff then had an opportunity to seek proposals with the City of Beaverton and Washington County. There were 18 responses to the request for proposals and she outlined the selection process by the three agencies. The request is that the Local Contract Review Board award a contract for collection services to AllianceOne Receivables Management, Inc. Washington County and City of Beaverton have already taken action approving the request for award of contract.

Board Member Wilson said his only concern was that collection agencies are notorious for being abusive and sometimes operating at the edges of the law. He wanted assurances that we would be dealing with a reputable company. Ms. Robinson said one of areas considered as part of the process is the people-approach philosophies held by each of the agencies that responded to the request for proposals. References were checked. The Municipal Court is the primary user of the collection services and it is rare to receive a complaint about the collection agency. Assistant Finance and IT Director Smith-Wagar agreed that she does not receive complaints about the agency either.

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Board Member Henderson asked for more detail on how the collection agencies were evaluated. Ms. Robinson explained:

- Categories that were scored (rated) were:
 - Business plan.
 - Reports required.
 - Philosophy of approach to collections.
 - Ability to provide service.
 - Customer-service features.
 - Pricing.
- Interviews were conducted with the top two agencies.

The city has used in the past AllianceOne previously by utilizing the ability to piggy-back onto a state contract.

Board Member Buehner noted her experience in her profession where a collection agency is doing a good job and gets sold resulting in a major policy shift (a negative move). She asked if the proposed contract provides a way to address such a situation? Administrative Services Manager Robinson said she has not seen the final language in the contract. Currently, it is a year-to-year obligation. She said AllianceOne was bought out recently, but their philosophy remained consistent. Assistant Finance and IT Director Smith-Wagar said it is standard for the city's contracts to have an option to opt out with 30 days' notice.

Board Member Henderson commented he was surprised at how low the rate is for this service. Administrative Services Manager Robinson said she believes the rates are lower now because of the automation in this industry.

In response to a question from Board Member Woodard, Administrative Services Manager Robinson advised the customer always has the option to contact the City of Tigard even if they have been turned over to the collection agency. She responds to all calls for the municipal court and Assistant Finance and IT Director Smith-Wagar responds to call for utility billing. Administrative Services Manager Robinson explained the dispute process available to a customer.

Board Member Buehner referred to the fair-debt collection laws that are complicated and it is easy to make a technical error. She asked if there were provisions in this contract for assurances that the company will follow all of the relevant provisions. Assistant Finance and IT Director Smith-Wagar said, yes, staff would make sure that language is present.

Motion by Board Member Buehner, seconded by Board Member Wilson, that the Local Contract Review Board approve awarding the contract to AllianceOne Receivables Management, Inc.

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The motion was approved by a unanimous vote of the Local Contract Review Board members present.

Chair Dirksen	Yes
Board Member Buehner	Yes
Board Member Henderson	Yes
Board Member Wilson	Yes
Board Member Woodard	Yes

7. PUBLIC HEARING TO ADOPT REVISIONS TO TIGARD'S PUBLIC CONTRACTING RULES

Chair Dirksen opened the public hearing.

There were no declarations of a conflict of interest on the part of any Local Contract Review Board (LCRB) member.

Senior Management Analyst Barrett presented the staff report. Accompanying him was Assistant Finance and IT Director Smith-Wagar. The matter before the LCRB is a follow up to a workshop meeting before the Local Contract Review Board in late June.

- According to Oregon Revised Statutes (ORS) 279A, the city may adopt its own public contracting rules.
- If the city does not adopt its own rules, it would fall under the authority of the Attorney General's Model Contracting Rules.
- The update to the contracting rules before the LCRB tonight promote fair and open competition and meets all legal requirements.

The proposed changes to the rules are included in a resolution to formally revise the public contracting rules. There is also a proposed ordinance to go before the City Council that will update the municipal code to maintain continuity with the rules in the LCRB resolution.

The two changes are:

- The direct appointment threshold for personal services was lowered to \$20,000 from \$25,000.
- The approval process for Intergovernmental Agreements (IGAs) calls for the City Council (not LCRB) to be the sole body to approve unless delegated to the city manager.

Provisions outlined in the matrix presented in June remain the same.

Staff asks that the LCRB approve the resolution.

Board Member Wilson noted money is beginning to accumulate for the Downtown Urban Renewal District. He asked if the purchasing rules affect some of the things the city might want

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to do that are new. For example, could the city subsidize a lease to attract a tenant in the downtown or team up with a developer on a project – items outside the normal public bid process. Senior Management Analyst Barrett responded that staff will come before the City Council/LCRB in late spring with additional proposals. In the interim, there is the ability to grant an exemption to the public contracting rules for the examples mentioned above by Board Member Wilson.

Public testimony - None

Staff recommendation was to approve the revisions as presented.

Motion by Board Member Buehner, seconded by Board Member Wilson, to adopt Local Contract Review Board Resolution No. 11-01.

LOCAL CONTRACT REVIEW BOARD RESOLUTION NO. 11-01 -- RESOLUTION ADOPTING REVISED PUBLIC CONTRACTING RULES

The motion was approved by a unanimous vote of Local Contract Review Board members present.

Chair Dirksen	Yes
Board Member Buehner	Yes
Board Member Henderson	Yes
Board Member Wilson	Yes
Board Member Woodard	Yes

The Local Contract Review Board meeting adjourned and the Tigard City Council meeting reconvened.

8. LEGISLATIVE PUBLIC HEARING TO AMEND THE TIGARD MUNICIPAL CODE TO REMAIN CONSISTENT WITH THE PUBLIC CONTRACTING

Mayor Dirksen opened the public hearing.

Senior Management Analyst Barrett presented the staff report. In Tigard Municipal Code Chapter 2.46, there are two locations where dollar amounts no longer coincide with the public contracting rules. The proposed ordinance would update the code to reflect these updated numbers.

Mayor Dirksen asked if consideration was given to re-write the code language so no specific dollar amounts are mentioned or should this be done. Senior Management Analyst Barrett said the language could be changed to “mirror” the rules to the code.

There was no public testimony.

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Mayor Dirksen closed the public hearing.

Council consideration of Ordinance No. 11-08.

Motion by Councilor Wilson, seconded by Council President Buehner, to approve Ordinance No.11-08.

The motion passed by a unanimous vote of City Council present:

Mayor Dirksen	Yes
Council President Buehner	Yes
Councilor Henderson	Yes
Councilor Wilson	Yes
Councilor Woodard	Yes

- > City Attorney Ramis advised on process question that when the City Council reconvened after the Local Contract Review Board meeting, the Local Contract Review Board public hearing was closed even though the Mayor did not announce that the public hearing was closed.

9. COUNCIL LIAISON REPORTS

Council President Buehner reported on the Tigard/Lake Oswego Water Partnership Oversight Committee's meeting of September 12. She and Mayor Dirksen attended this meeting with two Lake Oswego council members serving on this committee. There was a discussion regarding a plan for an administrative delay. The Committee recommended to the Lake Oswego City Council that it adopt a proposed administrative delay policy, which would provide for a specific dollar amount authority to be given to the city manager or project director to deal with problems in an expeditious manner. If a decision was needed by the Lake Oswego City Council, the policy outlined provisions for a quick turnaround to deal with issues.

Council President Buehner said the Oversight Committee also discussed the Pilot Plant Project. The final piece to the project is anticipated to be in place by mid-October. Any councilor interested could make arrangements to observe the pilot project. She said if any City Council member would like to observe, to contact her or Mayor Dirksen.

Council President Buehner reported that the public outreach process on the water partnership is continuing and meetings have been proceeding with various groups (i.e., the Robin Hood Neighborhood). The raw water intake process is going before the City of Gladstone Planning Commission next week for a hearing. The pre-application process for the plant has been completed with the City of West Linn. The City of Lake Oswego is making some code adjustments to allow the plant to provide work needed for finished water. Some of the work on the Waluga Reservoir has been delayed until other projects are underway.

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Council President Buehner said work is being done to determine the crossing for raw water from Gladstone to the treatment plant. Mayor Dirksen said the biggest challenge is to determine how to bore the line under the Willamette River.

Councilor Henderson asked about a Clackamas River tour offered in a piece of literature in the council mail packet. Council President Buehner said that one of the members of the Intergovernmental Water Board will be going on the tour, which will show how the general plant and policies operate in Clackamas County. Clackamas County operates quite differently than Washington County. This is also a public relations effort. Mayor Dirksen said the tour will provide an opportunity to listen to what the Clackamas County officials have to say. Councilor Woodard is planning to go on this tour. Council President Buehner added that King City Councilor Winn is planning to attend as the Intergovernmental Water Board representative.

Councilor Woodard advised that the Metropolitan Area Communications Commission (MACC) quarterly board meeting is September 13. He will attend the meeting to represent the City of Tigard. The new facilities appear to be coming along within budget.

Councilor Woodard attended a Parks and Recreation Advisory Board (PRAB) on September 12. The PRAB will appear at the September 20 City Council meeting to provide council with an update. The bond measure dollars are being utilized and work is progressing on scheduled land acquisitions.

Councilor Henderson advised he will be attending the City Center Advisory Commission meeting on September 14.

Councilor Wilson said on October 5 he will attend the Regional Water Providers Consortium meeting. Tigard and Consortium staff members have been discussing modifying the conservation message from a broad message to targeting the summer peak flows to mitigate. He said with concurrence from the City Council, he will advocate for this modification as this could potentially mean a substantial reduction in costs. City Council members expressed support for Councilor Wilson to advocate to the modification. In response to a question from Councilor Henderson, Councilor Wilson said there is an Oregon Administrative Rule that requires us, as water providers, to do all we can to advocate for conservation. The greatest need for conservation is when the resources are the scarcest. He said it makes sense to target the message to meet the shortage.

Mayor Dirksen asked Councilor Woodard to pass along a question from him regarding why the cable television stations are advertising the Tigard Balloon Festival, which occurred in June.

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Council President Buehner referred to the new Water Partnership video. Mayor Dirksen said this video is now being edited; however, he was uncertain when the video would be aired – but it will be soon.

10. NON AGENDA ITEMS: None.

11. EXECUTIVE SESSION: Not held.

9:03 p.m.
12. ADJOURNMENT

Motion by Councilor Wilson, seconded by Councilor Woodard, to adjourn the meeting.

The motion passed by a unanimous vote of City Council present:

Mayor Dirksen	Yes
Council President Buehner	Yes
Councilor Henderson	Yes
Councilor Wilson	Yes
Councilor Woodard	Yes

/s/Catherine Wheatley
Catherine Wheatley, City Recorder

Attest:

/s/Craig E. Dirksen
Mayor, City of Tigard

Date: November 22, 2011

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