



City of Tigard

Tigard City Council Meeting Minutes

April 15, 2014

1. WORKSHOP MEETING

- A.  Mayor Cook called the City Council meeting to order at 6:32 p.m.
- B. City Recorder Wheatley called roll:

<u>Name</u>	<u>Present</u>	<u>Absent</u>
Mayor Cook	✓	
Council President Henderson	✓	
Councilor Buehner		✓
Councilor Snider	✓	
Councilor Woodard	✓	

- C. Mayor Cook asked those attending to stand with him for the Pledge of Allegiance.
- D. Mayor Cook asked council for any Communications & Liaison Reports to be heard as Agenda Item 8. None
- E. Mayor Cook asked council and staff for any Non-Agenda Items to be heard as Agenda Item 9. None.



2. JOINT MEETING WITH THE LIBRARY BOARD

- Library Director Barnes introduced this topic and Chair Hancock introduced the Library Board members present:
 - Scott Hancock – Board Chair
 - Katie Harris
 - Linda Monahan
 - Dan Snyder
 - John Storhm – Vice-Chair
 - Nikki Walker

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Summary of report to the City Council from the Library Board members:

- Chair Hancock said tonight is the anniversary of the tenth year of the new library building. He said the board will present ten items comparing and contrasting the differences and changes over the last ten years. An outline of the presentation is on file in the record copy of the council meeting packet, highlighting the following

Programs	Total Visitors
Most Popular Programs	Total Circulation
Total Volunteer Hours	Collection Size
Monetary Value of Volunteer Hours	Public Computer Hours
Overall Satisfaction	Wireless Internet Use (# Patrons)

-  Council President Henderson asked if being open one more day a week would change the numbers cited in the board's report. Library Director Barnes said with more hours there would likely be more people coming to the library. Activities have compressed into the open hours, which sometimes makes parking availability a problem. With another open day, it would probably alleviate the parking problems. More hours would also mean more convenience to patrons' schedules. Chair Hancock noted agreement with Library Barnes' response to Council President Henderson's question.
- Council discussion with the board members followed:
 - Mayor Cook commented on the impressive statistics shared by the board members in this year's update on library activities and satisfaction ratings. Among the most notable statistic was the evidence that the high rating of patron satisfaction remained constant with the significant increase in usage, which was accompanied by fewer open hours. Councilor Snider agreed with Mayor Cook's remarks.
 - Councilor Snider said he was the City Council Liaison to the Library Board. He has been unable to attend a meeting so far this year and he intends to try to attend a meeting. If the board has a need for him to attend a certain meeting, he said he would make it a point to be there to listen or participate if requested.
 - Councilor Woodard said he is also impressed by the ratings and statistics presented tonight. He acknowledged the need for additional parking during peak usage times. He reacted favorably to the e-reader check-out opportunities offered. Library Director Barnes advised the library has the following e-readers available for patron check-out: 10 Kindles and 10 Nooks that are preloaded with 20 to 25 books for children, young adult and adults. Titles are refreshed periodically. Ms. Barnes noted this is also an opportunity

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for patrons to try out a device to determine whether they want to purchase their own. Reference Librarians are available to help patrons learn how to download items onto their personal e-readers. Library Director Barnes said the library provides access to thousands of books, which is their main function; the program offering e-reader check-out is to expose people to this technology and will remain a small program. Councilor Woodard said that next year, he would like to have some statistics on this program and the electronic check-out of library materials onto personal devices.

- In response to a question from Councilor Snider, Library Director Barnes said that statistics from the Library-2-Go platform have been made available for this past year from the Cooperative. She said reliable statistical information will be available for next year's report to the City Council. Ms. Barnes noted that patrons are less willing to be placed on waiting lists for electronic materials than for print copies.
- Library Director Barnes responded to a question from Councilor Snider and shared that e-books come from five major publishers. Book availability depends on the deal they have negotiated with the major digital providers. The Cooperative is considering adding a vendor to provide a broader platform of titles. Discussion followed on whether there is likely to be an increase toward digital books over time. Library Director Barnes said costs associated with digital and print materials vary among publishers. Board Member Storhm commented that publishers are attempting to keep print and digital books at about the same cost.
- Council President Henderson asked if money was a non-issue, what one thing would the board desire for the library. Consensus was for the library to be open on Thursdays. Library Director Barnes said additional parking would also be appreciated.
- Assistant City Manager Newton responded to a question about staff discussions on library parking. She said she is unsure about whether this has a ranking on the CIP list. There was brief discussion about the need for a parking site. Library Director Barnes said staff and the board recognizes that while parking is an issue the impetus to add parking must be balanced within the larger vision and goals of the city.



3. BRIEFING ON THE WESTSIDE TRAIL MASTER PLAN

- Parks Facilities Manager Martin presented the staff report. He introduced Robert Spurlock and Mark Davison from Metro. Mr. Martin advised the planning of this trail began at about the same time the Greenway Trails Master was started, which is one of the reasons why the Westside Trail was not included in that plan. Mr. Spurlock coordinated the Westside Trail Master Plan among six jurisdictions from the Willamette River to the Tualatin River.

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- Mr. Spurlock advised the master plan is scheduled to come before the City Council at next week's Council meeting for approval of a resolution of support.
 - This is a planning effort begun two years ago. The goal is to connect from the Tualatin River in King City/Tualatin north to the Willamette River (Forest Park in the City of Portland). Tualatin Hills Park and Recreation District has built about six and one-half miles of the trail, which has been extremely popular.
 - Six public open houses have been held over the last two years, including three at Deer Creek Elementary School in King City. About 1,000 stakeholders have participated.
 - The Westside Trail Master Plan lays out the framework for how much the trail will cost and where the trail will go.
 - He referred to Bull Mountain in the Tigard vicinity, which is very steep. The typical 10-foot wide asphalt trail over this area would not work well so an alternative was identified to use Mistletoe Street and then go through Hillshire Woods with a hiking trail that mountain bikes could use.
 - During the open houses, they learned there was a public interest in including the River Terrace community. The trail plan in this area would provide an alternative to the trail provided over Bull Mountain.
- Council President Henderson asked if the Master Plan was presented to Tigard's Parks and Recreation Advisory Board. Mr. Spurlock said they have not made a direct presentation to PRAB; however, they have been included in the public involvement process. The City of Tigard has been represented by a neighborhood trail advocate, Doug Vorwaller.
- Councilor Snider asked what action the council would be considering. Parks Facilities Manager Martin advised that at next week's meeting, the council will be asked to approve the Westside Trail Master Plan or to suggest amendments in Tigard's portion. In addition, the Tigard portion would be added to the Greenway Trails Master Plan.
- Mayor Cook said he has heard that the power line corridor was owned by the Bonneville Power Administration (BPA); however, in Bull Mountain this corridor is privately owned with access easements. He asked if issues have been worked out. Mr. Spurlock said the power line corridor is a great opportunity for the trail because it is owned by BPA. There's one place in Beaverton where BPA does not own the land, but they do have an easement. All sections in Tigard and Bull Mountain in this corridor are owned by BPA. In cases where access is needed, access would be acquired from willing sellers. THPRD has done this with hundreds of properties. BPA supports the Plan. Once the trail is designed and there are construction drawings, BPA will review and grant Metro a permit to build the trail on their land. In parts of Tigard there are two power lines resulting in a 220-foot corridor (one-half BPA, one-half PGE). The trail is planned almost entirely on the BPA property. If property is needed on the PGE side of the corridor, property would only be acquired from willing sellers; eminent domain will not be used.
 - There was discussion about the trail in the River Terrace area. Originally this segment was called the 300-Foot Trail, but is now referred to as the River Terrace Trail. The elevation over Bull Mountain was discussed. Mr. Spurlock advised one of the strong recommendations for the Plan is to comply with the Americans with Disabilities Act, which calls for the trail to be at a no-greater-than five-to eight percent grade. The biking trail through

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Hillshire Woods would be steeper but that is all right because of the intended users (mountain bikers).



4. BRIEFING ON CAPITAL IMPROVEMENT PLAN (CIP) PROJECTS

City Engineer Stone presented the staff report on the third quarter status of the CIP program:

- City Facilities – replacing some of the damaged exterior on the Permit Center, City Hall and Police buildings. The design is in process. Staff has encountered some issues with finding consultants who were able to make solid recommendations on what was needed.
- The East Butte Heritage Park project is complete.
- Fanno Creek House project is complete.
- Dirksen Nature Park – the design phase is nearing completion. With the upcoming five-year CIP, staff will be making some recommendations for construction funding.
- Potso Dog Park – this project was placed on hold pending another review of the remaining fund balance of the parks bond.
- Jack Park – this project is complete.
- Fanno Creek Trail (Main to Grant) – this project is complete.
- Bull Mountain Park (Concept Master Plan) – this project was placed on hold pending evaluation of available funding.
- Tigard Street Trail (Railroad Path) – the City Manager has been successful in obtaining a lease agreement among the Railroad, the City and ODOT Rail for the city to commence design work. The Level 1 analysis is underway and a survey of the area is complete.
- Senn Park – this project is on hold pending review of available funding.
- Fanno Creek Trail (Metro Grant RFFA Project) – Federal funding will not be available until FY 15/16.
- Summer Lake Restroom Improvements – the design is complete; the restroom has been ordered. This project should be complete by the end of May.
- Slope Stabilization Projects: Arthur Court, Krueger, Copper Creek – the design of all of these projects is complete. Staff is waiting for permits. Before a contract award recommendation is presented to the LCRB, staff will be assessing the entire problem with the storm drain issues on Bull Mountain.
- East Tigard Sewer Replacement – the RFP phase is complete. Design will commence soon.
- Barrows/Scholls Ferry Water and Sewer Lines – Phase 1 of both projects is complete. Funding for the second phase will be included in the upcoming CIP.
- Derry Dell Creek Slope Stabilization – This project will be done in two phases. One phase is to replace some of the slope and the other is to replace some of the culverts and rearranging the sewer lines. Both parts of this project are in the RFP stage.
- Copper Creek Bank Stabilization – Design is complete.
- Pavement Maintenance Program – Bids will be advertised in about two weeks.

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- Walnut Street Improvements (116th to Tiedeman) – this project will go out for bid in the fall (Washington County is administering).
- Citywide Pedestrian and Cyclist Improvements – some of the funding for this project was transferred to the Fanno Creek Trail (Main to Grant).
- Pacific Highway/Gaarde/McDonald – Intersection Improvements – This project is moving along. An additional \$400,000 must be identified; City Engineer Stone said there is money remaining in a TDT balance allotted to the City of Tigard. Staff is talking with WCCC officials to determine if TDT funds can be used.
- 72nd Avenue/Dartmouth – Intersection Improvements – This project will be out for bid in about two weeks. This project will be constructed at the same time Walmart is constructing its improvements.
- Upper Boones Ferry Road/Durham – Adaptive Signal Coordination – Agreements have been signed and the design is underway. It is possible that, as part of this project, there will be electronic flashing “school zone” signs.
- Main Street/Green Street (Phase 1) – This project is under construction. The contractor is ahead of schedule and could be completed by November.
- Aquifer Storage and Recovery – This project is underway.
- Lake Oswego/Tigard Water Partnership – Various contract construction projects are underway.
-  Main Street Waterline Replacement – This project is complete.
- Pipeline Connecting 550-530 Zones – This project has been placed on hold.
- Water – System Wide Improvements – These projects are in the analysis stage to determine how to bring water from the new treatment plant into the city’s distribution system.

Council discussion:

- Councilor Snider referred to the Upper Boones Ferry Road (signal coordination) and asked what would be achieved with this project. He noted the intersection at Durham is a “disaster” at peak travel times because of the WES train. City Engineer Stone said when signals operate “by themselves” it can cause major traffic back-ups. This project will install an interconnect system among 13 traffic signals (from Highway 99 to the signal by the railroad tracks at Carman Drive). The adaptive system will modify traffic signal timing based on actual traffic demand.
- Mayor Cook asked about the timeline for those park projects that are on hold until remaining park bond funding is determined. City Engineer Stone said has not talked with Finance and Information Services Department Director LaFrance about the status of the park bond – he thinks this information will be available in the next couple of weeks.
- Mayor Cook commented on the format of the tables showing the CIP project status that was included in the council’s meeting packet. He said he liked the format and it was easy to follow. Council President Henderson said he would like to see the completion date on projects.

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5. UPDATE ON MEDICAL MARIJUANA LEGISLATION

Associate Planner Floyd presented the staff report. City Attorney Rihala was present to answer questions. Attached to the staff report was a copy of Senate Bill (SB) 1531 and an April 7, 2014 memorandum from Associate Planner Floyd to the Mayor and City Council regarding the impact of SB1531: Medical Marijuana Facilities and Options for Moving Forward.

- Since the council last discussed this subject, the State Legislature adopted SB1531. This legislation has created some legal certainties for cities in the state with two “safe harbor” approaches:
 - Authorizes cities to create reasonable restrictions in terms of time, place and manner.
 - Authorizes cities to adopt a temporary moratorium.
- SB1531 did not answer the more difficult legal questions in that it did not specifically pre-empt local governments from banning such facilities.
- To preserve the safest option to move forward, Associate Planner Floyd advised the city attorney has recommended that the city extend its current prohibition (Ordinance No. 14-04) from December 31, 2014 to May 1, 2015. The council can rescind this ordinance at any time. Moratoriums must be filed with the state by May 1, 2014. A draft amendment to Ordinance No. 14-04 will be before the City Council at its business meeting on April 22.
- Council discussion followed regarding whether it would be advisable to consider the draft amendment next week because of state legislation or citizen initiatives that might occur in the time period between now and May 2015.
- In response to a question from Mayor Cook, City Attorney Rihala explained that the Oregon Health Authority’s Rules are specifically written that if a moratorium ordinance does not state that it ends on or before May 1, 2015, then the ordinance would not be considered to be valid. If the city decides it wants to extend the moratorium, this would need to come back to the City Council for a decision.
- Mayor Cook said he thinks the council needs to hold discussions over the next few months about time, place and manner for such facilities including taking this out to the public to find out how they feel about this issue. Councilor Snider said “we need to start working the land use side of this.”
- In response to a question from Councilor Snider, Associate Planner Floyd confirmed that Community Development Department staff is prepared to present information to council to help members make a decision on whether and how to regulate dispensaries. He referred to the additional tasks and tools presented in his April 7 memorandum. Many areas of the city would be off limits because of limitations for not placing these facilities near schools or because of zoning. Associate Planner Floyd estimated that there would be a maximum of 10-12 facilities in the city.

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- In response to a question from Councilor Woodard about agricultural and retail uses, Associate Planner Floyd advised the dispensary aspect of such uses is straightforward and would be similar to a pharmacy (a retail operation). There are state-licensed “grow” facilities in the City of Tigard; Associate Planner Floyd said he is researching the agricultural aspect. He said he believes this is more of an industrial type of use since the activity is indoors and is not a retail operation. Researching how other states are handling is on the staff work plan.
- Associate Planner Floyd confirmed that he understands the council wants to be ready with regulations once the state has passed its final legislation on this issue. The land use issues need to be sorted by the council in the interim before final state legislation is enacted. Assistant City Manager Newton said in her discussions with Associate Planner Floyd, she understood he would like to keep informed about how the legislation appears to be headed and, at the same time, get some feedback from the community.
-  Councilor Snider said if we already have lawful growing operations in the city, this seems to present another level of complexity as he would assume they are already complying with the city’s land use regulations.
-  Councilor Woodard commented there are a lot of unanswered questions and before November, we need to do some outreach.
-  Mayor Cook, Associate Planner Floyd and Police Public Information Officer Wolf are planning to attend a League of Oregon Cities May 1st conference on the medical marijuana issues.
-  Associate Planner Floyd said he thinks the city will be at a point at this time next year to make a good decision on how to regulate. He acknowledged the importance of community outreach and referred to options for this outreach outlined in his memorandum to the City Council. The complicated issue is to balance the legal risk for the city because of the state and federal laws that need to be considered.
- Council discussed including this as a topic at a future Town Hall meeting. Also mentioned was the upcoming meetings individual council members are conducting to get feedback on several topics.
- Councilor Snider will not be attending next week’s council meeting when an ordinance extending the moratorium will be considered by the council. He said he would support the extension with the understanding that staff and council will be planning to be prepared for the land use matters before the end of the moratorium.
- Mayor Cook confirmed with Associate Planner Floyd that the work plan presented in his memorandum was good. A decision is needed soon on when to pick up this topic for a Town Hall meeting or small group meetings.
- In response to a question from Councilor Snider, City Attorney Rihala advised that at this time the federal government appears to be reluctant to state that they will not be enforcing federal law. The concern is that when the federal administration change, priorities might shift and the DEA’s reluctance to enforce federal law might become more aggressive. This could affect grant programs sponsored by the federal government for which the city now receives funding.

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6. UPCOMING LOCAL CONTRACT REVIEW BOARD ACTION ITEMS

Public Contracting Manager Barrett presented the staff report.

Two contracts (Intermediate Qualification Based Solicitations - IQBS) will be before the Local Contract Review Board at the May 13 meeting:

- Construction Management Services – 72nd Avenue/Dartmouth Street Intersection Improvements – Public Contracting Manager Barrett reviewed the scope of this project as outlined in the Agenda Item Summary. W&H Pacific has been selected as the most qualified. Staff is currently negotiating with W&H Pacific. The staff estimate for the work is \$160,000. The construction phase of this project, which will not be IQBS, will be before the LCRB in the coming weeks.
- Planning, Design and Construction Management Services for the East Tigard Sewer Improvement Project – Public Contracting Manager Barrett reviewed the scope of this project as outlined in the Agenda Item Summary. CESNW has been selected by staff as the most qualified and negotiations are underway. The estimated price for the work is \$130,000.

Mayor Cook asked about the IQBS process and the number of firms selected to receive invitations to submit applications for performing the work. He noted that for both of the projects, five firms received notices; however, only two firms responded. Public Contracting Manager Barrett explained the selection process. Staff selects firms that have done similar work and have shown interest in working in Tigard before. Usually, it's a timing issue as to whether firms feel they are able to bid on projects based on how busy they are. He confirmed for Councilor Snider that more than five firms could be asked to bid on the work. Councilor Snider urged efforts be made to have more firms respond to work on projects.

There was brief discussion on the QBS process. Smaller projects are not much work for bidders to meet requirements; the larger projects can be expensive and more time-intensive for responders.



7. UPDATE ON STRATEGIC PLAN ROLL-OUT

Assistant City Manager Newton introduced this agenda item. The Strategic Plan vision is: “The most walkable community in the Pacific Northwest where people of all ages enjoy healthy and interconnected lives.”

Team leaders reviewed the status of the four goal areas:

1. Facilitate walking connections to develop an identity.

Human Resources Director Bennett presented the following information:

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- Implementation is currently in the analysis phase, Phase 1, which will be ongoing for the next several months.
- A gap analysis is underway – determining placement of sidewalks and trails and where there are gaps. Small projects will be identified so areas can be connected.
- Staff is assessing costs and developing target area lists.
- Community outreach is part of this phase to discover the interests and needs of the community. Staff is talking to businesses about how to connect with them. Discussions include asking businesses to consider changing focal points for their entrances to connect with future walkways and plazas.
- Crime analysis is part of this phase to determine safety and crime factors for certain areas. Police staff is offering suggestions about how to make things safer; i.e., lighting and changes in police patrol.
- The design phase is next.

2. Ensure development advances the vision.

Community Development Director Asher presented the following information:

- Most of what is built is not built by the City of Tigard; the city is the regulatory body and can provide incentives towards advancing the vision.
- Identify things the city could be doing with the Community Development Code to create more connections and promote walkability, such as:
 - When easements are created or when streets are vacated, these spaces are often not utilized for multi-purpose uses, including connectivity. When these types of activities occur, staff can consider whether the change would help or hinder the overall connectivity patterns.
 - When considering natural resource protection regulations, consider whether these regulations are prohibiting people to use space.
 - Consider whether the city is allowing the “right kinds” of densities and destinations in the “right places” to facilitate a walkable community.
- The review of the Development Code cannot be done immediately. Research needs to be done first. Status report on this research:
 - A team of about ten people has been assembled to work in five areas to research best practices – locally, nationally and globally.
 - Examination of the city by walking around to understand what parts of Tigard are walkable and connected.
 - Reviewing city businesses and business practices to determine the connection between the vision and commercial activity. For example, determining the walk score of businesses so the employees of the business can walk to lunch or patronize nearby shops and services.
 - Survey of best practices of other communities.
 - Review of the Development Code to identify policy gaps to address.
 - Identify measurements to determine progress/success.

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- This phase will take about two months.
 - A new team will be assembled for the next phase (along with outside consultant assistance), which will be to rework/rewrite the Community Development Code: Design Standards, Development Standards, Plan District Standards, Annexation Decisions and Parking Requirements.
 - Scoping this work will take six months.
 - In the longer term (a year or more out) – a revised code will be presented to ensure future development activity is helping the city move toward the vision.

3. Engage the community through dynamic communication.

Assistant City Manager Newton presented the following information:

- A team has been assembled for this goal area.
- Two areas are being worked on:
 - Efforts to communicate about the overall Strategic Plan.
 - Acknowledge the connections already in place; i.e., the recent connection of Main Street to Grant, which was noted in a Cityscape article.
 - Solicit emails from citizens about connections they would like to see.
 - A hotline has been established.
 - Presentations to city boards and committees.
 - Identify new methods of communications to citizens. A request is included in the next fiscal year's budget request to hire a communications strategist.
 - Update the city's social media policy.
 - Revise the city's website.
 - Neighborhood Network – the program framework is established; however, additional funding has not been identified.
 - The city will host a Chamber of Commerce event in May.

4. Fund the vision while maintaining core services.



Finance and Information Services Department Director LaFrance presented the following information:

- Part of the budget training with the citizen budget committee members included a discussion about how budgets are a reflection of policy. If a program is unfunded, then it is not a policy of the organization. The budget exists to enable the city to do things. What can be done is represented by the amount of funding.
- The task is to find a way to fund the Strategic Plan.
- The management group has been meeting to form tactical plans for the four goal areas of the Strategic Plan. As work is completed on the first three goals, Finance and

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Information Services Department Director LaFrance says he reviews the finance tactical plan to determine how the other three goals can be enabled.

- The finance tactical plan will be developed by groups who will first make sure core services are funded.
 - Ways to advance the Strategic Plan visions within the core services.
 - Identify activities and projects that cannot be funded through existing services and come up with potential funding for the council to consider.
- Metrics will be developed to measure success for this goal area. The Strategic Plan implementation should increase the value of residential and commercial areas, which will contribute toward a healthier economy that in turn will contribute to the city's revenue streams.

Community Development Director Asher reported on his recent meeting at an Urban Land Institute event.  His report included:

- There was emphasis in various sessions about building for wellness – the importance of health to the community.
- Trends are indicating large sections of the population are “health obsessed”; that is, they are interested in moving around in different modes.
- Examples of projects were offered with the express goal of building around wellness; i.e., indoor air quality or pedestrian connections.
- Cities of all sizes and locations throughout the world have examples of where there are waiting lists for people who want to live in projects that sell a healthier lifestyle. Key to this lifestyle is the deliberate effort to create general physical or pedestrian activities through the design of the project (bicycling, natural lighting, social interaction and community gardens).

Mayor Cook noted it appears that the city is on the right track with the Strategic Plan and suggested that the move toward a healthier lifestyle is more than a trend – it is a true change.

Assistant City Manager Newton commented on the developing synergy through staff and community involvement.

Councilor Woodard shared his observations on the cross-fit activities (space activation) that people are participating in at various locations/venues, including those offered on trail systems. A component, in addition to economic development and sustainability, is the increasing need to administer recreation aspects for the community. Councilor Snider endorsed Councilor Woodard's statement and observed that if the city follows the vision the goals will be achieved over time and will provide the plan to “get there faster.” Council President Henderson referred to the example of Port Moody, B.C. as a community that achieved its vision based on livability, walkability and density (building up). Tigard City Council members toured this city five years ago. Council President Henderson recently revisited Port Moody – growth in the last five years has been tremendous. He said, “when

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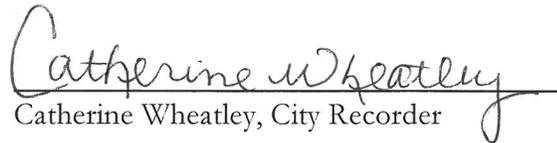
you go into this community, you feel it – you feel the energy...” The key is finding how to fund the start-up.

- 8. COUNCIL LIAISON REPORTS: None.
- 9. NON AGENDA ITEMS: None.
- 10. EXECUTIVE SESSION: Not held.
- 11. ADJOURNMENT:  8:35 p.m.

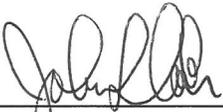
Motion by Councilor Snider, seconded by Councilor Woodard, to adjourn the meeting.

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

Mayor Cook	Yes
Council President Henderson	Yes
Councilor Buehner	Absent
Councilor Snider	Yes
Councilor Woodard	Yes


Catherine Wheatley, City Recorder

Attest:



Mayor, City of Tigard

Date: May 27, 2014

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