



City of Tigard
Tigard City Council/CCDA Meeting Minutes
November 24, 2015



STUDY SESSION

Mayor Cook called the Study Session to order at 6:30 p.m.

Council Present: Mayor Cook, Councilor Henderson, Council President Snider, Councilor Woodard and Councilor Goodhouse. Staff present: City Manager Wine, Public Works Director Rager, LOT Water Partnership Program Director Koellermeier, Emergency Management Safety Coordinator Lueck, Communications Strategist Owens, Senior Management Analyst Wyatt and City Recorder Krager

A. COUNCIL LIAISON REPORTS

Councilor Henderson had several handouts for council: a book from the CDBG grant meeting, an online political test, and an article from the Portland Business Alliance on how Utah is responding to its homeless population.

Councilor Woodard said he was notified about an oak tree with a trunk split down the middle located near the Johnson Street entrance to Woodard Park.

Mayor Cook and Councilor Goodhouse took a SW Corridor bus tour to see how to bring growth to the area. Bringing transit to the Tigard Triangle could make it the next Pearl neighborhood. Transit to Hunziker Street may affect Wall Street or I-5. Mayor Cook said they looked at possibilities and found the best way to communicate the impacts of the various options is to get the decision-makers to visit an area rather than just study a map.

Councilor Goodhouse attended the ribbon cutting at the I-Fly indoor skydiving venue. They will be training military staff as well as providing a recreational opportunity for the community.

Councilor Woodard reported on the Intergovernmental Water Board.

B. DISCUSS PARTNERSHIP IN THE NATURAL HAZARD MITIGATION PLAN MANDATED FIVE-YEAR REVIEW

Emergency Safety Coordinator Lueck said a draft agreement will be coming to council that will allow Tigard to contribute in-kind services to participate in a joint effort to review and update Tigard's and Washington County's Natural Hazard Mitigation Plan.

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Working with a University of Oregon facilitator, Clean Water Services, Hillsboro, Tualatin Valley Water District, Washington County Land Use and Transportation, Tigard and others are participating in the development of a plan. The results of this work will allow the city to rewrite its five-year plan, which is overdue. Since April he has put over 55 staff hours into this effort and this counts towards the city's in-kind contribution. Councilor Henderson asked about the timeline and Mr. Lueck said the agreement will be in effect once both parties sign it and each city will have its own agreement with the county.

Mr. Lueck noted that Councilor Goodhouse asked him about the role of council in an emergency event. He noted that some officials in other jurisdictions received Government Emergency Telecommunications System (GETS) cards which are land-line phone cards. He handed council their GETS cards. He noted that he asked each councilor for carrier information and cell phone numbers for cell phone priority service through Homeland Security. He is still waiting for information from Councilors Woodard, Henderson and Goodhouse and then can submit a request. Upon approval, each councilor will receive an email outlining steps they need to take to use the card. He recommended testing the GETS cards monthly and said information is included in their envelopes. He gave council copies of a survey Washington County conducted regarding natural hazard emergencies and citizen perception of personal and county readiness.

Mr. Lueck gave each councilor a binder with information on the role of council in an incident. Briefly, council will get a call if Code Red is activated. The city manager or assistant city manager will be the conduit for information to council. Councilors should first make sure they have a family emergency plan established and a kit prepared. This should be for a two to three week time period; the 72-hour timeframe is outdated. If councilors are comfortable with leaving their families they can come together to make policy decisions from a consolidated location. Staff will give updates and information which council will use to begin making policy decisions. He asked that council consider working with incident command staff, perhaps the mayor with command staff, another councilor with operations and another with finance, for example. He will let council know when the next emergency training is scheduled so if interested, they can come in and develop a familiarity with emergency operations by working along staff being trained.

Council approved the IGA with Washington County to be scheduled for a future consent agenda.

C. BRIEFING ON LAKE OSWEGO/TIGARD WATER PARTNERSHIP

Project Director Koellermeier gave a snapshot of where the project is. \$205 million has been spent and \$40 million remains. The partnership is on budget and the schedule is on track. We are in Phase B and working on the treatment plant and testing the pump station. The limited introduction of the new water source went smoothly. Phase C is final completion which is expected to start in March 2017. Staff prepared a white paper on future governance of the partnership with two oversight options and both city councils will need to approve the final option selected. He mentioned that the water rights issue is heating up and he and Senior Management Analyst Wyatt are meeting with Representative Doherty on this. He mentioned the Tigard-specific communications plan that he is working on with the city's Communication Strategist Owens. The next update for council will be in April.

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Administrative Items:

1. A Community survey will be sent by Riley Research to 400 Tigard households. There will also be a web version. City councilors are being asked to promote and help publicize the survey. Preliminary results will be presented to council at the December 15 workshop.
2. Ribbon cuttings – City Manager Wine discussed the three types of ribbon cuttings and who is involved. 1) City hosted and promoted – These are rare and the mayor is the point person. 2) Independent business openings – They usually start with the mayor and the entire council is invited. 3) Chamber of Commerce – The Mayor is on point for these and the entire council is invited. She asked that if any councilor is invited to a ribbon-cutting they should coordinate through staff to invite all other councilors.
3. Councilor Goodhouse asked what the process was for an article to be included in the council newsletter, referring to an article that felt like a personal attack on he and his family from the Tigard Now! online publication. City Manager Wine said articles are included from the Tigard Times and Oregonian as a default but Confidential Executive Assistant Bengtson was asked by another councilor to include the Tigard Now! article in the latest council newsletter. She said the council newsletter is an internal document that is sent to council and city employees. Council President Snider said establishing some formal media credentials would limit articles to those from legitimate news resources. City Attorney Olsen said there are no credentials but a city can create their own standard. He said it is an issue with many cities especially related to executive sessions, which the press can attend. Various standards were discussed. Council President Snider said a criterion could be that someone in Oregon pays for their content, or a certain subscriber level is required. Councilor Woodard said Tigard Now! has good content. This conversation will be taken offline. City Manager Wine will inform council what the policy is for content staff includes in the council newsletter.

1. BUSINESS MEETING –

- A. At 7:41 p.m. Mayor Cook called the City Council, City Center Development Agency and Local Contract Review Board meeting to order.
- B. City Recorder Krager called the roll.

	Present	Absent
Councilor Woodard	✓	
Mayor Cook	✓	
Councilor Goodhouse	✓	
Councilor Henderson	✓	
Council President Snider	✓	

- C. Mayor Cook asked everyone to stand and join him in the Pledge of Allegiance.

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D. Mayor Cook called for Non-Agenda items None.

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

A. Follow-up to Previous Citizen Communication – City Manager Wine reported that at the last business meeting council heard from Mr. Kraemer regarding perceived fairness on the water rate structure and whether it would be discussed prior to 2018. A letter was drafted and council has received a copy. Ms. Wine will respond to further questions from Mr. Kraemer. Council President Snider requested that Mr. Kraemer be invited when council seeks public input or discusses the water rate structure.

B. Tigard Area Chamber of Commerce –CEO Mollahan said the Chamber’s holiday happy hour will be at the Broadway Rose Theater on December 13, including an ugly sweater contest. The Chamber’s website has details. The Holiday Tree Lighting will be from 6:45 to 9:00 p.m. in downtown Tigard on December 4. There will be a very large heated tent and Santa and Mrs. Claus will be there. Entertainment will be provided by the Templeton Elementary School Choir.

C. Citizen Communication – Sign-up Sheet. No one signed up to speak.

3. CONSENT AGENDA: (Tigard City Council and Local Contract Review Board)

A. APPROVE CITY COUNCIL MINUTES:

November 10, 2015

B. CONSIDER AUTHORIZING THE CITY MANAGER TO SIGN A METRO NATURE IN NEIGHBORHOODS GRANT FOR THE DIRKSEN NATURE PARK

C. LOCAL CONTRACT REVIEW BOARD: CONSIDERATION OF A CONTRACT AWARD FOR STREET SWEEPING

Council President Snider moved for adoption of the Consent Agenda as presented. Councilor Goodhouse seconded the motion. Mayor Cook conducted a vote and the motion passed unanimously.

	Yes	No
Councilor Woodard	✓	
Mayor Cook	✓	
Councilor Goodhouse	✓	
Councilor Henderson	✓	
Council President Snider	✓	

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4. RECEIVE PROGRESS REPORT ON THE IMPLEMENTATION OF THE STRATEGIC PLAN

Senior Management Analyst Wyatt gave the staff report. He said this is the beginning of a 20-year plan and the start of the journey towards implementation. He highlighted five important accomplishments. Seven “lighter, quicker, cheaper” projects have been done in the last year, which include filling sidewalk gaps and creating the Dartmouth overlook. There will soon be signage identifying that these projects were done as part of the city’s strategic plan.

Other programs include Safe Routes to Schools and community outreach. Communications Strategist Owens has held two quarterly meetings already and is doing a good job connecting non-profit and religious leaders in the Tigard area. A comment he heard was that they were in attendance together for the meeting but it was the first time many had met each other. The sidewalk inventory map was completed but now the city needs to move forward to fill the gaps.

Mr. Wyatt gave kudos to council for receiving an award from the Oregon Chapter of the American Planning Association for leadership in adopting the strategic plan. That was good recognition for council but also for getting the word out that this is our plan. He said the city needs to assess how it is doing with the plan and one way to measure is the Walk-friendly Assessment. Tigard submitted an application in December and received feedback in April. They look at everything from safety to ADA compliance and had eight suggestions for Tigard.

There are also two questions about the strategic plan on the community survey. One question is how familiar people are with the plan and the other is how to promote a walk-friendly community. Signage will also be going up to make the plan visible to people driving through town. The Tigard Youth Advisory Council will be involved in a campaign to engage them and communicate this to all parts of the community.

Councilor Henderson asked about Goal 4 – Financing and sustaining the vision while maintaining core services. He said identifying to the public what core services are and how we are maintaining them is important. Mr. Wyatt said this is an ongoing conversation and the community survey and feedback from council’s goal setting session will inform what the core priorities are. Councilor Henderson asked if it would be part of the next report and Mr. Wyatt said he makes a good point about communicating how we finance the plan and what options are available. He said he will specifically address that question at his next update.

Council President Snider said it is coming together and he likes that we are actually doing things and not just talking about a vision. Senior Management Analyst Wyatt said council is doing more outreach by going to where people are, which is more effective.

5. ADOPT 2016 STATE AND FEDERAL LEGISLATIVE AGENDA

Senior Management Analyst Wyatt gave the staff report. A discussion was held with council in October and the state and federal legislative agendas were updated. He asked council to consider the draft agendas so they can be printed for distribution in Washington DC. Mr. Wyatt said he spoke with Representative Doherty about the upcoming short session and she noted that the minimum wage is likely to be considered. She is introducing some bills but they do not relate to the city specifically. He said removed from the agenda from last year are the Hunziker Industrial Core and Vertical Housing, as success was achieved in Salem. Affordable housing has been added as an area of interest. Mayor Cook asked if the League of Oregon Cities legislative survey would be done this year or was it only sent out in odd numbered years. City Manager Wine said she will find out.

In response to a question from Councilor Woodard about Tigard getting its own zip code, Mr. Wyatt said that has been removed from the federal agenda as progress was not made last session. He said Representative Doherty is instead working to get Tigard recognized as a city through online services such as Google. Mayor Cook said a new law requires that the post office and banks print Portland as the city for 97223 zip code instead of Tigard, Durham or King City. When ordering online the choice of city cannot be overwritten. Representative Doherty's bill was not to change it but related to how to enable citizens to put the city they live in with the zip code and not have it default to Portland.

Councilor Goodhouse asked for Representative John Davis to be added to the list of area elected officials. Mr. Wyatt said he will do that and remarked that he was a great help last session.

Regarding the city's federal agenda, the transportation bill had a deadline of December 4 but that has been pushed to December 11. Mr. Wyatt spoke to the city's federal lobbyist Joel Rubin who said either the senate or the house bill is better than what we have now. He said if the bill is approved it will be taken off Tigard's federal agenda for 2016. Mayor Cook asked that it remain because the bill is only for three years and transportation funding is still an important issue.

Senior Management Analyst Wyatt said grants the city is seeking include those for brownfields cleanup, the Hunziker industrial area and the Tigard Street Heritage Trail. Tigard will be also seek homeless assistance grants while working with the Just Compassion organization. Mr. Wyatt is attending their meetings and noted that they are committed to putting a day shelter in Tigard but as yet do not have a location.

Mayor Cook asked what is being requested on the federal level for the Tigard Street Heritage Trail project and Senior Management Analyst Wyatt said there is interest in some federal funding that becomes available in the spring.

Mayor Cook announced that Agenda Item No. 6 is a City Center Development Agency item.

6. CCDA BOARD CONSIDERATION TO AMEND THE CITY CENTER URBAN RENEWAL PLAN TO ACQUIRE 12533-12537 SW MAIN STREET

Redevelopment Project Manager Farrelly gave the staff report and requested that the City Council and CCDA take a series of actions regarding the Saxony properties. The first steps are to amend the City Center Urban Renewal Plan to reflect the acquisition of the property. The ownership will change from the city to the CCDA in order to maintain the property's eligibility for an Environmental Protection Agency (EPA) brownfields clean-up grant. Staff intends to apply for the grant next month. He said these properties are future redevelopment opportunities, including for open space. It was purchased by the city in July 2015 and although the city received environmental reports it did not meet the brownfield grant requirement due to a missing Phase 1 report.

Director Woodard moved to approve CCDA Resolution No. 15-08. Director Snider seconded the motion. City Recorder Krager read the number and title of the resolution.

CCDA Resolution No. 15-08 – A RESOLUTION AMENDING THE CITY CENTER URBAN RENEWAL PLAN BY ADDING THE ACQUISITION OF TWO MAIN STREET PROPERTIES (12533-12537 SW MAIN STREET, TAX LOT IDS 2S102AB02000 AND 2S102AB02100) AS PROJECTS

Chair Cook conducted a vote of the CCDA and announced that Resolution No. 15-08 passed unanimously.

	Yes	No
Director Woodard	✓	
Chair Cook	✓	
Director Goodhouse	✓	
Director Henderson	✓	
Director Snider	✓	

Mayor Cook announced that Agenda Items No. 7 and No. 8 are City Council items.

7. COUNCIL CONSIDERATION OF AMENDMENT TO THE CITY CENTER URBAN RENEWAL PLAN TO ACQUIRE 12533-12537 SW MAIN STREET

Redevelopment Project Manager Farrelly said this resolution will amend the City Center Urban Renewal Plan to add the 12533-12537 SW Main Street properties. Section 12 of that plan states when a project costs more than \$500,000 both the City Council and CCDA must approve the amendment. Council President Snider moved to approve Resolution No. 15-51. Councilor Goodhouse seconded the motion. City Recorder Krager read the number and title of the resolution.

Resolution No. 15-51 – A RESOLUTION AMENDING THE CITY CENTER URBAN RENEWAL PLAN BY ADDING THE ACQUISITION OF TWO MAIN STREET PROPERTIES (12533-12537 SW MAIN STREET, TAX LOT IDS 2S102AB02000 AND 2S102AB02100) AS PROJECTS

Mayor Cook conducted a vote and announced that Resolution No. 15-51 passed unanimously.

	Yes	No
Councilor Woodard	✓	
Mayor Cook	✓	
Councilor Goodhouse	✓	
Councilor Henderson	✓	
Council President Snider	✓	

8. COUNCIL CONSIDERATION OF SALE OF 12533-12537 SW MAIN STREET

Redevelopment Project Manager Farrelly gave the staff report which covers the purchase and sale agreement and transfer from the city to the CCDA. He said the property was purchased with park bond money. He said the goal is to have some aspect of public space on these properties. The rest will be sold for redevelopment and the park bond fund reimbursed. The CCDA is bound to repay the park bond.

Councilor Goodhouse moved for approval of Resolution No. 15-52. Councilor Woodard seconded the motion. City Recorder Krager read the number and title of the resolution.

Resolution No. 15-52– A RESOLUTION APPROVING THE TRANSFER OF TWO MAIN STREET PROPERTIES (12533-12537 SW MAIN STREET, TAX LOT IDS 2S102AB02000 AND 2S102AB02100) THROUGH A PURCHASE AND SALE AGREEMENT TO THE TIGARD CITY CENTER DEVELOPMENT AGENCY

Mayor Cook conducted a vote and the motion passed unanimously.

	Yes	No
Councilor Woodard	✓	
Mayor Cook	✓	
Councilor Goodhouse	✓	
Councilor Henderson	✓	
Council President Snider	✓	

Mayor Cook announced that Agenda Item No. 9 is a City Center Development Agency item.

9. CCDA BOARD CONSIDERATION OF RESOLUTION TO PURCHASE THE SAXONY PROPERTY

Redevelopment Project Manager Farrelly said this next agenda item is the CCDA's consideration of the purchase and sale of the property. He noted that the environmental consultant had an updated Phase 1 report so that requirement is met. Director Snider said all those involved in this process

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including the EPA, agree that the way the rules are written does not make sense but it must be done this way to meet the federal laws.

Director Henderson asked if another appraisal would be done prior to paying back the park bond and if it doubled in price would that be the amount paid. Redevelopment Project Manager Farrelly said the full value would need to be paid. He clarified that when the portion to be redeveloped is determined it will be appraised and that is the amount that will have to be paid. Chair Cook said if it is sold to a developer the city would receive that money.

Director Henderson asked if what is being borrowed is \$515,500 and was there an interest rate. Redevelopment Project Manager Farrelly said there is no interest but there may be an increase in value.

Director Snider commented that the way this is structured is that the city borrowed money to make this purchase but the city is selling it to the CCDA. The CCDA is benefitting by getting the control of the property.

Director Woodard commented that the biggest risk is mitigated by the brownfields money. There is no plaza space downtown and the CCDA is still looking for a larger piece of property for a plaza. Director Henderson noted that the environmental cleanup with the grant can only be done under city or CCDA ownership. Mr. Farrelly said any resale must be after a DEQ No Further Action letter is received.

Director Snider moved to approve CCDA Resolution No. 15-09. Director Henderson seconded the motion.

Chair Cook asked City Recorder Krager to read the number and title of the resolution and then conducted a vote of the CCDA.

CCDA Resolution No. 15-09 – A RESOLUTION APPROVING THE ACQUISITION OF TWO MAIN STREET PROPERTIES (12533-12537 SW MAIN STREET, TAX LOT IDS 2S102AB02000 AND 2S102AB02100) AND AUTHORIZING THE EXECUTIVE DIRECTOR OF THE CCDA TO TAKE ALL NECESSARY ACTION TO COMPLETE THE PROPERTY PURCHASE

	Yes	No
Director Woodard	✓	
Chair Cook	✓	
Director Goodhouse	✓	
Director Henderson	✓	
Director Snider	✓	

CCDA Chair Cook announced that CCDA Resolution No. 15-09 passed unanimously.

10. NON AGENDA ITEMS None.

EXECUTIVE SESSION:

Mayor Cook announced that the Tigard City Council was entering into an Executive Session to discuss pending litigation and litigation likely to be filed under ORS 192.660(2) (h). He said the Tigard City Council will adjourn from Red Rock Creek Conference Room after the Executive Session. The Executive Session ended at 9:15 p.m.

11. ADJOURNMENT

At 9:16 p.m. Councilor Goodhouse moved for adjournment and his motion was seconded by Councilor Woodard. All voted in favor.

	Yes	No
Councilor Woodard	✓	
Mayor Cook	✓	
Councilor Goodhouse	✓	
Councilor Henderson	✓	
Council President Snider	✓	

Carol A. Krager
Carol A. Krager, City Recorder

Attest: [Signature]
John L. Cook, Mayor

Jan 12, 2016
Date