



City of Tualatin

TUALATIN CITY COUNCIL

Monday, April 27, 2015

JUANITA POHL CENTER

8513 SW Tualatin Road

Tualatin, OR 97062

WORK SESSION begins at 5:00 p.m.

BUSINESS MEETING begins at 7:00 p.m.

Mayor Lou Ogden

Council President Monique Beikman

Councilor Wade Brooksby

Councilor Frank Bubenik

Councilor Joelle Davis

Councilor Nancy Grimes

Councilor Ed Truax

Welcome! By your presence in the City Council Chambers, you are participating in the process of representative government. To encourage that participation, the City Council has specified a time for your comments on its agenda, following Announcements, at which time citizens may address the Council concerning any item not on the agenda or to request to have an item removed from the consent agenda. If you wish to speak on a item already on the agenda, comment will be taken during that item. Please fill out a Speaker Request Form and submit it to the Recording Secretary. You will be called forward during the appropriate time; each speaker will be limited to three minutes, unless the time limit is extended by the Mayor with the consent of the Council.

Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are available for review on the City website at www.tualatinoregon.gov/meetings, the Library located at 18878 SW Martinazzi Avenue, and on file in the Office of the City Manager for public inspection. Any person with a question concerning any agenda item may call Administration at 503.691.3011 to make an inquiry concerning the nature of the item described on the agenda.

In compliance with the Americans With Disabilities Act, if you need special assistance to participate in this meeting, you should contact Administration at 503.691.3011. Notification thirty-six (36) hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.

Council meetings are televised *live* the day of the meeting through Washington County Cable Access Channel 28. The replay schedule for Council meetings can be found at www.tvctv.org. Council meetings can also be viewed by live *streaming video* on the day of the meeting at www.tualatinoregon.gov/meetings.

Your City government welcomes your interest and hopes you will attend the City of Tualatin Council meetings often.

PROCESS FOR LEGISLATIVE PUBLIC HEARINGS

A **legislative** public hearing is typically held on matters which affect the general welfare of the entire City rather than a specific piece of property.

1. Mayor opens the public hearing and identifies the subject.
2. A staff member presents the staff report.
3. Public testimony is taken.
4. Council then asks questions of staff, the applicant, or any member of the public who testified.
5. When the Council has finished questions, the Mayor closes the public hearing.
6. When the public hearing is closed, Council will then deliberate to a decision and a motion will be made to either *approve*, *deny*, or *continue* the public hearing.

PROCESS FOR QUASI-JUDICIAL PUBLIC HEARINGS

A **quasi-judicial** public hearing is typically held for annexations, planning district changes, conditional use permits, comprehensive plan changes, and appeals from subdivisions, partitions and architectural review.

1. Mayor opens the public hearing and identifies the case to be considered.
2. A staff member presents the staff report.
3. Public testimony is taken:
 - a) In support of the application
 - b) In opposition or neutral
4. Council then asks questions of staff, the applicant, or any member of the public who testified.
5. When Council has finished its questions, the Mayor closes the public hearing.
6. When the public hearing is closed, Council will then deliberate to a decision and a motion will be made to either *approve*, *approve with conditions*, or *deny the application*, or *continue* the public hearing.

TIME LIMITS FOR PUBLIC HEARINGS

The purpose of time limits on public hearing testimony is to provide all interested persons with an adequate opportunity to present and respond to testimony. All persons providing testimony **shall be limited to 3 minutes**, subject to the right of the Mayor to amend or waive the time limits.

EXECUTIVE SESSION INFORMATION

An Executive Session is a meeting of the City Council that is closed to the public to allow the City Council to discuss certain confidential matters. An Executive Session may be conducted as a separate meeting or as a portion of the regular Council meeting. No final decisions or actions may be made in Executive Session. In many, but not all, circumstances, members of the news media may attend an Executive Session.

The City Council may go into Executive Session for certain reasons specified by Oregon law. These reasons include, but are not limited to: ORS 192.660(2)(a) employment of personnel; ORS 192.660(2)(b) dismissal or discipline of personnel; ORS 192.660(2)(d) labor relations; ORS 192.660(2)(e) real property transactions; ORS 192.660(2)(f) information or records exempt by law from public inspection; ORS 192.660(2)(h) current litigation or litigation likely to be filed; and ORS 192.660(2)(i) employee performance of chief executive officer.



A. CALL TO ORDER
Pledge of Allegiance

B. ANNOUNCEMENTS

1. Police Department Accreditation Award
2. Proclamation Declaring the Week of May 3 - 9, 2015 as Public Service Recognition Week.
3. New Employee Introductions: Jeff Fuchs, City Engineer, Community Development

C. CITIZEN COMMENTS

This section of the agenda allows anyone to address the Council regarding any issue not on the agenda, or to request to have an item removed from the consent agenda. The duration for each individual speaking is limited to 3 minutes. Matters requiring further investigation or detailed answers will be referred to City staff for follow-up and report at a future meeting.

D. CONSENT AGENDA

The Consent Agenda will be enacted with one vote. The Mayor will ask Councilors if there is anyone who wishes to remove any item from the Consent Agenda for discussion and consideration. If you wish to request an item to be removed from the consent agenda you should do so during the Citizen Comment section of the agenda. The matters removed from the Consent Agenda will be considered individually at the end of this Agenda under, Items Removed from the Consent Agenda. The entire Consent Agenda, with the exception of items removed from the Consent Agenda to be discussed, is then voted upon by roll call under one motion.

1. Consideration of Approval of the Minutes for the City Council Work Session and Regular Meeting of April 13, 2015
2. Consideration of Approval of the Minutes for the City Council Special Work Session of April 14, 2015
3. Consideration of Recommendations from the Council Committee on Advisory Appointments
4. Consideration of Approval of a New Liquor License Application for Grampy's Inc.
5. Consideration of Approval of 2015 Liquor License Renewals Late Submittals

E. ITEMS REMOVED FROM CONSENT AGENDA

Items removed from the Consent Agenda will be discussed individually at this time. The Mayor may impose a time limit on speakers addressing these issues.

F. COMMUNICATIONS FROM COUNCILORS

G. ADJOURNMENT

City Council Meeting

Meeting Date: 04/27/2015

ANNOUNCEMENTS: Police Department Accreditation Award

ANNOUNCEMENTS

Police Department Accreditation Award

SUMMARY

Police Department Accreditation Award

City Council Meeting

Meeting Date: 04/27/2015

ANNOUNCEMENTS: Proclamation Declaring the Week of May 3 – 9, 2015 as Public Service Recognition Week

ANNOUNCEMENTS

Proclamation Declaring the Week of May 3 - 9, 2015 as Public Service Recognition Week.

Public Service Recognition Week Proclamation

Proclamation

Proclamation Declaring the Week of May 3 – 9, 2015 as
"Public Service Recognition Week"

In Honor of the Public Employees of the City of Tualatin

WHEREAS, public service is a honorable calling that involves a wide variety of challenging and rewarding professions, including providing recreational services, maintaining public safety, improving transportation, protecting our environment, and performing administrative and management activities which are essential to efficient and effective operation of government; and

WHEREAS, Tualatin's city employees contribute significantly to the quality of life for the Tualatin community, with their commitment to excellence, high ethical standards, and diversity of skills; and

WHEREAS, excellence in the delivery of public service helps keep Tualatin strong, prosperous, and a wonderful place in which to live, work, play and volunteer; and

WHEREAS, this commemoration provides an opportunity to express our appreciation for the many contributions public employees make to our daily lives.

NOW, THEREFORE, IT IS PROCLAIMED by the Tualatin City Council that the week of May 3-9, 2015, be Public Service Recognition Week in the City of Tualatin, and the Council encourages all citizens to recognize the accomplishments and contributions of public employees.

INTRODUCED AND ADOPTED this 27th day of April, 2015.

CITY OF TUALATIN, OREGON

BY _____
Mayor

ATTEST:

BY _____
City Recorder

City Council Meeting

Meeting Date: 04/27/2015

ANNOUNCEMENTS: New Employee Introductions: Jeff Fuchs, City Engineer, Community Development

ANNOUNCEMENTS

New Employee Introductions: Jeff Fuchs, City Engineer, Community Development

SUMMARY

New Employee Introductions: Jeff Fuchs, City Engineer, Community Development



STAFF REPORT

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos

FROM: Colleen Resch, Recording Secretary

DATE: 04/27/2015

SUBJECT: Consideration of Approval of the Minutes for the City Council Work Session and Regular Meeting of April 13, 2015

ISSUE BEFORE THE COUNCIL:

The issue before the Council is to approve the minutes for the City Council Work Session and Regular Meeting of April 13, 2015.

RECOMMENDATION:

Staff respectfully recommends that the Council adopt the attached minutes.

Attachments: [City Council Work Session Minutes for April 13, 2015](#)
[City Council Meeting Minutes for April 13, 2015](#)



OFFICIAL MINUTES OF TUALATIN CITY COUNCIL WORK SESSION FOR APRIL 13, 2015

Present: Mayor Lou Ogden; Council President Monique Beikman; Councilor Wade Brooksby; Councilor Frank Bubenik; Councilor Joelle Davis; Councilor Nancy Grimes; Councilor Ed Truax

Staff Present: City Manager Sherilyn Lombos; City Attorney Sean Brady; Finance Director Don Hudson; Deputy City Manager Sara Singer; Planning Manager Aquilla Hurd-Ravich; Information Services Manager Lance Harris; Police Captain Larry Braaksma; Economic Development Manager Ben Bryant; Assistant City Manager Alice Cannon; Management Analyst II Zoe Monahan; Recording Secretary Colleen Resch; Public Works Director Jerry Postema

CALL TO ORDER

Mayor Ogden called the meeting to order at 5:00 p.m.

1. ***124th Ave Extension Project Update.***

Washington County Engineer Russ Knoebel and Management Analyst II Zoe Monahan presented a PowerPoint on the progress of the extension of 124th from Tualatin-Sherwood Road south to Tonquin and on to Boones Ferry including design, funding, construction, and schedule. Mr. Knoebel said the Basalt Creek Transportation Refinement Plan is an east-west alternative selected by all five of the agencies involved. This will be a 3 lane cross section, and as development occurs, it will widen to 5 lanes. He stated that Tonquin and Grahams Ferry will be improved to 3 lanes and the intersection of Tonquin and Grahams Ferry will be rebuilt. He noted that the curves on Tonquin will be realigned and the shoulders will be 6 to 7 feet to accommodate bikes.

He discussed funding and noted \$10 million is set aside for 124th Ave. and another \$1 million for the Tonquin and Grahams Ferry intersection.

Mayor Ogden asked if the estimated cost of \$30 million for 124th Ave. included Basalt Creek and Grahams Ferry Road. Mr. Knoebel said yes.

Mr. Knoebel discussed the schedule of the project and said they are purchasing right-of-way and are planning to bid the project in July 2015. The 124th Ave. extension and the Basalt Creek Parkway will be under construction from August 2015 through December 2016 and open to traffic late 2016. The other improvements along Grahams Ferry and Tonquin will begin January 2017 and be completed by June 2018. He said the environmental work on the Basalt Creek Parkway extension will begin October 2015 and final design work will begin October 2017. He stated that is as far as we can get with the existing funding and if additional funding is secured construction could start in 2019 and be completed by 2022.

Councilor Davis asked about the agencies involved in the environmental process. Mr. Knoebel said there will be a consultant and this will be reviewed by several agencies including federal and local agencies. Councilor Davis asked if the grade has been determined. Mr. Knoebel said that decision will be made in the final design stage.

Councilor Davis asked about accommodating bike and pedestrian traffic. Mr. Knoebel said initially the road will have wide shoulders for bikes, and with build out, there will be bike lanes added.

Councilor Davis referred to the proposed bridge and commented on the pipe project that will be going on at the same time. She said there is a better option to the south instead of building this steep and unreasonable bridge and it would save money and make life easier on the truck industry. She urged the County to consider this option. Mr. Knoebel said that option was discussed during the Basalt Creek refinement process and he stated there were 5 agencies involved that selected the east-west alternative.

Councilor Bubenik asked if Basalt Creek Parkway will be like Roy Rogers Road with limited entrances and exits. Mr. Knoebel stated there will be 3 access points.

Mr. Knoebel said this is a significant project for the region and there will be a groundbreaking ceremony.

2. *TVWD / Hillsboro Water Pipe Project Update.*

Willamette Water Supply Deputy Program Manager Todd Heidgerken and Todd Perimon presented a PowerPoint on the status of the Willamette Water Supply project including the preferred pipeline route that has been identified and the schedule for the project. Mr. Heidgerken stated the project involves the expansion of the Willamette Water Treatment Plant in Wilsonville and a 31 mile pipeline from Wilsonville with a western extension to highway 26 and eastern extension to highway 217. He stated there is also a need to locate 30 million gallons of water to meet their storage needs. He stated Wilsonville and Sherwood have been using this as their water source and Tualatin Valley Water District (TVWD) and Hillsboro have determined they will need this for a future water source. He noted they are including Tualatin in the information loop because it could impact the City in the future.

Mr. Heidgerken said they are planning to meet future demands based on growth projections and ensure resiliency of the water source. He said they are working to have this project online by 2026, and they are already starting in different phases.

Mr. Perimon shared information about the preferred pipeline route which was developed over an 18 month process. He said in Tualatin, the pipeline will follow the 124th Avenue project, along Tualatin Sherwood Road, under the Tualatin River and up Roy Rogers Road.

Mayor Ogden asked about the length of the construction process when it crosses Tualatin Sherwood Road and Roy Rogers Road. Mr. Heidgerken said they will need to work with partners about traffic mitigation efforts.

Councilor Truax asked if there have been conversations with the County about using this opportunity to widen Tualatin Sherwood Road. Mr. Perimon said yes they are

talking with the County about these opportunities.

Mr. Heidgerken said they realize the importance of engaging the communities, and recognized the challenge of engagement in a long term project. He directed people to the website and said people could sign up for their monthly newsletter for regular updates.

3. *Stafford Reserves.*

Planning Manager Aquilla Hurd-Ravich and Assistant City Manager Alice Cannon presented the update on the Stafford Reserves and discuss the City's current position as they enter into meetings with Metro, Clackamas County and West Linn.

Manager Hurd-Ravich recapped the history of this area and focused on the topics of governance, transportation and density. She recapped the ECONorthwest Fiscal Impact Study results from 2000 which studied the potential fiscal impacts associated with the benefits of additional jobs with the potential annexation of Stafford. She mentioned the study did not cover the capital cost of infrastructure and costs covered by user fees. She said at the time of the study it showed the impacts of annexation would not be significant and increased capital costs for extending general government services would be covered primarily by user fees and property taxes. She stated the additional cost for O & M would be covered by user fees. She noted the study found that street maintenance costs would be higher than estimated state shared gas tax revenues. She recapped the 2009 joint position statement by Tualatin and West Linn which opposed designating Stafford as an urban reserve. She discussed the appropriate step is moving forward in the process stage and said there was an appeal to the court decision regarding reserves which will extend the timeline.

Mayor Ogden mentioned Oregon State House Bill 3211 which is currently being considered regarding urban reserves and if passed would allow all identified urban reserves to be accepted which would make the existing court decision a mute point. He said it is his understanding that this bill does not have a lot of traction and does not believe it will pass in its current form. He stated he is opposed to designating urban reserves without transportation and funding solutions identified. He said if it does urbanize Tualatin should be the governing body and density should be controlled. He said those three conditions are paramount and they need to be addressed before urbanization.

City Manager Lombos asked who from the Council will participate as part of the regional discussion which Metro will likely be convening. She stated there will be two elected officials from each of the jurisdictions represented and it is likely that there will be an official agreement to come out of those discussions.

Mayor Ogden said it is important to have a discussion with our partners about this. Council President Beikman expressed concerns about Metro leading the process and she is concerned about density and transportation. Mayor Ogden responded that any changes in urban reserves will require Metro's participation in addition to funding through Metro's JPAC.

Councilor Davis said it is not likely that anything will happen this legislative session

and agreed with the need to identify the regional transportation piece and said we should not fund and should have a date certain.

Mayor Ogden said he is willing to participate in the meetings and Councilor Grimes agreed to participate as well. He restated his thoughts regarding Tualatin not pursuing growth out there, but not opposing it either. He said when the area does get brought in Tualatin wants to be the governing jurisdiction, and there needs to be a funding source identified and constrained for infrastructure.

Councilor Truax said it also needs to be revenue neutral including services, infrastructure and library services and said that will help guide development.

4. Council Meeting Agenda Review, Communications & Roundtable.

Councilor Davis mentioned this week is National Dispatcher Week, and she acknowledged that they work very hard and deserve recognition.

Mayor Ogden added that last week was the Volunteer Appreciation Event recognizing the thousands of volunteers who serve the City of Tualatin.

ADJOURNMENT

Sherilyn Lombos, City Manager

_____ / Colleen Resch, Recording Secretary

_____ / Lou Ogden, Mayor



OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL MEETING FOR APRIL 13, 2015

Present: Mayor Lou Ogden; Council President Monique Beikman; Councilor Wade Brooksby; Councilor Frank Bubenik; Councilor Joelle Davis; Councilor Nancy Grimes; Councilor Ed Truax

Staff Present: City Manager Sherilyn Lombos; City Attorney Sean Brady; Community Services Director Paul Hennon; Finance Director Don Hudson; Deputy City Manager Sara Singer; Planning Manager Aquilla Hurd-Ravich; Information Services Manager Lance Harris; Teen Program Specialist Julie Ludemann; Police Captain Larry Braaksma; Economic Development Manager Ben Bryant; Assistant City Manager Alice Cannon; Library Manager Jerianne Thompson; Parks and Recreation Manager Rich Mueller; Management Analyst II Zoe Monahan; Recording Secretary Colleen Resch; Public Works Director Jerry Postema

A. CALL TO ORDER

Pledge of Allegiance

Mayor Ogden called the meeting to order at 7:00 p.m.

B. ANNOUNCEMENTS

1. YAC Update for April 2015

Members of the Tualatin Youth Advisory Council (YAC) presented a PowerPoint on their latest activities and upcoming events. The YAC has begun work on their annual Project FRIENDS event to be held April 24. The YAC presented ideas to investigate further which included utilizing social media to promote volunteer opportunities, job preparation workshops, internship programs and a teen coffee house. Upcoming events include Movies on the Commons, Tualatin TRYathlon and Teen Kaleidoscope Run.

2. Proclamation Declaring April 12 - April 18, 2015 as National Library Week in the City of Tualatin

Councilor Bubenik stated within the last year the Library has added iPads and Kindles for checkout and this spring the City opened an expanded parking lot for the Library and added a drive-up book return. He stated the Library distributed 3,000 free books to children during the Summer Reading program. He said about 1,500 people attend programs at the library each month and volunteers contributed about 10,000 hours, equivalent to almost five full-time employees.

Councilor Bubenik read the proclamation declaring the week of April 12, 2015 as National Library Week in the City of Tualatin.

3. Facilities Study Open House

Deputy City Manager Singer shared information about the upcoming Open House for the City Facilities Study this Thursday at 6:30 p.m. at the Tualatin Library. She also shared information about the online forum www.tualatintownhall.com where the alternatives information will be available for people to review and comment on.

C. CITIZEN COMMENTS

This section of the agenda allows anyone to address the Council regarding any issue not on the agenda, or to request to have an item removed from the consent agenda. The duration for each individual speaking is limited to 3 minutes. Matters requiring further investigation or detailed answers will be referred to City staff for follow-up and report at a future meeting.

None.

D. CONSENT AGENDA

The Consent Agenda will be enacted with one vote. The Mayor will ask Councilors if there is anyone who wishes to remove any item from the Consent Agenda for discussion and consideration. If you wish to request an item to be removed from the consent agenda you should do so during the Citizen Comment section of the agenda. The matters removed from the Consent Agenda will be considered individually at the end of this Agenda under, Items Removed from the Consent Agenda. The entire Consent Agenda, with the exception of items removed from the Consent Agenda to be discussed, is then voted upon by roll call under one motion.

MOTION by Council President Monique Beikman, SECONDED by Councilor Nancy Grimes to approve the consent agenda.

Aye: Mayor Lou Ogden, Council President Monique Beikman, Councilor Wade Brooksby, Councilor Frank Bubenik, Councilor Joelle Davis, Councilor Nancy Grimes, Councilor Ed Truax

MOTION CARRIED

1. Consideration of Approval of the Minutes for the City Council Work Session and Regular Meeting of March 23, 2015
2. Consideration of Approval of 2015 Liquor License Renewals Late Submittals

E. SPECIAL REPORTS

1. 2014 Annual Report of the Tualatin Heritage Center

Tualatin Heritage Center Director Larry McClure and Tualatin Historical Society President Art Sasaki shared an update on the activities and financial standing of the Historical Society. Mr. McClure shared information about their Board of Directors, the National Ice Age Trail, the replicas of the mastodon molars and tusk, the "I Wonder" book, and their Centennial Time Capsule project.

They thanked the City for their support of the society and the maintenance of the Heritage Center. Mr. Sasaki said there is so much information shared by the society and others like Loyce Martinazzi which tells the story of how Tualatin has evolved. They are working on the revisions of the Tualatin book this year.

2. Tualatin Valley Fire and Rescue Annual State of the District Presentation

Chief Mike Duyck shared the highlights from the past year for Tualatin Valley Fire & Rescue (TVF&R). Their primary work in Tualatin includes responding to emergencies such as over 2,000 medical emergencies, 350 fires including large and small, hazardous material incidents and public assistance calls and stated there are similar trends and numbers district wide with over 35,000 incidents in the district.

Chief Duyck said TVF&R offers many programs which are geared towards making the community safer. He said they are preparing to simulate an accident at Tualatin High School to help bring awareness to students about being safe and making good decisions. They also provide training to teach people hands only CPR and also offer inspection services and landlord training. Planning for the future includes many discussions on transportation, volunteer firefighters, and technology.

Chief Duyck also mentioned the great partnership with the Tualatin Police Department.

Councilor Bubenik asked about how TVF&R works with the Spanish speaking population in Tualatin. Chief Duyck mentioned several initiatives underway to reach this population. Councilor Bubenik also asked about the increasing aging population in Tualatin and if the department is ready to support this demographic. Chief Duyck said they are watching the trends and making changes as necessary.

Councilor Truax asked about response times due to traffic in Tualatin, specifically on Tualatin Sherwood Road and asked if the trend is getting worse. Chief Duyck said it is getting worse, but he appreciates the investments being made by the City to make it better.

F. GENERAL BUSINESS

If you wish to speak on a general business item please fill out a Speaker Request Form and you will be called forward during the appropriate item. The duration for each individual speaking is limited to 3 minutes. Matters requiring further investigation or detailed answers will be referred to City staff for follow-up and report at a future meeting.

1. Consideration of **Resolution No. 5228-15** to Allow Parking on SW Old Tualatin-Sherwood Road Except Where Prohibited by a Traffic Control Device

Management Analyst Zoe Monahan shared a presentation regarding parking on Old Tualatin Sherwood Rd. There was outreach conducted with the neighbors and all signed off on the proposed rules.

MOTION by Councilor Ed Truax, SECONDED by Councilor Nancy Grimes to approve Resolution No. 5228-15 to Allow Parking on SW Old Tualatin-Sherwood Road Except Where Prohibited by a Traffic Control Device

Aye: Mayor Lou Ogden, Council President Monique Beikman, Councilor Wade Brooksby, Councilor Frank Bubenik, Councilor Joelle Davis, Councilor Nancy Grimes, Councilor Ed Truax

MOTION CARRIED

G. ITEMS REMOVED FROM CONSENT AGENDA

Items removed from the Consent Agenda will be discussed individually at this time. The Mayor may impose a time limit on speakers addressing these issues.

H. COMMUNICATIONS FROM COUNCILORS

Councilor Bubenik announced the Vine2Wine event on Saturday, April 18th from 7:00-9:30 p.m. at the library to support the Tualatin Library Foundation.

I. ADJOURNMENT

Mayor Ogden adjourned the meeting at 8:15 p.m.

Sherilyn Lombos, City Manager

_____ / Colleen Resch, Recording Secretary

_____ / Lou Ogden, Mayor



STAFF REPORT

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

FROM: Colleen Resch, Recording Secretary

DATE: 04/27/2015

SUBJECT: Consideration of Approval of the Minutes for the City Council Special Work Session of April 14, 2015

ISSUE BEFORE THE COUNCIL:

The issue before the Council is to approve the minutes for the City Council Special Work Session of April 14, 2015.

RECOMMENDATION:

Staff respectfully recommends that the Council adopt the attached minutes.

Attachments: [City Council Special Work Session Minutes for April 14, 2015](#)



**OFFICIAL MINUTES OF THE SPECIAL WORK SESSION OF THE TUALATIN CITY
COUNCIL FOR APRIL 14, 2015**

Present: Mayor Lou Ogden; Council President Monique Beikman; Councilor Joelle Davis; Councilor Frank Bubenik; Councilor Ed Truax

Absent: Councilor Wade Brooksby; Councilor Nancy Grimes

Staff Present: Sherilyn Lombos, Sean Brady, Paul Hennon, Don Hudson, Sara Singer, Aquilla Hurd-Ravich, Lance Harris, Tom Steiger, Ben Bryant, Alice Cannon, Jerianne Thompson, Kelsey Lewis, Rich Mueller, Colleen Resch, Janet Newport, Matthew Warner, Bert Olheiser, Mick Wilson, Mark Gardner, Kathy Katz, Lisa Thorpe, Clayton Reynolds, Jerry Postema

A. CALL TO ORDER

Mayor Ogden called the meeting to order at 5:30 p.m.

B. AGENDA

1. Fiscal Year 2015/16 Budget Discussion

Finance Director Don Hudson presented a PowerPoint presentation on the FY 2015/16 budget. He provided an update on the Big 3 project, an update on the FY2015/16 Budget Process, and a project scoping exercise for the Road Utility Fee.

Director Hudson shared information on the Big 3 project which includes a major software upgrade and implementation of Springbrook the financial software, CRW the community development planning and permitting software and NextGen the asset management software. He explained this project will enhance services to the public and create efficiencies in our internal business processes. He stated the new utility billing feature will be live on May 1.

Director Hudson said the budget premise is to maintain our current level of services and align with the City Council's goals. He explained the budget process and said staff was given instructions for developing their budgets. The instructions included adding any contractual obligations, limiting growth to 2% for non-contractual materials and services, and prioritizing capital outlay projects. Overall revenues are projected to increase 4.5%, and expenditures are projected to increase 3.4%. The growth in revenue is due to growth in assessed value (AV) for FY2014/15 which is 4%, in addition to projected assessed value growth for FY2015/16 of 4%.

Director Hudson said the capital projects in the budget include the Heritage Center roof replacement, a dog park shelter, fencing at Tualatin River Greenway/Pony Ridge, self-check machines for the Library, the Myslony Bridge, and fiber ring to City offices. Councilor Truax asked about installing the fiber ring before knowing where the future City Hall would be located. City

Manager Lombos said the City currently leases this infrastructure from Comcast for \$50,000 a year, and the installation will cost approximately \$200,000 so it is a quick return on an investment. Information Services Manager Lance Harris stated there will be splice points in the fiber so the new City Hall can be added to the ring within a few hours.

Director Hudson discussed the proposed service enhancement additions to the library program, the recreation program and at the Juanita Pohl Center. Other highlights include continued funding for Basalt Creek, Parks Master Plan, Development Code Update, and Technology Improvements including on-line recreation registration and traffic citation payments.

Councilor Davis asked if the proposed technology requirements include the updates to the police radios. Captain Gardner stated the budget does not include this upgrade, but the item is on the ballot for the November election. City Manager Lombos said there are capital reserves set aside to begin saving for any changes to the radio technology pending the outcome of the November election.

Director Hudson presented the fiscal health model and discussion followed. He explained that PERS rates fluctuate every two years.

Director Hudson shared information about the proposed utility rates. The water rates show a 4.25% increase, sewer rates which are passed through by Clean Water Services (CWS) show a 3% increase, surface water management will see increases of \$.50 from CWS and a proposed additional \$.40 increase, and road Maintenance fees will not increase. These fees show an average overall increase of a 4% to residential bills.

Director Hudson shared the schedule for the Budget Committee meetings, and introduced the members of the Budget Committee.

Director Hudson introduced the project scoping methodology used for the Road Utility Fee. He shared information regarding the scope including the increasing cost of the pavement maintenance program, exploring the appropriate rates for residential, multi-family and non-residential categories, and meeting goal 8.4 of the Tualatin Tomorrow Vision Action Plan. He stated 78% of the Road Utility Fee is paid by non-residential users. He noted the sidewalk/street tree fee is not included in the analysis. He shared the key considerations for this issue including the impact on existing businesses and residents, looking at what other cities are doing particularly Hillsboro and Portland, and he said staff will provide a recommendation on this issue. He acknowledged some of the pre-mortem "bumps in the road" including people being unfamiliar with the process and the potential questions about the seven non-residential categories. He shared the plan for public involvement and the schedule for this project.

Council President Beikman said one of the pre-mortem considerations should include the issue that the Washington County ballot measure to approve funding for road maintenance recently failed and some people may perceive this as going against the voters.

Mayor Ogden said it would be helpful to know the public's perception of the roads in Tualatin and what frustrates them. He said this information would be helpful when presenting the fee increase.

Councilor Bubenik said the mistake Portland made was letting it go for so long, that the rate increase was very significant. He added that the business community came out against it strongly because their impact was greater. If Tualatin learns from those mistakes, we could have a better chance of getting this approved.

Mayor Ogden added that it will be important to share how we have invested the other dollars over the years to improve the streets.

C. COMMUNICATIONS FROM COUNCILORS

D. ADJOURNMENT

Mayor Ogden adjourned the meeting at 6:50 p.m.

Sherilyn Lombos, City Manager

_____ / Colleen Resch, Recording Secretary

_____ / Lou Ogden, Mayor



STAFF REPORT

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos

FROM: Nicole Morris, Deputy City Recorder

DATE: 04/27/2015

SUBJECT: Consideration of Recommendations from the Council Committee on Advisory Appointments

ISSUE BEFORE THE COUNCIL:

Consideration of appointments to the Tualatin Planning Commission and Budget Committee.

RECOMMENDATION:

Staff recommends the City Council approve the recommendations from the Council Committee on Advisory Appointments (CCAA).

EXECUTIVE SUMMARY:

The Council Committee on Advisory Appointments met and interviewed citizens interested in participating on City advisory committees and boards. The Committee recommends appointing the following individuals:

Individuals	Board	Term
Janelle Thompson	Tualatin Planning Commission	Partial Appointment Term Expiring 8/31/16
Mona St. Clair	Tualatin Planning Commission	Partial Appointment Term Expiring 8/31/17
Paul Morrison	Budget Committee	Partial Appointment Term Expiring 12/31/16

Attachments:



STAFF REPORT

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

FROM: Colleen Resch, Recording Secretary

DATE: 04/27/2015

SUBJECT: Consideration of Approval of a New Liquor License Application for Grampy's Inc.

ISSUE BEFORE THE COUNCIL:

The issue before the Council is to approve a new liquor license application for Grampy's Inc.

RECOMMENDATION:

Staff respectfully recommends that the Council approve endorsement of the liquor license application for Grampy's Inc.

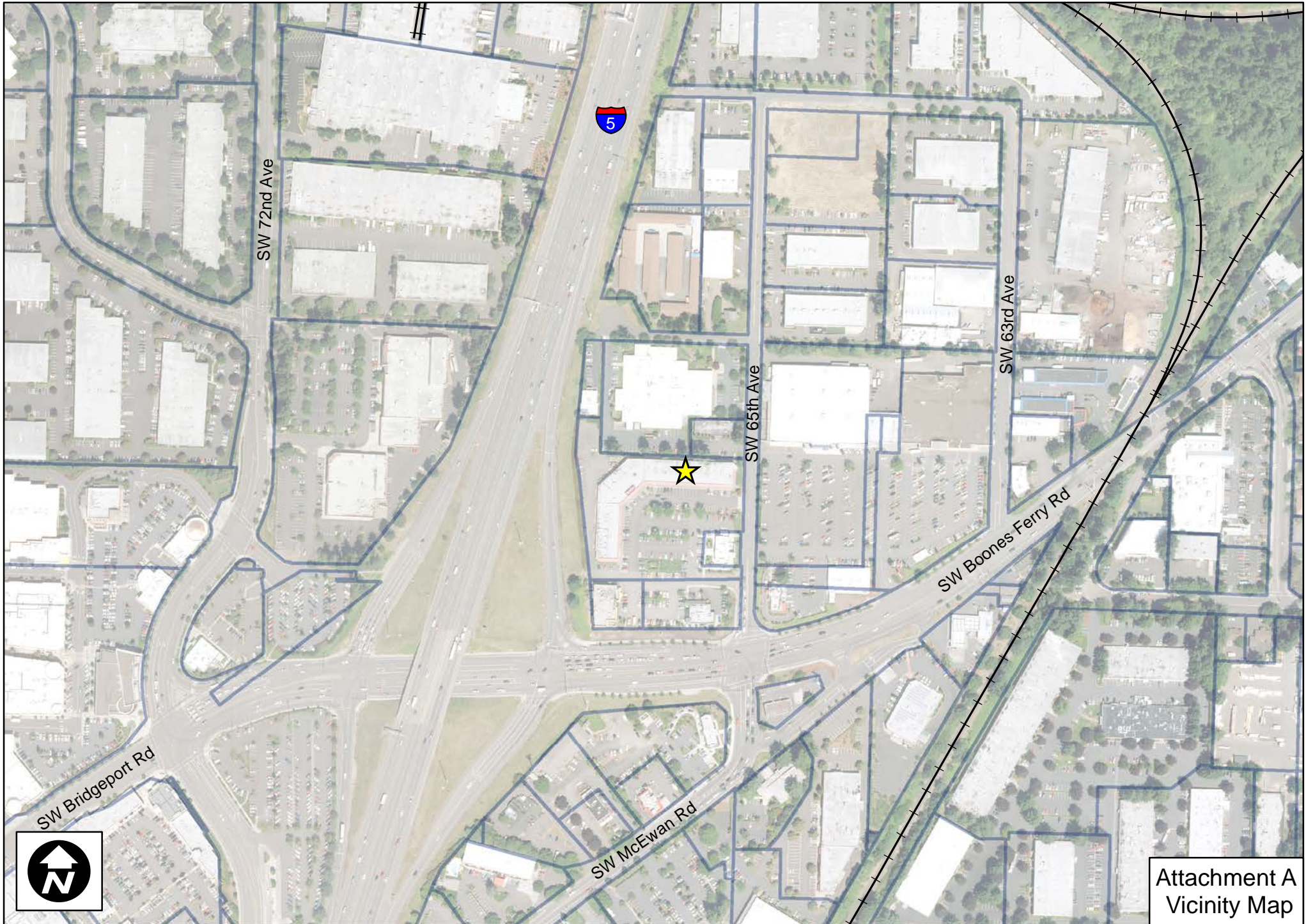
EXECUTIVE SUMMARY:

Grampy's Inc. has submitted a new liquor license application under the category of limited on-premises sales. This would permit them to sell factory-sealed containers of malt beverages, wine, and cider for on-site consumption. The business is located at 16857 SW 65th Avenue. The application is in accordance with provisions of Ordinance No.680-85 which established a procedure for review of liquor licenses by the Council. Applicants are required to fill out a City application form, from which a review by the Police Department is conducted, according to standards and criteria established in Section 6 of the ordinance. The Police Department has reviewed the new liquor license application and recommended approval. According to the provisions of Section 5 of Ordinance No. 680-85 a member of the Council or the public may request a public hearing on any of the liquor license requests. If such a public hearing request is made, a hearing will be scheduled and held on the license. It is important that any request for such a hearing include reasons for said hearing.

FINANCIAL IMPLICATIONS:

A fee has been paid by the applicant.

Attachments: [Attachment A - Vicinity Map](#)
[Attachment B - License Types](#)
[Attachment C - Liquor License Application](#)



OREGON LIQUOR CONTROL COMMISSION

LICENSE TYPES

FULL ON-PREMISES SALES

- **Commercial Establishment**
Sell and serve distilled spirits, malt beverages, wine, and cider for consumption at that location (*this is the license that most “full-service” restaurants obtain*). Sell malt beverages for off-site consumption in securely covered containers provided by the customer. Food service required. Must purchase distilled liquor **only** from an Oregon liquor store, or from another Full On- Premises Sales licensee who has purchased the distilled liquor from an Oregon liquor store.
- **Caterer**
Allows the sale of distilled spirits, malt beverages, wine, and cider by the drink to individuals at off-site catered events. Food service required.
- **Passenger Carrier**
An airline, railroad, or tour boat may sell and serve distilled spirits, malt beverages, wine, and cider for consumption on the licensed premises. Food service required.
- **Other Public Location**
Sell and serve distilled spirits, malt beverages, wine, and cider for consumption at that location, where the predominant activity is not eating or drinking (for example an auditorium; music, dance, or performing arts facility; banquet or special event facility; lodging fairground; sports stadium; art gallery; or a convention, exhibition, or community center). Food service required.
- **Private Club**
Sell and serve distilled spirits, malt beverages, wine, and cider for consumption at that location, but only for members and guests. Food service required.

LIMITED ON-PREMISES SALES

Sell and serve malt beverages, wine, and cider for onsite consumption. Allows the sale of malt beverages in containers (kegs) for off-site consumption. Sell malt beverages for off-site consumption in securely covered containers provided by the customer.

OFF-PREMISES SALES

Sell factory-sealed containers of malt beverages, wine, and cider at retail to individuals in Oregon for consumption off the licensed premises. Eligible to provide sample tastings of malt beverages, wine, and cider for consumption on the premises. Eligible to ship manufacturer-sealed containers of malt beverages, wine, or cider directly to an Oregon resident.

BREWERY PUBLIC HOUSE

Make and sell malt beverages. Import malt beverages into and export from Oregon. Distribute malt beverages directly to retail and wholesale licensees in Oregon. Sell malt beverages made at the business to individuals for consumption on or off-site.

WINERY

Must principally produce wine or cider in Oregon. Manufacture, store, and export wine and cider. Import wine or cider *If bottled, the brand of wine or cider must be owned by the licensee*. Sell wine and cider to wholesale and retail licensees in Oregon. Sell malt beverages, wine, and cider to individuals in Oregon for consumption on or off-site.



CITY OF TUALATIN
LIQUOR LICENSE APPLICATION

Return Completed form to:
City of Tualatin
Attn: Deputy City Recorder
18880 SW Martinazzi Ave
Tualatin, OR 97062

Date 4-3-15

IMPORTANT: This is a three-page form. You are required to complete all sections of the form.
If a question does not apply, please indicate N/A. Please include full names (last, first middle) and full dates of birth (month/day/year). Incomplete forms shall receive an unfavorable recommendation.
Thank you for your assistance and cooperation.

SECTION 1: TYPE OF APPLICATION

- Original (New) Application - \$100.00 Application Fee.
Change in Previous Application - \$75.00 Application Fee.
Renewal of Previous License - \$35.00 Application Fee. Applicant must possess current business license. License #
Temporary License - \$35.00 Application Fee.

SECTION 2: DESCRIPTION OF BUSINESS

Name of business (dba): Grampy's

Business address 16857 SW 65th Ave. City Lake Oswego State OR Zip Code 97035

Mailing address 19363 Willamette Dr #242 City West Linn State OR Zip Code 97068

Telephone # 503 691-2692 store Fax # 503 692-6716 store

Name(s) of business manager(s) First Chris Middle Frank Last Somers

Date of birth Social Security # ODL# M X F

Home address City West Linn State OR Zip Code 97068
(attach additional pages if necessary)

Type of business Deli / Lottery

Type of food served Sandwiches, soups, pot pies, snacks, bagels

Type of entertainment (dancing, live music, exotic dancers, etc.)

Days and hours of operation 7 days/week Sun-Thurs 8:00am-Midnight Fri 8:00-2:30am Sat 8:00-1:00am

Food service hours: Breakfast Lunch 8:00am-Midnight Dinner

Restaurant seating capacity 30 Outside or patio seating capacity 0

How late will you have outside seating? n/a How late will you sell alcohol? until closing

How many full-time employees do you have? 2 Part-time employees? 2

SECTION 3: DESCRIPTION OF LIQUOR LICENSE

Name of Individual, Partnership, Corporation, LLC, or Other applicants Grampy's Inc.

Type of liquor license (refer to OLCC form) Full On-Premises Sales

Form of entity holding license (check one and answer all related applicable questions):

INDIVIDUAL: If this box is checked, provide full name, date of birth, and residence address.
Full name _____ Date of birth _____
Residence address _____

PARTNERSHIP: If this box is checked, provide full name, date of birth and residence address for each partner. If more than two partners exist, use additional pages. If partners are not individuals, also provide for each partner a description of the partner's legal form and the information required by the section corresponding to the partner's form.
Full name _____ Date of birth _____
Residence address _____
Full name _____ Date of birth _____
Residence address _____

CORPORATION: If this box is checked, complete (a) through (c).
(a) Name and business address of registered agent.
Full name Grampy's Inc.
Business address 19363 Willamette Dr #242 West Linn OR 97068

(b) Does any shareholder own more than 50% of the outstanding shares of the corporation? If yes, provide the shareholder's full name, date of birth, and residence address.
Full name n/a Date of birth _____
Residence address _____

(c) Are there more than 35 shareholders of this corporation? Yes X No. If 35 or fewer shareholders, identify the corporation's president, treasurer, and secretary by full name, date of birth, and residence address.
Full name of president: Christopher F. Somers Date of birth: 10-18-64
Residence address: _____
Full name of treasurer: _____ Date of birth: _____
Residence address: _____
Full name of secretary: Christopher F. Somers Date of birth: 10-18-64
Residence address: _____

LIMITED LIABILITY COMPANY: If this box is checked, provide full name, date of birth, and residence address of each member. If there are more than two members, use additional pages to complete this question. If members are not individuals, also provide for each member a description of the member's legal form and the information required by the section corresponding to the member's form.
Full name: _____ Date of birth: _____
Residence address: _____

Full name: _____ Date of birth: _____

Residence address: _____

OTHER: If this box is checked, use a separate page to describe the entity, and identify with reasonable particularity every entity with an interest in the liquor license.

SECTION 4: APPLICANT SIGNATURE

A false answer or omission of any requested information on any page of this form shall result in an unfavorable recommendation.

Signature of Applicant 4-3-15
Date

For City Use Only

Sources Checked:

DMV by _____ LEDS by _____ TuPD Records by _____
 Public Records by _____

Number of alcohol-related incidents during past year for location.

Number of Tualatin arrest/suspect contacts for _____

It is recommended that this application be:

Granted

Denied

Cause of unfavorable recommendation: _____

Signature 4-17-15
Date

Kent W. Barker
Chief of Police
Tualatin Police Department



STAFF REPORT

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos

FROM: Colleen Resch, Recording Secretary

DATE: 04/27/2015

SUBJECT: Consideration of Approval of 2015 Liquor License Renewals Late Submittals

ISSUE BEFORE THE COUNCIL:

The issue before the Council is to approve a late liquor license renewal application for 2015. The business listed below submitted their 2015 renewal application too late to be included in the renewals approved at the April 13, 2015 Council meeting. A copy of the license has not been included with this staff report but is available at the City Offices for review.

RECOMMENDATION:

Staff respectfully recommends that the Council approve endorsement of La Montana III liquor license application renewal for 2015.

EXECUTIVE SUMMARY:

Annually the Oregon Liquor Control Commission (OLCC) requires all liquor licenses be renewed. According to the provisions of City Ordinance No. 680-85, establishing procedures for liquor license applicants, applicants are required to fill out a City application form, from which a review by the Police Department is conducted, according to standards and criteria established in Section 6 of the ordinance. The liquor license renewal applications are in accordance with all ordinances and the Police Department has conducted reviews of the applications.

According to the provisions of Section 5 of Ordinance No. 680-85 a member of the Council or the public may request a public hearing on any of the liquor license renewal requests. If such a public hearing request is made, a hearing will be scheduled and held on the license. It is important that any request for such a hearing include reasons for said hearing.

FINANCIAL IMPLICATIONS:

A renewal fee of \$35 has been paid by the applicant.

Attachments: