



**MINUTES**  
**City Council Meeting**  
**Monday, October 19, 2020 6:00 PM**

**COUNCIL PRESENT:** Stan Pulliam, Mayor, Jeremy Pietzold, Council President, John Hamblin, Councilor, Laurie Smallwood, Councilor, Jan Lee, Councilor, Carl Exner, Councilor, and Bethany Shultz, Councilor

**COUNCIL ABSENT:**

**STAFF PRESENT:** Jordan Wheeler, City Manager, Jeff Aprati, City Recorder, Kelly O'Neill, Development Services Director, Greg Brewster, IT/SandyNet Director, Tyler Deems, Finance Director, Andi Howell, Transit Director, David Doughman, City Attorney, Mike Walker, Public Works Director, and Ernie Roberts, Police Chief

**MEDIA PRESENT:** Sandy Post

**1. MEETING FORMAT NOTE**

The City Council conducted this meeting electronically via the Zoom platform. A video recording of the meeting is available on the City's YouTube channel:  
[https://www.youtube.com/channel/UCbYEclgC6VW\\_mV2UJGyvYfg](https://www.youtube.com/channel/UCbYEclgC6VW_mV2UJGyvYfg)

**2. CITY COUNCIL WORK SESSION - 6:00 PM**

**2.1. Comprehensive Plan Future Steps**

8 - 14

Staff Report - 0239

The **Development Services Director** referred to the staff report, which outlines important considerations for updating the Comprehensive Plan (Comp Plan). He noted that limited grant funding may be available through the State technical assistance program. His presentation slides are attached to these minutes. He noted that the Comp Plan was last revised in 1997, and that substantial growth has occurred in the city since that time. He stated that the amount of public engagement/outreach the Council desires for this process will impact the required timeline and funding. He stated that the city may need to hire a consultant to assist with the process, depending on the scope approved by the Council. He noted that the total cost of the update could range from \$200,000 to \$350,000.

**Mayor Pulliam** asked whether the cost of the project could be split between multiple budget cycles. The **City Manager** confirmed this is the case, and noted that the bulk of the public engagement work would be concentrated in the first year. The **Mayor** proposed seeking funding assistance from the Ford Family Foundation.

**Councilor Lee** asked whether the results of recent planning studies could be used during the Comp Plan update process, thus reducing the total amount of work required. The **Development Services Director** agreed that this is the case, but that HB 2003 requires the city to perform some of that work again by 2024. He stated there may be some funding assistance available for these purposes.

**Council President Pietzold** asked whether the 1997 update was performed in-house. The **Development Services Director** stated he was unsure, though he noted that several other long-range plans were updated at approximately the same time. **Council President Pietzold** noted that the previous planning effort predicted the city would grow much faster than it ultimately did. The **Development Services Director** noted the importance of ensuring the goals and policies of the updated Comp Plan are implemented through the City's Development Code.

**Councilor Lee** asked whether HB 2001 requires any special zoning. The **Development Services Director** stated he believes it only requires modification to the Development Code, though the state will be consulted during the update process to ensure compliance.

The **City Manager** stated that the scope of the update should be discussed during the goal setting session in January.

**Council President Pietzold** proposed the idea of hiring a full time temporary staff member to assist in managing the update process. The **City Manager** agreed that could be beneficial, but noted that budget impacts would need to be considered.

**Councilor Lee** noted some cities have used retired professionals to assist with such work.

**Mayor Pulliam** thanked staff, and expressed support for engaging the public in a community visioning process.

[Comprehensive Plan presentation](#)

2.2. **Coronavirus Relief Funds**

Staff Report - 0331

The **Finance Director** summarized the staff report, which addresses the disposition of the \$349,342.11 in CARES Act funding allocated to the City. Approximately \$225,000 has been spent thus far, staff believes that another \$20,000 will be needed over the next two months to cover any additional personal protective equipment, cleaning/sanitization of public spaces, payroll costs associated with employees who are required to quarantine, and any other unanticipated expenses. This leaves approximately \$100,000 in remaining funds, which must be spent by the end of the year. Several options exist for the Council's consideration, including small business interruption grants, grants to landlords who have been impacted by COVID-19 (due to moratoriums), and grants to community members who have been impacted by COVID-19 for payment towards utility balances. He noted that CARES Act funds cannot be used for direct revenue replacement.

**Mayor Pulliam** asked whether grants to assist with utility balances could be the size of the average outstanding debt. The **Finance Director** noted that moving in this direction should include a discussion of reinstating shutoff policies for non-payment, due to the large and growing outstanding balances on some accounts.

The **Finance Director** referred to an existing utility assistance program at the City of Hillsboro that could serve as a possible example, which involves a partnership with a local non-profit entity for management purposes. He suggested a similar arrangement could work for Sandy.

**Councilor Lee** asked about possible rent assistance for businesses. The **Finance Director** agreed this is a possibility, and noted that different hybrids of the suggested options could be pursued.

**Council President Pietzold** ask how the City could ensure that funding assistance intended for utility payments is actually applied for that purpose. The **Finance Director** replied that proof of adverse impact from the pandemic could be required ahead of time. Staff require legal advice on the possibility of sending funds directly to utility companies, due to the fact that applying relief funds to city utility accounts could potentially be construed as revenue replacement. Partnering with an outside organization to administer the program could potentially mitigate this issue.

**Councilor Shultz** expressed concern over applying funds directly to city utility accounts, as well as the short timeline to use the funds. She suggested that a business assistance program, which has already been done earlier in the year, could potentially be more prudent. She stated that if utility assistance is pursued, a third party organization would indeed need to be engaged. **Mayor Pulliam** noted that most of the likely organizations which which the City could partner have limited staff capacity.

The **Finance Director** noted that reinstating shutoff policies could be an additional factor ensuring that relief funds are used as intended.

**Councilor Smallwood** expressed support for keeping funds within the community, either in the form of business assistance or rent assistance.

**Councilor Lee** asked about the possibility of spending funds in December for bills due in January. Staff committed to looking into this issue.

**Councilor Exner** expressed support for direct assistance for businesses and/or individuals, rather than for utility bills.

**Council President Pietzold** asked whether any past due city utility accounts are for multifamily dwelling complexes. The **Finance Director** stated that he could assemble this data in the near future. **Council President Pietzold** stated that some local businesses are likely to close due to the pandemic, and that assistance to such businesses could be helpful.

**Councilor Exner** noted that thought would need to be given to how to allocate business grants in a manner that would be most effective.

**Mayor Pulliam** expressed support for the small business interruption grant concept. He suggested that the City could move forward with these now, and revisit the question of past due utility accounts at a future time. The ad hoc business grant committee used earlier this year could be engaged again to develop grant parameters and application evaluation criteria. The Council expressed its consensus for this approach.

**Councilor Lee** expressed support for providing assistance for local charities such as Sandy's Helping Hands, the Sandy Community Action Center, and AntFarm. The **Finance Director** noted that COVID-19 related losses need to be demonstrated to receive CARES Act funds, and that staff would look into this issue. He proposed that such organizations would need to go through the same application process as other entities. Similarly, landlords and property

owners who run rental businesses could submit applications for the committee's consideration. The Council expressed support for this approach, and stated that the committee would need to determine whether to issue new grants to entities that received assistance in the first round.

**3. CITY COUNCIL REGULAR MEETING - 7:00 PM**

**4. Pledge of Allegiance**

**5. Roll Call**

**6. Changes to the Agenda**

**7. Public Comment**

None

**8. Consent Agenda**

8.1. **City Council Minutes - 5 Oct 2020**

8.2. **Transit Vehicle Purchase Authorization**

Staff Report - 0327

**Moved by John Hamblin, seconded by Carl Exner**

***Approve the Consent Agenda***

**CARRIED. 7-0**

Ayes: Stan Pulliam, Jeremy Pietzold, John Hamblin, Laurie Smallwood, Jan Lee, Carl Exner, and Bethany Shultz

**9. New Business**

9.1. **CM/GC Contract for the Collection System Rehabilitation Project**

Staff Report - 0330

The **Public Works Director** stated that a recommendation to award the contract was prepared based on the results of the bid evaluation process. However, one of the bidders has filed a formal protest. Based on the advice of the **City Attorney**, staff now recommends the Council defer awarding the contract until the protest process is resolved. The Council accepted this recommendation and will consider the matter at a future meeting.

**10. Report from the City Manager**

The **City Manager** noted the City submitted an application for WIFIA funding to assist with the wastewater system improvement project. He thanked those who assisted in the effort and expressed optimism regarding the City's prospects for securing funding. He mentioned the Parks Master Plan virtual open house, the input deadline for which has been extended.

**11. Committee /Council Reports**

**Councilor Shultz:** none

**Councilor Exner:** encouraged participation in the parks master plan input process. He noted the recent tour of Roslyn Lake attended by Rep. Williams. He stated that the Arts Commission will forego meetings until 2021.

**Councilor Lee:** stated that much of Sandy's population growth took place under previous city leadership, stating that the city's growth rate last year was 1.93%, and was less than that in the two years prior. She stated that in contrast, in 2016 the growth rate was double the current rate, and in 2010 it was triple. She also mentioned the emerging possibility of generating hydro power in pipelines - technology featured at the recent LOC conference.

**Councilor Hambin:** none

**Councilor Smallwood:** noted the recent Parks and Trails Advisory Board meeting, at which the new code of conduct was discussed.

**Council President Pietzold:** mentioned the recent Economic Development Committee meeting, at which potential Urban Renewal projects were discussed. The 362nd / Bell extension project was also discussed.

**Mayor Pulliam:** thanked **Councilor Exner** and city staff for assisting with the Roslyn Lake tour. He stated that the major wastewater improvement projects underway will be this council's legacy, and he praised the innovative thinking that led to the Roslyn Lake concept. He mentioned the upcoming Trick or Treat Trail organized by the Chamber of Commerce.

**12. Staff updates**

12.1. [Monthly Reports](#)

**13. Adjourn**

**14. CITY COUNCIL EXECUTIVE SESSION**

Following the adjournment of the regular meeting, the City Council met in executive session pursuant to ORS 192.660(2)(f) and (2)(h).



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Mayor, Stan Pulliam



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City Recorder, Jeff Aprati



# Comprehensive Plan



## Why complete an update to the Comprehensive Plan?

City Council set the following goal for the 2019-2021 biennium:  
“Comprehensive Plan: Initiate an update of the city's  
Comprehensive Plan.”

Review options and approve an implementation strategy to update the Comprehensive Plan. Depending on the implementation strategy, begin the public engagement process for the Comprehensive Plan update.

# Why complete an update to the Comprehensive Plan?

## Population Increase:

1997 – 5,091

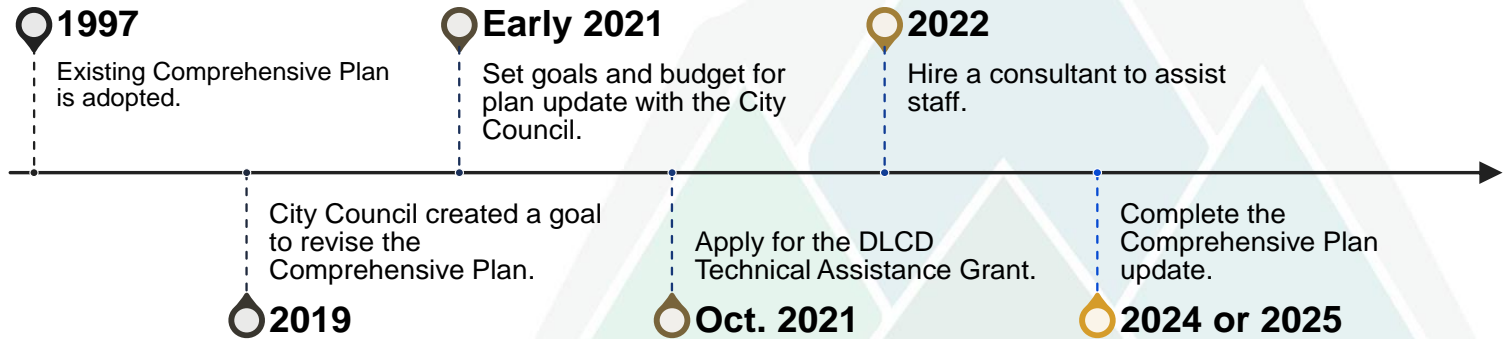
2000 – 5,602

2010 – 9,651

2018 – 11,326

Now – close to 12,000

# Timeline of the Comprehensive Plan



## Anticipated cost

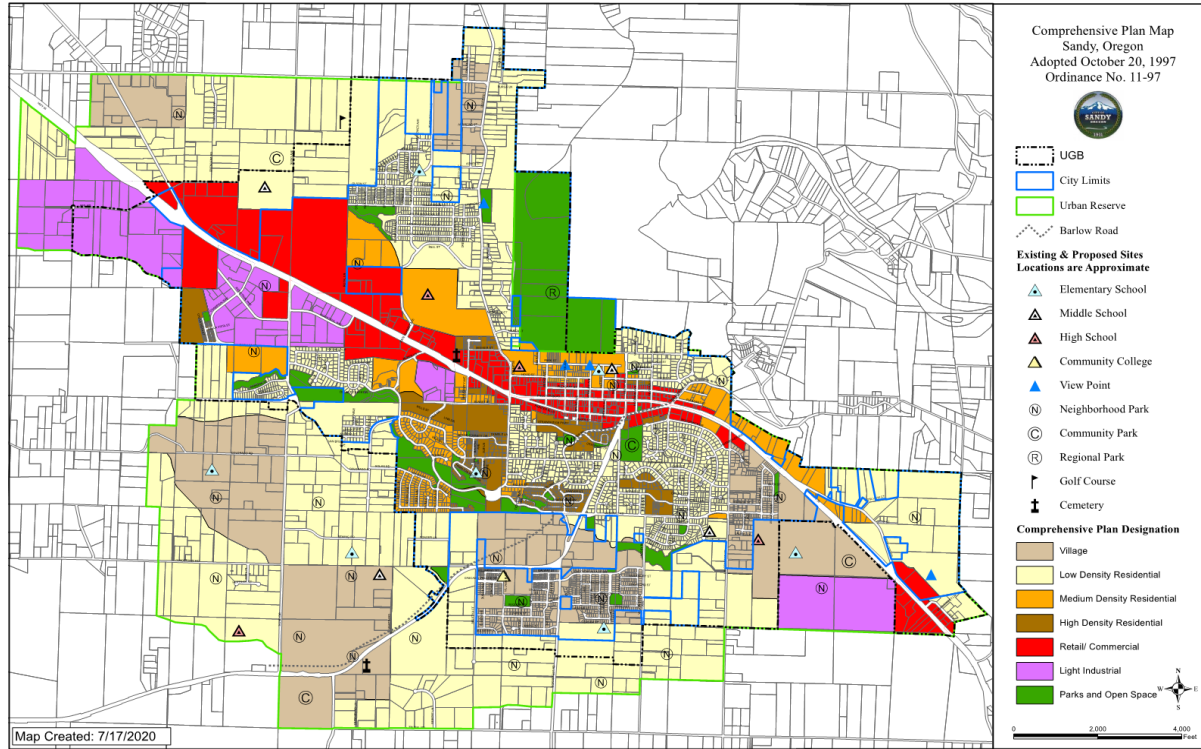
\$200,000 - \$350,000

DLCD Technical Assistance Grant: Up to \$70,000

Out of Pocket for the City of Sandy:

Between \$130,000 and \$280,000 if we receive the grant  
from DLCD

# Existing Comprehensive Plan



## **Next Steps**

**Meet with the City Council in early 2021 to define the scope of the Comprehensive Plan and create a budget for inclusion in the 2021-2023 budget.**

