



TUALATIN CITY COUNCIL

OFFICIAL WORK SESSION MEETING MINUTES

FOR OCTOBER 27, 2025

PRESENT: Council President Valerie Pratt, Councilor Maria Reyes, Councilor Cyndy Hillier, Councilor Christen Sacco, Councilor Octavio Gonzalez

ABSENT: Mayor Frank Bubenik, Councilor Bridget Brooks

Council President Pratt called the meeting to order at 6:03 p.m.

1. *Parks and Trails Project Update.*

Parks and Recreation Director Dustin Schull and Project Manager Kira Hein presented an update on the Parks and Trails Bond. Manager Hein stated that the bond funds six primary areas: trail connections, new river access, athletic field improvements, upgrades to existing parks, natural areas, and play equipment replacements. She explained that project updates are being communicated through Council briefings, the City's website, newsletters, email notifications, and social media.

Manager Hein shared updates on several ongoing projects, including the Nyberg Creek Trail connections, new river access locations, and athletic field investments. She stated that this year's utility fee will fund the replacement of the playground at Tualatin Community Park. Manager Hein stated over the summer, staff conducted public outreach engaging 435 participants across eight community events to gather input on equipment preferences for the park. The upgraded playground will accommodate approximately 200 children and incorporate inclusive and accessible play features. She stated construction is scheduled to begin in April 2026, and the city has secured grant funding to assist with project costs.

Manager Hein also provided updates on American Rescue Plan Act (ARPA) projects. She stated that construction of Las Casitas Park is nearing completion and expected to open early 2026. Manager Hein stated Basalt Creek Linear Park will be built in two phases, with construction anticipated to begin in late spring or early summer 2026.

Councilor Gonzalez expressed concern about the long-term cost of maintaining new parks and facilities. Director Schull stated that certified playground auditors will complete inspections and a formal maintenance plan will be implemented to ensure the sustainability of new amenities.

Councilor Gonzalez asked about the City's use of turf in parks. Director Schull explained that while turf has a higher initial cost, it meets accessibility standards and reduces long-term maintenance needs compared to wood chips.

Councilor Sacco thanked staff for their work and expressed confidence in the department's approach.

Council President Pratt asked when athletic field improvements might occur. Director Schull stated that staff are collaborating with the Tigard-Tualatin School District and finalizing a facilities study. He stated improvements could begin in late 2026.

Council President Pratt asked whether the Byrom Elementary School fields could be utilized for future projects. Director Schull stated that grading issues at the site would make development challenging.

Council President Pratt asked about coordination between the proposed riverfront park and the Downtown Revitalization Project. Director Schull stated that staff are closely coordinating the two projects to ensure the new park complements downtown as a public gathering space.

2. Request for Council Presentation.

Council consensus was reached to allow a future presentation from the Tualatin High School Grad Night Committee.

Councilor Hillier requested that staff bring forward potential funding options for Council consideration.

3. Council Meeting Agenda Review, Communications & Roundtable.

Councilor Sacco stated she attended the Inclusion, Diversity, Equity, and Access (IDEA) Committee meeting.

Councilor Reyes stated she attended the Council Committee on Advisory Appointments (CCAA) meetings.

Councilor Gonzalez stated he attended the ribbon cutting for a local business and the West Linn Chamber of Commerce mixer, where they discussed the Willamette Falls project.

Council President Pratt stated she attended the Greater Portland Inc. Economic Summit, staffed the city booth at the Grange Gathering Market, attended the League of Oregon Cities (LOC) Conference, and participated in the Pumpkin Regatta and Regatta Run. She also attended the Council Committee on Advisory Appointments meetings.

Assistant City Manager Don Hudson presented the Manager's Report. He shared that recruitment for several open positions is underway. He stated that paving and maintenance work throughout the city is progressing as scheduled and that the Basalt Creek trail design phase is advancing. Director Hudson also highlighted recent community engagement efforts, including attendance at fall events and ongoing promotion of preparedness and park projects.

Adjournment

Council President Pratt adjourned the meeting at 6:52 p.m.

Sherilyn Lombos, City Manager

Nicole Morris / Nicole Morris, Recording Secretary

Frank Bubenik / Frank Bubenik, Mayor

CC WS Minutes 10-27-25

Final Audit Report

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ABSENT: Mayor Frank Bubenik, Councilor Bridget Brooks

Call to Order

Council President Pratt called the meeting to order at 7:00 p.m.

Pledge of Allegiance

Announcements

1. Proclamation Declaring October 23-31, 2025 Red Ribbon Week in the City of Tualatin

Tualatin LEAP Youth Alliance presented information about Red Ribbon Week. Students shared details about upcoming events and activities designed to promote healthy, substance-free lifestyles among youth and families in the community. They highlighted outreach efforts and emphasized the importance of education and awareness in supporting positive choices.

Councilor Hillier read the proclamation declaring October 23-31, 2025, as Red Ribbon Week in the City of Tualatin.

2. Proclamation Declaring November 2025 as Native American Heritage Month in the City of Tualatin

Councilor Reyes read the proclamation declaring November 2025 as Native American Heritage Month in the City of Tualatin.

3. New Employee Introduction- Human Resource Assistant Cathie Recker

Human Resources Director Stacy Ruthrauff introduced Human Resource Assistant Cathie Recker. The Council welcomed her.

4. New Employee Introduction- Finance Accountant Julie Ziurinskas

Assistant Finance Director Matt Warner introduced Finance Accountant Julie Ziurinskas. The Council welcomed her.

Public Comment

None.

Consent Agenda

Motion to adopt the consent agenda made by Councilor Sacco, Seconded by Councilor Hillier.
Voting Yea: Council President Pratt, Councilor Reyes, Councilor Hillier, Councilor Sacco, Councilor Gonzalez

MOTION PASSED

1. Consideration of Approval of the Work Session and Regular Meeting Minutes of September 22, 2025
2. Consideration of Approval of a New Liquor License Application for Bull Mountain Management LLC dba Apex Golf Club
3. Consideration of Approval of a New Liquor License Application for Child Logistics Inc.
4. Consideration of Approval of a New Liquor License Application for PJM LLC dba Lee's Kitchen
5. Consideration of **Resolution No. 5920-25** Authorizing the City Manager to Execute an Intergovernmental Agreement with the Department of Consumer and Business Codes Division and other Municipalities for the Purpose of Providing Building Services, Plan Review Services, or Inspection Services to One Another
6. Consideration of **Resolution No. 5921-25** Authorizing the City Manager to Sign an Intergovernmental Agreement with Metro for the Operation of the Sharps Collection Box Pilot Program
7. Consideration of **Resolution No. 5922-25** Authorizing Amendment No. 1 to the Contract with Consor for Engineering Services for the Water Reservoir & Pump Station at ASR Project
8. Consideration of **Resolution No. 5923-25** Authorizing the City Manager to Apply for and Accept Community Development Block Grant Funds to Install Flashing Beacons for Pedestrian Safety
9. Consideration of **Resolution No. 5925-25** Authorizing the Purchase and Replacement of Tualatin Community Park Playground Equipment and Surface through an Interstate Cooperative Procurement Program

Public Hearings - Legislative or Other

1. Consideration of **Ordinance No. 1453-25** Amending Chapter 4-01- Building Codes, of the Tualatin Municipal Code to Adopt State of Oregon Building Codes By Reference

Council President Pratt opened the hearing in accordance with state law.

Community Development Director Aquilla Hurd-Ravich and Building Official Samantha Vandagriff presented an ordinance amending Chapter 4-01 of the Tualatin Municipal Code to adopt the State of Oregon Building Codes by reference. Official Vandagriff stated that the Oregon Building Code is updated on a three-year cycle to align with standards and ensure consistency across jurisdictions. She explained that the proposed ordinance adopts the latest state codes with only minimal local amendments, primarily administrative in nature. Official Vandagriff noted that this adoption process allows the city to maintain its certification with the State Building Codes Division

and ensures that plan review and inspection services reflect current safety standards. She added that this year's code updates include provisions related to energy efficiency, structural safety, and accessibility improvements. Official Vandagriff stated that local contractors and builders have been notified of the changes and that staff will continue to provide educational materials and guidance to support implementation.

PUBLIC COMMENT

None.

COUNCIL QUESTIONS

None.

Council President Pratt closed the hearing.

Motion for first reading by title only made by Councilor Sacco, Seconded by Councilor Hillier.
Voting Yea: Council President Pratt, Councilor Reyes, Councilor Hillier, Councilor Sacco, Councilor Gonzalez

MOTION PASSED

Motion for second reading by title only made by Councilor Sacco, Seconded by Councilor Hillier.
Voting Yea: Council President Pratt, Councilor Reyes, Councilor Hillier, Councilor Sacco, Councilor Gonzalez

MOTION PASSED

Motion to adopt Ordinance No. 1453-25 amending chapter 4-01- building codes, of the Tualatin Municipal Code to adopt State of Oregon building codes by reference made by Councilor Sacco, Seconded by Councilor Hillier.
Voting Yea: Council President Pratt, Councilor Reyes, Councilor Hillier, Councilor Sacco, Councilor Gonzalez

MOTION PASSED

General Business

1. Consideration of **Resolution No. 5924-25** Adopting the City of Tualatin Food, Beverage and Apparel Policy for Elected and Appointed City Public Officials

City Attorney Kevin McConnell presented the City of Tualatin Food, Beverage, and Apparel Policy for elected and appointed public officials. He stated that the Oregon Government Ethics Commission had issued recent clarifications on compensation and benefits for public officials, particularly regarding meals, apparel, and similar items provided by a public agency. Attorney McConnell explained that, historically, the City Council has amended its official compensation package to ensure compliance with state ethics laws. He noted that the Ethics Commission advised that one way to address potential conflicts of interest and provide transparency is to adopt a formal policy specifying when such benefits may be accepted.

Attorney McConnell stated the proposed policy outlines allowable provisions for food and beverages served at official city meetings or events, as well as guidelines for city-issued apparel. He stated that this policy provides clarity and consistency for both elected and appointed officials and protects the City from inadvertent ethics violations.

Motion to adopt Resolution No. 5924-25 adopting the City of Tualatin Food, Beverage and Apparel Policy for elected and appointed City Public Officials made by Councilor Sacco, Seconded by Councilor Hillier.

Voting Yea: Council President Pratt, Councilor Reyes, Councilor Hillier, Councilor Sacco, Councilor Gonzalez

MOTION PASSED

2. Consideration of Ordinance No. 1452-25 Imposing a 0.3% Privilege Tax on Portland General Electric Company

Motion to adopt Ordinance No. 1452-25 imposing a 0.3% privilege tax on Portland General Electric Company made by Councilor Sacco, Seconded by Councilor Hillier.

Voting Yea: Council President Pratt, Councilor Reyes, Councilor Hillier, Councilor Sacco

Voting Nay: Councilor Gonzalez

MOTION PASSED

Council Communications

Council President Pratt stated that several residents have expressed concerns regarding the presence of Immigration and Customs Enforcement (ICE) in the area. She reminded the public that the City Council previously adopted Resolution No. 5319-17, declaring the City of Tualatin an Inclusive City. Council President Pratt reaffirmed the City's ongoing commitment to inclusivity, respect, and safety for all residents.

Adjournment

Council President Pratt adjourned the meeting at 7:40 p.m.

Sherilyn Lombos, City Manager

Nicole Morris / Nicole Morris, Recording Secretary

Frank Bubenik / Frank Bubenik, Mayor

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