



TUALATIN CITY COUNCIL

OFFICIAL WORK SESSION MEETING MINUTES FOR SEPTEMBER 08, 2025

PRESENT: Mayor Frank Bubenik, Council President Valerie Pratt, Councilor Bridget Brooks, Councilor Maria Reyes, Councilor Cyndy Hillier, Councilor Octavio Gonzalez

ABSENT: Councilor Christen Sacco

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

1. Update on the Neighborhood Transportation Safety Program.

City Engineer Mike McCarthy and Engineering Associate Abby McFetridge presented an update on the Neighborhood Transportation Safety Program (NTSP). Associate McFetridge highlighted recently completed projects at Ibach and Columbia, Boones Ferry Road, and Nyberg and 65th. She stated that work is currently underway on crosswalk improvements at Hazelbrook Road. Associate McFetridge noted that the 2025–2026 NTSP cycle will have a budget of \$150,000 available for projects, and advertising for project suggestions is underway. She shared that project ideas can be submitted through the City's website.

Council President Pratt asked how evaluation criteria are applied to project suggestions. Associate McFetridge explained that projects are assessed on safety, equity, feasibility, and impact, and recommendations are reviewed by a steering committee for funding.

Councilor Gonzalez asked whether items such as speed bumps would qualify for the program. Associate McFetridge stated that speed reduction measures are an appropriate use of these funds.

Councilor Reyes asked what should be done if someone cannot submit a request online. Associate McFetridge stated that residents can contact her directly and she will assist in submitting the project.

Councilor Brooks asked if accident data is tracked to help determine project needs. Associate McFetridge confirmed that accident reports are reviewed to help identify priority locations.

Councilor Brooks asked whether there are projects planned in the Las Casitas area. Associate McFetridge explained how she applies the Transportation System Plan maps and equity considerations when reviewing potential projects.

Councilor Brooks asked if Councilors can submit ideas. City Attorney Kevin McConnell stated that Councilors may submit projects. Associate McFetridge added that names are redacted when project proposals are considered.

Councilor Hillier asked about the process for high-volume traffic crash areas. Engineer McCarthy stated that staff review crash reports to identify crash patterns.

Councilor Brooks asked about addressing sidewalk gaps. Engineer McCarthy stated that those projects are considered, and staff evaluate the best solutions.

Mayor Bubenik asked how many projects are typically completed each year. Associate McFetridge stated that one to two projects are completed annually.

2. Legislative Agenda Preparation.

Deputy City Manager Megan George and Policy Analyst Cody Field presented preparation for the 2026 Legislative Agenda. Deputy City Manager George reviewed the City's 2025 policy themes for the state agenda, which included transportation, housing, social services, resiliency and emergency preparedness, environment, downtown revitalization, local control and unfunded mandates, and capital projects. She explained these themes helped guide the selection of three priority projects pursued in the last session: seismic valving at City reservoirs, the Veteran's Plaza shade structure, and electric vehicle charging stations.

Manager George stated that expected policy themes in the upcoming session include transportation funding, the state's budget, transient lodging tax, rent assistance, economic stimulus efforts, and a fix to the Oregon Government Ethics Commission advisory opinion on food and beverage. She asked the Council for feedback on which items should be considered for inclusion in the City's 2026 agenda.

Council President Pratt asked if housing is expected to be a topic of discussion. Manager George stated it has been a recurring policy goal of the legislature and will likely remain a focus.

Council President Pratt expressed concerns with Measures 550 and 47 as well as eviction prevention.

Councilor Brooks stated she wants to ensure residents feel safe and protected, especially given concerns about an economic downturn, falling property values, and preparedness for both evictions and emergencies. She also emphasized the need for policies that stimulate the economy.

Councilor Reyes expressed concern about the economy and the importance of job security.

Councilor Hillier stated the policy themes from last year are still relevant. She said a community center should be made a priority and that eviction assistance remains an important issue.

Mayor Bubenik highlighted priorities related to housing and home rule, transient lodging tax, social services, housing and transportation cuts, competitive jobs, and the Oregon Government Ethics Commission's ruling on food and beverage and serial meetings.

Councilor Gonzalez stated he continues to support the 2025 policy themes. He expressed concern with potential government overreach and said priorities should remain focused on transportation, safety, and jobs.

Councilor Brooks added that internships, artificial intelligence, and innovation in technology should also be considered.

Analyst Field presented the federal legislative agenda, which included the 65th/Borland/Sagert Transportation Improvements Project, increased funding for the Community Development Block Grant (CDBG) Program, continued funding for the Community Fueling Infrastructure (CFI) Program, continued funding for the Railroad Crossing Elimination (RCE) Program, and protecting local government's ability to offer tax-exempt municipal bonds.

Council President Pratt stated she feels there is more support around the transportation improvement project but questioned whether accepting the current \$250,000 award is worth it or if the city should continue seeking full funding. Analyst Field explained that accepting the funding could federalize the project, which could limit flexibility. Manager George added that there is uncertainty about the best strategy and staff will continue evaluating.

Council President Pratt also asked about potential FEMA cuts and their impact on the city.

Councilor Reyes emphasized that protecting Tualatin as a community is a high priority, including protecting tax revenues, preventing business closures, and ensuring the city remains business friendly.

Councilor Hillier asked if the Veteran's Plaza shade structure could be considered for federal funding. Manager George stated there is currently no federal funding mechanism that fits the project and that Thorn Run has advised the city to pursue larger projects at that level. Staff will follow up with Thorn Run on whether a different strategy could work.

Councilor Brooks expressed concern about potential cuts to education and health services, and reiterated the importance of business friendliness, downtown revitalization, innovation, apprenticeships, and AI initiatives.

Mayor Bubenik stated he would prefer to decline the \$250,000 award for the transportation improvement project and have staff reevaluate whether another project may be a better fit for federal funding.

Manager George stated staff will return with a draft legislative agenda for Council consideration at a future meeting.

3. *Allocation of Funds to Outside Agencies.*

Councilor Hillier recused herself and stepped down from the dais for the discussion.

The Council deliberated and allocated funding for recipients. A resolution with final grant awards will be back at the next council meeting for approval.

4. *Request for Review of Tow Ordinance Rates.*

Assistant City Manager Don Hudson presented a request from one of the towing companies operating in Tualatin to increase the city's maximum allowable towing rates. He explained that the city currently sets the maximum rates charged by towing companies for involuntary tows within Tualatin city limits, with the last adjustment made in 2020. Director Hudson stated the request was for an increase to better align with rising operating costs, including labor, fuel, insurance, and equipment. He noted that there are ten towing companies registered to operate in the city.

Councilor Brooks asked how many tow companies are in Tualatin. Director Hudson stated there are ten licensed operators, though only one submitted this request.

Councilor Brooks asked whether the other companies were still in business and if they had expressed opinions about a rate adjustment. She wants to be mindful of raising costs for community members without hearing from all operators.

Mayor Bubenik asked about the level of effort required for staff to update the rates. Director Hudson stated it would be a relatively simple process involving a code amendment to adjust the fee schedule and returning the revised rates to Council for consideration.

Councilor Reyes asked about the impact of higher towing rates on residents.

Councilor Gonzalez spoke in opposition to the request, expressing concern about the affordability burden on residents and questioning whether a rate increase was justified without broader input.

Councilor Hillier asked how many cars are typically towed in Tualatin each year. Director Hudson explained that the city does not track towing activity since most tows occur on private property.

Councilor Hillier asked for a comparison of rates in other regional cities to provide context for the request.

Council reached consensus to have staff conduct a market rate study of towing fees in comparable jurisdictions and bring the results back for further consideration before making any changes.

5. Council Meeting Agenda Review, Communications & Roundtable.

Assistant City Manager Don Hudson presented the Manager's Report. He shared that the school district is hosting back-to-school nights with participation from the City's community engagement team. He reminded residents to observe reduced speeds in school zones. Annual CIO meetings are underway, and the city will host a booth at the upcoming Winona Grange Gathering Market. He reported that the library lighting project has been completed, and the library has reopened, noting that the summer reading program was a success. He added that preparations are underway for the Tualatin Community Preparedness Fair, construction has begun on the Nyberg Creek Trail project, and the badge access project at the Tualatin City Services Center is in progress.

Councilor Hillier reported she attended the Washington County Consolidated Communications Agency meeting.

Councilor Brooks reported that she attended the Family Promise re-opening, National League of Cities meetings, and the Stafford-Hamlet meet and greet.

Council President Pratt reported that she attended the lunch at the Juanita Pohl Center, the school district's Welcome Back celebration, the Family Promise open house, the Community Advisory Committee meeting, the C4 meeting, the Historical Society fundraiser, and the Stafford-Hamlet meet and greet.

Mayor Bubenik reported that he attended the Metro Mayors Consortium meeting, the Greater Portland Inc. meeting, the AI Seminar hosted by the Tualatin Chamber, the Historical Society fundraiser, the Stafford-Hamlet meet and greet, and the Aging Task Force.

Adjournment

Mayor Bubenik adjourned the meeting at 6:55 p.m.

Sherilyn Lombos, City Manager

Nicole Morris

/ Nicole Morris, Recording Secretary

Frank Bubenik

/ Frank Bubenik, Mayor

CC WS Minutes 9-8-25

Final Audit Report

2025-09-26

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FOR SEPTEMBER 08, 2025

PRESENT: Mayor Frank Bubenik, Council President Valerie Pratt, Councilor Bridget Brooks, Councilor Maria Reyes, Councilor Cyndy Hillier, Councilor Octavio Gonzalez

ABSENT: Councilor Christen Sacco

Call to Order

Mayor Bubenik called the meeting to order at 7:01 p.m.

Pledge of Allegiance

Announcements

1. Proclamation Declaring the Month of September 2025 as National Preparedness Month in the City of Tualatin

Council President Pratt read the proclamation declaring the month of September 2025 as National Preparedness Month in the City of Tualatin.

Management Analyst Lindsay Marshall encourage all residents to practice preparedness. Tualatin CERT Team members accepted the proclamation.

2. Proclamation Declaring September 11 as 9/11 Remembrance Day

Councilor Hillier read the proclamation declaring September 11th as 9/11 Remembrance Day.

3. Proclamation Declaring September 15-October 15, 2025 as Hispanic Heritage Month

Councilor Reyes and Councilor Gonzalez read the proclamation declaring September 15-October 15, 2025 as Hispanic Heritage Month.

Public Comment

Danny O'Neal expressed concerns with the Norwood Development, specifically the communications between the city and the developer regarding the size of the planter strip. He emphasized the importance of protecting the existing trees in the area and requested that the city make efforts to preserve them.

Ken Allen spoke regarding tree preservation along Norwood Road. He stated that City staff have sent emails suggesting positions that conflict with City Engineer Mike McCarthy's previous statement that tree preservation was a priority. Mr. Allen requested that the Council give staff the authority to move forward with preserving the trees.

Consent Agenda

Motion to adopt the consent agenda made by Council President Pratt, Seconded by Councilor Brooks.

Voting Yea: Mayor Bubenik, Council President Pratt, Councilor Brooks, Councilor Reyes, Councilor Hillier, Councilor Gonzalez

MOTION PASSED

1. Consideration of Approval of the Work Session and Regular Meeting Minutes of August 25, 2025
2. Consideration of Resolution Nos. 5908-25, 5909-25, 5910-25 Accepting Grant Funds for Traffic Safety Enforcement through the Oregon Department of Transportation

Special Reports

1. Tualatin Community Emergency Response Team (CERT) 2024-2025 Annual Report

Management Analyst Lindsey Marshall and CERT President Cathy Holland, along with Board Members Andy Wilson, John Carmody, Heather Schlacter, and Allen Parachini, presented the annual CERT report. President Holland reported that CERT hosted the annual Emergency Preparedness Fair and provided in-person basic training. She stated the program currently has 195 trained members, with 125 active, 83 ham radio license holders, and 64 GMRS radio license holders. President Holland stated CERT mobilizes at community events such as the Blender Dash, Viva Tualatin, and the Pumpkin Regatta to assist with parking lot management. Member Schlacter announced that the 3rd Annual Emergency Preparedness Fair will take place on September 13th at the Tualatin Library. Members Carmody and Wilson provided updates on the amateur radio program.

President Holland shared that while FEMA's future support is uncertain, Oregon has established a large CERT network, and Tualatin continues preparing citywide through partnerships with neighborhoods and businesses. She emphasized that Tualatin CERT is a 501(c)(3) volunteer-run organization supported by the City, offering programs such as Tualatin Neighborhood Ready and CERT training. Upcoming projects include completing the mobile communications unit, holding fall and spring CERT training, expanding the neighborhood radio network, planning the next preparedness fair, and adjusting programs as FEMA guidance changes. Member Parachini added that CERT will participate in a countywide training on October 25th and offer CPR classes to members.

Council President Pratt asked how someone can obtain a radio. President Holland stated that information on different makes and models are available on the CERT website. Member Wilson added that training on the devices is available through CERT.

Councilor Brooks asked about the status of the City's emergency plan. President Holland stated that CERT submitted their portion to the city for review. Director Hudson stated staff would check its current status.

Councilor Hillier stated she would like to see Tualatin CERT collaborate with Tualatin Together to support their Safety Town events.

Mayor Bubenik asked if refresher training courses are available for GMRS radios. Member Wilson stated CERT would be happy to host such training.

General Business

1. Consideration of **Resolution No. 5911-25** Supporting the Replacement of the Washington County Cooperative Library Services (WCCLS) Local Option Levy, Ballot Measure 34-345

Motion to adopt Resolution No. 5911-25 supporting the replacement of the Washington County Cooperative Library Services (WCCLS) Local Option Levy, Ballot Measure 34-345 made by Council President Pratt, Seconded by Councilor Brooks.

Voting Yea: Mayor Bubenik, Council President Pratt, Councilor Brooks, Councilor Reyes, Councilor Hillier, Councilor Gonzalez

MOTION PASSED

Council Communications

Councilor Brooks stated that the Manager position for the Regional Water Consortium is open and offered to share information with anyone interested.

Councilor Hillier raised concerns with the City's liquor license application process. She suggested considering an increase in the application fee and adding questions related to compliance and training requirements.

Mayor Bubenik asked if the City has the authority to change the application. City Attorney Kevin McConnell stated he would need to do some research.

Mayor Bubenik asked who is responsible for compliance. Police Officer Jeremy Rankin stated that enforcement is handled by OLCC.

Council President Pratt asked if the Council has authority to approve or deny liquor license applications. Attorney McConnell stated the city may provide a recommendation, but OLCC is the agency that makes final determinations.

Councilor Brooks requested additional information about liquor licensing before the Council considers any changes. Councilor Reyes agreed that more information would be useful.

Mayor Bubenik asked if staff could provide an informational training on liquor licensing. Attorney McConnell stated he could prepare materials for Council review.

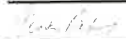
Adjournment

Mayor Bubenik adjourned the meeting at 8:18 p.m.

Sherilyn Lombos, City Manager



/ Nicole Morris, Recording Secretary



/ Frank Bubenik, Mayor

CC Minutes 9-8-25

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