



TUALATIN CITY COUNCIL

OFFICIAL WORK SESSION MEETING MINUTES

FOR APRIL 28, 2025

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

Work Session

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

1. Food Cart Policy Discussion.

Assistant Community Development Director Steve Koper and Senior Planner Erin Engman led a discussion on food carts. Planner Engman provided an overview of existing policies under Municipal Code Chapter 9-10, which require permits and stipulate conditions such as unobstructed vehicle and pedestrian access, on-site waste management, and self-contained systems. She noted that food carts may only operate on paved surfaces and only one is allowed per site, except in the Basalt Creek Employment zone where a pod is permitted. A zoning map of eligible locations was shared, and seating requirements under Oregon Health Authority rules were discussed. Staff asked for Council input on potential code amendments.

Councilor Sacco stated she supports exploring food carts in the CORA area to create a walkable community gathering space. She shared that the IDEA Committee had also expressed interest in food carts as a way to encourage economic diversity and community inclusion.

Councilor Brooks asked what other cities are doing to support food carts. She stated she liked how the City of Tigard offers opportunities for new food cart operators. She suggested allowing a drink or ice cream stand on the commons as a way to draw people to the area.

Council President Pratt stated she would like to see food carts at the lake during the summer. She asked what the screening requirements were. Planner Engman explained they involve landscaping intended to soften the look of the site.

Council President asked why food carts cannot be located on gravel lots. Planner Engman responded that the city requires all developed lots to be paved.

Councilor Reyes asked whether the gravel lot requirement is a city or state regulation. Director Koper clarified it is a city regulation.

Councilor Reyes stated she would like to learn more about food carts and explore other areas of the city for this opportunity.

Councilor Gonzalez stated he is interested in screening requirements to ensure food cart pods appear clean and well-maintained. He asked whether these sites would be located on private land or sponsored by the city.

Councilor Hillier stated she would like food carts to be allowed in more zones. She expressed interest in exploring potential outcomes of changing the code to allow food cart pods on gravel lots and learning how other cities are approaching food cart development.

Mayor Bubenik stated he would like to see how food carts could be allowed in the CORA area. He noted that any changes should consider traffic and parking impacts so the Council can understand potential unintended consequences of introducing food carts downtown.

2. City Council 2025 Priorities.

City Manager Sherilyn Lombos presented the City Council's 2025 priorities. She stated the Council met from February 28 to March 1 to develop updated priorities and team agreements. City Manager Lombos stated the team agreements we reaffirmed as: "We are one team," "We are prepared," "We are strategic," and "We are innovative." She asked if Council would like to include further definitions. Council consensus was to retain the abbreviated statements without added detail.

City Manager Lombos reviewed the Council's existing vision statements, which the Council affirmed without changes. She then presented the seven priority areas aligned with the vision.

Councilor Brooks stated that even if a topic is not explicitly listed, she does not want that to be a limiting factor. She would like to see neighborhood engagement applied broadly across city topics.

Councilor Gonzalez requested that the term CIO (Community Involvement Organization) be spelled out in future materials. He also suggested the City should breathe more life into the CIO program by discussing it more at committee meetings and increasing collaboration.

City Manager Lombos outlined outcomes and actions for the second and third priorities: housing and economic development.

Council President Pratt spoke to the economic development action related to destination signage. She noted it should focus on highlighting commons areas and their amenities.

Councilor Brooks asked if updated brochures are available as part of the city's brand refresh and expressed interest in adding more wayfinding markers throughout the city. City Manager Lombos responded that the Chamber Directory is the closest existing resource for a brochure.

City Manager Lombos shared outcomes and actions for the fourth priority, transportation.

Council President Pratt stated she appreciates receiving regular transportation updates.

Mayor Bubenik stated that both north-south and east-west connections in Basalt Creek are equally important. He wants to ensure promotion of TriMet service in the area so that the community is aware of available options.

Councilor Brooks emphasized the importance of communicating the city's unique features to residents.

City Manager Lombos presented outcomes and actions for the fifth priority, the environment.

Councilor Brooks stated she is interested in efforts to help cool the city and address urban heat.

City Manager Lombos shared information on the sixth priority, parks.

Council President Pratt stated she would like to see a partnership with the school district on playing fields added to the list. City Manager Lombos stated these efforts are related to the bond program.

City Manager Lombos thanked the Council for their feedback. She stated that staff appreciates the additional clarity on priorities, as it informs and directs the work of the organization. She noted that funding for the identified priorities will be incorporated and reflected throughout the upcoming budget process.

3. CORA Community Advisory Committee Appointments.

Mayor Bubenik stated that two Council members are needed to serve on the CORA Community Advisory Committee (CAC). He and Councilor Sacco will serve as primary members and proposed Council President Pratt as the alternate.

Councilor Brooks stated she supports the proposed appointments.

Councilor Reyes expressed a desire to serve on the committee and asked how the appointments were decided. Mayor Bubenik stated that he selected himself and Councilor Sacco because they had served on the original committee.

Mayor Bubenik stated that committee member appointments will return to the Council for final approval. City Manager Lombos clarified that while the categories of committee members were approved by Council, the individual names will not come back for confirmation.

Councilor Reyes asked why the Aging Task Force is listed as a defined category. Mayor Bubenik stated that it ensures representation from that segment of the community.

Councilor Reyes stated she would like a Spanish-speaking member included to better engage with that portion of the community. Economic Development Manager Sid Sidaro stated he would be presenting to the Latino Network and could seek a representative from the group. Council consensus was reached to add the Latino Networking group as a committee category.

City Manager Lombos stated that the CAC is not the only opportunity for community involvement and that there will be many opportunities to participate over the coming years.

Mayor Bubenik added that all Council members are Development Commissioners and will ultimately have decision-making authority on the process.

Council President Pratt asked how frequently the Council would receive updates. Manager Sidaro stated the Council representatives will report back as needed. City Manager Lombos stated milestone updates will also be provided.

Councilor Reyes stated she would like to be as involved as possible in the process.

Councilor Brooks expressed interest in being part of the creative process. She also emphasized the importance of considering environmental factors and parks planning.

Councilor Gonzalez stated he was concerned the Hispanic community was not originally included in the advisory committee and noted that they represent a significant portion of the population. He stated this should have been a first consideration.

Council President Pratt acknowledged it was an oversight and apologized for the impact.

Councilor Hillier concurred and acknowledged her role in the oversight.

Councilor Reyes stated it was unacceptable that representation for the Hispanic community was not included from the outset.

City Manager Lombos stated that staff will provide an update on committee selections once they are finalized.

4. Council Meeting Agenda Review, Communications & Roundtable.

City Manager Lombos presented her manager's report. She stated CIO meetings are underway and she continues to participate in WCCLS governance and funding discussions. She noted that a budget update will come to the Council in May. She provided updates on discussions related to police department facility needs and funding sources, stated that HR is bringing Paid Leave Oregon in-house to improve employee service, and reported that the city's AI policy is being developed alongside public education classes at the Juanita Pohl Center. She announced that Public Service Appreciation Week is next week and highlighted the new art installation at Veterans Plaza.

Councilor Gonzalez asked if there is an update on the EV charging station grant. City Manager Lombos stated there is no update at this time. Mayor Bubenik stated the city will continue to advocate for the funding.

Councilor Brooks reported attending the Policy Advisory Board meeting and noted the Veterans Plaza art installation is underway.

Councilor Sacco reported attending the IDEA Committee meeting, provided an update on the upcoming Pride Stride event, and noted her attendance at the State of the City event.

Councilor Hillier reported attending the Ibach CIO Annual Meeting, the State of the City, the Volunteer Celebration, and a town hall hosted by congressional representatives on Medicare and Social Security.

Council President Pratt reported attending the C4 Metro meeting and the Core Area Parking Advisory Committee meeting.

Mayor Bubenik reported attending the WEA Board Meeting, Sherwood's State of the City, a QPO tour with the Chamber, the League of Oregon Cities Legislative Update, a town hall with Representative Walters and Senator Wagner, the State of the City event, the Chamber Board Meeting, the MMC meeting, and the Volunteer Appreciation event.

Adjournment

Mayor Bubenik adjourned the meeting at 6:45 p.m.

Sherilyn Lombos, City Manager

Nicole Morris / Nicole Morris, Recording Secretary

Frank Bubenik / Frank Bubenik, Mayor










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TUALATIN CITY COUNCIL

OFFICIAL MEETING MINUTES
FOR APRIL 28, 2025

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

Call to Order

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

Pledge of Allegiance

Announcements

1. Proclamation Declaring the Week of May 4-10, 2025 as Public Service Recognition Week in the City of Tualatin

Human Resources Director Stacy Ruthrauff introduced public service recognition week honoring city employees.

Councilor Gonzalez read the proclamation declaring the week of Week of May 4-10, 2025 as Public Service Recognition Week in the City of Tualatin.

2. Proclamation Declaring the Week of May 11-17, 2025 as National Police Week in the City of Tualatin

Police Chief Greg Pickering introduced National Police Week.

Council President Pratt read the proclamation declaring the week of May 11-17, 2025 as National Police Week in the City of Tualatin.

3. Proclamation Declaring May 11-17, 2025 as National Prevention Week in the City of Tualatin

Members of the Tualatin High School Leadership, Education, Advocacy, and Prevention (LEAP) Youth Alliance presented on National Prevention Week. They explained that LEAP is a student-led club focused on substance misuse prevention and the importance of mental health as a contributing factor. The students shared that the club uses evidence-based strategies to raise awareness and empower youth to make healthy choices.

They described National Prevention Week as an opportunity to educate peers about the science behind addiction and promote informed decision-making. Events planned for the week include school outreach and activities designed to engage students in substance use prevention.

Councilor Sacco thanked the students for their leadership and advocacy.

Councilor Hillier read the proclamation declaring May 11-17, 2025 as National Prevention Week in the City of Tualatin.

4. Gathering Market at Winona Grange Announcement

Council President Pratt and Councilor Hillier announced the The Winona Grange Gathering Market to be held every fourth Sunday, May-September, 2025, at the Winona Grange. The market will include farmers, food vendors, artisans, musicians, and story time for children.

5. Proclamation Declaring April 30, 2025 as Vietnamese-American Remembrance Day in the City of Tualatin

Thao Tu, President of the Vietnamese Community of Oregon, thanked the Council for approving the proclamation for Vietnamese-American Remembrance Day.

Councilor Sacco read the proclamation declaring April 30, 2025 as Vietnamese-American Remembrance Day in the City of Tualatin.

6. New Employee Introduction- Community Development Director Aquilla Hurd-Ravich

City Manager Sherilyn Lombos introduced Community Development Director Aquilla Hurd-Ravich. The Council welcomed her.

Public Comment

None.

Consent Agenda

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

MOTION PASSED

1. Consideration of Approval of the Work Session and Regular Meeting Minutes of April 14, 2025
2. Consideration of Approval of a New Liquor License Application for Tualatin Luxor Nails and Spa
3. Consideration of Approval of a New Liquor License Application for Oregon Wine Services and Storage
4. Consideration of Approval of Late Liquor License Renewal for 2025
5. Consideration of **Resolution No. 5874-25** Authorizing the City Manager to Execute a Grant Agreement for a Metro Area Communications Commission Grant; and Appropriating Special Purpose Revenues in the City's General Fund During the FY 2024-25 Budget
6. Consideration of **Resolution No. 5875-25** Authorizing the City Manager to Execute an Agreement with Washington County for Installation of Photo Enforcement Equipment Along Washington County Roads
7. Consideration of **Resolution No. 5876-25** Authorizing the City Manager to Execute a Professional Services Agreement with Otak, Inc. for Martinazzi Sewer Trunk Upsizing (Priorities 3 & 4) - Engineering and Construction Management

8. Consideration of **Resolution No. 5877-25** Authorizing the City Manager to Amend and Extend a Contract for Street Sweeping Operations with Great Western Sweeping
9. Consideration of **Resolution No. 5878-25** Authorizing Acceptance of Grant Funds for Retail Theft Enforcement
10. Consideration of **Resolution No. 5879-25** Awarding a Contract for Construction of Little Woodrose Park Rehabilitation Project

Special Reports

1. Outside Agency Grant Awardee- Tualatin Food Pantry

Tualatin Food Pantry Executive Director Danielle Schneider presented an update on the pantry's services. She stated the pantry operates out of Rolling Hills Community Church and provides low-barrier access to food and supplies. Director Schneider stated clients can access the pantry twice per month and receive five days' worth of provisions. She noted that the pantry currently serves over 1,050 households monthly, totaling more than 4,000 people.

Council President Pratt asked about locally grown produce. Director Schneider stated many community members donate homegrown fruits and vegetables, which are very popular.

Councilor Reyes asked how the pantry ensures services are not abused. Director Schneider explained that they use a tracking system through the Oregon Food Bank.

Councilor Brooks asked why the Oregon Food Bank is providing fewer supplies. Director Schneider stated that federal program cuts have reduced available resources.

Councilor Brooks asked how residents can organize a food drive. Director Schneider encouraged anyone interested to contact the pantry for assistance.

Mayor Bubenik thanked Director Schneider and acknowledged the challenges food insecurity poses, particularly amid federal funding reductions.

2. Tualatin Valley Fire and Rescue State of the District

Tualatin Valley Fire and Rescue Division Chief James Smario presented the State of the District. He highlighted wildfire deployments in Oregon and California. Chief Smario stated that Tualatin had 3,551 service calls in 2024, most of which were EMS-related. He described three programs launched within EMS: the Advanced Practice Community Paramedic, Advanced Resource Medic, and Nurse Navigation/Dispatch Health. Chief Smario stated that a recently passed local option levy will sustain the district for the next ten years. He discussed challenges in recruitment and reviewed progress on capital projects funded by the 2021 bond. Chief Smario stated work is underway at Stations 35, 20, and 22, as well as at the training center.

Councilor Hillier thanked TVF&R for their service and praised their creative approach to improving community care.

Councilor Brooks asked about lessons learned from interstate mutual aid. Chief Smario said they gained a strong appreciation for Tualatin's robust water infrastructure and backup systems.

Mayor Bubenik thanked the department for its ongoing work.

3. Tualatin Planning Commission Annual Report

Assistant Community Development Director Steve Koper and Planning Commission Chair Bill Beers presented the Planning Commission's 2024 Annual Report. Director Koper highlighting the statutory role of the Planning Commission in advancing Oregon's Statewide Planning Goal 1, which focuses on citizen involvement in land use decisions. He noted that the Planning Commission is among the most active advisory bodies in the City and expressed gratitude to the members for their dedication and service. Director Koper stated in 2024, the Commission held eight meetings and reviewed a range of proposals and updates. These included development code amendments, mandates related to the Climate Friendly and Equitable Communities (CFEC) parking reforms, zone map changes, and updates to Comprehensive Plan policies. The Commission also reviewed the updated Stormwater Master Plan, the Basalt Creek Parks and Recreation Plan, and zoning changes associated with the Norwood development. He stated additional items included a conditional use permit and a sign variance. Director Koper shared that the Commission received several informational presentations during the year, including updates on the Transportation System Plan, a TriMet session, a presentation from Ride Connection, and legal training to support commissioners in their decision-making roles.

Chair Beers reflected on the experience of serving on the Commission, calling it rewarding and meaningful. He thanked the Council for their continued support and noted that many commissioners are also active on other city committees, further demonstrating their strong commitment to the community.

Councilor Brooks thanked the Commission for its time, effort, and attention to detail in reviewing complex issues.

Council President Pratt expressed appreciation for the Commission's depth of analysis and thoughtful recommendations.

Mayor Bubenik echoed his thanks, acknowledging the Commission's role in helping the Council make well-informed policy decisions.

Public Hearings - Legislative or Other

1. Consideration of **Ordinance No. 1498-25** Vacating a 4,959 square-foot Right-of-Way Tract of Land Identified as the Northerly Unimproved Street Stub of SW 68th Avenue

Mayor Bubenik opened the public hearing for the City Council to consider Ordinance No. 1498-25, vacating a 4,959 square-foot Right-of-Way tract of land identified as the northerly unimproved street stub of SW 68th Avenue on Tax Map 2S124DD, created by the "Stoneridge" subdivision plat and authorizing the City Manager to take any and all actions necessary to implement the Ordinance (VAC25-0001). He stated the hearing is held pursuant to ORS 271.120.

Associate Planner Madeline Nelson and Assistant Community Development Director Steve Koper presented the vacation. Planner Nelson stated that the subject property is a remnant public right-of-way created as part of the "Stoneridge" subdivision and has since been informally maintained as open space. The proposed vacation would allow the property to be officially incorporated into the

adjacent city park. She confirmed that the applicable approval criteria had been met and that all affected property owners had provided consent.

PUBLIC COMMENT

None.

COUNCIL QUESTIONS

Council President Pratt asked what the consequences would be if the vacation were not approved. Director Koper stated that continuing to use the site as a park within the right-of-way could pose complications in the future related to ownership and management.

Mayor Bubenik closed the hearing.

Motion for first reading by title only made by Council President Pratt, Seconded by Councilor Brooks.

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

MOTION PASSED

Motion for second reading by title only made by Council President Pratt, Seconded by Councilor Brooks.

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

MOTION PASSED

Motion to adopt Ordinance No. 1498-25 vacating a 4,959 square-foot right-of-way tract of land identified as the northerly unimproved street stub of SW 68th Avenue made by Council President Pratt, Seconded by Councilor Brooks.

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

MOTION PASSED

Public Hearings - Quasi-Judicial

1. Consideration of **Ordinance No. 1499-25** Requesting the Annexation of 54.79 acres of Land Located at Tonquin Loop, west of Grahams Ferry Road, and North of Basalt Creek Parkway into the City of Tualatin from Unincorporated Washington County

Mayor Bubenik opened the public hearing to consider Ordinance No. 1499-25, a request to approve an annexation of 54.79 acres of land located at Tonquin Loop, west of Grahams Ferry Road, and north of Basalt Creek Parkway into the City of Tualatin from unincorporated Washington County. He read the required land use statements.

Assistant Community Development Director Steve Koper and Associate Planner Madeline Nelson presented the staff report for ANN 24-0001. She stated that the site is designated within the Basalt Creek Employment Planning District and that the application satisfies the annexation

criteria outlined in the Tualatin Development Code. Planner Nelson stated there is no development proposed at this time and that any future development would require a separate architectural review and site plan approval. She stated staff recommends approval.

Applicant Representative with AKS Engineering and Forestry Melissa Slotemaker shared a map of the annexation area and affirmed that the request is procedural, with no proposed site alterations. She emphasized the annexation aligns with long-term planning efforts and is necessary to enable future development.

PUBLIC COMMENT

None.

COUNCIL QUESTIONS

None.

Mayor Bubenik closed the hearing.

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

MOTION PASSED

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

MOTION PASSED

Motion to adopt Ordinance No. 1499-25 requesting the annexation of 54.79 acres of land located at Tonquin Loop, west of Grahams Ferry Road, and north of Basalt Creek Parkway into the City of Tualatin from Unincorporated Washington County made by Councilor Brooks, Seconded by Councilor Reyes.

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

MOTION PASSED

Council Communications

Councilor Brooks reported that the Policy Advisory Board is advocating to protect Community Development Block Grant funds. She also noted the recent passing of State Senator Erin Woods and Moses Ross and extended her condolences.

Mayor Bubenik announced an upcoming ribbon cutting at Veterans Plaza.

Adjournment

Mayor Bubenik adjourned the meeting at 8:50 p.m.

Sherilyn Lombos, City Manager

Nicole Morris / Nicole Morris, Recording Secretary

Frank Bubenik / Frank Bubenik, Mayor

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