



# TUALATIN CITY COUNCIL

## OFFICIAL WORK SESSION MEETING MINUTES FOR MARCH 23, 2026

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

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Mayor Bubenik called the meeting to order at 6:00 p.m.

### **1. *City Manager's Employment Agreement.***

Human Resources Director Stacy Ruthrauff and City Attorney Kevin McConnell presented information regarding the City Manager's employment agreement. Director Ruthrauff explained the employment agreement process, stating Council Rules require a performance review and reexamination of the City Manager's employment agreement each biennium. She stated a salary evaluation is conducted following the review and noted the most recent evaluation found the City Manager's compensation was approximately 9% below comparable jurisdictions. She stated the current salary does not reflect a competitive wage relative to surrounding cities or the tenure of the City Manager. Director Ruthrauff recommended adjusting the compensation to \$224,211.

Councilor Brooks asked whether the City of Sherwood was included as a comparable jurisdiction in the analysis. Director Ruthrauff stated Sherwood is not typically included as a comparable city.

Council consensus was reached to approve the recommended compensation adjustment.

Director Ruthrauff stated a resolution will be brought forward on the consent agenda to approve the amendments to the employment agreement.

### **2. *Requests for Proclamation.***

Council consensus was reached to add both proclamation requests to future meetings.

### **3. *Council Meeting Agenda Review, Communications & Roundtable.***

City Manager Sherilyn Lombos presented the Manager's Report. She stated staff are focusing on economic development efforts and have entered a small contract with EcoNorthwest to update the City's cluster analysis, which will inform updates to the City's economic profile. She reported attending the Clean Water Services Advisory Commission meeting, where a cost-of-service study was discussed, and noted Clean Water Services will present it to the Council on April 13<sup>th</sup>. She stated staff are continuing coordination with Clean Water Services on the Purple Pipe project and an update will be provided in the spring or summer. She reported a kickoff meeting was held with design engineers for the seismic valve project. She stated the Nyberg Trail project is nearing completion and noted the Tualatin Public Library is offering spring break programming.

Councilor Brooks stated she attended the National League of Cities Conference.

Councilor Sacco asked whether the Council would consider a proclamation for Autism Awareness Month on behalf of the Inclusion, Diversity, Equity, and Access (IDEA) Committee. Council consensus was reached to add the proclamation to an upcoming agenda.

Councilor Hillier stated she attended the IDEA Committee meeting and the Washington County Consolidated Communications Agency meeting.

Councilor Reyes stated she attended the Core Area Parking District Board meeting.

Council President Pratt stated she attended the Community Advisory Committee presentations related to the Downtown Revitalization Project and the Metro C4 meeting.

Mayor Bubenik stated he attended the Community Advisory Committee presentations for the Downtown Revitalization Project, the Washington County Coordinating Committee meeting, an ODOT presentation regarding Statewide Transportation Improvement Program (STIP) funding, the Joint Policy Advisory Committee on Transportation (JPACT) meeting, and the Greater Portland Inc (GPI) meeting.

### **Adjournment**

Mayor Bubenik adjourned the meeting at 6:35 p.m.

Sherilyn Lombos, City Manager

*Nicole Morris* / Nicole Morris, Recording Secretary

*Frank Bubenik* / Frank Bubenik, Mayor










# CC WS Minutes 3-23-26

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OFFICIAL MEETING MINUTES

FOR MARCH 23, 2026

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

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### Call to Order

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

### Pledge of Allegiance

### Announcements

#### 1. Arbor Month Presentation, Proclamation and Youth Recognition

Tualatin Parks Advisory Committee Chair Adam Peterson and Vice-Chair Emma Gray presented information regarding Arbor Month. Chair Peterson stated the purpose of Arbor Month is to celebrate the importance of trees and their role in enhancing the community's environmental health and quality of life. He reviewed Arbor Month activities, including a photography contest, poster contest, tree planting events, and a scavenger hunt in local parks.

Chair Gray announced the winners of the poster contest, stating the Grade K-2 winner was Mara Fett-Hamilton and the Grade 3-5 winner was Tenley Richardson. She also announced Maree Ritter as the winner of the photography contest.

Chair Peterson stated the City of Tualatin has been designated a Tree City USA, which recognizes communities committed to effective urban forestry programs.

The Council presented awards to the contest winners.

Councilor Gonzalez read a proclamation declaring April 2026 as Arbor Month in the City of Tualatin.

#### 2. Proclamation Declaring April 19-25, 2026, as National Library Week in the City of Tualatin

Library Director Jerianne Thompson shared updates from the Tualatin Public Library. She highlighted current programming, services, and upcoming events available to the community.

Councilor Brooks read the proclamation declaring April 19-25, 2026, as National Library Week in the City of Tualatin.

#### 3. Proclamation Declaring March 31, 2026 as Transgender Day of Visibility in the City of Tualatin

Inclusion, Diversity, Equity, and Access (IDEA) Committee Members Emily Baker and Laura Engberson presented information regarding the Transgender Day of Visibility proclamation. They

shared the purpose of the day is to celebrate transgender individuals, recognize their contributions to the community, and raise awareness of the challenges faced by transgender people. They emphasized the importance of visibility, inclusion, and support for transgender community members.

Councilor Hillier read the proclamation declaring March 31, 2026, as Transgender Day of Visibility in the City of Tualatin.

4. Proclamation Declaring April 2026 as the Month of the Military Child in the City of Tualatin

Oregon Military Teen Panel Member expressed appreciation to the Council for recognizing the Month of the Military Child and for its support of military connected youth and families.

Council President Pratt read the proclamation declaring April 2026 as the Month of the Military Child in the City of Tualatin.

**Public Comment**

None.

**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 Sacco, Councilor Gonzalez

**MOTION PASSED**

1. Consideration of Approval of the Regular Meeting Minutes of March 9, 2026
2. Consideration of Approval of Liquor License Renewals for 2026
3. Consideration of Resolution No. 5947-26 Awarding a Contract for Construction of Basalt Creek Linear Park
4. Consideration of Resolution No. 5949-26 Authorizing the City Manager to Accept Grant Funds from Washington County to Assist in Retail Theft Enforcement
5. Consideration of Resolution No. 5951-26 Approving the Termination of the Leveton Tax Increment District and the Leveton Tax Increment District Plan
6. Consideration of Resolution No. 5952-26 Authorizing Modifications to the Employment Agreement with the City Manager

**Special Reports**

1. Tualatin Park Advisory Committee Annual Report

Tualatin Parks Advisory Committee Chair Adam Peterson and Vice-Chair Emma Gray presented the committee's annual report. Chair Peterson stated the committee holds regular meetings to learn about parks and recreation activities, evaluate and provide recommendations on policies,

programs, and procedures, and provide feedback and guidance on priority projects, including those related to the bond and Parks Utility Fee. He stated the committee represents a broad cross section of the community and serves in an advisory role to the City Council. Vice-Chair Gray reviewed 2025 accomplishments, including providing input on park planning efforts, supporting implementation of bond projects, participating in community engagement activities, and contributing to discussions related to parks funding and long-term maintenance needs.

Chair Peterson stated 2026 goals include continuing discussions regarding development of a community center, supporting ongoing park improvement projects, and continuing to provide feedback on funding strategies and system priorities.

Councilor Brooks thanked the Committee for its work and contributions over the past year.

Council President Pratt asked about the status of the Riverfront Park project. Vice-Chair Gray stated the committee continues to support and provide input on the river access project as it moves forward.

## 2. Tualatin Library Advisory Committee Annual Report

Tualatin Library Advisory Committee Chair Ashley Payne and Vice-Chair Melissa Lawrence presented the Committee's annual report. Chair Payne stated the committee meets regularly to advise the City Council on library services, policies, and programs, and to support the library's role in serving the community. Vice-Chair Lawrence stated in 2025 the committee engaged in updates related to the Washington County Cooperative Library Services (WCCLS) Library Evaluation Project. She stated the committee learned about local funding sources and library areas of service and provided recommendations on the Child Safety Policy, Community Room Policy, and Distribution of Free Materials Policy. She also noted the Committee reviewed results from the library user survey. Chair Payne highlighted committee accomplishments, including voter approval of the local option levy for library services, increased library utilization with nearly 27,000 program attendees in FY 2024-25, and survey results showing 98% of respondents rating Tualatin Library customer service as excellent or good. Vice-Chair Lawrence stated the committee's 2026 goals include providing community input on updates to the Library's Strategic Plan, continuing engagement with WCCLS, staying informed about emerging trends and regional changes that may impact library services, remaining actively engaged in library operations and governance, and supporting advancement of the Council's vision.

Chair Payne stated the committee has two recommendations. The first is to reinforce the importance of maintaining strong library services and resources for the community. The second is to continue supporting sustainable funding for the library beyond the current local option levy.

Councilor Brooks asked whether the Library of Things program continues to be utilized and thanked the library for offering a wide variety of classes. Library Director Jerianne Thompson stated the Library of Things remains popular among patrons.

Councilor Sacco asked for clarification regarding the recommendation to sustain library materials and services and what concerns prompted that recommendation. Chair Payne expressed concern regarding the level of collaboration and decision making within WCCLS and how that may impact the library's collection.

Councilor Sacco asked about the recommendation related to long term funding and whether there are specific concerns or requests. Chair Payne stated WCCLS funding supports some services but not all and expressed concern about long term sustainability. She stated the city should be forward thinking about future funding strategies.

Councilor Sacco asked what the library may look like in five to ten years. Chair Payne stated the library could look significantly different if a sustainable funding source is not identified.

Councilor Sacco asked for clarification on the term "super user." Director Thompson stated super users are patrons who visit more than once per month and utilize multiple library services.

Councilor Reyes asked whether the library has explored using robotics for shelving materials. Director Thompson stated she has not seen that technology implemented in public libraries.

Council President Pratt thanked the Committee for its work and stated she will continue to advocate for the needs of the library.

Councilor Brooks asked about the status of the WCCLS agreement. Director Thompson stated staff are working on updates and will bring information forward to the Council at a future meeting.

### 3. Outside Agency Grant Awardee- Tigard-Tualatin Resource Center

Tigard-Tualatin Resource Center Manager Colleen Nakanishi presented information regarding the Resource Center. Manager Nakanishi provided an overview of services, including student support services, family engagement, and community partnerships aimed at supporting students and families within the Tigard-Tualatin School District (TTSD). Manager Nakanishi presented the center's needs assessment, stating funding is provided by the cities of Tigard and Tualatin, along with additional monetary donations. She noted a significant increase in food-related needs and assistance requests over the past year. Manager Nakanishi provided a breakdown of assistance provided, including support for gas, groceries, laundry, utilities, and furniture. She stated the center serves children ages 0 to 18 who reside within the TTSD boundary.

Councilor Hillier asked how the center is leveraging resources available in Clackamas County and how it coordinates with the Packed with Pride backpack program. Manager Nakanishi stated there are opportunities to strengthen partnerships with Clackamas County. She noted Packed with Pride operates independently of the school district and its location can be a barrier for some Tualatin families.

Council President Pratt thanked Manager Nakanishi for sharing information about attendance and underlying needs and asked how many students within TTSD are experiencing homelessness. Manager Nakanishi stated staff are continuing to work on outreach and engagement to better identify and support those students experiencing homelessness and provide additional resources.

Councilor Brooks asked about funding for additional staff positions at the center. Manager Nakanishi stated funding for those positions was reduced from the TTSD general fund.

Councilor Gonzalez offered to assist with coordinating a community needs drive to support the organization.

## General Business

1. Consideration of Ordinance No. 1454-26 Amending the Tualatin Development Code (TDC) Chapters 39 and 40 to Include the Keeping of Domestic Fowl as a Permitted Use in the Low Density Residential Zone (RL) under PTA 26-0001

### COUNCIL DISCUSSION

Councilor Gonzalez spoke to the impacts domestic fowl may have on the community, stating they can create nuisances related to noise, health and sanitation, and impacts beyond individual property lines.

Councilor Brooks stated she appreciates the work completed by staff and supports the proposed regulations, noting they align Tualatin's code more closely with neighboring communities.

Council President Pratt stated the Planning Commission addressed concerns raised during the review process and noted the ordinance provides stronger enforcement tools to address potential issues.

Councilor Hillier stated she would like the city to take a more holistic approach to permitting and expressed interest in increased compliance and oversight related to permitted uses.

Motion to adopt Ordinance No. 1454-26 amending the Tualatin Development Code (TDC) Chapters 39 and 40 to include the keeping of domestic fowl as a permitted use in the Low Density Residential Zone (RL) under PTA 26-0001 made by Councilor Brooks, Seconded by Council President Pratt.

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

Voting Nay: Mayor Bubenik, Councilor Reyes, Councilor Gonzalez

### MOTION PASSED

2. Consideration of Ordinance No. 1455-26 Related to the Keeping of Domestic Fowl, Amending Title 6-15 of the Tualatin Municipal Code

Motion to adopt Ordinance No. 1455-26 related to the keeping of domestic fowl, amending Title 6-15 of the Tualatin Municipal Code made by Councilor Brooks, Seconded by Councilor Sacco.

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

Voting Nay: Mayor Bubenik, Councilor Reyes, Councilor Gonzalez

### MOTION PASSED

## Council Communications

Councilor Brooks stated the National League of Cities is preparing for the upcoming census and encouraged Council members to begin considering how to prepare for that effort.

Council President Pratt congratulated the Tualatin High School boy's basketball team on winning the state championship.

**Adjournment**

Mayor Bubenik adjourned the meeting at 8:32 p.m.

Sherilyn Lombos, City Manager

*Nicole Morris* / Nicole Morris, Recording Secretary

*Frank Bubenik* / Frank Bubenik, Mayor










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