



TUALATIN CITY COUNCIL

OFFICIAL WORK SESSION MEETING MINUTES

FOR AUGUST 26, 2024

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

ABSENT: Councilor Cyndy Hillier

Mayor Bubenik called the meeting to order at 5:30

1. Update on the Community Involvement Organization (CIO) Program.

Community Involvement Organization (CIO) Members Cathy Holland, Janine Wilson, Tim Neary, and Patricia Parsons gave an update on the CIO program. Ms. Holland presented a brief history and spoke to the purpose of the program. She stated the CIOs are requesting to increase the CIO grant amount to \$2,500, improve communications regarding development, and hold an annual joint Council and CIO leadership meeting.

Mr. Neary stated the grant amount has remained unchanged since the program inception in 2013. He spoke to the financial hardships of the CIOs due to rising costs and inflation. He gave examples and stated that the CIOs are requesting additional funding to help cover the cost.

Ms. Holland shared that volunteer insurance is no longer available through the city's volunteer program for the CIOs, and they must now obtain their own. She stated as such the CIOs are requesting additional funding in their grant programs to cover the increased costs. Mrs. Parsons shared the estimated costs to purchase this additional insurance for their community events.

Ms. Holland shared the recent effects of the boundary changes involving various CIOs. She asked the Council to review the boundaries and potentially consider adding a new CIO to even out the membership numbers.

Ms. Wilson spoke on the LAM expansion affecting the Riverpark CIO neighborhood. She mentioned various concerns and requested city staff to attend future informational meetings to be able to speak into the issues in real time. She inquired if using CIO mailings to notify residents of upcoming informational meetings would be allowed. Ms. Holland spoke to the history of neighborhood and zoning issues due to outdated planning. She expressed that currently there is no confidence that the developer is accurately communicating to the city what the neighbors are saying. Mr. Neary stated there is a collaboration problem between the developer, the city, and the neighborhood. He requested there be improved communication.

Ms. Holland stated that the CIOs are considering incorporating as 501c3's as advised by former City Councilor and Ibach CIO member, Robert Kellogg. Mr. Kellogg met with them and shared the advantages of incorporating. Mrs. Parsons said incorporating individually would allow each CIO to be insured. As of now the CIO's are still discussing this topic and how to move forward.

Council President Pratt asked if they have any concerns about filling board positions within the CIO after they incorporate. Mrs. Parsons stated incorporating might be helpful in recruiting more board members.

Council President Pratt supported the idea of an annual meeting with the Council.

Councilor Sacco asked what the time and cost investment would be to review the CIO boundaries. In addition, she supported an annual meeting and better communication regarding development.

Councilor Reyes thanked them for the presentation and mentioned that she rarely hears from her neighborhood's CIO president. Sharon Noelle, Midwest CIO Treasurer, spoke to various hinderances the CIO has experienced which led to cancelled events. Ms. Noelle would like a better way to find out which residents have interest in CIO events.

Councilor Reyes asked if the requested amount of \$2,500 is per CIO or divided amongst all CIOs. Ms. Holland clarified it is \$2,500 per CIO.

Councilor Bridget Brooks thanked them for the presentation and is happy to have listening sessions with the CIO leaders annually. She sought clarification on the idea of incorporating and asked if it would be seven separate entities or one collective entity. Mrs. Parsons stated the CIOs need to be independent so they can function and make decisions independently. Councilor Brooks offered there might be more options with organizational design and autonomy if they are independently incorporated.

Councilor Brooks agreed that better rapport builds trust in regard to the LAM expansion, and she supported the idea of staff attending the informational meetings. She offered the idea of the new website featuring the Architectural Review process, so information is continuous, and meetings are updated.

Councilor Gonzalez thanked them for the presentation and agreed that the funding request is logical. He shared that prior to joining the City Council, he didn't know what "CIO" meant. He stated he would like to see it spelled out on signage to spread understanding and awareness. Mrs. Parsons agrees with changing the name to be spelled out and would like communication revisited (postcard design and branding) to make it more appealing to all. Ms. Holland noted the name should be corrected from "Citizen" to "Community."

Councilor Reyes asked if the postcard is the only method of communication. Mr. Neary stated each CIO communicates differently due to geography of the CIOs. He also stated that utilizing social media has helped.

Councilor Reyes expressed concerns with the CIOs individual incorporating and would like them to really consider all options before moving forward. Ms. Holland stated a collective incorporation could present to be a pseudo council and cautioned against it.

Mayor Bubenik thanked them for sharing their requests with the Council. He reassured them that the council, city staff, and LAM are listening to their concerns. Mayor Bubenik encouraged them to keep sending emails with their concerns as they arise.

2. Review of Council Rules.

City Attorney Kevin McConnell presented a second review of proposed revisions to the Council rules. He gave an overview of the history of the council rules review. Attorney McConnell stated

there were three main revisions: clarifying the purpose and goals in having Council working together, discussing council trainings, and clarifying what type of communications are proper.

Council President Pratt sought clarification regarding council member's communications on behalf of the city. Attorney McConnell stated the city interest should be in some form on the communications. He noted the council rules allow Council to decide if a rule has been violated.

Councilor Brooks brought up the topic of community engagement and city communications highlighting specific residents' accomplishments or visiting dignitaries. She would like to see language changed to be more inclusive than just stating community events. Attorney McConnell responded that if the city interest is involved in any way, then the rules would allow such communications.

Councilor Gonzalez summarized the policy revisions on council communications and applicable procedures in question. Attorney McConnell agreed with his summary.

Councilor Sacco asked for clarity on attendance at committee meetings. Attorney McConnell referenced Rule 2H2 and gave various examples and the processes to rectify absences without prior notifications. Councilor Sacco listed various potential situations regarding absences of council members and asked what the consequences should be. Attorney McConnell responded with his experience in previous city governments and gave examples of how certain situations were handled. City Manager Lombos offered the idea of crafting what to do about assigned committees and the disciplinary options. Attorney McConnell gave his support of that idea and stated what he has witnessed in other municipalities.

Councilor Brooks inquired about virtual attendance requirements and parameters. Attorney McConnell shared the rules related to virtual attendance. Councilor Brooks requested more specific procedures so there is clarity.

City Manager Lombos stated the revisions to the rules will come back to Council under general business for approval at a future meeting.

3. Council Meeting Agenda Review, Communications & Roundtable.

Moved to the regular meeting due to lack of time.

Mayor Bubenik adjourned the meeting at 6:54pm.

Sherilyn Lombos, City Manager

 / Erika Pagel, Recording Secretary

 / Frank Bubenik, Mayor



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ABSENT: Councilor Cyndy Hillier

Call to Order

Mayor Bubenik called the meeting to order at 7:03pm

Pledge of Allegiance

Announcements

1. Vine2Wine Announcement

Royce Hermens, President of the Tualatin Library Foundation, announced Vine2Wine will take place on Saturday, October 12, 2024. He invited all to attend.

2. Proclamation Declaring September 17-23, 2024 as Constitution Week in the City of Tualatin

Council President Pratt read the Proclamation Declaring September 17-23, 2024 as Constitution Week in the City of Tualatin. Jordan Hunt accepted the proclamation.

Public Comment

Doug Rice spoke regarding the LAM proposal for adjustments to Tualatin Road. He presented his concerns regarding the proposed road updates and requested council reject any planned improvements to Tualatin Road at 112th and 115th.

Consent Agenda

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

1. Consideration of Approval of the Special Work Session Meeting Minutes of July 29, 2024, and Work Session and Regular Meeting Minutes of August 12, 2024

2. Consideration of **Resolution No. 5803-24** Awarding the Contract for Conceptual and Preliminary Design of the 65th / Borland / Sagert Improvements Project

Public Hearings - Legislative

1. Consideration of Resolution No. 5804-24 Authorizing the Increase of the Not-to-Exceed Price of the SCADA Upgrade Project with Control Systems NW, LLC and Adopting Findings, Approving an Exemption From Competitive Bidding for the Public Improvement Portion of This Project.

Deputy Public Works Director Nic Westendorf presented the SCADA System upgrade project. He explained that SCADA is the hardware and software that controls the city's water distribution system. Director Westendorf listed some challenges with the current system that have created the need for a new system. He shared that consultants helped create a master plan that identified software and hardware upgrades. Director Westendorf stated the project will improve water system operations and security, replace equipment at 21 sites, improve communications between sites, move most sites above ground, install dedicated electric meters at eight sites, and implement new SCADA software. He stated the first three phases are complete, and the project is ready for the construction phase to begin in the fall.

Public Comment

None.

Council Questions

Councilor Brooks sought clarification on the difference between above ground and below ground systems. Director Westendorf provided information on each system type.

Councilor Brooks asked how the new system will interface with the new pressure valves. Director Westendorf stated the turbine will be able to be monitored and viewed remotely and is more in line with best practices. He provided examples of security checks and measures the new system will have.

Council President Pratt asked why the project was not included in the FY24-25 budget. Director Westendorf explained the initial budget was from two years ago and was the best estimate they had at the time. He stated that as designs were finalized, the numbers changed. Director Westendorf said two other unanticipated factors were the unmetered PGE sites needing to be metered and the resiliency aspect both of which added additional costs.

Councilor Christen Sacco asked about the lifespan of the new system. Director Westendorf stated the new system has a lifespan of 20 years.

Motion to adopt Resolution No. 5804-24 authorizing the increase of the not-to-exceed price of the SCADA upgrade project with Control Systems NW, LLC and adopting findings, approving an exemption from competitive bidding for the public improvement portion of this project made by Council President Valerie Pratt, Seconded by Councilor Brooks.

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

General Business

1. Consideration of Resolution No. 5805-24 Adopting the City of Tualatin's 2025 Legislative Agenda

Deputy City Manager Megan George gave a brief background on the project and an update on actions completed thus far. Consultant Dan Boss, Thorn Run Partners, reiterated the project's timeline and listed the policy themes: transportation, housing, social services, resiliency and emergency preparedness, environment, downtown revitalization, local control/unfunded mandates, and capital projects. He stated transportation and housing are the top priorities.

Councilor Brooks shared concerns of the time sensitivity surrounding the environmental issues and downtown area development. She inquired for ways to build capacity as a city so that resources are available to complete work on the priorities.

Councilor Sacco stated it is hard to choose the issues most important but agrees with transportation and housing. She mentioned that downtown revitalization is connected to the others.

Councilor Reyes voiced her agreement with housing and transportation being a top priority.

Council President Pratt spoke to the interconnectedness of each priority. She also mentioned the high cost of home ownership and lack of inventory for first time homebuyers.

Councilor Gonzalez stated he would like to pursue policies around resiliency and emergency preparedness. He likes priorities that offer local control such as the city's climate action plan.

Mayor Bubenik brought up Representative Susan McLain's "50-30-20" project, TriMet's future, and if there are any potential changes to Urban Renewal zones. He stated he has concerns with potential cuts to programs and the priority of housing production from the governor.

Manager George suggested to focus the legislative agenda on capital asks specific to Tualatin, while monitoring these other themes. Manager George shared a list of capital projects with funding requests. Management Analyst Cody Fields shared details on each project on the list. He explained all proposed projects came from the capital improvement plan.

Councilor Brooks asked for further information on the micro-hybrid turbine locations.

Councilor Reyes asked about the Nyberg Creek stormwater location. Manager George stated there is an agreed on conceptual plan for the Nyberg Creek stormwater project.

Councilor Brooks shared concerns about the riverfront park sediment. She would like baseline testing of the sediment in the river.

Management Analyst Fields spoke to the capital projects that are transportation oriented and reviewed each project on the list.

Manager George highlighted the resolution's exhibit and recommends the Council adopt state funding priorities and hold off on federal funding priorities for now. Mr. Boss said the focus on the capital projects is good as they are community specific. He shared the state level priorities: seismic valving at six water reservoirs (\$1.75 million), veteran's plaza shade structure installation (\$250,000), and installation of 119 electric vehicle charging ports (\$4.7 million). He voiced his support for these three priorities.

Councilor Brooks brought up the current parks building inventory. She stated the Tualatin Riverkeepers' building is in desperate need of replacement as well as she would like to see flexible space at the Juanita Pohl Center for concerts.

Mr. Boss reassured the Council that this feels like the right set of priorities. He stated that to do the work on these capital projects, with the foresight the council has had, it will set them up in a good way.

Motion to adopt **Resolution No. 5805-24** adopting the City of Tualatin's 2025 Legislative Agenda made by Council President Pratt, Seconded by Councilor Brooks.

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

MOTION PASSED

2. Consideration of 2025 Legislative Priorities for the League of Oregon Cities

Council discussed priorities and each council member listed their top choices. Council consensus was reached to move forward with: infrastructure funding, investment in community resiliency and climate planning resources, the 2025 transportation package, restoration of recreational immunity, and community safety and neighborhood livability.

City Manager Lombos stated she will give this information to the League of Oregon Cities.

3. Consideration of Recommendations from the Council Committee on Advisory Appointments

Council read the names of the recommended appointees.

Motion to adopt the recommendations made by Councilor Sacco, Seconded by Council President Pratt.

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

MOTION PASSED

Council Communications

Mayor Bubenik stated that he had meetings with the NOAA administrator, TriMet, the new TTSD Superintendent, and attended the Metro Mayors' Consortium. Mayor Bubenik stated he is working alongside TriMet leadership regarding route 76 impacts to the stop at the food pantry. He will update as more changes occur.

Councilor Brooks stated she attended the Tualatin Arts Advisory Committee meeting and the Community Development Block Grant 50th Anniversary meeting. She ended her update with a friendly reminder that today is Women's Equality Day.

Council President Pratt gave a friendly reminder about the upcoming Tualatin Community Preparedness Fair being held at the Library on Saturday the 7th from 12-4pm.

Adjournment

Mayor Bubenik adjourned the meeting at 9:19.

Sherilyn Lombos, City Manager

Erika Pagel / Erika Pagel, Recording Secretary
Erika Pagel (Sep 11, 2014 02:08 PM)

Frank Bubenik / Frank Bubenik, Mayor