



TUALATIN CITY COUNCIL

OFFICIAL WORK SESSION MEETING MINUTES

FOR JUNE 09, 2025

PRESENT: Mayor Frank Bubenik, Councilor Bridget Brooks, Councilor Maria Reyes, Councilor Cyndy Hillier, Councilor Christen Sacco (via zoom)

ABSENT: Council President Valerie Pratt, Councilor Octavio Gonzalez

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

1. 2026-2030 Capital Improvement Plan Review.

Management Analyst Cody Field presented the proposed 2026–2030 Capital Improvement Plan (CIP). He explained that the CIP outlines and prioritizes funding for projects related to infrastructure, facilities, vehicles, equipment, and technology. The plan serves multiple purposes, including coordinating capital projects, plan for necessary rate adjustments, create an approved list for grants, establish an approved list for SDC funding, and prioritize limited funding. Analyst Field reviewed the structure of the document, noting that projects are organized by category and funding source, with each project detailed on a dedicated page. He also noted that a list of unfunded projects is included at the end of the plan.

Analyst Field stated the total estimated cost of all projects over the five-year period is \$211,185,954. He highlighted several key projects, including enhancements at the Juanita Pohl Center, interior updates at the police station, renovations at Las Casitas Park, expansion of the badge access program, the railroad grade separation study, and multiple utility infrastructure upgrades.

Councilor Reyes asked where the public could access this information. Analyst Field stated that the City's master plans are available on the Engineering Division's webpage.

Councilor Hillier asked about the railroad feasibility study and whether funds would be reallocated if the project were deemed infeasible. Analyst Field clarified that the funds would remain in the Capital Improvements Fund for future use.

Councilor Brooks asked for an example of a CIP project not tied to a master plan. Analyst Field responded that many General Fund-supported facility projects fall into this category and cited repairs to existing City buildings as an example.

Mayor Bubenik inquired about the flexibility of CIP funding and whether it could be reallocated if a new grant opportunity arose. Analyst Field confirmed that the CIP is adaptable and can be updated as needed.

2. Juanita Pohl Center Meal Options

Recreation Manager Julie Ludeman and Juanita Pohl Center Supervisor Sara Shepard presented meal service options following changes to the Meals on Wheels People (MOWP) program.

Supervisor Shepard reviewed the history of the program at the center, which began in 1982 and has evolved into the current partnership with MOWP. She noted that prior to the pandemic, the center served a high volume of in-person meals, but service has since shifted to home delivery with limited on-site lunch service two days per week.

Supervisor Shepard stated that beginning July 1, MOWP will discontinue its congregate meal program to focus solely on home-delivered meals. In response, staff have developed options to for the center, including discontinuing the program, using the MOWP Diners Club card, establishing an in-house meal service, or hiring a catering company. Supervisor Shepard stated staff is recommending hiring a catering company, noting its flexibility, community input on menu options, and the ability to enhance social and drop-in programming during lunch hours. She stated budget impacts are estimated at \$30,000–\$40,000 in City contributions. Supervisor Shepard stated that additional goals for the program include increasing meal participation, developing sponsorships and scholarships, and expanding programming around lunchtime.

Councilor Brooks asked whether the MOWP Diners Club card would supplement congregate meals. Supervisor Shepard confirmed it would be in addition to the in-person program.

Councilor Hillier asked how meal days were selected and how the program would be funded. Manager Ludeman stated that Tuesdays and Fridays were chosen based on caterer availability and past attendance.

Councilor Reyes inquired about forming a 501(c)(3). Manager Ludeman stated this could be considered in the future. Councilor Reyes also expressed support for the Diners Club card.

Councilor Sacco voiced support for continuing the meal program and expanding services.

Mayor Bubenik asked why participation had not rebounded post-COVID. Supervisor Shepard explained that Tualatin is considered a satellite site and funding is being redirected to MOWP's main centers.

Mayor Bubenik expressed concern about a fixed \$5 meal fee and suggested maintaining a donation-based approach to avoid discouraging participation.

Councilor Brooks asked about programming to accompany lunches. Supervisor Shepard shared examples of upcoming events designed to engage participants during meal service.

City Manager Lombos stated the funds for the program will be included in the upcoming budget.

3. Council Meeting Agenda Review, Communications & Roundtable

City Manager Sherilyn Lombos shared her Manager's Report. She stated the federal earmark request for the 65th and Borland project is still in the running, and staff is continuing to monitor developments related to the state transportation package. She shared that a blood drive in partnership with BloodWorks NW would be held at the Police Department on June 10. City Manager Lombos reported that the Summer Reading Program had kicked off, the Blender Dash event was held over the weekend and was sold out, and she attended the Key Leader's Breakfast. She also mentioned that the Grange Market has a community booth space, and Council President Pratt inquired about having Councilors staff the booth on behalf of the City.

Councilor Brooks stated she attended the Key Leader's Breakfast, the Regional Water Providers Consortium meeting, and met one-on-one with Metro Councilor Rosenthal.

Councilor Sacco stated she attended the final Budget Committee meeting, the Key Leader's Breakfast, the Council Committee on Advisory Appointments meeting, and the Community Advisory Committee meeting for the Downtown Revitalization project.

Councilor Hillier stated she attended the Blender Dash and commented on the success of the event.

Councilor Reyes stated she attended the Council Committee on Advisory Appointments meeting and a Chamber of Commerce networking event.

Mayor Bubenik stated he attended Pioneer Days and the Portland Sister City event. He shared that he was interviewed by Metro regarding the City's Urban Growth Boundary expansion, and met with ODOT staff to discuss the Boones Ferry/Mohawk project.

4. *Conversation with County Commissioner Snider.*

Washington County Commissioner Jason Snider addressed the Council to engage in open dialogue and respond to any questions or concerns. He stated he is meeting with every city council in the county to listen and gather input on issues of importance.

Councilor Brooks raised concerns about the future of the countywide library levy and asked for clarification regarding potential cutbacks and the rationale for not increasing the levy rate. Commissioner Snider stated that the levy rate is likely to increase, but the county is also working to improve efficiencies and ensure a base level of service for all jurisdictions. He acknowledged that WCCLS (Washington County Cooperative Library Services) funding and service distribution are ongoing challenges and emphasized the need for a levy package that can pass voter approval. Councilor Brooks expressed concern that Tualatin already receives a disproportionately low level of service compared to other communities and expressed concern that the city may be asked to make even greater sacrifices.

Councilor Hillier shared concerns about equity, emphasizing that equal is not the same as equitable. She asked for more consideration on how regional decisions impact cities like Tualatin and stressed that the city is not currently being adequately served.

Councilor Hillier asked about a new behavioral health resource center being built in Hillsboro and how Tualatin residents would be able to access the site. Commissioner Snider responded that the Hillsboro facility would eventually be joined by a second site to improve accessibility. He acknowledged that transportation access is a known concern.

Councilor Reyes shared concerns raised by fellow councilors and would like to see better availability of services in the eastern portion of the county. She asked how community members can report neighborhood issues such as street lighting and road conditions to the county. Commissioner Snider encouraged her to reach out directly with specific concerns and noted that he welcomes hearing about local issues.

Mayor Bubenik stated that Tualatin's library is one of the most heavily used in the system and noted the proposed funding model would reduce services. He urged the county to reevaluate how

levy funding is distributed and called for a more equitable approach. Commissioner Snider stated that the levy must be structured in a way that works for all cities in the county to pass and noted that the county is still refining the details. He stated the levy's success will require strong public support and partnerships with all city governments.

Councilor Brooks reiterated that the Tualatin Library is well-used and highly valued, and she asked the county to recognize that with more appropriate funding.

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 6-9-25

Final Audit Report

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ABSENT: Council President Valerie Pratt, Councilor Octavio Gonzalez

Call to Order

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

Pledge of Allegiance

Announcements

1. National Pollinator Week Presentation and Proclamation

Tualatin Parks Advisory Committee (TPARK) Chair Emma Gray presented information on Pollinator Week, emphasizing the city's status as a Bee City USA. She explained that Bee City USA provides a framework for communities to collaborate on conserving native pollinators by increasing native plant abundance, providing nesting sites, and reducing pesticide use. She highlighted that five pollinator events were held in the city over the past year. Chair Gray outlined the community benefits of these efforts, which include ensuring the survival of vital animal species, building community locally and nationally, improving local food production, supporting small businesses, addressing pest problems with fewer pesticides, and raising awareness of biological diversity. She shared pollination facts and encouraged the community to get involved by planting pollinator-friendly gardens and reducing pesticide use.

Councilor Brooks asked about the use of steam as a weeding method. Parks and Recreation Director Dustin Schull responded that while steam is an alternative to chemical treatments, it is a labor-intensive and costly process.

Councilor Brooks thanked the Parks and Recreation Department for its continued efforts to protect the City's bee habitat.

Councilor Brooks read the proclamation declaring June 16-22, 2025 as National Pollinator Week in the City of Tualatin.

2. Proclamation Declaring June 19, 2025 as Juneteenth in the City of Tualatin

Councilor Hillier read the proclamation declaring June 19, 2025 as Juneteenth in the City of Tualatin.

Public Comment

None.

Consent Agenda

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

MOTION PASSED

1. Consideration of Approval of the Work Session and Regular Meeting Minutes of May 27, 2025
2. Consideration of **Resolution No. 5881-25** Authorizing the City of Tualatin to Enter into a Letter of Agreement with Washington County Disability, Aging, and Veterans Services
3. Consideration of **Resolution No. 5882-25** Authorizing the City Manager to Execute a Grant Agreement for an Oregon Department of Emergency Management State and Local Cybersecurity Grant
4. Consideration of **Resolution No. 5884-25** Authorizing the City Manager to Execute an Intergovernmental Agreement Amendment with Washington County Regarding the Tualatin-Sherwood Road Widening Project

Special Reports

1. Annual Report of the Tualatin Arts Advisory Committee

Parks and Recreation Manager Julie Ludeman and Tualatin Arts Advisory Committee (TAAC) Chair Janet Carr presented the committee's annual report. Chair Carr stated that the committee's mission is to support, connect, and inspire the creation and integration of all art forms into the city's rich cultural heritage and vibrant future. She shared that TAAC members serve as ambassadors to help expand community awareness and participation in the arts.

Chair Carr reviewed the committee's 2024-2025 accomplishments, which included the installation of three service-inspired art pieces at Veterans Plaza, provided financial support to three arts agencies, presented a Community Enhancement Award to MITCH Charter School, and the installed three utility box art wraps. She provided a overview of the multi-step selection and installation process for the Veterans Plaza art, which included creating a request for qualifications, interviewing finalists, and collaborating closely with the artists and veterans to ensure meaningful representation.

Chair Carr shared the committee's goals for 2025-2026, which include identifying future arts programs and projects, continuing to support local arts programming and partnerships, expanding the utility box art wrap program, and increasing outreach to schools and youth programs.

Councilor Reyes thanked the committee for helping make the city a beautiful and welcoming place.

Councilor Brooks also thanked the committee for its contributions and noted the importance of their continued work.

Councilor Hillier asked how locations for the utility box art wraps were selected. Chair Carr explained that sites are chosen based on visibility, condition of the utility box, and partnership with local agencies such as PGE and Comcast to ensure site access and feasibility.

2. Annual Report of the Tualatin Historical Society

Tualatin Historical Society Executive Director Ross Baker presented the annual report. He shared that the organization continues to offer a range of programs and initiatives that preserve and promote Tualatin's history, including daytime and evening events, rotating exhibits at the Heritage Center, and the ongoing expansion of their oral history collection. He noted that the Heritage Center is now home to the Ice Age Tonquin Chapter, Live Art and Educational Societies, and hosts displays honoring veterans and showcasing local quilts. Directo current financials, noting that year-to-date revenues are tracking ahead of expectations. He stated they anticipate meeting their revenue targets for the year without needing to draw from money market reserves. Director Baker stated membership is up, with approximately 250 additional visits this year compared to the previous year. He stated in in FY 2025-2026 the center plans to continue offering public programs and educational partnerships, and he announced that the next Heritage Evening event is scheduled for September 5.

Councilor Brooks commended them for maintaining a strong and respected regional presence.

Mayor Bubenik encouraged community members to participate in the Society's Veterans History Project and to share their personal stories to help preserve Tualatin's history.

3. Summer Programs Preview

Recreation Manager Julie Ludemann and Library Supervisor Sarah Jesudason presented a preview of summer programming. Manager Ludemann reported that the Blender Dash event was held over the weekend with over 1,000 children participating. Supervisor Jesudason announced the launch of the Summer Reading Program, noting that this year's theme is "Level Up", she shared that over 900 individuals are currently registered. She highlighted upcoming events including author visits, story times, musical performances, and teen-focused programs.

Manager Ludemann stated that Viva Tualatin will take place on July 12th at Tualatin Community Park. She shared that camps this summer will host over 600 children. Manager Ludemann reviewed the upcoming Concerts in the Park series, which will be held at various parks on Fridays throughout the summer.

Supervisor Jesudason described volunteer opportunities for both library and city events, including teen and tween volunteer programs and assistance at events such as Blender Dash and Viva Tualatin. She also noted opportunities to support the Parks Division through TEAM Tualatin and Hug-a-Park, Trail, or Tree programs. Supervisor Jesudason stated the Tualatin Police Department will host the HEROES Summer Camp and participate in National Night Out.

Manager Ludemann highlighted additional programming at the Juanita Pohl Center, including a mindfulness series, whale watching excursions, CPR training, and hiking events. She thanked Tualatin's recreation partners, including Tualatin Youth Sports, the Tualatin Historical Society, Skyhawks Sports Camps, Kidokinetics, the Tualatin Pickleball Club, and Willowbrook Arts Camp.

Councilor Brooks asked if the library has any events planned in recognition of Juneteenth. Supervisor Jesudason explained that, as Juneteenth is a holiday, the library operates with minimal staffing and prefers to honor the day appropriately rather than holding programs.

Councilor Sacco thanked staff for their efforts to expand summer programming to accommodate more children.

Public Hearings - Legislative or Other

1. Consideration of **Resolution No. 5883-25** Declaring the City's Election to Receive State Revenue Sharing Funds During Fiscal Year 2025-26

Mayor Bubenik opened the hearing in accordance with state law.

Assistant Finance Director Matt Warner stated in order for the city to receive state shared revenues the city must hold two public hearings. He noted the first public hearing was held before the budget committee and the second is being held tonight. Director Warner stated the city is set to receive \$479,130 in state revenue sharing funds in FY 2025-26.

PUBLIC COMMENT

None.

COUNCIL QUESTIONS

Councilor Brooks asked where these funds are programmed. Director Warner stated the funds are programmed into the general fund.

Motion to adopt Resolution No. 5883-25 declaring the city's election to receive state revenue sharing funds during fiscal year 2025-26 made by Councilor Brooks, Seconded by Councilor Sacco. Voting Yea: Mayor Bubenik, Councilor Brooks, Councilor Reyes, Councilor Hillier, Councilor Sacco

MOTION PASSED

General Business

1. Consideration of **Resolution No. 5880-25** Awarding a Contract for the Construction of the 2025 Pavement Maintenance Program

Public Works Director Rachel Sykes presented an overview of the 2025 Pavement Maintenance Program. She stated that the program is funded through the Road Utility Fund, which receives revenue from the city's street utility fees and the vehicle registration fee. Director Sykes explained that the city maintains its roadways using four primary methods: crack seal treatment, slurry seal, asphalt overlay, and full reconstruction. She stated each year, select streets are chosen for preventive maintenance based on a pavement condition index (PCI), a standardized rating system used for budgeting and project prioritization. Director Sykes stated that improvements often include ADA curb ramp upgrades and storm drain repairs, which can significantly increase project costs.

Director Sykes stated that the city is now phasing pavement projects to alternate between treatment types each year, she stated this year will be an overlay year. She shared five roads scheduled for overlay treatment. Director Sykes stated staff is recommending awarding the 2025 Pavement Maintenance Program contract to Knife River Corporation.

Motion to adopt Resolution No. 5880-25 awarding a contract for the construction of the 2025 Pavement Maintenance Program made by Councilor Brooks, Seconded by Councilor Sacco. Voting Yea: Mayor Bubenik, Councilor Brooks, Councilor Reyes, Councilor Hillier, Councilor Sacco

MOTION PASSED

Council Communications

None.

Adjournment

Mayor Bubenik adjourned the meeting at 8:30 p.m.

Sherilyn Lombos, City Manager

Nicole Morris / Nicole Morris, Recording Secretary

Frank Bubenik / Frank Bubenik, Mayor


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