



OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL WORK SESSION MEETING FOR FEBRUARY 13, 2023

Present: Mayor Frank Bubenik (via zoom), Council President Valerie Pratt, Councilor Bridget Brooks, Councilor Maria Reyes, Councilor Cyndy Hillier, Councilor Octavio Gonzalez

Absent: Councilor Christen Sacco

Council President Pratt called the meeting to order at 5:37 p.m.

1. Regional Transportation Plan Update: Tualatin's Project List.

City Engineer Mike McCarthy and Management Analyst Cody Fields presented the 2023 Regional Transportation Plan (RTP) project list. Analyst Fields stated the RTP is a long term planning document that is updated every five years to guide planning efforts for all modes of transportation. He stated the plan consists of goals, targets, and outcomes and is a place for policies, strategies, and financial plans for projects. Analyst Fields stated the RTP includes a list of transportation investment priorities that stakeholders work together through coordinating committees to identify and prioritize projects. He stated projects in the RTP are eligible for federal funding. Analyst Fields stated last September staff developed a revenue projection comprising the available funding sources for transportation projects and then split them into two time periods, near and long term. He shared a matrix of revenue projections. Analyst Fields stated staff reviewed the 2018 RTP project list and updated the list by removing previously completed projects, revising project scopes, and adjusting cost estimates. They were then arranged into three categories: near-term financially constrained, long-term financially constrained, and strategic. Analyst Fields stated per Metro's requirements, the financially constrained project lists cannot exceed the revenue projection cost targets. Analyst Fields shared the near term financially constrained list totaling \$34,709,000, the long term financially constrained list totaling \$116,005,100, and the strategic list totaling \$221,427,904. He stated staff is recommending approval of the project list which will be back for consideration at the next council meeting.

Council President Pratt asked if the Tualatin Moving Forward (TMF) bond funding projects are included in the list of projects. Engineer McCarthy stated it is assumed that the TMF projects will be completed before these projects are considered.

Council President Pratt asked if new Transportation System Plan (TSP) projects that may come up could be added to the list after this. Engineer McCarthy stated projects can be added mid-way but it is typically only done every five years.

Council President Pratt asked what the parks bond funding can be used for. Engineer McCarthy stated it can be used for regional trails.

Council President Pratt asked what the planned improvements on 65th Avenue are. Engineer McCarthy stated they are looking to add a turn lane and some multi-use paths.

Mayor Bubenik noted there is no guarantee these funds will be received just suggested uses for the future. He stated the County added the SW Corridor project back into their project list.

2. *Tualatin's Inclusion, Diversity, Equity, And Access (I.D.E.A.) Advisory Committee.*

Deputy City Manager Megan George and Community Engagement Coordinator Betsy Ruef presented the proposed Tualatin Inclusion, Diversity, Equity, and Access (IDEA) Advisory Committee. Coordinator Ruef stated the City Council's 2030 Vision is for Tualatin to be an inclusive community that promotes equity, diversity, and access in creating a meaningful quality of life for everyone with part of this encompassing a strategy to create an advisory committee focused on this matter. She reviewed the timeline of the Equity Committee Planning Group that culminated in them presenting their final recommendation to Council in November 2022. Coordinator Ruef shared how recruitment was conducted during the creation of the Equity Committee Planning Group. She stated the committee met six times with a different agenda each time that helped to gain insights into the lived experiences of the Tualatin community. Analyst Ruef stated the committee made recommendations on the name of the committee, number of members, composition of membership, committee positions, and powers and duties. Manager George reviewed the proposed code language. She reviewed the language in all seven sections of the ordinance: establishment of committee, membership of committee, organization of committee, meetings and quorum rules, expenditure of funds, powers and duties, and the annual report of the committee. Manager George stated next steps include council feedback on the draft ordinance, ordinance adoption, committee recruitment, and council appointments.

Councilor Brooks thanked everyone who participated on the Equity Committee Planning Group. She stated she received recruitment feedback to reach out to human resource services when working on recruitment for the upcoming committee.

Councilor Reyes thanked all those who have worked towards the formation of this new committee.

Council President Pratt asked if a committee member is absent multiple times if they can be replaced. Manager George stated there are no specifics about removal of committee members per the advice of the City Attorney but the committee can lay out a process in their rules.

Council President Pratt asked what an example of this committee conducting research would be. Manager George stated it could be community research via a survey or direct outreach.

3. *Review of the City of Tualatin Council Rules*

City Manager Sherilyn Lombos presented a review of the Council Rules. She stated a sub-committee of the council created the rules in 2018 and they were amended in 2020. Manager Lombos shared rule one which included rules of procedures, quorum, agendas, public comment, and consent agenda. She addressed rule two which speaks to meeting time, location, and frequency with sections covering regular meetings, special meetings, emergency meetings, executive sessions, work sessions, location of meetings, and attendance at meetings. Manager Lombos highlighted rule three regarding ordinances and resolutions covering topics such as readings and final action. She noted rule four regarding land use hearings will have a specific training at an upcoming meeting. Manager Lombos highlighted rule five covering motions, debate, public comment, and voting. She noted rule six addresses minutes of the meetings and rule sevens speaks to appointments of the City Manager, the Municipal Judge, and boards and commissions. Manager Lombos highlighted rule eight regarding ethics, decorum, outside statements, and social media. City Manager Lombos addressed rule nine which speaks to interactions with city staff. She highlighted rule ten that speaks to enforcement and

consequences, rule eleven that speaks to amendments and repealing of the council rules, and rule twelve that speaks to the finance and travel policy.

Councilor Pratt asked how the Council could change the name of a committee. Manager Lombos stated it could be done by an amendment to the Council Rules.

Councilor Pratt asked about expressing opinion at other meetings. Manager Lombos states as long as you note that it is your opinion you can express it as long as you are clear about it.

4. Council Meeting Agenda Review, Communications, and Roundtable.

Councilor Hillier stated she attended the Oregon City 100th Anniversary celebration.

Councilor Reyes stated she attended the Council Committee on Advisory Appointments meeting.

Councilor Gonzalez stated he met with the Stafford-Hamlet group to get up to speed on their concerns and issues.

Councilor Brooks stated she attended the Policy Advisory Board meeting and the Climate Action Plan meeting.

Mayor Bubenik stated he attended the Westside Economic Alliance (WEA) Board meeting, the Metro Mayors Consortium, the Green Line Celebration for Ride Connection, the Community Lead Advocacy Focused Data Driven Coalition Building Association (CADCA) meetings, the Washington County Mayors Chair meeting, and the Washington County Coordination Committee meeting.

Council President Pratt stated she attended Oregon City 100th Anniversary celebration, the Green Line Celebration for Ride Connection, the Climate Action Plan Steering Committee meeting, the C4 meeting, the Region 1 Area on Transportation Committee meeting, and the Clackamas County Legislative Summit.

Adjournment

Council President Pratt adjourned the meeting at 6:51 p.m.

Sherilyn Lombos, City Manager



_____/ Nicole Morris, Recording Secretary



_____/ Frank Bubenik, Mayor








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Present: Mayor Frank Bubenik (via zoom), Council President Valerie Pratt, Councilor Bridget Brooks, Councilor Maria Reyes, Councilor Cyndy Hillier, Councilor Octavio Gonzalez

Absent: Councilor Christen Sacco

Call to Order

Council President Pratt called the meeting to order at 7:00 p.m.

Pledge of Allegiance

Announcements

1. New Employee Introduction- Police Officer Austin Goldstein

Police Chief Greg Pickering introduced Police Officer Austin Goldstein. The Council welcomed him.

2. Employee Promotion- Police Sergeant Kevin Miller

Police Chief Greg Pickering announced the promotion of Police Sergeant Kevin Miller. The Council congratulated him.

3. Ice Age Flood Materials Update

Library Director Jerianne Thompson introduced the Tualatin Ice Age Trail Junior Park Ranger partnership with the National Parks Service. She stated they have also started a new collection that pulls together books related to the Ice Age.

Public Comment

None.

Consent Agenda

Motion to adopt the consent agenda made by Councilor Brooks, Seconded by Councilor Hillier.
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 January 23, 2023.
2. Consideration of Approval of a New Liquor License Application for Azuki Sushi Bar
3. Consideration of Approval of a New Liquor License Application for Granny's Deli

4. Consideration of **Resolution No. 5669-23** Authorizing the City Manager to Execute a Purchase and Sale Agreement for the Acquisition of Real Property Located at 18615 SW Boones Ferry Road
5. Consideration of **Resolution No. 5670-23** Authorizing an Amendment to an Agreement with Otak, Inc. regarding the Pavement Maintenance Program
6. Consideration of **Resolution No. 5671-23** Authorizing the City Manager to Execute a Grant Agreement with the Oregon Institute of Technology; and Appropriating Special Purpose Revenues in the City's General Fund During the FY 2022-23 Budget
7. Consideration of **Resolution No. 5672-23** Increasing the Construction Contract Authorization Amount for the 2022 Neighborhood Traffic Safety Projects Phase 1, part of the Tualatin Moving Forward Program

Special Reports

1. Council Education Series- Planning 101

Assistant Community Development Director Steve Koper presented information on planning in the City. He presented a history of planning in the US, the Oregon planning system, and the Metro planning system. Director Koper spoke to Tualatin's growth stating Tualatin was incorporated as a city in 1913, noting most of Tualatin's population growth occurred between 1990 and 2010 leveling out to about 26,000 people. Director Koper stated Tualatin's first Comprehensive Plan was adopted in 1982 and accepted by the state in 1983 noting Tualatin's Development Code was developed and adopted at the same time as the Comprehensive Plan. He stated in 2020 the Comprehensive Plan was given a refresh and an updated Housing Element Analysis based on the Tualatin|2040 work was adopted. Director Koper stated a Comprehensive Plan expresses the Council's interpretation of the "public interest", establishes the goals and policies for land development, and is a high-level policy document that is carried out by the development code. He stated the Development Code implements the Comprehensive Plan and "how" goals and policies happen, applies to development, includes zoning, and acts as development standards. Director Koper stated he will be back for further training and a deeper dive into how the Comprehensive Plan and Development Code work.

Councilor Gonzalez asked about middle housing and whether the city is seeing inquires and applications for duplexes, triplexes, and townhomes. Manager Koper stated there have been lots of questions but no applications at this time.

Councilor Gonzalez asked about limits on square footage of properties in relation to ADU's. Manager Koper stated there is not a minimum lot size to have an ADU but there are other portions of the code that may provide limitations to building ADU's on certain lots.

Councilor Gonzalez asked if Tualatin has worked on guidelines for middle housing. Manager Koper stated they worked with a consultant to develop a semi-custom code for Tualatin, which allowed the city to receive extensive public feedback and incorporate the Council vision into it.

Council President Pratt asked for more information on "home-rule". Manager Koper stated he could send the Council more information.

Council Communications

Councilor Brooks acknowledged Black History month.

Councilor Brooks stated she attended the League of Oregon Cities Capital Day where she met with Representative Walters and Senate Majority Leader Wagner.

Mayor Bubenik asked if the Council is interested in supporting HB 3201 regarding broadband initiatives in Oregon. Council consensus was reached to include the city's logo on the League of Cities materials in support of the measure.

Adjournment

Council President Pratt adjourned the meeting at 7:48 p.m.

Sherilyn Lombos, City Manager



_____/ Nicole Morris, Recording Secretary



_____/ Frank Bubenik, Mayor







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