



OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL WORK SESSION MEETING FOR SEPTEMBER 11, 2023

Present: Mayor Frank Bubenik, Council President Valerie Pratt, Councilor Bridget Brooks, Councilor Cyndy Hillier, Councilor Octavio Gonzalez

Absent: Councilor Maria Reyes, Councilor Christen Sacco, Councilor Octavio Gonzalez

Mayor Bubenik called the meeting to order at 6:15 p.m.

1. *Prioritization of Planning Division Work | Development of a Long-Range Planning Work Plan.*

This portion of the Work Session was postponed to the September 25, 2023 council meeting.

2. *Low-Income Utility Bill Assistance Program Update.*

Assistant City Manager Don Hudson provided information about the low-income utility billing assistance program. He mentioned the city had established contact with the Community Action Organization (CAO), and CAO expressed enthusiasm about assisting in facilitating the program. Manager Hudson stated CAO would handle intake and income verifications on behalf of the city. He noted there would be administrative costs associated with CAO's involvement, and they were in the process of sending a proposal. Manager Hudson stated the city has allocated \$80,000 in the budget for this program, sourced from water and sewer funds and ARPA (American Rescue Plan Act) funds. He recommended using \$20,000 from the ARPA funds before tapping into the water and sewer funds.

Manager Hudson stated CAO has identified around 230 households they have served, some of which may require assistance with rent or electric bills. If the city reaches out to 200 households, it would amount to approximately \$400 per household. He stated CAO will accept residents in Tualatin who reside in Clackamas County. Manager Hudson also mentioned that discussions regarding utility shutoffs have taken place, and the goal was to have the utility assistance program in place before such shutoffs became necessary. After the beginning of the year, the city would explore options for handling shutoffs and engage in conversations with residents about assistance and payment plans.

Councilor Brooks asked how much is left with ARPA funds and how many people are going to be eligible for water shut off. Manager Hudson responded the city has over \$1.2 million in ARPA funds and about 140 accounts on the list for shutoffs.

Councilor Pratt asked if the city will be reaching out to those eligible shut-off. Manager Hudson stated the city will advertise the assistance program once it is up and running. He also noted staff will get in touch with individual households before beginning shut-offs.

Councilor Pratt is concerned about the elderly who are paying, and letting them know the program is available. She also asked when the rest of the ARPA funds have to be used. Manager Hudson responded by 2024 and paid out by 2026.

Mayor Bubenik asked when the program will be up and running. Manager Hudson said he would bring back more information after talking to CAO.

3. Basalt Creek Parkland & Trails Update.

Parks and Recreation Director Ross Hoover discussed the plans for Basalt Creek Park and sought approval for the purchase of property in the area to facilitate the development of parks and trails. He mentioned there had been public input emphasizing the importance of preserving natural areas and providing access to the Basalt Creek Canyon while also offering traditional amenities.

Director Hoover mentioned the city had previously made two land purchases, one of 7.69 acres and another of 6.35 acres. He stated at this meeting, they are requesting approval for the purchase of an additional 3.63 acres of land. This new acquisition could potentially serve as a confluence point for a new transportation hub, allowing residents to easily access e-bikes or scooters, especially considering the proximity of the WES commuter rail line. Director Hoover stated this presents a valuable opportunity for future support facilities that enhance connectivity and accommodate new modes of transportation.

Councilor Hillier inquired about the new 12-foot sidewalks and whether they were envisioned for motorized vehicles. Director Hoover clarified that the sidewalks were designed for use by bikes and scooters, emphasizing their significance for future transportation needs. He mentioned that potential changes to statutes or codes regarding this matter might be considered in the future.

Councilor Hillier asked about the property to the west. Director Hoover explained that it is Clark Lumber.

Council President Pratt inquired about the topography of the area. Director Hoover described it as flat terrain and mentioned that the purchase price for the property was just over \$30,000. He also noted that the business community had expressed a desire for employment areas to be integrated with parks and trails.

Councilor Brooks expressed appreciation for the comprehensive planning efforts that took into account connectivity and how different elements fit together. She inquired about connecting the east/west parts of the area and the northern trail connection. Director Hoover mentioned the Ice Age Trail, which currently ends in an arrow pointing south, offering potential future connectivity to Wilsonville. He added the city would collaborate with the City of Wilsonville, future homeowners, and developers to determine the appropriate location for crossing the canyon.

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

Councilor Pratt stated she attended the Council Committee on Advisory Appointments, the C4 meeting, and the Tualatin Historical Society fundraiser.

Mayor Bubenik stated he attended the Tigard-Tualatin School District welcome back event at Tualatin High School, the WEA breakfast with Congresswoman Bonamici, the RTAC meeting regarding tolling, the Washington County Mayors meeting, and the Aging Task Force meeting.

Adjournment

Mayor Bubenik adjourned the meeting at 6:49 pm

Sherilyn Lombos, City Manager

Teresa Ridgley
Teresa Ridgley (Oct 2, 2023 12:07 PDT) / Teresa Ridgley, Recording Secretary

Frank Bubenik / Frank Bubenik, Mayor











CC WS Minutes 9-11-23

Final Audit Report

2023-10-02

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Present: Mayor Frank Bubenik, Council President Valerie Pratt, Councilor Bridget Brooks, Councilor Cyndy Hillier

Absent: Councilor Maria Reyes, Councilor Christen Sacco, Councilor Octavio Gonzalez

Call to Order

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

Pledge of Allegiance led by the Tualatin Color Guard

Tualatin Color Guard posted colors during the pledge of allegiance.

Announcements

1. Proclamation Declaring September 11 Remembrance Day in the City of Tualatin

Mayor Bubenik read the proclamation declaring September 11th as Remembrance Day in the City of Tualatin.

2. Proclamation Declaring September 15-October 15, 2023 Hispanic Heritage Month in the City of Tualatin

Councilor Hillier read the proclamation declaring Hispanic Heritage Month in the City of Tualatin.

3. Proclamation Declaring the Month of September 2023 National Preparedness Month in the City of Tualatin

Mayor Bubenik invited Management Analyst Lindsay Marshall to speak about National Preparedness. Councilor Pratt read the proclamation declaring National Preparedness Month in the City of Tualatin.

4. New Employee Introduction- Parks and Recreation Project Manager Kiana Ballo

Parks and Planning Manager Rich Mueller introduced Project Manager Kiana Ballo. The Council welcomed her.

Public Comment

Ben Turner addressed concerns related to increased traffic from the Autumn Sunrise development. He asked for increased safety measures to handle the traffic. Mayor Bubenik stated City Engineer Mike McCarthy is working to identify and address the problem.

Consent Agenda

Motion to adopt the consent agenda made by Council President Pratt, Seconded by Councilor Brooks.

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

MOTION PASSED

1. Consideration of Approval of the Work Session and Regular Meeting Minutes of August 28, 2023
2. Consideration of Approval of a New Liquor License Application for Shake Shack #1477
3. Consideration of **Resolution No. 5721-23** Authorizing the City Manager to Execute an Amendment to the Urban Areas Security Initiative 2022 Grant Agreement to Support the Tualatin Community Emergency Response Team
4. Consideration of **Resolution No. 5725-23** Authorizing the City Manager to Execute a Deed Acquiring Property for Basalt Creek Parkland

Special Reports

1. Tualatin Community Emergency Response Team (CERT) 2022-2023 Annual Report

Management Analyst Lindsay Marshall introduced Tualatin CERT Team President Cathy Holland, who presented the Annual Report for the Tualatin Community Emergency Response Team (CERT). Ms. Holland outlined CERT's mission, which is to educate the Council, city staff, and city residents about emergency response. She highlighted that CERT hosted the first Emergency Preparedness Fair in Tualatin Community Park and was returning to in-person training on September 12, 2023. Ms. Holland provided statistics, noting that there are 165 CERT team members, of which 110 are active, requiring them to complete four annual tasks. The remaining 55 members would respond in case of an emergency. She stated there are also 77 ham radio license holders and 38 GMRS radio license holders. Ms. Holland stated FEMA Training prepares CERT for emergencies when first responders are overwhelmed, giving examples such as ice storms, smoke/fire threats, extreme heat, pandemics, floods, and earthquakes. She stated future projects for CERT include restarting in-person neighborhood meetings, continuing education outreach at the Pohl Center, conducting Basic CERT Training in Fall 2023 and Spring 2024, expanding the GMRS Radio network, and evaluating the need for an annual or biannual fair.

Council President Pratt asked about the availability of a list for apartment dwellers. Ms. Holland stated it can be challenging and often requires coordination through apartment management to acquire such a list.

Councilor Pratt asked about the assignment of GMRS channels. Ms. Holland explained that GMRS channels are public and assigned to amateur radio users.

Council Communications

Councilor Hillier stated the "Dress To Dream" is happening at Rolling Hills Church on Saturday from 9am-3pm.

Councilor Brooks stated September is Suicide Awareness Month and encouraged people to know about the available resources and check in with people.

Adjournment

Mayor Bubenik adjourned the meeting at 7:47pm.

Sherilyn Lombos, City Manager

Teresa Ridgley
Teresa Ridgley (Oct 2, 2023 12:06 PDT) / Teresa Ridgley, Recording Secretary

Frank Bubenik / Frank Bubenik, Mayor











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