



## CITY COUNCIL MINUTES

November 17, 2025, at 7:00 PM

Wilsonville City Hall & Remote Video Conferencing

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### CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance

A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:00 p.m. on Monday, November 17, 2025. The Mayor called the meeting to order at 7:00 p.m., followed by the roll call and the Pledge of Allegiance.

### PRESENT

Mayor O'Neil  
Council President Berry  
Councilor Shevlin  
Councilor Cunningham  
Councilor Scull

### STAFF PRESENT:

Amanda Guile-Hinman, City Attorney  
Andrea Villagrana, Human Resource Manager  
Bill Evans, Communications & Marketing Manager  
Bryan Cosgrove, City Manager  
Jeanna Troha, Assistant City Manager  
Kimberly Veliz, City Recorder  
Shasta Sasser, Library Director  
Zoe Mombert, Assistant to the City Manager

3. Motion to approve the following order of the agenda.

**Motion:** Moved to approve the following order of the Agenda.

Motion made by Councilor Berry, Seconded by Councilor Shevlin.

**Voting Yea:**

Mayor O’Neil, Council President Berry, Councilor Shevlin, Councilor Cunningham, Councilor Scull

**Vote:** Motion carried 5-0.

**MAYOR'S BUSINESS**

4. Upcoming Meetings (*Link to City Calendar: <https://www.wilsonvilleoregon.gov/calendar>*)

Thanksgiving

- The Mayor took a moment to talk about current economic times in the spirit of the holiday. The Mayor reported he heard from friends, family members, and neighbors at all income levels that times are tough right now. Prices are high, there’s uncertainty in the economy, and those who have been relying on extra food assistance through SNAP and other programs have been experiencing additional strain.
- The Mayor added that it was even more important to come together as a Wilsonville community this year in support of those in the most need. This Thanksgiving, as we give thanks for the meals on our table, the Mayor asked the audience to please consider seniors, families with children, those who may be houseless, and others on a fixed income who may be struggling.
- Some ways to get involved and support neighbors included:
  - Donating or volunteering with Wilsonville Community Sharing.
  - Contributing a new, unwrapped toy for a child or a stocking for a senior to the Wilsonville Community Center through December 8, 2025. Toys would be donated to local families with the help of the Wilsonville Family Empowerment Center; stockings will be given to homebound seniors through Clackamas County Compassion in Action.
  - In addition, many local nonprofits and businesses hosted their own food drives, toy drives, and other ways to get involved in the spirit of giving.

Clackamas State of the County

- On Wednesday, November 5, 2025, Councilor Cunningham, Councilor Shevlin, and the Mayor attended the Clackamas County State of the County. The Board of Commissioners shared updates on the county’s priorities, including transportation, childcare, and addiction recovery efforts. The Mayor was proud to say that Wilsonville got more shout-outs than any other city, a reflection of leadership and reinforcement that even though the City of Wilsonville was physically on the edge of the metro region, Wilsonville issues were regional issues.

Clackamas County Coordinating Committee (C4)

- On November 6, 2025, the Mayor attended the Clackamas County Coordinating Committee, C4, with Councilor Shevlin. This C4 meeting was different than usual, participants heard from City of Canby staff about their housing, transit, and economic development work. While Canby was different from Wilsonville in many respects, both cities shared similarities as well and it was valuable to hear how they approach issues.

### Veteran's Day

- November 11, 2025, was Veteran's Day, a time to reflect and honor those who have served our country. Originally called Armistice Day to commemorate the signing of the Treaty of Versailles ending the First World War at 11:00 a.m. on November 11, 1918, it was expanded after World War II to honor all veterans.
- The Mayor was honored to speak at a Veteran's Day Ceremony in Town Center Park that included a memorial wreath presentation, the playing of Taps, and other ceremonial events. Councilor Shevlin was thanked for joining the Mayor for the wreath ceremony, and special thanks to David Penaflor, President of the Oregon Trail Chapter of the Korean War Veteran's Association, and the entire Korean War Veterans' Association, for their partnership to put on this event.

### Diversity, Equity and Inclusion (DEI) Committee Fundraiser

- Pride Pin Fundraiser on November 19, 2025, at Lux Sucre with 10% of sales to fund the Pride Pin to be given away at the City's 2026 Pride Celebration.
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### Transgender Day of Remembrance

- November 20, 2025, was Transgender Day of Remembrance, a day to memorialize those who have been murdered because of transphobia. The day was founded to draw attention to the continued violence directed toward transgender people.

### Leaf Drop-Off Day

- The City, in partnership with Republic Services, was hosting the annual leaf drop-off day on November 22, 2025, at the City Hall Parking lot, 29799 SW Town Center Loop E. Leaf collection improves roadway safety, prevents flooding, and improves aquatic habitat.
- Wilsonville residents were invited to drop leaves off, no other yard debris. Participants were asked to bag their leaves in large paper bags, available from local hardware stores, rather than plastic trash bags as the paper was recyclable and made handling easier for Republic Services staff. City Public Works staff would be on hand to assist residents.
- In lieu of a fee, the City encourages participants to bring a cash or check donation for Wilsonville Community Sharing to provide last-minute support for those in need before Thanksgiving.

### Holiday Closures

- All City offices, including the Library, Community Center, and SMART Transit service, will be closed on Thursday, November 27, 2025, and Friday, November 28, 2025, in observance of Thanksgiving. SMART service will resume on Saturday, November 29, 2025.

### Small Business Saturday Proclamation

- Small Business Saturday was set to take place on November 29, 2025. The annual celebration was part of a nationwide campaign aimed at encouraging residents to support local businesses by shopping locally. Situated between the major shopping holidays of Black Friday and Cyber Monday, Small Business Saturday served a different purpose. It reminded all of the importance of spending dollars locally, emphasizing that each dollar spent in a Wilsonville shop, restaurant, or service business stays closer to home. Local enterprises are vital to the community as they

create jobs, sponsor youth sports and community events, and actively participate in food and toy drives. They contribute to making Wilsonville a vibrant and welcoming place. The Mayor urged everyone to not only support local businesses on Small Business Saturday but throughout the holiday season and beyond, reinforcing the invaluable role these businesses play in sustaining the community's character and economy.

#### City Council Meeting

- The next City Council meeting was scheduled for Monday, December 1, 2025.

### **COMMUNICATIONS**

#### 5. Community Enhancement Project Update: Book Bike (*Friends of the Library*)

Shasta Sasser, Library Director along with Friends of the Library President Alan Steiger presented an update on the Book Bike project, which was funded through a Metro Community Enhancement grant.

The Library Director explained that the Book Bike was designed as a vehicle for outreach, allowing the Library to bring services to the community in a bikeable city. The project faced some challenges, including having to switch vendors midway, but was completed successfully.

Friends of the Library President Steiger detailed the budget for the project, which came in at \$11,598, slightly under the original budget of \$12,190. The Metro grant provided \$6,250, with the Friends of the Library covering the remainder. Additionally, the Friends committed \$3,000 for a storage shed for the bike.

The Library Director shared that the bike included features such as a table for a laptop, brochure holders, a chalkboard, and e-assist for navigating hills. Seven staff members were trained to properly ride the bike. Since its delivery in June 2025 the Book Bike had appeared at numerous community events including Party in the Park, Autumn Park apartments, Harvest Fest, the emergency preparedness fair, day cares, and the farmer's market.

Council members expressed appreciation for the project and asked about ways to support the Friends of the Library. It was explained that the Friends of the Library operated at the bookstore in the library, which was their sole fundraising effort, and that the group accepted donations of books, DVDs, CDs, and puzzles.

### **CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS**

This is an opportunity for visitors to address the City Council on any matter concerning City's Business or any matter over which the Council has control. It is also the time to address items not on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Staff and the City Council will make every effort to respond to questions raised during citizen input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three minutes.

The following individuals provided public comments:

Eric Winters	Carl (Jay)Bidro	Susan Reep	Kyle Bunch
Brad Williams	Jeff Zundell	Andrew Engel	

## **COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS**

### **6. Council President Berry**

Council President Berry shared she had been recovering from knee replacement surgery. The Council President then reported on the following meetings and events:

- Town Center Focus Group on November 14, 2025
- Tourism Promotion Committee on November 5, 2025

### **7. Councilor Cunningham**

Councilor Cunningham reported on the following meetings and events:

- State of the Clackamas County Address on November 5, 2025
- Town Center Focus Group on November 14, 2025

In closing, Councilor Cunningham shared that Clackamas County resident Devon Dobek who went missing while hunting was found deceased. The Councilor then invited the audience to participate in a moment of silence to honor Devon Dobek.

### **8. Councilor Shevlin**

Councilor Shevlin thanked the Public Works Department for their work keeping streets safe during the fall and winter months. The Councilor then reported on the following:

- State of the Clackamas County Address on November 5, 2025
- Clackamas County Coordinating Committee (C4) meeting on November 6, 2025
- Wilsonville Rotary Veteran's Breakfast on November 8, 2025
- Veterans Memorial Ceremony on November 11, 2025
- Charbonneau Emergency Management and Incident Command Drill on November 12, 2025

### **9. Councilor Scull**

Councilor Scull reported that his primary focus had been participating in orientation sessions with City staff. Councilor Scull also reported meeting with consultant Richard Meyers from GMP HR regarding the city manager hiring process and would continue his onboarding with visits to the Library, Public Works , and Police Department.

Councilor Scull expressed appreciation to staff for their professionalism and dedication and thanked the many residents who served on the City's advisory boards, commissions, and committees.

In closing, Councilor Scull wished everyone a safe and happy Thanksgiving.

Councilor Scull submitted his written report which has been added to the record.

## **CONSENT AGENDA**

The City Attorney read the title of the Consent Agenda items into the record.

### **10. Resolution No. 3224**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute Modification No. 2 To The Tri-County Metropolitan Transportation District Of Oregon (TriMet) Subrecipient Agreement For Fiscal Years 2026 And 2027.

11. Minutes of November 3, 2025, City Council Meeting.

**Motion:** Moved to approve the Consent Agenda.

Motion made by Councilor Berry, Seconded by Councilor Scull.

### **Voting Yea:**

Mayor O'Neil, Council President Berry, Councilor Shevlin, Councilor Cunningham, Councilor Scull

**Vote:** Motion carried 5-0.

## **NEW BUSINESS**

### **12. Resolution No. 3226**

A Resolution Adopting Hiring Standards, Criteria, And Policy Directives For The Employment Of A Public Officer.

Andrea Villagrana, Human Resource Manager shared that in the City Council packet there was a staff report and resolution to approve the adopting hiring standards, criteria, and policy directives for the employment of a public officer.

The Mayor read the title of Resolution No. 3226 into the record.

**Motion:** Moved to adopt Resolution No. 3226.

Motion made by Councilor Berry , Seconded by Councilor Shevlin.

### **Voting Yea:**

Mayor O'Neil, Council President Berry, Councilor Shevlin, Councilor Cunningham, Councilor Scull

**Vote:** Motion carried 5-0.

## **CONTINUING BUSINESS**

There was none.

## **PUBLIC HEARING**

### **13. Ordinance No. 900 -1<sup>st</sup> Reading (Legislative Non-Land Use Public Hearing)**

An Ordinance Of The City Of Wilsonville Implementing An Administrative Warrants Process By Amending Chapter 1 Of The Wilsonville Code To Add Sections 1.100 Through 1.180.

The City Attorney read the title of Ordinance No. 900 into the record on first reading.

The Mayor provided the public hearing format and opened the public hearing at 8:04 p.m.

Amanda Guile-Hinman, City Attorney provided the staff report and PowerPoint, which has been made a part of the record.

The Mayor invited public testimony, seeing none the Mayor closed the public hearing on Ordinance No. 900 at 8:11 p.m.

The Mayor then requested a motion on Ordinance No. 900.

**Motion:** Moved to adopt Ordinance No. 900 on first reading.

Motion made by Councilor Berry, Seconded by Councilor Scull.

The Mayor and Councilor Shevlin voiced their support for Ordinance No. 900.

### **Voting Yea:**

Mayor O'Neil, Council President Berry, Councilor Shevlin, Councilor Cunningham, Councilor Scull

**Vote:** Motion carried 5-0.

## **CITY MANAGER'S BUSINESS**

Bryan Cosgrove, City Manager, reported that the Town Center Urban Renewal questionnaire had been live for about a week with 223 unique responses. The City Manager explained that the results would be presented at a City Council meeting in December 2025, along with a summary of the focus group findings.

The City Manager shared the City Charter required a Manager Pro Tem whenever the City Manager position becomes vacant. Based on the current recruitment schedule, the City would not hire a new City Manager before the current City Manager's retirement at the end of 2025. Therefore, the current City Manager expressed his willingness to serve as City Manager Pro Tem for a limited duration while the recruitment process continued.

The City Manager explained internal budget preparations began in December 2025, with department meetings occurring in January-February. 2026. Given the timing of the recruitment, and its impact on the internal budget development process, City Manager Cosgrove offered to serve as the interim City Manager through March 31, 2026 (or until a new City Manager is hired, whichever is first), to provide continuity of operations and stability during a time of change.

Council expressed support for this arrangement therefore Andrea Villagrana, Human Resource Manager, was directed to draft a short-term employment contract for Council's review and approval to be brought forth on December 15, 2025, City Council meeting.

## LEGAL BUSINESS

There was none.

## ADJOURN

The Mayor adjourned the meeting at 8:16 p.m.

Respectfully submitted,

DocuSigned by:  
*Kimberly Veliz*  
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Kimberly Veliz, City Recorder

ATTEST:

Signed by:  
*Shawn O'Neil*  
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Shawn O'Neil, Mayor