



**OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL MEETING FOR  
FEBRUARY 25, 2019**

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Present. Mayor Frank Bubenik; Council President Joelle Davis, Councilor Nancy Grimes, Councilor Paul Morrison, Councilor Robert Kellogg, Councilor Maria Reyes, Councilor Bridget Brooks

Staff Present City Manager Sherilyn Lombos, City Attorney Sean Brady; Police Chief Bill Steele, Finance Director Don Hudson, Planning Manager Aquilla Hurd-Ravich, Deputy City Recorder Nicole Morris; Maintenance Services Division Manager Clayton Reynolds, Library Manager Jerianne Thompson, City Engineer Jeff Fuchs, Assistant Finance Director Matthew Warner, Planning Manager Steve Koper

**A. CALL TO ORDER**

Pledge of Allegiance

Mayor Bubenik called the meeting to order at 7:03 p m.

**B ANNOUNCEMENTS**

**1. Announcing the Library's Annual Food for Fines Event**

Library Director Jerianne Thompson announced the Library will be hosting Food for Fines March 9-15 The campaign allows for Tualatin patrons to pay fines by donating food All food donations will be donated to the Tualatin School House Pantry

**2 New Employee Introduction- Police Officer Jessica Lemieux**

Police Chief Bill Steele introduced Police Officer Jessica Lemieux. The Council welcomed her.

**C PUBLIC COMMENT**

*This section of the agenda allows anyone to address the Council regarding any issue not on the agenda, or to request to have an item removed from the consent agenda The duration for each individual speaking is limited to 3 minutes Matters requiring further investigation or detailed answers will be referred to City staff for follow-up and report at a future meeting*

None

**D CONSENT AGENDA**

*The Consent Agenda will be enacted with one vote. The Mayor will ask Councilors if there is anyone who wishes to remove any item from the Consent Agenda for discussion and consideration. If you wish to request an item to be removed from the consent agenda you should do so during the Citizen Comment section of the agenda. The matters removed from the Consent Agenda will be considered individually at the end of this Agenda under, Items Removed from the Consent Agenda. The entire Consent Agenda, with the exception of items removed from the Consent Agenda to be discussed, is then voted upon by roll call under one motion.*

MOTION by Councilor Nancy Grimes, SECONDED by Councilor Robert Kellogg to adopt the consent agenda

Aye Mayor Frank Bubenik, Council President Joelle Davis, Councilor Nancy Grimes, Councilor Bridget Brooks, Councilor Maria Reyes, Councilor Paul Morrison, Councilor Robert Kellogg

MOTION CARRIED

- 1 Consideration of Approval of the Minutes for the Regular Meeting of February 11, 2019
- 2. Consideration of Approval of Liquor License Renewals for 2019
- 3 Consideration of Approval of a New Liquor License Application for VinoRai, LLC
- 4. Consideration of **Resolution No. 5425-19** Awarding the Contract for Project Manager Owners Representative for the Tualatin Service Center Project to PLANB Consultancy

**E. SPECIAL REPORTS**

- 1 2018 Audit Report

Finance Director Don Hudson, Assistant Finance Director Matt Warner, and Tanya Moffitt, Partner at Merina+Co, presented the 2018 Audit Report for fiscal year ending June 30, 2018. Ms. Moffitt presented the Comprehensive Annual Financial Report (CAFR) stating the report gives a clean and unmodified opinion. She noted there are no findings and the city has met all the minimum standards provided by the State.

**F PUBLIC HEARINGS – Legislative or Other**

- 1 Consideration of **Resolution No. 5424-19** Adopting Findings in Support of Special Procurement and Authorizing the City Manager to Enter into a Direct Negotiation Contract with Alta Planning + Design for Services for the Tualatin Moving Forward Bond Program

Public Works Director Jeff Fuchs presented an agreement that extends the contract with Alta Planning + Design Services for the Tualatin Moving Forward Bond Program. He stated the agreement extends the contract price to \$376,000. Director Fuchs stated Alta has designed, managed, and conducted public outreach on the first five construction projects in the program.

#### PUBLIC COMMENT

None

#### COUNCIL QUESTIONS

Councilor Kellogg asked if the new contract amount includes the original \$150,000 that has already been spent and paid through the bond program. Director Fuchs stated the new amount includes the original \$150,000 and has all been funded through the program.

#### COUNCIL DELIBERATION

Councilor Kellogg stated he is impressed with Alta's work to date and is in support of the extended contract.

MOTION by Council President Joelle Davis, SECONDED by Councilor Robert Kellogg to adopt Resolution No. 5424-19 adopting findings in support of special procurement and authorizing the City Manager to enter into a direct negotiation contract with Alta Planning + Design for services for the Tualatin Moving Forward Bond Program.

Aye Mayor Frank Bubenik, Council President Joelle Davis, Councilor Nancy Grimes, Councilor Bridget Brooks, Councilor Maria Reyes, Councilor Paul Morrison, Councilor Robert Kellogg

MOTION CARRIED

### G. GENERAL BUSINESS

*If you wish to speak on a general business item please fill out a Speaker Request Form and you will be called forward during the appropriate item. The duration for each individual speaking is limited to 3 minutes. Matters requiring further investigation or detailed answers will be referred to City staff for follow-up and report at a future meeting.*

#### 1. Consideration of Recommendations from the Council Committee on Advisory Appointments

MOTION by Councilor Nancy Grimes, SECONDED by Councilor Bridget Brooks to approve the recommendations for appointment.

Aye Mayor Frank Bubenik, Council President Joelle Davis, Councilor Nancy Grimes, Councilor Bridget Brooks, Councilor Maria Reyes, Councilor Paul Morrison, Councilor Robert Kellogg

MOTION CARRIED

#### 2. Consideration of **Resolution No. 5423-19** Authorizing the City Manager to Execute a Revised Urban Planning Area Agreement Between the City of Tualatin and Washington County

Planning Manager Steve Koper presented a resolution to execute a revised Urban Planning Area Agreement between the City and Washington County. He stated the agreement sets out responsibilities for each party within the agreement for the unincorporated areas of the County that is next to the city limit and within the Urban Growth Boundary (UGB). He added the agreement is based on the idea that future urban development of properties located within the Urban Planning Area should occur within a City by property-owners petitioning for annexation. Manager Koper stated the existing agreement was last updated in 2009. An updated agreement will allow property owners in the Basalt Creek area to petition to annex into Tualatin and allow the City to consider planning in future urban areas of Washington County.

#### PUBLIC COMMENT

None

#### COUNCIL QUESTIONS

Councilor Kellogg asked if the Norwood area is included in this agreement. Manager Koper stated it is an unidentified planning area.

Councilor Morrison asked if the city was ready to bring one of these areas in and begin a concept plan, what would be the process? Manager Koper stated the first step would be that there would have to be a UGB expansion.

Councilor Kellogg stated the areas can't be planned until they are in the UGB. Manager Koper confirmed the statement.

Mayor Bubenik asked if this is so we can begin pre-concept planning for a future UGB expansion. Manager Koper stated it is a very early step in the process for planning.

**MOTION** by Councilor Paul Morrison, **SECONDED** by Council President Joelle Davis to adopt Resolution No. 5423-19 authorizing the City Manager to execute a revised Urban Planning Area Agreement between the City of Tualatin and Washington County.

Aye: Mayor Frank Bubenik, Council President Joelle Davis, Councilor Nancy Grimes, Councilor Bridget Brooks, Councilor Maria Reyes, Councilor Paul Morrison, Councilor Robert Kellogg.

**MOTION CARRIED**

## **H. COMMUNICATIONS FROM COUNCILORS**

Councilor Kellogg stated he attended the Tualatin CERT Team meeting where a consultant presented on emergency planning for water in the event of an earthquake.

Councilor Brooks invited citizens to apply to serve on the Tualatin Arts Advisory Committee.

Council Present Davis reminded everyone of the upcoming meeting DEQ will be holding in regards to Grimm's Fuel The meeting will be on February 26 at 6pm, she added comments can be submitted in writing until March 4.

Mayor Bubenik encouraged citizens to attend the DEQ meeting and provide comments on the license renewal

**I. ADJOURNMENT**

Mayor Bubenik adjourned the meeting at 7 48 p m

Sherilyn Lombos, City Manager



/ Nicole Morris, Recording Secretary



/ Frank Bubenik, Mayor