

# CITY OF WOODBURN

## CITY COUNCIL AGENDA

SEPTEMBER 10, 2018– 7:00 P.M.

KATHRYN FIGLEY, MAYOR  
JUAN SERRATOS, COUNCILOR WARD 1  
LISA ELLSWORTH, COUNCILOR WARD II  
ROBERT CARNEY, COUNCILOR WARD III  
SHARON SCHAUB, COUNCILOR WARD IV  
FRANK LONERGAN, COUNCILOR WARD V  
ERIC MORRIS, COUNCILOR WARD VI

CITY HALL COUNCIL CHAMBERS – 270 MONTGOMERY STREET

1. CALL TO ORDER AND FLAG SALUTE
2. ROLL CALL
3. ANNOUNCEMENTS AND APPOINTMENTS

Announcements:

- A. On September 15-16, the City of Woodburn is hosting the third annual Woodburn Community Celebration event to celebrate Hispanic Heritage Month, The independence of Mexico and other Central and South American nations as well as the Woodburn Community. The event will take place at the Downtown Plaza from 11:00 am to 9:00 pm both days.

Appointments:

- B. Public Arts and Mural Committee  
– Kristi St. Amant

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4. SWEARING-IN CEREMONY
5. MARY TENNANT AWARD
6. 15 MINUTE RECESS
7. COMMUNITY/GOVERNMENT ORGANIZATIONS
  - A. Woodburn Fire District
8. PROCLAMATIONS/PRESENTATIONS

Proclamations:

- A. Hispanic Heritage Month

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Presentations:

- B. Fiesta Video Highlights
- C. Enhanced Transit Services Project

This facility is ADA accessible. If you need special accommodation, please contact the City Recorder at 503-980-6318 at least 24 hours prior to this meeting.

\*\*Habr  interpretes disponibles para aqu llas personas que no hablan Ingl s, previo acuerdo.  
Com niquese al (503) 980-2485.\*\*

9. **COMMUNICATIONS**

None.

10. **BUSINESS FROM THE PUBLIC** – *This allows the public to introduce items for Council consideration not already scheduled on the agenda.*

11. **CONSENT AGENDA** – *Items listed on the consent agenda are considered routine and may be adopted by one motion. Any item may be removed for discussion at the request of a Council member.*

A. **Woodburn City Council minutes of August 13, 2018** 4  
Recommended Action: Approve the minutes.

B. **Woodburn City Council Executive Session minutes of August 13, 2018** 7  
Recommended Action: Approve the minutes.

C. **Memorandum of Understanding (MOU) between the City and the Oregon Department of Land Conservation and Development (DLCD) to Complete a Housing Needs Analysis (HNA)** 8  
Recommended Action: Authorize the Mayor to execute the attached Memorandum of Understanding (MOU) with the Oregon Department of Land Conservation and Development (DLCD) to provide technical assistance to analyze and report on Woodburn housing needs through what is termed a Housing Needs Analysis (HNA).

D. **Acceptance of Public Utility Easements and a Maintenance & Access Easement at 1785 N. Front Street (Success High School), Woodburn, OR 97071 (Tax Lot 051W7A00600)** 17  
Recommended Action: That City Council authorize the dedication of two public utility easements and one maintenance & access easement granted by the Woodburn School District #103 for the property located at 1785 N Front Street (Success High School), Woodburn, OR 97071 (Tax Lot 051W7A00600).

E. **Acceptance of Public Utility Easements at 777 E. Lincoln Street (Washington Elementary School), Woodburn, OR 97071 (Tax Lot 051W18AA00100)** 31  
Recommended Action: That City Council authorize the dedication of three public utility easements granted by the Woodburn School District #103 for the property located at 777 E. Lincoln Street (Washington Elementary School), Woodburn, OR 97071 (Tax Lot 051W18AA00100).

F. **Acceptance of a Warranty Deed at 1245-1255 E. Lincoln, Woodburn, OR 97071 (Tax Lot 051W08CC09100)** 45

Recommended Action: That City Council authorize an 11-foot wide right-of-way dedication granted by Lincoln Street Apartments LLC for the property located at 1245-1255 E. Lincoln Street, Woodburn, OR 97071 (Tax Lot 051W08CC09100).

**G. Acceptance of Public Utility Easements at 1245-1255 E. Lincoln, 50  
Woodburn, OR 97071 (Tax Lot 051W08CC09100)**

Recommended Action: That City Council authorize the dedication of public utility easements granted by Lincoln Street Apartments LLC for the property located at 1245-1255 E. Lincoln Street, Woodburn, OR 97071 (Tax Lot 051W08CC09100).

**H. Crime Statistics through July 2018 60**

Recommended Action: Receive the report.

**I. Building Activity for August 20108 65**

Recommended Action: Receive the report.

**12. TABLED BUSINESS**

None.

**13. PUBLIC HEARINGS**

None.

**14. GENERAL BUSINESS – Members of the public wishing to comment on items of general business must complete and submit a speaker's card to the City Recorder prior to commencing this portion of the Council's agenda. Comment time may be limited by Mayoral prerogative.**

**A. Council Bill No. 3076 - An Ordinance Amending Woodburn 66  
Development Ordinance (WDO) SECTIONS 1.02, 2.02, 2.06, 2.07, and  
4.01.05 to ALLOW for Accessory Dwelling Units and Certain Affordable  
Housing Projects (LA 2018-02)**

Recommended Action: Second reading required because there was not a unanimous vote at the August 13 meeting.

**B. Council Bill No. 3079 - A Resolution of the City of Woodburn, Oregon 95  
Authorizing the Sale of a Water Revenue Refunding Bond**

Recommended Action: That the City Council approve a resolution authorizing the City Administrator, the Finance Director, or their designee, to negotiate the financial terms to refinance three outstanding Water bonds totaling approximately \$8.6 million, and cover costs related to the debt issuance.

- C. Agreement for Police Policy Manual Revision** **130**  
Recommended Action: Authorize the City Administrator to enter into a Personal Services Agreement with The Thomas and Means Law Firm, L.L.P. to draft a revision of the Woodburn Police Department Policy Manual.
- D. Lottery Bond Grant Agreement** **145**  
Recommended Action: Authorize the City Administrator to enter into the enclosed Oregon Lottery Revenue Bonds Grant Agreement with the State of Oregon.
- E. Community Center Funding** **163**  
Recommended Action: It is recommended that the City Council, by motion, indicate its support for earmarking the proceeds from the sale of City owned property, located at 1750 Park Ave for use in developing construction documents for the community center project.
- 15. PLANNING COMMISSION OR ADMINISTRATIVE LAND USE ACTIONS** – *These are Planning Commission or Administrative Land Use actions that may be called up by the City Council.*
- None.**
- 16. CITY ADMINISTRATOR’S REPORT**
- 17. MAYOR AND COUNCIL REPORTS**
- 18. ADJOURNMENT**