

COUNCIL MEETING MINUTES

JANUARY 9, 2023

DATE COUNCIL CHAMBERS, CITY HALL, CITY OF WOODBURN, COUNTY OF MARION, STATE OF OREGON, JANUARY 9, 2023

CONVENED The meeting convened at 7:00 p.m. with Mayor Lonergan presiding.

ROLL CALL

Mayor Lonergan	Present
Councilor Carney	Present
Councilor Cornwell	Present
Councilor Schaub	Present
Councilor Swanson	Present
Councilor Morris	Present
Councilor Cabrales	Present

Staff Present: City Administrator Derickson, Acting City Attorney Granum, Assistant City Administrator Row, Police Chief Pilcher, Public Works Director Stultz, Community Development Director Kerr, Finance Director Turley, Economic Development Director Johnk, Special Projects Director Wakely, Community Services Director Cuomo, Human Resources Director Gregg, Public Affairs and Communications Coordinator Moore, City Recorder Pierson

ANNOUNCEMENTS

- City Hall and the Library will be closed on January 17 for Martin Luther King Jr. Day. The pool will remain open.
- Mayor Lonergan asked for a moment of silence for retired Marion County Sheriff Raul Ramirez.
- Chili Cook-off is happening on Saturday, January 21, 2023 at the Hoodview Church of God between 12:00 p.m. and 1:30 p.m.
- Mayor Lonergan asked that Councilors refrain from using their cell phones during the meeting.

APPOINTMENTS

Mayor Lonergan proposed the following appointments:

- **Woodburn Budget Committee**
John Zobrist
- **Woodburn Public Art Mural Committee**
Christine Lopez
Colleen Vancil
Sharon Schaub
Merri Berlin
- **Woodburn Library Board**
Marilyn McCully
- **Woodburn Parks and Rec Board**
Ricardo Vazquez Rodriguez
- **Woodburn Planning Commission**

COUNCIL MEETING MINUTES

JANUARY 9, 2023

Merri Berlin

- **Mid-Willamette Area Commission on Transportation**

Mayor Frank Lonergan

Carney/Morris...approve the appointments. The motion passed unanimously.

Mayor Lonergan stated that he would like to appoint a City Councilor to the Mid-Willamette Valley Community Development Partnership (MWVCDP) Board and asked if any Councilors would be interested. Councilor Swanson stated that she is interested in being appointed and requested more information about the MWVCDP.

PRESENTATIONS

Oregon City County Managers Associations Designation of 2023 President – Susie Marston, outgoing President of the Oregon City County Managers Association (OCCMA) and Gervais City Manager and Dan Huff, City Manager of Molalla and incoming OCCMA president of 2024, presented City Administrator Derickson with a lantern that represents the leadership that OCCMA provides to the profession and congratulated him on being the 2023 President of OCCMA.

Audit Presentation – Ryan Pascarella with Grove Mueller and Swank informed the Council that the audits for the City and the URA are complete and provided some highlights from the audit. It was also noted that the City received an unmodified opinion.

BUSINESS FROM THE PUBLIC

Mayor Lonergan stated that the City Council received a letter from Sharon Mansfield and thanked her for sending that in.

CONSENT AGENDA

- A. Woodburn City Council minutes of December 12, 2022,
- B. Woodburn City Council Executive Session minutes of December 12, 2022,
- C. Acceptance of Three Public Easements at 2230 & 2400 N. Pacific Highway, Woodburn, OR 97071 (Tax Lot 051W08A005000),
- D. Acceptance of a Public Easement at 3601 Newberg Highway, Woodburn, OR 97071 (Tax Lot 052W110000200),
- E. Crime Statistics through November 2022,
- F. Updated Building Activity for November 2022,
- G. Building Activity for December 2022.

Carney/Schaub... adopt the Consent Agenda. The motion passed unanimously.

PUBLIC HEARINGS

A Public Hearing to consider input on the Community Development Block Grant (CDBG) from Business Oregon for the Woodburn Area Emergency Housing Assistance Grant. Mayor Lonergan declared the hearing open at 7:41 p.m. for the purpose of hearing public input on the Community Development Block Grant (CDBG) from Business Oregon for the Woodburn Area Emergency Housing Assistance Grant. Economic Development Director Johnk provided a staff report. No members of the public wished to speak in either support or opposition of the Community Development Block Grant (CDBG) from Business Oregon for the Woodburn Area Emergency Housing Assistance Grant. Mayor Lonergan closed the hearing at 7:43 p.m.

COUNCIL BILL NO. 3202 - A RESOLUTION SETTING AMOUNT OF THE PARKS AND RECREATION SYSTEMS DEVELOPMENT CHARGES UNDER AN EXISTING

COUNCIL MEETING MINUTES

JANUARY 9, 2023

METHODOLOGY; ESTABLISHING AN ALTERNATIVE RATE REVIEW FEE; AND SETTING AN EFFECTIVE DATE FOR IMPOSITION OF THE FEES AND CHARGES

Carney introduced Council Bill No. 3202. City Recorder Pierson read the bill by title only since there were no objections from the Council. Community Services Director Cuomo provided a staff report. On roll call vote for final passage, the bill passed unanimously. Mayor Lonergan declared Council Bill No. 3202 duly passed.

AWARD OF CONSTRUCTION CONTRACT FOR THE WOODBURN POLICE STATION OFFICE REMODEL PROJECT

Police Chief Pilcher provided a staff report. **Carney/Cornwell...** award a construction contract to Blue Spruce Builders, Inc. for the Woodburn Police Station Office Remodel Project in the amount of \$115,000 and authorize the City Administrator to sign the contract. The motion passed unanimously.

BUILDABLE LAND INVENTORY AND ECONOMIC OPPORTUNITIES ANALYSIS CONSULTING CONTRACT

Special Projects Director Wakely provided a staff report. **Carney/Schaub...** award a consultant contract for an updated Buildable Lands Inventory (BLI) and Economic Opportunities Analysis (EOA) to Johnson Economics, LLC in the amount of \$49,105 and authorize the City Administrator to execute the agreement. The motion passed unanimously.

CITY ADMINISTRATOR'S REPORT

The City Administrator reported the following:

- Provided cards to the City Council that contains contact information for the Woodburn Resource Center.
- Looking into converting mortgage assistance funds into rental assistance funds, which seems to be in higher demand.
- Jamie was able to get a \$25,000 grant for N. Marion County Strategic Plan for part of the tourism program that will encompass all of the communities we collaborate with for economic development.
- Provided a flyer to City Council for the N. Marion County Small Business resource fair that the City is sponsoring.
- There is a faulty fan in the HVAC system in Council Chambers and once that is repaired it should get quieter.
- Reminded Council that there is an executive session.

MAYOR AND COUNCIL REPORTS

Councilor Swanson stated that the Emmanuel Lutheran Church Wednesday Meal program has expanded services into the community. She added that they have gone to the nonprofits, many of them at the 970 Cascade location and asked them to come up with a mini advertisement so that each meal that goes out the door would have a little mini advertisement for the highlighted business or 501C3 of the week.

EXECUTIVE SESSION

Mayor Lonergan entertained a motion to adjourn into executive session under the authority of ORS 192.660 (2)(h) and ORS 192.660 (2)(f). **Swanson/Morris...** move into executive session under the authority of ORS 192.660 (2)(h) and ORS 192.660 (2)(f). The motion passed unanimously. The Council adjourned into executive session at 8:03 p.m. and reconvened at 8:39 p.m. Mayor


COUNCIL MEETING MINUTES
JANUARY 9, 2023

Lonergan stated that no action was taken by the Council while in executive session.

ADJOURNMENT

Morris/Schaub...move to adjourn. The motion passed unanimously. Mayor Lonergan adjourned the meeting at 8:39 p.m.

APPROVED 
FRANK LONERGAN, MAYOR

ATTEST 
Heather Pierson, City Recorder
City of Woodburn, Oregon