

# CITY OF WOODBURN

## CITY COUNCIL AMENDED

### AGENDA

FRANK LONERGAN, MAYOR  
DEBBIE CABRALES, COUNCILOR WARD 1  
MARK WILK, COUNCILOR WARD II  
ROBERT CARNEY, COUNCILOR WARD III  
SHARON SCHAUB, COUNCILOR WARD IV  
MARY BETH CORNWELL, COUNCILOR WARD V  
ERIC MORRIS, COUNCILOR WARD VI

JANUARY 22, 2024 – 7:00 P.M.

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CITY HALL COUNCIL CHAMBERS – 270 MONTGOMERY STREET

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

Announcements:

None.

Appointments:

None.

4. COMMUNITY/GOVERNMENT ORGANIZATIONS

None.

5. PROCLAMATIONS/PRESENTATIONS

Proclamations:

None.

Presentations:

A. Republic Services

6. COMMUNICATIONS

None.

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

8. 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.*

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.\*\*

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|----------------------------|--|-----|
| A.                         | <b>Woodburn City Council minutes of January 8, 2024</b>  | 1   |
|                            | <u>Recommended Action:</u> Approve the minutes.  |     |
| B.                         | <b>Acceptance of Easement at 0 Stacy Allison Way (Tax Lot 052W1402300)</b>   | 4   |
|                            | <u>Recommended Action:</u> Authorize the acceptance of one waterline easement granted by Stacy Allison Way Holdings LLC, for real property at 0 Stacy Allison Way and identified as Tax Lot 052W1402300.   |     |
| C.                         | <b>Acceptance of Temporary Construction Easement at 1310 N Pacific Hwy (Tax Lot 051W08DB02800)</b>   | 15  |
|                            | <u>Recommended Action:</u> Authorize the acceptance of one temporary construction easement granted by PVA Holdings LLC, for real property at 1310 N Pacific Hwy (OR 99E) and identified as Tax Lot 051W08DB02800.  |     |
| D.                         | <b>Redflex Report October through December 2023</b>  | 21  |
|                            | <u>Recommended Action:</u> Receive the report.   |     |
| E.                         | <b>Redflex Year End Report 2023</b>  | 22  |
|                            | <u>Recommended Action:</u> Receive the report.   |     |
| F.                         | <b>Monthly Financial Report</b>  | 23  |
|                            | <u>Recommended Action:</u> Receive the report.   |     |
| G.                         | <b>Building Activity for December 2023</b>   | 114 |
|                            | <u>Recommended Action:</u> Receive the report.   |     |
| 9. <b>TABLED BUSINESS</b>  |  |     |
|                            | None.  |     |
| 10. <b>PUBLIC HEARINGS</b> |  |     |
| A.                         | <b>2024 Community Development Block Grant COVID-19 (CDBG-CV) from Business Oregon for Woodburn Area Emergency Housing Assistance Program</b>   | 115 |
|                            | <u>Recommended Action:</u> Conduct a public hearing to consider the City's application for a 2024 CDBG-CV grant to fund a Woodburn Area Emergency Housing Assistance program, in partnership with Gervais and Hubbard, and authorize the City Administrator to execute any and all documents related to the grant application and to effectuate an award of the grant, including an agreement with |     |

DevNW, who would administer and manage the funded program upon award

- B. FY 2023-24 Supplemental Budget Request for Transfer Increase from the Water SDC Fund to the Water Capital Construction Fund for Parr Road Water Treatment Project Completion** 117  
Recommended Action: Hold a Public Hearing.

**11. 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. 3238 - Resolution Adopting a Supplemental Budget and Approving Transfers of Appropriations for FY 2023-2024 for The Parr Road Water Treatment Project Completion** 119

Recommended Action: Adopt Resolution No. 2226 authorizing \$550,000 beginning fund balance increase and equal transfer out increase from the Water SDC Fund. Increase the transfer in of \$550,000 to the Water Capital Construction Fund and authorize a \$550,000 appropriation increase in water capital construction expenditures.

- B. Council Bill No. 3239 - A Resolution Adopting a Supplemental Budget and Making Appropriations for the General Fund, Building Inspection Fund, Water Fund, Sewer Fund, and Insurance Fund for FY 2023-2024** 121

Recommended Action: Adopt Resolution No. 2227 authorizing \$450,000 additional grant revenue, additional \$260,000 state loan revenue and appropriation authority to Operating Expenses for both in the General Fund. Additionally authorize revenue and appropriation authority in operating expenditures of \$300,000 in the Building Inspection Fund, revenue and appropriation authority of \$20,000 operating expenditures in the Water Fund, a beginning fund balance and operating expenditure increase of \$500,000 in the Sewer Fund, and a beginning fund balance and operating expenditure increase of \$50,000 in the Insurance Fund.

- C. FY 2024/25 Financial Plan** 127

Recommended Action: Adopt the attached FY 2024/25 Financial Plan (Budget Policies and Fiscal Strategy) via a motion.

- D. Approval of Emergency Sewer Main and Services Laterals Replacement at Blaine Street Between MH 36-MC16-20 and 36-MC16-21** 162

Recommended Action: Award a contract to K&E Excavating, Inc for performing emergency sewer main and sewer lateral replacement services at Blaine Street between Manholes 36-16MC-20 and 36-MC16-21, in an amount not to exceed \$450,000.

**12. 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.*

**A. Council Briefing of Planning Commission approval of a Modification of Conditions application to a Conditional Use approval for Townsend Farms at 960 Young St (MOC 23-03 to CU 22-02) 164**

Recommended Action: Staff recommends that the City Council take no action on this item and provides this summary pursuant to [Woodburn Development Ordinance \(WDO\)](#) Section 4.02.02. The Council may call up this item if desired and, by majority vote, initiate a review of the Planning Commission decision.

**B. Council Briefing of Planning Commission approval of a Design Review, Street Adjustment, and Variance application package for the Salud Medical Center Renovation at 1175 Mt Hood Ave (DR 23-09, SA 23-07, & VAR 23-07) 167**

Recommended Action: Staff recommends no action and briefs the Council on this item pursuant to Woodburn Development Ordinance (WDO) Section 4.02.02. The Council may call up this item for review if desired and, by majority vote, initiate a review of this decision.

**13. CITY ADMINISTRATOR’S REPORT**

**14. MAYOR AND COUNCIL REPORTS**

**15. LEGISLATIVE PRIORITIES WORK SESSION**

**16. EXECUTIVE SESSION**

None.

**17. ADJOURNMENT**