

**COUNCIL MEETING MINUTES
DECEMBER 9, 2024**

DATE **COUNCIL CHAMBERS, CITY HALL, CITY OF WOODBURN, COUNTY OF MARION, STATE OF OREGON, DECEMBER 9, 2024**

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

ROLL CALL

Mayor Lonergan	Present
Councilor Cantu	Present
Councilor Cornwell	Present
Councilor Schaub	Present
Councilor Morris	Absent
Councilor Cabrales	Present
Councilor Wilk	Present

Staff Present: City Administrator Derickson, City Attorney Granum, Assistant City Administrator Row, Economic Development Director Johnk, Police Chief Millican, Special Projects Director Wakeley, Community Services Director Cuomo, Community Development Director Kerr, Human Resources Director Gregg, Public Works Director Stultz, Public Affairs and Communications Manager Guerrero, Finance Director Turley, Community Relations Manager Herrera, City Recorder Pierson

OATH OF OFFICE

City Recorder Pierson administered the Oath of Office to Councilor Mark Wilk (Ward II), Councilor Alma Grijalva (Ward VI) and Mayor Frank Lonergan.

OUTGOING CITY COUNCILOR PRESENTATION

Mayor Lonergan thanked outgoing Councilors Debbie Cabrales and Eric Morris for their service to the City of Woodburn.

Mayor Lonergan called for a 10-minute recess.

ELECTION OF COUNCIL PRESIDENT

Mayor Lonergan stated that the Council President is elected by ballot. Ballot forms were distributed to the Council to vote for a councilor to serve as Council President. The City Recorder read the ballots and announced that Councilors Wilk, Cantu, Schaub, Cornwell voted for Councilor Schaub for Council President and Councilor Grijalva voted for Councilor Wilk for Council President. Mayor Lonergan announced that the Council President is Sharon Schaub.

ANNOUNCEMENTS:

Mayor Lonergan announced the following:

- **Holiday Closures:**
Christmas: City Hall will be closed beginning at noon on December 24 and will reopen for regular business hours on December 26. The Library will be open 10:00 a.m.-1:00 p.m. on December 24 and reopen for regular business hours on December 26. The Aquatic Center will be open 6:00 a.m. – 10:00 a.m. on December 24 and Closed on December 25. Transit Services will be closed December 25.

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New Year: City Hall, the Library, and Transit Services will be closed January 1. The Aquatic Center will be open 6:00 a.m. – 10:00 a.m. on December 31 and Closed on January 1.

- The City Council meeting scheduled for December 23, 2024, has been cancelled. The next City Council meeting will take place on January 13, 2025, at 7:00 p.m.

APPOINTMENTS:

Motion: Schaub/Cornwell... approve the listed applicants for the Recreation and Parks Board, the Planning Commission, and the Public Art Mural Committee.

The Motion passed with the following vote: Councilors Schaub, Cornwell, Wilk, Cantu, and Grijalva voting “aye.” [5-0]

CONSENT AGENDA

- A. Woodburn City Council Meeting minutes of November 12, 2024,
- B. Woodburn City Council Executive Session Meeting minutes of November 12, 2024,
- C. Certified Election Results – November 5, 2024, General Election,
- D. Monthly Financial Report (October),
- E. Redflex Report – August through October 2024,
- F. Building Activity for November 2024.

Motion: Schaub/Cornwell... approve the consent agenda as presented.

The Motion passed with the following vote: Councilors Schaub, Cornwell, Wilk, Cantu, and Grijalva voting “aye.” [5-0]

RECIPROCAL REAL PROPERTY LEASE AND WATER TOWER COMMUNICATIONS LEASE AGREEMENTS BETWEEN UNION PACIFIC RAILROAD AND THE CITY OF WOODBURN

Public Works Director Stultz provided a staff report.

Motion: Schaub/Cornwell... authorize the City Administrator to execute on behalf of the City two reciprocal lease agreements with Union Pacific Railroad (UPRR); one providing for the City’s lease of certain UPRR-owned land along Front Street at no cost to the City, offset by UPRR’s lease of space on the City-owned water tower for placement of communications equipment.

The Motion passed with the following vote: Councilors Schaub, Cornwell, Wilk, Cantu, and Grijalva voting “aye.” [5-0]

FLOCK SAFETY LICENSE PLATE READER CONTRACT

Police Chief Millican provided a staff report. Councilor Wilk asked what the accessibility of this system by folks outside of the city of Woodburn is. Chief Millican answered that the City can provide limited access to law enforcement partners as needed. He also noted that officers can use it for criminal purposes only. Councilor Grijalva asked if these cameras will work together with the cameras currently set up on 214. Chief Millican answered that these are a different system, and they will be placed strategically throughout the city. City Administrator Derickson noted that the camera system on 214 captures people's identities and it captures people's license plates, whereas the readers only capture the

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rear license plate and not people's identities.

Motion: Schaub/Cantu... award a Sole Source Contract to and Authorize the City Administrator to sign the contract with Flock Safety for license plate reader services, on the basis of the attached findings.

The Motion passed with the following vote: Councilors Schaub, Cornwell, Wilk, Cantu, and Grijalva voting "aye." [5-0]

AWARD A CONTRACT FOR DESIGN & BID PACKAGE FOR THE WOODBURN HIGH SCHOOL FRONT STREET SAFE ROUTES TO SCHOOL PROJECT TO HARPER HOUF PETERSON RIGHELLIS INC (HHPR).

Special Projects Director Wakely and Public Works Director Stultz provided a staff report. Mayor Lonergan asked what the Engineer's estimate was for this project. Director Wakely answered that the city engineer negotiated the scope of work with ODOT and we are basing the proposed improvements as summarized in the staff report from ODOT engineers who scoped the project.

Motion: Schaub/Wilk... award a contract for design and bid package work for the High School Front Street Safe Routes to School project to Harper Houf Peterson Righellis Inc. (HHPR) in the amount of \$230,420.71 and authorize the City Administrator to sign the contract.

The Motion passed with the following vote: Councilors Schaub, Cornwell, Wilk, Cantu, and Grijalva voting "aye." [5-0]

CITY ADMINISTRATOR'S REPORT

The City Administrator reported the following:

- **Young Street Property Acquisition:** The City has successfully acquired the Young Street Property for \$1.3 million, with an appraisal value of \$3.2 million. Plans include a 98-unit project, which will be managed by an affordable housing nonprofit organization to support affordable housing availability in Woodburn.
- **Retail Theft Program Success:** The City Council approved a grant for a retail theft program for the Woodburn Police Department. In its first operation last weekend, the retail theft team arrested seven individuals and recovered a stolen vehicle.
- **Washington, D.C. Trip:** A successful trip to Washington, D.C. was made by the mayor, staff, and City Councilors. They met with Senator Merkley, Representative Salinas, and staff from Senator Wyden's office to discuss federal funding for projects like Settlemeier Park and other local issues, such as immigration and wastewater requirements.
- **Portland State University Boot Camp:** City Council members, including Councilor Schaub, Councilor Wilk, and new council member Lilia Brizuela attended a boot camp for elected officials, gaining valuable insights.
- **New Council Member Orientation:** A new council orientation program is available for new council members and other members of the Council who would like to participate, featuring a city tour, discussions on current issues, the city charter, roles, responsibilities, land use, and budget training.
- **League of Oregon Cities Training:** The League of Oregon Cities offers training for new or current council members, focusing on legal aspects of being an elected official in Oregon. The City will sponsor participation for interested members.

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- **Governor's Solutions Team Meeting:** A meeting was held with the Governor's Solutions team at City Hall, involving various state agencies. Discussions focused on collaboration, addressing issues in Woodburn, and how state agencies can support or facilitate progress on local matters.
- **Ethics Training Reminder:** City Attorney Granum stated that she will send a reminder for mandatory Oregon Government Ethics Commission training, which must be completed by all city councilors and the mayor during their term in office.

MAYOR AND COUNCIL REPORTS

Councilor Cornwell expressed excitement about the educational opportunity in Washington, D.C., with other council members, the mayor, and the city administrator. She is optimistic about the new City Council team and looks forward to the upcoming year's training and work. She wished everyone a happy holiday and hoped they would enjoy time with loved ones.

Councilor Schaub shared her appreciation for the boot camp experience, emphasizing how outstanding the City staff is. She reflected on the challenges faced by other cities and expressed gratitude for Woodburn's resources. She added that she attended the Chick-fil-A opening. She welcomed new city councilors and wished everyone a wonderful holiday.

Councilor Wilk agreed with Councilor Schaub's comments on the boot camp, noting the respect Woodburn receives from other elected officials in the state. He thanked voters for allowing him to continue serving the city and looked forward to collaborating with the new council on important issues.

Councilor Cantu shared her positive experience in Washington, D.C., where they received recognition and support for Woodburn from every office they visited. She stated that she is excited about the opportunities and developments happening in the city.

Councilor Grijalva thanked the voters for the opportunity to serve and expressed her long-term connection to Woodburn. She wished everyone safe and joyful holidays and looked forward to starting work in January.

Mayor Lonergan reflected on the success of the Washington D.C. trip and the positive outcomes expected from it. He also thanked the staff for their efforts during the tree lighting and library workshop events. He added that the Chick-fil-A has opened up and he attended 2 ribbon cuttings and that this highlights the growth of new businesses in Woodburn.

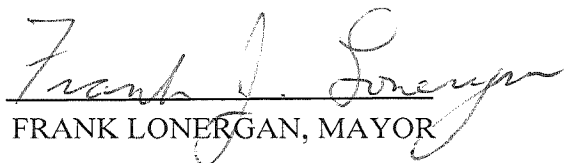
ADJOURNMENT

Motion: Cornwell/Schaub... move to adjourn.

The Motion passed with the following vote: Councilors Schaub, Cornwell, Wilk, Cantu, and Grijalva voting "aye." [5-0]

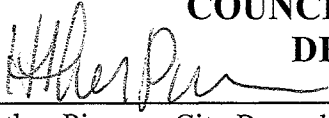
Mayor Lonergan adjourned the meeting at 8:00 p.m.

APPROVED


FRANK LONERGAN, MAYOR

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ATTEST



Heather Pierson, City Recorder
City of Woodburn, Oregon