

# CITY OF WOODBURN

## CITY COUNCIL AGENDA

SEPTEMBER 8, 2025 – 7:00 P.M.

FRANK LONERGAN, MAYOR  
ORLANDO BRAVO, COUNCILOR WARD I  
MARK WILK, COUNCILOR WARD II  
JEN CANTU, COUNCILOR WARD III  
SHARON SCHAUB, COUNCILOR WARD IV  
MARY BETH CORNWELL, COUNCILOR WARD V  
ALMA GRIJALVA, 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:

None.

Appointments:

**A. Woodburn Recreation and Parks Board**

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– Marsha Merrifield – Position IV

**Woodburn Library Board**

– Isis Robles - Position VII (Student Member)

**4. PROCLAMATIONS/PRESENTATIONS**

Proclamations:

**A. Hispanic Heritage Month Proclamation**

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Presentations:

**B. Woodburn Police Department Promotion Ceremony**

– Adam Stewart promoted to Lieutenant

– Nick Wilson promoted to Sergeant

**5. 15 MINUTE RECESS**

**6. COMMUNICATIONS**

None.

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

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.\*\*

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.*

- A. **Woodburn City Council minutes of August 11, 2025** **5**  
Recommended Action: Approve the minutes.
- B. **Woodburn City Council Executive Session minutes of August 11, 2025** **10**  
Recommended Action: Approve the minutes.
- C. **Liquor License Application Flores Mini Market LLC.** **11**  
Recommended Action: Recommend that the OLCC approve the Liquor License Application for Flores Mini Market LLC.
- D. **Traffic Enforcement Report – May Through July 2025** **13**  
Recommended Action: Receive the report.
- E. **Utility Assistance Program –Funding** **14**  
Recommended Action Approve a renewal of the Utility Assistance Program Grant Agreement with a funding distribution of \$45,000 to Love INC of North Marion County (Love INC) for the continued administration of the City's utility assistance program
- F. **IGA with the City of Mt. Angel** **17**  
Recommended Action: Authorize the City Administrator to sign into an Intergovernmental agreement with the City of Mt. Angel.
- G. **New Development Activity – August 2025** **25**  
Recommended Action: Receive the report.

9. **TABLED BUSINESS**

**None.**

10. **PUBLIC HEARINGS**

**None.**

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. 3287 - An Ordinance Adopting Amendments to the Woodburn Development Ordinance Related to Floodplain Protections (LA 25-01) 26**

Recommended Action: Consider the Woodburn Development Ordinance amendment and adopt the attached Ordinance to implement Legislative Amendment LA 25-01.

**B. Council Bill No. 3288 - An Ordinance Amending Ordinance 2433 (Master Fee Schedule) to Modify and Update Community Development - Planning Division Fees, Public Works Fees, and Public Records Fees; and Repealing all Fees and Charges that are Inconsistent with this Ordinance; and Setting an Effective Date. 112**

Recommended Action: Enact an Ordinance amending and updating the City's Master Fee Schedule for:

1. The Community Development Department, Planning Division fees for land use applications and planning services;
2. The Public Works Department, Water Service Installation Charges and Right-of-Way Construction Permitting;
3. Adding a new Public Records Request Fee Schedule.

**C. Sale of Surplus Property Located on Gatch Street 133**

Recommended Action: Authorize the City Administrator to enter into a purchase and sale agreement and execute all documents necessary to transfer the title of City owned property located on Gatch St (tax lot 051W18AA04400) to Ana Iris Ruiz (50%), and Esmerelda Rios and Fernando Rios (50% as tenants in common) by means of a Statutory Warranty Deed.

**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.**

**None.**

**13. CITY ADMINISTRATOR'S REPORT**

**14. MAYOR AND COUNCIL REPORTS**

**15. EXECUTIVE SESSION**

**None.**

## **16. ADJOURNMENT**