

COUNCIL MEETING MINUTES

SEPTEMBER 22, 2025

DATE **COUNCIL CHAMBERS, CITY HALL, CITY OF WOODBURN, COUNTY OF MARION, STATE OF OREGON, SEPTEMBER 22, 2025**

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 Bravo	Present
Councilor Grijalva	Present
Councilor Wilk	Present

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

ANNOUNCEMENTS

Mayor Lonergan apologized for getting the date wrong on the Hispanic Heritage Month celebrations and also for not announcing that Oktoberfest was taking place in Mt. Angel. He noted in the future he is going to work with City staff to provide a list of events that are happening in our area and that Councilor Cantu has volunteered to read them off at each meeting.

Councilor Cantu read the following announcements:

- September is Suicide Prevention Month. A time to raise awareness, support mental health, and remind everyone that help is available.
- September is National Preparedness Month. A reminder to review your emergency plans and be ready for unexpected situations.
- Bauman's Harvest Festival runs from September 20 to October 30, 2025, in Gervais.
- Woodburn Fire District Open House will be held on Saturday, October 4, from 11:00 a.m. to 3:00 p.m. at the District Headquarters – 1776 Newberg Hwy.
- Grand Opening of the Woodburn Fire Station in Gervais is on Friday, October 3, from 4:00 to 8:00 p.m. at 13925 Butteville Rd.

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APPOINTMENTS

Mayor Lonergan thanked Councilor Schaub for her service on the Woodburn Public Arts and Mural Committee.

Motion: Wilk/Cornwell... appoint Angel Cruz to the Student Member Position on the Woodburn Public Arts and Mural Committee.

The Motion passed with the following vote: Councilors Schaub, Cantu, Cornwell, Wilk, Bravo, and Grijalva voting “aye.” [6-0]

PRESENTATION

Community Center & Settlemier Park Project – Community Services Director Cuomo provided a presentation on the progress of the Community Center and Settlemier Park Projects.

CONSENT AGENDA

- A. Woodburn City Council minutes of September 8, 2025
- B. Monthly Financial Report for June and July
- C. Traffic Photo Enforcement Report – June through August
- D. Quarterly Investment Report
- E. Approval of a Partial Release, Extinguishment, and Termination of Easements for “MCHA Farmdale Apartments” at 1219 & 1233 W Lincoln Street (Tax Lot 051W07CB09300).

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

The Motion passed with the following vote: Councilors Schaub, Cantu, Cornwell, Wilk, Bravo, and Grijalva voting “aye.” [6-0]

AWARD OF CONSTRUCTION CONTRACT FOR THE WATERLINE CORRIDOR POTHOLE PROJECT – PHASE 1

Public Works Director Stultz provided a staff report.

Motion: Schaub/Cornwell... award the construction contract for the Waterline Corridor Pothole Project – Phase I to the lowest responsible bidder, Flow Line Construction LLC, in the amount of \$41,740.00. Staff recommend approving an additional \$25,000 for this project as a contingency for potential change orders that may arise during construction.

The Motion passed with the following vote: Councilors Schaub, Cantu, Cornwell, Wilk, Bravo, and Grijalva voting “aye.” [6-0]

SUSTAINED DUII ENFORCEMENT PROGRAM GRANT FUNDING

Police Chief Millican provided a staff report.

Motion: Schaub/Cantu... authorize the City Administrator to execute grant agreements for a second year of an ODOT/TSO application for the Woodburn Police Department Sustained DUII Enforcement Program if funding is awarded.

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The Motion passed with the following vote: Councilors Schaub, Cantu, Cornwell, Wilk, Bravo, and Grijalva voting “aye.” [6-0]

Mayor Lonergan reflected on the strong partnership between the City Council and the Police Department, and highlighted key public safety investments like body cameras, license plate readers, red-light cameras, drones, upgraded vehicles, and grants for DUI enforcement and retail theft and asked Police Chief Millican what they are looking at next. Police Chief Millican answered the top priority is restoring full police staffing. He added that a major upcoming project is the countywide upgrade to a new radio system, and they are also looking at expanding license plate reader coverage and using Axon’s AI-powered report writing tool.

COUNCIL BRIEFING OF PLANNING COMMISSION APPROVAL OF A DESIGN REVIEW & STREET ADJUSTMENT APPLICATION FOR “POPEYES LOUISIANA KITCHEN” AT 1560 MT. HOOD AVE. (TAX LOT 051W08DB01300)

The City Council declined to call this item up.

CITY ADMINISTRATOR’S REPORT

The Assistant City Administrator reported the following:

- The City received an award from the Union Pacific Foundation to help with fencing around the Legion Park and police department area.

MAYOR AND COUNCIL REPORTS

Councilor Cantu stated that she is happy to be the new announcement girl.

Councilor Cornwell shared that she attended the 2nd Friday Event in celebration of Hispanic Heritage Month, which featured the Mexican Consulate, an art show, and a salsa competition. She noted that it was an enjoyable experience. She added that Burgerville had their ribbon cutting today and that October 15th is the tentative date of the new bison display at the high school.

Mayor Lonergan thanked the City for organizing the Hispanic Heritage Month celebration. He noted that the Mexican Consulate led a flag procession and will return in March to assist residents with immigration matters. He also remarked that Brenda Bravo’s art show was especially beautiful. He added that the City hosted an event at the library called Operation Lifesaver, focused on promoting train safety. He noted that he would like to schedule a joint workshop with the school board.

ADJOURNMENT

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

The Motion passed with the following vote: Councilors Schaub, Cantu, Cornwell, Wilk, Bravo, and Grijalva voting “aye.” [6-0]

Mayor Lonergan adjourned the meeting at 8:13 p.m.

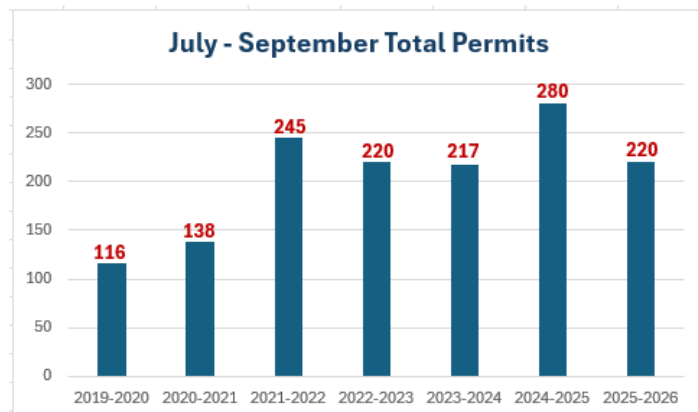
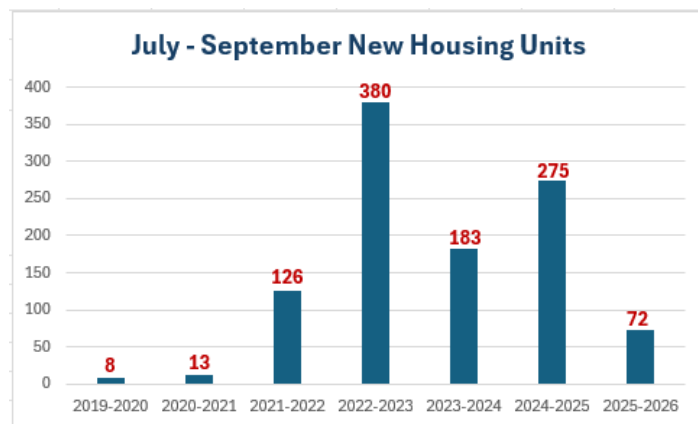
APPROVED _____
FRANK LONERGAN, MAYOR

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ATTEST

Heather Pierson, City Recorder
City of Woodburn, Oregon

City of Woodburn New Development Activity						
September- '25						
Month	Total Permits	New Single Family Home Permits	Residential Building Permit Valuation	Commercial Building Permit Valuation	Total Permit Valuation	New Housing Units
September '19	25	1	\$ 99,501	\$ 27,708	\$ 234,711	1
September '20	27	0	\$ 56,540	\$ 331,300	\$ 475,757	0
September '21	56	14	\$ 3,699,672	\$ 4,297,344	\$ 8,351,411	38
September '22	73	4	\$ 1,344,961	\$ 40,155,705	\$ 42,018,685	268
September '23	65	2	\$ 1,009,335	\$ 523,362	\$ 2,101,146	2
September '24	67	21	\$ 7,498,921	\$ 119,000	\$ 8,992,026	21
September '25	91	40	\$11,487,840	\$ 14,497,756	\$ 26,100,526	40
Fiscal Year Totals (July-September)						
2019-2020	116	8	\$ 1,868,764	\$ 846,087	\$ 4,159,901	8
2020-2021	138	13	\$ 2,926,123	\$ 3,289,465	\$ 8,382,772	13
2021-2022	245	78	\$21,497,421	\$ 8,764,008	\$ 32,119,688	126
2022-2023	220	16	\$ 6,126,433	\$ 41,052,695	\$ 49,571,277	380
2023-2024	217	15	\$ 5,720,579	\$ 27,235,615	\$ 34,181,991	183
2024-2025	280	95	\$31,903,181	\$ 25,527,990	\$ 59,623,655	275
2025-2026	220	72	\$22,471,763	\$ 26,053,138	\$ 50,111,696	72





Agenda Item

October 13, 2025

TO: Honorable Mayor and City Council through City Administrator
THRU: Jason Millican, Chief of Police
FROM: Adam Stewart, Lieutenant
SUBJECT: **Liquor License Application for Taqueria Don Jose LLC.**

RECOMMENDATION:

Recommend that the OLCC approves the Liquor License Application for Taqueria Don Jose LLC.

BACKGROUND:

Applicant: Taqueria Don Jose LLC.
1600 Industrial Ave.
Woodburn, OR 97071
503-884-1094

Point of
Contact: Jose Naranjo Sanchez
3787 Kermit Circle NE
Salem, OR 97305
503-884-1094

Business: Taqueria Don Jose (Food Cart)
1600 Industrial Ave
Woodburn, OR 97071
503-884-1094

Owner(s): Jose Naranjo Sanchez

Agenda Item Review: City Administrator ☒ City Attorney ☒ Finance ☒

License Type(s):

Limited On Premises Sales- May sell and serve by the drink, at retail to consumers for consumption on licensed premises: malt beverages (beer), wine, and cider.

On September 12, 2025, the Woodburn Police Department received an application for Limited On-Premises Sales liquor license for Taqueria Don Jose LLC. The business will be opening as a New Outlet, and is a restaurant style business food cart, with outdoor seating for 24.

The hours of operation are 10am to 10pm Sunday to Saturday. There is no entertainment listed for the location. The Woodburn Police Department has not received any communication from the public or surrounding businesses in support of or against the proposed change.

DISCUSSION:

The Police Department has completed a background investigation on Taqueria Don Jose LLC, and the listed owner, Jose Naranjo Sanchez. Jose Naranjo Sanchez was run through various police databases and business related databases. Jose Naranjo Sanchez holds a valid Oregon driver's license. No other items of concern were located during the check. The application is for a new food cart business.

FINANCIAL IMPACT:

None

October 13, 2025

TO: Honorable Mayor and City Council through City Administrator
FROM: Jesse Cuomo, Community Services Director
SUBJECT: **Parks and Community Center Naming Adoption**

RECOMMENDATION:

Approve the following park and community center names recommended by the Ad Hoc Park and Community Center Naming Committee for the public parks and public buildings/spaces.

- Trillium Park
- Kathy Figley Community Dog Park
- Mir Park
- Mill Creek Community Center
- Community Center Event Space Room Names:
 - o Kalapua
 - o Settlemier
 - o Medina
- Joe Kahut Fitness Room

BACKGROUND:

In light of the significant growth experienced by the City in recent years, the construction of new dedicated park spaces has progressed in tandem with the advancement of the Community Center Project. With these sites either under construction or recently completed, on July 14, 2025, City Council adopted the Park Naming Process to engage an Ad Hoc Committee to assist in naming these locations, with recommendations presented for the City Council's consideration

and possible adoption. The following sites that were proposed for naming consideration:

- **Woodburn Memorial Aquatic Center** – With the substantial improvements and expansion of the Woodburn Aquatic Center into a more comprehensive community center, staff recommends considering a name change that more accurately reflects the enhanced community space. The improvements include:
 - o Aquatic Center Renovations: Structural repairs, equipment upgrades, and enhanced safety and accessibility features.
 - o Event Space: A divisible venue with a commercial kitchen for community events, cultural celebrations, and large gatherings.
 - o Fitness Facilities: Cardio and weight training spaces, plus group fitness areas.
 - o Locker Rooms: Improved accessibility and increased capacity.
 - o Reception and Lobby: A redesigned entryway for better functionality and access.
 - o Expanded Parking: Additional spaces with electric vehicle chargers and accessibility improvements.
 - o Future Expansion: The facility will be designed to accommodate a gymnasium if funding becomes available.
- **Dove Landing Park** - Is an expansive 8-acre park dedicated to the City as part of the Dove Landing Planned Unit Development (PUD) located off North Boones Ferry Road. Currently, the housing development is underway, with plans to construct 171 single-family homes. The park features a variety of amenities, including restrooms, walking paths, picnic shelters, playgrounds, open green spaces, and various comfort facilities.
- **Boones Crossing Park** – This 3-acre park, dedicated to the City as part of the Boone Crossing Planned Unit Development (PUD), is located off South Boones Ferry Road on Iris Street. The final phase of construction, Phase 6, marks the culmination of a development that began in 2000 and will ultimately yield an estimated total 340 units of housing, for Phases 1-6.

Currently under construction, the park will feature a playground, basketball court, picnic shelter, landscaping, irrigation, and walking trails.

- **Senior Estate Park** – Recent enhancements to this established community park, including the addition of an asphalt path, a picnic shelter, and an off-leash dog area, have significantly improved its appeal. To eliminate any confusion regarding ownership and maintenance by Senior Estates and its Homeowners Association, it is recommended that the park be renamed.
- **Centennial Park Dog Park** – Following the completion of the dog park improvement project, which includes enhancements such as irrigation, walking paths, solar lighting, a picnic shelter, dog play amenities, and a drinking fountain, it is recommended that this location be considered for an official name adoption following the final phase of the improvement process.

COMMITTEE MEMBERS:

- Frank Lonergan (Mayor)
- Mary Beth Cornwell (City Council Member)
- Orlando Bravo (City Council Member)
- Juan Bravo (Community Member)
- John Zobrist (Community Member)
- Peggy Misner (Community Member)
- Brianna Spencer (Community Member)
- Judy Marquez (Community Member)
- Michael Nelson (Community Member)
- Michael Robertson (Community Member)
- Kasi Pankey (Recreation & Parks Board Member)
- Ricardo Rodriguez (Recreation & Parks Board Member)
- Natalie Tomaszewski (Recreation & Parks Board Member)

PARK NAMING SELECTIONS:

On September 4, 2025, and September 30, 2025, the Ad Hoc Park and Community Center Naming Committee convened to select names for nine (9) public parks and building spaces and eight (8) were selected while one (1) stayed current (Senior Estates Park). The chosen names for consideration by the City Council are as follows:

- **Mill Creek Community Center:** The former Woodburn Memorial Aquatic Center will be renamed Mill Creek Community Center. This name reflects a significant geographical feature, as Mill Creek runs beneath the park. It also presents an inviting rebranding for the facility, which will now offer new amenities.
- **Community Center Event Spaces:** The committee identified additional naming opportunities for the facility's interior spaces, selecting Kalapua, Settlemier, and Medina to honor Woodburn's historical development.
 - **Kalapua:** Named after the Kalapuyans, a Native American ethnic group, many contemporary descendants belong to the Confederated Tribes of the Grand Ronde Community of Oregon. Their traditional territories encompass the Willamette, Elk Creek, and Calapooya Creek watersheds in Western Oregon.
 - **Settlemier:** This name honors Jesse Settlemier, who purchased a 214-acre tract of land in the lower Willamette Valley for five dollars per acre in March 1863. Settlemier became the town's first mayor in 1885 and contributed significantly to various civic initiatives.
 - **Medina:** Named for Rogelio and Armadina Medina, early Hispanic business pioneers in Woodburn, who opened the Mexico Lindo Curios shop in 1966. Their business operated for 43 years, and Rogelio noted that they were not the first Hispanic entrepreneurs in the area, yet they made a lasting impact on the local economy.
- **Community Center Fitness Space:**
 - **Joe Kahut Fitness Room:** Named after Joe Kahut, born in 1923, who grew up on a farm outside Woodburn. He began his professional boxing career in January 1941 at the Salem Armory, achieving a ranking of No. 6 in Ring Magazine by November 1945. Kahut remained a prominent figure in West Coast boxing for five years, winning the Pacific Northwest Heavyweight title in 1950 with a fourth-round knockout of Bill Peterson.
- **Mir Park:** Formerly known as Dove Landing Park, this space will be renamed Mir Park. "Mir" translates to "peace" in Russian, and the committee felt that this name would establish a meaningful connection to the local Russian community. Collaborating with community partner Irene

Konev, the committee engaged nearly 2,000 Russian Old Believers through social media to gather naming suggestions, with Mir emerging as the preferred choice. The park sign will include both the Russian text and its translation.

- **Trillium Park:** Formerly known as Boones Crossing Park, this space will be renamed Trillium Park. The Trillium flower, native to Oregon, blooms from late winter through spring. This name complements the floral-themed street names in the development, including Sunflower, Dahlia, and Iris Streets.
- **Kathy Figley Community Dog Park:** Previously identified as Centennial Park Dog Park, this facility will be named in honor of Kathy Figley. Kathy served as the longest-serving mayor in Woodburn's history and played a pivotal role in shaping the city we see today. Her contributions include facilitating the development of the I-5 interchange, which significantly boosted Woodburn's industrial, commercial, and residential growth. Kathy's dedication extends to her involvement with various boards and committees, such as Love Inc. and Woodburn Proud, as well as her passion for Basset Hounds, evidenced by her organization of the Basset Hound Games and support for the Oregon Basset Hound Rescue.

FINANCIAL IMPACT:

There is no additional fiscal impact of this project; all park and building signage has been adopted as part of their designated projects in fiscal year 2025-26.

October 13, 2025

TO: Honorable Mayor and City Council (acting in its capacity as the Local Contract Review Board) through City Administrator

FROM: Curtis Stultz, Public Works Director

SUBJECT: **Contract Award for Biosolids Removal Project**

RECOMMENDATION:

Award the contract for the Biosolids Removal Project to Heard Farms Inc., at a price of \$0.35 per gallon of biosolids removed, with a not to exceed total contract amount of \$700,000.00.

BACKGROUND:

The Biosolids Removal Project is a maintenance project funded under the Sewer operating budget for fiscal year 2025-2026.

Proposals from three contractors were received in response to the City's solicitation for biosolid sludge removal services. Proposals were evaluated by the selection committee, and ranked as follows.

Heard Farms Inc.	1
Patriot Environmental Services	2
River City Environmental	3

Negotiations with the number 1 ranked proposal, Heard Farms Inc., resulted in reasonable cost for services to the City for the work outlined in the request for proposals.

DISCUSSION:

This Biosolids removal Project will remove up to 2,000,000 gallons of sludge to recover critically low storage capacity in the City's Fecal Sludge Lagoon. The scope of work will include WWTP staff operating the dredge, filling the tankers and sampling the sludge. The contractor will then be hauling and dewatering the

Agenda Item Review: City Manager ☐ City Attorney ☐ Finance ☐

sludge, processing the wastewater off site, and applying the biosolids for beneficial use to approved sites.

The contract award is in conformance with public contracting laws of the State of Oregon as outlined in ORS Chapter 279B, and the laws and regulations of the City of Woodburn.

FINANCIAL IMPACT:

This is a maintenance project funded by the operations budget of the Sewer Fund.