



PLANNING COMMISSION

WEDNESDAY, JUNE 11, 2025

INFORMATIONAL

4. City Council Action Minutes (May 5 & 19, 2025)*(No staff presentation)*



ACTION MINUTES

May 05, 2025, at 5:00 PM

Wilsonville City Hall & Remote Video Conferencing

PRESENT:

Mayor O'Neil
Councilor President Berry
Councilor Dunwell
Councilor Cunningham
Councilor Shevlin

STAFF PRESENT:

Amanda Guile-Hinman, City Attorney
Andy Stone, IT Director
Bryan Cosgrove, City Manager
Delora Kerber, Public Works Director
Dwight Brashear, Transit Director
Jeanna Troha, Assistant City Manager
Katherine Smith, Assistant Finance Director
Keith Katko, Finance Director
Kimberly Veliz, City Recorder
Kris Ammerman, Parks and Recreation Director
Mark Ottenad, Public/Government Affairs Director
Nancy Kraushaar, Engineer
Shasta Sasser, Library Director
Zach Weigel, City Engineer
Zoe Mombert, Assistant to the City Manager

WORK SESSION [5:00 PM]

REVIEW OF AGENDA AND ITEMS ON CONSENT

There was none.

COUNCILORS' CONCERNS

There was none.

PRE-COUNCIL WORK SESSION

1. Community Enhancement Program

Staff updated Council on the Wilsonville – Metro Community Enhancement grants for fiscal year (FY) 2025-26.

2. Tourism Promotion Marketing Contract

Council heard a presentation on Resolution No. 3186, which if passed authorized the City Manager to execute a PSA with JayRay Ads & PR, Inc, for 'Explore Wilsonville' Tourism Promotion and Development and Destination Marketing Services.

3. French Prairie Road Pedestrian Plan Project Update

Council received an update on the French Prairie Road Pathway Plan project, a pathway project located in Charbonneau.

WORK SESSION ADJOURN [5:47 PM]

EXECUTIVE SESSION [5:53 PM]

- ORS 192.660(2)(f) Exempt Public Records
- ORS 192.660(2)(h) Legal Counsel/Litigation

EXECUTIVE SESSION ADJOURN [6:20 PM]

CITY COUNCIL MEETING [7:00 PM]

CALL TO ORDER

4. Roll Call
5. Pledge of Allegiance
6. Motion to approve the following order of the agenda.

There was a motion to approve the City Council agenda as amended, 5-0.

MAYOR'S BUSINESS

7. State of the City Address

The Mayor presented the 2025 State of the City Address.

RECESS

There was a brief recess for the reception.

COMMUNICATIONS

There was none.

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS

This is an opportunity for visitors to address the City Council on any matter concerning City's Business or any matter over which the Council has control. It is also the time to address items not on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Staff and the City Council will make every effort to respond to questions raised during citizen input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three minutes.

COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS

Councilors announced prior and upcoming meetings and events.

CONSENT AGENDA

8. Minutes of the April 21, 2025, City Council Meeting.

The Consent Agenda was adopted 5-0.

Resolution No. 3186 was pulled from the Consent Agenda and moved to New Business.

NEW BUSINESS

9. Adoption of Council Goals

The Council Goals were adopted 5-0.

10. **Resolution No. 3186**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With JayRay Ads & PR, Inc, For 'Explore Wilsonville' Tourism Promotion And Development And Destination Marketing Services.

Resolution No. 3186 was adopted 5-0.

CONTINUING BUSINESS

There was none.

PUBLIC HEARING

There was none.

CITY MANAGER'S BUSINESS

There was none.

LEGAL BUSINESS

The City Attorney announced the Legal team would be at a conference Thursday May 8, 2025, and Friday, May 9, 2025.

CITY COUNCIL ADJOURN [8:57 PM]



ACTION MINUTES

May 19, 2025 at 7:30 PM

Wilsonville City Hall & Remote Video Conferencing

PRESENT:

Mayor O'Neil
Councilor President Berry
Councilor Dunwell - Excused
Councilor Cunningham
Councilor Shevlin

STAFF PRESENT:

Amanda Guile-Hinman, City Attorney
Andrea Villagrana, Human Resource Manager
Bryan Cosgrove, City Manager
Cindy Luxhoj, Associate Planner
Dan Pauly, Planning Manager
Dwight Brashear, Transit Director
Jeanna Troha, Assistant City Manager
Kimberly Rybold, Senior Planner
Kimberly Veliz, City Recorder
Mark Ottenad, Public/Government Affairs Director
Matt Lorenzen, Economic Development Manager
Zoe Mombert, Assistant to the City Manager

WORK SESSION [5:00 PM]

REVIEW OF AGENDA AND ITEMS ON CONSENT

There was none.

COUNCILORS' CONCERNS

It was shared that community members had expressed concerns about the RV's parked at Safeway.

PRE-COUNCIL WORK SESSION

1. City Manager Recruitment Process

Human Resources staff sought Council direction on how to proceed with a recruitment process for the City Manager position.

2. Wilsonville Industrial Land Readiness – Basalt Creek

Staff reviewed with Council the background information and regulatory context of the Basalt Creek industrial area.

3. Utilizing Opioid Settlement Funds for Mental Health and Addiction Peer Support Services

The Council heard about an option to pursue a pilot program for the provision of mental health and addiction peer support services funded through the City's opioid settlement funds.

ADJOURN [6:26 PM]

EXECUTIVE SESSION [6:34 PM]

4. ORS 192.660(2)(h) Legal Counsel/Litigation

ADJOURN [7:15 PM]

CITY COUNCIL MEETING [7:30 PM]

CALL TO ORDER

5. Roll Call

6. Pledge of Allegiance

7. Motion to approve the following order of the agenda.

MAYOR'S BUSINESS

8. Upcoming Meetings

Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.

The Mayor read proclamations recognizing the Rotary's 50th Anniversary, and June 2025 as Pride Month.

9. Boards/Commission Appointments/Reappointments

Arts, Culture, and Heritage Commission – Reappointment

Reappointment of Deborah Zundel and Susan Schenk to the Arts, Culture, and Heritage Commission for a term beginning 7/1/2025 to 6/30/2028. Passed 4-0.

Arts, Culture, and Heritage Commission – Appointment

Appointment of Douglas Parker to the Arts, Culture, and Heritage Commission for a term beginning 7/1/2025 to 6/30/2028. Passed 4-0.

Diversity, Equity and Inclusion Committee – Appointment

Appointment of Rick Wallace and Wilnise Jasmin to the Diversity, Equity and Inclusion Committee for a term beginning 5/19/2025 to 12/31/2026. Passed 4-0.

Diversity, Equity and Inclusion Committee – Appointment

Appointment of Mina Lemke to the Diversity, Equity and Inclusion Committee for a term beginning 5/19/2025 to 12/31/2027. Passed 4-0.

Kitakata Sister City Advisory Board – Appointment

Appointment of Wendy Hall to the Kitakata Sister City Advisory Board for a term beginning 5/19/2025 to 12/31/2026. Passed 4-0.

Kitakata Sister City Advisory Board – Appointment

Appointment of Theodore Russell to the Kitakata Sister City Advisory Board for a term beginning 5/19/2025 to 12/31/2027. Passed 4-0.

Library Board – Reappointment

Reappointment of Richard Spence to the Library Board for a term beginning 7/1/2025 to 6/30/2029. Passed 4-0.

Library Board – Appointment

Appointment of Sarah Ebersole to the Library Board for a term beginning 5/19/2025 to 6/30/2026. Passed 4-0.

Parks and Recreation Advisory Board – Appointment

Appointment of John West and Kristi Corno to the Parks and Recreation Advisory Board for a term beginning 5/19/2025 to 12/31/2028. Passed 4-0.

Tourism Promotion Committee – Reappointment

Reappointment of Elizabeth Crawford and Brandon Roben to the Tourism Promotion Committee for a term beginning 7/1/2025 to 6/30/2028. Passed 4-0.

Tourism Promotion Committee – Appointment

Appointment of Gus Castaneda to the Tourism Promotion Committee for a term beginning 5/19/2025 to 6/30/2026. Passed 4-0.

COMMUNICATIONS

There was none.

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS

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COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS

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CONSENT AGENDA

10. Resolution No. 3197

A Resolution To Allocate Community Enhancement Funds For Fiscal Year 2025/2026.

The Consent Agenda was adopted 4-0.

NEW BUSINESS

There was none.

CONTINUING BUSINESS

There was none.

PUBLIC HEARING

There was none.

CITY MANAGER'S BUSINESS

The City Manager recognized Mark Ottenad, Public/Government Affairs Director who was scheduled to retire from the City of Wilsonville at the end of the month.

LEGAL BUSINESS

The Council moved to authorize the City Attorney to engage in affirmative litigation on behalf of the City to protect the City's ability to receive federal funding. Passed 4-0.

CITY COUNCIL ADJOURN [9:14 PM]