

DEVELOPMENT REVIEW BOARD MEETING

**MONDAY, FEBRUARY 9, 2026
6:30 PM**

Board Member Communications:

4. Recent City Council Action Minutes



CITY COUNCIL ACTION MINUTES

October 06, 2025, at 5:00 PM

Wilsonville City Hall & Remote Video Conferencing

PRESENT:

Mayor O'Neil
Councilor President Berry
Councilor Cunningham
Councilor Shevlin
Chair Hendrix
Commissioner Heberlein
Commissioner Scull
Commissioner Karr
Commissioner Yana Semenova

EXCUSED:

Vice- Chair Willard
Commissioner Constantine

STAFF PRESENT:

Amanda Guile-Hinman, City Attorney
Andy Stone, IT Director
Bryan Cosgrove, City Manager
Cindy Luxhoj, Associate Planner
Dan Pauly, Planning Manager
Dwight Brashear, Transit Director
Jeanna Troha, Assistant City Manager
Keith Katko, Finance Director
Kelsey Lewis, Grants & Programs Manager
Kerry Rappold, Natural Resources Manager
Kimberly Rybold, Senior Planner
Kimberly Veliz, City Recorder
Everett Wild, Government Affairs Manager
Miranda Bateschell, Planning Director
Matt Lorenzen, Economic Development Manager
Zach Weigel, City Engineer
Zoe Mombert, Assistant to the City Manager

JOINT CITY COUNCIL AND PLANNING COMMISSION WORK SESSION [5:00 PM]

REVIEW OF AGENDA AND ITEMS ON CONSENT

There was none.

COUNCILOR'S CONCERNS

There was none.

JOINT CITY COUNCIL & PLANNING COMMISSION WORK SESSION

1. Wilsonville Industrial Land Readiness (Basalt Creek - West Railroad)

The City Council and Planning Commission held a joint meeting to hear and discuss framework that was being established to guide future development of land located west of the railroad tracks within the Basalt Creek Planning Area. The goal of the Wilsonville Industrial Land Readiness Plan was to define land use policy to make the area development ready as staff worked concurrently on infrastructure financing and to take actions over time to support commercial/industrial growth and trail connections within the area.

ADJOURN [6:34 PM]

EXECUTIVE SESSION [6:48 PM]

- ORS 192.660(2)(h) Legal Counsel/Litigation
To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

ADJOURN [7:07 PM]

URBAN RENEWAL AGENCY [7:25 PM]

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

Passed 4-0.

CITIZEN INPUT

This is an opportunity for visitors to address the Urban Renewal Agency on any matter concerning City's Business or any matter over which the Agency 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 Urban Renewal Agency 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.

There was none.

CONSENT AGENDA

2. URA Resolution No. 355

A Resolution Of The City Of Wilsonville Urban Renewal Agency Authorizing An Intergovernmental Agreement With The City Of Wilsonville Pertaining To Short Term Subordinate Urban Renewal Debt For The Coffee Creek Plan District For The Purpose Of Funding The Construction Of Capital Improvement Project By The Agency.

3. Minutes of August 4, 2025, Urban Renewal Agency Meeting.

The URA Consent Agenda was approved 4-0.

NEW BUSINESS

There was none.

CONTINUING BUSINESS

There was none.

PUBLIC HEARING

There was none.

ADJOURN [7:27 PM]

CITY COUNCIL MEETING [7:30 PM]

CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance
3. Motion to approve the following order of the agenda.

Passed 4-0.

MAYOR'S BUSINESS

4. Upcoming Meetings (*Link to City Calendar: <https://www.wilsonvilleoregon.gov/calendar>*)

The Mayor made announcements.

COMMUNICATIONS

5. Community Enhancement Project Update: Book Bike

It was announced that this presentation would be rescheduled for a future date.

6. Building Tomorrow Today award from the Oregon Chapter of the American Planning Association for the Vuela Project.

Staff shared that the Oregon Chapter of the American Planning Association (OAPA) had awarded the City its Building Tomorrow Today Award. This honor acknowledged the City's work to vision, plan, leverage partnerships, and constructed Vuela, a 121-unit multi-family dwelling located at the Wilsonville Transit Center that was to provide housing opportunities for residents making less than 80% of the Area Median Income (AMI).

Prior to the presentation staff and Council recognized a few of the many contributions of long-time Planning Manager Dan Pauly, who was concluding his 17-year employment with the City and moving out of state at the end of the month.

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

7. **Resolution No. 3214**

A Resolution Of The City Of Wilsonville Authorizing An Intergovernmental Agreement With The City Of Wilsonville Urban Renewal Agency Pertaining To A Short Term Urban Renewal Debt For The Coffee Creek Plan District For The Purpose Of Funding The Construction Of Capital Improvement Project By The Agency.

8. **Resolution No. 3216**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With Northstar Electrical Contractors, Inc. To Construct Street Lighting Led Conversion – Phase 4 Project (CIP #4722).

9. Minutes of September 4, 2025, City Council Meeting.

The Consent Agenda was approved 4-0.

NEW BUSINESS

There was none.

CONTINUING BUSINESS

There was none.

PUBLIC HEARING

10. **Resolution No. 3211**

A Resolution Of The City Of Wilsonville Authorizing A Supplemental Budget Adjustment For Fiscal Year 2025-26.

After a public hearing Resolution No. 3211 was adopted 4-0.

11. **Resolution No. 3213**

A Resolution Of The City Of Wilsonville Adopting The Natural Areas Management Plan.

After a public hearing Resolution No. 3213 was adopted 4-0.

CITY MANAGER'S BUSINESS

The City Manager informed the Council that community focus groups were scheduled to take place October 23, 2025, and October 25, 2025, to gather input from randomly selected community members on the Town Center Plan and the use of Urban Renewal to fund local infrastructure. The City Manager said that other opportunities for input are still to be developed to gather feedback from a larger cross-section of the community.

LEGAL BUSINESS

There was none.

ADJOURN [9:08 PM]



SPECIAL CITY COUNCIL WORK SESSION ACTION MINUTES

October 09, 2025 at 3:00 PM

Wilsonville City Hall & Remote Video Conferencing

PRESENT:

Mayor O'Neil
Councilor President Berry
Councilor Cunningham
Councilor Shevlin

STAFF PRESENT:

Amanda Guile-Hinman, City Attorney
Andrea Villagrana, Human Resource Manager
Kimberly Veliz, City Recorder
Zoe Mombert, Assistant to the City Manager

PRE-COUNCIL WORK SESSION [3:00 PM]

1. City Manager Recruitment Process

The City Council met with GMP Consultant Richard Meyers to review and discuss the recruitment and hiring process to fulfill the position of City Manager as the current City Manager Bryan Cosgrove was scheduled to retire at the end of 2025.

ADJOURN [4:00 PM]



ACTION MINUTES

October 20, 2025, at 5:00 PM

Wilsonville City Hall & Remote Video Conferencing

PRESENT:

Mayor O'Neil
Councilor President Berry
Councilor Cunningham
Councilor Shevlin

STAFF PRESENT:

Amanda Guile-Hinman, City Attorney
Bryan Cosgrove, City Manager
Jeanna Troha, Assistant City Manager
Kimberly Rybold, Senior Planner
Kimberly Veliz, City Recorder
Miranda Bateschell, Planning Director
Kris Ammerman, Parks and Recreation Director
Stephanie Davidson, Assistant City Attorney
Everett Wild, Government Affairs 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

There was none.

PRE-COUNCIL WORK SESSION

1. Housing Statutory Compliance

Staff introduced the Housing Statutory Compliance Project and sought the Council's direction to guide staff in the implementation of revised residential land use review processes that incorporated new State requirements while maintaining a clear and transparent process.

2. Park Projects Update

Staff provided a summary of current park maintenance service levels and outlined future staffing that would be needed to maintain these levels as twenty-six additional acres of parks, trails, and natural areas are added to Wilsonville's park system over the next three years.

3. 2025 Solid Waste Rate Review & 2026 Rate Schedule

Staff and consultants summarized the annual rate review that establishes Republic Services' solid waste collection rate for the upcoming year. Council requested that staff provide multiple rate schedules for consideration at the next Work Session.

ADJOURN [6:24 PM]

Due to the extra time available the Executive Session was moved up after the Work Session and prior to the City Council meeting.

EXECUTIVE SESSION [6:29 PM]

- ORS 192.660(2)(e) Real Property Transactions
To conduct deliberations with persons designated by the governing body to negotiate real property transactions.
- ORS 192.660(2)(h) Legal Counsel/Litigation
To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

ADJOURN [6:44 PM]

CITY COUNCIL MEETING [7:00 PM]

CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance
3. Motion to approve the following order of the agenda.

Passed 4-0.

MAYOR'S BUSINESS

4. Upcoming Meetings (*Link to City Calendar: <https://www.wilsonvilleoregon.gov/calendar>*)

The Mayor with the Spanish translation assistance of Diversity, Equity and Inclusion Committee Chair Karla Brashear presented a speech on the contributions of immigrants and refugees.

The Mayor also announced past and future meetings and events.

COMMUNICATIONS

5. Republic Services 2024 Annual Report on Solid Waste Management

Republic Services staff delivered a summary of their annual report, which included 2024 customer counts, special events, tonnage hauled, and community outreach highlights.

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS

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COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS

Councilors provided comments, announced prior and anticipated meetings and events.

CONSENT AGENDA

6. Minutes of September 15, 2025; September 25, 2025; and October 6, 2025, City Council Meetings.
7. **Resolution No. 3221**
A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute Master Goods And Services Contracts For On-Call Arborist Services.
8. **Resolution No. 3222**
A Resolution Of The City Of Wilsonville Authorizing The City Manager To Enter Into A First Amendment To Development Agreement With Venture Properties, Inc. Regarding Funding The Construction Of The Boeckman Creek Trailhead Park In The Frog Pond Terrace Subdivision.

The Consent Agenda was approved 4-0.

NEW BUSINESS

There was none.

CONTINUING BUSINESS

9. City Council Vacancy

Council moved to appoint Sam Scull to Katie Dunwell's vacant Council position. Approved 3-1.

PUBLIC HEARING

There was none.

CITY MANAGER'S BUSINESS

There was none.

LEGAL BUSINESS

The City Attorney announced that the new mental health peer support specialist began employment with the City on October 14, 2025, and would work from office space located at Wilsonville Community Sharing.

ADJOURN [8:41 PM]



ACTION MINUTES

November 03, 2025 at 5:00 PM

Wilsonville City Hall & Remote Video Conferencing

PRESENT:

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

STAFF PRESENT:

Amanda Guile-Hinman, City Attorney
Andrea Villagrana, Human Resource Manager
Bill Evans, Communications & Marketing Manager
Bryan Cosgrove, City Manager
Jeanna Troha, Assistant City Manager
Keith Katko, Finance Director
Kerry Rappold, Natural Resources Manager
Kimberly Veliz, City Recorder
Everett Wild, Government Affairs Manager
Fred Weinhouse, Municipal Court Judge
Tobin Montalbo, Legal Intern
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. City Manager Recruitment Process

Staff and consultant summarized progress toward identifying and hiring a replacement for the retiring City Manager.

2. Sewer & Storm Utility Rate Update

Staff sought the Council's direction to identify a preferred rate design and implementation timeline for new sewer and stormwater utility rates to go into effect in 2026.

3. 2026 State Legislative Agenda

Staff presented the 2026 State Legislative agenda, which was to be approved at the regular meeting to follow.

4. Public Safety Council Goal Update: Draft Administrative Warrant Code Provisions

Staff sought feedback on draft revisions to City Code that would create a process for staff to seek, obtain, and execute administrative warrants in Municipal Court when there is reasonable suspicion to investigate potential Code violations.

ADJOURN [6:35 PM]

CITY COUNCIL MEETING [7:00 PM]

CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance
3. Motion to approve the following order of the agenda.

Approved 4-0.

4. Oath of office administered by Judge Fred Weinhouse to newly appointed Councilor Sam Scull.
5. Break for Refreshments

The Mayor recessed the City Council meeting at 7:02 p.m. and called it back to order at 7:10 p.m.

MAYOR'S BUSINESS

Upcoming Meetings (Link to City Calendar: <https://www.wilsonvilleoregon.gov/calendar>)

The Mayor submitted a written report on the meetings and activities he attended.

COMMUNICATIONS

6. Diversity, Equity and Inclusion (DEI) Committee Update

Diversity, Equity and Inclusion Committee Chair and staff detailed the DEI Committee's work to establish and grow new programs and events that make Wilsonville more welcoming to all residents.

7. Community Enhancement Project Update - Heart of the City Project Report

It was noted that this presentation was rescheduled for December 1, 2025.

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS

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COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS

Councilors provided comments, announced prior and anticipated meetings and events.

CONSENT AGENDA

8. Resolution No. 3215

A Resolution Of The City Of Wilsonville Approving A Construction Contract With Buell Recreation LLC For The Memorial Park Playground Replacement Project.

9. Minutes of the October 20, 2025 City Council Meeting.

The Consent Agenda was adopted 5-0.

NEW BUSINESS

10. 2026 Legislative Agenda Adoption and DC Lobby Trip Recap

Council moved to adopt the 2026 Legislative Agenda. Passed 5-0.

CONTINUING BUSINESS

There was none.

PUBLIC HEARING

11. Resolution No. 3218

A Resolution Of The City Of Wilsonville Adopting The Climate Action Plan.

After a public hearing, Resolution No. 3218 was adopted 4-1.

CITY MANAGER'S BUSINESS

The City Manager welcomed newly sworn in City Councilor Sam Scull.

LEGAL BUSINESS

There was none.

ADJOURN [9:38 PM]



ACTION MINUTES

November 17, 2025, at 5:00 PM

Wilsonville City Hall & Remote Video Conferencing

PRESENT:

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

STAFF PRESENT:

Amanda Guile-Hinman, City Attorney
Andrea Villagrana, Human Resource Manager
Anne MacCracken, Transit Management Analyst
Bill Evans, Communications & Marketing Manager
Bryan Cosgrove, City Manager
Diana Kotler, Transit Operations Manager
Dwight Brashear, Transit Director
Jeanna Troha, Assistant City Manager
Kelsey Lewis, Grants & Programs Manager
Keith Katko, Finance Director
Kimberly Veliz, City Recorder
Marissa Rauthause, Civil Engineer
Shasta Sasser, Library Director
Steve Rymer, Interim Parks and Recreation 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. Parks Utility Rate (Fee) Funding Strategy

Staff and Consultant provided background and rate analysis for the creation of a potential park utility rate, also known as a parks utility fee. This was in response to the City Council Goal to “maintain existing park maintenance levels of service with upcoming expansion.”

2. SMART Annual Rider Survey Results

SMART staff presented the results of the annual September on-board passenger survey. The theme of the 2025 survey was on rider satisfaction of various elements of SMART transit service.

ADJOURN [6:03 PM]

EXECUTIVE SESSION [6:10 PM]

- ORS 192.660(2)(e) Real Property Transactions
To conduct deliberations with persons designated by the governing body to negotiate real property transactions.
- ORS 192.660(2)(h) Legal Counsel/Litigation
To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

ADJOURN [6:33 PM]

CITY COUNCIL MEETING [7:00 PM]

CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance
3. Motion to approve the following order of the agenda.

Passed 5-0.

MAYOR'S BUSINESS

4. Upcoming Meetings (*Link to City Calendar: <https://www.wilsonvilleoregon.gov/calendar>*)

The Mayor also announced past and future meetings and events.

COMMUNICATIONS

5. Community Enhancement Project Update: Book Bike (*Friends of the Library*)

Council heard a summary of the activities of the Library's Book Bike, a project funded through the Wilsonville-Metro Community Enhancement Program.

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS

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COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS

Councilors provided comments, announced prior and anticipated meetings and events.

CONSENT AGENDA

6. Resolution No. 3224

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute Modification No. 2 To The Tri-County Metropolitan Transportation District Of Oregon (TriMet) Subrecipient Agreement For Fiscal Years 2026 And 2027.

7. Minutes of November 3, 2025, City Council Meeting.

The Consent Agenda was approved 5-0.

NEW BUSINESS

8. Resolution No. 3226

A Resolution Adopting Hiring Standards, Criteria, And Policy Directives For The Employment Of A Public Officer.

The Resolution No. 3226 was approved 5-0.

CONTINUING BUSINESS

PUBLIC HEARING

9. Ordinance No. 900 -1st Reading (Legislative Non-Land Use Public Hearing)

An Ordinance Of The City Of Wilsonville Implementing An Administrative Warrants Process By Amending Chapter 1 Of The Wilsonville Code To Add Sections 1.100 Through 1.180.

After a public hearing was conducted Ordinance No. 900 was adopted on first reading 5-0.

CITY MANAGER'S BUSINESS

The City Manager updated Council on initial responses to a public engagement opportunity available to residents and community stakeholders on "Let's Talk, Wilsonville!" on the Town Center Plan and its proposed financing through urban renewal.

Council informally agreed to extend Bryan Cosgrove's contract as the City Manager for up to three months, through March 2026, or until a successor was identified and hired.

LEGAL BUSINESS

No report.

ADJOURN [8:16 PM]



ACTION MINUTES

December 01, 2025, at 5:00 PM

Wilsonville City Hall & Remote Video Conferencing

PRESENT:

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

STAFF PRESENT:

Amanda Guile-Hinman, City Attorney
Andrea Villagrana, Human Resource Manager
Bryan Cosgrove, City Manager
Cindy Luxhoj, Associate Planner
Jeanna Troha, Assistant City Manager
Kimberly Veliz, City Recorder
Everett Wild, Government Affairs Manager
Hannah Young, Law Clerk
Jed Wilson, Chief of Police (incoming)
Matt Lorenzen, Economic Development Manager
Miranda Bateschell, Planning Director
Robert Wurpes, Chief of Police (outgoing)
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. Wilsonville Industrial Land Readiness (Citywide EOA and EDS)

Staff sought Council feedback on the draft Economic Opportunities Analysis (EOA) and Economic Development Strategy (EDS) for the Citywide portion of the Wilsonville Industrial Land Readiness (WILR) project.

2. 2025 Solid Waste Rate Review & 2026 Rate Schedule

Council provided feedback to staff on whether to apply a cost-of-service rate adjustment or a rate-spread adjustment for solid waste collection and disposal services provided by Republic Services in response to the extraordinary rate increase request from Republic Services.

3. Public Safety Project Update – Updating Wilsonville Code Enforcement Provisions

Council discussed and provided input on (1) code enforcement provisions within the Wilsonville Code, including review of separate enforcement processes throughout the Wilsonville Code; and (2) alternatives analysis comparing other jurisdictions' code enforcement processes and recommendations for future Code updates.

ADJOURN [6:12 PM]

There was a brief break to clear the room and move into Executive Session.

EXECUTIVE SESSION [6:20 PM]

- ORS 192.660(2)(f) Exempt Public Records
To consider information or records that are exempt by law from public inspection.
- ORS 192.660(2)(h) Legal Counsel/Litigation
To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

ADJOURN [7:08 PM]

CITY COUNCIL MEETING [7:30 PM]

CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance

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

Approved 5-0.

MAYOR'S BUSINESS

4. Upcoming Meetings (*Link to City Calendar: <https://www.wilsonvilleoregon.gov/calendar>*)

The Mayor also announced past and future meetings and events.

COMMUNICATIONS

5. Police Department Update

Outgoing Chief of Police Rob Wurpes who was set to retire at the end of 2025 introduced Jed Wilson incoming Chief of Police. Chief Wurpes was appreciated by staff, Council, and the Sheriff's office for his service to Clackamas County and the City of Wilsonville.

6. Community Enhancement Project Update - Heart of the City (HOC) Project Report

It was noted that this presentation was to be rescheduled for a date to be determined.

7. Town Center / Urban Renewal Communication Council Goal Update

Consultants summarized the sentiment of community stakeholders who participated in focus groups and other outreach to gather public feedback on the 2019 Wilsonville Town Center Plan and the potential use of Urban Renewal to fund new infrastructure.

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS

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COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS

Councilors provided comments, announced prior and anticipated meetings and events.

CONSENT AGENDA

8. **Resolution No. 3223**

A Resolution Of The City Of Wilsonville Authorizing Acquisition Of Property Related To Construction Of The Boeckman Creek Flow Mitigation Project (CIP #7068) And Amending Resolution No. 3167.

9. **Resolution No. 3225**

A Resolution Of The City Of Wilsonville Adopting The South Metro Area Regional Transit Public Transportation Agency Safety Plan.

10. **Resolution No. 3227**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With R.A. Gray Construction To Construct The Elligsen Reservoir & Level C Reservoir Fall Protection & Security Improvement Projects (CIP 1152 & 1153).

11. Minutes of November 17, 2025, City Council Meeting.

The Consent Agenda was adopted 5-0.

NEW BUSINESS

There was none.

CONTINUING BUSINESS

12. **Ordinance No. 900** -*2nd Reading (Legislative Non-Land Use)*

An Ordinance Of The City Of Wilsonville Implementing An Administrative Warrants Process By Amending Chapter 1 Of The Wilsonville Code To Add Sections 1.100 Through 1.180.

Ordinance No. 900 was adopted 5-0, on second reading.

PUBLIC HEARING

There was none.

CITY MANAGER'S BUSINESS

There was none.

LEGAL BUSINESS

There was none.

ADJOURN [9:23 PM]



ACTION MINUTES

December 15, 2025 at 5:00 PM

Wilsonville City Hall & Remote Video Conferencing

PRESENT:

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

STAFF PRESENT:

Amanda Guile-Hinman, City Attorney
Andrea Villagrana, Human Resource Manager
Bryan Cosgrove, City Manager
Jeanna Troha, Assistant City Manager
Keith Katko, Finance Director
Kimberly Rybold, Senior Planner
Kimberly Veliz, City Recorder
Everett Wild, Government Affairs Manager
Mike Nacrelli, Civil Engineer
Miranda Bateschell, Planning Director
Nancy Kraushaar, On-Call Senior Project Engineer
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. Housing Statutory Compliance

Staff provided an update and sought Council feedback on aligning the City's residential development review processes with new requirements in State statute. The Housing Statutory Compliance project would develop a clear and predictable review process for residential development that maintains responsiveness for applicants.

2. Public Safety Project Update – Community Outreach on Alternative RV Policies

Staff sought the Council's feedback on draft updates to the City's parking regulations that would address public health, safety, welfare, and livability issues of concern to community members by establishing time limits for parked cars and/or a permit program for recreational vehicles (RVs).

ADJOURN [6:19 PM]

There was a brief break to clear the room and move into Executive Session.

EXECUTIVE SESSION [6:25 PM]

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

To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

ADJOURN [6:40 PM]

CITY COUNCIL MEETING [7:00 PM]

CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance
3. Motion to approve the following order of the agenda.

Approved 5-0.

MAYOR'S BUSINESS

4. Upcoming Meetings (*Link to City Calendar: <https://www.wilsonvilleoregon.gov/calendar>*)

The Mayor also announced past and future meetings and events.

5. Boards/Commission Appointments/Reappointments

Budget Committee – Reappointment

Reappointment of Synthea Russell to the Budget Committee for a term beginning 1/1/2026 to 12/31/2029. Passed 5-0.

Budget Committee – Appointment

Appointment of Adrienne Scritsmier to the Budget Committee for a term beginning 1/1/2026 to 12/31/2026. Passed 4-1.

Development Review Board – Reappointment

Reappointment of John Andrews, Kamran Mesbah, and Megan Chuinard to the Development Review Board for a term beginning 1/1/2026 to 12/31/2028. Passed 5-0.

Development Review Board – Appointment

Appointment of Mitchell Cooper to the Development Review Board for a term beginning 1/1/2026 to 12/31/2026. Passed 5-0.

Development Review Board – Appointment

Appointment of George Dunn to the Development Review Board for a term beginning 1/1/2026 to 12/31/2026. Passed 5-0.

Diversity, Equity and Inclusion Committee – Reappointment (Student Position)

Reappointment of Fiona Huston to the Diversity, Equity and Inclusion Committee for a term beginning 1/1/2026 to 12/31/2027. Passed 5-0.

Diversity, Equity and Inclusion Committee – Appointment (Student Position)

Appointment of Avani Patel to the Diversity, Equity and Inclusion Committee for a term beginning 1/1/2026 to 12/31/2027. Passed 5-0.

Diversity, Equity and Inclusion Committee – Reappointment

Reappointment of Elisabeth Garcia Davidson to the Diversity, Equity and Inclusion Committee for a term beginning 1/1/2026 to 12/31/2029. Passed 5-0.

Diversity, Equity and Inclusion Committee – Appointment

Appointment of Iona River and Jenna Barruga to the Diversity, Equity and Inclusion Committee for a term beginning 1/1/2026 to 12/31/2029. Passed 5-0.

Diversity, Equity and Inclusion Committee – Appointment

Appointment of Jennie Kime and Natalia Oguilve Araya to the Diversity, Equity and Inclusion Committee for a term beginning 1/1/2026 to 12/31/2027. Passed 5-0.

Kitakata Sister City Advisory Board – Reappointment

Reappointment of Devan Olmstead to the Kitakata Sister City Advisory Board for a term beginning 1/1/2026 to 12/31/2029. Passed 5-0.

Kitakata Sister City Advisory Board – Appointment

Appointment of Ami Keiffer to the Kitakata Sister City Advisory Board for a term beginning 1/1/2026 to 12/31/2029. Passed 5-0.

Kitakata Sister City Advisory Board – Appointment

Appointment of Elliot Porter to the Kitakata Sister City Advisory Board for a term beginning 1/1/2026 to 12/31/2026. Passed 5-0.

Planning Commission – Reappointment

Reappointment of Andrew Karr to the Planning Commission for a term beginning 1/1/2026 to 12/31/2030. Passed 5-0.

Planning Commission – Appointment

Appointment of Jeffrey Zundel to the Planning Commission for a term beginning 1/1/2026 to 12/31/2030. Passed 5-0.

Planning Commission – Appointment

Appointment of Tabi Traugher and Rob Candrian to the Planning Commission for a term beginning 1/1/2026 to 12/31/2027. Passed 5-0.

COMMUNICATIONS

6. American Public Works Association (APWA) Oregon Project of the Year

Staff received recognition from the City Council for earning a Project of the Year Award from the Oregon chapter of the American Public Works Association. The award recognizes the Boeckman Road Corridor Improvement Program, a series of improvements that includes the new Boeckman Bridge.

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 provided comments, announced prior and anticipated meetings and events.

CONSENT AGENDA

7. **Resolution No. 3220**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute Task Order No. 1 To The Goods And Services Contract With Andersen Pacific Inc. For Replacement Of The Town Center Water Feature.

8. **Resolution No. 3228**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With WSP USA Inc. To Provide Engineering Consulting Services For The Miley Road Stormwater Improvements Project (Capital Improvement Project No. 7071).

9. Minutes of the December 1, 2025 City Council Meeting.

The Consent Agenda was adopted 5-0.

NEW BUSINESS

10. Employment Agreement, City Manager Pro Tem

Passed 5-0.

11. Employment Agreement Amendment, City Attorney

Passed 5-0.

12. Employment Agreement Renewal, Municipal Court Judge

Passed 5-0.

13. **Resolution No. 3219**

A Resolution Of The City Of Wilsonville Adopting The 2026 Republic Services Rate Schedule For Collection And Disposal Of Solid Waste, Recyclables, Organics, And Other Materials.

Passed 5-0.

14. **Resolution No. 3231**

A Resolution Of The City Of Wilsonville Authorizing Sole-Source Equipment Procurement For The Wastewater Treatment Plant Backup Ultraviolet System Replacement Project (Capital Improvement Project #2109).

Passed 5-0.

CONTINUING BUSINESS

There was none.

PUBLIC HEARING

15. Resolution No. 3229

A Resolution Establishing And Imposing Just And Equitable Sewer User Fees And Repealing Resolution No. 2325 And Resolution No. 1987.

16. Resolution No. 3230

A Resolution Establishing And Imposing Just And Equitable Stormwater User Fees And Repealing Resolution No. 2507 And Resolution No. 2353.

City Council continued the public hearing of Resolution Nos. 3229 and 3230 to the February 2, 2026, meeting at 7:00 p.m. Approved 5-0.

CITY MANAGER'S BUSINESS

The City Manager announced there was a local flood watch from Wednesday, December 17 to Friday, December 19, 2025.

LEGAL BUSINESS

The City Attorney informed City Council that Prospective Initiative Petition ID No. 2025-01i had received the required signatures to be placed on the May 2026 Election ballot.

ADJOURN [11:29 PM]



ACTION MINUTES

January 05, 2026, at 5:00 PM

Wilsonville City Hall & Remote Video Conferencing

PRESENT:

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

STAFF PRESENT:

Amanda Guile-Hinman, City Attorney
Andrea Villagrana, Human Resource Manager
Beth Wolf, IT Project Manager
Bill Evans, Communications & Marketing Manager
Bryan Cosgrove, City Manager
Chris Myers, Senior Planner
Delora Kerber, Public Works Director
Jeanna Troha, Assistant City Manager
Kimberly Veliz, City Recorder
Everett Wild, Government Affairs Manager
Martin Montalvo, Public Works Ops. Manager
Marissa Rauthause, Civil Engineer
Matt Lorenzen, Economic Development Manager
Miranda Bateschell, Planning Director
Zach Weigel, City Engineer

WORK SESSION [5:00 PM]

REVIEW OF AGENDA AND ITEMS ON CONSENT

There was none.

COUNCILORS' CONCERNS

Councilor Cunnigham submitted a proposal to update the appointment process for City boards and commissions. Staff was directed to research the proposal and bring back information to a future Work Session for City Council's discussion.

PRE-COUNCIL WORK SESSION

1. Wilsonville Emergency Operations Plan Update

Council was informed of Resolution No. 3237, repealing Resolution No. 2341 and the current basic Emergency Operating Plan (EOP), January 2012 and replacing with this new resolution and Emergency Operations Plan, Basic Plan, December 2025.

2. WILR (Basalt Creek) - Infrastructure Funding Analysis

Staff sought the Council's feedback on an Infrastructure Funding Analysis drafted to facilitate future development in the Basalt Creek Planning Area.

ADJOURN [6:35 PM]

There was a brief break to switch Zoom accounts.

EXECUTIVE SESSION [6:40 PM]

- ORS 192.660(2)(f) Exempt Public Records
 - To consider information or records that are exempt by law from public inspection.
- ORS 192.660(2)(h) Legal Counsel/Litigation
 - To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

ADJOURN [7:30 PM]

CITY COUNCIL MEETING [7:34 PM]

CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance
3. Motion to approve the following order of the agenda.

Approved 5-0.

MAYOR'S BUSINESS

4. Upcoming Meetings (Link to City Calendar: <https://www.wilsonvilleoregon.gov/calendar>)

The City Manager updated the audience on the status of initiative petition ID# 2025-01i.

The Mayor then provided his report.

COMMUNICATIONS

There was none.

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS

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COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS

Councilors provided comments, announced prior and anticipated meetings and events.

CONSENT AGENDA

5. **Resolution No. 3232**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute An Amendment To The Professional Services Agreement With Harper Houf Peterson Righellis Inc. (HHPR) For Engineering Consulting Services For The Brown Road Improvements Project (Capital Improvement Project No. 4216).

6. **Resolution No. 3237**

A Resolution Of The City Of Wilsonville Repealing Resolution No. 2341 And The Current Basic Emergency Operating Plan, January 2012 And Replacing With This New Resolution And Emergency Operations Plan, Basic Plan, December 2025.

The Consent Agenda was approved 5-0.

NEW BUSINESS

7. City Council Members' Assignments to City Boards and Intergovernmental Committees

Approved 5-0.

CONTINUING BUSINESS

There was none.

PUBLIC HEARING

There was none.

CITY MANAGER'S BUSINESS

There was no report.

LEGAL BUSINESS

The City Attorney informed the City Council of their options for an initiative petition competing measure. Council decided not to submit a competing measure.

The Council adopted a motion to authorize the City's intervention in ongoing proceedings with the Land Use Board of Appeals regarding a Marion County land use application at a property near the Aurora Airport. Approved 4-0-1.

ADJOURN [8:46 PM]

URBAN RENEWAL AGENCY MEETING [8:51 PM]

CALL TO ORDER

1. Roll Call
2. Motion to approve the following order of the agenda.

Approved 5-0.

CITIZEN INPUT

This is an opportunity for visitors to address the Urban Renewal Agency on any matter concerning City's Business or any matter over which the Agency 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 Urban Renewal Agency 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.

There was none.

CONSENT AGENDA

3. URA Resolution No. 356

A Resolution Of The City Of Wilsonville Urban Renewal Agency Authorizing The City Manager To Execute An Amendment To The Professional Services Agreement With Harper Houf Peterson Righellis Inc. (HHPR) For Engineering Consulting Services For The Brown Road Improvements Project (Capital Improvement Project No. 4216).

4. Minutes of October 6, 2025, Urban Renewal Agency Meeting.

The URA Consent Agenda was approved 5-0.

NEW BUSINESS

There was none.

CONTINUING BUSINESS

There was none.

PUBLIC HEARING

There was none.

ADJOURN [8:53 PM]



ACTION MINUTES

January 22, 2026, at 4:00 PM

Wilsonville City Hall & Remote Video Conferencing

PRESENT:

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

STAFF PRESENT:

Amanda Guile-Hinman, City Attorney
Andrea Villagrana, Human Resource Manager
Bryan Cosgrove, City Manager
Dan Carlson, Building Official
Delora Kerber, Public Works Director
Hannah Young, Law Clerk
Jeanna Troha, Assistant City Manager
Kimberly Veliz, City Recorder

EXECUTIVE SESSION [4:00 PM]

- ORS 192.660(2)(a) Employment of Public Officers, Employees and Agents
 - *To consider the employment of a public officer, employee, staff member or individual agent.*

ADJOURN [5:50 PM]

There was a brief break to switch Zoom accounts.

WORK SESSION [6:07 PM]

REVIEW OF AGENDA AND ITEMS ON CONSENT

There was none.

Executive Session & Work Session (NO City Council Meeting)

Page 1 of 2

January 22, 2026

COUNCILORS' CONCERNS

The proposed update to the boards/commissions process was discussed.

PRE-COUNCIL WORK SESSION

1. Update on City Council Goal 2, Rental Housing Inspection Program

Staff summarized work to analyze rental housing inspection programs that exist in some jurisdictions to support the resolution of livability issues between landlords and tenants.

Public Safety Council Goal - Graffiti Rewards Program Update

Staff presented examples of abatement programs that could be established to incentivize residents to report information that leads to the apprehension of graffiti vandals.

ADJOURN [7:50 PM]