



PLANNING COMMISSION

WEDNESDAY, NOVEMBER 12, 2025

INFORMATIONAL

4. City Council Action Minutes (October 6, 9, & 20, 2025)(*No staff presentation*)



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]