



**Wilsonville Budget Committee**

**Regular Meeting Minutes**

**May 7, 2025**

Wilsonville City Hall & Remote Video Conferencing

**CALL TO ORDER**

**Chair Russell** called the meeting to order at 6:05 pm.

1. Roll Call

Present: Member Berry, Member Russell, Member Traughber, Member Beach, Member Moore, Member Dunwell, Member Cunningham, Member O'Neil, Member Shevlin, and Member Byers

Excused: None.

Staff Present: Bryan Cosgrove, City Manager; Keith Katko, Finance Director; Katherine Smith, Assistant Finance Director; Amanda Guile-Hinman, City Attorney; Dwight Brashear, SMART Transit Director; Delora Kerber, Public Works Director; Zach Weigel, Capital Projects Engineering Manager

2. Motion to Approve the Order of the Agenda

**Member O'Neil moved to approve the Order of the Agenda. Member Berry seconded the motion, which passed by a 10 to 0 vote. (Ayes: Berry, Russell, Traughber, Beach, Moore, Dunwell, Cunningham, O'Neil, Shevlin, and Byers. Nays: None.)**

Citizen members briefly introduced themselves, noting when their tenure on the Budget Committee began.

**ELECT BUDGET COMMITTEE CHAIR**

**City Attorney Guile-Hinman** reviewed the rules for nominating and electing the Chair.

**Member Dunwell** nominated Member Moore for 2025 Budget Committee Chair.

No other nominations were made.

**Following a roll call vote, Member Moore was unanimously elected as 2025 Budget Committee Chair.**

Member Moore assumed the responsibilities of Committee Chair.

#### **MOTION TO APPROVE FY 2024-25 BUDGET COMMITTEE MINUTES**

3. Minutes of the May 9 and 15, 2024 Budget Committee Meetings

**Member Dunwell moved to approve the minutes of the May 9, and May 15, 2024 Budget Committee Meetings. Member O'Neil seconded the motion, which passed by a 10 to 0 vote. (Ayes: Berry, Russell, Traugber, Beach, Moore, Dunwell, Cunningham, O'Neil, Shevlin, and Byers. Nays: None.)**

#### **OPEN PUBLIC HEARING #1 - STATE SHARED REVENUE**

**Chair Moore** called to order the City of Wilsonville Budget Committee public hearing on State Shared Revenue as reflected in the City of Wilsonville's Fiscal Year (FY) 2025-26 proposed budget at 6:14 pm.

4. Presentation ORS 221.770

**Assistant Finance Director Smith** presented the Staff report on the proposed State Shared Revenues via PowerPoint, reviewing how the City met the State requirements and the revenues the City received. (Slide 4)

5. Citizen Input

There was none.

6. Close State Shared Revenue Hearing

**Chair Moore** closed the public hearing on State Shared Revenue at 6:18 pm.

#### **OPEN PUBLIC HEARING #2 - FY 2025-26 PROPOSED BUDGET**

**Chair Moore** called to order the City of Wilsonville Budget Committee public hearing on the City of Wilsonville FY 2025-26 proposed Budget at 6:18 pm.

7. Citizen Input

There was none.

## 8. Budget Message

**City Manager Cosgrove** reviewed the Budget Message, explaining recent budget constraints and highlighting the City's fiscal prudence.

**Member Dunwell** appreciated that the Budget Message addressed the need to make difficult decisions in order to avoid potential issues and remain fiscally responsible.

## 9. Budget Overview

**Finance Director Katko** presented the Budget Overview via PowerPoint with a high-level summary of the financial structure of the City and the budget process, as well as a comparison of the budgeted resources and budgeted requirements for Fiscal Year Ending (FYE)25 and FYE26. (Slides 8-27) During the presentation, questions from Committee members about the budgeted resources were addressed.

## 10. Capital Improvement Project Budget

**Finance Director Katko** presented the proposed FY 25-26 Capital Improvement Program (CIP) Budget via PowerPoint, noting the fund's purpose, resources, and top five CIP projects, which included the Brown Road Improvements Project, the last project in the Westside Urban Renewal District before it is closed. (Slides 28-30)

**City Engineer Weigel** continued the PowerPoint, reviewing how CIP projects get on the CIP list, and highlighting the significant CIP projects planned within each quadrant of the city, as well as those related to Master Plans and Studies. He noted the Day Road Sewer Extension was not included on the Northwest Quadrant slide. (Slides 31-36)

During the presentation, Staff answered questions from the Committee about the Willamette Water Supply Project, Miley Road Storm Improvements, the Vuela TOD Project, Brown Road Improvements Project, and the I-5 Pedestrian Bridge.

**Member Dunwell moved to recess for 10 minutes. Member O'Neil seconded the motion, which passed by a 10 to 0 vote. (Ayes: Berry, Russell, Traugher, Beach, Moore, Dunwell, Cunningham, O'Neil, Shevlin, and Byers. Nays: None.)**

**Chair Moore** called for a recess at 7:39 pm and reconvened the meeting at 7:51 pm.

## 11. Program Budget: Public Works - PW Admin, Facilities, Roads, Water, Sewer, Storm, Street Lighting

**Assistant Finance Director Smith** explained that for all City Departments, 5% and 3% increases were included for Personal Services and Materials and Services, respectively; otherwise, the proposed FY 25-26 Budgets for each department were essentially status quo budgets with only a handful of Add Packages included.

**Public Works Director Kerber** described the functions and responsibilities of the eight program areas of the Public Works Department, and **Assistant Finance Director Smith** presented the proposed FY 25-26 Budget for each program area via PowerPoint, reviewing the proposed Baseline Changes and any Add-Packages. (Slides 37-60)

During the presentation, Staff responded to questions from Committee members about staffing levels, road and tree maintenance, LED street light conversions, drivers' insurance payments for damaging street/utility light poles, and wastewater treatment plant tours.

Staff confirmed the City's Public Works standards were being updated and that requiring bioswales was one option depending on what developers were trying to do.

#### 12. Program Budget: Transportation - SMART, Fleet

**SMART Transit Director Brashear** described the structure and functions of the Transportation Department, highlighting key projects and funding resources, and **Finance Director Katko** presented the proposed FY 24-25 Budget via PowerPoint, noting the proposed Baseline Changes and any Add-Packages for both program areas. (Slides 61-65)

During the presentation, Staff addressed questions and comments from Committee members with key responses regarding the efficiencies and financial benefits of the new automated bus wash; funding resources for additional FTEs; safety issues, routes, and the contract related to the new Clackamas Town Center route; existing and potential SMART routes; Vuela's early 2026 completion; the trolley and its potential service ideas; concerns about TOD welcome center; the professionalism of SMART bus drivers; and the shared cost and additional duties of the Regional Customer Service Representatives.

#### **RECESS MEETING UNTIL MAY 13, 2025**

**Chair Moore** confirmed there were no public comments.

**Member O'Neil** moved to continue the Budget Committee meeting to May 13, 2025, at 6:00 pm. **Member Dunwell** seconded the motion, which passed by a vote of 10 to 0. (Ayes: Berry, Russell, Traugher, Beach, Moore, Dunwell, Cunningham, O'Neil, Shevlin, and Byers. Nays: None.)

**RECESSED**

**Chair Moore** recessed the Budget Committee meeting at 9:16 pm.

Respectfully submitted,

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Paula Pinyerd, ABC Transcription Services, LLC  
For Kimberly Veliz, City Recorder, MMC

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