1. **LOGIN INFORMATION TO ATTEND VIA ZOOM**
   
   **Join Zoom Meeting**
   
   https://us02web.zoom.us/j/87284289668?pwd=cGdmaFhLd0dLVUp0VFdSbGNPZDFXUT09
   Meeting ID: 872 8428 9668
   Passcode: 456427
   
   **Call in (no internet)**
   253-215-8782
   Meeting ID: 872 8428 9668
   Passcode: 456427

2. **CALL TO ORDER**

3. **ROLL CALL**

4. **CONSENT AGENDA:**
   
   (The items on the Consent Agenda are normally considered in a single motion. Any item may be removed for separate consideration upon request by any member of the Council.)
   
   A. **Approval of March 15, 2021 City Council Regular Session Agenda**
   
   B. **Approval of March 1, 2021 City Council Minutes.**
      
      - City Council - Regular Session - 01 Mar 2021 - Minutes

   C. **National Community Development Week - Proclamation**
      
      - National Community Development Week Proclamation 2021
      - Community Development Week - North Plains Virtual Poster

   D. **Resolution No. 2135 - Extending the Emergency Declaration due to the COVID Pandemic through May 31, 2021**
      
      - Res. No. 2135 - Extending Emergency Declaration through May 31 2021

5. **PUBLIC COMMENT:**
   
   We encourage those wishing to comment to do so in advance of the meeting by emailing comments to info@northplains.org. Comments will be read into the record. Persons wishing to speak on matters not on the agenda may be recognized at this time.

6. **STAFF REPORTS**
   
   A. **Library Director's Monthly Department Report**
      
      - Library Director - Staff Report March 2021

   B. **Chief of Police Monthly Department Report**
□ Police Chief - Staff Report March 2021
C. Public Works Director's Monthly Department Report 17 - 18
   □ Public Works Director - Staff Report March 2021
D. Finance Director's Monthly Department Report 19 - 23
   □ Finance Director - Staff Report March 2021
E. Land use applications for the previous month 24
   □ Land Use Application - Current

7. ORDINANCES:
   A. Ordinance No. 473 - EOP Second Reading 25 - 28
      □ Ord. No. 473 - EOP Staff Report 03.15.21
      □ Ordinance No. 473 - Emergency Operations Plan Update

8. RESOLUTIONS:
   A. Resolution No. 2136 - Recommendation from Planning Commission on Appointment to Fill Vacancy 29
      □ Res. No. 2136 - Appointment of Mike Vandomelen to the Planning Commission thru Dec. 31 2024

9. NEW BUSINESS:
10. UNFINISHED BUSINESS:
11. REPORTS
   A. City Manager Report 30 - 31
      □ City Manager Staff Report 3.15.2021
   B. Council Reports
   C. Review April 2021 Council Calendar 32 - 34
      □ April 2021 All Meetings
      □ 2021 Calendar of NP City Meetings
      □ 2021 Council Committee Appointments

12. ADJOURNMENT:

   *****

North Plains City Council meetings are accessible for disabled individuals. The City will also endeavor to provide services for persons with impaired hearing or vision and other services, if requested, at least 48 hours prior to the meeting. To obtain services, please call City Hall at (503) 647-5555

   *****

The following City Council Meetings are scheduled to be held at:
Jessie Mays Community Center - 30975 NW Hillcrest Street North Plains, OR

The meetings will be held on the following dates at 7:00 p.m.:
Monday, April 5, 2021       Monday, April 19, 2021       Monday, May 3, 2021
MINUTES
City Council - Regular Session Meeting
Monday, March 1, 2021 VIA ZOOM 7:00 PM

COUNCIL MEMBERS: Mayor Teri Lenahan; Council President Russ Sheldon; Councilors: James Fage, Robert Kindel, Jr., Cameron Martinez, Trista Papen, Rickey Smith,

STAFF PRESENT: City Manager Andy Varner, City Recorder Lori Lesmeister

OTHER:

1 LOGIN INFORMATION TO ATTEND VIA ZOOM

   Join Zoom Meeting
   https://us02web.zoom.us/j/89193576148?pwd=eGh1VVICb3IDTXhrV2IPRzNNUWhZZz09
   Meeting ID: 891 9357 6148
   Passcode: 326239

   Call in (no internet)
   253-215-8782
   Meeting ID: 891 9357 6148
   Passcode: 326239

2 CALL TO ORDER at 7:00 pm

3 ROLL CALL
   a) All Councilors in attendance

4 CONSENT AGENDA:
   (The items on the Consent Agenda are normally considered in a single motion. Any item may be removed for separate consideration upon request by any member of the Council.)
   a) Approval of March 1, 2021 City Council Regular Session Agenda
   b) Approval of February 16, 2021 City Council Minutes.
   c) Resolution No. 2134 - Codification of Municipal Code

   Motion to approve the Consent Agenda.
   Moved by Councilor Martinez. Second by Councilor Papen.
   Motion was approved unanimously.

5 PUBLIC COMMENT: NONE
PRESENTATION:

a) **Swearing in of Police Chief James Haxton**

b) **Proclamation for outgoing Chief Jesse Baker**

ORDINANCES:

7  

7 a) **Ordinance No. 473 - Updating the Emergency Operations Plan**  
* First Reading

Brief discussion.

*Move to do First Reading of Ordinance No. 473 by Title Only*  
Moved by Councilor Fage. Second by Councilor Sheldon.  
Motion was approved unanimously.

*Move to Approve First Reading of Ordinance No. 473*  
Moved by Councilor Sheldon. Second by Councilor Kindel.  
Motion was approved unanimously.

REPORTS

8  

8 a) **City Manager Report**

City Manager Varner noted that the City closed on the Urban Renewal Agency (URA) property on Glencoe Rd. today and there is an agreement with a property management company in place to take over working with the renters on the property. Varner said for the April work session he would like to have a joint meeting with the Economic Development Committee to work on the URA downtown planning and the Urban Growth Boundary discussion.

Mayor Lenahan asked if Council would be getting a monthly report on the fuel tax revenue included in the monthly finance report. Varner said he plans on giving a quarterly report, as there is not a big change from month to month. Varner noted that the reports from the gas stations are due to the City by the 25th of each month for the previous month and that our reports are matching up with what Oregon Department of Transportation (ODOT) is providing. By doing the collection itself, the City is saving $30,000 per year, which is what ODOT would be charging us to have them do the collection.

Councilor Smith asked what the timeline is for the completion of the bridge and walking path on West Union Road. Varner said it should go out to bid by the end of this month for a general contractor, with the deadline for completion of the work to be prior to the fall opening of the new grade school on Jackson School Road.
b) **Council Reports**

Mayor Lenahan thanked Councilor Fage for stepping up to be the North Plains representative for COL-PAC.

Mayor Lenahan said she will be recording the State of the City address this Thursday. She will also be attending the Chamber of Commerce Zoom meeting on March 9, 2021 and will be going through the State of the City address with them at that time. Lenahan also gave a brief update on time she spent at the State Capital in Salem last week about the diversity, equity, and inclusion discussion along with any other issues that mayors feel are important right now.

Councilor Papen reported that the Hillsboro School District will be meeting weekly Thursday evenings through March 18, 2021 for the discussion on preliminary boundaries for North Plains Elementary School and the new grade school. Papen was encouraged with Hillsboro School District dialed in to the needs of our city.

c) **Review March 2021 Council Calendar**

9 ADJOURNMENT: 7:33 pm

______________________________
Teri Lenahan, Mayor

______________________________
Lori Lesmeister, City Recorder Date Approved ________________
PROCLAMATION

NATIONAL COMMUNITY DEVELOPMENT WEEK
APRIL 5 – APRIL 9, 2021

WHEREAS, the week of April 5 - April 9, 2021 has been designated as National Community Development Week by the National Community Development Association to celebrate the Community Development Block Grant (CDBG) Program and the HOME Investment Partnerships (HOME) Program; and

WHEREAS, the CDBG Program provides annual funding and flexibility to local communities to provide decent, safe and sanitary housing, a suitable living environment and economic opportunities to low-and moderate-income people; and

WHEREAS, the HOME Investment Partnerships (HOME) Program provides funding to local communities to create decent, safe, affordable housing opportunities for low-income persons. Nationally, over one million units of affordable housing have been completed using HOME funds; and

WHEREAS, over the programs’ history, our community has received a total of $3,271,561 in CDBG funds;

NOW, THEREFORE BE IT RESOLVED, that the City of North Plains designates the week of April 5 - April 9, 2021 as National Community Development Week in support of these two valuable programs that have made tremendous contributions to the viability of the housing stock, infrastructure, public services, and economic vitality of our community.

BE IT FURTHER RESOLVED, that this community urges Congress and the Administration to recognize the outstanding work being done locally and nationally by the Community Development Block Grant Program and the HOME Investment Partnerships Program by supporting increased funding for both programs in FY2022.

Signed this 15th Day of April 2021

___________________________________
Teri Lenahan, Mayor
North Plains

NW Claxtar Street Sidewalks

Senior Center Kitchen Upgrades

Water Reservoir
RESOLUTION NO. 2135

A RESOLUTION OF THE NORTH PLAINS CITY COUNCIL EXTENDING ITS STATE OF EMERGENCY DECLARATION BECAUSE OF THE COVID-19 OUTBREAK

WHEREAS, on March 8, 2020, Governor Brown declared a State of Emergency due to the COVID-19 outbreak in Oregon, finding that COVID-19 has created a threat to public health and safety, and constitutes a statewide emergency; and

WHEREAS, COVID-19 was declared a pandemic by the World Health Organization on March 11, 2020; and

WHEREAS, On March 13, 2020, President Trump declared a national emergency due to the proliferation of COVID-19 outbreaks throughout the United States; and

WHEREAS, ORS 401.309(1) authorizes the City Council to declare that a State of Emergency exists within the City, so long as the declaration limits the state of emergency to the period of time during which the conditions giving rise to the declaration exist or are likely to remain in existence; and

WHEREAS, North Plains Municipal Code Section 14.05.050.E provides for an Emergency Declaration to generally be effective for no longer than two weeks, but that it may be extended by the City Council should the Emergency continue; and

WHEREAS, the City Council has previously found that the conditions giving rise to the need for the State of Emergency Declaration necessitated an Emergency Declaration at least until April 30, 2020; and

WHEREAS, the City Council accordingly adopted Resolution No. 2087, declaring a State of Emergency in effect within the City until April 30, 2020; and

WHEREAS, the City Council adopted Resolution No. 2089 extending the Emergency Declaration until May 31, 2020; and

WHEREAS, the City Council adopted Resolution No. 2091 extending the Emergency Declaration until June 30, 2020; and

WHEREAS, the City Council adopted Resolution No. 2094 extending the Emergency Declaration until September 30, 2020; and

WHEREAS, the City Council adopted Resolution No. 2113 extending the Emergency Declaration until December 31, 2020; and

WHEREAS, the City Council adopted Resolution No. 2125 extending the Emergency Declaration until March 31, 2021; and

Resolution No. 2135
Extending Emergency Declaration due to Covid-19 through May 31, 2021
Adopted March 15, 2021
Page 1 of 2
WHEREAS, the City Council finds that the emergency created by COVID-19 will extend beyond March 31, 2021;

NOW, THEREFORE, THE CITY OF NORTH PLAINS RESOLVES AS FOLLOWS:

Section 1: The local State of Emergency declared to exist throughout the City of North Plains pursuant to Resolution No. 2087 is extended until May 31, 2021.

Section 2. This Resolution is and shall be effective from and after its enactment by the City Council.

INTRODUCED AND ADOPTED this 15th day of March 2021.

CITY OF NORTH PLAINS, OREGON

_____________________________________
Teri Lenahan, Mayor

ATTEST:

_____________________________________
Lori Lesmeister, City Recorder
Date: March 15, 2021
To: Mayor and City Council
From: Library Director, Robin Doughty
Subject: Monthly Staff Report - Library
STATISTICS FOR FEBRUARY 2021 AND RECENT MONTHS

HISTORICAL COMPARISON DATA FY 2012 – 2021

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<td>3,264</td>
<td>3,384</td>
<td>3,961</td>
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<td>Average monthly circulation</td>
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<td>6,444</td>
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RECENT MONTHS 2020 – 2021

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<td>3,540</td>
<td>3,480</td>
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<td>Circulation</td>
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<td>4,561</td>
<td>4,540</td>
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<td>Previous Year Circulation</td>
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### Social Media Engagement

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<td>5,998</td>
<td>4,379</td>
<td>4,744</td>
<td>3,371</td>
<td>2,006</td>
<td>1,969</td>
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ANNOUNCEMENTS:

Earth Day Poetry Contest
Celebrate Poetry and Earth Day with the Library this April! We invite youth, teens, and adults to submit a poem on the theme of Earth Day. Submit your poem, name, contact information and age category to northplainslibrary@gmail.com or to the library book drop from April 1st – 30th. A winner from each age category will win a set of reusable produce bags. 1 entry per person. Poems may be illustrated but it is not required.

Reopening Update
At the Moderate and Lower COVID-19 county risk levels we encourage contact-free holds pick-up of library materials inside the library entryway/vestibule. Holds pick-up is Mon-Fri 10 a.m. – 6 p.m. and Sat 10 a.m. – 4 p.m. Returned items quarantined for at least 24 hrs., and our bookdrop is open 24/7.

We recognize that contact-free holds pick-up does not serve all of our community’s library needs. On March 15th, we resume patron visits for limited browsing and computer on a walk-in basis at our back entrance from 12:00 p.m. – 4 p.m. Monday-Saturday. Community members are welcome to browse for up to 30 minutes and use a computer for up to an hour. They may self-serve to print, fax, and make copies. For now, occupancy is limited to one patron or household at a time.

Each Washington County Cooperative Library Services (WCCLS) member library is governed by their local jurisdiction, so reopening looks slightly different at each library.

No Overdue Fines – 1 month review
WCCLS ran a count-wide report after a month of being overdue fine free. Great news!

- The number of overdue items has gone down from 14% to 11%.
- The number of patrons with overdue items has gone down from 27% to 23%.

ANNOUNCEMENTS: YOUTH SERVICES

Interactive Virtual Storytime
Enjoy songs, stories, wiggles, and bubbles with Mrs. Em! Join Preschool Storytime on Zoom – every Tuesday at 11 a.m. Register online at https://wccls.bibliocommons.com/events/ Storytime is on Spring Break March 23rd.

Super Sessions – Cooking
Elementary-aged kids learn fun and simple food preparation in an interactive Zoom session hosted by Mrs. Em. March 30th at 3:30 p.m. This session’s theme is “Regional Flavors of Italy”!

OBOB (Grades 3-6)
Join other students on Zoom to practice answering questions about the book Before They Were Authors by Elizabeth Haidle hosted by Mrs. Em Thursday, March 18th at 3:30 p.m.
Kindergarten Readiness Classes

Level 2 each Thursday at 11:00 a.m. Jan 7 - May 28: Continue to empower your child with more lifelong learning skills! In reading, we will explore long vowel sounds, digraphs, multi-syllabic words, and reading comprehension! In math, we will explore problem-solving skills using sequencing, measuring, organizing, and computing.

Level 1 each Thursday at 1:00 p.m. Jan 7 – May 28: Our level one course encourages children to learn to read and understand basic math concepts through music, hands-on activities, and games. Children will learn to identify and sound out all letters of the alphabet and establish a love of reading and mathematics.

Teen Council Plays Broken Picturephone
Join to play this live game where you and your friends create books of drawings and phrases, one page at a time, only being able to see one previous page. Then, everyone experiences each full book together! Friday, April 2nd at 4:30. [https://wccls.bibliocommons.com/events/](https://wccls.bibliocommons.com/events/)

Register online for youth classes and events at [https://wccls.bibliocommons.com/events](https://wccls.bibliocommons.com/events)

ANNOUNCEMENTS: ADULT SERVICES

*UPCOMING* Kim Stafford Literary Event, Engaging Conversations in Word, and Song
Friday, April 9th at 7 p.m. North Plains Public Library presents an evening of fabulous conversation with author Kim Stafford and special guest Bethany Lee. Please join us for a magical night of poetry, music, and conversations! This will be a virtual event featuring readings from Kim’s recently published book, Singer Come From Afar with musical interludes presented by Bethany Lee.

Kim Stafford writes, teaches, and travels to raise the human spirit through poetry. He founded the Northwest Writing Institute in 1986 and has published a dozen books of poetry and prose. His most recent book is the poetry collection Singer Come from Afar (Red Hen Press, 2021). In 2018 he was named Oregon’s 9th Poet Laureate by Governor Kate Brown for a two-year term.

Bethany Lee, author of The Breath Between from Fernwood Press, lives in Lafayette, OR in a house at the edge of the woods. Her writing is often inspired by the space at the edge of things--her experiences as a hospice harpist, the year she spent traveling by sea, and the deep silence of her Quaker practice.

Reserve your spot here: [https://wccls.bibliocommons.com/events](https://wccls.bibliocommons.com/events)

Partnerships

- Banks Community Library will share seeds from their seed library to distribute to the North Plains Community. More information coming soon!
- Cornelius Public Library invites our community to join their new International Film Classics Club featuring films available in Kanopy.
- Walter’s Cultural Arts Center has provided us 20 art kits to distribute for a community public art project.
*NEW* Bookwanderers – A Travel-themed Bookclub for Adults
Join North Plains Public Library's new book group to embark on a journey through books! We’ll read fiction and nonfiction about all manner of voyages, travels, and journeys - and enjoy friendly discussion on the second Saturday of the month at 10:00 a.m. via Zoom.
April 10 – *Travels with Charley, in Search of America* by John Steinbeck
May 8 – *The Travelling Cat Chronicles* by Hiro Arikawa
June 12 – *Less, A Novel* by Andrew Sean Greer

North Plains Public Library Bookclub
Hosted by the Friends of the North Plains Public Library, all are welcome to our monthly bookclub on the last Wednesday of the month. Join on Zoom to discuss *Unsheltered* by Barbara Kingsolver on March 31st at 7 p.m.
Future book selections:
April 28 – *Olive, Again* by Elizabeth Strout
May 26 – *The Eighty-Dollar Champion* by Elizabeth Letts
June 30 – *The Keeper of Lost Things* by Ruth Hogan

Register for bookclubs at [https://wccls.bibliocommons.com/events](https://wccls.bibliocommons.com/events)

ANNOUNCEMENTS: UPCOMING MEETINGS

Library Board
The library board meets on the third Wednesday of each month to discuss the library, its goals, and objectives. The next meeting will be held on March 17th at 4 p.m. via Zoom.
Date: March 15th, 2021  
To: Mayor and City Council  
From: Police Chief James Haxton  
Subject: Department Update

Calls for service (February 2021): NPPD Officers responded/self-initiated to 182 calls for service. These calls range from dispatched calls for service, investigative stops, and phone calls to city hall and city ordinance violations.

February 2021: North Plains had no crashes on the roadway. There were 3 stolen vehicles reported. One remains open, one is a civil issue, and Dep. Schutz was able to make an arrest in one of them.

(R-Reports/Y2-Warnings/Y3-Citations/TS-Traffic Stop/PD-Public demand/SI-Self initiated)

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Plan/Project/Misc.

- The new reservoir. Work continues off-site at the existing pump station and pressure reducing vault on 314th. Work will begin at the 314th site the week of the 15th. The first week of March saw several truckloads of reservoir parts arrive. Construction will proceed shortly after.

- Working with 3J on design of a waterline replacement/upsizing on NW Cottage St. This capital improvement project will be completed prior to street overlay.

New Development

HSD #28 (the new grade school in Sunset Ridge development) working with HSD and engineering firm on permanent radar signage along NW 292nd (still on-going).

Activity at Richards Ridge is on-going. Sidewalks and curbs are being installed.

Brynhill development: City crews in coordination with NW Earthmovers did a shutdown of water mains to tie into the 8" main at another location on 309th Ave. I am working with design engineers on phase two and utility coordination.

Crews on Feb 12th and 13th were busy with de-icer, plows, and sanders. Also, we experienced 2 frozen services which resulted in broken frost plates on the meters.
Working with 3J and County members on the possibility of filling in the area at the Purple Park to bring the play structure out of the water during the winter months.

Working with design engineer on Jessie Mays new layout. Hard surfaces for basketball and pickle ball courts. Irrigation relocation as well as cyclone fence replacement.

Construction of the outdoor bathrooms at Jessie Mays is getting closer. Construction will start as soon as possible with a completion date of July 1 2021.

Working on collecting budget information for 2021-2023

All the while crews fulfilling their daily scheduled duties:

Park Equipment Safety Check
Trash bin and dog waste emptying
Pump and Reservoir check
Water Sampling
Re-reads, Door Hangers, Water Shut-offs
Leak Checks for citizens
Locates
Customer complaints
Sign repair/ installation
Date: March 11, 2021
To: City Council
From: Bill Reid, Finance Director
Subject: Monthly Staff Report - Finance

The end of February marks the completion of the eighth month of the current Fiscal Year 2020-2021. This memorandum is intended as a snapshot of how City of North Plains operating funds expenditures and revenues compare to allocated budget through February 28, 2021. Here, allocated budget refers to budgeted expenditures for the seven-month period of July 2020 through February 28 of 2021, or 67% of the 12-month fiscal year.

The City of North Plains has three operating funds:

1. **General Fund (110)**
2. **Streets Fund (111)**
3. **Water Fund (210)**

**General Fund (110) Summary**

General Fund expenditures have been roughly 94% of budgeted through the end of February 2021. Personnel Services expense continue to be below full year budget but reflect February as another full month after the pay freeze was lifted. Materials & Services spending slowed a bit in February and is now just below where it would be expected for this point of the fiscal year.

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Expenses</td>
<td>1,778,428</td>
<td>1,185,619</td>
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<tr>
<td>Personnel Services</td>
<td>619,093</td>
<td>412,729</td>
</tr>
<tr>
<td>Materials &amp; Services</td>
<td>1,144,484</td>
<td>762,989</td>
</tr>
<tr>
<td>Transfers Out</td>
<td>14,851</td>
<td>9,901</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1,115,996</td>
</tr>
<tr>
<td>As % of Budget</td>
<td></td>
<td>94%</td>
</tr>
</tbody>
</table>
General Fund Departments Detail

Departmental expenditures vs. budget are for the most part on target or expenses below budget. There are two exceptions worth mentioning:

- **UGB expansion planning, along with new development project engineering and planning design review, continued a higher pace in January.** All are still well within annual budget, however.
- **CARES Act grant dollars that have been spent in Community Development require a supplemental budget to reflect additional realized revenues.**

<table>
<thead>
<tr>
<th>Department</th>
<th>Budget</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year</td>
<td>To Date</td>
</tr>
<tr>
<td><strong>General Government</strong></td>
<td></td>
<td></td>
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<tr>
<td>Total Expenses</td>
<td>358,226</td>
<td>238,817</td>
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<tr>
<td>Personnel Services</td>
<td>138,625</td>
<td>92,417</td>
</tr>
<tr>
<td>Materials &amp; Services</td>
<td>207,350</td>
<td>138,233</td>
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<tr>
<td>Transfers Out</td>
<td>12,251</td>
<td>8,167</td>
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<tr>
<td><strong>Public Safety</strong></td>
<td></td>
<td></td>
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<tr>
<td>Total Expenses</td>
<td>528,261</td>
<td>352,174</td>
</tr>
<tr>
<td>Personnel Services</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Materials &amp; Services</td>
<td>528,261</td>
<td>352,174</td>
</tr>
<tr>
<td>Transfers Out</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Library</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Expenses</td>
<td>439,349</td>
<td>292,899</td>
</tr>
<tr>
<td>Personnel Services</td>
<td>354,614</td>
<td>236,409</td>
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<tr>
<td>Materials &amp; Services</td>
<td>82,135</td>
<td>54,757</td>
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<td>Transfers Out</td>
<td>2,600</td>
<td>1,733</td>
</tr>
<tr>
<td><strong>Parks &amp; Recreation</strong></td>
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<td></td>
</tr>
<tr>
<td>Total Expenses</td>
<td>78,834</td>
<td>52,556</td>
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<td>Personnel Services</td>
<td>11,034</td>
<td>7,356</td>
</tr>
<tr>
<td>Materials &amp; Services</td>
<td>67,800</td>
<td>45,200</td>
</tr>
<tr>
<td>Transfers Out</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Streets Fund (111) Summary

February of 2021 continued project expenditures both for Commercial Street paving and continued planning with the voter-approved fuel tax. Both Materials & Services and Capital Outlay items show expense ahead of budget-to-date through February but continue to be within annual budget bounds. Revenues are well ahead of budget through February due to the receipt of Small City Allotment Grant funds, slightly higher-than-expected fuel tax revenue from the State and the County. Fuel tax collection should first register for the month of March.

### Streets - 111

<table>
<thead>
<tr>
<th></th>
<th>Budget Year</th>
<th>To Date</th>
<th>Actual</th>
<th>As % of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Expenses</strong></td>
<td>512,316</td>
<td>341,544</td>
<td>339,041</td>
<td>99%</td>
</tr>
<tr>
<td>Personnel Services</td>
<td>144,301</td>
<td>96,201</td>
<td>87,083</td>
<td>91%</td>
</tr>
<tr>
<td>Materials &amp; Services</td>
<td>58,650</td>
<td>39,100</td>
<td>47,351</td>
<td>121%</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>225,000</td>
<td>150,000</td>
<td>170,241</td>
<td>113%</td>
</tr>
<tr>
<td>Transfers Out</td>
<td>54,365</td>
<td>36,243</td>
<td>34,365</td>
<td>95%</td>
</tr>
<tr>
<td>Contingency</td>
<td>30,000</td>
<td>20,000</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Intergovernmental</td>
<td>337,025</td>
<td>224,683</td>
<td>226,290</td>
<td>101%</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>113,650</td>
<td>75,767</td>
<td>161,753</td>
<td>213%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>450,675</td>
<td>300,450</td>
<td>388,043</td>
<td>129%</td>
</tr>
</tbody>
</table>
Water Fund (210) Summary

The North Plains Water Fund has spent roughly 55% of expected budget through January of 2021. Actual capital expenditure for the fund continue to be a fraction of total budget ($2.3 million budget through January 31). Additional expenditures for the water tank project will bring expenses closer to budget when they occur and post to City account. Water user fee revenues are 115% of budget as some households continue to stay at home working remotely.

<table>
<thead>
<tr>
<th>Water - 210</th>
<th>Budget</th>
<th>Year</th>
<th>To Date</th>
<th>Actual</th>
<th>As % of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Expenses</td>
<td>5,052,080</td>
<td>3,368,053</td>
<td>1,880,615</td>
<td>56%</td>
<td></td>
</tr>
<tr>
<td>Personnel Services</td>
<td>562,680</td>
<td>375,120</td>
<td>366,798</td>
<td>98%</td>
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<tr>
<td>Materials &amp; Services</td>
<td>427,400</td>
<td>284,933</td>
<td>283,102</td>
<td>99%</td>
<td></td>
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<tr>
<td>Capital Outlay</td>
<td>3,942,000</td>
<td>2,628,000</td>
<td>1,210,715</td>
<td>46%</td>
<td></td>
</tr>
<tr>
<td>Transfers Out</td>
<td>20,000</td>
<td>13,333</td>
<td>20,000</td>
<td>150%</td>
<td></td>
</tr>
<tr>
<td>Contingency</td>
<td>100,000</td>
<td>66,667</td>
<td>0</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>Usage Fees</td>
<td>1,520,632</td>
<td>1,013,755</td>
<td>980,612</td>
<td>97%</td>
<td></td>
</tr>
<tr>
<td>Debt Proceeds</td>
<td>3,880,000</td>
<td>2,586,667</td>
<td>1,619,948</td>
<td>63%</td>
<td></td>
</tr>
<tr>
<td>Other Revenues</td>
<td>21,000</td>
<td>14,000</td>
<td>7,895</td>
<td>56%</td>
<td></td>
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<tr>
<td>Total Revenues</td>
<td>5,421,632</td>
<td>3,614,421</td>
<td>2,608,455</td>
<td>72%</td>
<td></td>
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Unrestricted General Fund Revenues To-Date

Unrestricted revenues received by the City – that support all department budgets for the year - are at 91% of what was projected for the full year, a continued positive development given that the fiscal year is 67% complete. Only licenses, permits, and fees (does not include development permitting fees) is reporting a slower receipt (55% of budget) than budgeted to date.
Other Finance Department Activities

- **FY 2022 Budget Season:** The City continues to seek Budget Committee members to fill resident volunteer committees. Per biennial budgeting law in Oregon, committee terms are four years as amended previously by City Council.

- **Biennial Population Forecast:** After visiting with both Lennar Housing & Taylor Morrison recently, the City of North Plains should expect a total of 351 new homes - or 351 new households - over the next two years. Operating and capital budgeting are factoring in this renewed growth rate for the City.

- **Glencoe Opportunity Area Property:** Staff are working on grant confirmation for property environmental assessment and development planning with the State of Oregon.
<table>
<thead>
<tr>
<th>PERMIT #</th>
<th>RECEIVED</th>
<th>TYPE/BP/FN/SN/ROW/etc</th>
<th>APPLICANT</th>
<th>DESCRIPTION/TYPE</th>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>21-004</td>
<td>2/1/2021</td>
<td>Lot Line Adjustment</td>
<td>Kenneth Wing</td>
<td>Type 1- Lot Consolidation</td>
<td>31455 NW Pacific Street- Lot 13</td>
</tr>
<tr>
<td>21-005</td>
<td>2/3/2021</td>
<td>New Commercial Structure</td>
<td>BBS Properties</td>
<td>Type 1-New Commercial Structure</td>
<td>10680 NW 289th Pl</td>
</tr>
<tr>
<td>21-006</td>
<td>2/4/2021</td>
<td>Accessory Structure</td>
<td>Ruston</td>
<td>Type 1- Patio Cover</td>
<td>29011 NW King St</td>
</tr>
</tbody>
</table>
Date: March 15, 2021
To: Mayor and City Council
From: City Manager Andy Varner
Subject: Ordinance 473: Adopting an Updated Emergency Operations Plan for the City of North Plains

Request: Adopt Ordinance 473: Adopting an Updated Emergency Operations Plan for the City of North Plains

Background: The City’s current Emergency Operations Plan (EOP) was adopted in 2008. Since that time, North Plains has grown not only with population but through annexation; we have contracted public safety services with Washington County; the community’s water infrastructure has grown; we have learned much more about Cascadia’s projected impacts; and, several community plans have been revised and adopted. In short, it was time to revisit and update the plan. Doing so was a City Council goal when I started this job three years ago.

The City received a Homeland Security grant to update the EOP and Annex in late 2019 and we started on the project in early 2020. As you can imagine, COVID heavily impacted our schedule and affected a staff training that was scheduled for last summer. We were able to undertake a tabletop exercise right before Christmas that produced an After-Action Report and additional training materials for staff. That is part of the plan and the EOP annex.

The updated EOP includes updated municipal code (minimal changes), defined Roles and Responsibilities, Continuity of Operations Planning (COOP), and an Annex full of checklists for staff to utilize in our exercises and in actual emergencies, along with a training program. We are planning to undertake quarterly training exercises at the staff level to keep to the recommended schedule. Staff is also doing all the required FEMA training online according to their particular roles. I am pleased to see staff buying in on the process.

I am now pursuing an additional grant with the County to help perform a community-level planning exercise to further implement our EOP and preparedness processes.

Council needs to approve the attached ordinance to formally adopt and promulgate the updated Emergency Operations Plan.
**Goal Association:** This project relates to *Improving Organizational Culture* to foster and develop a professional and prepared workforce in the case of community emergencies.

**Fiscal Impact:** No impact to adopt the plan but implementing training exercises and some recommended material purchases will have a future resource impact.

**Recommendation:** Adopt Ordinance 473: Adopting an Updated Emergency Operations Plan for the City of North Plains

**Sample Motion:**
1. I move to conduct a second reading of Ordinance 473 by title only.
2. I move to adopt Ordinance 473.

**Attachments:** Ordinance 473
   Emergency Operations Plan
ORDINANCE NO. 473

AN ORDINANCE OF THE NORTH PLAINS CITY COUNCIL UPDATING CHAPTER 14 OF THE NORTH PLAINS MUNICIPAL CODE BY REPEALING THE CITY’S EMERGENCY OPERATIONS PLAN AND REPLACING IT WITH AN UPDATED EMERGENCY OPERATIONS PLAN

WHEREAS, Chapter 14 of the North Plains Municipal Code (“Code”) contains the City’s Emergency Operations Basic Plan (“EOP”); and

WHEREAS, the City has contracted with Stacy M. Burr Consulting, LLC (“Consultant”) to update the City’s EOP; and

WHEREAS, Consultant has completed the proposed update to the City’s EOP; and

WHEREAS, the City Council has reviewed the proposed update to the EOP and finds that the changes will best serve the City’s needs; and

WHEREAS, because the EOP is codified in the Code, implementation of the updated EOP requires approval and adoption via ordinance;

Now, therefore:

THE CITY OF NORTH PLAINS ORDAINS AS FOLLOWS:

Section 1. Chapter 14 of the North Plains Municipal Code is repealed in its entirety and replaced with the new Chapter 14, attached hereto as Exhibit “A”.

Section 2. This Ordinance shall become effective on the 30th day after its adoption.
INTRODUCED on the 1st day of March 2021, ADOPTED on the 15th day of March 2021 and EFFECTIVE on the 15th day of April 2021.

CITY OF NORTH PLAINS, OREGON

By: _______________________________________
    Teri Lenahan, Mayor

ATTEST:

By: _______________________________________
    Lori Lesmeister, City Recorder
RESOLUTION NO. 2136

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON, APPOINTING MIKE VANDOMELEN TO THE NORTH PLAINS PLANNING COMMISSION TO FILL A TERM ENDING DECEMBER 31, 2024

WHEREAS, the City of North Plains has a Planning Commission consisting of residents, property owners and business owners in the community; and

WHEREAS, a vacancy on the Planning Commission was created when Ryan Landon did not wish to continue serving on the Planning Commission when his term ended on December 31, 2020; and

WHEREAS, the City has had the open position posted for members of the public to submit applications to become members; and

WHEREAS, two applicants submitted applications for the position; and

WHEREAS, the Planning Commission interviewed the applicants at their March 10, 2021 meeting. The Planning Commission recommended the applicant to the City Council for the Council to decide and appoint as a member to the vacant position; and

WHEREAS, Municipal Code Section 1.435 provides that the City Council appoints the members of the North Plains Planning Commission.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON, that Mike Vandomelen is appointed to the Planning Commission to complete a vacated term expiring December 31, 2024.

CITY OF NORTH PLAINS, OREGON

BY: ________________________________
   Teri Lenahan, Mayor

ATTEST:

BY: ________________________________
   Lori Lesmeister, City Recorder
Date: March 15, 2021
To: Mayor and City Council
From: City Manager Andy Varner
Subject: City Manager Staff Report

Plans/Projects/Programs

- Washington County remains in the “Moderate Risk” COVID category, the same as the previous two weeks. I think we can look to opening up facilities more and having in-person public meetings again using appropriate protocols, starting in April with hybrid public meetings as before. The library is currently planning a resumption of some in-person service levels this week.
- We have an initial idea of what our City allocation of American Rescue Plan (COVID relief) might be from Senator Wyden’s office. We are still awaiting details on what the cost recovery details will be for eligible expenses. However, at this stage it does appear that funding will flow directly to our community, rather than going through Washington County first. This should hopefully provide more flexibility in our use.
- Staff is working with the North Plains Events Association and Garbarino on tentatively holding the Annual Clean-Up Day on May 8. I plan to use some of the CARES Act money for the City’s contribution.
- The City is working with a contractor and the City Engineer on a long-overdue Pavement Management Program for North Plains, a first for the city. We should have a contract to present to the Council within a month.
- The steel tank assembly is currently in the works at the reservoir site.
- Staff has started some preliminary work on the biennial budget, meeting with departments and the WCSO and thinking through capital projects and non-capital project (ie communications, UGB, etc). We plan to hold the first Budget Committee meeting the latter half of April. The Committee is still seeking members.

Urban Renewal Agency

- We have a property manager in place to take care of the Glencoe Opportunity Area rentals. I’ve spoken to all the tenants and let them know their rents will not increase. We also have the property insured with CIS.
• Finance Director Reid and I are working on the development process for the GOA to move toward an RFP or something similar this spring.
• Working on putting together a Downtown Committee to work in tandem with the Downtown Corridor planning efforts. We have a full consultant team on board for urban planning, transportation, civil engineering, streetscape architecture, and real estate/business analysis. This will be a comprehensive plan for downtown.

Grants
• Here is a rundown of all the grants we have in the air or are preparing:
  - We have been awarded the DLCD Quick Response grant to investigate URA development options on the Glencoe Opportunity Area (GOA) property. The funding obligation would be in July.
  - We also received a grant from Business Oregon for a Phase II environmental assessment for the GOA property, which will further explore the data gaps from the Phase I EA. That work has already begun.

Boards/Commissions/Meetings

Planning Commission
• April 14: Code reviews and floodplain permit for West Union Path.

Parks & Recreation Board
• April 12: Jessie Mays next steps, Parks Master Plan review

Economic Development Committee
• April 7: Downtown plan discussion, ARP discussion for business recovery

Three Meeting Outlook for City Council
• The next few City Council meeting agendas should include: pavement management proposal; Commercial St water project.

Council Work Sessions
The Council agreed to convene for City Council meeting work sessions on the first meeting of each month (and sometimes the second). I would welcome Council feedback, but future work session dates and potential topics I foresee include:
• April 5: Economic Development w the EDC
<table>
<thead>
<tr>
<th>MEETING</th>
<th>PRIMARY</th>
<th>ALTERNATE</th>
<th>NOTE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Council</td>
<td></td>
<td></td>
<td>1st Wednesday at 7:00 pm with 6:00 pm work session</td>
<td>4/5</td>
</tr>
<tr>
<td>Economic Development Committee</td>
<td>Smith</td>
<td></td>
<td>3rd Wednesday at 6:00 pm VIA ZOOM</td>
<td>4/7</td>
</tr>
<tr>
<td>Washington County Office of Community Development Policy</td>
<td>Lenahan</td>
<td>Kindel</td>
<td>2nd Thursday  7:00pm</td>
<td>4/8</td>
</tr>
<tr>
<td>Parks &amp; Rec Board</td>
<td>Fage</td>
<td></td>
<td>2nd Wednesday at 6:00 pm</td>
<td>4/12</td>
</tr>
<tr>
<td>Washington County Coordinating Committee (WCCC)</td>
<td>Lenahan</td>
<td>Papen</td>
<td>2nd Monday at 12:00 noon</td>
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</tr>
<tr>
<td>Planning Commission</td>
<td>Kindel</td>
<td></td>
<td>2nd Wednesday at 7:00 pm</td>
<td>4/14</td>
</tr>
<tr>
<td>City Council</td>
<td>Kindel</td>
<td></td>
<td>3rd Monday at 7:00pm</td>
<td>4/19</td>
</tr>
<tr>
<td>Library Board</td>
<td>Lenahan</td>
<td></td>
<td>3rd Wednesday at 4:00pm VIA ZOOM</td>
<td>4/22</td>
</tr>
<tr>
<td>Metro Policy Advisory Committee (MPAC)</td>
<td>Fage</td>
<td></td>
<td>4th Wednesday at 5:00pm</td>
<td>4/28</td>
</tr>
<tr>
<td>Col-Pac EDD</td>
<td></td>
<td></td>
<td>DO NOT MEETIN IN APRIL</td>
<td></td>
</tr>
<tr>
<td>Metropolitan Area Communications Commission (MACC)</td>
<td>Sheldon</td>
<td>Smith</td>
<td></td>
<td></td>
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</table>
### 2021 City Council Meeting Dates

**Early Wednesday’s Meetings**

<table>
<thead>
<tr>
<th>Date</th>
<th>Date</th>
<th>Date</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/4 **</td>
<td>4/5 **</td>
<td>7/6 **</td>
<td>10/4 **</td>
</tr>
<tr>
<td>1/19</td>
<td>4/19</td>
<td>7/19</td>
<td>10/18</td>
</tr>
<tr>
<td>2/1 **</td>
<td>5/3 **</td>
<td>8/2 **</td>
<td>11/1 **</td>
</tr>
<tr>
<td>2/16</td>
<td>5/17</td>
<td>8/16</td>
<td>11/15</td>
</tr>
<tr>
<td>3/1 **</td>
<td>6/7 **</td>
<td>9/7 **</td>
<td>12/6 **</td>
</tr>
</tbody>
</table>

Meetings in yellow are Tuesday meetings due to Monday holidays. Meetings with ** behind them have a 6:00 pm Work Session.

### 2021 Schedule for Board and Commission Meetings

<table>
<thead>
<tr>
<th>1st Wednesday 6:00 pm</th>
<th>Economic Development</th>
<th>2nd Monday 6:00 pm</th>
<th>Parks &amp; Recreation Board</th>
<th>2nd Wednesday 7:00 pm</th>
<th>Planning Commission</th>
<th>3rd Wednesday 7:00 pm</th>
<th>Library Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/6</td>
<td>Lenahan</td>
<td>1/11</td>
<td>Smith</td>
<td>1/13</td>
<td>Fage</td>
<td>1/20</td>
<td>Martinez</td>
</tr>
<tr>
<td>2/3</td>
<td>Martinez</td>
<td>2/8</td>
<td>Papen</td>
<td>2/10</td>
<td>Smith</td>
<td>2/17</td>
<td>Kindel</td>
</tr>
<tr>
<td>4/7</td>
<td>Smith</td>
<td>4/12</td>
<td>Fage</td>
<td>4/14</td>
<td>Kindel</td>
<td>4/21</td>
<td>Lenahan</td>
</tr>
<tr>
<td>5/5</td>
<td>Lenahan</td>
<td>5/10</td>
<td>Martinez</td>
<td>5/12</td>
<td>Papen</td>
<td>5/19</td>
<td>Fage</td>
</tr>
<tr>
<td>6/2</td>
<td>Fage</td>
<td>6/14</td>
<td>Papen</td>
<td>6/9</td>
<td>Martinez</td>
<td>6/16</td>
<td>Smith</td>
</tr>
<tr>
<td>7/7</td>
<td>Smith</td>
<td>7/12</td>
<td>Kindel</td>
<td>7/14</td>
<td>Lenahan</td>
<td>7/21</td>
<td>Papen</td>
</tr>
<tr>
<td>8/4</td>
<td>Kindel</td>
<td>8/9</td>
<td>Smith</td>
<td>8/11</td>
<td>Fage</td>
<td>8/18</td>
<td>Lenahan</td>
</tr>
<tr>
<td>9/1</td>
<td>Papen</td>
<td>9/13</td>
<td>Fage</td>
<td>9/8</td>
<td>Kindel</td>
<td>9/15</td>
<td>Smith</td>
</tr>
<tr>
<td>10/6</td>
<td>Fage</td>
<td>10/11</td>
<td>Lenahan</td>
<td>10/13</td>
<td>Sheldon</td>
<td>10/20</td>
<td>Martinez</td>
</tr>
<tr>
<td>11/3</td>
<td>Sheldon</td>
<td>11/8</td>
<td>Martinez</td>
<td>11/10</td>
<td>Lenahan</td>
<td>11/17</td>
<td>Kindel</td>
</tr>
<tr>
<td>12/1</td>
<td>Martinez</td>
<td>12/13</td>
<td>Smith</td>
<td>12/8</td>
<td>Papen</td>
<td>12/25</td>
<td>**</td>
</tr>
</tbody>
</table>

**Note:** The dates highlighted in yellow indicate Tuesday meetings due to Monday holidays. Meetings with ** behind them have a 6:00 pm Work Session.
# 2021 Council Committee Appointments

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Primary</th>
<th>Alternate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metropolitan Area Communications Commission</td>
<td>Sheldon</td>
<td>Smith</td>
</tr>
<tr>
<td>(MACC) Tual Valley Comm Access TV (TVCTV)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meets 1:30-4:00pm in Beaverton.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dates set approx. 3 weeks in advance</td>
<td></td>
<td></td>
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<tr>
<td>Metro Policy Advisory Committee (MPAC)</td>
<td>Open</td>
<td>Open</td>
</tr>
<tr>
<td>Meet 2(^{nd}) &amp; 4(^{th}) Wednesday of each month 5:00-7:00pm at Metro Council Chambers in Portland</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Washington County Coordinating Committee (WCCC)</td>
<td>Lenahan</td>
<td>Papen</td>
</tr>
<tr>
<td>Meet 2(^{nd}) Monday of each month in Beaverton 12:00-1:30pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Washington County Office of Community Development:</td>
<td>Lenahan</td>
<td>Papen</td>
</tr>
<tr>
<td>Policy Advisory Board</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meet 2(^{nd}) Thurs of each month 7:00-9:00pm</td>
<td></td>
<td></td>
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<tr>
<td>Various locations throughout Washington County</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Col-Pac / NOEA</td>
<td>OPEN</td>
<td></td>
</tr>
<tr>
<td>Meets 2nd Thursday of every other month</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Various locations</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>