City of North Plains

Agenda
City Council - Regular Session Meeting
Monday, April 19, 2021 @ 7:00 PM
Jessie Mays Community Center
30975 NW Hillcrest Street  North Plains, OR
and also via ZOOM

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. PLEDGE OF ALLEGIANCE

4. ROLL CALL

5. 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 April 19, 2021 City Council Regular Session Agenda

B. Approval of April 5, 2021 City Council Minutes. 4 - 6
   □ City Council - Regular Session - 05 Apr 2021 - Minutes

C. Resolution No. 2143 - Appointing members to the North Plains Budget Committee 7 - 9
   □ Res. No. 2143 - Appointing Eckert & Simmons to the NP Budget Committee for terms through April 15 2025

D. Resolution No. 2139 - Appointing Councilor Trista Papen to the Washington County Community Development PAC, and appointing Councilor Robert Kindel as backup. 10
   □ Res. No. 2139 - Appointing Councilors Papen & Kindel to the WaCo Community Development PAC

E. Proclamation Declaring the Week of May 2-8, 2021 as Municipal Clerk’s Week 11
   □ Municipal Clerks Week Proclamation May 2-8 2021

6. 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.

7. **STAFF REPORTS**

   A. **Library Director’s Monthly Department Report**
      □ Library Directors Staff Report April 2021
   
   B. **Chief of Police Monthly Department Report**
      □ Police Chief April 2021 Staff Update
   
   C. **Public Works Director’s Monthly Department Report**
      □ Public Works Director - Staff Report April 2021
   
   D. **Finance Director’s Monthly Department Report**
      □ Finance Director Staff Report April 2021
   
   E. **Land use applications for the previous month**
      □ Land Use Application Index - Current

8. **RESOLUTIONS:**

   A. **Resolution No. 2141 - Agreement with Northwest Earthmovers for Watermain Extension on Commercial Ave and Related Right-of-Way Restoration**
      □ Res 2141 NEI contract Staff Report 04.19.21
      □ Res. No. 2141 - NEI Watermain Agreement with Exhibit A
      □ Commercial St Waterline Proposal
      □ Waterline location
   
   B. **Resolution No. 2142 - Authorizing Full Faith and Credit Financing**
      □ Res 2142 Fuel Tax Debt Staff Report 04.19.21
      □ Res. No. 2142 - North Plains 2021 FFC Obligations (Revised) with Tax Project Package

9. **NEW BUSINESS:**

10. **UNFINISHED BUSINESS:**

11. **REPORTS**

   A. **City Manager Report**
      □ City Manager Staff Report 4.19.2021
   
   B. **Council Reports**
   
   C. **Review May 2021 Council Calendar**
      □ May 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.:
MINUTES
City Council - Regular Session Meeting
Monday, April 5, 2021 Jessie Mays Community Center 7:00 PM
and Via Zoom

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

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

2 CALL TO ORDER at 7:01 pm

3 PLEDGE OF ALLEGIANCE

4 ROLL CALL
   a) All Councilors in attendance
      Councilors Martinez and Fage attending via Zoom

5 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 April 5, 2021 City Council Regular Session Agenda
   b) Approval of March 15, 2021 City Council Minutes.

   Motion to approve the Consent Agenda.
   Moved by Councilor Kindel. Second by Councilor Papen.
   Motion was approved unanimously.
6 PUBLIC COMMENT:

a) Randy Jarigese - resident of the North Plains area stated that he and his wife play tennis at Jessie Mays and noted that a new tennis net has been put up. But he feels the net was not put up correctly and when they played today, they noted that the net is sagging and he feels that it is because children are sitting/swinging on the net which is causing it to sag. He would like the city to take a look at the net and see if they can put it up correctly and tighten it up. The City will look into this.

7 PRESENTATION

a) TVF&R State of the District Update with Deputy Chief Laura Hitt

8 RESOLUTIONS:

a) Resolution No. 2137 - Street Fee in Lieu Method Calculation Update

No questions or discussion

Move to adopt Resolution No. 2137
Moved by Councilor Smith. Second by Councilor Papen.
Motion was approved unanimously.

b) Resolution No. 2138 - Geodesign Pavement Management Program Contract

Questions and brief discussion.
It was noted that the date on the agreement is March 1, 2021. City Manager Varner said the date can be adjusted if the resolution is approved.

Move to adopt Resolution No. 2138
Moved by Councilor Sheldon. Second by Councilor Fage.
Motion was approved unanimously.

9 NEW BUSINESS: None

10 UNFINISHED BUSINESS: None

11 REPORTS

a) City Manager Report

City Manager Varner said we are still waiting on details of the next round of Covid Relief Package funds, and we will have a Council work session in May to discuss how to use the funds. Varner said that Clean-up Day on May 8, 2021 is a 'go'. Postcards will be sent out to residents next week. People will have to show the postcards at the time that they drop off items. Councilor Smith noted that volunteers
are needed for the May 8, 2021 Clean-up Day. Volunteers must be 18 years of age or older. If anyone would like to volunteer, they can contact Councilor Smith (his wife is head of the Volunteers) or Mayor Lenahan.

b) **Council Reports**

c) **Review April 2021 Council Calendar**

12 **ADVICE/INFORMATION ITEMS:**

13 **ADJOURNMENT: 7:52 pm**

___________________________

Teri Lenahan, Mayor

___________________________

Lori Lesmeister, City Recorder  Date Approved ________________
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON,
APPOINTING MARLO ECKERT AND SHERRI SIMMONS TO THE NORTH PLAINS
BUDGET COMMITTEE

WHEREAS, Oregon Revised Statute (ORS) 294.336, establishes that governing
bodies of each municipal corporation shall establish a Budget Committee; and

WHEREAS, pursuant to the requirements of City of North Plains Municipal Code
Section 1.05.190, the City Council is to appoint persons to fill vacant positions on the Budget
Committee by Resolution; and

WHEREAS, there are currently three (3) vacant positions on the Budget Committee; and

WHEREAS, the openings have been posted on the City website, in the four
locations around North Plains where public notices are posted, and on social media
encouraging citizens to apply for the Budget Committee after which North Plains
residents, Marlo Eckert and Sherrie Simmons have submitted an application for the
Budget Committee; and City Council reviewed and considered the applications at the
April 19, 2021 City Council meeting.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF NORTH PLAINS, OREGON, AS FOLLOWS:

Section 1. Marlo Eckert, and Sherrie Simmons are hereby appointed to the
Budget Committee for a four (4) year term expiring April 15, 2025.

Section 2. This Resolution shall become effective immediately upon adoption
by the City Council on April 19, 2021.

CITY OF NORTH PLAINS, OREGON

BY: ___________________________
    Teri Lenahan, Mayor

ATTEST:

BY: ___________________________
    Lori Lesmeister, City Recorder
APPLICATION FOR APPOINTMENT TO THE CITY OF NORTH PLAINS BUDGET COMMITTEE

The information provided in this application is considered public information and may be used in announcing your appointment.

The Budget Committee consists of a fourteen-member board composed of seven citizens and seven City Councilors. **The terms filled by the seven citizens are all 4-year terms, one-third of which expire each year.** Per State law members must be residents of North Plains, over age 18, and be registered to vote in the State of Oregon. There is no compensation for participation on this committee.

Appointments are made by the City Council following review of applications and applicant interviews. Please plan to attend the Council meeting at which your application is to be considered.

The Budget Committee usually meets 2-4 times per year between April and June to plan the City’s operating budget for the next fiscal year commencing July 1 to June 30. The Budget Committee presents the recommended budget to the City Council for adoption.

Marlo Eckert 3/25/2021

Name: ________________________________

Mailing Address: ________________________________

[Redacted] E-Mail: [Redacted]

Please provide brief answers to the following questions. If additional space is needed, use the back of this page or attach a separate page.

1. Why would you like to serve on the Budget Committee? **As a resident of North Plains for 25 years, yet still being one of the youngest to live here, I believe my perspective on “old” and “new” North Plains will provide balance to ensure no street/community gets left behind and allocate resources appropriately.**

2. What do you think are the most important issues now facing North Plains? **Expansion. How will the city ensure equity between “old” and “new” so the entire city is beautiful and seeing needs met regardless of what part of town they live in.**

3. Do you have any special interests or qualifications that you would bring to the Budget Committee? I am a Director for the Portland Rose Festival Foundation, lived here my entire life (North Plains Elem., Evergreen MS, Glencoe HS & Portland State) and am invested in MY community. I also support budgeting at my company, PGE and a safety specialist bringing in a unique lens.

Thank you for applying. Your interest is appreciated.
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Sherrie Simmons 04/13/2021
Name:  
Street Address:  
Occupation: Director of Operations

Please provide brief answers to the following questions. If additional space is needed, use the back of this page or attach a separate page.

1. Why would you like to serve on the Budget Committee? To assist the city with the direction of how funds are spent and to see funds are currently being used.

2. What do you think are the most important issues now facing North Plains? Growth, Road repair, Safety crossings, extra available Fundings from the government. How best to use those funds.

3. Do you have any special interests or qualifications that you would bring to the Budget Committee? Have been on the Budget Committee in the past. Previous Planning commissioner and Councilor.

Thank you for applying. Your interest is appreciated.
RESOLUTION NUMBER 2139

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON, APPOINTING REPRESENTATIVES TO THE WASHINGTON COUNTY COMMUNITY DEVELOPMENT POLICY ADVISORY BOARD

WHEREAS, North Plains has benefitted from participation in the CDBG program; and

WHEREAS, Representatives from each of the participating cities and one County representative develop and recommend to the Board of Commissioners for a three-year, comprehensive plan that guides allocations of Community Development Block Grant funds; and

WHEREAS, Once the comprehensive plan is in place, the advisory group also reviews and recommends specific projects for funding; and

WHEREAS, Mayor Teri Lenahan has been North Plains’ long-term representative; and

WHEREAS, Mayor Lenahan is stepping down as the representative because she has been elected to the Oregon Mayor’s Association Board of Directors; and

WHEREAS, a replacement representative is needed, as well as a backup representative that may be needed on occasion to serve on the Policy Advisory Board.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON, that City Councilor Trista shall represent the City of North Plains as the Primary Representative and City Councilor Robert Kindel shall represent the City of North Plains as an Alternate Representative to the Washington County Community Development Policy Advisory Board.

CITY OF NORTH PLAINS, OREGON

BY: __________________________________________
   Teri Lenahan, Mayor

ATTEST:

BY: __________________________________________
   Lori Lesmeister, City Recorder
Proclamation

MUNICIPAL CLERKS WEEK
May 2 - 8, 2021

Whereas, The Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

Whereas, The Office of the Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

Whereas, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

Whereas, The Municipal Clerk serves as the information center on functions of local government and community.

Whereas, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

Now, Therefore, I, Teri Lenahan, Mayor of North Plains, do recognize the week of May 2 through May 8, 2021, as Municipal Clerks Week, and extend appreciation to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Dated this 19th day of April 2021

Teri Lenahan, Mayor

Attest:           _________________________________    
                         Lori Lesmeister, City Recorder
# STATISTICS FOR MARCH 2021 AND RECENT MONTHS

## HISTORICAL COMPARISON DATA FY 2012 – 2021

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<td>Average monthly door count</td>
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<td>2,953</td>
<td>3,100</td>
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<td>3,264</td>
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<td>3,961</td>
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<td>Average monthly circulation</td>
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<td>5,508</td>
<td>6,100</td>
<td>6,444</td>
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## RECENT MONTHS 2020 – 2021

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<td>0</td>
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<tr>
<td>Previous Year Door Count</td>
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<td>3,780</td>
<td>3,870</td>
<td>3,487</td>
<td>4,206</td>
<td>3,540</td>
<td>3,480</td>
<td>3,651</td>
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<td>Circulation</td>
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<td>3,378</td>
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<td>4,540</td>
<td>4,670</td>
<td>4,107</td>
<td>5,070</td>
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<td>Previous Year Circulation</td>
<td>6,192</td>
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<td>6,765</td>
<td>6,356</td>
<td>6,805</td>
<td>6,186</td>
<td>6,133</td>
<td>6,963</td>
<td>6,128</td>
<td>5,359</td>
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E-Content Statistics for WCCLS – March 2021

NPPL had 1,322 downloadable check-outs in March, which was 26% of check-outs!

Social Media Engagement

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<td>Facebook Reach</td>
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<td>Facebook Followers</td>
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<td>52</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.

Resumed Indoor Services Continue
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 are 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 resumed patron visits for limited browsing and computer use 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.

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/

Super Sessions – Cooking
Elementary-aged kids learn fun and simple food preparation in an interactive Zoom session hosted by Mrs. Em. April 27th at 3:30 p.m. This session’s theme is “Explore the Regional Flavors of Nigeria”!

OBOB (Grades 3-6)
Join other students on Zoom to practice answering questions about the book Front Desk by Kelly Yang hosted by Mrs. Em Thursday, April 29th 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, May 7th at 4:30.

Register online for youth classes and events at https://wccls.bibliocommons.com/events

ANNOUNCEMENTS: ADULT SERVICES

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.
May 8 – The Travelling Cat Chronicles by Hiro Arikawa
June 12 – Less, A Novel by Andrew Sean Greer
July 10 – The Geography of Bliss by Eric Weiner

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 Olive, Again on April 28th at 7 p.m. Future book selections:
May 26 – The Eighty-Dollar Champion by Elizabeth Letts
June 30 – The Keeper of Lost Things by Ruth Hogan
July 28 – The Night Watchman by Louise Erdich

Register for bookclubs at 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 April 21st at 4 p.m. via Zoom. The library board will have 2 vacancies as of July 1.
Date: April 19th, 2021
To: Honorable Mayor and City Council
From: Police Chief James Haxton
Subject: Police Department Update

Calls for service (March 2021): NPPD Officers responded/self-initiated to 140 calls for service. These calls include but are not limited to dispatched calls for service, investigative stops, community contacts, assist person calls and city ordnance violations.

March 2021: There were several thefts from the Sunset Ridge area, one of which resulted in an arrest. Deputy Conway organized and performed a Crosswalk Enforcement mission with the WCSO Traffic Team at the crosswalks located at Glencoe/Pacific and Commercial/Main. The mission lasted 3 hours and produced 44 stops with 14 citations.

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

Contract Deputies Activities (Only NP deputy activities in All of the county)

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<tr>
<th>Year</th>
<th>Month</th>
<th>R</th>
<th>Y2</th>
<th>Y3</th>
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<td>28</td>
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<td>March</td>
<td>22</td>
<td>32</td>
<td>3</td>
<td>31</td>
<td>58</td>
<td>93</td>
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North Plains Calls (All police activities within NP)

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<th>Year</th>
<th>Month</th>
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<th>Y2</th>
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<td>6</td>
<td>27</td>
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North Plains Calls by 1st Quarter (January-March)

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<thead>
<tr>
<th>Year</th>
<th>R</th>
<th>Y2</th>
<th>Y3</th>
<th>TS</th>
<th>PD</th>
<th>SI</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021</td>
<td>77</td>
<td>124</td>
<td>26</td>
<td>137</td>
<td>236</td>
<td>334</td>
<td>570</td>
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<tr>
<td>2020</td>
<td>73</td>
<td>82</td>
<td>22</td>
<td>88</td>
<td>197</td>
<td>282</td>
<td>479</td>
</tr>
</tbody>
</table>
### PD Calls by time of day for 1st Quarter 2021

#### Hour of Day

<table>
<thead>
<tr>
<th>Hour</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000-0059</td>
<td>4</td>
</tr>
<tr>
<td>0100-0159</td>
<td>4</td>
</tr>
<tr>
<td>0200-0259</td>
<td>4</td>
</tr>
<tr>
<td>0300-0359</td>
<td>2</td>
</tr>
<tr>
<td>0400-0459</td>
<td>2</td>
</tr>
<tr>
<td>0500-0559</td>
<td>1</td>
</tr>
<tr>
<td>0600-0659</td>
<td>6</td>
</tr>
<tr>
<td>0700-0759</td>
<td>5</td>
</tr>
<tr>
<td>0800-0859</td>
<td>4</td>
</tr>
<tr>
<td>0900-0959</td>
<td>13</td>
</tr>
<tr>
<td>1000-1059</td>
<td>13</td>
</tr>
<tr>
<td>1100-1159</td>
<td>13</td>
</tr>
<tr>
<td>1200-1259</td>
<td>16</td>
</tr>
<tr>
<td>1300-1359</td>
<td>10</td>
</tr>
<tr>
<td>1400-1459</td>
<td>17</td>
</tr>
<tr>
<td>1500-1559</td>
<td>17</td>
</tr>
<tr>
<td>1600-1659</td>
<td>24</td>
</tr>
<tr>
<td>1700-1759</td>
<td>32</td>
</tr>
<tr>
<td>1800-1859</td>
<td>12</td>
</tr>
<tr>
<td>1900-1959</td>
<td>12</td>
</tr>
<tr>
<td>2000-2059</td>
<td>22</td>
</tr>
<tr>
<td>2100-2159</td>
<td>10</td>
</tr>
<tr>
<td>2200-2259</td>
<td>3</td>
</tr>
<tr>
<td>2300-2359</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>236</strong></td>
</tr>
</tbody>
</table>
The new reservoir. Work continues off-site at the existing pump station and pressure reducing vault on 314th and at City Hall. The bottom of the tank is complete and undergoing leak test. The final pump has been installed and electrical work in the pump station is wrapping up. Wall and roof construction will soon follow.

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. (ON-GOING)

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 (ON-GOING) Activity at Richards Ridge is on-going. Sidewalks and curbs are being installed.

Brynhill development: City crews in coordination with NW Earthmovers water main taps on North Ave are scheduled the first week in May. Off-site work has begun on NW Gordon Rd, with the bore beneath the box culvert.

Working with Wildwood Playgrounds on different ideas of trying to raise the play structure at Pacific Park.
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. Washington County permits are still holding us up at this point. Construction will start as soon as possible with a completion date of July 1 2021.

Working on collecting budget information for 2021-2023

Working on a Memorial Day Observance on May 31st. Coordinating with VFW, and Cindy Hirst.

Working with citizens in the West Ridge Subdivision with sidewalk repair issues. Letters were sent out at the beginning of the month to 8 residents with hazardous sidewalks adjacent to their residences. These all have been caused by roots from nearby street trees.

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: April 14, 2021

To: City Council

From: Bill Reid, Finance Director

Subject: Monthly Staff Report - Finance

This memorandum is intended as a snapshot of how City of North Plains operating funds expenditures and revenues compare to allocated budget through March 31, 2021. Here, allocated budget refers to budgeted expenditures for the nine-month period of July 2020 through March 31 of 2021, or 75% 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 100% of budgeted through the end of March 2021. Personnel Services expense continue to be below full year budget. Materials & Services spending continues to be ahead of budget-to-date, with most expense reflected in the Community Development Department due to project planning professional services.

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>Actual</th>
<th></th>
<th>As % of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Expenses</strong></td>
<td>1,778,428</td>
<td>1,330,500</td>
<td>1,333,821</td>
<td>100%</td>
</tr>
<tr>
<td>Personnel Services</td>
<td>619,093</td>
<td>399,637</td>
<td>464,320</td>
<td>86%</td>
</tr>
<tr>
<td>Materials &amp; Services</td>
<td>1,144,484</td>
<td>914,592</td>
<td>858,363</td>
<td>107%</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>0</td>
<td>1,420</td>
<td>0</td>
<td>n/a</td>
</tr>
<tr>
<td>Transfers Out</td>
<td>14,851</td>
<td>14,851</td>
<td>11,138</td>
<td>133%</td>
</tr>
</tbody>
</table>
General Fund Departments Detail

Department expenses for all but Community Development are looking to end the year at or below budget. Community Development has the most variably active projects – including both development review, long-range (UGB) planning, and CARES Act/grant fund expenditures. A planned supplemental budget to account for $52,960 in additionally received grant funds as well as other development review-related revenues not yet reflected as “Budget” will also greatly mitigate what currently appear to be higher expenditures.

<table>
<thead>
<tr>
<th>General Government</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Actual Year</td>
<td>To Date</td>
<td>To Date</td>
<td>As % of Budget</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>358,226</td>
<td>268,670</td>
<td>231,663</td>
</tr>
<tr>
<td>Personnel Services</td>
<td>138,625</td>
<td>103,969</td>
<td>88,694</td>
</tr>
<tr>
<td>Materials &amp; Services</td>
<td>207,350</td>
<td>155,513</td>
<td>130,718</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transfers Out</td>
<td>12,251</td>
<td>9,188</td>
<td>12,251</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Public Safety</th>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Budget Actual Year</td>
<td>To Date</td>
<td>To Date</td>
<td>As % of Budget</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>528,261</td>
<td>396,196</td>
<td>363,747</td>
</tr>
<tr>
<td>Personnel Services</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Materials &amp; Services</td>
<td>528,261</td>
<td>396,196</td>
<td>363,747</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transfers Out</td>
<td>0</td>
<td>0</td>
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</tr>
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<table>
<thead>
<tr>
<th>Library</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Actual Year</td>
<td>To Date</td>
<td>To Date</td>
<td>As % of Budget</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>439,349</td>
<td>329,512</td>
<td>303,249</td>
</tr>
<tr>
<td>Personnel Services</td>
<td>354,614</td>
<td>265,961</td>
<td>241,754</td>
</tr>
<tr>
<td>Materials &amp; Services</td>
<td>82,135</td>
<td>61,601</td>
<td>57,475</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>0</td>
<td>0</td>
<td>1,420</td>
</tr>
<tr>
<td>Transfers Out</td>
<td>2,600</td>
<td>1,950</td>
<td>2,600</td>
</tr>
</tbody>
</table>
### Streets Fund (111) Summary

The Streets Fund is largely on-budget for FY 2021 as of March 31. All expense categories are within annual budget, but due to some project planning including for the Transportation Package projects, Professional Services spending is ahead of budget-to-date but within fiscal year budget. A Small Cities Allotment grant for East Cottage Street work has been 50% received but will fund that project in FY 2022. The local fuel tax has begun to be received as well.

### Streets - 111

<table>
<thead>
<tr>
<th>Budget</th>
<th>Actual</th>
<th>As % of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
<td>To Date</td>
<td>To Date</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>512,316</td>
<td>384,237</td>
</tr>
<tr>
<td>Personnel Services</td>
<td>144,301</td>
<td>108,226</td>
</tr>
<tr>
<td>Materials &amp; Services</td>
<td>58,650</td>
<td>43,988</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>225,000</td>
<td>168,750</td>
</tr>
<tr>
<td>Transfers Out</td>
<td>54,365</td>
<td>40,774</td>
</tr>
<tr>
<td>Contingency</td>
<td>30,000</td>
<td>22,500</td>
</tr>
</tbody>
</table>

| Intergovernmental | 337,025 | 224,683 | 226,290 | 101% |
| Other Revenues | 113,650 | 75,767 | 161,753 | 213% |
| Total Revenues | 450,675 | 300,450 | 388,043 | 129% |
Water Fund (210) Summary

The North Plains Water Fund has spent roughly 61% of expected budget through March 31. We expect water tank capital outlay expenditures to catch up to budget as they post and bring total expenditures closer to budget for the year. Water user fee revenues are 95% of budget but we expect water fee revenues from households to pick up as weather warms and end the year above budget forecast.

<table>
<thead>
<tr>
<th></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>3,789,060</td>
<td>2,294,531</td>
<td>61%</td>
</tr>
<tr>
<td>Personnel Services</td>
<td>562,680</td>
<td>422,010</td>
<td>410,118</td>
<td>97%</td>
</tr>
<tr>
<td>Materials &amp; Services</td>
<td>427,400</td>
<td>320,550</td>
<td>313,995</td>
<td>98%</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>3,942,000</td>
<td>2,956,500</td>
<td>1,550,418</td>
<td>52%</td>
</tr>
<tr>
<td>Transfers Out</td>
<td>20,000</td>
<td>15,000</td>
<td>20,000</td>
<td>133%</td>
</tr>
<tr>
<td>Contingency</td>
<td>100,000</td>
<td>75,000</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Usage Fees</td>
<td>1,520,632</td>
<td>1,140,474</td>
<td>1,082,399</td>
<td>95%</td>
</tr>
<tr>
<td>Debt Proceeds</td>
<td>3,880,000</td>
<td>2,910,000</td>
<td>1,619,948</td>
<td>56%</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>21,000</td>
<td>15,750</td>
<td>7,895</td>
<td>50%</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>5,421,632</td>
<td>4,066,224</td>
<td>2,710,242</td>
<td>67%</td>
</tr>
</tbody>
</table>

Unrestricted General Fund Revenues To-Date

Unrestricted revenues received by the City – that support all department budgets for the year - are at 96% of what was projected for the full year, a continued positive development given that the fiscal year is 75% complete. Only licenses, permits, and fees (does not include development permitting fees) is reporting a slower receipt (66% of budget) than budgeted to date. For the year, we expect these to exceed budget given that franchise fees are frequently received quarterly rather than monthly.
Other Finance Department Activities

- **FY 2022 Budget Season:** The City budget for the 2022-2023 biennium will be completed ready for public review by Friday April 16. The first Budget Committee hearing for the year is scheduled for Wednesday April 22. There are still two committee positions available for interested residents of North Plains that are also registered voters.

- **Glencoe Opportunity Area Property:** Development planning, cost and potential financial incentives are being explored by Staff in preparation for an expected May issue of a Request for Proposals from qualified developers to realize desired development at the GOA.
<table>
<thead>
<tr>
<th>PERMIT #</th>
<th>RECEIVED</th>
<th>Subproject: LU TYPE/BP/FN/SN/ROW/etc</th>
<th>APPLICANT</th>
<th>DESCRIPTION/TYPE</th>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>21-007</td>
<td>3/9/2021</td>
<td>Alteration to Industrial Structure</td>
<td>Consolidated Supply</td>
<td>existing structure</td>
<td>29685 NW West Union Rd</td>
</tr>
<tr>
<td>21-008</td>
<td>3/17/2021</td>
<td>Sign Permit</td>
<td>Lennar Homes</td>
<td>Post Monument</td>
<td>Intersection 313th &amp; North Ave (west)</td>
</tr>
<tr>
<td>21-009</td>
<td>3/17/2021</td>
<td>Sign Permit</td>
<td>Lennar Homes</td>
<td>Secondary entry monument</td>
<td>Main &amp; North Ave</td>
</tr>
<tr>
<td>21-010</td>
<td>3/17/2021</td>
<td>Sign Permit</td>
<td>Lennar Homes</td>
<td>Post Monument</td>
<td>313th &amp; North Ave (east)</td>
</tr>
<tr>
<td>21-011</td>
<td>3/17/2021</td>
<td>Sign Permit</td>
<td>Lennar Homes</td>
<td>Entry monument</td>
<td>309th &amp; North Ave</td>
</tr>
<tr>
<td>21-012</td>
<td>3/17/2021</td>
<td>Sign Permit</td>
<td>Lennar Homes</td>
<td>Post Monument</td>
<td>Homestead St &amp; 309th (north)</td>
</tr>
<tr>
<td>21-013</td>
<td>3/17/2021</td>
<td>Sign Permit</td>
<td>Lennar Homes</td>
<td>Post Monument</td>
<td>Turel &amp; 309th (South)</td>
</tr>
<tr>
<td>21-014</td>
<td>3/17/2021</td>
<td>Sign Permit</td>
<td>Lennar Homes</td>
<td>Post Monument</td>
<td>Turel &amp; 309th (North)</td>
</tr>
</tbody>
</table>
Date: April 19, 2021  
To: Mayor and City Council  
From: Blake Boyles Public Works Director  
Subject: Resolution 2141: Approving an Agreement with Northwest Earthmovers Inc for Waterline Installation on NW Commercial St.

Request: Adopt Resolution 2141 to approve an agreement with Northwest Earthmovers Inc. (NEI) for Waterline Installation on NW Commercial St.

Background: As part of the City of North Plains Water System Master Plan (2019), a 12” waterline extension is required for the development of the North Expansion Area (Brynhill Subdivision). This waterline is a necessary portion of the system that provides a redundant water source for the City north of the railroad tracks. As per the development agreement, the contractor is currently constructing off-site waterline improvements along NW Gordon Rd. NW Commercial Street's existing waterline stops approximately 400 feet short of the tie in to the off-site waterline project. In anticipation of this project, the city engineer has designed the extension project to complete the connection. The City is responsible for this 400-foot section of pipe to complete the loop.

Working with the contractor which is currently mobilized to the site and doing substantially similar work presents a sizeable cost reduction and is much more efficient and time saving. For these reasons, the staff recommend this as a sole source project. The work should be complete by the end of this June.

Goal Association: This project relates to Improving + Expanding Community Facilities to accommodate the service level expectations of a growing community.

Fiscal Impact: The contract is presented in the amount of $112,724.30. Staff recommends authorizing up to $120,000 for this project to cover contingencies. Funding for this project will come from the Water Capital Improvement Fund, where $210,000 was budgeted for Main Replacement and Upsize this fiscal year.

Recommendation: Adopt Resolution 2141: Approving the agreement with NEI for Waterline Installation on NW Commercial St.

Sample Motion: I move to adopt Resolution 2141 to approve the agreement with Northwest Earthmovers Inc. (NEI) for Waterline Installation on NW Commercial St.
Attachments:

Resolution 2141
Agreement with NEI
Project Proposal
Project Location
RESOLUTION NO. 2141

A RESOLUTION OF THE NORTH PLAINS CITY COUNCIL AUTHORIZING THE EXECUTION OF AN AGREEMENT BETWEEN NORTHWEST EARTHMOVERS, INC. AND THE CITY FOR THE CONSTRUCTION OF AN EXTENSION OF THE COMMERCIAL AVENUE WATERMAIN AND RELATED RIGHT-OF-WAY RESTORATION

WHEREAS, the City of North Plains ("City") is seeking professional services to construct an extension of the Commercial Avenue watermain, and related right-of-way restoration; and

WHEREAS, the City has solicited proposals for such services from several qualified potential contractors in compliance with applicable City and State contracting requirements; and

WHEREAS, Northwest Earthmovers, Inc. ("Contractor") has prepared and submitted a proposal to the City offering to provide such professional construction services to the City; and

WHEREAS, Staff recommends the Contractor's proposal to the City Council.

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

Section 1. The City hereby approves the selection of Contractor to construct the Commercial Avenue watermain extension and related right-of-way restoration as described above.

Section 2. The City Manager is hereby authorized to execute an Agreement with Contractor on behalf of the City in a form substantially similar to the document attached hereto as "Exhibit A".

//   //

//   //

//   //

//   //

//   //

Resolution No. 2141
Authorizing Agreement with Northwest Earthmovers for construction of Extension of Commercial Ave. watermain & related right-of-way restoration
Page 1 of 2
Section 3. This Resolution is and shall be effective from and after its enactment by the City Council.

INTRODUCED AND ADOPTED this 19th day of April 2021.

CITY OF NORTH PLAINS, OREGON

________________________________________
Teri Lenahan, Mayor

ATTEST:

________________________________________
Lori Lesmeister, City Recorder
CITY OF NORTH PLAINS, OREGON PROUD PERSONAL SERVICES AGREEMENT

AN AGREEMENT between the City of North Plains, Oregon, and Northwest Earthmovers, Inc.

WHEREAS, the City of North Plains ("City") is seeking the services of a qualified service provider for the construction of a watermain extension and right-of-way restoration on Commercial Ave.; and

WHEREAS, Provider has prepared and submitted to the City a proposal offering such services to provide the City; and

WHEREAS, pursuant to Resolution 1250, the City Manager is authorized to negotiate with a single source for personal services if the services are available from only one contractor, or if the prospective contractor has special skills uniquely required for the performance of the services; and

WHEREAS, the City Manager has made written declarations demonstrating why the proposed contractor is the only contractor who can perform the services desired;

NOW THEREFORE, based on the foregoing, City and Provider wish to enter into a written agreement for provision of said services, the terms of which are as follows:

WHEREAS, Northwest Earthmovers, Inc. ("Provider") has prepared and submitted to the City a proposal offering to provide the services as described above ("Proposal").

NOW THEREFORE, based on the foregoing, City and Provider wish to enter into a written agreement for provision of said services, the terms of which are as follows:

1. Term
This Agreement shall run from April 20, 2021, through and including June 30, 2021, unless sooner terminated under the provisions of this Agreement, and may be extended for additional like periods.

2. Provider's Service
The scope of Provider's services and time of performance under this Agreement are as described above and as set forth in the attached Exhibit "A". All provisions and covenants contained in said exhibit are hereby incorporated by reference and shall become a part of this Agreement as if fully set forth. Any conflict between this Agreement and Exhibit "A" shall be resolved first in favor of this written Agreement. Provider will, in the rendering of its services to City, use its best efforts and due diligence and provide such personnel as are
necessary to successfully provide the services covered under this Agreement (including Exhibit “A”). All Provider personnel shall be properly trained and fully licensed to undertake any activities pursuant to this Agreement, and Provider shall have all requisite permits, licenses and other authorizations necessary to provide the services covered under this Agreement.

3. **Provider Identification**
   Provider shall furnish to City Provider's employer identification number, as designated by the Internal Revenue Service or, if the Internal Revenue Service has designated no employer identification number, Provider's Social Security number.

4. **Compensation**
   City agrees to pay Provider at the times and in the amount(s) set out in and in accordance with Exhibit “A”, in an amount not to exceed $_______, and subject to the written approval of the City Project Manager as identified below.

5. **Project Managers**
   City's Project Manager is Andy Varner. Provider's Project Manager is ______________________. Each party shall give the other written notification of any change in their respective Project Manager.

6. **Project Information**
   Provider agrees to share all project information, to fully cooperate with all corporations, firms, contractors, governmental entities, and persons involved in or associated with the project. No information, news, or press releases related to the project shall be made to representatives of newspapers, magazines, television and radio stations, or any other news medium without the prior written authorization of City's Project Manager.

7. **Duty to Inform**
   Provider shall give prompt written notice to City's Project Manager if, at any time during the performance of this Agreement, Provider becomes aware of actual or potential problems, faults or defects in the project, any nonconformity with the contract, or with any federal, state, or local law, rule or regulation, or has any objection to any decision or order made by City. Any delay or failure on the part of City to provide a written response to Provider shall constitute neither agreement with nor acquiescence in Provider's statement or claim and shall not constitute a waiver of any of City's rights.

8. **Provider is Independent Contractor**
   Provider is an independent contractor for all purposes and shall be entitled to absolutely no compensation other than the compensation expressly provided by this Agreement. Provider hereby expressly acknowledges and agrees that as an independent contractor, Provider is not entitled to indemnification by City or the provision of a defense by City under the terms of ORS 30.285. This acknowledgment by Provider shall not affect his/her independent ability (or the ability of his/her insurer) to assert the monetary limitations found at ORS 30.269 to
ORS 30.273, the immunities listed at ORS 30.265, or other limitations affecting the assertion of any claim under the terms of the Oregon Tort Claims Act (ORS 30.260 to ORS 30.300).

9. **Overtime**
   Any person employed on work under this Agreement, other than a person subject to being excluded from the payment of overtime pursuant to either ORS 653.010 to 653.261 or 29 USC §§ 201 to 209, shall be paid at least time and a half for all overtime worked in excess of 40 hours in any one week.

10. **Indemnity and Insurance**
    i. **Indemnity:** Provider acknowledges responsibility for any and all liability arising out of the performance of this Agreement and shall hold City harmless, indemnify and defend City from and against any and all liability, settlements, loss, costs, and expenses in connection with any action, suit, or claim resulting or allegedly resulting from Provider's acts, omissions, activities or services in the course of performing this contract, notwithstanding any limitations or restrictions to the contrary included in Exhibit “A”.
    
    ii. **Liability Insurance:** Provider shall maintain occurrence form commercial general liability and automobile liability insurance for the protection of Provider, City, its Councilors, officers, agents and employees. Coverage shall include personal injury, bodily injury (including death) and broad form property damage, including loss of use of property, occurring in the course of or in any way related to Provider's operations, in an amount not less than One Million Dollars ($1,000,000.00) combined single limit per occurrence. Annual aggregate limit shall not be less than $2,000,000.00. Such insurance shall name City as an additional insured.
    
    iii. **Workers' Compensation Coverage:** Provider certifies that Provider has qualified for State of Oregon Workers' Compensation coverage for all Provider's employees who are subject to Oregon's Workers' Compensation statute, either as a carrier-insured employer as provided by ORS 656.407, or as a self-insured employer. Provider shall provide to City, within ten (10) days after execution of this Agreement by the parties, a certificate of insurance evidencing coverage of all subject workers under Oregon's Workers' Compensation statutes insured by an insurance company satisfactory to City, if any. The certificate and policy shall indicate that the policy shall not be terminated by the insurance carrier without thirty (30) days' advance written notice to City. A copy of the certificate of self-insurance issued by the State shall be provided to City if the Provider is self-insured.
    
    iv. **Certificates:** Provider shall furnish City certificates evidencing the date, amount, and type of insurance required by this Agreement. All policies will provide for not less than thirty (30) days' advance written notice to City before they may be canceled.
    
    v. **Primary Coverage:** The coverage provided by insurance required under this Agreement shall be primary, and any other insurance carried by City shall be excess.

11. **Work is Property of City**
    All work, including but not limited to documents, drawings, papers, computer programs, and photographs, performed or produced by Provider under this Agreement shall be the property of City.
12. **Law of Oregon**

This Agreement shall be governed by the laws of the State of Oregon. Venue shall be Washington County, Oregon.
13. **Errors**
   Provider shall perform such additional work as may be necessary to correct errors in any work required under this without undue delays and without additional cost to City.

14. **Extra or Changes in Work**
   Only the City Project Manager may authorize extra (and/or change) work. Failure of Provider to secure written authorization for extra work shall constitute a waiver of all right to adjustment in the Agreement price or Agreement time due to such unauthorized extra work, and Provider thereafter shall be entitled to no compensation whatsoever for the performance of such unauthorized extra work.

15. **Successors and Assignments**
   i. Both City and Provider bind themselves and any partner, successor, executor, administrator, or assign to this Agreement.
   ii. Neither City nor Provider shall assign or transfer their interest or obligation hereunder in this Agreement without the prior written consent of the other party. Provider must seek and obtain City’s written consent before subcontracting any part of the work required of Provider under this Agreement. Any assignment, transfer or subcontract attempted in violation of this subparagraph shall be void.

16. **Records**
   i. Provider shall retain all books, documents, papers, and records that are directly pertinent to this Agreement for at least three (3) years after City makes final payment on this Agreement and all other pending matters are closed.
   ii. Provider shall allow City (or any of its authorized representatives) to audit, examine, copy, take excerpts from or transcribe any books, documents, papers, or records that are subject to the foregoing retention requirement.

17. **Breach of Contract**
   i. Provider shall remedy any breach of this Agreement within the shortest reasonable time after Provider first has actual notice of the breach or City notifies Provider of the breach, whichever is earlier. If Provider fails to remedy a breach in accordance with this paragraph, City may terminate that part of the Agreement affected by the breach upon written notice to Provider, may obtain substitute services in a reasonable manner, and may recover from Provider the amount by which the price for those substitute services exceeds the price for the same services under this Agreement.
   ii. If the breach is material and Provider fails to remedy the breach in accordance with this paragraph, City may declare Provider in default and pursue any remedy available for a default.
   iii. Pending a decision to terminate all or part of this Agreement, City unilaterally may order

Page 5 – Personal Services Agreement between the City of North Plains and Northwest Earthmovers, Inc.
Provider to suspend all or part of the services under this Agreement. If City terminates all or part of the Agreement pursuant to this paragraph, Provider shall be entitled to compensation only for services rendered prior to the date of termination, but not for any services rendered after City ordered suspension of those services. If City suspends certain services under this Agreement and later orders Provider to resume those services, Provider shall be entitled to reasonable damages actually incurred, if any, as a result of the suspension.

iv. To recover amounts due under this paragraph, City may withhold from any amounts owed by City to Provider, including but not limited to, amounts owed under this or any other Agreement between Provider and City.

18. **Mediation/Trial Without a Jury**

Should any dispute arise between the parties to this Agreement concerning their respective obligations of either or the terms hereof, it is agreed that such dispute will be submitted to a mediator prior to any litigation and the parties hereby expressly agree that no claim or dispute arising under the terms of this Agreement shall be resolved other than first through mediation and only in the event said mediation efforts fail, through litigation. Any litigation arising under or as a result of this Agreement shall be tried to the court without a jury.

Each party agrees to be responsible for payment of its own professional fees, including attorneys’ fees in both mediation and litigation.

The parties shall exercise good faith efforts to select a mediator, who shall be compensated equally by both parties. Mediation will be conducted in Portland, Oregon, unless both parties agree in writing otherwise. Both parties agree to exercise good faith efforts to resolve disputes covered by this section through this mediation process. If either party requests mediation, and the other party fails to respond within ten (10) days, or if the parties fail to agree on a mediator within ten (10) days, a mediator shall be appointed by the presiding judge of the Washington County Circuit Court upon the request of either party. The parties shall have any rights at law or in equity with respect to any dispute not covered by this Section.

19. **Termination for Convenience**

City may terminate all or part of this Agreement at any time for its own convenience by written notice to Provider. Upon termination under this paragraph, Provider shall be entitled to compensation for all services rendered prior to actual notice of the termination or the receipt of City's written notice of termination, whichever is earlier, plus Provider's reasonable costs actually incurred in closing out the contract.

20. **Intellectual Property**

The interest in any intellectual property, including but not limited to copyrights and patents
of any type, arising from the performance of this Agreement shall vest in City. Provider shall execute any assignment or other documents necessary to effect this paragraph. Provider may retain a nonexclusive right to use any intellectual property that is subject to this paragraph. Provider shall transfer to City any data or other tangible property generated by Provider under this Agreement and necessary for the beneficial use of intellectual property covered by this paragraph.

21. **Payment for Labor or Material**
   Provider shall make payment promptly, as due, to all persons supplying to Provider labor or material for the prosecution of the work provided for in this Agreement. (ORS 279B.220)

22. **Contributions to the Industrial Accident Fund**
   Provider shall pay all contributions or amounts due the Industrial Accident Fund from Provider incurred in the performance of this Agreement, and shall ensure that all subcontractors pay those amounts due from the subcontractors. (ORS 279B.220)

23. **No Liens or Claims**
   Provider shall not permit any lien or claim to be filed or prosecuted against the State or Oregon or a county, school district, municipality, municipal corporation or subdivision thereof, on account of any labor or material furnished. (ORS 279B.220)

24. **Income Tax Withholding**
   Provider shall pay to the Oregon Department of Revenue all sums withheld from employees pursuant to ORS 316.167. (ORS 279B.220)

25. **Payment of Claims by City**
   If Provider fails, neglects, or refuses to make prompt payment of any claim for labor or services furnished to Provider or a subcontractor by any person in connection with this Agreement as the claim becomes due, the City may pay the claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due to Provider pursuant to this contract. The City's payment of a claim under this Paragraph shall not relieve Provider or Provider's surety, if any, from responsibility for those claims.

26. **Hours of Labor**
   Provider shall pay employees for overtime work performed under the terms of this Agreement in accordance with ORS 653.010 to ORS 653.261 and the Fair labor standards Act of 1938. (29 USC §§ 201 et. seq.)

27. **Workers’ Compensation**
   Provider is a subject employer that will comply with ORS 656.017. Provider warrants that all persons engaged in contract work and subject to the Oregon Workers’ Compensation law
are covered by a workers’ compensation plan or insurance policy that fully complies with Oregon law. Provider shall indemnify City for any liability incurred by City as a result of Provider's breach of the warranty under this Paragraph. (ORS 279B.230)

28. **Medical Care for Employees**
Provider shall promptly, as due, make payment to any person, co-partnership, association or corporation, furnishing medical, surgical and/or hospital care services or other needed care and attention incident to the sickness or injury of Provider's employee(s), of all sums which Provider agrees to pay for such services and all monies and sums which Provider collected or deducted from the wages of employees under any law, contract or agreement for the purpose of providing or paying for such services. (ORS 279B.230)

29. **Modification**
To be valid, any modification of the provisions of this Agreement must be reduced to writing and signed by authorized agents of both City and Provider.

30. **No Waiver of Legal Rights**
A waiver by a party of any breach by the other shall not be deemed to be a waiver of any subsequent breach.

31. **Integration**
This Agreement, including its attachments, contains the entire agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the same subject.

[SIGNATURES ON FOLLOWING PAGE]
NORTHWEST EARTHMOVERS, INC.

Jeffrey Hargens, President
Project Manager
Telephone No: 503-777-4228
Email: 

CITY OF NORTH PLAINS, OREGON

Andy Varner, City Manager
Project Manager

Telephone: 503-647-5555
Email: andy.varner@northplains.org
## BID PROPOSAL

### Project:
Commercial Street Waterline

### Owner:
City of North Plains

### Engineers:
3J Consulting

### Bid Date:
2/11/2021

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**TOTAL BASE BID**

$107,871.50

### Alternate 1: Shift Line 1’ North to Avoid Fiber Optic

| ALTERNATE TOTAL | 4,852.80 |

### Exclusions:
1. Engineering and Survey
2. Compaction Testing
3. Permits and Fees
4. Any Grinding or Overlay Paving
5. Pipe Foundation Stabilization
6. Performance and Maintenance Bonds
7. Rock Excavation
8. Hazardous Material Identification, Characterization, and/or Disposal
9. Arborist to be provided by Owner if Necessary
10. Erosion Control Inspection and Reporting by Owner/Engineer

### Clarifications:
1. Schedule to be negotiated.
2. Priced with BOLI wages, Updated Jan. 1, 2021
3. Alternate 1 Pricing has been provided to allow for a budget in case the waterline must shift north to avoid the existing fiber optic line. If the waterline must move more than 1 foot, additional pricing may be necessary.

NEI is planning to perform the potholing before construction and will notify the city and engineer if conflicts exist.
BID PROPOSAL

Project: Commercial Street Waterline
Owner: City of North Plains
Engineers: 3J Consulting
Bid Date: 2/11/2021

<table>
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<th>UNIT</th>
<th>QTY</th>
<th>BID UNIT</th>
<th>BID TOTAL</th>
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4 Asphalt paving prices will be based on liquid asphalt prices in effect at time of paving, adjusted per the ODOT monthly posted liquid asphalt price. Bid is based on the current ODOT posted price (Jan 2021).

5 Pricing is based on plans by 3J Consulting dated 12/15/2020 as provided by the City of North Plains. Subsequent revisions may require revisions to proposal pricing.

6 Material and fuel costs are highly unstable. Pricing is valid for 30 days.
Date: April 5, 2021
To: Mayor and City Council
From: City Manager Andy Varner
Subject: Resolution 2142: Authorizing Full Faith & Credit Financing for Street Improvement Projects

Request: Adopt Resolution 2142 to Authorize Full Faith & Credit Financing for Street Improvement Projects

Background: The City Council held a special work session in early February 2021 to identify and prioritize a list of transportation improvements in North Plains. The program is a result of the fuel tax ballot measure passage in November of last year. The Council approved an initial package of 13 projects around the community, attached to this memo. This resolution authorizes the City Manager to execute the Financing Agreements to being this process.

Just a few short months ago the City’s Urban Renewal Agency authorized a traditional loan financing for the GOA property purchase. A Full Faith & Credit (FFC) financing is different in a few ways:

- This time we are planning to sell debt in the public market to a variety of investors, rather than directly to one bank.
- There are several reasons we chose the public sale route this time:
  - Term – the bank audience diminishes if the term is longer than 15 years (this issue is 20 years)
  - Credit – FFC credit is much more straightforward than urban renewal so we expect more investor interest
  - Rate – public offering is likely to yield a lower interest rate than bank placement.
- Having a credit rating is not explicitly required for a public sale but we anticipate the City will be able to obtain a strong rating which will help lower interest rates. The credit rating is an independent third-party opinion of issuer credit quality. The rating agency will prepare a report which investors may use in their evaluation of the City’s credit and decision to purchase the issue.
- Accessing the public market also means the City will need to prepare a disclosure document (Official Statement) that provides potential investors with all information material to making a decision to invest in the issue. The sale of securities and the related disclosure document are regulated by federal securities law. Council will have an opportunity to review the document before it is final (scheduled for mid-May).
Staff recommends approval of Resolution 2142.

**Goal Association:** This project relates to *Improving + Expanding Community Facilities* to accommodate the service level expectations of a growing community.

**Fiscal Impact:** The resolution authorizes the City to obtain up to $6,000,000 of full faith and credit-backed financing. This should equate to approximately $400,000 in annual debt service payments, which will be drawn from the newly created Fuel Tax Fund and repaid through a combination of State/County/local fuel taxes, Transportation Utility Fee (TUF), grants, SDCs, and TDTs.

**Recommendation:** Adopt Resolution 2142: Authorizing Full Faith & Credit Financing for Street Improvement Projects

**Sample Motion:** I move to adopt Resolution 2142 to Authorize Full Faith & Credit Financing for Street Improvement Projects

**Attachments:**
- Resolution 2142
- Approved Project List 2021 - 2024
RESOLUTION NO. 2142

A RESOLUTION OF THE CITY OF NORTH PLAINS, OREGON AUTHORIZING FULL FAITH AND CREDIT FINANCING.

WHEREAS, the City of North Plains, Oregon (the “City”) is authorized by Oregon Revised Statutes Section 271.390 to enter into financing agreements to finance real or personal property which the City Council determines is needed; and

WHEREAS, the City Council determines that the following projects are needed: transportation improvements, including streets, overlays, sidewalks, intersections, ADA ramps, new road construction, and multi-use pathways (collectively, the “Projects”); and

WHEREAS, the City may incur expenditures (the “Expenditures”) to pay costs of the Projects prior to the issuance of the financing agreement and the City wishes to declare its official intent to reimburse itself for any Expenditures the City may make from its own funds on the Projects from the proceeds of the financing agreement, the interest on which may be excluded from gross income under Section 103 of the Internal Revenue Code of 1986, as amended (the “Code”);

NOW, THEREFORE, the City of North Plains resolves as follows:

Section 1. Full Faith and Credit Financing Agreements Authorized. The City Council hereby authorizes the City to obtain up to $6,000,000 in principal amount of full faith and credit-backed financing for the Projects pursuant to ORS 271.390, ORS 287A.315 and the other relevant provisions or ORS Chapter 287A.

Section 2. Delegation. The City Manager or the Finance Director of the City or a person designated by the City Manager or the Finance Director to act under this Resolution (each of whom is referred to herein as a “City Official”) is hereby authorized, on behalf of the City and without further action by the City Council, to:

(1) Negotiate, execute and deliver one or more financing agreements (the “Financing Agreements”) to accomplish the financing authorized in Section 1. Subject to the limitations of this Resolution, the Financing Agreements may be in such form and contain such terms as the City Official may approve.

(2) Negotiate, execute and deliver one or more escrow agreements or similar documents (the “Escrow Agreements”) that provide for the issuance of one or more series of “full faith and credit obligations” (the “Obligations”) that represent ownership interests in the principal and interest payments due from the City under the Financing Agreements. Subject to the limitations of this Resolution, the Escrow Agreements and each series of Obligations may be in such form and contain such terms as the City Official may approve.
(3) Deem final and authorize the distribution of a preliminary official statement for each series of Obligations, and authorize the preparation and distribution of a final official statement or other disclosure document for each series of Obligations.

(4) Undertake to provide continuing disclosure for each series of Obligations in accordance with Rule 15c2-12 of the United States Securities and Exchange Commission.

(5) Apply for ratings for each series of Obligations, determine whether to purchase municipal bond insurance or obtain other forms of credit enhancements for each series of Obligations, enter into agreements with the providers of credit enhancement, and execute and deliver related documents.

(6) Enter into covenants which the City Official determines are desirable to obtain more favorable terms for the Financing Agreements.

(7) Engage the services of escrow agents or trustees and any other professionals whose services are desirable for the financing.

(8) Determine the final principal amount of each Financing Agreement, payment terms, and all other terms of each Financing Agreement and each series of Obligations.

(9) Solicit competitive bids for the purchase of each series of the Obligations and award their sale to the bidder offering the most favorable terms to the City, or select one or more underwriters to purchase the Obligations and negotiate the terms of the sale of those Obligations with those underwriters, or place any Financing Agreement directly with a commercial bank or other lender.

(10) Issue any qualifying Financing Agreement as a “tax-exempt bond” bearing interest that is excludable from gross income under the Internal Revenue Code of 1986, as amended, (the “Code”) and enter into covenants to maintain the excludability of interest on those Financing Agreements from gross income under the Code.

(11) Designate any qualifying Financing Agreement as a “qualified tax-exempt obligation” pursuant to Section 265(b)(3) of the Code, if applicable.

(12) Execute and deliver any other certificates or documents and take any other actions which the City Official determines are desirable to carry out this Resolution.

Section 3. Security. Pursuant to ORS 287A.315, the City Official may pledge the City’s full faith and credit and taxing power within the limitations of Sections 11 and 11b of Article XI of the Oregon Constitution to pay the amounts due under the Financing Agreements. The City is not authorized to levy additional taxes to pay the amounts due under the Financing Agreements.

Section 4. Reimbursement Declaration. The City hereby declares its official intent to reimburse itself with the proceeds of the Financing Agreements for any of the Expenditures incurred prior to the issuance of the Financing Agreements. This Resolution is adopted as

Resolution No. 2142
Authorizing Full Faith and Credit Financing
Adopted April 19, 2021
official action of the City in order to comply with Treasury Regulation Section 1.150-2 and any other regulations of the Internal Revenue Service relating to the qualification for reimbursement of Expenditures of the City incurred prior to the date of issue of the Financing Agreements.

Section 5. Effective Date. This resolution is effective immediately upon adoption.

Dated this _____ day of ________, 2021.

City of North Plains, Washington County, Oregon

__________________________
Teri Lenahan, Mayor

Attest:

__________________________
Lori Lesmeister, City Recorder
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<td>$390,000.00</td>
<td></td>
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<td></td>
<td></td>
<td>Total (R1-R13)=</td>
<td>$5,576,500.00</td>
<td>$1,811,500.00</td>
<td>$3,105,000.00</td>
</tr>
</tbody>
</table>

*Add Alternates (from TSP) TSP # Description *Estimated Cost
Main St at Commercial  P4  Crosswalks on all 4 approaches $5,000.00
Main St. at Lenox  P7  Crosswalks on the south side of the intersection $2,000.00
Wascoe Street  P8  Sidewalks from 309th to Main Street (note: portion of this is covered within CIP-R9) $605,000.00
Glencoe Rd  P9  Sidewalks on both sides of Glencoe Road (County Road) $315,000.00
Main Street  B1  Sharrow roadway bike markings $8,000.00
Glencoe Rd  B3  Bike lanes on both sides of the roadway outside of the developable area $555,000.00
Pacific St at 313th Ave.  P13  Crosswalks on all 4 approaches $5,000.00
311th Ave.  P17  Sidewalk from Wascoe to Commercial $350,000.00
318th Ave  P18  Sidewalk from Cottage to Commercial $350,000.00
Hillcrest Street  P19  Sidewalks from Glencoe to Main $852,000.00
Kaybern Street  P20  Infill missing sidewalks between 309th & 318th $525,000.00

*Estimated Cost is taken directly from the TSP. If project is selected off of Add Alternate list it is recommended to review estimated costs in more detail
PROPOSED TRANSPORTATION IMPROVEMENTS

<table>
<thead>
<tr>
<th>CIP R1</th>
<th>NW West Union Pedestrian Improvements</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIP R2</td>
<td>Intersection Improvement at Glencoe Road and West Union Road</td>
</tr>
<tr>
<td>CIP R3</td>
<td>Glencoe Road Sidewalk Improvements</td>
</tr>
<tr>
<td>CIP R4</td>
<td>East Cottage Street Overlay</td>
</tr>
<tr>
<td>CIP R5</td>
<td>Ghost Creek Trail (Boardwalk)</td>
</tr>
<tr>
<td>CIP R6</td>
<td>Pedestrian Improvements on Main Street</td>
</tr>
<tr>
<td>CIP R7</td>
<td>Pedestrian Improvements on Pacific Street</td>
</tr>
<tr>
<td>CIP R8</td>
<td>311th Avenue Sidewalk Improvement and Railroad Crossing</td>
</tr>
<tr>
<td>CIP R9</td>
<td>309th Avenue Sidewalk Improvement</td>
</tr>
<tr>
<td>CIP R10</td>
<td>Jessie Mays Park Perimeter Sidewalk Improvement</td>
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<tr>
<td>CIP R11</td>
<td>East Hillcrest Street Overlay</td>
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<tr>
<td>CIP R12</td>
<td>Pedestrian Improvements on Commercial Street</td>
</tr>
<tr>
<td>CIP R13</td>
<td>NW Cottage Street Road Improvements</td>
</tr>
</tbody>
</table>
West Union Pedestrian Improvements

Project Type: Sidewalk
Project ID: CIP R1

Description: Provide additional pavement and boardwalk width along the West Union Pedestrian Improvement project to allow for a multi-use path.

<table>
<thead>
<tr>
<th></th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design &amp; Permitting</td>
<td>$110,000</td>
</tr>
<tr>
<td>Administration</td>
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<tr>
<td>Construction</td>
<td>$1,051,500</td>
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</table>

Total Project Funding $1,211,500

*Cost based on previous public works projects for street improvements
**Cost does not include any potential ROW or TCE acquisitions

Location:
Intersection Improvement at Glencoe Road and West Union Road

Project Type: Sidewalk, Curb and Gutter, Crosswalk
Project ID: CIP R2

Description: Installation of approximately 125 lineal feet of Sidewalk along the north side of NW Commercial Street, ADA corner improvements to 3 corners of NW West Union and NW Glencoe Road.

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<tr>
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<tbody>
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<tr>
<td><strong>Total Project Funding</strong></td>
<td><strong>$95,000</strong></td>
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*Cost based on previous public works projects for street improvements
**Cost does not include any potential ROW or TCE acquisitions

Location:
Glencoe Road Sidewalk Improvements and Railroad Crossing

Project Type: Sidewalk  
Project ID: CIP R3

Description: Installation of approximately 550 lineal feet of sidewalk, curb and gutter, and storm improvements on the west side of Glencoe Road between Commercial Street and North Avenue, with a new attached level sidewalk railroad crossing.

<table>
<thead>
<tr>
<th></th>
<th>Estimated Cost</th>
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<tbody>
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</table>

Total Project Funding: $255,000

*Cost based on previous public works projects for street improvements  
**Cost does not include any potential ROW or TCE acquisitions

Location:
East Cottage Street overlay

Project Type: Street
Project ID: CIP R4

Description: Approximately 52,000 square feet of pavement surfacing overlay of Cottage Street from Main street to Glencoe Road

<table>
<thead>
<tr>
<th>Estimated Cost</th>
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</thead>
<tbody>
<tr>
<td>Design &amp; Permitting</td>
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<tr>
<td>Administration</td>
</tr>
<tr>
<td>Construction</td>
</tr>
</tbody>
</table>

Total Project Funding $250,000

*Cost based on previous projects in the City of North Plains

Location:
**Ghost Creek Trial Boardwalk Improvement**

**Project Type:** Sidewalk  
**Project ID:** CIP R5

**Description:** Installation of approximately 500 lineal feet of Sidewalk or Boardwalk along Ghost Creek.

<table>
<thead>
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<th></th>
<th>Estimated Cost</th>
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</thead>
<tbody>
<tr>
<td>Design &amp; Permitting</td>
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<tr>
<td>Construction</td>
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</table>

**Total Project Funding**  
$615,000

*Cost based on previous public works projects for street improvements  
**Cost does not include any potential ROW or TCE acquisitions

**Location:**

![Map of Ghost Creek Trail Boardwalk Improvement](image-url)
Pedestrian Improvements on Main Street

Project Type: Sidewalks
Project ID: CIP R6 (Previously TSP P1)

Description: Installation of approximately 2,000 lineal feet of curb, detached sidewalks, planter strips and connections to the existing storm main on Main Street between Commercial and Pacific Streets

<table>
<thead>
<tr>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design &amp; Permitting</td>
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<tr>
<td>Administration</td>
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<tr>
<td>Construction</td>
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</table>

Total Project Funding $710,000

*Cost based on previous public works projects for street improvements
**Cost does not include any potential TCE acquisitions

Location:
Pedestrian Improvements on Pacific Street

Project Type: Sidewalk
Project ID: CIP R7

Description: Installation of approximately 1,850 lineal feet of curb & gutter, sidewalk, and storm system improvements on the north side of Pacific Street between Main Street and NW 309th Avenue, with existing sidewalk from NW 309th Avenue to Glencoe Road

<table>
<thead>
<tr>
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<th>Estimated Cost</th>
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<tbody>
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<td>Construction</td>
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Total Project Funding $650,000

*Cost based on previous public works projects for street improvements
**Cost does not include any potential ROW or TCE acquisitions

Location:
311th Avenue Sidewalk Improvement and Railroad Crossing

Project Type: Sidewalk
Project ID: CIP R8

Description: Installation of approximately 350 lineal feet of Sidewalk, curb & gutter, and storm improvements on the east side of 311th Avenue between Commercial Street and Hillcrest Street, with an attached level sidewalk railroad crossing at the existing concrete pad.

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<thead>
<tr>
<th>Estimated Cost</th>
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</thead>
<tbody>
<tr>
<td>Design &amp; Permitting</td>
</tr>
<tr>
<td>Administration</td>
</tr>
<tr>
<td>Construction</td>
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</tbody>
</table>

Total Project Funding $135,000

*Cost based on previous public works projects for street improvements
**Cost does not include any potential ROW or TCE acquisitions

Location:
**309th Avenue Sidewalk Improvement**

**Project Type:** Sidewalk  
**Project ID:** CIP R9

**Description:** Installation of approximately 575 lineal feet of Sidewalk, curb & gutter, and storm improvements on the west side of 309th Avenue between Wascoe Street and North Avenue.

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<th>Estimated Cost</th>
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<td>Construction</td>
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</table>

**Total Project Funding** $200,000

*Cost based on previous public works projects for street improvements  
**Cost does not include any potential ROW or TCE acquisitions

**Location:**
Jessie Mays Park Perimeter Sidewalk Improvement

Project Type: Sidewalk
Project ID: CIP R10

Description: Installation of approximately 1400 lineal feet of Sidewalk, curb & gutter, and storm improvements around Jessie Mays Park; on Wascoe Street, 311th Avenue, Hillcrest Street, and 309th Avenue.

<table>
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<tbody>
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<td>Construction</td>
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</table>

Total Project Funding $515,000

*Cost based on previous public works projects for street improvements
**Cost does not include any potential ROW or TCE acquisitions

Location:
**East Hillcrest Street Overlay**

**Project Type:** Street  
**Project ID:** CIP R11  

**Description:** Approximately 58,000 square feet of pavement surfacing overlay on NW Hillcrest Street from Main Street to Glencoe Road.

<table>
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<tr>
<th>Estimated Cost</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
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<tr>
<td>Construction</td>
<td>$250,000</td>
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</tbody>
</table>

**Total Project Funding**  
$280,000  

*Cost based on previous projects in the City of North Plains*

**Location:**

![Map of East Hillcrest Street Overlay project](image-url)
Pedestrian Improvements on Commercial Street

Project Type: Sidewalks, Curb and Gutter, Crosswalk
Project ID: CIP R12

Description: Installation of approximately 710 lineal feet of Sidewalk, curb & gutter, and storm improvements on the north side of Commercial Street between 311th and 314th, crosswalk signal improvements at 314th and Main.

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<th></th>
<th>Estimated Cost</th>
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</thead>
<tbody>
<tr>
<td>Design &amp; Permitting</td>
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</tr>
<tr>
<td>Administration</td>
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</tr>
<tr>
<td>Construction</td>
<td>$200,000</td>
</tr>
</tbody>
</table>

Total Project Funding $270,000

*Cost based on previous public works projects for street improvements
**Cost does not include any potential ROW or TCE acquisitions

Location:
NW Cottage Street Improvement

Project Type: Street
Project ID: CIP R13

Description: Installation of a ¾ Street improvement, approximately 650 lineal feet of Pavement, Sidewalk along the north side, curb & gutter, and storm improvements between NW 321st Ave and NW 324th Avenue.

<table>
<thead>
<tr>
<th></th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
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<tr>
<td>Construction</td>
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</tr>
</tbody>
</table>

Total Project Funding $390,000

*Cost based on previous public works projects for street improvements
**Cost does not include any potential ROW or TCE acquisitions

Location:

![Location Map](image-url)
Date: April 19, 2021
To: Honorable Mayor and City Council
From: Andy Varner, City Manager
Subject: City Manager Staff Report

Plans/Projects/Programs

- As of this writing Washington County was trending into the “High Risk” COVID category, a downgrade from the previous month. We were planning to re-open City Hall in a limited capacity but I wanted to hold off one more week to avoid sending mixed messages to the public. The library will remain in its limited open status.
- We are still awaiting details on the American Rescue Plan (COVID relief). We were going to plan for a May 3 work session to go over some of the details but staff would like to wait until we have more clarity from Treasury, and we get through the budget meetings.
- Postcards for the Annual Clean-Up Day on May 8 will go out to 97133 households within the next week or so. The Garage Sale Day is taking place, as usual, the week prior on May 1.
- Work is proceeding with the Phase I UGB study, including meetings with the County and surrounding jurisdictions on particular planning issues. We are lining up a third and final PAC meeting in early May, followed by a public meeting prior to the May 17 Council meeting.
- The bids are due on April 20 for the West Union Pedestrian Path. There was an on-site pre-bid meeting on April 6 with several contractors so we’re hoping for competitive bids.

Urban Renewal Agency

- We are awaiting results of the Phase II environmental analysis for the Glencoe Opportunity Area (GOA), which should be ready by May.
- Regarding the Downtown Improvement Plan, ODOT was gracious to contribute more resources to our project, making it more comprehensive. We have a full consultant team and scope now on board for urban planning, transportation, civil engineering, streetscape architecture, and real estate/business analysis. Work should start within the next month.

Grants

- Here is a rundown of all the grants we have in the air or are preparing:
  - I recently applied for a MACC grant of nearly $11,000 in network improvements.
  - The Quick Response planning grant from DLCD is still on the table but we are going to attempt to direct some costs to other Glencoe Road off-site improvements.

*******************************************************************************
Boards/Commissions/Meetings

Economic Development Committee
• May 5: TBD

Parks & Recreation Board
• May 10: Brynhill Phase II parks discussion continuation, Jessie Mays Park update

Planning Commission
• May 12: Code reviews and Brynhill rowhome application.

Budget Committee
• April 21: First draft of City and URA budgets

Three Meeting Outlook for City Council
• The next few City Council meeting agendas should include: ; Brynhill Phase II Development Agreement

************************************************************

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:

May 3: American Rescue Plan Act spending (POSTPONE)
May 17: UGB Expansion Public Meeting at 6 PM
<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>5/3</td>
</tr>
<tr>
<td>Economic Development Committee</td>
<td>Lenahan</td>
<td></td>
<td>3rd Wednesday at 6:00 pm VIA ZOOM</td>
<td>5/5</td>
</tr>
<tr>
<td>Washington County Office of Community Development Policy</td>
<td>Papen</td>
<td>Kindel</td>
<td>2nd Thursday 7:00pm</td>
<td>5/13</td>
</tr>
<tr>
<td>Parks &amp; Rec Board</td>
<td>Martinez</td>
<td></td>
<td>2nd Monday at 6:00 pm</td>
<td>5/10</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>Papen</td>
<td></td>
<td>2nd Wednesday at 7:00 pm</td>
<td>5/12</td>
</tr>
<tr>
<td>City Council</td>
<td></td>
<td></td>
<td>3rd Monday at 7:00pm</td>
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<tr>
<td>Library Board</td>
<td>Fage</td>
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<td>3rd Wednesday at 4:00pm VIA ZOOM</td>
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<tr>
<td>Metro Policy Advisory Committee (MPAC)</td>
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<td>4th Wednesday at 5:00pm</td>
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<td>Col-Pac EDD</td>
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<td>DO NOT MEET IN APRIL</td>
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<tr>
<td>Metropolitan Area Communications Commission (MACC)</td>
<td>Sheldon</td>
<td>Smith</td>
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</table>
### 2021 City Council Meeting Calendar Schedule

#### 2021 City Council Meeting Dates-7:00 p.m.

<table>
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<tr>
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<th>Economic Development</th>
<th>Parks &amp; Recreation Board</th>
<th>Planning Commission</th>
<th>Library Board</th>
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<td>1/6</td>
<td>Lenahan</td>
<td>Smith</td>
<td>Fage</td>
<td>Martinez</td>
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<tr>
<td>2/3</td>
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<td>Smith</td>
<td>Kindel</td>
</tr>
<tr>
<td>3/3</td>
<td>Sheldon</td>
<td>Sheldon</td>
<td>Sheldon</td>
<td>Sheldon</td>
</tr>
<tr>
<td>4/7</td>
<td>Smith</td>
<td>Fage</td>
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<td>Lenahan</td>
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<td>Papen</td>
<td>Fage</td>
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<td>Martinez</td>
<td>Smith</td>
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<td>Smith</td>
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<td>Kindel</td>
<td>Smith</td>
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<td>Martinez</td>
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<tr>
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<td>Lenahan</td>
<td>Kindel</td>
</tr>
<tr>
<td>12/1</td>
<td>Martinez</td>
<td>Smith</td>
<td>Papen</td>
<td></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>
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<tbody>
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<td>Fage</td>
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<td>Fage</td>
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<td>11/8</td>
<td>Martinez</td>
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<td>Lenahan</td>
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<td>Kindel</td>
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<td>12/13</td>
<td>Smith</td>
<td>12/8</td>
<td>Papen</td>
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Filename: City Council\2017 Calendar of Meetings
## 2021 Council Committee Appointments

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