1. LOGIN INFORMATION TO ATTEND VIA ZOOM

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 August 16, 2021 City Council Regular Session Agenda

B. Approval of July 19, 2021 City Council Minutes.
   □ City Council - Regular Session - 19 Jul 2021 - Minutes

C. Resolution No. 2159 - Recommendation from Parks & Rec Board for Don Weber to fill board vacancy
   □ Resolution No. 2159 appointing Don Weber to Parks & Rec Board thru June 30, 2023

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 August 2021

B. Chief of Police Monthly Department Report
   □ Police Chief Staff Report August 2021

C. Public Works Director’s Monthly Department Report
   □ Public Works Staff Report August 2021

D. Finance Director’s Monthly Department Report
   □ Finance Staff Report August 2021
E. **Land use applications for the previous month**
   □ Land Use Applications through July 29 2021

8. **ORDINANCES:**
   A. **First Reading - Ordinance No. 474**
      Increasing the number of North Plains Library Board voting members from five to seven
      □ Ordinance No. 474 - Staff Report
      □ Ordinance No. 474 - Increasing North Plains Library Board from 5 to 7 voting members.

9. **NEW BUSINESS:**

10. **UNFINISHED BUSINESS:**

11. **REPORTS**
   A. **City Manager Report**
      □ City Manager Staff Report 8.16.2021
      □ City Council Update from 3JC Aug 2 2021
   B. **Council Reports**
   C. **Review September 2021 Council Calendar**
      □ 2021 September Calendar all Meetings
      □ 2021 Calendar of NP City Meetings
      □ 2021 Council Committee Appointments

12. **ADVICE/INFORMATION ITEMS:**
   A. **Washington County Proposed Land Use Ordinance No. 877**
      □ Washington County Land Use Notice August 2021

13. **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.:
**Tuesday, Sept. 7, 2021**    **Monday, Sept. 20, 2021**    **Monday, Oct 4, 2021**
MINUTES
City Council - Regular Session Meeting
Monday, July 19, 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, Finance Director Bill Reid, Public Works Director Blake Boyles, Library Director Robin Doughty, Police Chief James Haxton, City Recorder Lori Lesmeister

OTHER:

1 LOGIN INFORMATION TO ATTEND VIA ZOOM
   Join Zoom Meeting
   https://us02web.zoom.us/j/87284289668?pwd=cGdmaFhLd0dVUp0VFdSbGNPZDFXUT09
   Meeting ID: 872 8428 9668
   Passcode: 456427

   Phone in (no internet)
   253 215 8782 US (Tacoma)
   Meeting ID: 872 8428 9668
   Passcode: 456427

2 CALL TO ORDER at 7:08 pm

3 PLEDGE OF ALLEGIANCE

4 ROLL CALL
   a) All Councilors in attendance.
      Councilor Cameron Martinez 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 July 19, 2021 City Council Regular Session Agenda
   b) Approval of June 21, 2021 City Council Minutes.
      Approval of the July 1, 2021 Emergency Meeting Minutes
   c) Resolution No. 2156- Correcting Scrivener’s Error City Budget
Motion to approve the Consent Agenda with correction of spelling of Councilor Fage's name in the June 21, 2021 minutes
Moved by Councilor Kindel. Second by Councilor Fage. Motion was approved unanimously.

6 PUBLIC COMMENT:

a) Letter from resident concerning trees on private property

Charla Reese, North Plains resident, spoke to Council regarding her concerns on trees on neighbor's property that hangs over onto her property. It is a safety concern because the hanging branches make it difficult for her to see to back out of her driveway. It causes a mess with leaves and branches that she has trouble cleaning up. She has to rely on people from her church to assist her. She would like to see the City put something in the City Code that would address this issue. Mayor Lenahan told Ms. Reese that she will look into it and discuss it with the City Manager as well as the Public Works Director and see what can be done to address her concerns.

7 PRESENTATION: NONE

8 STAFF REPORTS

a) Library Director's Monthly Department Report

b) Chief of Police Monthly Department Report

c) Public Works Director's Monthly Department Report

d) Finance Director's Monthly Department Report

e) Land use applications for the previous month

9 RESOLUTIONS:

a) Resolution No. 2158 - Approving Service Agreement with 3J Consulting for Urban Growth Boundary Phase II Study

Brief discussion.
Move to adopt Resolution No. 2158 to approve a Service Agreement with 3J Consulting for Urban Growth Boundary Phase II Study
Moved by Councilor Sheldon. Second by Councilor Papen. Motion was approved unanimously.

10 NEW BUSINESS: NONE

11 UNFINISHED BUSINESS: NONE
12 REPORTS
   a) City Manager Report
   b) Council Reports
   c) Review September 2021 Council Calendar

13 ADVICE/INFORMATION ITEMS:

14 ADJOURNMENT: 8:43 pm

________________________________________
Teri Lenahan, Mayor

________________________________________
Lori Lesmeister, City Recorder Date Approved ______________
RESOLUTION NUMBER 2159

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON, APPOINTING DON WEBER TO THE NORTH PLAINS PARKS BOARD

WHEREAS, Municipal Code Section 1.40 provides that the City Council appoints the members of the North Plains Parks Board; and

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

WHEREAS, Don Weber submitted an application for the position and has been interviewed by the Parks Board at their August 9, 2021 meeting; and

WHEREAS, the North Plains Parks Board recommendation is for the North Plains City Council to appoint Michael Bernards to the Parks Board.

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

Section 1. Don Weber is appointed to the North Plains Parks Board for the term expiring June 30, 2023.

Section 2. This Resolution shall become effective immediately upon adoption by the City Council on August 16, 2021.

CITY OF NORTH PLAINS, OREGON

BY: ________________________________
    Teri Lenahan, Mayor

ATTEST:

BY: ________________________________
    Lori Lesmeister, City Recorder
Date: August 16, 2021
To: Mayor and City Council
From: Library Director, Robin Doughty
Subject: Monthly Staff Report - Library
**STATISTICS FOR JULY 2021 AND RECENT MONTHS**

**HISTORICAL COMPARISON DATA FY 2012 – 2021**

<table>
<thead>
<tr>
<th></th>
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<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Average monthly door count</td>
<td>2,953</td>
<td>3,100</td>
<td>3,137</td>
<td>3,264</td>
<td>3,384</td>
<td>3,961</td>
<td>3,688</td>
<td>2,595</td>
<td>251</td>
<td>1,657</td>
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<tr>
<td>Average monthly circulation</td>
<td>5,087</td>
<td>5,257</td>
<td>5,062</td>
<td>5,074</td>
<td>5,508</td>
<td>6,100</td>
<td>6,444</td>
<td>5,137</td>
<td>4,393</td>
<td>5,593</td>
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**RECENT MONTHS 2020 – 2021**

<table>
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<tr>
<th></th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUNE</th>
<th>JULY</th>
</tr>
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<tbody>
<tr>
<td>Door Count</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>51</td>
<td>110</td>
<td>997</td>
<td>1,853</td>
<td>1,657</td>
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<tr>
<td>Previous Year Door Count</td>
<td>4,206</td>
<td>3,540</td>
<td>3,480</td>
<td>3,651</td>
<td>3,359</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</table>

<table>
<thead>
<tr>
<th></th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>JAN</th>
<th>FEB</th>
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<th>APR</th>
<th>MAY</th>
<th>JUNE</th>
<th>JULY</th>
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<tbody>
<tr>
<td>Circulation</td>
<td>4,572</td>
<td>4,561</td>
<td>4,540</td>
<td>4,670</td>
<td>4,107</td>
<td>5,070</td>
<td>4,473</td>
<td>4,685</td>
<td>5,178</td>
<td>5,593</td>
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<tr>
<td>Previous Year Circulation</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>
<td>1,134</td>
<td>1,126</td>
<td>1,980</td>
<td>3,040</td>
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</table>


** First month post-COVID back to using 3M gate counter.

*Pre-pandemic open hours, some restrictions still in place.*
### Social Media Engagement

<table>
<thead>
<tr>
<th></th>
<th>SEPT</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUNE</th>
<th>JULY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Facebook Reach</strong></td>
<td>4,744</td>
<td>3,371</td>
<td>2,006</td>
<td>1,969</td>
<td>4,944</td>
<td>2,661</td>
<td>1,595</td>
<td>2,259</td>
<td>1,812</td>
<td>2,719</td>
<td>8,549</td>
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<tr>
<td><strong>Facebook Followers</strong></td>
<td>623</td>
<td>628</td>
<td>717</td>
<td>722</td>
<td>725</td>
<td>725</td>
<td>729</td>
<td>733</td>
<td>739</td>
<td>743</td>
<td>750</td>
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<tr>
<td><strong>Facebook Interactions</strong></td>
<td>728</td>
<td>577</td>
<td>345</td>
<td>321</td>
<td>443</td>
<td>356</td>
<td>230</td>
<td>482</td>
<td>249</td>
<td>383</td>
<td>917</td>
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<tr>
<td><strong>Instagram Reach</strong></td>
<td>198</td>
<td>312</td>
<td>293</td>
<td>344</td>
<td>212</td>
<td>248</td>
<td>219</td>
<td>249</td>
<td>148</td>
<td>169</td>
<td>387</td>
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<tr>
<td><strong>Instagram Followers</strong></td>
<td>154</td>
<td>159</td>
<td>160</td>
<td>163</td>
<td>163</td>
<td>167</td>
<td>167</td>
<td>167</td>
<td>171</td>
<td>174</td>
<td>179</td>
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<tr>
<td><strong>Instagram Inter.</strong></td>
<td>43</td>
<td>78</td>
<td>39</td>
<td>52</td>
<td>39</td>
<td>70</td>
<td>52</td>
<td>65</td>
<td>17</td>
<td>65</td>
<td>107</td>
</tr>
</tbody>
</table>
ANNOUNCEMENTS:

The library will be closed September 6 in observance of Labor Day.

Indoor Service Update
The library is open via the front entrance **10 a.m. – 7 p.m. Mon-Fri & 10 a.m. – 5 p.m. on Sat** for all services. Face coverings over nose and mouth are required inside the library for all staff, volunteers, and visitors. All programming has reverted to virtual or outdoor venues only until further notice due to surge in COVID-19 infections.

National Night Out was a wonderful collaboration between City departments. The library gave away 75 brand-new books to youth at the event. We showcased our new STEM Kits and Wonderbooks, and even made a new library card for someone! Eric Danko did an excellent job engaging the community at the library table and Carol Aldrich cheerfully directed the Bicycle Rodeo with help from new Parks & Rec board members and Peak Chiropractic volunteers.

“Reading Colors Your World” Summer Reading Program Ends Soon
There is one more chance to comment on the North Plains Public Library’s Facebook or Instagram Win-A-Book-Wednesday post to be entered to win our final prize book, *The Madness of Crowds* by Louise Penny. Drawing on August 18th. Free brand-new books for youth ages 0-18 available in the library until school starts!

Library Tours for Homeschoolers
Homeschooling families can book a library tour tailored to their needs, whether longtime homeschoolers or pandemic-related “accidental” homeschoolers, we have great resources and expertise to share! Sign up available soon on [http://wccls.bibliocommons.com/events](http://wccls.bibliocommons.com/events)

ANNOUNCEMENTS: YOUTH SERVICES

If the district allows, the library will have a table at North Plains Elementary back-to-school social and the Atfalati Ridge Elementary dedication and social event on September 2nd.

Storytimes & Kindergarten Readiness classes return after Labor Day!
Introducing “Kindergarten Continuation” to support new kindergarteners. This adaptive class is designed to help kindergarteners whose preschool education was disrupted by COVID-19 or who desire more of a challenge. Kindergarten Continuation will be offered on Wednesdays after school at 3:30 p.m. beginning September 8th.

New Teen Book Club!
Teens do you love reading and talking about the books you’ve read? Join us for Teen Book Club on Zoom the 3rd Thursday of each month at 4:30PM starting September 16th! Pick up a snack pack at the library and have a chance to win a free copy of each book. Come with suggestions for future books, all genres are welcome!

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

Estate Planning & Diminished Capacity
Planning in advance for the management of your affairs is critical to your well-being if you become incapacitated. During this program we will discuss different ways of planning for incapacity and how it can benefit you in the event you or your loved one became incapacitated. Wednesday, September 29th 6:30 p.m. - 8:00 p.m. via Zoom.

Bookwanderers – A Travel-themed Bookclub
Enjoy friendly discussion on the second Saturday of the month at 10:00 a.m. via Zoom. September 11 - Driving While Black: African American Travel and the Road to Civil Rights by Gretchen Sullivan Sorin
October 9 - In a Sunburned Country by Bill Bryson

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 at 7 p.m. in the library. August 25 – The Wonder Boy of Whistle Stop by Fannie Flag
September 29 - News of the World by Paulette Jiles

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 August 18, 2021, via Zoom at 7 p.m.
Calls for service (July 2021): NPPD Officers responded/self-initiated to 148 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.

July 2021: NPPD assisted and participated in the 4th of July parade. No reoccurring trends in July.

(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)

<table>
<thead>
<tr>
<th>Year</th>
<th>Month</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>July</td>
<td>22</td>
<td>19</td>
<td>5</td>
<td>20</td>
<td>75</td>
<td>96</td>
<td>171</td>
</tr>
<tr>
<td>2020</td>
<td>July</td>
<td>24</td>
<td>23</td>
<td>4</td>
<td>21</td>
<td>106</td>
<td>73</td>
<td>179</td>
</tr>
<tr>
<td>2019</td>
<td>July</td>
<td>23</td>
<td>14</td>
<td>4</td>
<td>11</td>
<td>86</td>
<td>145</td>
<td>231</td>
</tr>
</tbody>
</table>

North Plains Calls (All police activities within NP)

<table>
<thead>
<tr>
<th>Year</th>
<th>Month</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>July</td>
<td>22</td>
<td>19</td>
<td>5</td>
<td>20</td>
<td>75</td>
<td>96</td>
<td>171</td>
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<tr>
<td>2020</td>
<td>July</td>
<td>24</td>
<td>23</td>
<td>4</td>
<td>21</td>
<td>106</td>
<td>73</td>
<td>179</td>
</tr>
<tr>
<td>2019</td>
<td>July</td>
<td>23</td>
<td>14</td>
<td>4</td>
<td>11</td>
<td>86</td>
<td>145</td>
<td>231</td>
</tr>
</tbody>
</table>
Date: August 16 2021
To: Mayor and City Council
From: Public Works Director – Blake Boyles
Subject: Public Works Staff Report

Plan/Project/Misc.

- The new reservoir… Tank contractor has completed the dome assembly and is focusing on the side panels. Further testing of equipment inside the pump station is on hold until the tank assembly is complete. The new completion date has been moved to November 19, 2021.

- 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. Plan review is underway, with the project going out to bid in September 2021.

New Development

Brynhill development: Work on NW North Ave is set to begin. There has been some delay to CWS due to some plan review issues. Once those issues have been ironed out, construction on both sides of North Avenue will begin. (update plans are approved, just waiting for developer to pull permits)
Pedestrian Bridge construction project: The pilings have been installed with depths reaching 140 feet. The bridge abutments will be formed and hopefully poured the week of August 9th. Once the abutments have been poured, the concrete must cure for at least one week. Bridge placement could happen as early as the week of August 23rd.

Pedestrian path work on West Union is complete except for the bollard installation. (Area between Sunset Ridge 2 and Stewart Lane).

Surveying of Pacific Park is underway to determine elevations for park restoration/raising the play structure. (ON-GOING)

Working with a design engineer on Jessie Mays new layout. Hard surfaces for basketball and pickle ball courts. Irrigation relocation as well as cyclone fence replacement. Cost estimates are coming in and being reviewed. Design for storm water detention is being developed (ON-GOING)

Construction of the outdoor bathrooms at Jessie Mays has been put on hold until after the Garlic Festival. All permits are ready and everything is ready to go after Garlic Festival.

Staining of the Turtle outlook structure, and City Hall has been completed.

All the while crews fulfilling their daily scheduled duties:

Hanging basket watering
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: August 11, 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 July 31, 2021. July of 2021 represents the first month of the new 2021-2023 Biennium and specifically the first month of the 2022 fiscal year. Although the City now utilizes a biennial budget, the City still tracks a one-year portion of that two-year budget to monitor revenues and expenses that occur on an annual basis.

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

The North Plains General Fund started the biennium and fiscal year with no unusual activity. Expenses recorded to date for July 2021 are significantly below what budget allowed after one month. Personnel expenses will pick up and track closer to budget when the Library fills its new Librarian position and after the Community Development decides to fill its new, budgeted Planner position as early as January 2022.

<table>
<thead>
<tr>
<th>General Fund - 110</th>
<th>Budget</th>
<th>Actual</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Year</td>
<td>To Date</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>2,242,536</td>
<td>186,878</td>
</tr>
<tr>
<td>Personnel Services</td>
<td>1,062,676</td>
<td>88,556</td>
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<tr>
<td>Materials &amp; Services</td>
<td>1,135,009</td>
<td>94,584</td>
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<tr>
<td>Capital Outlay</td>
<td>0</td>
<td>417</td>
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<tr>
<td>Transfers Out</td>
<td>39,851</td>
<td>3,321</td>
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</table>
General Fund Departments Detail

After the first month, recorded expenses for General Fund departments have largely been as expected. July, the first month of the fiscal year, frequently sees upfront expenses for year-long services like insurance, memberships, and other annual fees. Many of those expenses have been realized but have not yet been allocated precisely for pertinent departments and functions in some cases.
Streets Fund (111) Summary

The Streets Fund recorded the first month of the biennium and fiscal year with largely expected expenses and revenues. One item to keep in mind with the new biennium is that local fuel tax revenue is now received by the new Transportation Bond Fund to pay for transportation project bond debt service. The Streets Fund continues to focus its expenses and revenues on largely maintenance activities while capital improvements are better tracked in other capital funds.

<table>
<thead>
<tr>
<th>Streets - 111</th>
<th>Budget</th>
<th>Year To Date</th>
<th>Actual</th>
<th>As % of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Expenses</td>
<td>431,152</td>
<td>35,929</td>
<td>14,266</td>
<td>40%</td>
</tr>
<tr>
<td>Personnel Services</td>
<td>95,468</td>
<td>7,956</td>
<td>11,602</td>
<td>146%</td>
</tr>
<tr>
<td>Materials &amp; Services</td>
<td>126,600</td>
<td>10,550</td>
<td>2,664</td>
<td>25%</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>90,000</td>
<td>7,500</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Transfers Out</td>
<td>104,084</td>
<td>8,674</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Contingency</td>
<td>15,000</td>
<td>1,250</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Intergovernmental</td>
<td>447,940</td>
<td>37,328</td>
<td>44,990</td>
<td>121%</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>13,930</td>
<td>1,161</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>461,870</td>
<td>38,489</td>
<td>44,990</td>
<td>117%</td>
</tr>
</tbody>
</table>

Water Fund (210) Summary

The North Plains Water Fund’s biggest activity in July 2021 was receipt of significant debt proceeds from the State of Oregon for the water reservoir project due to significant continued construction activity. Water fee revenues exceeded expectations due greatly to hot weather in July including the extreme “heat dome” record temperatures.

<table>
<thead>
<tr>
<th>Water - 210</th>
<th>Budget</th>
<th>Year 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>421,007</td>
<td>62,831</td>
<td>15%</td>
</tr>
<tr>
<td>Personnel Services</td>
<td>562,680</td>
<td>46,890</td>
<td>44,271</td>
<td>94%</td>
</tr>
<tr>
<td>Materials &amp; Services</td>
<td>427,400</td>
<td>35,617</td>
<td>18,561</td>
<td>52%</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>3,942,000</td>
<td>328,500</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Transfers Out</td>
<td>20,000</td>
<td>1,667</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Contingency</td>
<td>100,000</td>
<td>8,333</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Usage Fees</td>
<td>1,581,460</td>
<td>131,788</td>
<td>165,904</td>
<td>126%</td>
</tr>
<tr>
<td>Debt Proceeds</td>
<td>3,000,000</td>
<td>250,000</td>
<td>724,110</td>
<td>290%</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>33,288</td>
<td>2,774</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>4,614,748</td>
<td>384,562</td>
<td>890,014</td>
<td>231%</td>
</tr>
</tbody>
</table>
### Water Fund Account Status Report

At the end of July 2021, roughly $20,159 in past-due balances were owed by water customers in North Plains. The single-largest aging status of overdue accounts was Balances 30 to 60 days at $9,162.91. This is a major change from June 2021, when accounts with Balances Over 120 days was the largest category of overdue balances. There were a total of 277 balances in July of 2021.

Summary of aging account status as of July 31, 2021 is found in the table below:

<table>
<thead>
<tr>
<th>Accounts Overdue:</th>
<th>162</th>
<th>54</th>
<th>32</th>
<th>29</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Overdue:</td>
<td>$20,159.31</td>
<td>$9,162.91</td>
<td>$3,225.87</td>
<td>$2,254.41</td>
</tr>
<tr>
<td>Total Overdue June 30, 2021:</td>
<td>$19,204.29</td>
<td>One-Month Change:</td>
<td>$955.02</td>
<td></td>
</tr>
<tr>
<td>Accounts Overdue June 30, 2021:</td>
<td>256</td>
<td>One-Month Change:</td>
<td>21</td>
<td></td>
</tr>
</tbody>
</table>
Overdue balances have increased by $955.02 during the month of July 2021, potentially correlated to extreme heat in July.

Other Finance Department Activities

- **Finance Department Organization**: With the transition away from relying heavily on an outside finance consultant, the Finance Department is coordinating with a long-time finance director and city manager in small communities to plan for department changes to better accommodate growth and better meet procedure recommendations made in the FY 2020 audit.

- **FY 2017 Urban Renewal Audit**: The 2017 URA audit is nearing completion with additional information supplied to the auditing team.

- **SDC Methodology Update**: The SDC and TUF methodology update study has reached the preliminary findings stage, with data confirmation underway to refine results for review. The TUF methodology update will also now greatly simplify different TUF rates charged in North Plains from its current, unnecessarily complicated structure of dozens of different rates.

- **American Rescue Plan Funds**: The City soon anticipates receipt of its 2021 50% tranche of total ARP funds allocated by the US Treasure Department. Funds transfer information has been verified and we await the transfer.
<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>21-022</td>
<td>6/16/2021</td>
<td>Sign Permit</td>
<td>Oregon Road Runners Club</td>
<td>Type 1- Temporary signs (7) for EGF Race run</td>
<td>Seven locations in town</td>
</tr>
<tr>
<td>21-023</td>
<td>6/22/2021</td>
<td>Accessory Structure</td>
<td>Sravan Kumar Thota</td>
<td>Type 1- Accessory Structure</td>
<td>29002 NW Keenon St</td>
</tr>
<tr>
<td>21-024</td>
<td>7/2/2021</td>
<td>Final Plat</td>
<td>Lennar Homes</td>
<td>Type 1- Final Plat for Brynhill Phase 2</td>
<td>Brynhill Phase 2</td>
</tr>
<tr>
<td>21-025</td>
<td>7/2/2021</td>
<td>Design Review</td>
<td>Lennar Homes</td>
<td>Type 2- Design Review for Park in Brynhill phase 2</td>
<td>Brynhill Phase 2</td>
</tr>
</tbody>
</table>
The North Plains Public Library Board and Library Director request to increase the Library Board membership from five (5) to seven (7) members in order to increase community representation commensurate to City growth.
<table>
<thead>
<tr>
<th>POSITION</th>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>TERM START</th>
<th>TERM END</th>
<th>TERM LIMITS</th>
<th>STREET ADDRESS</th>
<th>PHONE 1</th>
<th>PHONE 2</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inside - at large</td>
<td>Hatcher</td>
<td>David</td>
<td>JULY OF 2018</td>
<td>JUNE OF 2022</td>
<td>Second Term</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outside - Chair</td>
<td>Sorensen</td>
<td>Bridget</td>
<td>JULY OF 2019</td>
<td>JUNE OF 2023</td>
<td>First Term</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inside - Vice Chair</td>
<td>Roy</td>
<td>Roshni</td>
<td>JULY OF 2018</td>
<td>JUNE OF 2022</td>
<td>First Term</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inside - at large</td>
<td>Loitgren</td>
<td>Carol</td>
<td>JULY OF 2020</td>
<td>JUNE OF 2024</td>
<td>First Term</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outside - at large</td>
<td>Schallich</td>
<td>Tim</td>
<td>JULY OF 2021</td>
<td>JULY OF 2025</td>
<td>First Term</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes**

David Hatcher served a small partial term for a previous "in city" board member.

TERM LIMITED ROTATING OFF.

**PAST BOARD MEMBERS**

<table>
<thead>
<tr>
<th>past member</th>
<th>Farris</th>
<th>Stephanie</th>
<th>Jul-13</th>
<th>Jun-21</th>
<th>2 TERMS</th>
<th></th>
</tr>
</thead>
</table>
AN ORDINANCE OF THE NORTH PLAINS CITY COUNCIL AMENDING SECTION 31.16 OF THE NORTH PLAINS MUNICIPAL CODE TO INCREASE THE LIBRARY BOARD TO SEVEN VOTING MEMBERS AND REQUIRING AT LEAST FOUR MEMBERS TO BE RESIDENTS OF THE CITY

WHEREAS, North Plains Municipal Code (“NPMC”) Section 31.16(A)(1) currently provides that the North Plains Library Board (“Board”) shall consist of five (5) voting members appointed by the City Council; and

WHEREAS, NPMC Section 31.16(A)(2) currently requires that at least three (3) members of the Board be residents of the City; and

WHEREAS, the City Council wishes to increase the size of the Board to seven (7) voting members; and

WHEREAS, the City Council wishes to require that at least four (4) voting members of the Board be residents of the City;

Now, therefore, based on the foregoing:

THE CITY OF NORTH PLAINS ORDAINS AS FOLLOWS:

Section 1. The text of NPMC Section 31.16(A)(1) is deleted in its entirety and replaced with the following:

The Library Board of the city shall consist of seven voting members and shall be appointed by the City Council. Library Board members shall receive no compensation, but shall be reimbursed for duly authorized expenses.

Section 2. The text of NPMC Section 31.16(A)(2) is deleted in its entirety and replaced with the following:

At least four voting members of the Library Board shall be residents of the city. No more than two voting members shall be engaged in the same kind of business or trade or profession.
Section 3. This Ordinance shall become effective on the 30\textsuperscript{th} day after its adoption.

ADOPTED by the North Plains City Council this 16\textsuperscript{th} day of August, 2021.

CITY OF NORTH PLAINS, OREGON

By: ______________________________________
    Teri Lenahan, Mayor

ATTEST:

By: ______________________________________
    Lori Lesmeister, City Recorder
Date: August 16 2021
To: Honorable Mayor and City Council
From: Andy Varner, City Manager
Subject: City Manager Staff Report

Plans/Projects/Programs

- The big news in the county, state, and country is the resurgence of COVID-19 and the Delta variant. I am becoming very concerned about the situation, especially as it relates to children and the unvaccinated (the majority of which are children under 12). We have had a mask mandate in City Hall and the Library several weeks before the State guidance. Masks do work, but vaccines work better. The best thing people can do to slow the spread of the variants is to get vaccinated. They are safe and effective, and I would expect at least one of the vaccines will receive full FDA approval within weeks. The more we can ALL do to get these messages across, the better.

- By all accounts National Night Out was a great success and of this writing we are crossing our fingers for an equally successful Elephant Garlic Fest, despite the heat. My congratulations to the staff and to NPEA for making these events happen in a safe and fun way for the community.

- Work on the Jessie Mays Park outdoor restroom will start right after Labor Day and the schedule calls for completion in mid-October.

- The UGB expansion study Phase II work has kicked off and we plan to have the first PAC meeting for the project on September 8.

- I had a recent meeting with the School District for new school zone/speed zone signage in Sunset Ridge and we have agreed to a cost share approach. These and other traffic control improvements in the neighborhood were developed by a traffic engineer. We now have materials on order and are hoping to schedule installation before the school year starts.

- Staff will work an American Rescue Plan spending option framework this month. We anticipate receiving the funding in late August. We can present information to the Council and potentially have a work session within the next 4-6 weeks and take your feedback and ideas into consideration for spending priorities, particularly focusing on Council goals.

- The City replaced the two flashing crosswalk beacons on Commercial St (@ Main and 311th) for pedestrian safety. The units were recommended and installed by a local contractor so our confidence level is higher with this equipment.
The Glencoe Opportunity Area (GOA) developer RFP received one response, and the URA Committee will interview the proposer on August 24 before issuing a recommendation to the full URA Board.

We had the first PAC meeting for the Downtown Improvement Plan at the beginning of August and staff has been reviewing the initial reports coming out of the plan. We have a community webpage for the project that should be live within a week.

Grants

- Here is a rundown of all the grants we have in the air or are preparing:
  - The City used the pavement management program index to determine a suitable improvement candidate for a Small Cities Allotment application at the end of July.
  - I also plan to apply for a small DLCD grant for Housing Needs Analysis update, due to the UGB expansion.

Boards/Commissions/Meetings

Economic Development Committee

- September 1: Revisit economic development roadmap and strategy.

Parks & Recreation Board

- September 13: Parks naming program

Planning Commission

- September 8: Zoning Code update continuation

Three Meeting Outlook for City Council

- The next few City Council meeting agendas should include: Brynhill Phase II/III Development Agreement; telecom franchise update; SDC and TUF methodology update.

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:

- September 7: American Rescue Plan spending discussion
- October 4: Joint work session with Planning Commission on development code revisions
CITY OF NORTH PLAINS
CITY COUNCIL UPDATE

Date: August 2, 2021

The following is a short summary of the current tasks undertaken by the 3J staff for both Community Planning and Engineering since the last update.

COMMUNITY PLANNING

1. **UGB Expansion:** Initiated Phase 2 of the project.
   - Submitted final Phase 1 report to City and DLCD with contributions from Air Park community and the city attorney.
   - Held kickoff phone call with Andy Varner.
   - Initiated some Goal 14 analysis tasks.
   - Scheduled August 10th kickoff meeting for City, 3J, and KAI.

2. **Buildable Lands Inventory:**
   - Preparing final updates to the Housing Needs Analysis and Buildable Lands Inventory and map(s).
   - Preparing cost summary for HNA and BLI work to submit to Andy Varner at UGB Phase 2 kickoff meeting.

3. **Urban Renewal:** Assisting downtown economics consultant as questions arise.

4. **Zoning Code Update:** Ongoing work continues with the Planning Commission. Work session scheduled for Wednesday, August 11, 2021.

5. **Development Review:**
   - Brynhill Phase II Final Plat in review.

ENGINEERING

1. **West Union Pedestrian Pathway:** Project is well underway with piling just finishing up. Boardwalk material has arrived, and the contractor will be assembling the boardwalk. Asphalt path section to the east is nearly complete with final punch list items and some bollards to be added. Intersection work at Glencoe will be continuing to provide the final connection to Commercial Street to the West.

2. **Commercial Street Water Line Extension:** Construction Completed, pending final close out.

3. **Arsenic Treatment Analysis:** Currently in design
4. **Pavement Management Program**: Field work and Drone Flights complete, currently working on final reports.

5. **Cottage Street Pavement overlay and Waterline Improvements**: Survey complete, Design is 90% complete. Anticipate Bid/Construction in September.

6. **Glencoe Sidewalk Improvements (North Ave to Commercial Street)**: Survey complete, design to be completed in August and ready for permitting.

7. **Capital Improvement Projects – 6yr Plan**: Council approved in June; final plan has been posted to City website.

8. **Development Review**:
   - **Brynhill Phase 1**:
     - Phase 1- Subdivision (approved, under construction)
     - Offsite Waterline (approved, under construction)
   - **Holmstead Subdivision**:
     - 3rd Plan Review completed in January
   - **Glencoe Road/Pacific Street Commercial**:
     - Frontage Plan Approved, Pending Pre-construction meeting
   - **HD Fowler Industrial**:
     - Approved, under Construction
   - **Brynhill North Ave Improvements**:
     - Frontage Plans approved, pending pre-construction meeting
   - **Brynhill Phase 2**:
     - 2nd Plan Review completed in July

- - - E N D   O F   D O C U M E N T - - -
<table>
<thead>
<tr>
<th>MEETING</th>
<th>PRIMARY</th>
<th>ALTERNATE</th>
<th>NOTE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economic Development Committee</td>
<td>N/A</td>
<td></td>
<td>1st Wednesday at 6:00 pm *Work Session Only</td>
<td>9/1</td>
</tr>
<tr>
<td>City Council</td>
<td></td>
<td></td>
<td>YUeSDAY 6:00 pm Work Session - 7:00 pm Meeting</td>
<td>9/7</td>
</tr>
<tr>
<td>Planning Commission</td>
<td>Kindel</td>
<td></td>
<td>2nd Wednesday 7:00pm</td>
<td>9/8</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>9/9</td>
</tr>
<tr>
<td>Washington County Coordinating Committee (WCCC)</td>
<td>Lenahan</td>
<td>Papen</td>
<td>2nd Monday at 12:00 noon</td>
<td>9/13</td>
</tr>
<tr>
<td>Parks Board</td>
<td>Fage</td>
<td></td>
<td>2nd Monday at 6:00pm</td>
<td>9/13</td>
</tr>
<tr>
<td>Library Board</td>
<td>Smith</td>
<td></td>
<td>3rd Wednesday at 4:00pm</td>
<td>9/15</td>
</tr>
<tr>
<td>City Council</td>
<td></td>
<td></td>
<td>3rd Monday at 7:00 pm</td>
<td>9/20</td>
</tr>
<tr>
<td>Metro Policy Advisory Committee (MPAC)</td>
<td>TBD</td>
<td>TBD</td>
<td>4th Wednesday at 5:00pm</td>
<td>9/22</td>
</tr>
<tr>
<td>Metropolitan Area Communications Commission (MACC)</td>
<td>Sheldon</td>
<td>Smith</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# 2021 City Council Meeting Calendar Schedule

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

<table>
<thead>
<tr>
<th>Date</th>
<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>1/4</td>
<td>**</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>1/19</td>
<td>**</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>2/1</td>
<td>**</td>
<td>Sheldon</td>
<td>3/8</td>
<td>Sheldon</td>
<td>3/10</td>
<td>Sheldon</td>
<td>3/17</td>
<td>Sheldon</td>
</tr>
<tr>
<td>2/16</td>
<td>**</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>3/1</td>
<td>**</td>
<td>Lenahan</td>
<td>5/10</td>
<td>Martinez</td>
<td>5/12</td>
<td>MARTINEZ</td>
<td>5/19</td>
<td>Fage</td>
</tr>
<tr>
<td>6/2</td>
<td></td>
<td>7/7</td>
<td>7/12</td>
<td>NO MEETING</td>
<td>7/14</td>
<td>NO MEETING</td>
<td>7/21</td>
<td>Papen</td>
</tr>
<tr>
<td>7/7</td>
<td></td>
<td>8/4</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>8/1</td>
<td></td>
<td>9/1</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></td>
<td>10/6</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>12/1</td>
<td></td>
<td>**</td>
<td>12/13</td>
<td>Smith</td>
<td>12/8</td>
<td>Papen</td>
<td>**</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 Council Committee Appointments

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Primary</th>
<th>Alternate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metropolitan Area Communications Commission (MACC) Tual Valley Comm Access TV (TVCTV) Meets 1:30-4:00pm in Beaverton. Dates set approx. 3 weeks in advance</td>
<td>Sheldon</td>
<td>Smith</td>
</tr>
<tr>
<td>Metro Policy Advisory Committee (MPAC) Meet 2(^{nd}) &amp; 4(^{th}) Wednesday of each month 5:00-7:00pm at Metro Council Chambers in Portland</td>
<td>Open</td>
<td>Open</td>
</tr>
<tr>
<td>Washington County Coordinating Committee (WCCC) Meet 2(^{nd}) Monday of each month 12:00-1:30pm</td>
<td>Lenahan</td>
<td>Papen</td>
</tr>
<tr>
<td>Washington County Office of Community Development: Policy Advisory Board Meet 2(^{nd}) Thurs of each month 7:00-9:00pm Various locations throughout Washington County</td>
<td>Papen</td>
<td>Kindel</td>
</tr>
<tr>
<td>Col-Pac / NOEA Meets 2nd Thursday of every other month Various locations</td>
<td>OPEN</td>
<td>OPEN</td>
</tr>
</tbody>
</table>
PROPOSED LAND USE ORDINANCE NO. 877
Individual and General Notice 2021-01
Aug. 6, 2021

The Washington County Planning Commission and Board of Commissioners (Board) will soon consider proposed Ordinance No. 877. Listed below is a description of the ordinance, hearing dates and other relevant information. If you have any questions about the ordinance, or if you would like additional information, please contact Long Range Planning at 503-846-3519 or lrpplan@co.washington.or.us.

ORDINANCE PURPOSE AND SUMMARY:

Ordinance No. 877 would amend the Community Development Code (CDC) to make changes required for consistency with state law and to improve clarity and organization. Amendments are limited in scope and focus on rural uses, including template forest dwellings, on farm and forest lands.

Who is Affected

Property owners in the Exclusive Farm Use (EFU), Exclusive Forest and Conservation (EFC) and Agriculture and Forest (AF-20) Land Use Districts.

What Land is Affected

Certain Rural Land Use Districts in Washington County.

PUBLIC HEARING INFORMATION

Hearings are scheduled for the dates and times below. For information about the meetings and how to testify, please see the following webpages or call 503-846-3519.

Planning Commission: www.co.washington.or.us/plancomm
Board of Commissioners: https://washingtoncounty.civicweb.net/Portal

<table>
<thead>
<tr>
<th>Planning Commission</th>
<th>Board of Commissioners</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:30 p.m.</td>
<td>10 a.m.</td>
</tr>
<tr>
<td>Sept. 1, 2021</td>
<td>Oct. 5, 2021</td>
</tr>
</tbody>
</table>

Planning Commission and Board meetings may be conducted virtually on Zoom. Check one week prior to the meeting date for meeting location details.

At its Oct. 5, 2021 public hearing, the Board may choose to adopt the ordinance, make changes to it, continue the hearing to a future date, or reject the ordinance. If adopted Oct. 5, 2021, it would become effective Nov. 4, 2021.

Department of Land Use & Transportation
Planning and Development Services • Long Range Planning
155 N First Ave, Suite 350, MS14, Hillsboro, OR 97124-3072
phone: 503-846-3519 • fax: 503-846-4412
www.co.washington.or.us/lut • lrpplan@co.washington.or.us