

Cornelius

Oregon's Family Town



City Council Meeting Agenda – Tuesday, January 2, 2024
1355 N. Barlow St., Cornelius, Oregon 97123
In Person/Hybrid Meeting
TVCTV Live - Channel 30

[Zoom Meeting: https://us02web.zoom.us/j/4174814374](https://us02web.zoom.us/j/4174814374)

Meeting ID: 417 481 4374 | Phone (253) 215 8782 US

6:00 pm Work Session - Cornelius Community Vision Plan *Community Conversation*
Facilitator: **Peter Brandom, City Manager**

7:00 pm Call to Order - Pledge of Allegiance and Roll Call

City Council: John Colgan, Angeles Godinez, Doris Gonzalez, Eden Lopez, and Mayor Jef Dalin

1. **ADOPTION OF AGENDA**

2. **CONSENT AGENDA**

A. Resolution No. 2024-01: Requesting Authorization to Apply for TWIG Grant

The items on the Consent Agenda are considered routine. All will be adopted by one motion unless a Council Member or an audience member requests to consider an item separately before voting on the motion. Any item removed from the Consent Agenda; the mayor will decide when it will be discussed.

3. **CITIZEN PARTICIPATION – ITEMS NOT ON THE AGENDA**

4. **RECOGNITION**

A. Laura Christy, Public Safety Specialist

James Coley, Cornelius Police Chief

5. **PRESENTATION**

A. Strategic Plan Implementation Status Update

Peter Brandom, City Manager

6. **PUBLIC HEARING-NONE**

7. **UNFINISHED BUSINESS**

- A. Second Reading - Ordinance No. 2023-05: Amending Section 2.85.060 of The Cornelius Municipal Code to add advising the Urban Renewal Agency to the duties of the Economic Development Commission, **Peter Brandom, City Manager**

8. **NEW BUSINESS**

- A. Resolution No. 2024-02: Stationary Air Compressor for the Fire Department, **Ellie Jones, Assistant City Manager**
- B. Resolution No. 2024-03: Statutory Warranty Deed Laurel Woods Phase 10 Tract MM, **Barbara Fryer, Community Development Director**
- C. Resolution No. 2024-04: Authorizing a Grant Application to the Oregon Department of Land Conservation and Development for Compliance with Climate Friendly and Equitable Communities Program, **Barbara Fryer, Community Development Director**
- D. Resolution No. 2024-05: Drake Learning Center Bid Award, **Mark Crowell, Public Works Director**
- E. Resolution No. 2024-06: Jacobs Work Order 15 Lead Pipe Lateral Survey, **Mark Crowell, Public Works Director**
- F. Resolution No. 2024-07: AKS Work Order 23 Fawn Street Utility Improvements Design, **Terry Keyes, City Engineer**

9. **REPORTS**

- A. City Council:
- B. Mayor Dalin:
- C. City Manager Brandom:

10. **COUNCIL ANNOUNCEMENTS**

- A. Monday January 15, 2024 - All City offices closed in recognition of Martin Luther King Jr. Day
- B. Tuesday January 16, 2024 - 6:00 pm Work Session; 7:00 pm City Council Meeting
- C. Monday February 5, 2024 - 6:00 pm Work Session; 7:00 pm City Council Meeting

11. **ADJOURNMENT**

City of Cornelius Agenda Report

To: City Council
From: Peter Brandom, City Manager
Date: January 2, 2024
Subject: Cornelius Community Vision Plan *Community Conversation*



Summary: In summer 2023 the City initiated a visioning process, which will result in a community vision plan for Cornelius. Named *Cornelius 2045*, the plan will lay out a 20-year vision, goals and actions for the City and community partners to implement, so that the vision is achieved. This discussion is intended to get input from the members of the City Council to inform the vision plan. Ultimately, the City Council will be asked to formally adopt the completed plan, but their input is sought in its development as well.

Relevant City Strategic Plan Goal(s): Goal 3: Establish a shared community vision for Cornelius.

Background: The purpose of the Cornelius 2045 Community Vision effort is to gather our community to envision the future, 20+ years from now, so we can galvanize around goals and actions that will lead us to our shared vision. Our community has grown significantly over the past several years, and will continue to grow and evolve, making this effort timely and important. Our shared vision and actions will guide our decisions so that we will achieve our desired future. The Cornelius 2045 Community Vision will also be the foundation to several other important future planning efforts, including a community partner-led Action Plan, Comprehensive Plan Update, and a Parks Master Plan.

As part of the community engagement, *community conversations* provide tools and guidance for anyone involved in the community to gather input for the visioning effort. A Cornelius Community Vision Committee (CVC) has been established to guide and encourage this work. This work session is intended to gather input from members of the City Council.

More information can be found at the project website: www.cornelius-vision.squarespace.com.

For this community conversation, a community profile and guiding questions are included as a way to get City Councilors to think about the visioning engagement. City staff will facilitate the conversation during the work session.

Cost: Staff time.

Exhibits: Cornelius Community Visioning Profile
Cornelius 2045 Community Visioning Guiding Questions



Our Community Profile

Cornelius Vision 2040 will bring community aspirations and values together to create an inspiring shared image of the future that both guides and unites the community as the City continues to grow. It will work as the foundation to a variety of future planning efforts such as the Vision Implementation Plan, the Comprehensive Plan Update, and the Parks Master Plan.

Our Population

Cornelius is expected to have significant growth over the next 20 years, with an annual growth rate of 5.15%. By 2040 Cornelius is expected to grow to over 40,000 residents.



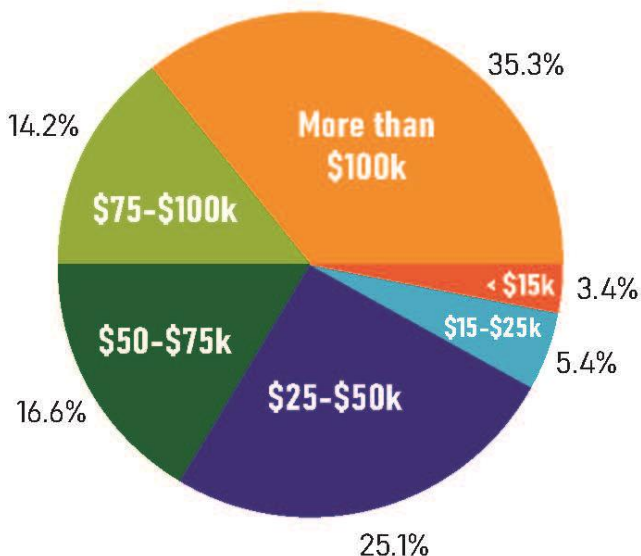
Our Languages

In Cornelius 46.0 percent of the population speaks Spanish, which is significantly higher compared to Washington County (11.6%).



Our Earnings

The median household income in Cornelius is \$72,917 per year, which is lower than the median household income for Washington County at \$92,025 per year.



Our Parks

Cornelius currently has approximately double the parks today than identified within the 2009 Parks Master Plan. Parks such as 7th Avenue Park, Greystone Park, and Hummingbird Park are just some of the 12 new parks added since 2009.



Our Jobs

Most employees work for private companies (81.2%) in Cornelius. The highest employment sector in Cornelius is manufacturing. Other leading employment sectors include education services, healthcare, and social services as well as retail trade.



Our Homes

Renters make up about one quarter of residents in Cornelius, with the median gross rent over the 2017-2021 period being \$1,384. Homeowners make up a higher percentage of residents (74.3%), with the average housing value ranging between \$300,000 and \$499,999 for the 2017-2021 period.



Jobs to Housing Ratio

Cornelius currently has a low jobs-to-housing ratio, there are 2,875 jobs in Cornelius and an estimated 3,537 households in Cornelius.

0.8 Jobs per Household

64.8% Employment Rate

Our Commute

Commuting times take **an average of 29 minutes** for commuters, with most driving to work alone. Others carpool, take public transportation, walk, or work from home. About 0.6% of workers use other means of travel.



Avg. Commute

29 Min

5650

people in Cornelius and work elsewhere

350

people live and work in Cornelius

2525

people work in Cornelius and live elsewhere

Sources

Niche- School Districts in Cornelius (<https://www.niche.com/k12/search/best-school-districts/t/cornelius-washington-or/>)

U.S. Census Bureau, American Community Survey 2017-2021 5-Year Estimates

Cornelius Gazette- Events (<https://www.corneliusor.gov/community/page/august-2023>)

City of Cornelius 2020 Housing Needs Assessment

City of Cornelius- Park Locations & Amenities (<https://www.corneliusor.gov/parksites>)



Community Visioning Questions

Oregon was one of the first places in the United States to pioneer community-based visioning. Visioning has broadly become an important foundation to local community planning, and a tool to help communities better manage complex change.

A comprehensive visioning process begins with questions that draw out how people view their community, and ultimately what they desire for their community's future. The following questions will guide a community conversation with City Council. Please read through them in advance in order to prepare for the discussion.

- Why did you choose to live or work in Cornelius?
- What makes Cornelius special today?
- What should we strive to preserve or enhance?
 - o What is being done well? What are our most cherished attributes? What should we celebrate? Where do you spend time in the community? What is being done well? What makes you proud of Cornelius?
- What about Cornelius would you like to change in the future, what can improve?
 - o What should we be sure to consider as we look forward 20 years?
 - o What causes you concern about the future of Cornelius?
 - o How has Cornelius changed over the past 5, 10, 15 years? What changes have been good, which ones not so good?
- What people, groups, or communities should we contact to make this an inclusive process?
- In what ways would you like to participate in this process?
 - o Attend public meetings
 - o Online surveys
 - o Social media
 - o Updates through school, place of worship, or other venue
 - o Email
 - o Project website
 - o Other

City of Cornelius Agenda Report

To: City Council
From: Peter Brandom, City Manager
Date: January 2, 2024
Subject: Resolution No. 2024-01 Authorizing an Application to the Tualatin Soil and Water Conservation District (TSWCD) Tualatin Watershed Improvement Grant (TWIG)



Summary: The City has developed a management plan for Ash trees in the public right-of-way or on City property. The plan is supported by the Oregon Department of Forestry and is in response to the Emerald Ash Borer (EAB) beetle's arrival in Oregon. The proposed resolution would allow City staff to apply for grant funding to defray the cost of treating Ash trees before they are adversely impacted by the EAB.

Previous Council Action: None.

Relevant City Strategic Plan Goal(s): Goal 4: Ensure safety for all community members.

Background: City staff have been supported by the Oregon Department of Forestry in assessing and developing a plan to respond to the Emerald Ash Borer (EAB) beetle, which first appeared in Oregon in 2021 and will significantly impact Ash trees in the community. In time, all Ash trees will die from the impacts, if not treated. Ash trees are a significant part of the community tree canopy. Tree mortality also increases the risk of property or life damage from impacted trees.

Cost: Staff time to apply for a \$5,000 grant. Total estimated cost to treat all identified trees in the right-of-way is \$12,000 in 2024, with subsequent treatments needed every two years.

Advisory Committee Recommendation: Not applicable.

Staff Recommendation: Authorize the City to apply for the TWIG grant.

Proposed Motion: Consent Agenda

I make a motion to approve Resolution No. 2024-01, A RESOLUTION AUTHORIZING THE CITY OF CORNELIUS TO APPLY FOR THE TUALATIN SOIL AND WATER CONSERVATION DISTRICT TUALATIN WATERSHED IMPROVEMENT (TWIG) GRANT and this action takes effect immediately.

Exhibits: Resolution No. 2024-01

RESOLUTION NO. 2024-01

A RESOLUTION AUTHORIZING THE CITY OF CORNELIUS TO APPLY FOR THE TUALATIN SOIL AND WATER CONSERVATION DISTRICT (TSWCD) TUALATIN WATERSHED IMPROVEMENT GRANT (TWIG)

WHEREAS, the Emerald Ash Borer (EAB) beetle is an invasive insect that will, based on its impacts in other parts of the United States, kill or otherwise impact Ash trees in Cornelius; and

WHEREAS, City staff are working with the State Department of Forestry and other partners to respond to impacts from the EAB Beetle through development of a tree management plan; and

WHEREAS, the most important near term action is to treat Ash trees on City property or in the public right-of-way to reduce the chance that they will die; and

WHEREAS, the City and its partners have identified trees in the City’s right-of-way to be treated near term, starting in 2024; and

WHEREAS, the TSWCD provides local grant funding to support local projects that benefit native plants, pollinators, waterways and rainwater management; and

WHEREAS, the other primary response to impacts from the EAB will be removal, far more costly than treatment; and

WHEREAS, treatment prevents tree mortality in most cases, which helps to preserve mature tree canopy and the benefits that it brings to the community.

NOW, THEREFORE, BE IT RESOLVED BY THE CORNELIUS CITY COUNCIL AS FOLLOWS:

Section 1. The Cornelius City Council, authorizes the City staff to apply for the Tualatin Soil and Water Conservation District TWIG grant.

Section 2. This resolution is effective immediately upon its enactment.

INTRODUCED AND APPROVED by the Cornelius City Council at their regular meeting this 2nd day of January 2024.

City of Cornelius, Oregon

By: _____
Jeffrey C. Dalin, Mayor

Attest: _____
Debby Roth, MMC, City Recorder

City of Cornelius Agenda Report

To: Mayor and City Council
From: Peter Brandom, City Manager
Date: January 2, 2024
Subject: Strategic Plan Implementation Status Update



Summary: This memo is to provide an update on implementation of the City Strategic Plan, which was adopted by City Council May 1, 2023. The update is part of a regular implementation process to ensure that staff are accountable to implement the Plan.

Previous Council Action: Resolution 2023-12 to adopt the two-year Strategic Plan was approved by City Council on May 1, 2023.

Relevant City Strategic Plan Goal(s): Not applicable since this action is an update on Strategic Plan implementation.

Background: The Cornelius City Council adopted the current two-year City Strategic Plan on May 1, 2023, via resolution 2023-12. The Plan contains six goals, and a total of 23 actions. Staff have designed process to ensure that the Plan goals are at the forefront of the City's business, including discussion of actions at weekly Senior Leadership Team meetings, a dedicated section on Council Agenda Reports to connect policy, funding and program decisions to the Plan, and regular implementation status updates to City Council. The goal is to update City Council at a minimum twice per year on implementation status.

The following table provides a status update for all Strategic Plan actions. In summary, of the 23 actions, 21 (91%) are currently either Started or Completed/Ongoing (up from 16 last July), and 2 (9%) are Not Started or Under Development (down from 7 last July).

| <i>Communications and Community Engagement</i> | | | | | | |
|--|---|-------------------|---|------------------------|--------------------------|-----------------|
| Goal 1: Enhance the City's communication and engagement to be more representative and equitable | | Status | Short Description of Status, Action Plan | Lead Department | Responsible Staff | Timeline |
| Action 1.1 | Evaluate current community events and identify opportunities to revamp and diversify events and activities | Completed/Ongoing | Some minor changes were made to the 2023 event schedule. With our new Communications and Community Engagement Manager on board, we have begun to discuss ways to further diversify City events, starting in 2024. | Senior Leadership Team | Peter Brandom | 1-2 yrs |
| Action 1.2 | Develop partnerships to support events and to increase engagement | Started | We have discussed with existing partners ways to engage further in diversifying events and activities. These include Centro Cultural, Forest Grove School District, and City of Forest Grove. | Senior Leadership Team | Peter Brandom | Ongoing |
| Action 1.3 | Develop a communication and engagement strategy to ensure that all residents have equal and equitable access to engagement and business with the City | Started | The new Communications and Community Engagement Manager is developing the approach to create the Strategy. This work will be contracted in early 2024. | Administration | Peter Brandom | 1-2 yrs |

| <i>Efficient, Engaged, and Responsive Organization</i> | | | | | | |
|--|---|---------------|---|------------------------|--------------------------|-----------------|
| Goal 2: Increase connectivity and engagement and improve culture within the City organization | | Status | Short Description of Status, Action Plan | Lead Department | Responsible Staff | Timeline |
| Action 2.1 | Conduct more outreach to attract staff and volunteers that reflect the diversity of the community | Started | We plan to establish some data on employee and volunteer diversity, and build our efforts around that data. | Administration | Peter Brandom | 1-2 yrs |

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|-------------------|---|--|-------------------|--|------------------------|---------------|---------|
| Action 2.2 | Identify and evaluate tools and technology that support effective staff connectivity and engagement | | Started | Internal communications and engagement will be part of the Goal 1 Communications Strategy that will be developed next year. | Senior Leadership Team | Peter Brandom | Ongoing |
| Action 2.3 | Conduct employee engagement to define customer service expectations and to develop strategies to enhance our organizational culture | | Under Development | Employee engagement is part of the communications planning that is underway and will be formalized in a plan next year. | Administration | Peter Brandom | 1-2 yrs |
| Action 2.4 | Develop a succession strategy for the City's Senior Leadership Team | | Started | Succession, including opportunity for internal upward mobility within the organization, is a focus for the City leadership team, and is a primary consideration in all hiring processes; ultimately, this may lead to a more formal strategy, or it may be implemented and tracked less formally. Key near- to mid-term leadership positions requiring succession strategy include the Public Works Director, City Engineer, and City Recorder. | Administration | Peter Brandom | 1-2 yrs |
| Action 2.5 | Continue governance discussion through the Fire Task Force regarding fire service changes | | Completed/Ongoing | The Task Force met in May 2023. It was decided that the next meeting would occur after the November election and Cornelius and Cornelius Rural District replacement levy measures. The next meeting will take place in January 2024 and will provide an opportunity for both those agencies to discuss their successful levy measures and next steps. | Fire, Administration | Jim Geering | 1-2 yrs |
| Action 2.6 | Establish sustainable funding and organizational structure for Cornelius Fire Department | | Completed/Ongoing | A study of Cornelius Fire Department funding and operations was completed in summer 2023; this led to the replacement levy measure, which passed in November 2023. Next steps include an assessment of organizational structure and plans with the new revenue from the levy. | Administration, Fire | Peter Brandom | 3-4 yrs |

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| Action 2.7 | Develop recreational facilities, programming, and related partnerships | | Started | A Parks Master Plan is in the works and will include consideration of new facilities (e.g., community requested skate park, cricket pitch, Community and Recreation Center with a public plaza for the Cornelius Farmers' Market). Staff are beginning a concept planning process, to be completed in Spring 2024, which will inform fundraising for acquisition of the Cornelius Elementary School building for development of a Cornelius Community and Recreation Center. | Community Development, Public Works | Barbara Fryer | 3-4 yrs |
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| <i>Community Vision</i> | | | | | | | |
| Goal 3: Establish a shared community vision for Cornelius | | | Status | Short Description of Status, Action Plan | Lead Department | Responsible Staff | Timeline |
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| Action 3.1 | Develop a 20-year community Vision Plan | | Started | The Cornelius Community Vision Plan effort began in summer 2023 and is expected to be completed in summer 2024. | Community Development | Barbara Fryer | 1-2 yrs |

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| <i>Community Safety</i> | | | | | | | |
| Goal 4: Ensure safety for all community members | | | Status | Short Description of Status, Action Plan | Lead Department | Responsible Staff | Timeline |
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| Action 4.1 | Support schools, community partners and community members to reduce crime, violence, graffiti, and other safety problems | | Completed/Ongoing | The Police Department has intentional, direct contact with Cornelius schools through community events and being a familiar face at the schools when there isn't a current incident. The Department attends, organizes and sponsors community meetings and City events to maintain and enhance connectivity with community members. The consistent engagement with the community and partners is in part intended to improve trust, so that community members will call the Police for any issue, big or small. It also allows the Department to spotlight ongoing livability efforts, such as placing cameras in problem areas for graffiti enforcement. | Police | Mitch Coley | Ongoing |
| Action 4.2 | Develop plans to ensure community and organizational resilience to natural and other disasters | | Started | A selection process for a consultant to develop the Emergency Operations Plan (EOP) is underway, anticipated to be complete by mid-January 2024. The estimate for completion of the EOP is May, 2024. The update will include community stakeholders. | Fire, Public Works | Jim Geering | 3-4 yrs |

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| <i>Infrastructure</i> | | | | | | | |
| Goal 5: Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community | | | Status | Short Description of Status, Action Plan | Lead Department | Responsible Staff | Timeline |
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| Action 5.1 | Conduct financial analysis to explore options to support the community's growth demands and City revenues | | Completed/Ongoing | Staff have been assessing both revenues and expenses in order to include actions in the FY 2024-25 budget that prevent out-year expenses from eclipsing revenues, particularly in the general fund. Areas include local and state policy related to property tax revenues, land use advocacy to improve housing/jobs/revenue balance, short term rental policy and revenue, franchise revenues, and general fund expenses. | Administration | Ellie Jones | 1-2 yrs |
| Action 5.2 | Work with local nonprofits to support utility assistance post-pandemic | | Completed/Ongoing | The City canceled its contract with Community Action for disbursement of ARPA funding for low income utility rate support. New options for this program will be discussed with City Council in early 2024. Additionally, utility late fees continue to be waived. | Administration | Ellie Jones | 1-2 yrs |
| Action 5.3 | Evaluate the community's broadband infrastructure and identify needs for future improvements | | Started | Near term, federal rules preclude many opportunities since availability of broadband in Cornelius is solid; staff continue to pursue options to improve affordability and access, working most recently with Washington County's new broadband infrastructure coordinator to identify opportunities with new federal broadband funding. Short term, staff are exploring the potential to connect City facilities to HiLight municipal broadband, which would be a less costly service. | Administration | Peter Brandom | Ongoing |
| Action 5.4 | Develop water source and related infrastructure options | | Started | Staff continue to assess water source diversification options, and recently contracted for an assessment to determine the full suite of options. Demand-side reduction measures, such as reuse water potential, are also being explored. | Administration, Public Works | Peter Brandom | 3-4 yrs |

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|-------------------|--|--|-------------------|---|-------------------------------------|---------------|---------|
| Action 5.5 | Continue to advocate for and work on safety improvement measures on TV Highway east, through and west of Cornelius | | Completed/Ongoing | <p>A new Rapid Flashing Beacon crosswalk is being installed by ODOT at East Lane, slated for completion in early 2024.</p> <p>Staff continue to inform the TV Hwy transit improvement project, which may bring significant improvements long term. Shorter term, flashlights will be distributed to riders of the 57 bus line during winter 2023-24, and staff are conducting a pilot with orange flags at three crossings in Cornelius. If successful and well utilized, additional flag crossings will be deployed along the TV Hwy corridor in and east of Cornelius.</p> | Public Works | Mark Crowell | Ongoing |
| Action 5.6 | Support development of the Council Creek Regional Trail | | Started | Staff continue to work with partners to develop the Council Creek Regional Trail, currently slated for completion in 2028 or 2029. | Community Development | Barbara Fryer | Ongoing |
| Action 5.7 | Expand mobility options (transit, trails, paths) | | Completed/Ongoing | <p>Staff continue to make ADA ramp improvements with summer paving projects as they are typically required as part of the work. Sidewalk connection projects for N 19th & Davis roundabout, S 4th Ave/S 20th Ave, S 12th & Dogwood sidewalk & intersection project, and N 11th Ave-N 14th Ave sidewalk project are scheduled to be completed by June 30, 2024.</p> <p>Work with partners continues on transit improvements, including the County-wide Transit Study and increased GroveLink (Ride Connection) service. Enhanced Ride Connection service work has begun this month and is slated for completion by December 31, 2023.</p> <p>The City is implementing required Climate-Friendly and Equitable Communities (CFEC) elements to increase funding potential for trails and pathways.</p> | Public Works, Community Development | Mark Crowell | 3-4 yrs |

| <i>Community and Economic Development</i> | | | | | | |
|---|---|-------------------|---|---------------------------------------|--------------------------|-----------------|
| Goal 6: Identify community and economic development opportunities to support the community's needs | | Status | Short Description of Status, Action Plan | Lead Department | Responsible Staff | Timeline |
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| Action 6.1 | Use ARPA funds to implement the Cultural District Plan | Not Started | Staff plan to build on the visioning process and the existing Town Center Plan to develop a Cultural District Plan, beginning near the anticipated completion of the Vision Plan in mid-2024. | Community Development | Barbara Fryer | 1-2 yrs |
| Action 6.2 | Develop an Anti-Gentrification and Anti-Displacement Plan | Started | The City successfully secured a grant from Metro to develop the Plan, work will begin in early 2024. | Community Development | Barbara Fryer | 1-2 yrs |
| Action 6.3 | Advocate for addition to the City's industrial and residential land inventory through Urban Growth Boundary (UGB) expansion | Completed/Ongoing | Working with economic development partners in Washington County, staff continue to advocate for new industrial land to come into the Urban Growth Boundary adjacent to Cornelius. Staff also serve on a Metro committee studying buildable lands inventory methodologies in an effort to enhance how Metro considers the needs of smaller cities. | Community Development, Administration | Barbara Fryer | Ongoing |

Cost: Staff time only to assemble the status report.

Advisory Committee Recommendation: Not applicable.

Staff Recommendation: Not applicable.

City of Cornelius Agenda Report

To: Peter Brandom, City Manager
From: Barbara Fryer, Community Development Director
Date: January 2, 2024
Subject: Ordinance No. 2023-05 An Ordinance Amending Section 2.85.060 of the Cornelius Municipal Code to Add Advising the Urban Renewal Agency to the Duties of the Economic Development Commission



Summary: The proposed amendment clarifies the role of the Economic Development Commission in advising the Urban Renewal Agency about projects, changes in the capital improvement program and other matters related to urban renewal.

Previous Council Action: Ordinance 893 established the Economic Development Commission in 2007. Ordinance 2023-01 added qualifications for appointment to the Commission, emphasis on the role of the Commission in policy advocacy and workforce development, added the Commission as advisory to the City Urban Renewal Agency in addition to the Council, and specified how members may be removed from the Commission.

Relevant City Strategic Plan Goal(s): Goal 2: Increase connectivity and engagement and improve culture within the City organization; and Goal 5: Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community.

Background: While the previous ordinance added the Commission as advisory to the City Urban Renewal Agency, the duties were not expanded to explicitly document the role and responsibility of the Commission as advising on projects, the capital improvement program and other matters related to urban renewal. This amendment offers the clarity that will offer guidance to the Commission in the coming years.

Cost: Staff time.

Advisory Committee Recommendation: No recommendations have been sought.

Staff Recommendation: Approve Ordinance No. 2023-05.

Proposed Motion: I make a motion to read by title only for the first reading Ordinance No. 2023-05, AN ORDINANCE AMENDING SECTION 2.85.060 OF THE CORNELIUS MUNICIPAL CODE TO ADD ADVISING THE URBAN RENEWAL AGENCY TO THE DUTIES OF THE ECONOMIC DEVELOPMENT COMMISSION.

Motion: I make a motion to read by title only for the second reading and adoption of Ordinance No. 2023-05, AN ORDINANCE AMENDING SECTION 2.85.060 OF THE CORNELIUS MUNICIPAL CODE TO ADD ADVISING THE URBAN RENEWAL AGENCY TO THE DUTIES OF THE ECONOMIC DEVELOPMENT COMMISSION, and this action takes effect 30 days from adoption.

Roll Call

Exhibit: Ordinance No. 2023-05 and Exhibit A

ORDINANCE NO. 2023-05

AN ORDINANCE AMENDING SECTION 2.85.060 OF THE CORNELIUS MUNICIPAL CODE TO ADD ADVISING THE URBAN RENEWAL AGENCY TO THE DUTIES OF THE ECONOMIC DEVELOPMENT COMMISSION

WHEREAS, in 2007, the City of Cornelius (“City”) established an economic development commission to create an awareness both in the public and private sectors of the city of the need for and the encouragement of effective community and economic development; to encourage cooperation between the public and private sectors of the city and the region to provide an effective community economic development program, and to assist in city policy advocacy relating to community and economic development; and

WHEREAS, in 2019, the City established an urban renewal agency to assist in the elimination of blight in Cornelius; and

WHEREAS, the City recognizes a need for a commission to advise the Urban Renewal Agency with regard to recommending: projects to undertake, changes to project lists, changes to the capital investment program, and all other matters related to urban renewal; and

WHEREAS, the City Council desires to amend CMC Section 2.85.060.

NOW, THEREFORE, THE CITY OF CORNELIUS ORDAINS AS FOLLOWS:

Section 1. The City Council amends the Code and adopts the changes as set forth in the attached Exhibit A.

Section 2. This Ordinance shall take effect on the 30th day after its adoption.

PRESENTED and approved for a first reading by a 4-1 vote at the regular meeting of the Cornelius City Council on December 4, 2023.

Presented for a second reading at the regular meeting of the Cornelius City Council on January 2, 2024. Roll call:

CITY OF CORNELIUS, OREGON

By: _____
Jeffery C. Dalin, Mayor

Attest: _____
Debby Roth, City Recorder

2.85.060 Purpose and duties.

(A) The purposes for the creation and continued existence of the commission are:

(1) To create an awareness both in the public and private sectors of the city of the need for and the encouragement of effective community and economic development.

(2) To encourage cooperation between the public and private sectors of the city and the region to provide an effective community economic development program, the goals of which shall include, but not be limited to:

(a) The upgrading and physical renewal of housing facilities, neighborhood and business area;

(b) The attraction to the city and its environs not only of new job-producing businesses and enterprises, but the retention and enlargement of existing ones;

(c) To seek and obtain cooperation between the public and private sectors of the community and achievement of the purposes and goals outlined herein;

(d) Increasing the job and entrepreneurial skills of Cornelius residents, including, but not limited to, workforce development opportunities;

(e) To serve in an advisory capacity to the council, the Cornelius urban renewal agency, and the various departments which deal with development programs, particularly as to long-range programs which affect the economic interests of the city and its inhabitants.

(3) To assist in city policy advocacy relating to community and economic development.

(B) The duties and responsibilities of the commission shall include but not be limited to the following:

(1) Evaluate the city's existing programs and improvement projects and make recommendations to the council and the city manager for the continuance, discontinuance or modification of the same.

(2) Receive input from the general public regarding the economic betterment and improvement of the city and make reports and recommendations thereof to the council and city manager.

(3) Recommend to the council and the city manager ways and means for improving the economic betterment and improvement of the city.

(4) Seek to develop, collaborate with and coordinate close communications and relationships between the city government, chamber of commerce, private businesses and industries, neighboring cities, regional/state economic development agencies and interested citizens regarding the economic betterment and improvement.

(5) When directed by the council and within the resources available to the commission, carry on a comprehensive program of economic betterment and improvement. The economic development commission members shall have no authority to make any direct expenditure

on behalf of the city or obligate the city for payment of any sums of money except as expressly authorized. However, they will make recommendations to city council from time to time regarding expenditures and/or obligations.

(6) Advocate on behalf of new and existing city policies relating to community and economic development.

(7) Serve as the Urban Renewal Advisory Committee by making recommendations to the Urban Renewal Agency regarding projects to undertake, changes to project lists, changes to the capital investment program, and all other matters related to urban renewal in the city.

(C) The board shall not direct personnel nor investigate complaints regarding performance of personnel. [Ord. 893 § 1 (Exh. A), 2007; Code 2000 § 2.980; Ord. 2023-01 § 1 (Exh. A), 2023.]

City of Cornelius Agenda Report

To: Peter Brandom, City Manager
From: Ellie Jones, Assistant City Manager
Date: January 2, 2024
Subject: Resolution No. 2024-02, Stationary Air Compressor Purchase



Summary: The City needs to replace the Stationary Air Compressor used to fill oxygen tanks for the Fire Department. This item is currently in the CIP and grant funds are available for the purchase, ahead of schedule. This is needed since the compressor is not operable. A quote was obtained through NPPGov, an agency that offers publicly solicited contracts to government agencies nationwide. The equipment will be purchased from SeaWestern.

Previous Council Action: This purchase was approved in the FY2024 budget utilizing \$130,000 of ARPA funds to cover the expense.

Relevant City Strategic Plan Goal(s): Goal 5: Develop necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community.

Background: The existing air compressor system is 8 years old and remains broken and out of service. Repairs have purposely not been made to the compressor due the fact that new, grant-funded breathing air bottles are not compatible with the compressor. Staff recommended the purchase of a new compressor using ARPA funds prior to the scheduled replacement in 2031. Purchase of a new air compressor was expected to cost approximately \$130,000, and the quote came in below the estimated cost.

Cost: \$96,704.00

Advisory Committee Recommendation: None.

Staff Recommendation: Approve Resolution No. 2024-02 as presented by staff.

Proposed Motion: I make a motion that the Cornelius City Council approve Resolution No. 2024-02, A RESOLUTION OF THE CORNELIUS CITY COUNCIL AUTHORIZING THE PURCHASE OF A STATIONARY AIR COMPRESSOR and this action takes effect immediately.

Exhibit: Resolution No. 2024-02 and Exhibit A

RESOLUTION NO. 2024-02

**A RESOLUTION OF THE CORNELIUS CITY COUNCIL AUTHORIZING
THE PURCHASE OF A STATIONARY AIR COMPRESSOR**

WHEREAS, the City is purchasing a new Stationary Air Compressor; and

WHEREAS, this equipment will be purchased from SeaWestern, utilizing the NPPGov contract pricing; and

WHEREAS, NPPGov is an agency that offers publicly solicited contracts to government agencies nationwide; and

WHEREAS, the funding for this purchase is included in the adopted FY2024 budget utilizing ARPA funds.

NOW, THEREFORE, THE CITY OF CORNELIUS RESOLVES AS FOLLOWS:

Section 1. The Cornelius City Council, acting as the Contract Review Board, awards the bid for the Stationary Air Compressor purchase according to the enclosed quote as Exhibit A to SeaWestern and authorizes the City Manager to execute the contract for \$96,704.00 on behalf of the City.

Section 2. This resolution is effective immediately upon its enactment by the City Council.

INTRODUCED AND APPROVED by the Cornelius City Council at their regular meeting this 2nd day of January, 2024.

City of Cornelius, Oregon

By: _____
Jeffrey C. Dalin, Mayor

Attest: _____
Debby Roth, MMC, City Recorder

SeaWestern, Inc

P.O. Box 51,
Kirkland, WA 98083



SEAWESTERN

FIRE FIGHTING EQUIPMENT

Quote

Phone: 425-821-5858
Email: Info@seawestern.com
www.seawestern.com

| | | | | | |
|---|------------------|---|------------|---------------------|------------|
| Bill To: ATTN: ACCOUNTS PAYABLE CITY OF CORNELIUS 1355 N BARLOW STREET CORNELIUS OR 97113 United States | | Ship To: Attn: Matt Johnston FOREST GROVE FIRE AND RESCUE 1355 N BARLOW STREET CORNELIUS, OR 97113 | | Date | 11/10/2023 |
| | | | | Customer No. | 10154 |
| | | | | Quote No. | QUO19002 |
| | | | | Sales Rep | |
| | | | | Jana Pagh | |
| Expires | Attention | Delivery | FOB | | |
| 12/10/2023 | Kevin Ritcheson | | | | |

| Qty | Unit | Part Number | Description | Unit Price | Extended Price |
|-----|------|------------------------------------|--|------------|----------------|
| 1 | EA | BAU UN 4S/25H-E3 | Bauer Unicus 4 25H-E3 Compressor System Includes: 20 HP, Three Phase Motor, 25 CFM, Five Stage Compressor, Securus P-5 Purification System, Three Position Fill Station, Cascade Controls and Gauges for Four Storage Positions and Two ASME 6000 PSI Cylinders with Valve | 76,196.70 | 76,196.70 |
| 1 | EA | CO Monitor | Bauer Electronic Carbon Monoxide Monitor with Calibration Kit for Unicus Compressor | 3,897.90 | 3,897.90 |
| 2 | EA | ASME 6000 Cylinder | Bauer Unicus Additional ASME 6000 PSI Storage Cylinders | 4,410.00 | 8,820.00 |
| 1 | EA | BAU /RF/REG | Bauer Optional Accessories: Remote fill hose connection including bulkhead fitting, adjustable regulator for up to 6000 psig service, gauge, isolation valve, and quick connect/disconnect | 1,544.40 | 1,544.40 |
| 1 | | Shipping | Freight for Compressor System ***SHIPPING IS ONLY AN ESTIMATE*** | 4,000.00 | 4,000.00 |
| 1 | EA | Cabinet Compressor Installation | SeaWestern Set-up of Compressor System at Department Includes: Connection of Departments Existing High-Pressure Cylinders into New System and Start-Up of Compressor. | 995.00 | 995.00 |
| 1 | EA | AK Cabinet Compressor Installation | SeaWestern Set-up of Compressor System at Department Includes: Connection of Departments Existing High-Pressure Cylinders into New System and Start-Up of Compressor. Department Responsible for Unloading and Placement of Compressor System and Placement of Existing Storage Cylinders into Compressor Cabinet. Department Responsible for the Electrical Connection of the Compressor System. SeaWestern will Provide Factory Training on Operation and Function of Compressor System for Department Personnel. Pricing per NPPGov contract PS20095 | 1,250.00 | 1,250.00 |

Total \$96,704.00

*Pricing valid for above listed quantities
Restocking fee up to 25% will apply on any non-stock merchandise
Returns within 30 days of receipt
Custom orders are non-cancellable, non-returnable
Unless otherwise noted, pricing does not include shipping.
Orders over \$2500 paid by credit card will have a 3% processing fee applied.*

City of Cornelius Agenda Report

To: Peter Brandom, City Manager
From: Barbara Fryer, Community Development Director
Date: January 2, 2024
Subject: Resolution No. 2024-03: Statutory Warranty Deed Laurel Woods Phase 10 Tract MM



Summary: Resolution 2024-03 authorizes the City to accept the statutory warranty deed for Tract MM of the Laurel Woods Phase 10 final plat.

Previous Council Action: None.

Relevant City Strategic Plan Goal(s): Not applicable.

Background: The Laurel Woods subdivision consists of 11 (12 with Sedghi Estates) development phases to be constructed over 5-7 years. The final plat for Laurel Woods 10 has been approved by the Community Development Director. While dedication of rights-of-way and public easements may be done through the final platting process, the Washington County Surveyor requires a separate deed for conveyance of any tracts to the City. This Resolution indicates the City Council's acceptance of the statutory warranty deed for Tract MM, which will be used for public pedestrian and bicycle access, as conditioned through approved Land Use File.

Cost: Following a one-year maintenance period, the Cornelius Public Works Department will be responsible for the upkeep and maintenance of the public tract into the future.

Advisory Committee Recommendation: Not applicable.

Staff Recommendation: Approve resolution No. 2024-03 to accept the statutory warranty deed for Tract MM of Laurel Woods Phase 10.

Proposed Motion: I make a motion that the Cornelius City Council approve Resolution No. 2024-03, A RESOLUTION OF THE CORNELIUS CITY COUNCIL ACCEPTING THE STATUTORY WARRANTY DEED FOR CONVEYANCE OF TRACT MM OF LAUREL WOODS PHASE 10 TO THE CITY OF CORNELIUS and this action takes effect immediately.

Exhibits: 1: Final Plat overview map of Laurel Woods Phase 10
2: Statutory Warranty Deed for Tract MM of Laurel Woods Phase 10

RESOLUTION NO. 2024-03

**A RESOLUTION ACCEPTING THE STATUTORY WARRANTY DEED FOR
CONVEYANCE OF TRACT MM OF LAUREL WOODS PHASE 10 TO THE CITY OF
CORNELIUS**

WHEREAS, the Cornelius Planning Commission approved the Laurel Woods planned unit development and preliminary subdivision plat through Land Use File No. CUP/PUD-03-16 and SUB-03-16; and

WHEREAS, the Laurel Woods Phase 10 final plat has been approved by the Cornelius Community Development Director and will be recorded with Washington County; and

WHEREAS, Tract MM of the Laurel Woods Phase 10 final plat is intended to be conveyed to the City of Cornelius for various public purposes; and

WHEREAS, the Washington County Surveyor's office requires a separate instrument to convey property to the City; and

WHEREAS, Laurelwood Development, LLC, the property owner, has prepared a statutory warranty deed to convey Tract MM to the City of Cornelius; and

WHEREAS, following acceptance by the City Council, the statutory warranty deed shall be signed and recorded with Washington County.

**NOW THEREFORE, BE IT RESOLVED BY THE CORNELIUS CITY COUNCIL AS
FOLLOWS:**

Section 1. The City Council hereby accepts the statutory warranty deed conveying Tract MM of Laurel Woods Phase 10 (as shown in Exhibit 1) to the City of Cornelius, and authorizes the City Manager to sign the statutory warranty deed.

Section 2. Following recordation at Washington County, Laurelwood Development, LLC shall furnish a signed copy of the recorded deed to the City of Cornelius.

Section 3. This resolution is effective immediately upon its enactment by the City Council.

INTRODUCED AND APPROVED by the Cornelius City Council at their regular meeting this 2nd day of January, 2024.

City of Cornelius, Oregon

Attest:

By: _____
Jeffrey C. Dalin, Mayor

By: _____
Debby Roth, MMC, City Recorder

NARRATIVE

THE PURPOSE OF THIS SURVEY IS TO SUBDIVIDE A PORTION OF THAT TRACT OF LAND DESCRIBED IN DOCUMENT NO. 2016-079250 AND A PORTION OF THAT TRACT OF LAND DESCRIBED AS PARCEL II OF DOCUMENT NO. 2019-041969, WASHINGTON COUNTY RECORDS. THE BASIS OF BEARINGS (S87°10'19"E) IS ALONG THE SOUTH LINE OF "LAUREL WOODS NO. 7", WASHINGTON COUNTY PLAT RECORDS. THE LINES OF "LAUREL WOODS NO. 6", "LAUREL WOODS NO. 7" AND "LAUREL WOODS NO. 9" ARE PER SAID PLATS. THE WEST RIGHT-OF-WAY LINE OF SW 345TH AVENUE IS PER SURVEY NO. 33146, WASHINGTON COUNTY SURVEY RECORDS. I HELD ALL MONUMENTS AND DATA FROM SAID PLATS AND SURVEY.

LAUREL WOODS NO. 10

A REPLAT OF LOTS 17-18 AND PORTIONS OF LOTS 8-11 AND 16, "RIVERSIDE ACRES",
 LOCATED IN THE SE1/4 OF SECTION 3, T.1S., R.3W., W.M.,
 CITY OF CORNELIUS, WASHINGTON COUNTY, OREGON
 DATE: NOVEMBER 16, 2023

RECORDED AS DOCUMENT NO. _____

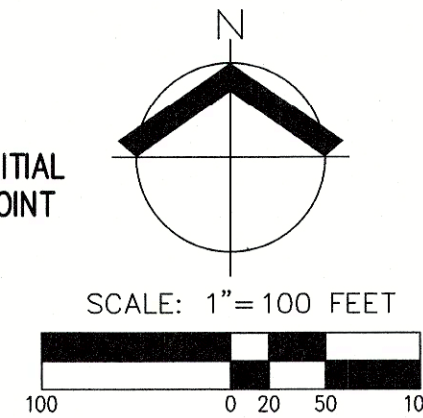
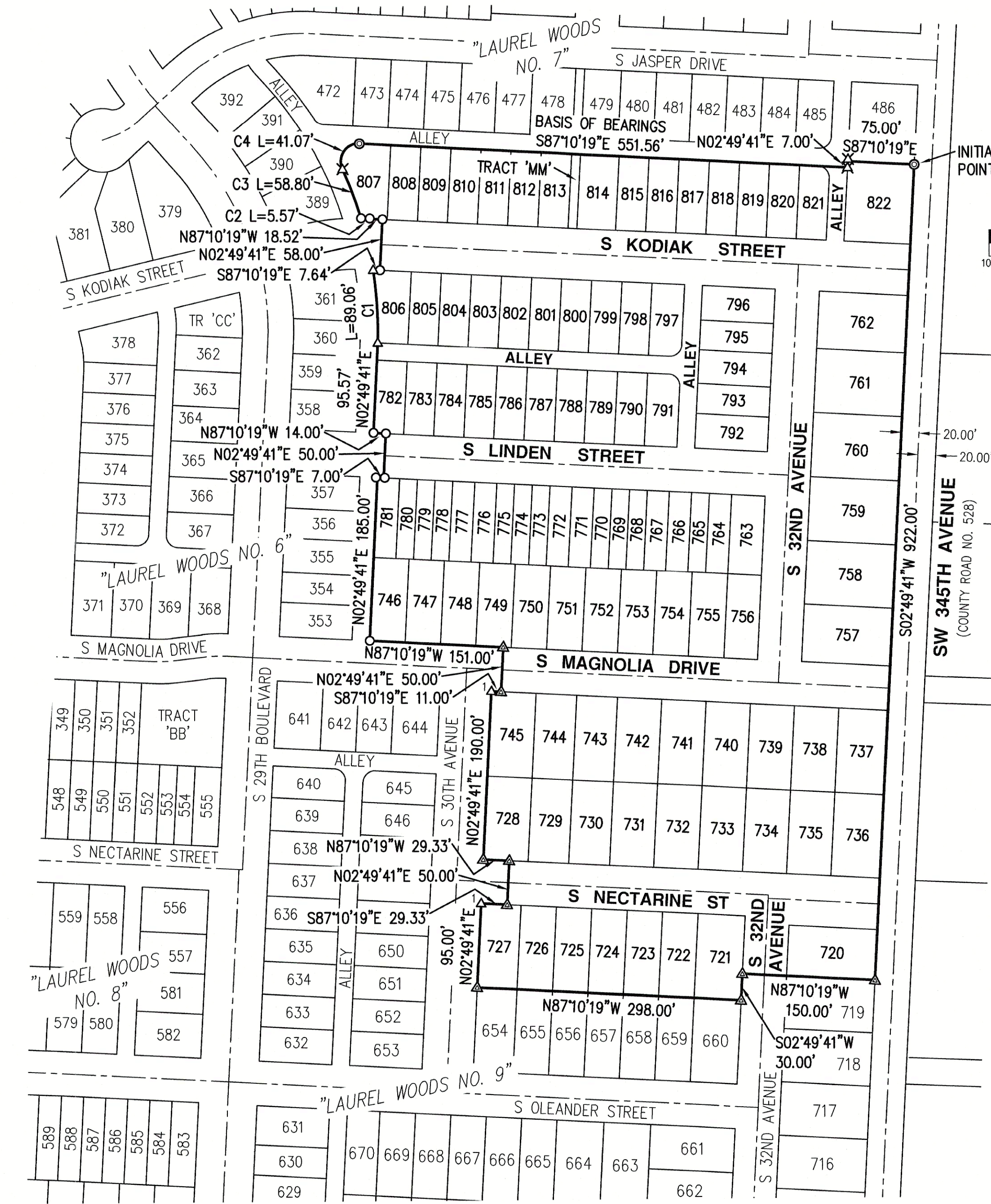
SHEET 1 OF 5

LEGEND

- FOUND 5/8" IRON ROD WITH YELLOW PLASTIC CAP INSCRIBED "AKS ENGR." PER "LAUREL WOODS NO. 6"
- △ FOUND 1-1/8" COPPER DISC INSCRIBED "AKS ENGR." PER "LAUREL WOODS NO. 6"
- ⊙ FOUND 5/8" IRON ROD WITH YELLOW PLASTIC CAP INSCRIBED "AKS ENGR." PER "LAUREL WOODS NO. 7"
- ✕ FOUND 1-1/8" COPPER DISC INSCRIBED "AKS ENGR." PER "LAUREL WOODS NO. 7"
- ▲ FOUND 5/8" IRON ROD WITH YELLOW PLASTIC CAP INSCRIBED "AKS ENGR." PER "LAUREL WOODS NO. 9"
- 1△ FOUND 1-1/8" COPPER DISC INSCRIBED "AKS ENGR." PER "LAUREL WOODS NO. 9"

SHEET INDEX

- SHEET 1 - PLAT BOUNDARY, NARRATIVE, SHEET 1 CURVE DATA, SURVEYOR'S CERTIFICATE
- SHEET 2 - LOTS 760-762, 782-822, TRACT 'MM', SHEET 2 CURVE DATA, PLAT NOTES
- SHEET 3 - LOTS 728-759, 763-781
- SHEET 4 - LOTS 720-727, EASEMENT DETAILS, DETAIL CURVE DATA
- SHEET 5 - DECLARATION, ACKNOWLEDGMENT, APPROVALS, REMAINING CORNER MONUMENTATION



SURVEYOR'S CERTIFICATE

I, GARY E. PAUL, HEREBY SAY THAT I HAVE CORRECTLY SURVEYED AND MARKED WITH PROPER MONUMENTS, THE LANDS REPRESENTED ON THE ANNEXED MAP OF "LAUREL WOODS NO. 10", SITUATED IN THE SOUTHEAST ONE-QUARTER OF SECTION 3, TOWNSHIP 1 SOUTH, RANGE 3 WEST, WILLAMETTE MERIDIAN, CITY OF CORNELIUS, WASHINGTON COUNTY, OREGON, THAT AT THE INITIAL POINT OF SAID SURVEY I FOUND A 5/8-INCH IRON ROD WITH A YELLOW PLASTIC CAP MARKED "AKS ENGR." AT THE SOUTHEAST CORNER OF LOT 486, "LAUREL WOODS NO. 7", RECORDED AS DOCUMENT NO. 2021-001288, WASHINGTON COUNTY RECORDS, SAID POINT ALSO BEING ON THE WEST RIGHT-OF-WAY LINE OF SW 345TH AVENUE, COUNTY ROAD NO. 528 (20.00 FEET FROM CENTERLINE); THENCE SOUTH 02°49'41" WEST ALONG SAID WEST RIGHT-OF-WAY LINE, 922.00 FEET TO THE NORTHEAST CORNER OF LOT 719, "LAUREL WOODS NO. 9", RECORDED AS DOCUMENT NO. 2023-022982, WASHINGTON COUNTY RECORDS; THENCE TRACING THE BOUNDARY OF SAID "LAUREL WOODS NO. 9" ALONG THE FOLLOWING COURSES: NORTH 87°10'19" WEST, 150.00 FEET; THENCE SOUTH 02°49'41" WEST, 30.00 FEET; THENCE NORTH 87°10'19" WEST, 298.00 FEET; THENCE NORTH 02°49'41" EAST, 95.00 FEET; THENCE SOUTH 87°10'19" EAST, 29.33 FEET; THENCE NORTH 02°49'41" EAST, 50.00 FEET; THENCE NORTH 87°10'19" WEST, 29.33 FEET; THENCE NORTH 02°49'41" EAST, 190.00 FEET; THENCE SOUTH 87°10'19" EAST, 11.00 FEET; THENCE NORTH 02°49'41" EAST, 50.00 FEET; THENCE NORTH 87°10'19" WEST ALONG THE BOUNDARY OF SAID "LAUREL WOODS NO. 9" AND THE BOUNDARY OF "LAUREL WOODS NO. 6", RECORDED AS DOCUMENT NO. 2020-105097, WASHINGTON COUNTY RECORDS, 151.00 FEET; THENCE TRACING THE BOUNDARY OF SAID "LAUREL WOODS NO. 6" ALONG THE FOLLOWING COURSES: NORTH 02°49'41" EAST, 185.00 FEET; THENCE SOUTH 87°10'19" EAST, 7.00 FEET; THENCE NORTH 02°49'41" EAST, 50.00 FEET; THENCE NORTH 87°10'19" WEST, 14.00 FEET; THENCE NORTH 02°49'41" EAST, 95.57 FEET TO A POINT OF CURVE LEFT OF A 431.00 FOOT RADIUS CURVE; THENCE ALONG THE ARC OF SAID CURVE LEFT THROUGH A CENTRAL ANGLE OF 11°50'21", 89.06 FEET (CHORD BEARS NORTH 03°05'29" WEST, 88.90 FEET); THENCE SOUTH 87°10'19" EAST, 7.64 FEET; THENCE NORTH 02°49'41" EAST, 58.00 FEET; THENCE NORTH 87°10'19" WEST, 18.52 FEET TO A POINT OF A CURVE LEFT OF A 252.00 FOOT RADIUS CURVE; THENCE ALONG THE ARC OF SAID CURVE LEFT THROUGH A CENTRAL ANGLE OF 1°15'56", 5.57 FEET (CHORD BEARS NORTH 87°48'17" WEST, 5.57 FEET) TO A POINT OF NON-TANGENT CURVATURE; THENCE NORTHWESTERLY ALONG THE ARC OF A 430.55 FOOT RADIUS CURVE LEFT (THE RADIUS POINT OF WHICH BEARS SOUTH 72°59'22" WEST) THROUGH A CENTRAL ANGLE OF 7°49'28", 58.80 FEET (CHORD BEARS NORTH 20°55'22" WEST, 58.75 FEET) TO A POINT OF CURVE RIGHT OF A 20.00 FOOT RADIUS CURVE AND THE SOUTHWEST CORNER OF SAID "LAUREL WOODS NO. 7"; THENCE TRACING THE BOUNDARY OF SAID "LAUREL WOODS NO. 7" ALONG THE FOLLOWING COURSES: ON THE ARC OF SAID CURVE RIGHT THROUGH A CENTRAL ANGLE OF 117°39'47", 41.07 FEET (CHORD BEARS NORTH 33°59'48" EAST, 34.23 FEET); THENCE SOUTH 87°10'19" EAST, 551.56 FEET; THENCE NORTH 02°49'41" EAST, 7.00 FEET; THENCE SOUTH 87°10'19" EAST, 75.00 FEET TO THE INITIAL POINT. CONTAINS 11.512 ACRES, MORE OR LESS.

AS PER O.R.S. 92.070(2), I ALSO CERTIFY THAT THE POST MONUMENTATION OF THE REMAINING MONUMENTS IN THIS SUBDIVISION WILL BE ACCOMPLISHED WITHIN 90 CALENDAR DAYS FOLLOWING THE COMPLETION OF PAVING IMPROVEMENTS OR ONE YEAR FOLLOWING THE ORIGINAL PLAT RECORDATION, WHICHEVER COMES FIRST, IN ACCORDANCE WITH O.R.S. 92.060.

GARY E. PAUL
 REGISTERED PROFESSIONAL LAND SURVEYOR NO. 2698

REGISTERED PROFESSIONAL LAND SURVEYOR

PREPARED FOR
 LAURELWOOD DEVELOPMENT, LLC
 P.O. BOX 61426
 VANCOUVER, WA 98666

PREPARED FOR
 LAURELWOOD DEVELOPMENT, LLC
 P.O. BOX 61426
 VANCOUVER, WA 98666

RENEWS 12/31/2024

| SHEET 1 CURVE DATA | | | | |
|--------------------|---------|------------|--------|--------------------|
| CURVE | RADIUS | DELTA | LENGTH | CHORD |
| C1 | 431.00' | 11°50'21" | 89.06' | N03°05'29"W 88.90' |
| C2 | 252.00' | 1°15'56" | 5.57' | N87°48'17"W 5.57' |
| C3 | 430.55' | 7°49'28" | 58.80' | N20°55'22"W 58.75' |
| C4 | 20.00' | 117°39'47" | 41.07' | N33°59'48"E 34.23' |

| | |
|--------------|----------------|
| JOB NAME: | LAUREL WOODS |
| JOB NUMBER: | 4636 |
| DRAWN BY: | HDS |
| CHECKED BY: | GEP |
| DRAWING NO.: | 4636 PH10 PLAT |

AKS ENGINEERING & FORESTRY, LLC
 12965 SW HERMAN RD, STE 100
 TUALATIN, OR 97062
 503.563.6151
 WWW.AKS-ENG.COM



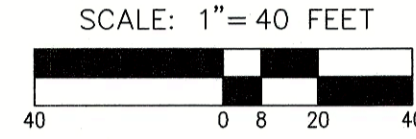
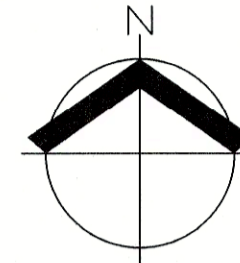
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 FORESTRY · PLANNING · LANDSCAPE ARCHITECTURE

LAUREL WOODS NO. 10

A REPLAT OF LOTS 17-18 AND PORTIONS OF LOTS 8-11 AND 16, "RIVERSIDE ACRES",
 LOCATED IN THE SE1/4 OF SECTION 3, T.1S., R.3W., W.M.,
 CITY OF CORNELIUS, WASHINGTON COUNTY, OREGON
 DATE: NOVEMBER 16, 2023

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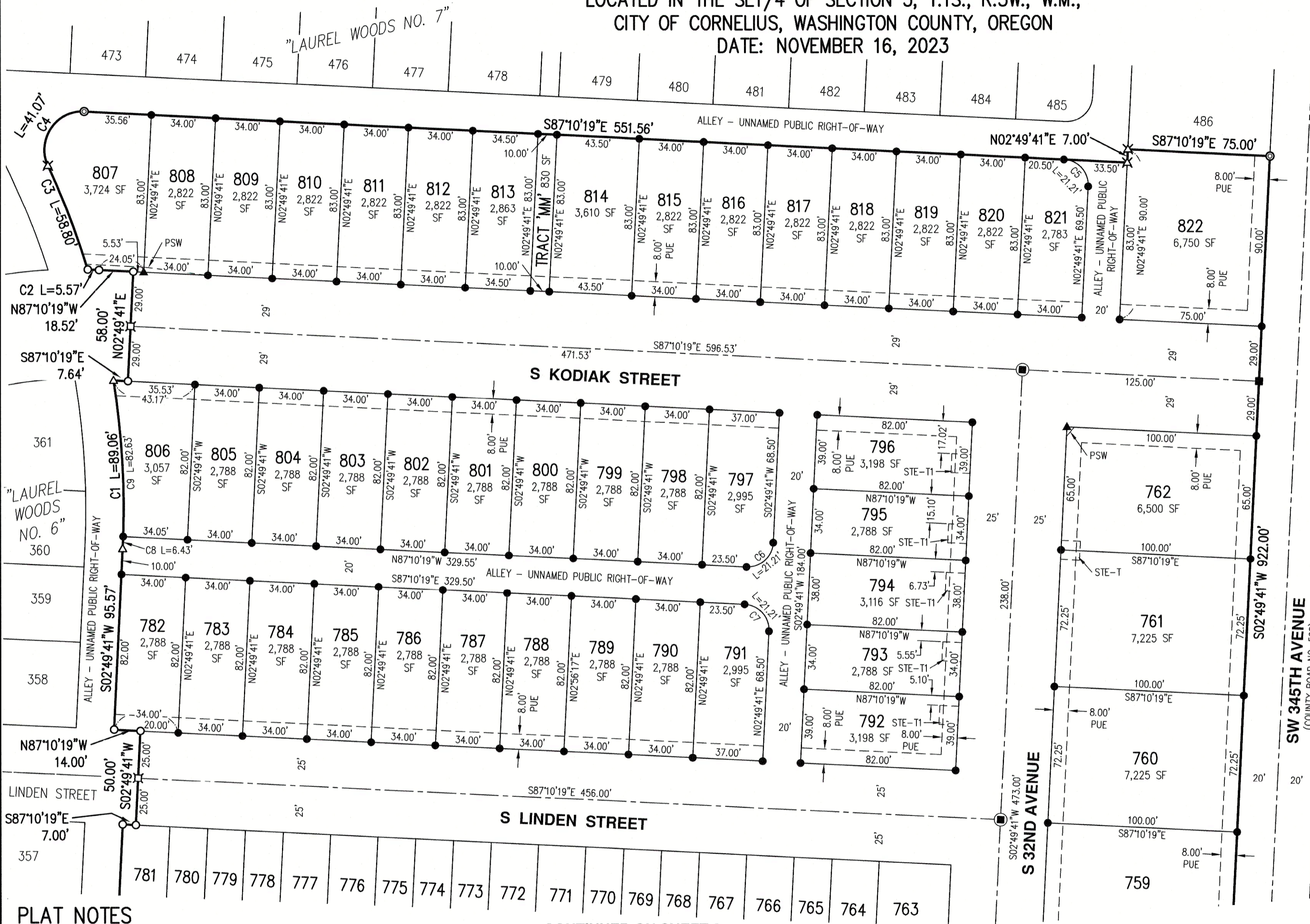
SHEET 2 OF 5



LEGEND

- FOUND 5/8" IRON ROD WITH YELLOW PLASTIC CAP INSCRIBED "AKS ENGR." PER "LAUREL WOODS NO. 6"
- △ FOUND 1-1/8" COPPER DISC INSCRIBED "AKS ENGR." PER "LAUREL WOODS NO. 6"
- ⊙ FOUND 5/8" IRON ROD WITH YELLOW PLASTIC CAP INSCRIBED "AKS ENGR." PER "LAUREL WOODS NO. 7"
- ✕ FOUND 1-1/8" COPPER DISC INSCRIBED "AKS ENGR." PER "LAUREL WOODS NO. 7"
- 5/8" X 30" IRON ROD WITH YELLOW PLASTIC CAP INSCRIBED "AKS ENGR." TO BE SET DURING REMAINING MONUMENTATION SET ON: _____
- 5/8" X 30" IRON ROD WITH ALUMINUM CAP INSCRIBED "AKS ENGR." TO BE SET DURING REMAINING MONUMENTATION SET ON: _____
- ▲ 1-1/8" COPPER DISC INSCRIBED "AKS ENGR." TO BE SET DURING REMAINING MONUMENTATION SET ON: _____
- ⊞ IRON ROD PER "LAUREL WOODS NO. 6" DESTROYED DURING CONSTRUCTION, 5/8" X 30" IRON ROD WITH 2" ALUMINUM CAP INSCRIBED "AKS ENGR." TO BE SET DURING REMAINING MONUMENTATION SET ON: _____
- ⊙ 5/8" X 30" IRON ROD WITH YELLOW PLASTIC CAP INSCRIBED "AKS ENGR." IN A MONUMENT BOX TO BE SET DURING REMAINING MONUMENTATION SET ON: _____
- SF SQUARE FEET
- PUE PUBLIC UTILITY EASEMENT
- PSW PUBLIC SIDEWALK EASEMENT, SEE DETAIL ON SHEET 4
- STE PUBLIC STREET TREE EASEMENT
- STE-T STE, SEE DETAIL ON SHEET 4
- STE-T1 STE, SEE DETAIL ON SHEET 4

| SHEET 2 CURVE DATA | | | | |
|--------------------|---------|------------|--------|--------------------|
| CURVE | RADIUS | DELTA | LENGTH | CHORD |
| C1 | 431.00' | 11°50'21" | 89.06' | N03°05'29"W 88.90' |
| C2 | 252.00' | 11°5'56" | 5.57' | N87°48'17"W 5.57' |
| C3 | 430.55' | 7°49'28" | 58.80' | N20°55'22"W 58.75' |
| C4 | 20.00' | 117°39'47" | 41.07' | N33°59'48"E 34.23' |
| C5 | 13.50' | 90°00'00" | 21.21' | S42°10'19"E 19.09' |
| C6 | 13.50' | 90°00'00" | 21.21' | S47°49'41"W 19.09' |
| C7 | 13.50' | 90°00'00" | 21.21' | S42°10'19"E 19.09' |
| C8 | 431.00' | 0°51'15" | 6.43' | N02°24'04"E 6.42' |
| C9 | 431.00' | 10°59'06" | 82.63' | N03°31'07"W 82.51' |



PLAT NOTES

- THIS PLAT IS SUBJECT TO THE CITY OF CORNELIUS CONDITIONS OF APPROVAL FOR LAUREL WOODS IMPOSED IN CASE FILE CUP/PUD-03-16 AND SUB-03-16.
- TRACT 'MM' IS A PUBLIC OPEN SPACE TRACT AND SHALL BE MAINTAINED BY THE CITY OF CORNELIUS AND IS SUBJECT TO A PUBLIC PEDESTRIAN AND BICYCLE ACCESS EASEMENT OVER ITS ENTIRETY.
- THERE SHALL BE NO DIRECT MOTOR VEHICLE ACCESS TO OR FROM LOTS 720, 736-737, 757-762, AND 822 ONTO SW 345TH AVENUE UNLESS AUTHORIZED BY THE GOVERNING BODY HAVING JURISDICTION OVER SAID ROAD.
- THIS PLAT IS SUBJECT TO THE PACIFIC TELEPHONE AND TELEGRAPH COMPANY EASEMENT RECORDED IN BOOK 131, PAGE 457, WASHINGTON COUNTY RECORDS. THE EASEMENT LIES WITHIN THE DEDICATED PUBLIC RIGHT-OF-WAY OF S MAGNOLIA DRIVE AND IS NOT SHOWN.

CONTINUED ON SHEET 3

REGISTERED PROFESSIONAL LAND SURVEYOR

 OREGON
 JANUARY 17, 1995
 GARY E. PAUL
 2698
 RENEWS 12/31/2024

PREPARED FOR
 LAURELWOOD DEVELOPMENT, LLC
 P.O. BOX 61426
 VANCOUVER, WA 98666

| | |
|--------------|----------------|
| JOB NAME: | LAUREL WOODS |
| JOB NUMBER: | 4636 |
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 FORESTRY · PLANNING · LANDSCAPE ARCHITECTURE

LAUREL WOODS NO. 10

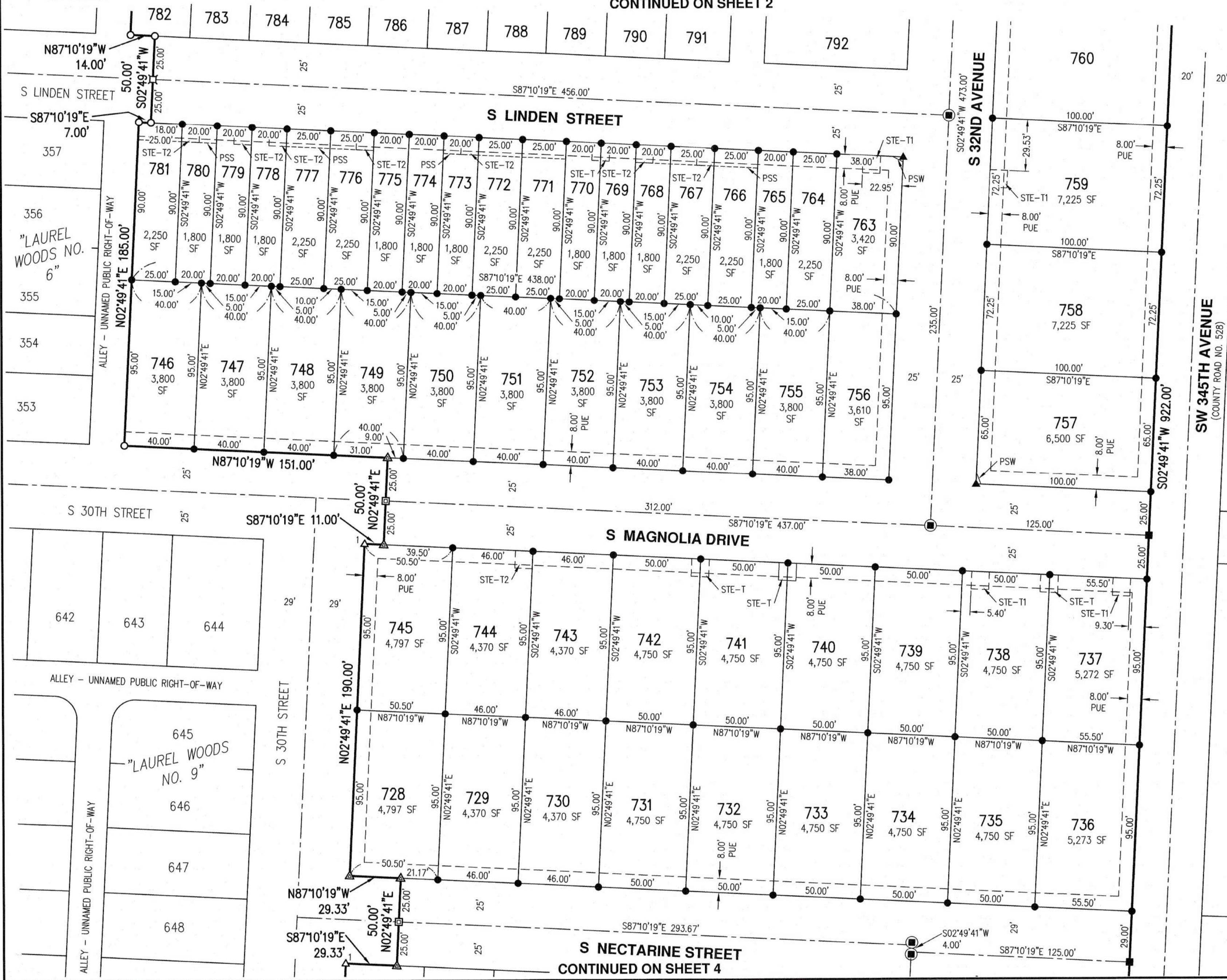
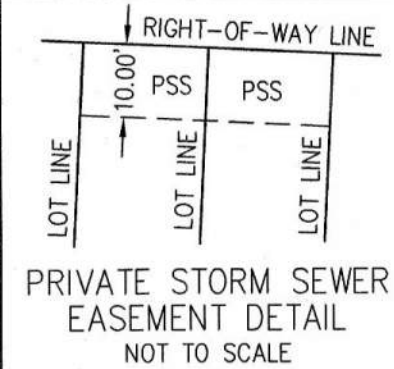
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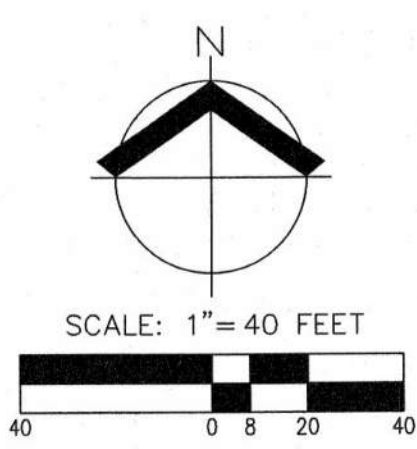
SHEET 3 OF 5

CONTINUED ON SHEET 2

| PRIVATE STORM SEWER EASEMENT LOT TABLE | | | |
|--|----------------|--------------|----------------|
| BURDENED LOT | BENEFITTED LOT | BURDENED LOT | BENEFITTED LOT |
| 766 | 765 | 773 | 774 |
| 767 | 768, 769 | 776 | 775 |
| 768 | 769 | 777 | 778 |
| 771 | 770 | 780 | 779 |
| 772 | 773, 774 | 781 | 779, 780 |



- ### LEGEND
- FOUND 5/8" IRON ROD WITH YELLOW PLASTIC CAP INSCRIBED "AKS ENGR." PER "LAUREL WOODS NO. 6"
 - ▲ FOUND 5/8" IRON ROD WITH YELLOW PLASTIC CAP INSCRIBED "AKS ENGR." PER "LAUREL WOODS NO. 9"
 - ▣ FOUND 5/8" IRON ROD WITH 2" ALUMINUM CAP INSCRIBED "AKS ENGR." PER "LAUREL WOODS NO. 9"
 - △ FOUND 1-1/8" COPPER DISC INSCRIBED "AKS ENGR." PER "LAUREL WOODS NO. 9"
 - 5/8" X 30" IRON ROD WITH YELLOW PLASTIC CAP INSCRIBED "AKS ENGR." TO BE SET DURING REMAINING MONUMENTATION SET ON: _____
 - 5/8" X 30" IRON ROD WITH ALUMINUM CAP INSCRIBED "AKS ENGR." TO BE SET DURING REMAINING MONUMENTATION SET ON: _____
 - ▲ 5/8" X 30" IRON ROD WITH 2" ALUMINUM CAP INSCRIBED "AKS ENGR." TO BE SET DURING REMAINING MONUMENTATION SET ON: _____
 - ⊠ IRON ROD PER "LAUREL WOODS NO. 6" DESTROYED DURING CONSTRUCTION, 5/8" X 30" IRON ROD WITH 2" ALUMINUM CAP INSCRIBED "AKS ENGR." TO BE SET DURING REMAINING MONUMENTATION SET ON: _____
 - ⊙ 5/8" X 30" IRON ROD WITH YELLOW PLASTIC CAP INSCRIBED "AKS ENGR." IN A MONUMENT BOX TO BE SET DURING REMAINING MONUMENTATION SET ON: _____
 - SF SQUARE FEET
 - PUE PUBLIC UTILITY EASEMENT
 - PSW PUBLIC SIDEWALK EASEMENT, SEE DETAILS ON SHEET 4
 - PSS PRIVATE STORM SEWER EASEMENT, SEE DETAILS ON THIS SHEET
 - STE PUBLIC STREET TREE EASEMENT
 - STE-T STE, SEE DETAIL ON SHEET 4
 - STE-T1 STE, SEE DETAIL ON SHEET 4
 - STE-T2 STE, SEE DETAIL ON SHEET 4



REGISTERED PROFESSIONAL LAND SURVEYOR
Gary E. Paul
 OREGON
 JANUARY 17, 1995
 GARY E. PAUL
 2698
 RENEWS 12/31/2024

PREPARED FOR
 LAURELWOOD DEVELOPMENT, LLC
 P.O. BOX 61426
 VANCOUVER, WA 98666

| | |
|--------------|-----------------|
| JOB NAME: | LAUREL WOODS |
| JOB NUMBER: | 4636 |
| DRAWN BY: | HDS |
| CHECKED BY: | GEP |
| DRAWING NO.: | 4636 PHT10 PLAT |

AKS
 AKS ENGINEERING & FORESTRY, LLC
 12965 SW HERMAN RD, STE 100
 TUALATIN, OR 97062
 503.563.6151
 WWW.AKS-ENG.COM

ENGINEERING · SURVEYING · NATURAL RESOURCES
 FORESTRY · PLANNING · LANDSCAPE ARCHITECTURE

LAUREL WOODS NO. 10

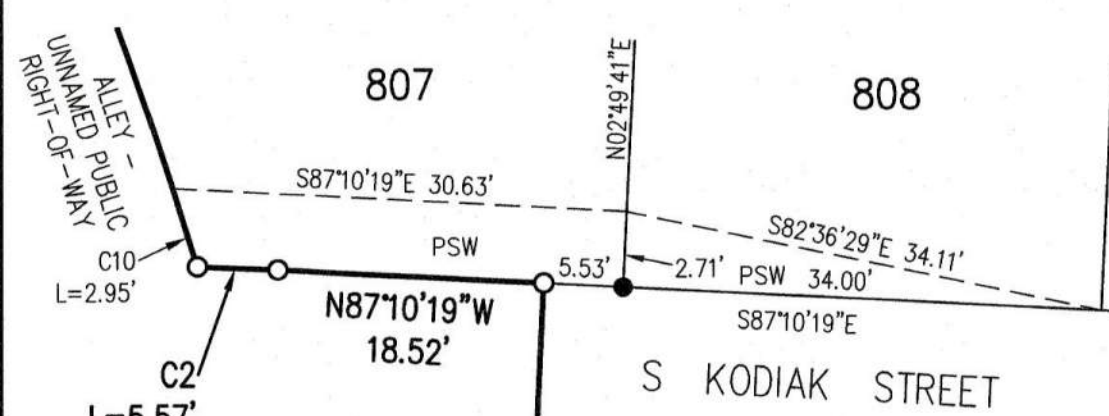
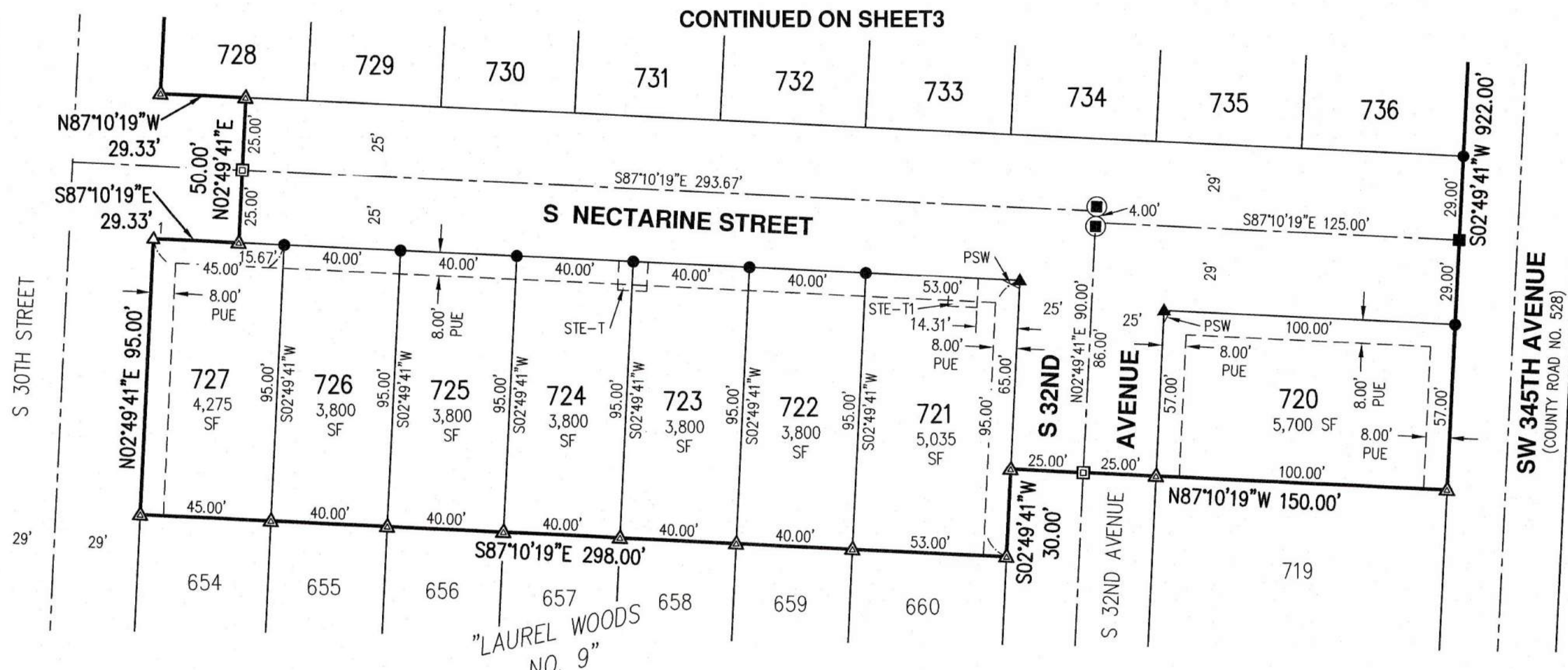
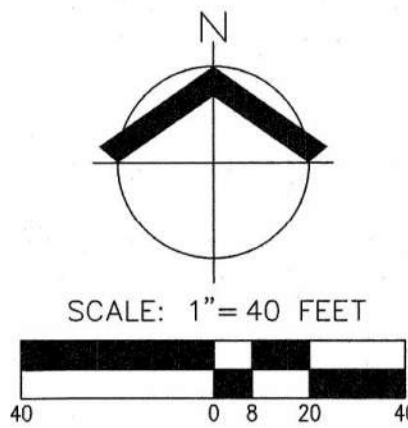
A REPLAT OF LOTS 17-18 AND PORTIONS OF LOTS 8-11 AND 16, "RIVERSIDE ACRES",
 LOCATED IN THE SE1/4 OF SECTION 3, T.1S., R.3W., W.M.,
 CITY OF CORNELIUS, WASHINGTON COUNTY, OREGON
 DATE: NOVEMBER 16, 2023

RECORDED AS DOCUMENT NO. _____

SHEET 4 OF 5

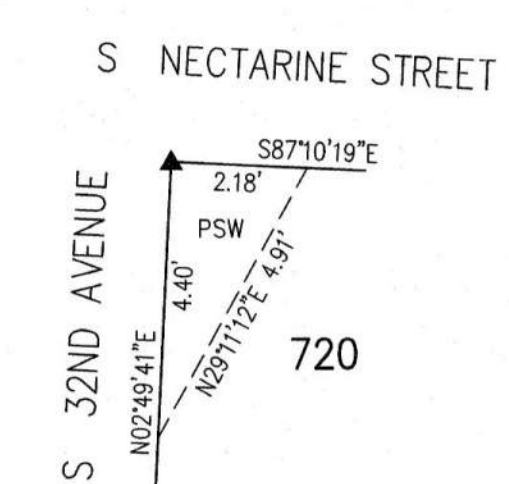
LEGEND

- ▲ FOUND 5/8" IRON ROD WITH YELLOW PLASTIC CAP INSCRIBED "AKS ENGR." PER "LAUREL WOODS NO. 9"
- FOUND 5/8" IRON ROD WITH 2" ALUMINUM CAP INSCRIBED "AKS ENGR." PER "LAUREL WOODS NO. 9"
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- SF SQUARE FEET
- PUE PUBLIC UTILITY EASEMENT
- PSW PUBLIC SIDEWALK EASEMENT
- STE PUBLIC STREET TREE EASEMENT
- STE-T STE, SEE DETAIL THIS SHEET
- STE-T1 STE, SEE DETAIL THIS SHEET
- STE-T2 STE, SEE DETAIL THIS SHEET

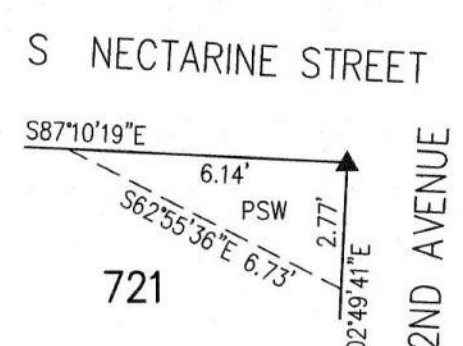


PUBLIC SIDEWALK EASEMENT DETAIL
 NOT TO SCALE

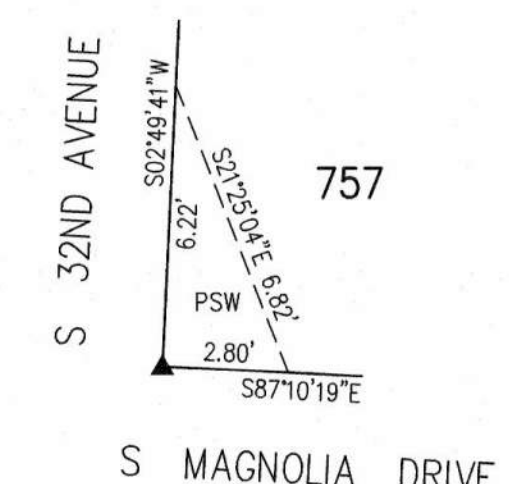
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|-------------------|---------|----------|--------|-------------------|
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| C10 | 430.55' | 0°23'35" | 2.95' | N17°12'25"W 2.95' |



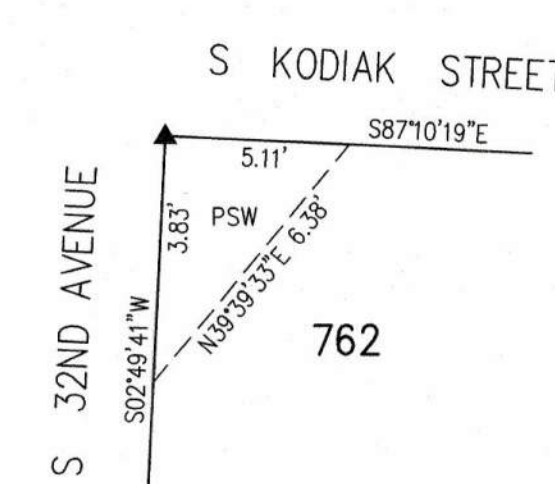
EASEMENT DETAIL
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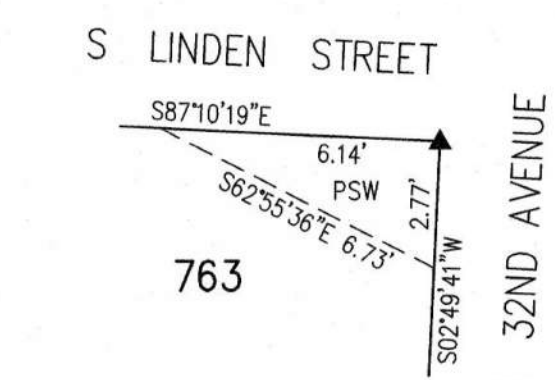
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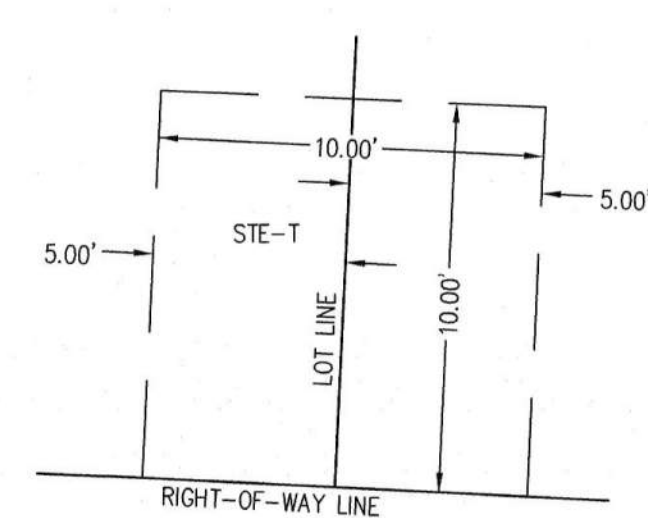
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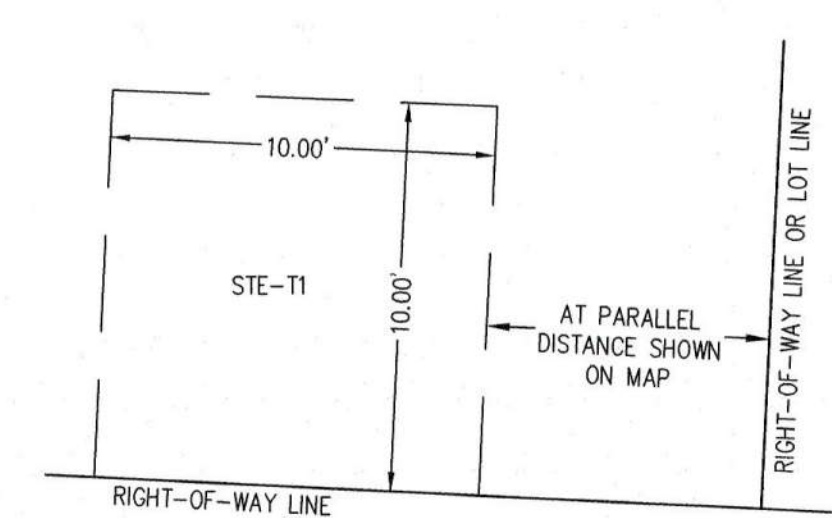
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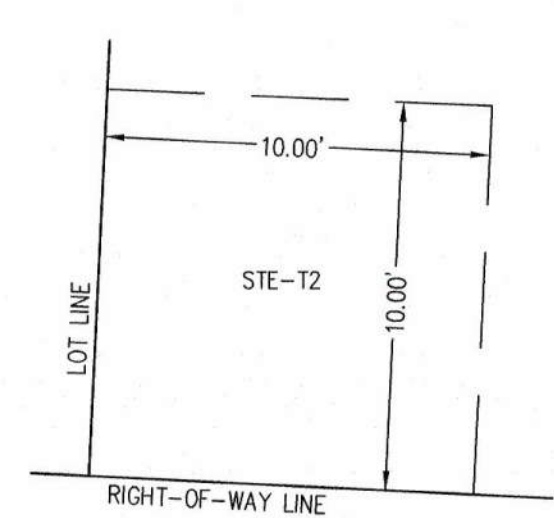
EASEMENT DETAIL
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PUBLIC STREET TREE EASEMENT
 STE-T DETAIL
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PUBLIC STREET TREE EASEMENT
 STE-T1 DETAIL
 NOT TO SCALE



PUBLIC STREET TREE EASEMENT
 STE-T2 DETAIL
 NOT TO SCALE

REGISTERED
 PROFESSIONAL
 LAND SURVEYOR

 OREGON
 JANUARY 17, 1995
 GARY E. PAUL
 2698
 RENEWS 12/31/2024

PREPARED FOR
 LAURELWOOD DEVELOPMENT, LLC
 P.O. BOX 61426
 VANCOUVER, WA 98666

| | |
|--------------|----------------|
| JOB NAME: | LAUREL WOODS |
| JOB NUMBER: | 4636 |
| DRAWN BY: | HDS |
| CHECKED BY: | GEP |
| DRAWING NO.: | 4636 PH10 PLAT |

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LAUREL WOODS NO. 10

A REPLAT OF LOTS 17-18 AND PORTIONS OF LOTS 8-11 AND 16, "RIVERSIDE ACRES",
LOCATED IN THE SE1/4 OF SECTION 3, T.1S., R.3W., W.M.,
CITY OF CORNELIUS, WASHINGTON COUNTY, OREGON
DATE: NOVEMBER 16, 2023

DECLARATION

KNOW ALL PERSONS BY THESE PRESENTS THAT LAURELWOOD DEVELOPMENT, LLC, AN OREGON LIMITED LIABILITY COMPANY, IS THE OWNER OF THE LAND SHOWN ON THE ANNEXED MAP AND AS DESCRIBED IN THE ACCOMPANYING SURVEYOR'S CERTIFICATE, AND HAS CAUSED THE SAME TO BE SURVEYED AND PLATTED IN ACCORDANCE WITH THE PROVISIONS OF O.R.S. CHAPTER 92, ALL LOTS AND TRACTS BEING OF THE DIMENSIONS SHOWN AND ALL RIGHTS-OF-WAY AND EASEMENTS OF THE WIDTHS THEREON SET FORTH, AND DOES HEREBY DEDICATE TO THE PUBLIC AS PUBLIC WAYS ALL RIGHTS OF WAY AS SHOWN, AND DOES HEREBY GRANT ALL EASEMENTS AS SHOWN OR NOTED ON SAID PLAT.

LAURELWOOD DEVELOPMENT, LLC,
AN OREGON LIMITED LIABILITY COMPANY

BY: HOLT GROUP HOLDINGS, LLC,
A DELAWARE LIMITED LIABILITY COMPANY,

ITS: SOLE MEMBER

BY: _____

ITS: _____

ACKNOWLEDGMENT

STATE OF OREGON }
COUNTY OF _____ } SS

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON THIS _____ DAY OF _____,
BY _____ AS _____ OF HOLT GROUP HOLDINGS,
LLC, A DELAWARE LIMITED LIABILITY COMPANY, THE SOLE MEMBER OF LAURELWOOD DEVELOPMENT, LLC, AN
OREGON LIMITED LIABILITY COMPANY.

NOTARY SIGNATURE _____

NOTARY PUBLIC - OREGON (PRINTED) _____

COMMISSION NO. _____

MY COMMISSION EXPIRES _____

REMAINING CORNER MONUMENTATION

IN ACCORDANCE WITH O.R.S. 92.070, THE REMAINING CORNERS OF THIS SUBDIVISION HAVE BEEN CORRECTLY SET WITH THE PROPER MONUMENTS. AN AFFIDAVIT HAS BEEN PREPARED REGARDING THE SETTING OF SAID MONUMENTS AND IS RECORDED IN DOCUMENT NO. _____, WASHINGTON COUNTY RECORDS.

APPROVED THIS _____ DAY OF _____,

WASHINGTON COUNTY SURVEYOR

APPROVALS

APPROVED THIS _____ DAY OF _____,
CITY OF CORNELIUS, PLANNING COMMISSION

BY: _____

APPROVED THIS _____ DAY OF _____,
CITY OF CORNELIUS, COMMUNITY DEVELOPMENT DIRECTOR

BY: _____

APPROVED THIS _____ DAY OF _____,
WASHINGTON COUNTY SURVEYOR

BY: _____

APPROVED THIS _____ DAY OF _____,
WASHINGTON COUNTY BOARD OF COMMISSIONERS

BY: _____

ALL TAXES, FEES, ASSESSMENTS OR OTHER CHARGES AS PROVIDED BY ORS 92.095 HAVE BEEN PAID AS OF THIS
DAY OF _____,

DIRECTOR OF ASSESSMENT AND TAXATION
(WASHINGTON COUNTY ASSESSOR)

BY: _____
DEPUTY

ATTEST THIS _____ DAY OF _____,
DIRECTOR OF ASSESSMENT AND TAXATION
EX-OFFICIO COUNTY CLERK

BY: _____
DEPUTY


STATE OF OREGON }
COUNTY OF WASHINGTON } SS

I DO HEREBY CERTIFY THAT THIS SUBDIVISION PLAT WAS RECEIVED FOR RECORD ON THIS _____ DAY OF _____,
AT _____ O'CLOCK _____ M AND RECORDED IN THE COUNTY CLERK RECORDS.

DEPUTY COUNTY CLERK



PREPARED FOR
LAURELWOOD DEVELOPMENT, LLC
P.O. BOX 61426
VANCOUVER, WA 98666

| | | |
|--------------|---------------|--|
| JOB NAME: | LAUREL WOODS | AKS ENGINEERING & FORESTRY, LLC 12965 SW HERMAN RD, STE 100 TUALATIN, OR 97062 503.563.6151 WWW.AKS-ENG.COM  |
| JOB NUMBER: | 4636 | |
| DRAWN BY: | HDS | |
| CHECKED BY: | GEP | |
| DRAWING NO.: | 4636PH10 PLAT | |
| | | ENGINEERING · SURVEYING · NATURAL RESOURCES FORESTRY · PLANNING · LANDSCAPE ARCHITECTURE |

After recording return to:

City of Cornelius
City Recorder
1355 N. Barlow Street
Cornelius, OR 97113

Tax statements:
Same as above

STATUTORY WARRANTY DEED

Laurelwood Development LLC, Grantor, conveys to the City of Cornelius, a municipal corporation of the State of Oregon, Grantee, the following real property free of liens and encumbrances, except as specifically set forth herein:

Tract MM, Laurel Woods No. 10, City of Cornelius, Washington County, State of Oregon.

Subject to: Covenants, conditions, restrictions and/or easements, if any, affecting title, which may appear in the public record, including those shown on any recorded plat or survey.

The true consideration for this conveyance is \$0 (zero dollars) and other good and valuable consideration.

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

The true consideration for this conveyance is for property line adjustment.

Dated this _____ day of _____, 20____.

Grantor: Laurelwood Development LLC, an Oregon Limited Liability Company
By: Holt Group Holdings, LLC, a Delaware Limited Liability Company
Its: Sole Member

Mike Loomis, Authorized Signer

STATE OF WASHINGTON)

) ss

County of Clark

)

The foregoing instrument was acknowledged before me on this _____ day of _____, 20____ by Mike Loomis, Sole Member of Holt Group Holdings, LLC, a Delaware Limited Liability Company as Authorized Signer of Laurelwood Development, LLC, an Oregon Limited Liability Company.

Notary Public for Washington
My Commission Expires:

Accepted by City of Cornelius

Peter Brandom, City Manager

City of Cornelius Agenda Report

To: Peter Brandom, City Manager
From: Barbara Fryer, Community Development Director
Date: December 14, 2023
Subject: Resolution No. 2024-04: A Resolution Authorizing a Grant Application to the Oregon Department of Land Conservation and Development for Compliance with a portion of the Climate Friendly and Equitable Communities (CFEC) Program



Summary: Approval of the resolution would allow City staff to seek consultant assistance with funding from the Department of Land Conservation and Development to comply with the immediate requirements of the CFEC Program.

Previous Council Action: City Council Work Session on December 27, 2021 and Joint City Council Work Session with the Planning Commission on January 24, 2022.

Relevant City Strategic Plan Goal(s): Not applicable.

Background: The Oregon Legislature awarded the Department of Land Conservation and Development (DLCD) \$2.7 million in legislative funding for the 2023-2025 biennium to support local governments in their work to implement the CFEC program. On November 27, 2023, DLCD opened the application period for related CFEC grants. Due to limited capacity to achieve the results of this program, City staff plan to request funds for consultant support contracted through DLCD. DLCD and the City would agree on the specific scope of work and milestones and DLCD would contract directly with the consultant. The City would document when the milestones are complete and DLCD would directly pay the consultant.

Per the new requirements, the work would include Municipal Code amendments to comply with eliminating parking minimums, requiring EV readiness for 40% of the parking spaces for multi-unit residential and mixed-use projects that provide greater than 5 parking spaces, parking lot design requirements that include 30% tree coverage for all lots, and an additional 10% coverage or solar or paying a fee-in-lieu for solar for each space. The regulations would add requirements for the tree planting methods, tree types, and long term maintenance.

Cost: Staff time only. No match is required.

Advisory Committee Recommendation: Not applicable.

Staff Recommendation: Approve the resolution as proposed.

Proposed Motion: I make a motion to approve Resolution No. 2024-04: A RESOLUTION AUTHORIZING TO THE DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT FOR COMPLIANCE WITH A PORTION OF THE CLIMATE FRIENDLY AND EQUITABLE COMMUNITIES PROGRAM.

Exhibits: CFEC Grant Guidelines

RESOLUTION NO. 2024-04

A RESOLUTION AUTHORIZING A GRANT APPLICATION TO THE OREGON DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT FOR COMPLIANCE WITH A PORTION OF THE CLIMATE FRIENDLY AND EQUITABLE COMMUNITIES PROGRAM

WHEREAS, The Oregon Department of Land Conservation and Development is accepting applications for assistance to implement the Climate Friendly and Equitable Development regulations; and

WHEREAS, the City of Cornelius desires to apply for funding assistance and participate in this grant program to comply with three components of the program; and

WHEREAS, the Department of Land Conservation and Development and the City of Cornelius will enter into a separate Intergovernmental Agreement with regard to the scope of work; and

WHEREAS, once the Intergovernmental Agreement is signed, the Department of Land Conservation and Development will work with the city to assign a consultant team to complete the scope of work funded entirely by the Department of Land Conservation and Development.

NOW, THEREFORE, THE CITY OF CORNELIUS RESOLVES AS FOLLOWS:

Section 1. The Cornelius City Council approves the submission of a grant application and authorizes City Manager to execute an Intergovernmental Agreement with the Oregon Department of Land Conservation and Development on behalf of the City.

Section 2. This resolution is effective immediately upon its enactment by the City Council.

INTRODUCED AND APPROVED by the Cornelius City Council at their regular meeting this 2nd day of January, 2024.

City of Cornelius, Oregon

By: _____
Jeffrey C. Dalin, Mayor

Attest: _____
Debby Roth, MMC, City Recorder



Climate-Friendly and Equitable Communities

Guidelines for 2023-2025 Grants and Consultant Support

The Department of Land Conservation and Development (DLCD) is offering grants to cities and counties to help implement the Climate-Friendly and Equitable Communities (CFEC) program. The program increases housing and transportation choices for Oregonians, while improving equity and reducing climate pollution.

Cities and counties can apply for assistance with:

- Zoning and development code audits and amendments aimed at fostering walkability and meeting urban design standards
- Parking reform and management
- Market studies to refine locations and sizes for climate-friendly areas
- Amending zoning maps and development regulations for climate-friendly areas
- Equitable engagement, including work with disability consultants
- Transportation system planning
- Other CFEC-related work

Match

No local match is required beyond staff time to participate in the project.

Types of Assistance

Grants can reimburse local planning staff, fund consultants contracted through a local procurement process, or fund consultants through contracts managed by DLCD staff.

Pre-Applications Still Welcome

Staff are happy to discuss ideas before a community develops a full application. Send a paragraph describing initial thoughts on the proposed work to DLCD.CFEC@dlcd.oregon.gov. While not mandatory, this will give DLCD staff an opportunity to help applicants with preparing a full proposal.

Informational Webinar and Office Hours

DLCD will host a webinar Friday, December 1 at 9:00 am for city and county representatives to learn more about the grants. No pre-registration is required. ([Zoom link](#))

DLCD continues to host regular office hours on the rules, program implementation, and grants. No pre-registration is required.

- December 12, 9:00 am ([Zoom link](#))
- January 10, 9:00 am ([Zoom link](#))

To receive updates on future office hours and other program information, please sign up for the CFEC Gov-Delivery e-newsletter [here](#).

Review Process

DLCD will award grants to applications that best satisfy the selection factors described below.

DLCD will notify applicants of award decisions at the earliest time possible. We aim to notify applicants of award decisions by February 23, 2024. Applications that do not receive initial funding may be reconsidered as additional funding becomes available.

Eligible Costs

Grant funds may be expended only for direct project-related costs associated with the funded project. Eligible costs include salary of staff assigned to the project, consultant fees including translation and interpretation, postage, supplies, and printing. Ineligible costs include equipment purchases, indirect costs, general administrative overhead, and software.

Costs incurred prior to signing a grant agreement are not eligible project costs. This includes costs of preparing the grant application, preparing a statement of work for the grant agreement, and any other work completed before grant agreement execution.

Grant funds are provided on a reimbursement basis for products in accordance with the reimbursement schedule that will be specified in the grant agreement.

Eligibility and Selection Factors

Grants and consultant assistance are limited to:

1. Cities and counties in the eight metropolitan areas included in the Climate-Friendly and Equitable Communities program
2. Work products that can be delivered by June 2025
3. Work products that reduce climate pollution or improve equitable outcomes

In reviewing grant proposals, DLCD will base awards on the following **selection factors**:

1. Is the project work required by rule? If so, which rule? If not, how will the project reduce climate pollution or improve equitable outcomes? Will the project result in an adoptable product?
2. Is the project supported by city council, county commission, planning commission, other governing bodies, or community partners? If so, please attach any letters.
3. How will the project center voices of underserved communities listed in [OAR 660-012-0125](#), or others?

Application Instructions

A fillable [PDF grant application](#) is available on the CFEC web page. Complete and submit the grant application and any supporting materials. Be specific and thorough in describing all

proposed grant products as described in the application form. Applications must address just one project per form.

Applicants should submit the form **by January 23, 2024** by e-mail to:
DLCD.CFEC@dlcd.oregon.gov.

DLCD will confirm receipt of applications by e-mail, review applications promptly, contact applicants if additional information is needed to complete review, and notify applicants of our decision.

Important Dates

| | |
|----------------------------|--|
| November 27, 2023 | Application period opens; materials distributed |
| December 1, 2023 - 9:00 am | Open Forum for follow-up question & answer Zoom link Meeting ID: 874 6560 0823 Passcode: 414919 |
| January 23, 2024 | Application period closes; materials submittal deadline |
| March 1, 2024 | Anticipated funding decision; award notices sent |
| April-June 2024 | Direct grant agreements anticipated execution |
| May-August 2024 | Consultant contract anticipated execution |
| May 31, 2025 | Project completion deadline |

If you have questions about the CFEC Grant Program, please contact:

Cody Meyer, Land Use and Transportation Planner
cody.meyer@dlcd.oregon.gov, 971-239-9475

For all correspondence, please copy your [Regional Representative](#).

| | | |
|-------------------------|-----------------|--|
| Mid-Willamette Valley | Melissa Ahrens | melissa.ahrens@dlcd.oregon.gov |
| Central Oregon | Angie Brewer | angie.brewer@dlcd.oregon.gov |
| Portland Metro (West) | Laura Kelly | laura.kelly@dlcd.oregon.gov |
| Southern Oregon | Josh LeBombard | josh.lebombard@dlcd.oregon.gov |
| Portland Metro (East) | Kelly Reid | kelly.reid@dlcd.oregon.gov |
| South Willamette Valley | Patrick Wingard | patrick.wingard@dlcd.oregon.gov |

Thank you!

City of Cornelius Agenda Report

To: Peter Brandom, City Manager
From: Mark Crowell, Public Works Director
Date: December 22, 2023
Subject: Resolution No. 2024-05 Cornelius Place Tenant Improvement Project



Summary: Construction bids for the tenant improvement at Cornelius Place were opened on December 8, 2023. The low bidder was Petra Design Build, LLC, of Wilsonville, Oregon with a bid of \$489,550.00

Previous Council Action: The Cornelius Place Tenant Improvement Project, also known as the Drake Learning Center and STEM Learning Lab, is included in the 2023-24 City budget under ARPA funds.

Relevant City Strategic Plan Goal(s): Goal 5: Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community.

Background: Six construction firms bid on the project with bids ranging from \$489,550.00 to \$695,061.00. Scott Edwards Architecture, LLC's estimate for the project was \$285,000 to \$300,000. Petra Design Build, LLC, of Wilsonville, Oregon provided the low bid and meets all the requirements of the bid procedures.

The Notice of Intent to Award the Bid was issued on December 12, 2023 after bids were opened and evaluated. The 7-day bid protest period ended on December 19, 2023. No protests were received.

Cost: \$489,550.00

Advisory Committee Recommendation: No advisory committee action was taken or is required for this item.

Staff Recommendation: Approve Resolution No. 2024-05 as presented by staff.

Proposed Motion: I make a motion that the Cornelius City Council acting as the Contract Review Board approve Resolution No. 2024-05, A RESOLUTION AWARDED THE BID FOR THE CORNELIUS PLACE TENANT IMPROVEMENT PROJECT TO PETRA DESIGN BUILD, LLC, OF WILSONVILLE, OREGON and this action takes effect immediately.

RESOLUTION NO. 2024-05

A RESOLUTION AWARDING THE BID FOR THE CORNELIUS PLACE TENANT IMPROVEMENT PROJECT TO PETRA DESIGN BUILD, LLC, OF WILSONVILLE, OREGON

WHEREAS, the City is completing a tenant improvement and constructing non-structural walls, interior finishes, plumbing, electrical, and mechanical improvements in Cornelius Place starting in January 2024; and

WHEREAS, this project was advertised for bids on November 3, 2023 with bids being opened on December 8, 2023; and

WHEREAS, Petra Design Build, LLC, of Wilsonville, Oregon submitted the low bid for the project; and

WHEREAS, the Project Manager issued a Notice of Intent to Award on December 12, 2023; and

WHEREAS, the funding for this work order is included in the adopted FY 2023-24 budget.

NOW, THEREFORE, BE IT RESOLVED BY THE CORNELIUS CITY COUNCIL AS FOLLOWS:

Section 1. The Cornelius City Council, acting as the Contract Review Board, awards the bid for the Cornelius Place Tenant Improvement Project to Petra Design Build, LLC, of Wilsonville, Oregon and authorizes the City Manager to execute the contract for \$489,550.00 on behalf of the City.

Section 2. This resolution is effective immediately upon its enactment by the City Council.

INTRODUCED AND APPROVED by the Cornelius City Council at their regular meeting this 2nd day of January, 2024.

City of Cornelius, Oregon

By: _____

Jeffrey C. Dalin, Mayor

Attest: _____

Debby Roth, MMC, City Recorder

City of Cornelius Agenda Report

To: Peter Brandom, City Manager
From: Mark Crowell, Public Works Director
Date: December 22, 2023
Subject: Resolution No. 2024-06: Jacobs Work Order 15 Lead Pipe Lateral Survey



Summary: Council approval of Work Order 15 (Exhibit A) under the Jacobs-City of Cornelius contract for Water-Related Engineering Services is sought under this agenda item. This work order is for a lead pipe lateral survey that is required of the City by the EPA.

Previous Council Action: The Council approved the contract with Jacobs Engineering Group on February 3, 2020. Work under this contract is accomplished through work orders related to specific projects.

Relevant City Strategic Plan Goal(s): Goal 5 – Develop necessary infrastructure.

Background: The project consists of the development of a lead service line inventory to meet the Environmental Protection Agency (EPA) Lead Copper Rule Revision (LCRR) compliance deadline of October 16, 2024. The Cornelius Water Distribution System operation at times requires technical expertise beyond the capabilities of the City's Public Works and Engineering staff. The scope of work under this work order is described in the attached work order.

Cost: \$40,000.00

Advisory Committee Recommendation: This Work has been discussed and has support of the Public Works Advisory Board.

Staff Recommendation: Approve Resolution No. 2024-06 as presented by staff.

Proposed Motion: I make a motion to approve Resolution No. 2024-06, A RESOLUTION APPROVING WORK ORDER #15 FOR LEAD PIPE LATERAL SURVEY BETWEEN JACOBS ENGINEERING GROUP, INC. AND THE CITY OF CORNELIUS and this action takes effect immediately.

Exhibit: Exhibit A Jacobs Work Order 15

RESOLUTION NO. 2024-06

A RESOLUTION APPROVING WORK ORDER #15 FOR LEAD PIPE LATERAL SURVEY BETWEEN JACOBS ENGINEERING GROUP, INC., AND THE CITY OF CORNELIUS

WHEREAS, the Cornelius Water Distribution System is a complex facility whose operation and management requires technical expertise beyond the capabilities of the City’s Public Works and Engineering staff; and

WHEREAS, Jacobs Engineering Group, Inc. provides engineering-related services for the City’s water system under a contract approved by the City Council on February 3, 2020; and

WHEREAS, Jacobs Engineering Group, Inc. has the experience and expertise with the Water Distribution System to help the City successfully operate and manage the System; and

WHEREAS, the City is required by the Environmental Protection Agency (EPA) to complete an inventory of lead service water lines by October 16, 2024; and

WHEREAS, the funding for this work order is included in the adopted FY 2023-24 budget.

NOW, THEREFORE, BE IT RESOLVED BY THE CORNELIUS CITY COUNCIL FOLLOWS:

Section 1. The Cornelius City Council approves and authorizes the City Manager to execute Jacobs Work Order #15 on behalf of the City for a Lead Service Line Inventory Development Plan as described in Exhibit A.

Section 2. This resolution is effective immediately upon its enactment by the City Council.

INTRODUCED AND APPROVED by the Cornelius City Council at their regular meeting this 2nd day of January, 2024.

City of Cornelius, Oregon

By: _____
Jeffrey C. Dalin, Mayor

Attest: _____
Debby Roth, MMC, City Recorder

Work Order No. 15

To the 2020 Contract for Water-Related
Engineering Services to the City of Cornelius

This attachment is to the AGREEMENT between Jacobs Engineering Group Inc., ("ENGINEER"), and City of Cornelius ("City"), beginning January 1st, 2020.

ARTICLE 1. PURPOSE

The City of Cornelius (City) owns, operates, and maintains a drinking water distribution system. There are approximately 4,036 active service connections on the system. The City is seeking support from Jacobs in development of a lead service line inventory to meet the Environmental Protection Agency (EPA) Lead and Copper Rule Revisions (LCRR) compliance deadline of October 16, 2024. Note the proposed Lead and Copper Improvements (LCRI) have been propose, will be finalized by the compliance deadline, and are not anticipated to impact the inventory requirements prior to compliance deadline.

ARTICLE 2. SCOPE OF WORK***Task 1 – Lead Service Line Inventory***

Complete a lead service line inventory of the City's water distribution system.

Activities:

- Develop a **Lead Service Line Inventory Development Plan** that will include recommendations and industry best practices for material identification.
- Perform a desktop historical records review of service line material.
- Identify location and quantity of meters for field identification based on statistical analysis.
- Develop and maintain inventory database throughout the project.
- Develop customer notifications for connections served by lead, galvanized requiring replacement (GRR), or lead status unknown.
- Perform regulatory coordination (as needed)

Deliverables:

- Draft and final Service Line Inventory Development Plan.
- Inventory database (Excel)
- Initial inventory for submittal to the Oregon Health Authority (OHA)

Assumptions:

- The Lead Service Line Inventory Development Plan will comply with the LCRR and OHA requirements.
- The City will provide as-builts and other information to Jacobs for desktop historical records review.
- The City will provide a street address-based database (e.g. customer billing system) of all service line connections for the inventory development.
- Jacobs will rely on the accuracy and completeness of the source information and data provided by the City without independent verification.
- The inventory will include both the City-owned portion (Public) of the service line and the customer-owned portion (Private).

Work Order No. 15

To the 2020 Contract for Water-Related
Engineering Services to the City of Cornelius

- The inventory is made public only at the request of the City.
- Field identification of pipe material at selected meters performed by others.
- Jacobs can create field data collection form(s) to capture service line material data by others upon request by the City.
- The City will review and provide feedback to Jacobs on the Lead Service Line Inventory Development Plan, inventory database and initial inventory submittal to OHA.
- Customer notifications for connections served by lead, galvanized requiring replacement (GRR), or lead status unknown will be issued within 30 days of completing inventory and notifications will be completed by the City.
- The following services related to the LCRR requirements will be included in future Work Orders:
 - Lead Service Line Replacement – Plan and Implementation Support
 - Lead and Copper Compliance Sampling – Plan and Implementation Support
 - School and Childcare Facility Sampling – Plan and Implementation Support
- Subject matter expert travel to Cornelius is not included.

Task 2 – Project Management

Provide services to manage the tasks for this scope of work. In addition, this task includes those elements necessary to properly manage, lead, and control the work order.

Activities

- Scoping, contract review/execution and project accounting setup.
- Project documentation and coordination.
- Monitoring project progress, including work completed, work remaining, budget expended, schedule, estimated cost of work remaining, and estimated cost at completion.
- Managing quality control review of work activities and project deliverables.
- Monitor project activities for potential changes. Should change occur, and with City approval, modify tasks, task budgets, and approach. Inform the City if any changes will impact the cost of the services or the schedule.
- Regular communication with City staff through biweekly check-in calls.

Deliverables

- Project kickoff meeting agenda and summary.
- Monthly invoicing with project narrative.

Work Order No. 15
To the 2020 Contract for Water-Related
Engineering Services to the City of Cornelius

Assumptions

- Project updates will be provided during currently scheduled bi-weekly virtual status meetings as part of the engineering services contract.

ARTICLE 3. PROJECT SCHEDULE

The scope of work will be completed by June 30, 2024 after receiving written notice to proceed which is expected after the January 2024 council meeting.

ARTICLE 4. COMPENSATION

Jacobs will complete the scope of work defined in this work order for a total budget not to exceed \$40,000 at the agreed rates of the underlying Contract, plus applicable taxes. A fee estimate is included with this work order as Attachment A.

Signatures

Jacobs Engineering Group Inc.

CITY OF CORNELIUS, OREGON

Signature

Signature

Pat Van Duser

Printed Name

Peter Brandom

Printed Name

Designated Manager

Title

City Manager

Title

Date

Date

Jacobs Engineering Group Inc.
2020 SW 4th Avenue, Suite 300
Portland, OR 97201
503-235-5000

City of Cornelius
1355 N. Barlow Street
Cornelius, Oregon 97116
503-357-9112

City of Cornelius Agenda Report

To: Peter Brandom, City Manager

From: Terry Keyes, City Engineer

Date: January 2, 2023

Subject: Resolution No. 2024-07 Approval AKS Work Order 23



Summary: This resolution approves Work Order 23 with AKS Engineering and Forestry, LLC for the preparation of the engineering construction plans for the Fawn Street utility improvements.

Previous Council Action: Council approved the long-term contract with our engineering consultants, AKS Engineering and Forestry, LLC, on December 5, 2022. Work under this contract is carried out via individual work orders such as this one.

Relevant City Strategic Plan Goal(s): Goal 5: Develop necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community.

Background: The sanitary sewer in Fawn Street between 10th and 12th must be replaced as it is in poor condition with parts of the pipe corroded away. Additionally, the parallel water main in Fawn Street and continuing on S. 12th to Ginger Street is a 70-year-old obsolete and undersized steel water main that needs to be replaced. This work order involves survey, geotechnical investigation, right-of-way services, and engineering design for the utility improvements in Fawn Street between S. 10th and 12th and water main improvements on S. 12th between Fawn and Ginger Streets.

Cost: \$110,900, funds budgeted for fiscal year 2023-24.

Advisory Committee Recommendation: Not applicable.

Staff Recommendation: Approve Resolution No. 2024-07 as presented by staff.

Proposed Motion: I make a motion to approve Resolution No. 2024-07, A RESOLUTION APPROVING WORK ORDER # 23 FOR THE FAWN STREET UTILITY IMPROVEMENTS BETWEEN AKS ENGINEERING AND FORESTRY, LLC AND THE CITY OF CORNELIUS and this action takes effect immediately.

Exhibit: Exhibit A AKS Work Order 23

RESOLUTION NO. 2024-07

A RESOLUTION APPROVING WORK ORDER # 23 FOR THE FAWN STREET UTILITY IMPROVEMENTS BETWEEN AKS ENGINEERING AND FORESTRY, LLC AND THE CITY OF CORNELIUS

WHEREAS, the City needs to design upgraded utilities on S. Fawn Street between S. 10th and 12th and an upgraded water main on S. 12th from Fawn to Ginger Street; and

WHEREAS, this design requires engineering and related expertise that is outside the capabilities of staff; and

WHEREAS, our on-call consultant, AKS Forestry and Engineering, LLC has the capability and expertise to provide the City with the services needed on this project.

NOW, THEREFORE, BE IT RESOLVED BY THE CORNELIUS CITY COUNCIL AS FOLLOWS:

Section 1. The Cornelius City Council approves AKS Work Order 23 for engineering design and related services for the utility improvements in Fawn Street between S. 10th and 12th and water main improvements on S. 12th between Fawn and Ginger Streets with the work described in Exhibit A.

Section 2. This resolution is effective immediately upon its enactment by the City Council.

INTRODUCED AND APPROVED by the Cornelius City Council at their regular meeting this 2nd day of January, 2024.

City of Cornelius, Oregon

By: _____
Jeffrey C. Dalin, Mayor

Attest: _____
Debby Roth, MMC, City Recorder

Work Order: **23**
Project: **Fawn Street Utility Improvements**

Introduction

Upon signature, this Work Order is part of the Personal Services Contract between the City of Cornelius and AKS Engineering and Forestry, LLC for Engineering-Related Services December 6, 2022.

If any provision of this work order conflicts with the Personal Services Contract, the provisions of the Personal Services Contract shall prevail.

Scope of Work

Attached as Exhibit A – Scope of Work Rev. 2 dated December 11, 2023.

Schedule

The project is intended to be completed no later than December 31, 2024.

Compensation

Not to exceed \$110,900

Exceptions

Listed in Exhibit A.

Signatures

AKS Engineering & Forestry, LLC

CITY OF CORNELIUS, OREGON

Signature

Signature

Printed Name

Printed Name

Title

Title

Date

Date



BEND, OR
2777 NW Lolo Drive
Suite 150
Bend, OR 97703
(541) 317-8429
www.aks-eng.com

KEIZER, OR
3700 River Road N
Suite 1
Keizer, OR 97303
(503) 400-6028

THE DALLES, OR
3775 Crates Way
The Dalles, OR 97058
(541) 296-9177

TUALATIN, OR
12965 SW Herman Road
Suite 100
Tualatin, OR 97062
(503) 563-6151

VANCOUVER, WA
9600 NE 126th Avenue
Suite 2520
Vancouver, WA 98682
(360) 882-0419

WHITE SALMON, WA
107 W Jewett
Suite 100
White Salmon, WA 98672
(509) 281-3227

December 11, 2023

FAWN STREET UTILITY IMPROVEMENTS CITY OF CORNELIUS, OREGON

Exhibit A – Scope of Work Rev 2

AKS Engineering and Forestry, LLC (Consultant) will complete the following services to support the Fawn Street Utility Improvement Project for the City of Cornelius (City). The City's intent is to replace the existing sanitary sewer, water, and stormwater systems within South Fawn Street between South 10th Avenue and South 12th Avenue and the water main on S 12th between Fawn and Ginger Streets.

I. Project Administration

Consultant will perform project administration including the following tasks:

- Attend kickoff meeting with City staff
- Attend 30-minute biweekly (every two weeks) phone conferences throughout the design process
- Perform quality assurance and quality control (QA/QC) review
- Prepare monthly schedule updates throughout design process
- Prepare monthly invoices throughout the design process
- Coordinate and manage the project team

Deliverables:

- Agenda for kickoff meeting
- Meeting minutes
- Project schedule
- Monthly invoices

II. Topographic & Boundary Surveying

AKS will perform a comprehensive field survey of existing conditions within the project area and develop a project topographic base map. The base map shall depict all man-made and natural features necessary for project design and provide accurate and representative 1-foot ground contours within the project survey area. Mapping shall be oriented to the Washington County (County) coordinate system and stamped by a Professional Land Surveyor (PLS) registered in the State of Oregon. The following items will be completed by AKS within the project limits:

- Survey, title, and as-built research
- Locating existing property monuments of record
- Establishing property lines, right-of-way lines, and easements
- Establish surface elevations based on National Geodetic Vertical Datum of 1929 (NGVD 29) vertical datum
- Establishing NAD 83 2011 State Plane Coordinates

- Coordinating public utility locates
- Field tying:
 - Underground utilities located at ground surface (sanitary sewer, storm, water, gas, power, communications)
 - Invert elevations for underground utilities where accessible from ground surface (sanitary sewer manholes and storm manholes and catch basins)
 - Hard surfaces (curb, sidewalk, concrete, asphalt, driveway drops, ramps)
 - Utility poles, light poles, and signs
 - Trees 6-inch diameter at breast height (DBH) and larger
 - Fences and significant landscaping
 - Topography (1-foot contours)
- Preparing an Existing Conditions Base Map showing the above items that can be referenced for design purposes

Deliverables:

- Existing Conditions Base Map

III. Drone Aerial Mapping Services

Consultant shall conduct drone aerial mapping services for the extents identified on the attached Exhibit B.

The following items will be completed by CONSULTANT as part of the drone mapping services:

- Establishing a flight control plan
- Setting ground control utilizing GPS surveying
- Collecting data and imagery with drone
- Processing data
- Prepare a CAD plan with ortho mosaic photos (stitched ortho photo)
- Prepare a point cloud of the site
- Prepare a 3D topography rendering of the site

Deliverables:

- Preliminary Base Map utilizing combination aerial photograph and topographic surface from Drone survey and GIS information to be utilized for concept design only.

IV. Geotechnical Investigation

Consultant shall complete a geotechnical investigation for the project area. The geotechnical investigation shall include the following:

- Field exploration including 2 to 4 hand augers in South Fawn Street. Hand augers will be advanced to 15-ft or practical refusal. Soil borings will be logged by a geologist or engineer.
- Completion of laboratory testing of selected samples to determine in-situ moisture content and to refine field descriptions of the soils.
- Prepare a report to compile all office and field data.

Deliverables:

- Geotechnical Data Report



V. Preliminary and Final Engineering

A. Preliminary Engineering

Consultant will review the following records provided by the City

- **Review of Record Data** – Consultant will map utilities on the Geographic Information Systems (GIS) maps provided by the City and thoroughly review all pipeline videos, as-builts or record drawings, permit drawings, utility company information, and GIS maps. During this review the location of all laterals will be determined based on the video location, the City as-built drawings, and the City GIS database. If there are issues, discrepancies, or missing information from pipeline videos, Consultant will provide information to City staff on which segments of pipelines will need additional video inspection.
- **Assessment of Line Rehabilitation Methods** – Following review of video records, an initial assessment will be made for the suitability of line rehabilitation or replacement methods. Line rehabilitation is anticipated to include CIPP, pipe bursting, and open trench cut for line replacement. An exhibit showing the line rehabilitation/replacement recommendations will be prepared.
- **Water Services Documentation** – Document the size of all water services to be transferred to the new water main based on City records.

B. Final Engineering

Consultant will complete the final design for the improvements as shown in Exhibit B. Design Drawings will be prepared at 30%, 60%, 90%, and 100% milestones. Construction Cost Estimates will be prepared at 60%, 90%, and 100% milestones. Project Special Specifications will be prepared at 90%, and 100% milestones. Following each design milestone submittal, Consultant will meet with City staff to review City comments. This task includes an arborist assessment of tree adjacent to the proposed limits of work.

Deliverables:

- Design Drawings (30%, 60%, 90%, 100%)
- Project Special Specifications (90%, 100%)
- Construction Cost Estimate (60%, 90%, 100%)
- Public outreach exhibits (30%, 60%)
- Design review meeting minutes

VI. Utility Potholing, Verification, and Franchise Utility Coordination

Consultant will:

- Prepare exhibits identifying utility conflicts
- Potholing
 - City is responsible for completing excavation needed for potholing
 - Survey potholed location information
 - Prepare a survey map of the findings
- Franchise Utility Coordination
 - Notify franchise utility providers of conflicts and monitor relocation progress

Deliverables

- Utility Exhibit
- Potholing report
- Franchise Utility Coordination

VII. Right-of-Way Services

Consultant will determine right-of-way and easement needs for the project, and coordinate with City staff during the acquisition process. Up to 2 informal temporary construction access agreements will be negotiated by Consultant.

- Review the right-of-way and easement needs for the project
- Establish the right-of-way and temporary easement needs for review by the City
- Establish negotiation price with the City
- Negotiate with temporary construction access agreements with up to 2 properties

Deliverables:

- Signed temporary construction access agreements (2)

VIII. Construction Support Services

Consultant will perform the following services as construction support for the project:

A. Contractor Bid Support Services

City staff will be the primary contact during the bidding phase. The City will perform all procurement-related activities, including advertising, reproducing, and distributing bidding documents to bidders and plan centers; maintaining a plan holders list; and arranging all bid-phase meetings, such as the bid opening. Consultant will provide the following engineering support to the City during the bidding phase of the project:

- Provide input to City staff for responding to bidders' questions
- Provide input to City staff in preparation of addenda

B. Construction Phase Services

Consultant will provide the following engineering support to the City during construction:

- Provide support to the City in responding to requests for clarification (RFCs) and requests for information (RFIs) (assumes two RFIs)
- Review all material/product submittals as requested by the City
- Attend progress meetings with the City and the contractor, as required (assumes two meetings)
- Attend meeting and consult with the City's inspector when the punch list is developed

Estimated Fees

Consultant Services

| | |
|---|----------|
| Task 1 – Project Administration | \$9,800 |
| Task 2 – Topographic & Boundary Surveying Services | \$22,500 |
| Task 3 – Drone Aerial Mapping Services | \$2,500 |
| Task 5 – Preliminary and Final Engineering Services | \$46,500 |
| Task 6 – Utility Coordination Services | \$9,500 |
| Task 7 – Right-of-Way Services | \$3,800 |
| Task 8 – Construction Support Services | \$4,500 |

Subconsultant Services

| | |
|--|---------|
| Task 4 – Geotechnical Investigation Services | \$4,000 |
| Task 7 – Right-of-Way Services | \$7,800 |

| | |
|-------------------|------------------|
| TOTAL FEE: | \$110,900 |
|-------------------|------------------|

Assumptions

- City will provide utility potholing as direct by Consultant and agreed upon by City.
- City will provide CCTV of the existing sewer and storm mains.
- Total ground disturbance will be less than 1-acre; therefore this scope of work does not include preparing a 1200-C plan.

Basis of Fees and Billing

Invoices will be issued monthly for services provided during the previous month. Work will be billed on an hourly basis at our standard billing rates.

Exclusions

Services that do not fall within the scope of work are excluded from this scope of work and estimate.

Exhibit A – Survey Limits

