



**CITY OF CORNELIUS
PUBLIC INFRASTRUCTURE ADVISORY BOARD**

MINUTES

TUESDAY, APRIL 16, 2024

HYBRID MEETING

In-Person (1300 S Kodiak Circle, Cornelius, OR 97113) and Zoom.

Roll Call: Norby Chartrey, Nancy Arp, Jeff Arp, Ben Romero, Janet Fleshman.

Staff Present: Mark Crowell, Public Works Director; Terry Keyes, City Engineer.

Absent: Brian Domsic; Chrissy Dawson.

1. CALL TO ORDER – ROLL CALL

Vice-Chair Janet Fleshman opened the meeting at 6:32 p.m.

2. REVIEW AND APPROVAL OF MINUTES - NONE

3. ADMINISTRATIVE ANNOUNCEMENTS

a. Public Works Director

Public Works Director Mark Crowell reported that there may be a guest speaker at the next meeting. The City Manager would like the City to become a Bee City and Tree City. Crowell briefly reviewed the process for becoming a Bee City, including the need to form a committee. Discussion continued about the upcoming presentation, including background on the presenters (Peggy Harris and Jodi Owens). Crowell explained what becoming a Bee City entails; it involves incorporating best practices in landscaping, such as using pesticides/herbicides that are not harmful to bees and incorporating plants that are suitable for attracting pollinators.

b. Community Development Director - ABSENT

c. Public Works Foreman - ABSENT

d. City Engineer - NONE

4. COMMUNITY PARTICIPATION - NONE

5. PRESENTATIONS AND APPOINTMENTS – Crowell

a. Appointments

Crowell reported that Melanie Johnston submitted an application to join the PIAB; it will go before the City Council for approval on May 6th. With Johnston's appointment, the PIAB will still have one open position.

6. CAPITAL IMPROVEMENT PROJECTS AND UPDATES - Keyes

a. 19th/Davis Mini Roundabout

Keyes reported that the roundabout at the intersection of 19th Ave and Davis St. will be completed in June. The road will be closed in a couple of weeks, for six weeks, and drivers will have to use detours.

Romero asked if the utility companies complied with removing the utility pole.

Keyes answered yes.

Crowell added that the pole is still there, but all of the utility companies have scheduled to remove their service lines. Crowell discussed the detour and the locations of the signs being used to warn drivers about the closure.

b. Booster Station

Keyes provided an overview of the Booster Pump Station project, including the estimated duration and timeline for completion. Keyes estimates it will take over a year to complete, due to the delays in receiving equipment orders.

c. CDBG Sidewalk Projects

Keyes presented a comprehensive overview of the CDBG Sidewalk projects and the locations construction is taking place. Keyes reported the construction on 12th and Dogwood is ending, and the intersection will be open for traffic soon. The City is going to close Davis Street, from 11th to 14th to build out the sidewalk on the south side. The closure is scheduled to align with the 19th and Davis closure for the mini roundabout.

Crowell added that the City is trying to coordinate the road closure with the railroad for the removal of the tracks. Discussion continued regarding the removal of the railroad tracks.

d. Laurel Woods Bridge

Keyes briefly described the project and reported construction will begin in the summer and, weather permitting, be completed in the fall.

e. CDBG New Grant – Davis St. Phase 3

Keyes provided a brief overview of the CDBG Phase 3 plans.

Vice-Chair Janet Fleshman asked if the construction on Davis St between 10th and 11th would be happening at the same time as the construction on Davis St between 11th and 14th.

Keyes explained that the City has been awarded the grant but is awaiting the official letter, therefore the work cannot occur at the same time. Discussion continued regarding the road closure, Fred Meyer access, the County's role in building the current street, and the standards to which the current sidewalk and road were built. The road is currently wide with a bike lane and no sidewalk on the north side; the plans include building sidewalks and narrowing the road. Discussion continued about the County's role in the constructed 10th Ave, the use of the Major Street Transportation Improvement Program (MSTIP) for that construction, and the role 10th Ave plays as a Freight Route.

f. S 29th Blvd Alternatives

Keyes explained that City Staff is scheduled to make a presentation at the Planning Commission Meeting on April 23, 2024, to discuss the lack of funding for the construction of S 29th Blvd, which would require \$14 million. As an alternative, City Staff plans to utilize the available funds to improve 20th and 26th Ave. Discussion continued on the proposed improvements, which aim to encourage motorists to slow down while driving on the streets.

g. Park Fence Installation

Crowell explained that an organization has requested the City of Cornelius include fencing around playground areas for child safety. Crowell stated that the City has allocated park funds from this budget cycle, yet to be approved by the City Council, to fence Magnolia Park. Crowell explained any further budget allocations for fencing other parks will be proposed and subsequently approved yearly. Discussion continued about fence specifications such as height and materials used.

7. COMMUNITY DEVELOPMENT PROJECTS AND UPDATES - Keyes

a. Long Range Planning

i. Visioning – No Update

ii. Comprehensive Plan Update/ Parks Master Plan Update

Keyes informed everyone that the Community Development Director, Barbara Fryer, had requested proposals for updating the Comprehensive Plan and Parks Master Plan. Fryer received only one proposal from 3J Consulting. City staff reviewed the proposal and decided the City needs an alternate proposal. Discussion continued about the proposal and the key items that were missing. Keyes mentioned that Fryer is considering opening a new Request For Proposals (RFP) and/or having a student from PSU complete some of the groundwork.

- b. Current Planning – No Update
- c. Planning Commission: 7:00 pm at City Council Chambers
 - i. May 28: Municipal Code Omnibus Amendment

8. SITE DEVELOPMENT AND ENGINEERING PROJECTS AND UPDATES - Keyes

- a. Single Family Residential
 - i. Laurelwoods

Keyes provided an update on the Laurelwoods development. Keyes stated Phase 10 is nearing completion and Phase 11, the final phase, has begun construction. Keyes explained there is another parcel that will serve as an extension of Laurel Woods and briefly explained the location and size of that future development. Discussion continued on the possibility of more development occurring in the area.

- b. Commercial
 - i. Hybrid Heating & Cooling – No Update
 - ii. Bobcat – No Update
 - iii. 1st and Baseline – No Update
 - iv. Kem Sports Courts – No Update

N. Arp asked about the sports that can be played at the Kem Sports Courts.

Crowell stated that indoor courts are suitable for a variety of sports. Discussion continued around which sports could be played indoors.

- v. Chase Bank – No Update.

- c. Industrial
 - i. Rinchem

Keyes reported the project is complete and briefly described the facility use.

ii. Meadowlark – No Update

d. Multi-Family Residential

i. Plaza Los Amigos

Keyes reported that Plaza Los Amigos is nearly complete. Discussion continued about the number of units in Plaza Los Amigos and parking.

Crowell discussed the park developed as part of the Plaza Los Amigos development. The discussion included the location, size, and amenities of the park.

ii. Calida – No Update

e. Institutional

i. Cornelius Elementary School

Keyes announced that construction on Cornelius Elementary School will soon begin. Discussion continued regarding which part of the school may be purchased by the City for a Community Center.

9. PUBLIC AGENCY PROJECTS – Fryer/Keyes/Crowell

a. Council Creek Regional Trail

Keyes provided an overview of the project. The County is eager to begin construction soon, given the significant amount of money already invested in the project.

Fleshman asked if TriMet was the official owner.

Keyes stated that city staff still need to determine if TriMet is the official owner.

b. Emerald Ash Borer

Crowell provided a summary of the City efforts to mitigate the presence of the Emerald Ash Borer in the city. Crowell explained that the City cannot afford to wait for property owners to come up with funding to treat street trees; the City is taking responsibility for them and for public spaces and green spaces. Crowell gave an overview of the treatment and cost. Treatment is scheduled to begin when the weather permits it and is expected to take two weeks to complete. Crowell estimates it will cost approximately \$15,000.

c. ODOT East Lane RRFB

City Engineer Terry Keyes reported the ODOT East Lane RRFB project has had many delays. Keyes clarified the project belongs to ODOT and is not coming from the City budget. Discussion continued on the road work signage, restoration needed, and further work to be completed.

Nancy Arp (N.Arp) asked if traffic on TV Highway would have to stop when the lights are flashing.

Keyes answered yes and added that vehicles will have to stop when the lights are flashing and a pedestrian is crossing.

- d. TVHWY Bus Rapid Transit project- No Updates
- e. Metro projects
 - ii. Tarrybrooke Park
 - iii. Steamboat Park

Crowell reported Metro has awarded the City funds for two projects: Tarrybrooke Park and Steamboat Park. Crowell said there is yet to be a timeline for when the City will receive the funds or when staff will design and build it. Crowell stated there likely won't be updates on these projects any sooner than the Fall.

- iv. King's Island
- f. East Council Creek Trail Master Plan – No Update

10. OPERATIONS UPDATE & DISCUSSIONS – Crowell

a. Utility Maintenance

Crowell mentioned that the utility maintenance crew has been mowing all rights-of-ways, water quality facilities, and open spaces. Crowell stated that the City is made up of 16 Sanitary/Sewer sections; City staff is halfway through televising and cleaning them. The City is ahead of schedule for televising and cleaning the system, for the eight-year cycle. Crowell provided an overview of the Sanitary/Sewer cleaning and televising process.

b. Park Maintenance

Crowell reported how the weather has affected the crew's ability to begin mowing. Staff is recently able to begin their schedule of mowing the parks once or twice a week. Discussion

continued on the various maintenance tasks the crew have begun to implement in the parks for the season.

Romero asked how many Park Maintenance staff does the City have.

Crowell answered the City has three staff members to maintain 23 parks in Cornelius. Discussion continued about the park maintenance staff schedule and workload.

c. Aquifer Storage and Recovery (ASR) Status

Crowell explained the ASR has been following a cycle that started in September, during which the City has stored 24 million gallons of water in the ground. Crowell estimates that number will be up to 63 million gallons in May. In June, the City will begin extracting water from the ground in addition to purchasing water. This will help reduce the amount of water the City purchases from the Joint Water Commissioner.

Crowell came back to this topic later in the meeting to add that the City has stayed at a 9.4% water loss. Any percentage under 10 is considered very good. Crowell related the subject to the Project on 16th and Alpine, noting that it includes replacing a potentially leaky and old section of steel pipe. Improvements such as this can help reduce the water loss even further. Discussion continued about the City's infrastructure improvements and the improved water loss percentage in the last 25 years.

d. Recruitment

Crowell reported the utility crew is full after a successful recruitment following a retirement in January.

e. Board Objectives – No Update

f. Naming Public Spaces/Projects after people

Crowell committed to sending Board members information regarding the criteria for naming public spaces and parks. Crowell informed the Board of the different parks that will need names soon. Previously, the Parks Advisory Board was responsible for naming parks, but now the responsibility will fall to the PIAB.

Romero asked about the amenities available at the park near Fred Meyers.

Crowell answered that the park will include a playground with rubberized play surfaces, benches, walking path, and small wood climbing structure. The park is completed, but the City has not formally accepted it yet.

N. Arp asked if the City has ordered name signs for the parks.

Crowell stated that the signs have yet to be ordered. The City has hired a new position, a Community Engagement and Communication Director. Crowell described the position and their responsibilities. The new Director, Itzel Sayago, is working on city branding. Branding will include items such as the logo. City staff decided not to spend money on park signs that may have to be replaced with the new logo.

Jeff Arp asked about the status of the project at Alpine and 16th Ave.

City staff clarified that the project has received approval to make improvements in the right-of-way. The improvements include a new water line the City was needing to replace. As part of the development, the developer will improve the water lines, build new sidewalk, curb, and gutter. Keyes described the project and stated that the developer does not yet have approval for anything on site. Discussion continued about the project for Alpine and 16th Ave.

11. ADJOURNMENT

J. Arp made a motion to adjourn the meeting. Norby Chartrey seconded. Motions passed unanimously, 5-0. Meeting adjourned at 7:25pm.