



**PUBLIC WORKS ADVISORY BOARD
Hybrid-Remote Video Conference Meeting**

Friday, November 17, 2023
1300 S Kodiak Circle
Cornelius, OR 97113

Members Present: Brian Domsic, Norby Chartrey, and Jeff Arp

Members Absent: Melanie Johnston, Chrissy Dawson

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

Open Meeting and Minutes (Chair)

Brian Domsic opened the meeting at 12:04 p.m.

Jeff Arp made a motion to approve the October 20th, 2023, meeting minutes. Norby Chartrey seconded the motion. Motion was approved 3-0.

Administrative Announcements (Crowell)

- Discussion on combining PWAB/PAB

Mr. Crowell reported combining the Public Works Advisory Board and Parks Advisory Board will be discussed at the City Council meeting on December 4th, 2023. Barbara Fryer, Community Development Director, is going to make a presentation to the City Council. Counsel action will include repealing the current code, making a resolution, and making a new code. Ms. Fryer will send a reminder and ask if board members want to be a part of the new Board, the Public Works Infrastructure Advisory Board. The new board will discuss both Public Works and Parks topics. Terms will be similar, with intentional staggering, so that many member terms don't end at the same time, risking the loss of losing their knowledge and history.

Mr. Domsic inquired if the current member terms will be reset.

Mr. Crowell answered that is what will happen, but they will try to make the terms close to the same. Some terms may change, to ensure the terms are staggered. Discussion continued about term limits and terms that are reset. In January, City Council will accept everyone's new application if they want to reapply. He asked if the board members were interested in participating on the new combined Board. All Board members are interested in reapplying. He explained that the new Board may meet in the evening, and how the meeting time will be determined with feedback from current members. Discussion continued about term limits and meeting scheduling conflicts. Mr. Crowell explained that Ms. Fryer is working with the City Recorder, who is the one that is finalizing the policy and getting it ready for the City Council to consider. The new board will have nine members. He explained how the number of members was determined.

Mr. Chartrey asked how many people are currently on the Parks Board.

Mr. Crowell answered he believes there are four active members. One member may be leaving, so that number may be down to three. He discussed the possibility of changing the Cornelius resident requirement for Board members, and who additionally it may be open to.

Terry Keyes asked when the Parks Board meets currently.

Mr. Crowell answered the first Tuesday of the month.

Mr. Keyes discussed the difference in meeting schedules. He asked if both Boards will have a December meeting.

Mr. Crowell did not have an answer. Discussion continued on whether there would be another meeting or if the current meeting would be their last. He asked if Mr. Keyes preferred to have a December meeting.

Mr. Keyes answered yes. He noted that it would be a good opportunity to discuss where the Board is heading before the new Board's first meeting in January. Discussion continued about the need for a December meeting.

- Upcoming Events

Mr. Crowell announced the City of Cornelius Community dinner is on Saturday, November 18, 2023. It will be hosted by the City of Cornelius, mostly the Police Department, and Centro. It includes a traditional turkey dinner and is free. The City is expecting 400-600 people to attend. Anyone in the community is invited to attend from 4:00 P.M. to 7:00 P.M. at the Cornelius Grade School. There are openings for volunteers to help. He described some of the volunteer opportunities. He encouraged the Board members to attend and speak with the community. Everything has been donated; Resers Fine Foods donated the mashed potatoes and gravy, Bimbo Bakeries is donating the rolls, and the Fireman's Association and Policeman's Association donated \$500 a piece to purchase the turkeys and green beans. Fred Meyer and Walmart are cooking and preparing the turkeys. Centro will use their kitchen to do food prep.

Mr. Crowell announced that on Friday, December 1, 2023 is the Annual Tree Lighting at Veterans Park. There will be caroling, a few announcements by the mayor, and Santa Claus will show up on Fire Truck. Santa Claus and the Mayor will flip the Celebratory Switch for the tree lighting. After that, everyone will make their way to Cornelius grade school for more Christmas caroling. They will served hot chocolate and cookies.

Mr. Chartrey asked what time the event was.

Mr. Crowell answered it starts at 6pm at Veterans Park.

Capital Projects (Keyes)

- 19th/Davis Mini-Roundabout

Terry Keyes reported that the work will slow down and not much will happen until the weather permits it. Davis Street has been built. The projected opening of the Fred Meyer access is December 1, 2023. The City will pave the sidewalk on the South side of Davis. Plaza Los Amigos will do the sidewalk on the north side, as well as add street lights and street trees. This winter, PGE and other utilities will be moving the overhead utilities underground. There are three utility poles that are where the roundabout will be. When the weather warms up the contractors will close the intersection and build the roundabout.

- Booster Station

Mr. Keyes reported that not a lot of construction has happened. There is a lot of stuff underneath the old building that needs to be move to the new building. The contractor and consultant are trying to figure out how it will be done. The contractor would like to tear down the old building. The City did not intend for that to happen until the project was done, because the old building is in use. The contractor is coming up with new proposals that will be reviewed in the next couple of weeks; this has not delayed the project at all.

- CDBG Pedestrian Projects

Mr. Keyes briefly explained the pedestrian projects. The project will be out to be Bid in a couple of weeks. Construction will start in February 2024. The City is in the process of finishing the construction document. The City's right-of-way agent has started getting the temporary construction easements needed. The City value engineered it to half a million dollars for the project. The project will happen in the spring and will be completed by June.

- Laurel Woods Pedestrian Bridge

Mr. Keyes reported that the Pedestrian Bridge is 60% designed. The City is reviewing the plans. The designers are moving forward to finish the design. The Bid for the project is planned for February. Construction is not expected to start until July. The bid will be done early so that contractors get a good schedule and good price on it. Construction can't start until it is dry enough for equipment to be taken into the area.

Mr. Crowell asked Mr. Keyes to speak about their meeting with Metro and the outcome.

Mr. Keyes explained that Metro owns the land underneath the Laurel Woods Bridge, which includes a large portion of the flood plain south of Laurel Woods. He explained the easements Metro was proposing, that were not ideal. He provided some examples of the restrictions that would not have been good for the community, such as requiring crew members to wash their shoes before crossing the bridge and the exclusion of dogs. Mr. Keyes explained his concerns for that agreement and what action he took. Before Holt sold the land, the City signed an easement with Holt.

Mr. Crowell added that the easement is for a lifetime.

Mr. Keyes noted that Metro has since met with the City; the meeting went well. Metro does not want dogs on their property, and that is fine with the City.

Mr. Domsic asked how effective Metro's proposed restrictions are in interrupting the vector with undesired seeds.

Mr. Keyes stated that it is ridiculous. Discussion continued about the spread of non-native plants.

Mr. Domsic asked if Metro bought these lands as to preserve some wetlands as a mitigation of some sort.

Mr. Keyes responded no, and explained how and why Metro purchased the land. Discussion continued about the land purchase, the Urban Growth Boundary, and previous experiences working with Metro.

- Community Development Block Grant

Mr. Keyes reported that the city has applied for another Community Development Block Grant (CDBG). The application is for the completion of Davis Street, from 10th and 11th. The current project is completing the sidewalks from 11th to 14th; the new grant will extend the sidewalk through 10th. He will give a presentation in January and in March will find out if it has been awarded.

- S. 29th Blvd.

Mr. Keyes gave a presentation for S. 29th Blvd. to the City Council explaining that the project is now evaluated at over ten million dollars. This project will not be feasible. Staff recommended using the money to improve 20th and 26th. He provided examples of those improvements. Staff will develop proposals and bring them to City Council in a couple of months.

- Rectangular Rapid Flashing Beacon (RRFB)

Mr. Keyes explained that ODOT is working on an RRFB on East Lane and Baseline. There is a bus stop on the south side of the street and a lot of people cross there. That section of Baseline is very dangerous for pedestrians.

Mr. Domsic inquired if it was the Southside or Northside.

Mr. Keyes replied that there are bus stops on both sides of Baseline and the RRFB is for both sides. The project will include an island in the middle for pedestrian shelter.

Mr. Crowell added that the RRFB will be on the east side of East Lane.

Mr. Keyes added that the RRFB cost half a million dollars. Discussion continued about some of the details, the possibility for similar projects in the future, and some of the rules regarding the Rural Reserve Land and the Urban Growth Boundary. Mr. Keyes used a map to explain the Urban Growth Boundary and the sewer accessibility to lots outside the City.

- Fawn Street

Mr. Keyes plans on going to the Board with a work order for the AKS Engineering firm to create designs for improving the utilities on Fawn Street, between 10th and 12th. This project would be for next fiscal year, in July. He briefly described Fawn Street and explained that the City needs to fix the sanitary sewer before it fails. There is a steel water line that needs to be replaced at the same time, and the City might install a storm sewer. Discussion continued about how old the utilities are.

Mr. Domsic asked if there are many similar scenarios in the city.

Mr. Crowell responded that there are a few.

Mr. Keyes added that this was the most critical. They have been looking through records with a new management information system. Discussion continued about the size of the street and the importance of ensuring the City utilities work.

Private Development Update (Keyes)

- Single Family Residential: Laurel Woods & 16th/Alpine

Mr. Keyes reported that Laurel Woods is finishing their last phases. They are building the streets and infrastructure for phases 10 and 11. The other phases are all completed; they are building houses on Phase 9 currently. In a year or two they will be done. He reported that the project on 16th & Alpine is slowly moving forward. The owner is going through the planning process. Nothing has been proposed, it may be cottage homes.

- Commercial: Hybrid, Chase Bank, Sports Courts, 1st & Baseline, U-Haul, Bobcat

Mr. Keyes explained that Hybrid Heating is expanding and is still trying to get ODOT approval. He briefly described the project and location. Chase Bank received approval to build a new bank, but since receiving approval there hasn't been any communication. He discussed some theories he has on why that maybe the case, based on what he has read in the news about banks making cut backs. He briefly described the strip development project on 1st and Baseline; it will go to Land Use and the Planning Commission in the next month. He has been working closely with the developer and engineers. U-Haul is slated to go where Murphy's furniture is. There may be a wetland on the back of the property, and therefore have to go through the State to get approval.

Mr. Chartry asked what the developers were intending to do.

Mr. Keyes answered that they want to tear down the old Murphy's building, build a new building on the north side of the lot, and provide a parking lot for the U-Hauls and trailers.

Mr. Crowell added POD storage and storage units would also be included.

Mr. Chartrey commented that there are already U-Hauls at the site, and he wasn't anticipating the building being torn down.

Mr. Keyes reported that Bobcat has received total approval from ODOT and they are doing the bonding now. They have torn down the building, they have equipment at the site, and they will start building a new facility soon.

- Industrial: Rinchem & Meadowlark

Mr. Keyes explained that Rinchem is nearly finished. He described some problems that have arisen from drainage that caused erosion and fence problems. They have to fix all of it before they can receive final approval. He reported that Meadowlark, a big industrial warehouse, is being built.

Mr. Chartrey asked if it has been dedicated, or if there was speculation.

Mr. Keyes answered they are building a spec building with numerous truck bays, but there is not a tenet yet. Discussion continued about the lots in the industrial area and the difficulties with power and expansion.

- Multi-Family: Plaza Los Amigos & Cálida

Mr. Keyes explained that Plaza Los Amigos is in progress. It is being painted. He noted that they are waiting on some electrical equipment that won't arrive until January. Discussion continued about the speed of progress on the development. He briefly described the Calida project. The engineers are making plan revision in attempt to save some money. They have to address comments from Clean Water Services. He doesn't expect it to begin construction until the summer.

- Institutional: Cornelius Elementary School

Mr. Keyes explained that the project has all of the approvals. He is waiting to review the plans for the project. He reported that they are undergoing value engineering.

Operations Update & Discussion (Crowell)

- Operations Activities

Mr. Crowell reported that the crew has been busy for the last two months cleaning and televising the storm drain system. The City is trying to get caught up and compliant with cleaning and televising the whole system every six years. He believes it has to be cleaned every four years and televised every six years, or similar. The City was a couple of sections behind. The crew completed 20,000 ft. this last month and finished this morning. The City has three or four years of breathing room. He explained the crews will now start on the sanitary sewer system. There are about 13 sections in the city for storm sewer, and about 16 sections of sanitary sewer. The crew will do four or five sections of the sanitary sewer to be caught up. He explained why this process is important.

Mr. Crowell reported that the street sweeper has been out for approximately a month and a half. He explained how this has affected street sweeping services. The City is required to sweep the city once a month, per a Clean Water Services mandate. He explained that during the fall the sweeper is running all of the time.

Mr. Chartrey asked if it is possible to ensure that street parking is vacated during the day, once a month, for street sweeping.

Mr. Crowell answered that the City has tried to do that. He described what other cities have tried to do. He explained why it is difficult to commit to that system. A number of situations can arise that would prevent the City from meeting that obligation, and then residents are upset. He explained some of the variable that affect the street sweeping schedule. Discussion continued about street sweeping, staffing, and obstacles to performing street sweeping.

Mr. Chartrey asked about the feasibility of getting the yellow stripes repainted near Susbauer.

Mr. Crowell answered that the City is going to work on getting that restriped this upcoming spring. He added that the Project Manager for the roundabout project is going to see if the contractor striping that project can take on a separate contract from the City to complete the street out to the city limits. He noted that if it doesn't happen in the spring, as part of that project, stripers are really challenging to find.

Mr. Keyes added that the City can't do it.

Mr. Crowell explained that there are only around four companies in the whole state that do striping. He explained some other organization he has reached out to for help.

Mr. Crowell reported that the water loss in the city continues to be below ten percent; it is 9.8 percent. He noted that 14 percent is the national average, according to an American Waterworks Association Publication he reads. Fourteen percent is the acceptable average. He noted that at one time, our water loss was as high as 32 percent. Staff is happy with the current loss percentage.

- ASR Status

Mr. Crowell did not have the exact numbers. He described the cycles of removing water and putting water back into the ASR. The City is getting ready to put water back in. He explained why there is a waiting period between removing water and putting water back in, and the water samples that are required. One of the valves that is down 400ft isn't working. Ryan Howell is working on the problem and coordinating with the City's consultant, who built the ASR.

- Items not on the agenda

Mr. Crowell discussed the Metro grant available for park projects. He explained the process that occurred for developing the projects. He noted that staff was not involved in the project planning and there are questions about feasibility. He provided examples; he described the project designed for a community garden west of Veteran's Park, and explained that the property used to be a "browns field." Additionally, there is a pocket forest proposal for Hordichok Park. He explained that Hordichok Park has a very small grass area, and staff does not want to take up the little grass there is. He explained that staff has proposed changes to these proposals that may make them more feasible. For example, a pocket forest may be possible at Tarrybrooke Park. There are two open areas on Cherry Street, where there are two islands that may be acceptable for the community garden proposal. He explained how the area has water service. He explained that a community garden takes a lot of management, and there are concerns about who takes care of the community garden. Discussion continued about the property ownership, maintenance, and the size of the park maintenance crew.

Mr. Crowell discussed another project proposed for Steamboat Park. The project would include medicinal plants, bird houses, benches, and a river access dock. He explained that Steamboat Park floods three month out of the year. He explained that anything planned for that park would need to work in that kind of environment.

Mr. Keyes added that it would be a very expensive dock.

Mr. Crowell added that the projects are being allotted approximately \$250,000. That includes design, building, and engineering. He explained that there is a sign at each of the locations for these proposals, with a QR code, where the public can vote for the inclusion of a project. Metro is managing the process.

Mr. Domsic asked if staff has found a storm drain facilities that need to be replaced.

Mr. Crowell answered yes. In televising the system, several projects have arisen.

Mr. Domsic asked if the department has the funding.

Mr. Crowell answered the City has been putting money aside. Public Works will work with Mr. Keyes and engineering on this. The surface water management fund is the weakest. Staff will start prioritize the project and determining how to fund them.

Mr. Domsic asked if the work would be contracted.

Mr. Crowell answered probably. There are six crew members that maintain the system. The crew is taking on more regular routine projects. He provided several examples. Discussion continued on funding.

Adjourn (Chair)

Mr. Arp made a motion to adjourn the meeting. Mr. Chartry seconded the motion. Motion was approved 3-0. The meeting was adjourned at 1:17 pm.