

COUNCIL MEETING MINUTES

OCTOBER 11, 2021

DATE COUNCIL CHAMBERS, CITY HALL, CITY OF WOODBURN, COUNTY OF MARION, STATE OF OREGON, OCTOBER 11, 2021

CONVENED The meeting convened at 6:52 p.m. with Mayor Swenson presiding.

ROLL CALL

Mayor Swenson	Present
Councilor Carney	Present
Councilor Cornwell	Present- via video conferencing
Councilor Schaub	Absent
Councilor Swanson	Present
Councilor Puente	Present- via video conferencing 7:10 p.m.
Councilor Cabrales	Present- via video conferencing

Staff Present: City Administrator Derickson, City Attorney Shields, Assistant City Administrator Row, Police Chief Pilcher, Community Development Director Kerr, Economic Development Director Johnk, Human Resources Director Gregg, Public Works Projects and Engineering Director Liljequist, PW Operations Director Stultz, Finance Director Turley, Public Affairs and Communications Coordinator Moore, City Recorder Pierson

EXECUTIVE SESSION

Mayor Swenson entertained a motion to adjourn into executive session under the authority of ORS 192.660(2)(d). **Carney/Swanson...** move into executive session. The motion passed unanimously. The Council adjourned into executive session at 6:53 p.m. and reconvened at 7:10 p.m. Mayor Swenson stated that no action was taken by the Council while in executive session.

ANNOUNCEMENTS

Mayor Swenson announced that it was Indigenous People Day and that our community is stronger because of the many indigenous people that live here.

CONSENT AGENDA

- A. Woodburn City Council minutes of September 27, 2021,
- B. Woodburn City Council Executive Session minutes of September 27, 2021,
- C. Purchase and Acceptance of a Statutory Warranty Deed for Right-of-Way Dedication at 1621 W. Hayes Street, Woodburn, OR 97071 (Tax Lot 051W07CC05000),
- D. Appointment of Police Chief,
- E. Building Activity for September 2021.

Carney/Cornwell... adopt the Consent Agenda. The motion passed unanimously.

SWEARING-IN CEREMONY

Judge Weinhouse provided the Oath of Office to Police Chief Pilcher.

Mayor Swenson called for a recess at 7:43 p.m. and the Council reconvened at 8:00

AMERICAN RESCUE PLAN ACT PROJECT FUNDING

Seth Kelly, AFSCME 642 asked the City Council to consider providing a bonus to AFSCME employees from the American Rescue Plan Act funds for working during the pandemic. City

COUNCIL MEETING MINUTES

OCTOBER 11, 2021

Administrator Derickson provided a staff report. **Carney/Cornwell**...authorize the City Administrator to implement a plan for spending the City's American Rescue Plan Act allocation, according to the included project list. The motion passed unanimously.

50/50 SIDEWALK REPAIR PROGRAM

Economic Development Director Johnk provided a staff report. **Carney/Swanson**... authorize staff to proceed with offering the Woodburn 50/50 Sidewalk Repair Program to Woodburn residents and businesses and begin receiving and approving applications. The motion passed unanimously.

MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS REDISTRICTING SERVICES AGREEMENT

City Recorder Pierson provided a staff report. **Carney/Swanson**... authorize the City Administrator to execute an agreement with the Mid-Willamette Valley Council of Governments (MWVCOG) to update Woodburn's Councilor Ward Boundaries, according to the established reapportionment criteria, and to develop boundary options in an amount not to exceed \$8,500. The motion passed unanimously.

CALL-UP BRIEFING: PLANNING COMMISSION APPROVAL OF A VARIANCE FOR I & E CONSTRUCTION AT 2215 PROGRESS WAY (VAR 21-03)

The Council declined to call this item up.

CITY ADMINISTRATOR'S REPORT

City Administrator Derickson reported the following:

- Public Works Projects and Engineering Director Liljequist will be retiring from the City in December.
- PW Operations Director Stultz will become the consolidated director for the Public Works Department.
- Reminded Council that a resident spoke at the last meeting regarding trucks parking on streets. Code enforcement has noticed the increase of trucks parked on streets and believe this is due to the pandemic. He suggested to the Council that the City give this issue a break until after COVID and revisit it in a year or two.

MAYOR AND COUNCIL REPORTS

Councilor Carney stated that he will miss Eric Liljequist and the highlight of the year was a review of the core samples.

Mayor Swenson stated that the City should hold an event, perhaps in the spring, that honors retiree's that could not celebrate because of COVID.

ADJOURNMENT

Carney/Swanson... meeting be adjourned. The motion passed unanimously.
The meeting adjourned at 8:24 p.m.

APPROVED _____
ERIC SWENSON, MAYOR

**COUNCIL MEETING MINUTES
OCTOBER 11, 2021**

ATTEST _____
Heather Pierson, City Recorder
City of Woodburn, Oregon

**EXECUTIVE SESSION
COUNCIL MEETING MINUTES
OCTOBER 11, 2021**

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Councilor Schaub	Absent
Councilor Swanson	Present
Councilor Puente	Absent
Councilor Cabrales	Present- via video conferencing

Mayor Swenson reminded Councilors and staff that information discussed in executive session is not to be discussed with the public.

Media Present: None.

Staff Present: City Administrator Derickson, City Attorney Shields, Assistant City Administrator Row, Human Resources Director Gregg, City Recorder Pierson

The executive session was called:

To conduct deliberations with persons designated by the governing body to carry on labor negotiations pursuant to ORS 192.660(2)(d).

ADJOURNMENT

The executive session adjourned at 7:10 p.m.

APPROVED _____
Eric Swenson, Mayor

ATTEST _____
Heather Pierson, City Recorder
City of Woodburn, Oregon

Woodburn Police Department

MONTHLY ARRESTS BY OFFENSES

2021 Year to Date

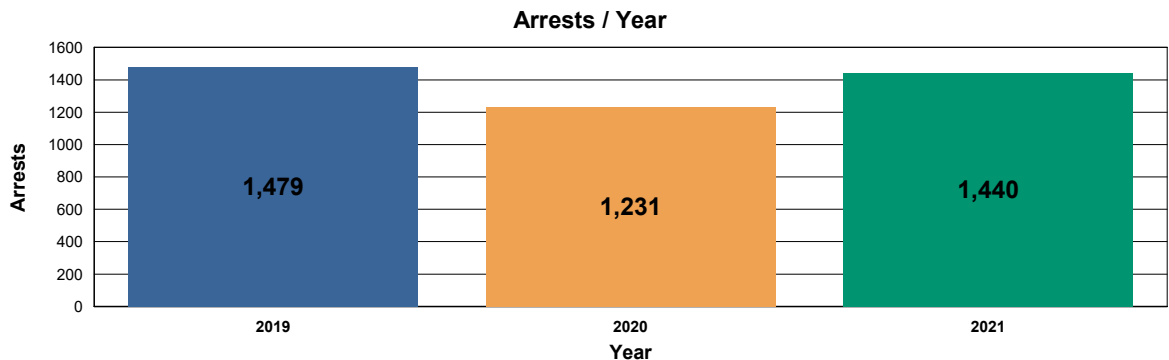
CHARGE DESCRIPTION	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
AGGRAVATED ASSAULT	4	0	0	6	4	5	7	6	4	36
ANIMAL CRUELTY	0	0	0	0	1	1	0	0	0	2
ANIMAL ORDINANCES	1	0	0	2	2	0	1	0	6	12
ARSON	1	0	0	0	0	0	1	2	1	5
ASSAULT SIMPLE	9	4	5	22	10	10	13	6	12	91
ATTEMPTED MURDER	0	1	0	0	0	0	0	0	0	1
BURGLARY - BUSINESS	0	1	0	0	0	0	1	0	0	2
BURGLARY - OTHER STRUCTURE	1	0	0	0	1	0	0	0	1	3
BURGLARY - RESIDENCE	0	1	0	0	3	2	1	0	1	8
CHILD NEGLECT	0	0	0	0	0	0	0	0	1	1
COMPUTER CRIME	0	0	0	2	0	0	0	0	0	2
CRIME DAMAGE-NO VANDALISM OR ARSON	3	1	0	4	1	1	3	0	2	15
CRIMINAL MISTREATMENT	0	0	0	0	0	0	1	0	0	1
CURFEW	4	0	0	0	1	1	0	0	0	6
CUSTODIAL INTERFERENCE	0	1	0	0	0	0	0	0	0	1
CUSTODY - MENTAL	8	3	3	6	1	3	5	3	4	36
DISORDERLY CONDUCT	6	3	2	12	10	7	1	7	5	53
DRIVING UNDER INFLUENCE	10	7	12	18	11	17	37	24	18	154
DRUG LAW VIOLATIONS	10	4	1	4	3	3	1	0	3	29
DWS/REVOKED - FELONY	0	0	1	2	0	0	0	0	1	4
DWS/REVOKED-MISDEMEANOR	3	4	7	4	2	4	9	2	2	37
ELUDE	1	2	0	4	3	4	1	1	3	19
EXTORTION/BLACKMAIL	1	0	0	6	0	0	0	1	0	8
FAIL TO DISPLAY OPERATORS LICENSE	0	1	0	0	0	2	3	0	0	6
FAILURE TO REGISTER AS SEX OFFENDER	1	0	1	2	0	0	0	0	0	4
FORCIBLE RAPE	3	0	0	0	0	1	1	0	0	5
FORGERY/COUNTERFEITING	0	0	0	0	0	0	2	0	0	2
FRAUD - BY DECEPTION/FALSE PRETENSES	0	0	0	0	0	0	1	0	0	1
FRAUD - CREDIT CARD/AUTOMATIC TELLER MACHINE	0	0	0	0	1	0	2	0	0	3
FRAUD - IMPERSONATION	0	0	0	0	0	0	0	0	1	1
FRAUD - OF SERVICES/FALSE PRETENSES	0	0	0	2	0	0	0	0	0	2
FUGITIVE ARREST FOR ANOTHER AGENCY	48	33	26	76	33	44	39	21	40	360
FURNISHING	0	0	0	0	0	1	0	1	0	2
GARBAGE LITTERING	0	0	0	0	0	1	0	0	0	1
HIT AND RUN FELONY	0	0	0	0	2	1	2	1	2	8
HIT AND RUN-MISDEMEANOR	3	0	1	6	7	5	5	2	5	34
IDENTITY THEFT	0	0	0	0	1	0	1	0	0	2
INTIMIDATION /OTHER CRIMINAL THREAT	7	1	1	12	3	4	3	4	7	42
INVASION OF PERSONAL PRIVACY	0	0	0	0	0	1	0	0	0	1
KIDNAP - FOR ADDITIONAL CRIMINAL PURPOSE	1	0	0	4	0	1	0	0	0	6
MINOR IN POSSESSION	0	1	0	0	2	3	0	0	2	8
MINOR IN POSSESSION - TOBACCO	0	0	0	0	0	1	0	0	0	1
MISCELLANEOUS	0	0	0	0	0	0	0	1	0	1
MOTOR VEHICLE THEFT	1	0	2	4	3	2	3	0	4	19
OTHER	5	2	2	4	1	4	3	3	1	25
PROVIDE FALSE INFORMATION TO LAW ENFORCEMENT	1	3	0	6	1	2	2	0	0	15
RECKLESS DRIVING	2	3	1	10	7	11	20	11	9	74
RECKLESSLY ENDANGERING	4	0	0	4	2	2	7	5	4	28
RESTRAINING ORDER VIOLATION	1	0	2	2	2	3	3	0	0	13
ROBBERY - BUSINESS	1	1	0	0	0	1	0	0	0	3
ROBBERY - CAR JACKING	0	0	0	0	0	0	0	0	1	1
ROBBERY - CONV.STORE	0	0	0	0	0	0	0	1	0	1
ROBBERY - OTHER	0	0	0	0	0	0	0	1	0	1
ROBBERY - RESIDENCE	1	0	0	0	0	0	0	0	0	1

Woodburn Police Department

MONTHLY ARRESTS BY OFFENSES 2021 Year to Date

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
RUNAWAY	1	1	1	0	1	1	1	0	2	8
SEX CRIME - CONTRIBUTE TO SEX DELINQUENCY	0	0	0	2	0	0	0	0	0	2
SEX CRIME - EXPOSER	0	0	0	4	0	0	0	2	1	7
SEX CRIME - FORCIBLE SODOMY	0	0	0	0	0	0	1	0	0	1
SEX CRIME - MOLEST (PHYSICAL)	0	0	0	0	0	0	1	0	0	1
SEX CRIME - NON-FORCE RAPE	0	0	0	2	0	0	1	0	0	3
SEX CRIME - PORNOGRAPHY/OBSCENE MATERIAL	0	0	0	4	0	0	0	0	0	4
SEX CRIME - SEXUAL ASSAULT WITH AN OBJECT	1	0	0	0	1	0	0	0	0	2
STALKER	0	0	0	6	1	1	2	1	0	11
STOLEN PROPERTY - RECEIVING,BUYING,POSSESSING	1	0	0	2	0	1	1	0	2	7
THEFT - BUILDING	0	1	0	0	1	1	0	0	0	3
THEFT - FROM MOTOR VEHICLE	0	4	0	0	0	0	0	0	0	4
THEFT - OTHER	3	0	0	4	1	0	2	3	0	13
THEFT - PICKPOCKET	0	0	0	0	1	0	0	0	0	1
THEFT - SHOPLIFT	3	2	1	4	2	2	4	12	5	35
TRAFFIC VIOLATIONS	8	0	10	0	1	6	5	2	11	43
TRESPASS	1	3	0	8	3	5	6	4	5	35
UNAUTHORIZED ENTRY INTO MOTOR VEHICLE	1	2	0	0	0	0	1	0	0	4
VANDALISM	4	3	1	0	1	1	0	1	2	13
VEHICLE RECOVERD FOR OTHER AGENCY	2	2	0	4	1	2	0	0	0	11
WEAPON - CARRY CONCEALED	0	0	0	0	0	1	0	1	0	2
WEAPON - EX FELON IN POSSESSION	1	1	1	2	0	1	1	0	1	8
WEAPON - POSSESS ILLEGAL	5	1	0	6	2	3	2	3	0	22
WEAPON - SHOOTING IN PROHIBITED AREA	1	0	0	0	0	0	0	0	2	3

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
2021 Total	173	97	81	272	134	173	207	132	171	1,440
2020 Total	161	139	105	133	149	153	109	144	138	1231
2019 Total	178	115	157	146	172	174	231	172	134	1479



Woodburn Police Department

MONTHLY CRIMINAL OFFENSES

2021 Year to Date

CHARGE DESCRIPTION	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
AGGRAVATED ASSAULT	2	3	1	7	5	9	13	6	4	50
ANIMAL CRUELTY	0	0	1	0	1	1	0	1	0	4
ANIMAL ORDINANCES	1	0	0	1	1	0	1	1	3	8
ARSON	1	0	0	0	0	0	1	1	1	4
ASSAULT SIMPLE	10	7	9	10	16	12	16	12	20	112
ATTEMPTED MURDER	0	1	0	0	0	0	0	0	0	1
BURGLARY - BUSINESS	1	4	3	2	1	1	4	1	1	18
BURGLARY - OTHER STRUCTURE	0	3	0	4	2	1	2	1	3	16
BURGLARY - RESIDENCE	2	4	1	1	7	9	0	2	2	28
CHILD NEGLECT	0	0	0	0	0	1	0	2	2	5
COMPUTER CRIME	0	0	0	1	0	0	0	0	0	1
CRIME DAMAGE-NO VANDALISM OR ARSON	5	10	12	18	6	7	11	3	9	81
CRIMINAL MISTREATMENT	1	0	0	0	0	1	0	0	0	2
CURFEW	1	0	1	0	1	1	0	0	0	4
CUSTODIAL INTERFERENCE	0	1	0	0	0	0	0	0	0	1
CUSTODY - MENTAL	8	3	3	3	1	3	5	3	4	33
DISORDERLY CONDUCT	5	4	4	5	7	7	2	7	5	46
DRIVING UNDER INFLUENCE	10	7	12	9	11	17	38	24	18	146
DRUG LAW VIOLATIONS	6	3	1	2	3	1	1	0	3	20
DWS/REVOKED - FELONY	0	0	1	1	1	0	0	0	0	3
DWS/REVOKED-MISDEMEANOR	3	4	7	2	2	4	8	2	3	35
ELUDE	2	2	3	4	5	4	2	4	3	29
ESCAPE FROM YOUR CUSTODY	0	0	1	0	0	0	0	0	0	1
EXTORTION/BLACKMAIL	1	1	0	2	0	1	0	0	0	5
FAIL TO DISPLAY OPERATORS LICENSE	0	1	1	0	0	2	3	0	0	7
FAILURE TO REGISTER AS SEX OFFENDER	1	0	1	1	0	0	0	0	0	3
FORCIBLE RAPE	2	2	3	2	2	2	1	0	0	14
FORGERY/COUNTERFEITING	2	0	3	2	1	3	5	1	2	19
FRAUD - BY DECEPTION/FALSE PRETENSES	2	1	4	4	6	4	3	6	3	33
FRAUD - CREDIT CARD/AUTOMATIC TELLER MACHINE	1	4	1	1	3	1	3	2	2	18
FRAUD - IMPERSONATION	0	0	0	0	0	0	0	0	1	1
FRAUD - OF SERVICES/FALSE PRETENSES	0	0	0	1	0	0	0	0	1	2
FRAUD - WIRE	0	0	0	0	0	0	0	1	0	1
FUGITIVE ARREST FOR ANOTHER AGENCY	33	26	27	28	19	32	27	19	26	237
FURNISHING	0	0	0	0	0	1	0	1	0	2
GARBAGE LITTERING	0	0	0	0	0	1	1	0	0	2
HIT AND RUN FELONY	1	0	1	2	1	1	4	2	3	15
HIT AND RUN-MISDEMEANOR	15	13	14	15	18	25	20	17	27	164
IDENTITY THEFT	2	2	4	0	3	5	3	4	2	25
INTIMIDATION /OTHER CRIMINAL THREAT	3	1	1	5	5	8	5	3	5	36
INVASION OF PERSONAL PRIVACY	0	0	0	0	0	1	0	0	0	1
KIDNAP - FOR ADDITIONAL CRIMINAL PURPOSE	2	0	0	2	0	4	0	0	0	8
MINOR IN POSSESSION	0	2	1	0	2	2	0	1	2	10
MISCELLANEOUS	10	19	22	21	20	14	22	17	25	170
MOTOR VEHICLE THEFT	9	6	14	12	15	14	15	11	14	110
NON CRIMINAL DOMESTIC DISTURBANCE	9	10	11	8	8	2	0	1	0	49
OTHER	5	4	3	4	1	4	4	7	2	34
PROPERTY - FOUND LOST MISLAID	4	3	2	1	1	1	3	0	2	17
PROPERTY RECOVER FOR OTHER AGENCY	2	1	1	3	1	1	0	0	0	9
RECKLESS DRIVING	1	3	3	7	7	12	23	11	7	74
RESTRAINING ORDER VIOLATION	1	0	2	1	5	4	3	0	0	16
ROBBERY - BUSINESS	1	1	0	0	0	2	0	1	0	5
ROBBERY - CAR JACKING	0	0	0	0	2	0	1	1	0	4
ROBBERY - CONV.STORE	0	1	0	0	0	0	0	1	0	2
ROBBERY - OTHER	0	0	1	1	0	1	1	1	0	5
ROBBERY - RESIDENCE	1	0	0	0	0	0	0	0	0	1
RUNAWAY	2	1	1	0	2	2	2	2	4	16

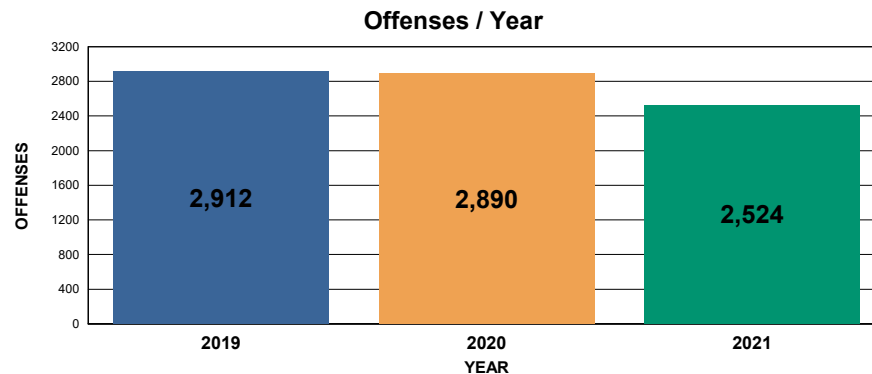
Woodburn Police Department

MONTHLY CRIMINAL OFFENSES

2021 Year to Date

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
SEX CRIME - CONTRIBUTE TO SEX DELINQUENCY	0	1	0	0	0	2	0	0	0	3
SEX CRIME - EXPOSER	0	0	0	0	1	0	0	2	2	5
SEX CRIME - FORCIBLE SODOMY	1	0	1	1	0	0	0	0	0	3
SEX CRIME - MOLEST (PHYSICAL)	1	1	1	1	2	1	0	0	1	8
SEX CRIME - NON-FORCE RAPE	0	0	0	1	0	2	0	0	1	4
SEX CRIME - OBSCENE PHONE CALL	0	0	0	0	1	1	0	0	0	2
SEX CRIME - OTHER	0	0	0	0	1	0	0	0	0	1
SEX CRIME - PORNOGRAPHY/OBSCENE MATERIAL	1	0	0	1	0	0	0	0	0	2
SEX CRIME - SEXUAL ASSAULT WITH AN OBJECT	1	0	1	0	1	0	0	1	0	4
STALKER	0	0	1	1	1	2	1	1	0	7
STOLEN PROPERTY - RECEIVING,BUYING,POSSESSING	1	0	1	1	0	0	1	0	2	6
THEFT - BICYCLE	1	0	0	0	0	2	5	2	1	11
THEFT - BUILDING	2	0	1	2	1	3	0	2	2	13
THEFT - FROM MOTOR VEHICLE	8	8	7	14	6	10	9	12	14	88
THEFT - MOTOR VEHICLE PARTS/ACCESSORIES	6	1	6	3	9	1	3	7	2	38
THEFT - OTHER	12	12	12	10	10	17	14	3	11	101
THEFT - PICKPOCKET	0	0	0	0	0	0	0	3	0	3
THEFT - PURSE SNATCH	0	0	0	0	1	1	0	1	0	3
THEFT - SHOPLIFT	15	11	14	11	16	16	23	24	24	154
TRAFFIC VIOLATIONS	10	1	14	3	1	8	3	4	11	55
TRESPASS	3	6	2	4	5	7	3	3	7	40
UNAUTHORIZED ENTRY INTO MOTOR VEHICLE	2	0	1	0	1	0	2	0	6	12
VANDALISM	18	9	10	8	14	13	17	20	24	133
VEHICLE RECOVERD FOR OTHER AGENCY	6	3	2	3	2	3	0	0	0	19
WEAPON - CARRY CONCEALED	0	0	0	0	0	2	0	0	0	2
WEAPON - EX FELON IN POSSESSION	0	1	1	1	0	1	1	0	1	6
WEAPON - POSSESS ILLEGAL	2	1	1	3	6	8	3	3	1	28
WEAPON - SHOOTING IN PROHIBITED AREA	1	0	0	1	2	1	0	2	3	10

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
2021 Total	259	213	257	262	273	330	338	270	322	2,524
2020 Total	307	322	249	278	361	376	336	329	332	2,890
2019 Total	330	235	325	297	371	374	352	346	282	2,912



Woodburn Police Department

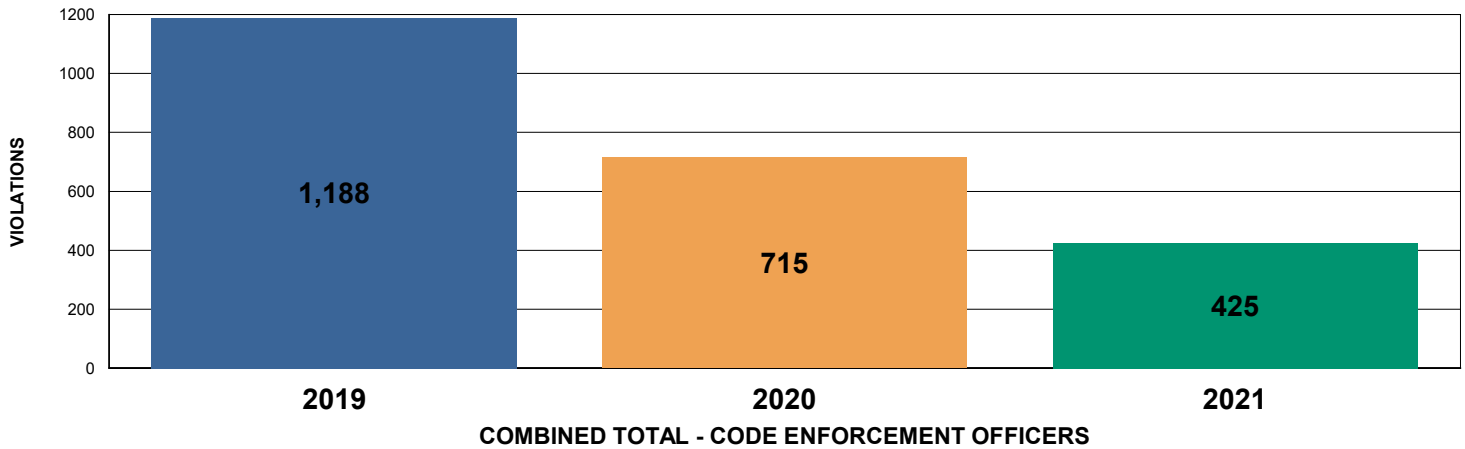
ORDINANCE VIOLATIONS

2021 Year to Date

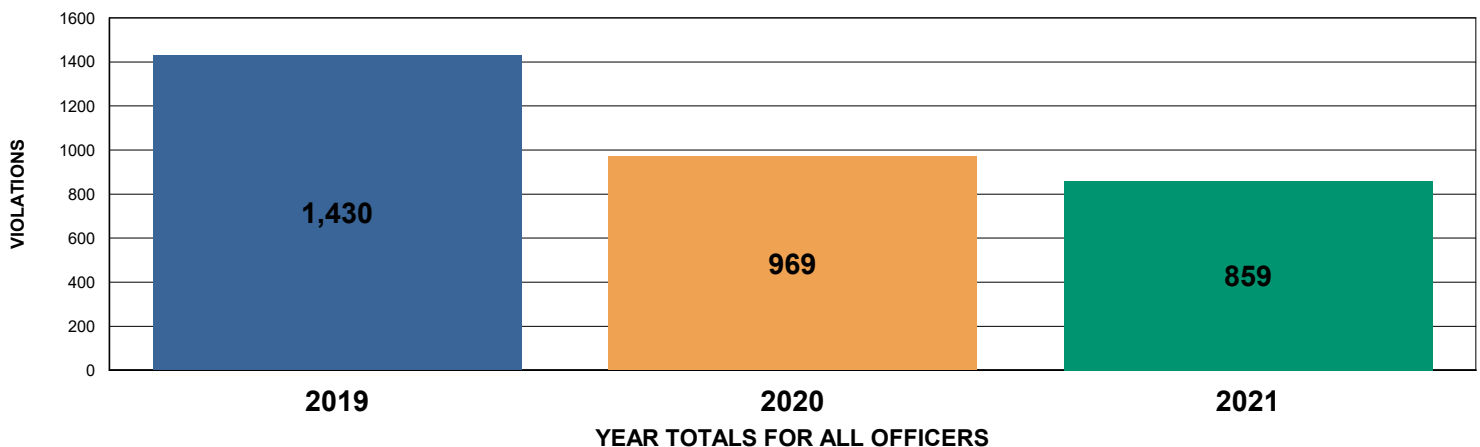
10/11/2021

Ordinance Discription	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
Animal Complaint	18	32	41	47	41	46	38	48	62	373
Ordiinance - Abate/Nuisances	2	0	0	0	0	0	0	0	0	2
Ordinance - Abandoned Vehicles	16	22	26	26	30	19	40	23	27	229
Ordinance - Abate Graffiti	0	0	2	4	0	1	2	3	6	18
Ordinance - Land Use Violations	1	0	1	1	0	1	0	0	1	5
Ordinance - Oth Violation	14	12	13	18	27	21	21	25	26	177
Ordinance - Tall Grass	0	0	0	0	17	13	19	4	2	55
2021 Total	51	66	83	96	115	101	120	103	124	859
2020 Total	109	121	97	80	156	123	114	90	79	969
2019 Total	141	99	148	116	205	197	173	207	144	1,430

Ordinance Violations / Code Enforcement Officers



Ordinance Violations / Year



October 25, 2021

TO: Honorable Mayor and Council through City Administrator

FROM: Anthony Turley, Finance Director

SUBJECT: **FY 2021-2022 Supplemental Budget Request**

RECOMMENDATION:

Adopt the Resolution.

BACKGROUND:

Every year, after Council budget adoption, circumstances arise that were either unforeseen, unquantifiable, or discovered as errors. Oregon Budget Law, ORS 294.471(1) provides for changes to adopted budgets through a transfer resolution or supplemental budget process that notices the proposed changes. Transfers in excess of 15 percent of any fund's total expenditures, or supplemental budget changes in excess of 10 percent of any fund's total expenditures, require a public hearing to accept public testimony on the item under consideration.

Like the adopted budget, supplemental budget requests must be balanced; in other words, net revenue and net expense for the request must be equal. This can be accomplished by budgeting additional revenue or by reducing another expenditure category (such as contingencies).

DISCUSSION:

There are five (5) items that are being addressed in this supplemental budget:

1. The City of Woodburn Public Library was awarded \$98,500 in grant funds from the State Library of Oregon as part of the Institute of Museum and Library Services ARPA funds. These funds will be used to purchase and furnish a Bookmobile that will be used to provide mobile library services to Woodburn and the surrounding North Marion County area.
2. Adding two positions to the approved city complement of employees.
 - An Administrative Specialist in Building and Planning

The Department includes both the Planning and Building Divisions. The Planning Division is tasked with long-range planning and ensuring that proposed development is reviewed and completed pursuant to our adopted codes. The Building Division is responsible for reviewing plans, issuing permits and providing inspections of construction in accordance with all local and state requirements. Last year, in anticipation of new growth, a part-time Building Inspector position was converted into a full-time position and an administrative position was converted into a Permit Technician position. In addition, the City also began using a contracted third-party plan reviewer to assist in the Building Division. In spite of these short term actions, it is now apparent that a full-time position is justified and required.

The Administrative Specialist's duties will include: clerical support, reception duties, answering phones, customer service, tracking budgets, billing, preparing Planning Commission land use mailings and meeting minutes. These duties are currently shared among several employees in the Department. Assigning them to the new Administrative Specialist will allow others in the Department to focus on their more specialized, professional duties.

Some recent major projects either underway or expected to begin in the near future include:

- Amazon Fulfillment Center (3.8 million square feet)
- Two large industrial developments in the SWIR (+1.5 million square feet)
- Approved multi-family developments (over 1,500 units)
- Residential annexations and subdivisions under review (over 750 units)
- Ongoing Smith Creek PUD (over 500 remaining single-family homes)
- Ongoing new commercial and school expansions

Assuming an average hourly wage of \$23.53 for the position, the total annual expected budget impact would be \$104,000 (adjusted at 1.7 times salary for overall personnel

costs). If the position can be filled for seven months of the fiscal year, the true impact is expected to be \$60,820 for FY 2021/22 split between the building fund and planning in the general fund.

- A Project Engineer in the Engineering Department

The Engineering Division is under the Public Works Department and provides comprehensive engineering and contract administration services for capital improvement projects, operations and maintenance projects. Engineering maintains survey and mapping information; reviews development projects for compliance with public works requirements; coordinates the activities of utility companies in the City right-of-way, and inspects public and private construction of streets, storm drainage systems, water lines and sanitary sewer lines. The Engineering Division provides internal support to Facilities and Parks, Drinking Water, Street, Storm Water Conveyance and Wastewater (both collections and treatment). The Engineering Division provide administration services for public contracts related to capital improvement projects, the Urban Renewal Agency and operational maintenance activities. The division also provides support for development, plan and permit review for all land use applications and building permit applications.

The Project Engineer's duties will include: performing a full range of civil engineering and private development tasks; managing multiple capital construction projects and/or programs with administrative responsibility through the design and construction phases and/or quality control and assurance over activities for City of Woodburn public works infrastructure including; roads, wastewater collection and treatment facilities, water treatment and distribution facilities, and storm and surface water management facilities. Additional duties include supporting administration and oversight of all city utilities, including streets, water, sanitary sewer and storm sewer facilities; capital planning of City infrastructure, including streets, sanitary sewer, storm sewer and water facilities; designing City-wide capital projects; administering street maintenance and pavement preservation/restoration programs; managing City right-of-ways; administering and monitoring right-of-way permits;

AutoCAD Mapping of City streets, storm sewer facilities, sanitary sewer facilities, water facilities and new developments; maintaining and updating records of City infrastructure; administering Capital Improvement Program construction projects; providing updates for Public Works standard drawings and technical specifications; overseeing City-wide street lighting systems; providing public service to Woodburn residents, private contractors, other city departments/divisions, and other agencies; providing plan reviews for private development and inspection of work performed in the City right-of-way and public utility easements.

The position of Project Engineer is urgently needed due to the recent surge in development activities throughout the City limits. This position will facilitate the implementation of a backlog of Capital Improvement Projects, as well as provide critical engineering services in other engineering division areas, including assistance with development-driven projects as needed.

The position will be allocated evenly by the following funds General, Water, Sewer and Streets.

3. The transfer of Parks SDC funds to the General Capital Construction fund for the Legion Park project.

The project includes the removal of the existing grandstands and the construction of an artificial turf soccer field, 847 seat bleacher structure, basketball and pickleball courts, storage shed, playground, parking lot resurfacing, and concession stand rehabilitation. Additional funding for the project includes a \$1,000,000 grant from the state of Oregon and \$1,750,000 in American Rescue Plan Act (ARPA) funds.

4. Award of a State ARPA Grant of \$1,000,000 for the Legion Park Project.
5. The use of ARPA funds for the current year budget based upon the project list approved by the City Council at their October 11th meeting as listed in the table below.

Approved ARPA Project List FY 2021-22 Appropriations**Supporting Public Health Expenditures**

MERV-13 filters	\$	4,000.00	
City Communication Application	\$	4,500.00	
			\$ 8,500.00

Addressing Negative Economic Impacts Caused by the Public Health Crisis**Economic Support for Small Business/Non Profit**

Love Inc. Organizational Support	\$	8,000.00	
Aware Food Bank	\$	500,000.00	
Business Assistance Program	\$	65,000.00	
Liberty House	\$	40,000.00	
Love Santa Food Box Assistance	\$	25,000.00	
Houseless Persons Response Team	\$	30,000.00	
			\$ 668,000.00

Economic Support for Individuals

Transit Commuter Service	\$	-	
Recreation/ Aquatics Scholarships	\$	10,000.00	
Family Resource Center Sign/Ext. Paint	\$	30,000.00	
Utility Assistance	\$	25,000.00	
Covid Leave Bank	\$	25,000.00	
			\$ 90,000.00

Economic Support for Industry/Tourism

Parks and Recreation Master Plan Update	\$	-	
Tourism Kiosk/Marketing program	\$	50,000.00	
Museum Project (Theater Rehab)	\$	-	
Legion Park Upgrades	\$	1,250,000.00	
Events: ie, Fiesta Mexicana, Music in the Park, 4th of July, Taste of Woodburn	\$	12,000.00	
			\$ 1,312,000.00

Rebuilding Public Sector Capacity

Rehiring Laid Off Employees	\$	481,000.00	
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Other

Contingency held for future projects	\$	-	
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Total Allocation

\$ 2,559,500.00

FINANCIAL IMPACT:

If the resolution is approved, the following changes will be made:

SUMMARY OF PROPOSED BUDGET CHANGES								
AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED								
Building 123								
Resource	Original	Change	Revised	Requirement	Original	Change	Revised	
1 Licenses & Permits	5,305,300	45,610	5,350,910	1 Personnel Services	786,250	45,610	831,860	
2				2				
Revised Total Fund Resources			7,175,710	Revised Total Fund Requirements			7,175,710	
Comments: New Admin Specialist - allocated at 75% Building & 25% Planning.								
SUMMARY OF PROPOSED BUDGET CHANGES								
AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED								
Planning 001 (Gen Fund)								
Resource	Original	Change	Revised	Requirement	Original	Change	Revised	
1 Planning	203,500	15,210	218,710	1 Personnel Services	486,670	15,210	501,880	
2				2			-	
Revised Total Fund Resources			25,126,420	Revised Total Fund Requirements			25,126,420	
Comments: New Admin Specialist - allocated at 75% Building & 25% Planning.								
SUMMARY OF PROPOSED BUDGET CHANGES								
AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED								
Engineering 001 (Gen Fund)								
Resource	Original	Change	Revised	Requirement	Original	Change	Revised	
1 Engineering	480,000	20,625	500,625	1 Personnel Services	171,010	20,625	191,635	
2				2			-	
Revised Total Fund Resources			25,126,420	Revised Total Fund Requirements			25,126,420	
Comments: New Project Engineer - allocated at 25% Planning. Water, Sewer, & Street funds								
SUMMARY OF PROPOSED BUDGET CHANGES								
AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED								
Street 140								
Resource	Original	Change	Revised	Requirement	Original	Change	Revised	
1 Contingency	1,183,060	(20,625)	1,162,435	1 Personnel Services	1,076,610	20,625	1,097,235	
2				2		-	-	
Revised Total Fund Resources			25,126,420	Revised Total Fund Requirements			25,126,420	
Comments: New Project Engineer - allocated at 25% Planning. Water, Sewer, & Street funds								
SUMMARY OF PROPOSED BUDGET CHANGES								
AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED								
Sewer 472								
Resource	Original	Change	Revised	Requirement	Original	Change	Revised	
1 Contingency	4,073,710	(20,625)	4,053,085	1 Personnel Services	2,146,960	20,625	2,167,585	
2				2		-	-	
Revised Total Fund Resources			16,631,680	Revised Total Fund Requirements			16,631,680	
Comments: New Project Engineer - allocated at 25% Planning. Water, Sewer, & Street funds								

SUMMARY OF PROPOSED BUDGET CHANGES								
AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED								
American Rescue Plan Fund 136								
Resource	Original	Change	Revised	Requirement	Original	Change	Revised	
1	-	-	-	1 Material & Services	-	756,500	756,500	
2				2 Operating Transfer Out	-	1,803,000	1,803,000	
3	-	-	-	3 Contingency	5,401,000	(2,559,500)	2,841,500	
Revised Total Fund Resources			5,401,000	Revised Total Fund Requirements			5,401,000	
Comments: ARP funds for Economic Support for Small Businesses, Public Health & Restoration of Services								
SUMMARY OF PROPOSED BUDGET CHANGES								
AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED								
Transit Fund 110								
Resource	Original	Change	Revised	Requirement	Original	Change	Revised	
1 Operating Transfers	150,000	120,000	270,000	1 Personnel Services	679,940	120,000	799,940	
2				2				
Revised Total Fund Resources			2,023,500	Revised Total Fund Requirements			2,023,500	
Comments: ARP funds for Economic Support for Small Businesses, Public Health & Restoration of Services								
SUMMARY OF PROPOSED BUDGET CHANGES								
AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED								
Water Fund 470								
Resource	Original	Change	Revised	Requirement	Original	Change	Revised	
1 Operatin Transfers	-	25,000	25,000	1 Material & Services	450,590	25,000	475,590	
2 Contingency	1183060	(20,625)	1,162,435	2 Personnel Services	1076610	20,625	1,097,235	
2			-	2			-	
Revised Total Fund Resources			6,552,400	Revised Total Fund Requirements			6,552,400	
Comments: ARP funds for Economic Support for Small Businesses, Public Health & Restoration of Services								
SUMMARY OF PROPOSED BUDGET CHANGES								
AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED								
General Fund 001								
Resource	Original	Change	Revised	Requirement	Original	Change	Revised	
1 Revenue	24,619,920	506,500	25,126,420	1 Operating Expenses	24,619,920	506,500	25,126,420	
2				2				
Revised Total Fund Resources			25,126,420	Revised Total Fund Requirements			25,126,420	
Comments: ARP funds for Economic Support for Small Bus, Public Health & Restoration of Services & Library Bookmobile grant.								
SUMMARY OF PROPOSED BUDGET CHANGES								
AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED								
General Cap Const Fund 358								
Resource	Original	Change	Revised	Requirement	Original	Change	Revised	
1 Revenue	494,790	4,000,000	4,494,790	1 Operating Expenses	494,790	4,000,000	4,494,790	
2				2				
Revised Total Fund Resources			4,494,790	Revised Total Fund Requirements			4,494,790	
Comments: ARP, Park SDC funds & State Grant for Legion Park Improvements/upgrades								
SUMMARY OF PROPOSED BUDGET CHANGES								
AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED								
Park SDC 364								
Resource	Original	Change	Revised	Requirement	Original	Change	Revised	
1 Cont & Unapp Bal	2,015,050	(1,750,000)	265,050	1 Transfer Out	100,000	1,750,000	1,850,000	
2				2				
Revised Total Fund Resources			365,050	Revised Total Fund Requirements			365,050	
Comments: ARP funds for Legion Park Improvements/upgrades								

COUNCIL BILL NO. 3165

RESOLUTION NO. 2180

A RESOLUTION APPROVING TRANSFERS OF FY 2021-2022 APPROPRIATIONS AND APPROVING A SUPPLEMENTAL BUDGET

WHEREAS, ORS 294.463(1) permits “transfers of appropriations” within any fund “when authorized by official resolution or ordinance of the governing body”; and

WHEREAS, ORS 294.463(2) limits “transfers of general operating contingency appropriations to no more than fifteen (15) percent of the total appropriations of the fund” unless adopted pursuant to a supplemental budget; and

WHEREAS, transfers made pursuant to any of the above must state the need for the transfer, the purpose for the authorized expenditure, and the amount of the appropriation transferred; and

WHEREAS, ORS 294.471(1)(a) permits supplemental budgets when “an occurrence of condition which had not been ascertained at the time of the preparation of a budget for the current year or current budget period which requires a change in financial planning”; and

WHEREAS, ORS 294.473 requires the governing body to hold a public hearing on the supplemental budget when the estimated expenditures contained in the supplemental budget for fiscal year or budget period differ by ten (10) percent or more of any one of the individual funds contained in the regular budget for that fiscal year; and

WHEREAS, the transfers contained herein are made pursuant to ORS 294.463; and

WHEREAS, the supplemental budget contained herein is made pursuant to ORS 294.471; and

WHEREAS, a public hearing was held October 25, 2021 on the supplemental budget changes, **NOW, THEREFORE**,

THE CITY OF WOODBURN RESOLVES AS FOLLOWS:

Section 1. That pursuant to the applicable ORS provisions cited above, the City Council hereby approves the transfers of appropriations and supplemental budget for FY 2021-22 in the amounts shown in the summary.

SUMMARY OF PROPOSED BUDGET CHANGES								
AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED								
American Rescue Plan Fund 136								
Resource	Original	Change	Revised	Requirement	Original	Change	Revised	
1	-	-	-	1 Material & Services	-	756,500	756,500	
2				2 Operating Transfer Out	-	1,803,000	1,803,000	
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Revised Total Fund Resources			5,401,000	Revised Total Fund Requirements			5,401,000	
Comments: ARP funds for Economic Support for Small Businesses, Public Health & Restoration of Services								
SUMMARY OF PROPOSED BUDGET CHANGES								
AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED								
Transit Fund 110								
Resource	Original	Change	Revised	Requirement	Original	Change	Revised	
1 Operating Transfers	150,000	120,000	270,000	1 Personnel Services	679,940	120,000	799,940	
2				2				
Revised Total Fund Resources			2,023,500	Revised Total Fund Requirements			2,023,500	
Comments: ARP funds for Economic Support for Small Businesses, Public Health & Restoration of Services								
SUMMARY OF PROPOSED BUDGET CHANGES								
AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED								
Water Fund 470								
Resource	Original	Change	Revised	Requirement	Original	Change	Revised	
1 Operatin Transfers	-	25,000	25,000	1 Material & Services	450,590	25,000	475,590	
2 Contingency	1183060	(20,625)	1,162,435	2 Personnel Services	1076610	20,625	1,097,235	
2			-	2			-	
Revised Total Fund Resources			6,552,400	Revised Total Fund Requirements			6,552,400	
Comments: ARP funds for Economic Support for Small Businesses, Public Health & Restoration of Services								
SUMMARY OF PROPOSED BUDGET CHANGES								
AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED								
General Fund 001								
Resource	Original	Change	Revised	Requirement	Original	Change	Revised	
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2				2				
Revised Total Fund Resources			25,126,420	Revised Total Fund Requirements			25,126,420	
Comments: ARP funds for Economic Support for Small Bus, Public Health & Restoration of Services & Library Bookmobile grant.								
SUMMARY OF PROPOSED BUDGET CHANGES								
AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED								
General Cap Const Fund 358								
Resource	Original	Change	Revised	Requirement	Original	Change	Revised	
1 Revenue	494,790	4,000,000	4,494,790	1 Operating Expenses	494,790	4,000,000	4,494,790	
2				2				
Revised Total Fund Resources			4,494,790	Revised Total Fund Requirements			4,494,790	
Comments: ARP, Park SDC funds & State Grant for Legion Park Improvements/upgrades								
SUMMARY OF PROPOSED BUDGET CHANGES								
AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED								
Park SDC 364								
Resource	Original	Change	Revised	Requirement	Original	Change	Revised	
1 Cont & Unapp Bal	2,015,050	(1,750,000)	265,050	1 Transfer Out	100,000	1,750,000	1,850,000	
2				2				
Revised Total Fund Resources			365,050	Revised Total Fund Requirements			365,050	
Comments: ARP funds for Legion Park Improvements/upgrades								

SUMMARY OF PROPOSED BUDGET CHANGES							
AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED							
Building 123							
Resource	Original	Change	Revised	Requirement	Original	Change	Revised
1 Licenses & Permits	5,305,300	45,610	5,350,910	1 Personnel Services	786,250	45,610	831,860
2				2			
Revised Total Fund Resources			7,175,710	Revised Total Fund Requirements			7,175,710
Comments: New Admin Specialist - allocated at 75% Building & 25% Planning.							

SUMMARY OF PROPOSED BUDGET CHANGES							
AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED							
Planning 001 (Gen Fund)							
Resource	Original	Change	Revised	Requirement	Original	Change	Revised
1 Planning	203,500	15,210	218,710	1 Personnel Services	486,670	15,210	501,880
2				2			-
Revised Total Fund Resources			25,126,420	Revised Total Fund Requirements			25,126,420
Comments: New Admin Specialist - allocated at 75% Building & 25% Planning.							

SUMMARY OF PROPOSED BUDGET CHANGES							
AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED							
Engineering 001 (Gen Fund)							
Resource	Original	Change	Revised	Requirement	Original	Change	Revised
1 Engineering	480,000	20,625	500,625	1 Personnel Services	171,010	20,625	191,635
2				2			-
Revised Total Fund Resources			25,126,420	Revised Total Fund Requirements			25,126,420
Comments: New Project Engineer - allocated at 25% Planning.Water, Sewer, & Street funds							

SUMMARY OF PROPOSED BUDGET CHANGES							
AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED							
Street 140							
Resource	Original	Change	Revised	Requirement	Original	Change	Revised
1 Contingency	1,183,060	(20,625)	1,162,435	1 Personnel Services	1,076,610	20,625	1,097,235
2				2		-	-
Revised Total Fund Resources			25,126,420	Revised Total Fund Requirements			25,126,420
Comments: New Project Engineer - allocated at 25% Planning.Water, Sewer, & Street funds							

SUMMARY OF PROPOSED BUDGET CHANGES							
AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED							
Sewer 472							
Resource	Original	Change	Revised	Requirement	Original	Change	Revised
1 Contingency	4,073,710	(20,625)	4,053,085	1 Personnel Services	2,146,960	20,625	2,167,585
2				2		-	-
Revised Total Fund Resources			16,631,680	Revised Total Fund Requirements			16,631,680
Comments: New Project Engineer - allocated at 25% Planning.Water, Sewer, & Street funds							

Approved as to Form: _____
City Attorney _____ Date _____

APPROVED: _____
Eric Swenson, Mayor

Passed by the Council
Submitted to the Mayor
Approved by the Mayor
Filed in the Office of the Recorder

ATTEST: _____
Heather Pierson, City Recorder
City of Woodburn, Oregon

October 25, 2021

TO: Honorable Mayor and City Council (acting in its capacity as the Local Contract Review Board) through City Administrator

FROM: Jesse Cuomo, Community Services Director

SUBJECT: **Award of Construction Contract for the Legion Park Improvement Project**

RECOMMENDATION:

Award a contract for the Legion Park Improvement Project to Hellas Construction, Inc. in the amount of \$4,004,694.00.

BACKGROUND:

This project will complete the second, and most significant, phase of improvements to Legion Park. Earlier improvements included a new pavilion with restrooms, archaeological themed playground, paved pathways with exercise stations, and an expanded lawn area with irrigation.

As identified in the enclosed proposal from Hellas Construction, the current project includes the following:

Base Bid Items:

Removal of the existing grandstands and the design and construction of an artificial turf soccer field, 847 seat bleachers, concrete sidewalks and pads, electrical work, fencing, storage shed, and soccer goals (\$2,995,372)

Alternates:

- | | |
|---|-------------|
| 1. 2 EA basketball, futsal and 4 EA pickleball courts | (\$498,147) |
| 2. Lights for basketball and pickleball courts | (\$130,478) |
| 3. Playground surfacing | (\$40,890) |
| 4. Bleachers shade structure | (\$128,049) |
| 5. Anodized finish – bleachers | (\$13,222) |
| 6. Closed deck system – bleachers | (\$75,865) |
| 7. Lighting – bleachers | (\$41,875) |

Agenda Item Review: City Administrator ☐ City Attorney ☐ Finance ☐

8. Water, power, cat 6 networking cable	(\$48,692)
9. Lighting – storage shed	(3,440)
10. Scoreboard	(28,664)

Total Contract Amount (\$4,004,694)

Through separate contracts, staff will pursue the resurfacing of the existing parking lot, installation of a playground structure, and concession stand rehabilitation. These additional improvements are estimated to cost \$500,000, bringing the total project cost to approximately \$4,500,000.

DISCUSSION:

Identified in the 2009 Parks and Recreation Master Plan, 2014 Legion Park Master Plan, and the 2016 Parks and Recreation SDC methodology, the Legion Park Project has long been a City priority.

This project will provide Woodburn residents with access to a top notch soccer facility that can be used year-round, while also providing significant economic benefits from the increased tourism the many regional soccer tournaments are expected to bring.

Construction is anticipated to occur during spring/ summer 2022.

The contract award is made through the InterMountain Education Service District (IMESD) National Association of Educational Purchasing Agencies (AEPA) Procurement Contract. AEPA pre-bids certain categories of projects (in this case, artificial turf field complexes) and enters into contracts with successful bidders in order to provide favorable pricing to participating members.

Pursuant to Oregon Law, ORS 279A, InterMountain Education Service District is authorized to offer these contracts to other government entities including school districts, state universities, community colleges, special districts, city, county and state government. Oregon school districts and other public agencies, including municipalities, are authorized to participate in this cooperative purchasing program.

FINANCIAL IMPACT:

Funding for this project is included in the supplemental budget on this evening's City Council agenda. Project funding will be provided by the following sources:

American Rescue Plan Act (ARPA):	\$1,750,000.00
Park System Development Charges (SDCs):	\$1,750,000.00
State of Oregon Grant	\$1,000,000.00



October 14, 2021

Jesse Cuomo
Recreation Services Manager
City of Woodburn
270 Montgomery street
Woodburn, OR, 97071
E: jesse.cuomo@ci.woodburn.or.us
P: 503-982-5266

RE: Legion Park, City of Woodburn, Oregon

Artificial Turf Soccer complex. Rev.3

Hellas Construction, Inc. is pleased to provide you with the scope of work and proposal. Pricing is based on Hellas' current cooperative contract through AEPA Intermountain ESD Contract #020 Athletic Surfaces and AEPA Contract No. 021A-Athletic Lighting. Through this contract, Hellas' products have been competitively and lawfully bid providing member schools and agencies with quality and preferential pre-priced products and services.

General Conditions:

Hellas will:

1. Provide project Insurance per Hellas limits.
2. Provide full time supervision.
3. Provide construction surveying, layout and staking.
4. Provide performance and payment bonds.
5. Provide construction drawings prior to commencing.
6. Provide necessary safety measures to ensure a safe jobsite for public and workers including but not limited to O.S.H.A. regulations.
7. Provide clean up on a daily basis.
8. Provide temporary construction fence.
9. Provide sanitizing stations.
10. Provide final punch-out and clean-up of the completed project.

Owner to supply and install the following:

1. Temporary power.
2. Utility Connection/Impact fee (Power, water, and sanitary Sewer)

12710 Research Boulevard
Suite 240
Austin, Texas 78759



Phone (512) 250-2910
Fax (512) 250-1960
info@hellasconstruction.com

WWW.HELLASCONSTRUCTION.COM

Design:

Hellas will:

1. Attend design kickoff meeting and consult with Owner as needed to determine the requirement of this Project.
2. Provide storm water runoff analysis as needed for obtaining required permits.
3. Utilize Topographic Survey and Geotechnical Report to create signed and sealed construction drawings including details and technical specifications. Drawings and specifications shall cover the following scope and appurtenant associated items:
 - a. Excavation and grading and compaction of subgrade soils together with soil stabilization measures, as required per geotechnical report for foundations of new facilities.
 - b. Installation of water and electrical additions as may be required for lighting, bleachers and other improvements including electrical receptacles and lights and/or water hose bibs.
 - c. Storm drainage additions and improvements for soccer field including connection of storm drain main lines to existing storm drain system as may presently exist or as will be part of the improvements of this project.
 - d. Construction of concrete curbs and concrete surfaces as needed for structures, walks and other improvements.
 - e. Construction of perimeter fence and gates including concrete fence skirt.
 - f. Construction of sidewalks, parking areas and/or drives, concrete or asphalt paving surfaces and other miscellaneous improvements as required.
 - g. Installation of synthetic turf field area including subgrade preparation, geomembrane liner, crushed stone, and synthetic turf surface.
4. Furnish required drawings, data and reports required to secure approval of such governmental authorities that may have jurisdiction over the project site.
5. Provide materials testing and construction staking services as needed and interpret material testing results.
6. Electrical drawings for all requested lights and power receptacles.
7. Mechanical drawings for plumbing fixtures.

Mobilization:

Hellas will:

1. Install necessary erosion control silt fence, and other best management practices (BMPs) for storm water pollution prevention for the scope mentioned here after.
2. Provide equipment and dumpsters.
3. Provide temporary fence to secure construction site as required.

Demolition:

Hellas will:

1. Demolish and dispose of the existing wooden grandstand and bleachers, materials will be sent to be reused if possible.
2. Demolish and dispose of the existing backstop fence, 2 EA light poles behind the backstop the and the structure under the bleachers.

Earthwork:

Hellas will:

1. Clear and grub site only in improved areas, haul off organics to an owner designated location within 1000' of the site.
2. Excavate to design subgrade elevations, all excavated material to be hauled off to an owner designated location within 1000' of the site.
3. Earthwork will be performed in small areas to minimize exposure to wet weather. ground surface within the construction area will be graded to promote run-off of surface water and to prevent the ponding of water
4. Per the Geotech provide by the owner, treatment of the onsite soils would involve mixing cement powder to approximately 6 percent cement content and a mixing depth on the order of 12 inches. The soil will be moisture conditioned to within 2 percent of optimum moisture plus one percent for every percent of cement by weight.
5. After soil amendment, tilling, and moisture conditioning, treated soils will be compacted with a sheepsfoot style of compactor, then smooth drum rolled or bladed to finish. cement amended soils will be compacted to at least 95% of the maximum dry density determined by Standard Proctor AASHTO T-99 or equivalent. Field density will conform to ASTM D2922 and D3017, or D1556.
6. At concrete sidewalk and pads, the surficial soils will be scarified to a minimum depth of 8 inches, moisture conditioned to within about 3 percent of optimum moisture content, and compacted to specifications.

Concrete:

Hellas will:

1. Construct $\pm 1,266$ lineal feet of concrete curb, 6" x 12", reinforced with two (2) #4 rebar continuous.
2. Construct a 5' wide sidewalk as shown in the attached rendering, 5" thick, with #4 rebar at 18" o.c.e.w
3. Construct a 5" thick slab underneath the grandstands, with #4 rebar at 12" o.c.e.w.

Drainage Systems

Hellas will:

1. Storm Drainpipe – Provide and install 12" HDPE N12 perforated collector pipe



at the perimeter and connect to 15" HDPE outflow pipe which will daylight to an existing swale.

2. Construct headwall at the outfall.

Athletic Equipment

Hellas will:

Provide and install the following athletic equipment:

1. 1 – Pair of soccer goals

Synthetic Turf Field

Hellas will:

1. Provide and install 30 mil impervious liner over subgrade, under perimeter collector pipe and attach to curb and nailer.
2. Provide and install $\pm 1,305$ lineal feet of ECO nailer.
3. Advan edge flat drain system in herringbone pattern over the field at 30' center to center; the flat drains will drain to the exterior perimeter collector lines.
4. Provide and place 5" permeable base stone and 2" permeable finish stone; each course laser graded and compacted to proper planarity and density.
5. Provide and install approximately 91,769 square feet of **Matrix® 44 Helix oz** 100% Polyethylene Extruded monofilament synthetic turf system with the noted installation options listed below.
 - Soccer lines and markings per attached rendering.
 - Soteria Max shock pad.
 - Elia organic infill.
 - Supply one (1) tow-behind ground-driven sweeper/groomer
 - Provide 8-year manufacturer warranty

After synthetic turf installation is complete, Hellas will provide an operation and maintenance orientation for care of the turf field, and the supplied equipment quoted above.

Fencing

Hellas will:

1. Provide and install approx. 1561 lineal feet of 6' tall, black vinyl chain link fence with 2 EA -4' wide gates.
2. Provide and install 2- 30' x135' soccer barrier netting systems. The new system will be supported by 4 structurally engineered painted black steel poles. The netting will be a #36 DuPont knotted nylon net with a 4" mesh which has been double UV-treated for superior strength and durability.
3. Provide and install Decorative arched entry with masonry columns; one (1) 12' wide arch entry with 6' H double gates.

Electrical

Hellas will:

1. Provide and install Cooper sports lighting.
2. Build a new 480-volt three phase electrical service.
3. Install new electrical service wires from the new electrical service to the storage shed.
4. Provide trenching and install underground conduit for site lighting.
5. Install marking tape for all underground conduits.
6. Excavation for sports lighting pole bases. Pour concrete bases.
7. Dirt backfill and rough dress trenches and around pole bases.
8. Provide and install 4 equally spread poles for sports lighting.
9. Provide airmesh wireless lighting control.
10. Removal of MEC generated waste and demo' d electrical materials.
11. Prepare and schedule electrical inspection.
12. Clarifications and assumptions during the preparation of this proposal.
13. All conduit to underground to be Sch. 40 PVC.
14. Any conduit emerging from concrete to be rigid metal conduit (RMC).

Bleachers

Hellas will:

1. Furnish, deliver, and install:
 - a. (1) 15 row x 102' 847 18" bench seats
 - b. 8 EA handicap
 - c. Galvanized steel angle frame support structure
 - d. 2x10 flat anodized bench seats
 - e. 8" rise/24" tread
 - f. Semi-closed decking system of mill finish
 - g. Anodized risers
 - h. Aisles with mid-aisle grab rail
 - i. 36" elevated front crosswalk
 - j. 62" front crosswalk depth
 - k. (2) stairs and (1) ramp
 - l. Galvanized chain link guardrail system
 - m. Engineer sealed submittal package
 - n. Installation of above bleacher

Storage Shed

Hellas will:

1. Provide and install premier pro ranch garage 20'x40'x8' with wood framing.
2. Gable roof with shingles.
3. Concrete sealed floors.
4. 1 EA 6-panel residential door.



5. 1 EA (16'x7') Overhead garage door.
6. 1 EA Light fixtures.
7. 2 EA 12"x12" gable end vent.
8. Excludes – any paint work, custom colors, insulation etc.

Proposal Price (Excludes Sales tax)	<u>\$2,995,372.00</u>
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BREAKOUT PRICING

- | | |
|--|---------------------|
| 1. <u>Earthwork, cement stabilization and drainage</u> | <u>\$771,642.00</u> |
|--|---------------------|

ALTERNATES

- | | |
|---|---------------|
| 1 ADD- 2 EA basketball, futsal and 4EA pickleball courts
Pickleball Courts (34'x64')
Basketball Courts(50'x84') | \$ 498,147.00 |
| 2 ADD- Lights at pickleball and basketball | \$ 130,478.00 |
| 3 ADD- Playground 2 Kickabout turf (2,244 SF) | \$ 40,890.00 |
| 4 ADD- Metal shade structures at grandstand | \$ 128,049.00 |
| 5 ADD- Anodized finish on decking at bleachers | \$ 13,222.00 |
| 6 ADD- Closed deck system at bleachers | \$ 75,865.00 |
| 7 ADD- Lighting fixtures at bleacher roofing | \$ 41,875.00 |
| 8 ADD- Water/Power and Cat 6 at Bench areas | \$ 48,692.00 |
| 9 ADD- 4 Light fixtures in lieu of 1 at storage shed | \$ 3,440.00 |
| 10 ADD- 1EA Panview Soccer Scoreboard (5'-6"H x16'-0"W)
Includes final commissioning and training. | \$ 28,664.00 |

Pricing is valid for 30 days only.



Exclusions (but not limited to):

1. Any scope not stated above.
2. Haz mat materials.
3. Any unforeseen conditions.
4. Ground water pumping.
5. Environmental study.
6. Site utilities.
7. Temp irrigation.
8. Playground structures.
9. Wetland improvements or any mitigations.
10. Rock excavation.
11. Landscaping.
12. Temporary power.
13. Rock excavation or haul off.
14. Multiple Mobilizations.
15. Any concrete work outside the scope of this proposal.
16. Site security.
17. Repair to parking due to construction.
18. Retaining walls and ramps.
19. Any Allowances or Contingencies unless noted above.
20. Owner shall provide ingress/egress for ALL personnel, equipment and materials; typical construction traffic shall be expected for the duration of this contract. Contractor NOT responsible for damage due to typical construction traffic ingress/egress to the construction site.

Notwithstanding anything to the contrary in any of the Contract documents, under no circumstances shall the Performance bonds, maintenance bonds or the obligations of the Surety be liable for any warranty obligations that exceed one (1) year from the date of substantial completion as defined in the Contract Documents.

Please contact this office should you have any questions regarding this proposal.

Hellas Construction, Inc. looks forward to the opportunity of this project and is eager to work with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Anoop Bains", written over a light blue horizontal line.

Anoop Bains

Estimator

Hellas Construction, Inc.

abains@hellasconstruction.com

#512-541-7691



Hellas
Hellas Construction, Inc. (P) (512) 250-2910
12000 West Parmer Lane (F) (512) 250-1960
Austin, TX 78613 hellasconstruction.com

OWNER:
City Of Woodburn
Legion Park
1385 Park Ave, Woodburn, Or 97071

PROJECT:
SYNTHETIC TURF SOCCER FIELD

PROJECT LOCATION:
WOODBURN, OREGON

matrix.TURF



COMMENTS:
Drawing scale accurate ONLY when printed on 11x17 paper.

CREATED BY: HN

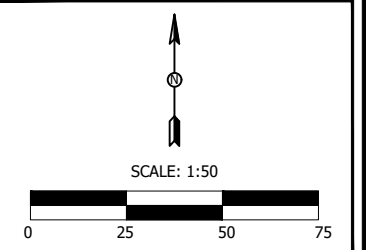
All drawings and written material appearing herein constitute original unpublished work, and may not be duplicated, used or disclosed without the written consent of Hellas Construction, Inc.

DATE:
AUGUST 9, 2021

REVISION:
REV 3

SHEET TITLE:
COLOR RENDERING

SHEET NUMBER:
1



October 25, 2021

To: Honorable Mayor and City Council through City Administrator

From: Chris Kerr, Community Development Director *CK*,
Dan Handel, Associate Planner

Subject: **Call-Up Briefing: Planning Commission approval of a Conditional Use Permit, Design Review, and Street Exception application package for the Lincoln Elementary School west rear parking area expansion at 1041 N. Boones Ferry Road (CU 21-01, DR 21-08, & EXCP 21-04)**

RECOMMENDATION:

Staff recommends no action and briefs the Council on this item pursuant to Woodburn Development Ordinance (WDO) Section [4.02.02](#). The Council may call up this item for review if desired and, by majority vote, initiate a review of this decision.

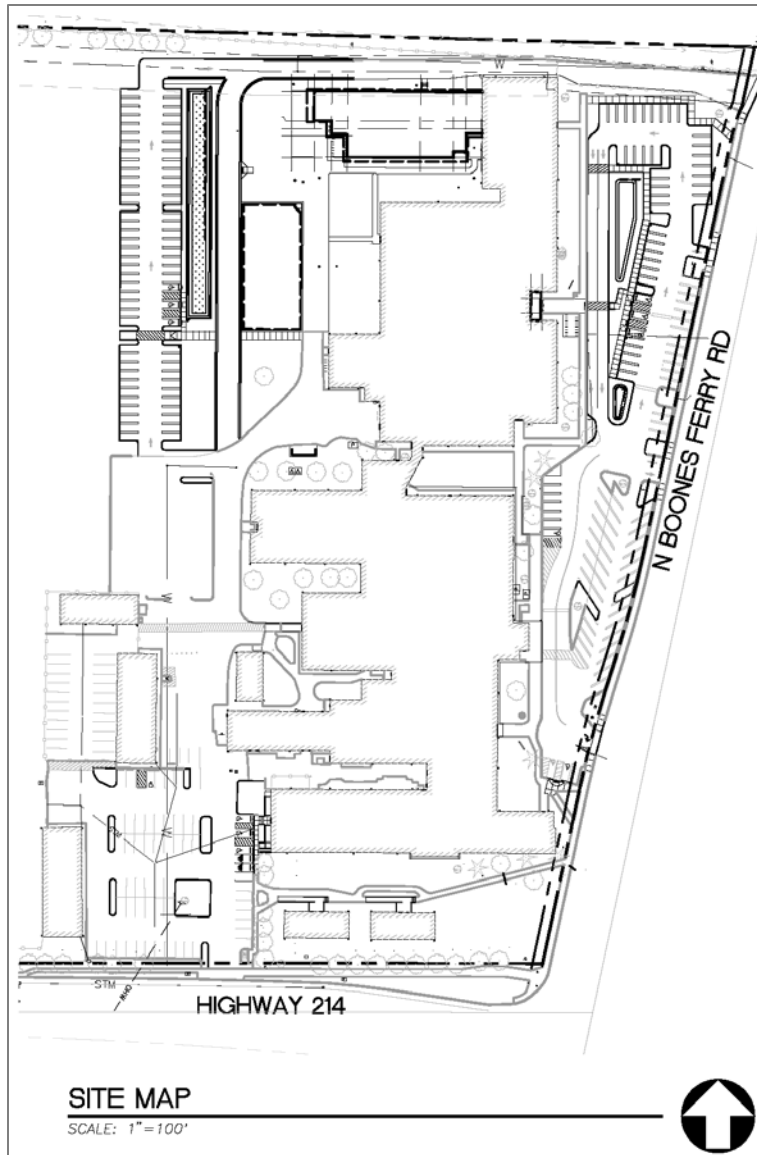
BACKGROUND:

The Planning Commission held a public hearing on October 14, 2021 and unanimously approved the Conditional Use Permit (CU), Design Review (DR), and Exception to Street Right of Way and Improvement Requirements ("Street Exception", EXCP) application package with the conditions recommended by staff through the staff report. No parties testified in opposition.

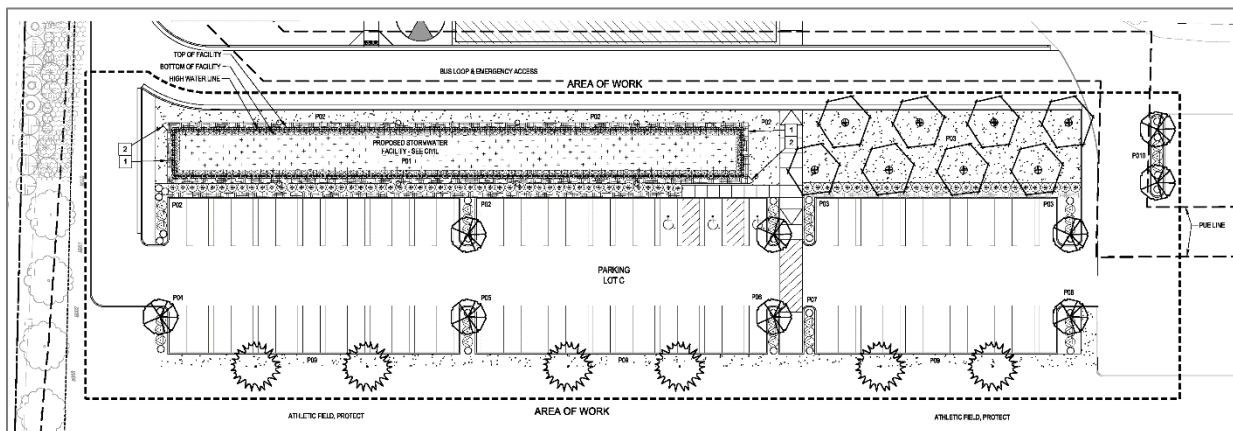
The Lincoln Elementary School proposed parking area expansion is proposed for District staff only and at the west rear of the school, roughly the central north portion of the Lincoln Elementary School & French Prairie Middle School campus. The development is limited to the parking area expansion of 72 or so stalls. This parking area supplements the school addition/expansion/remodel approved through CU 2019-06. The Street Exception application EXCP 21-04 is to confirm that EXCP 2019-04, which was corollary to CU 2019-06, remains in effect.

Illustrations of the parking area expansion are on the following page.

Agenda Item Review: City Administrator ___x___ City Attorney ___x___



Site Plan



October 25, 2021

To: Honorable Mayor and City Council through City Administrator

From: Chris Kerr, Community Development Director *CK*,
Dan Handel, Associate Planner

Subject: **Call-Up Briefing: Planning Commission approval of a Design Review, Planned Unit Development, and Riparian Corridor & Wetlands Overlay District Permit application package for the Woodburn Senior Living Apartments project at 2385 Sprague Lane (DR 21-05, PUD 21-01, & RCWOD 21-02)**

RECOMMENDATION:

Staff recommends no action and briefs the Council on this item pursuant to Woodburn Development Ordinance (WDO) Section [4.02.02](#). The Council may call up this item for review if desired and, by majority vote, initiate a review of this decision.

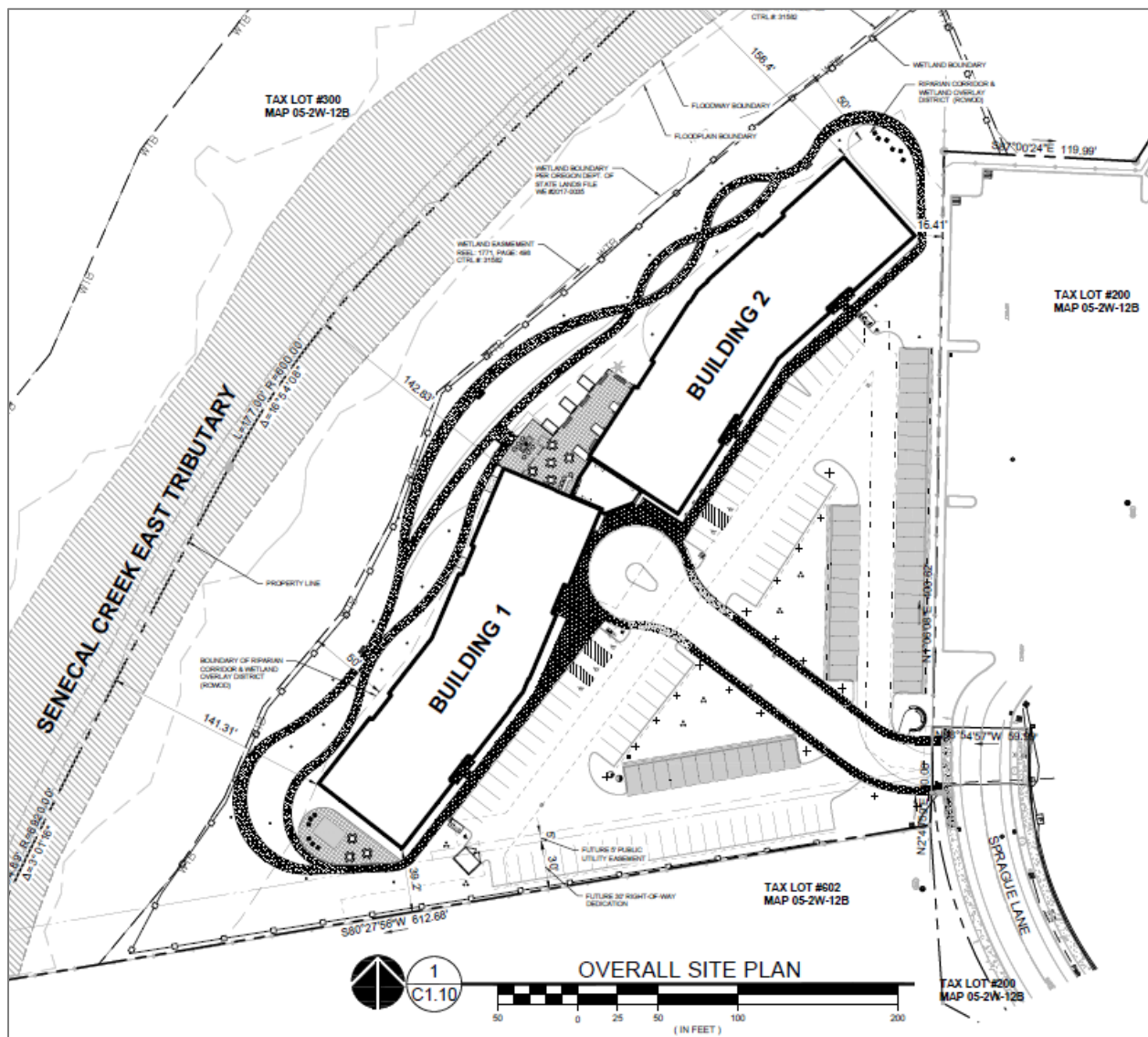
BACKGROUND:

The Planning Commission held a public hearing on October 14, 2021 and unanimously approved the Design Review (DR), Planned Unit Development (PUD), and Riparian Corridor & Wetlands Overlay District (RCWOD) Permit application package with the conditions recommended by staff through the staff report, except with modifications to strike an access easement requirement, correct a scrivener's error, and add a condition requiring the applicant meet the standard covered parking requirement. No parties testified in opposition.

The subject property is west of the Woodburn Premium Outlets and north of the Woodburn RV Park, at the end of Sprague Lane. It is within the Medium Density Residential (RM) zoning district, the Interchange Management Area (IMA) Overlay District, and the Riparian Corridor & Wetlands Overlay District (RCWOD). A tributary to Senecal Creek runs along the west property line, resulting in a substantial amount of the property being covered by the RCWOD.

Agenda Item Review: City Administrator ___x___ City Attorney ___x___

The project is a senior housing development, consisting of 98 units across two buildings with a focus on common areas and shared amenities. Examples of indoor amenities include a fitness center, library, lounge, bar, movie room, kitchen, and dining room. Outdoor amenities include several patios and a looped walking path. The buildings are sited along the RCWOD boundary and parking facilities form a triangle between the buildings and the street frontage.



As part of the PUD, the following modifications to development standards were approved:

- Reduce the setback to the east property line from 20 feet down to 16.41 feet.
- Transfer density from the unbuildable RCWOD area to increase the allowed density up to 98 units.
- Increase the maximum building height from 35 feet to 37.67 feet.
- Maintain the existing Sprague Lane street improvements.
- Reduce the minimum parking requirement from 2 stalls/unit to 1.27 stalls/unit.
- Plant buffer yards with a row of 6-foot shrubs.
- Remove the architectural wall screening requirement between the RM and CG zones.

The RCWOD Permit was also approved, allowing for a looped walking path and new landscaping within the wetland buffer, which are allowed uses within the RCWOD.



Conceptual rendering of the view from Sprague Lane