



Kent Taylor Civic Hall
200 NE Second Street
McMinnville, OR 97128

**City Council Meeting Agenda
Tuesday, March 14, 2017**

- 4:00 p.m. – Work Session**
6:00 p.m. – Dinner Meeting
7:00 p.m. – Regular Council Meeting

Welcome! All persons addressing the Council will please use the table at the front of the Council Chambers. All testimony is electronically recorded. Public participation is encouraged. If you desire to speak on any agenda item, please raise your hand to be recognized after the Mayor calls the item. If you wish to address Council on any item not on the agenda, you may respond as the Mayor calls for "Invitation to Citizens for Public Comment."

4:00 PM – WORK SESSION – COUNCIL CHAMBERS

1. CALL TO ORDER
2. PRESENTATION ON CITIZEN SURVEY
3. ADJOURNMENT

6:00 PM – DINNER MEETING – CONFERENCE ROOM

1. CALL TO ORDER
2. REVIEW CITY COUNCIL AGENDA
3. ADJOURNMENT

7:00 PM – REGULAR COUNCIL MEETING – COUNCIL CHAMBERS

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. INVITATION TO CITIZENS FOR PUBLIC COMMENT – *The Mayor will announce that any interested audience members are invited to provide comments. Anyone may speak on any topic other than: a topic already on the agenda; a matter in litigation, a quasi-judicial land use matter; or a matter scheduled for public hearing at some future date. The Mayor may limit the duration of these comments.*
4. CONSENT AGENDA
 - a. Consider the Minutes of the January 24th, 2017 Dinner and Regular Meeting.

Kent Taylor Civic Hall is accessible to persons with disabilities. A request for an interpreter for the having impaired or for other accommodations for persons with disabilities should be made a least 48 hours before the meeting to the City Recorder (503) 435-5702. For TTY services, please dial 711.

5. NEW BUSINESS

- a. Request from Mr. Foley for noise variance waiver for July 8th, 2017.

6. RESOLUTIONS

- a. **Resolution No. 2017-18**: A Resolution approving Task Orders No. 4 and 5 to the Personal Services Contract with Murray, Smith & Associates, Inc. for the design of the Oregon Route 99W at 2nd Street signal replacement and the 1st and 2nd Street pedestrian improvements transportation bond measure projects.
- b. **Resolution No. 2017-19**: A Resolution approving the acquisition of property from First Federal Savings & Loan for the OR 99W at 2nd Street Signal Replacement transportation bond project.
- c. **Resolution No. 2017-20**: A Resolution approving the dedication of right-of-way from City properties for the OR 99W at 2nd Street Signal Replacement transportation bond project.
- d. **Resolution No. 2017-21**: A Resolution awarding the contract for the 2017 Steel Mill Cured-In-Place-Pipe (CIPP) Project, Project 2017-1.
- e. **Resolution No. 2017-22**: A Resolution adopting a new rate schedule for Municipal Court fees and revoking Resolution No. 2015-31.

7. ADVICE/ INFORMATION ITEMS

- a. Reports from Councilors on Committee & Board Assignments
- b. Department Head Reports
- c. Building Division Report
- d. Cash and Investment Report

8. EXECUTIVE SESSION UNDER ORS 192.660(2)(d) TO CONDUCT DELIBERATIONS WITH PERSONS YOU HAVE DESIGNATED TO CARRY OUT LABOR NEGOTIATIONS.

9. RETURN FROM EXECUTIVE SESSION TO TAKE ACTION.

- a. **Resolution No. 2017-24**: A Resolution ratifying a collective bargaining agreement between the City of McMinnville and the International Association of Fire Fighters, Local 3099 (IAFF) for wages only for the period starting July 1, 2017.

10. ADJOURNMENT

CITY OF McMinnville
MINUTES OF DINNER MEETING
of the McMinnville City Council
Held at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon

Tuesday, January 24, 2017, at 6:00 p.m.

Presiding: Scott Hill, Councilor

Recording: Melissa Grace, City Recorder

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Remy Drabkin	Kellie Menke
	Adam Garvin	
	Kevin Jeffries	
	Alan Ruden	
	Wendy Stassens	

Also present were Interim City Manager Candace Haines, City Attorney David Koch, Community Development Director Mike Bisset, Planning Director Heather Richards, and Tom Henderson of the *News Register*.

DINNER MEETING: Mayor Hill called the Dinner Meeting to order at 6:27 p.m. and welcomed all in attendance.

DISCUSSION:

Mayor Hill asked for a volunteer to lead the Pledge of Allegiance and Councilor Ruden volunteered.

Mayor Hill reviewed the agenda for the evening.

RESOLUTION NO. 2017-05: City Attorney Koch stated that there currently is not a level of authority for the City Manager to approve contracts without Council's approval. He commented that City Council approved Ordinance No. 5009 that adopted public contracting rules; however, the Ordinance did not delegate public contracting authority. The proposed Resolution delegates certain powers and responsibilities for public contracting to the City Manager. He shared that a survey was conducted with local cities and the proposed Resolution is consistent with public contracting law and is similar to many surrounding cities.

RESOLUTION NO. 2017-06: Community Development Director Bisset discussed Ordinance No. 4980 which includes provisions for imposing sanitary sewer, transportation, and parks and recreation system development charges (SDCs). He stated that historically, these charges are adopted by Council. He added that the last time the sanitary sewer SDCs and parks and

recreation SDC were adjusted was in 2007. He further commented that Oregon Revised Statutes and the Municipal code allow for the SDCs to be adjusted annually. The revised SDC rates would take effect July 1st, 2017.

RESOLUTION NO. 2017-07: Community Development Director Bisset explained that a sanitary sewer rate analysis and equity review was conducted in 2015. He added that in order to mitigate the short-term impacts on ratepayers, the implementation of the rate equity portion of the study is a four-year transition period. The revised sanitary sewer user fees would take effect July 1st, 2017.

REQUEST FOR A WAIVER OF THE CITY'S NOISE ORDINANCE FROM WALT GOWELL: Interim City Manager Haines reviewed the request for a waiver of the City's noise ordinance. Ms. Haines stated that Mr. Gowell's son is getting married on August 19th, 2017 and they would like to have a live band from 8-11 p.m.

URBAN RENEWAL AGENCY/ URBAN RENEWAL BOARD JOINT MEETING: Planning Director Richards reviewed the items on the agenda for the evening:

- Presentation of the McMinnville Urban Renewal Projects
- Presentation of the Five Year Strategic Plan
- Resolutions
 - Authorizing the City Manager or designee to contribute \$8,000 towards the McMinnville Wayfinding Study.
 - Accepting the Annual Financial Report for the McMinnville Urban Renewal Agency for Fiscal Year Ended June 30, 2016, per Oregon Revised Statute 457.060.
 - Approving the development of a Property Development Assistance program to be used in the Urban Renewal Area per the McMinnville Urban Renewal Plan.

Discussion ensued regarding wayfinding and how branding creates a sense of place. Deliverables were discussed as well as funding concerns.

ADJOURNMENT: Mayor Hill adjourned the Dinner Meeting at 7:02 p.m.

Melissa Grace, City Recorder

CITY OF McMinnville
MINUTES OF REGULAR MEETING
of the McMinnville City Council
Held at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon

Tuesday, January 24, 2016, at 7:00 p.m.

Presiding: Scott Hill, Mayor

Recording: Melissa Grace, City Recorder

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Remy Drabkin	Kellie Menke
	Adam Garvin	
	Kevin Jeffries	
	Alan Ruden	
	Wendy Stassens	

Also present were Interim City Manager Candace Haines, City Attorney David Koch, Community Development Director Mike Bisset, Planning Director Heather Richards, Police Captain Tim Symons, and members of the news media, Tom Henderson of the *News Register* and Dave Adams of KLYC radio.

AGENDA ITEM

CALL TO ORDER: Mayor Hill called the meeting to order at 7:07 p.m. and welcomed all in attendance.

PLEDGE OF ALLEGIANCE: Councilor Ruden led the Pledge of Allegiance.

INVITATION TO CITIZENS FOR PUBLIC COMMENT

Jack Reed, 1610 SE Queenborough Court stated that we was concerned about a drug house in his neighborhood. He mentioned that the house has been without water and electricity for some time. He stated that he has voiced his concerns and nothing has been done. He asked that the City to condemn the property. He stated that the house in question is involved in a bankruptcy and the bank is not taking any action.

Discussion ensued regarding the Queenborough property and City Attorney Koch asked that Mr. Reed come to the City offices the following day for a meeting to discuss the issue further.

Isobel Flores, Queenborough Court stated that he is the neighbor to the house in question. He shared his concerns with the visitors and occupants of the house. He stated that there have been issues for years.

1. PROCLAMATION

Mayor Hill shared that former City Councilor Dick Windle recently passed away and the City would like to honor him with a Proclamation. Mayor Hill asked former City Manager Kent Taylor to share some comments regarding Mr. Windle. Mr. Taylor shared his thoughts and read remarks from former Mayor Ed Gormley.

Mayor Hill shared his experiences with Mr. Windle and read the Proclamation declaring January 24th as “Dick Windle Day”.

2. PUBLIC HEARING: Bag-it-better

Mayor Hill called on representatives from Zero Waste to present a report. Ramsey McPhillips provided a history of their efforts and research related to single use plastic bag ordinances in other cities. Mr. McPhillips stated that he has contacted local city managers and grocery managers that have implemented similar ordinances to the one being presented and that he has been told that it has been good for business, has saved money, and the outcome has been positive.

Council discussion ensued regarding exemptions, the phase-in timeframe, and process for applying for hardship exemptions.

Councilor Jeffries left the room at 7:50 p.m. and returned at 7:51 p.m.

Mayor Hill shared that ten written testimonies have been received.

Mayor Hill then requested that comments be limited to four minutes per person.

Dan Hilbert, 875 NE 19th Street, expressed his concerns and opposition to the proposed restriction on plastic bags.

Margaret Cross, 1102 SW Russ Lane, shared her support for the proposed restriction on plastic bags.

Ann Adams, SW Briedwell Road, expressed her opposition to the proposed restriction on plastic bags.

Annelly Germaine, 820 NW Wallace Road, stated that she was in favor of the proposed restriction on plastic bags.

Gerry Hunter, 103 SE Baker Street, stated that he is a local vendor and expressed his favor to the proposed restriction on plastic bags.

Linda Hays, 103 SE Baker, stated that she owns a retail business and is in support of the restriction on plastic bags.

Mahlon Wirfs, 1372 SW Darci Drive, expressed his strong opposition to the restriction on plastic bags. He stated that this is not an issue for the Council to address.

Mark Davis, 652 SE Washington, expressed his support for the proposed restriction on plastic bags.

Emily Kerrigam, 2461 SW Howard Drive, shared her support for the proposed restriction on plastic bags.

Judy Spinner, 1800 NE Elm Street, stated that she is very much in favor of the proposed restriction on plastic bags.

Saige & Aiden Bassitt, 5455 NE Riverside Drive, shared that they went on a five-minute walk and found many items, but no plastic bags. They expressed their opposition to a restriction on plastic bags.

Tawna Parker, 6605 NE Riverside Drive, expressed her support for the proposed restriction on plastic bags.

Jim Kreatzbeader, 1317 NE 9th Avenue, shared his support for the proposed restriction on plastic bags.

Ron Olisar, 3300 NW Hill Road, articulated his support for the proposed restriction on plastic bags.

Patricia Wirfs, 1372 SW Darci Drive, voiced her opposition to the proposed restriction on plastic bags.

John Harbor, 21830 Westview Road, shared his support for the proposed restriction on plastic bags.

Mayor Hill closed the Public Hearing at 8:38 p.m. and thanked the citizens of McMinnville for sharing their thoughts.

The Council thanked the citizens for presenting compelling issues on both sides and expressed their appreciation for the public discourse. The consensus of the Council was to consider an Ordinance restricting the use of plastic bags at the February 14th City Council Meeting.

Discussion ensued regarding implementation timelines, hardship exemptions, charges, and the definition of carryout bag.

3. CONSENT AGENDA: Mayor Hill asked the Council if there were any items on the Consent Agenda that Council wished to discuss or have removed.

There were no such requests.

- 3.a. Resolution No. 2017-04: A Resolution of the City of McMinnville accepting the Annual Financial Report for the McMinnville Urban Renewal Agency for Fiscal Year Ended June 30th, 2016, per Oregon Revised Statute 457.460.

Councilor Jeffries MOVED to approve the Consent Agenda as presented. The motion was SECONDED by Councilor Ruden. Motion PASSED unanimously.

4. RESOLUTIONS

- 4.a. Resolution No. 2017-05: A Resolution delegating public contracting authority to the City Manager.

City Attorney Koch presented. He stated that the Resolution is part housekeeping and part efficiency in government. He provided a background of Ordinance 5009 which was approved on August 9th, 2016 and adopted public contracting rules.

He discussed public contracting law and explained the various processes and requirements related to public contracts.

He stated that the Resolution allows the City Manager to award contracts as long as the amount of the public contract is included within the City's adopted budget for the fiscal year in which the funds will be spent. He added that this process is consistent with several other cities. In addition to allowing the City Manager to approve certain public contracts, there would be a tiered system for approving contracts within the City.

City Attorney Koch stated that all contracts would still be reviewed by the City Attorney.

Discussion ensued regarding the contract approval process, the state procurement process, and when Council would be notified.

It was noted that the authority is given only when the amount has been approved and adopted in the budget for a particular purpose and that this empowers the City Manager to execute their work more efficiently.

Councilor Stassens MOVED to adopt Resolution No. 2017-05 delegating public contracting authority to the City Manager; SECONDED by Councilor Jeffries. Motion PASSED unanimously.

- 4.b. Resolution No. 2017-06: A Resolution establishing revised System Development Charges (SDCs) pertaining to parks and recreation, sanitary sewer, and transportation, and repealing Resolution No. 2007-4 and Section 2 of Resolution No. 2015-24.

Community Development Director Bisset explained that System Development Charges (SDCs) are currently imposed in McMinnville for transportation, sanitary sewer and parks and recreation. He stated that the purpose of SDCs is to impose an equitable share of the public costs of capital improvements that increase system capacity upon those developments that create the need for, or increase the demands on capital improvements.

He stated that the City's Ordinance relating to SDCs allows for an annual adjustment of the charges to reflect the increase in construction costs. The Ordinance requires that the City Engineer calculate the adjustments based upon changes in the Engineering News Record Construction Index (ENR Index) for Seattle, Washington. Mr. Bisset shared that the index for January 2017 has been issued, and the index grew by 2.2% for the calendar year 2016. He stated that they have applied the 2.2% increase to the three system development charges and the new fees would begin July 1, 2017.

Mr. Bisset displayed a chart with the SDC rates and the proposed increases. The sanitary sewer SDC would increase \$63 for a single family home; the parks and recreation SDC would increase \$46 per dwelling unit; and the transportation SDC would increase \$47 per PM peak hour trip.

Councilor Ruden commented that the charges have not be increased in roughly ten years as a result of the recessionary times.

Discussion ensued regarding the recent increase in construction costs.

J.W. Millegan, 624 NE Second, shared that he feels that SDCs are too high in McMinnville and commented that perhaps all of the charges should be re-evaluated. He stated that the fees were based on what other cities charge, not based on the cost to the City of McMinnville. He also voiced concerns with affordable housing and SDCs.

Discussion ensued regarding long term impact recovery.

Mark Davis, 652 SE Washington, stated that he feels the SDC charges in McMinnville are very reasonable. He stated that the costs are generating more than what the City is recovering from the SDCs. He feels that this is at a minimum what the City should be doing and added that he is happy that the City is doing something about refunding some or all of SDCs for affordable housing.

Councilor Ruden MOVED to adopt Resolution No. 2017-06 establishing revised System Development Charges (SDCs) pertaining to parks and recreation, sanitary sewer, and transportation, and repealing Resolution No. 2007-4 and Section 2 of Resolution No. 2015-24; SECONDED by Councilor Garvin. Motion PASSED unanimously.

- 4. c. Resolution No. 2017-07: A Resolution establishing revised sanitary sewer user fees, and repealing Resolution 2016-3.

Community Development Director Bisset presented. Mr. Bisset stated that in 2015, the City of McMinnville adopted a sanitary sewer rate analysis and equity study which laid out a financial plan for the wastewater system. The adopted analysis anticipates 2.8 percent rate increases for the next several fiscal years. The rate analysis also included a four year transition to equity among the various customer classes from Fiscal Year 2016 through Fiscal Year 2019.

The Resolution presented adopts the sanitary sewer user fees with a 2.8 percent increase effective July 1, 2017.

Councilor Jeffries discussed managing the costs by managing the amount of water coming into one's home.

Discussion ensued regarding equity among commercial versus residential use and the testimony that was heard as methodology was decided upon.

Councilor Ruden MOVED to adopt Resolution No. 2017-07 establishing revised sanitary sewer user fees, and repealing Resolution 2016-3; SECONDED by Councilor Garvin. Motion PASSED unanimously.

- 5. NEW BUSINESS

- 5.a. Request for waiver of the City's noise ordinance from Walt Gowell.

Interim City Manager Haines stated that she received a request from Walt Gowell for a variance to the City's noise ordinance. His son is getting married on August 19th and they would like to have a live band. They estimate that the music will start around 8:00 p.m. and finish around 11:00 p.m. Ms. Haines shared that the City has an Ordinance that states that

anytime music is amplified outdoors, one must have approval of the Council. Within thirty days of the wedding ceremony Mr. Gowell will notify the neighbors.

Discussion ensued regarding enforcement of the noise variance.

Mr. Gowell was present to answer questions. He shared that they will be inviting neighbors to the live music. Mr. Gowell also noted that his neighborhood is very noise friendly neighborhood as it abuts a school and football field.

Councilor Drabkin MOVED to direct the interim City Manager to approve the request for a waiver from the City's noise ordinance from Walt Gowell for August 19, 2017; SECONDED by Councilor Stassens. Motion PASSED unanimously.

6. ADVICE/ INFORMATION ITEMS

6. a. Cash and Investment Report – November 2016

6.b. Reports from Councilors

Council President Jeffries reminded Council of the upcoming Mid-Willamette Valley Council of Governments Dinner.

Councilor Ruden reminded Council that the Affordable Housing Task Force meets tomorrow at 10 a.m.

6.c. Department Head Reports

Police Captain Tim Symons apologized for his late arrival, stating that there had been a robbery at a local bank.

6.d. Monthly Building Division Report

7. ADJOURNMENT: Mayor Hill adjourned the Regular City Council Meeting at 9:40 p.m.

Melissa Grace, City Recorder



City of McMinnville
City Manager
230 NE Second Street
McMinnville, OR 97128
(503) 434-7302

www.mcminnvilleoregon.gov

STAFF REPORT

DATE: March 8, 2017
TO: City Council
FROM: Jeff Towery, City Manager
SUBJECT: Request from Mr. Foley for noise variance waiver for July 8th, 2017.

Report in Brief:

This action is the consideration of a waiver from the noise Ordinance.

Background:

John Foley has requested a waiver of the city's noise ordinance for a concert at the church located at 205 NE Galloway, on Saturday, July 8th, 2017. The event will begin at 5:00 end no later than 9:30 PM.

The McMinnville Municipal Code, Section 8.16.150, specifies that:

A. No person shall make, assist in making or permit any loud, disturbing or unnecessary noise which either annoys, disturbs, injures or endangers the comfort, repose, health, safety or peace of others.

B. The following acts are declared (sic) to be loud, disturbing and unnecessary noises in violation of this section...

11. The use or operation of any . . . loudspeakers or any instrument for sound producing or any sound-amplifying device so loudly as to disturb persons in the vicinity thereof or in such a manner as renders the use thereof a nuisance; provided, however, that *upon application to the common council, permits maybe granted* to responsible persons or organizations to broadcast programs of music, news, speeches or general entertainment . . . (emphasis added).

Mr. Foley plans to attend the Council meeting to answer any questions you might have.

Fiscal Impact:

There is no anticipated fiscal impact.

Recommendation:

If you vote in favor of allowing this waiver, you would only need to direct City Manager Towery to write a letter to Mr. Foley, letting him know that he has the Council's approval.



City of McMinnville
Community Development Department
231 NE Fifth Street
McMinnville, OR 97128
(503) 434-7312

www.mcminnvilleoregon.gov

STAFF REPORT

DATE: March 2, 2017
TO: Jeff Towery, City Manager
FROM: Mike Bisset, Community Development Director
SUBJECT: Design contract amendment - Oregon Route 99W at 2nd Street signal replacement and the 1st and 2nd Street pedestrian improvements transportation bond measure projects.

Council Goal:

Plan and Construct Capital Projects

Report in Brief:

This action is the consideration of a resolution to amend the Personal Services Contract with Murray, Smith & Associates, Inc. for the design of the Oregon Route 99W at 2nd Street signal replacement and the 1st and 2nd Street pedestrian improvements transportation bond measure projects.

Background:

The voter-approved 2014 transportation bond measure included a project to improve NE 2nd Street between Adams Street and Cowls Street. The project will address traffic congestion, and the work includes: the installation of an additional left turn lane; a westbound right turn lane; upgraded traffic signals funded by ODOT; pedestrian improvements; and sanitary sewer upgrades funded by wastewater capital funds (see attached project vicinity map).

The bond measure also included a project to improve pedestrian crossings along 1st and 2nd Streets in the downtown core. The project will add curb extensions at several intersections along both corridors, and will include the repair and overlay of the street surface along portions of both streets (see attached project vicinity map).

Construction of the 2nd Street signal improvements is targeted for the summer of 2017, and construction of for the 1st and 2nd Street pedestrian improvements is planned for the summer of 2018.

Discussion:

On November 10, 2015, the City Council adopted Resolution 2015-54, awarding the Personal Services Contract for design services through bidding for the Oregon Route 99W at 2nd Street signal replacement transportation bond measure project to Murray, Smith & Associates, Inc., in the amount of \$370,859.

On March 2, 2016, the City Council adopted Resolution 2016-13 approving Task Order No. 1 to the Contract. Task Order No. 1, in the amount of \$15,698, added the completion of level 2 environmental site assessment work for the project.

On September 27, 2016, the City Council adopted Resolution 2016-68 approving Task Orders No. 2 and 3 to the Contract. Task Order No. 2, in the amount of \$54,099, included additional design services related to realigning 2nd Street, between Adams Street and Baker Street, to minimize project impacts on private property. Task Order No. 3, in the amount of \$259,763, added design services for the 1st and 2nd Street pedestrian improvements project.

The attached Task Order No. 4 amends the Contract to include additional design services for the 1st and 2nd Street pedestrian improvements project. The work includes additional survey, traffic analysis, design, utility coordination and permitting for a pedestrian crossing at the intersection of NE 3rd Street and NE Adams Street (OR99W southbound), and additional lighting and irrigation opportunity analysis outside the original scope of work for project. The estimated cost for the work associated with Task Order No. 3 is \$46,265.

The attached Task Order No. 5 amends the Contract to include additional design services and construction phase engineering services for the Oregon Route 99W at 2nd Street Signal Replacement project. The estimated cost for the work associated with Task Order No. 3 is \$175,589.

Attachments:

1. Resolution
2. Task Order No. 4
3. Task Order No. 5
4. 2nd Street Signals Project Vicinity Map
5. 1st and 2nd Street Pedestrian Project Vicinity Map

Fiscal Impact:

This work is funded by 2014 transportation bond proceeds, and the project costs are contained in the adopted FY16/17 Transportation Fund (Fund 45) budget.

Recommendation:

Staff recommends that the City Council adopt the attached resolution approving Task Orders No. 4 and 5 to the Personal Services Contract for the design of the Oregon Route 99W at 2nd Street signal replacement and the 1st and 2nd Street pedestrian improvements transportation bond measure projects.

RESOLUTION NO. 2017-18

A Resolution approving Task Orders No. 4 and 5 to the Personal Services Contract with Murray, Smith and Associates, Inc. for the design of the Oregon Route 99W at 2nd Street signal replacement and the 1st and 2nd Street pedestrian improvements transportation bond measure projects.

RECITALS:

On November 10, 2015, the City Council adopted Resolution 2015-54, awarding the Personal Services Contract for design services for the Oregon Route 99W at 2nd Street signal replacement transportation bond measure project to Murray, Smith & Associates, Inc.

On March 2, 2016, the City Council adopted Resolution 2016-13 approving Task Order No. 1 to the Contract related to level 2 environmental site assessment work for the project.

On September 27, 2016, the City Council adopted Resolution 2016-68 approving Task Orders No. 2 and 3 to the Contract to include additional design services related to realigning 2nd Street project, and to include design services for the 1st and 2nd Street pedestrian improvements.

The attached Task Order No. 4 amends the Contract to include additional design services for the 1st and 2nd Street pedestrian improvements project. The estimated cost for the work associated with Task Order No. 3 is \$46,265.00

The attached Task Order No. 5 amends the Contract to include design services and construction phase engineering services for the Oregon Route 99W at 2nd Street Signal Replacement project. The estimated cost for the work associated with Task Order No. 3 is \$175,589.00

This work is funded by 2014 transportation bond proceeds. Construction of the 2nd Street signal improvements is targeted for the summer of 2017, and construction of the 1st and 2nd Street pedestrian improvements is planned for the summer of 2018.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF McMinnville, OREGON, as follows:

1. That Task Orders No. 4 and 5 to the Personal Services Contract between the City of McMinnville and Murray, Smith & Associates, Inc., in the total amount of \$221,854.00, are hereby approved.
2. The City Manager is hereby authorized to execute Task Orders No. 4 and 5.
3. That this resolution shall take effect immediately upon passage and shall continue in full force and effect until modified, revoked, or replaced.

Adopted by the Common Council of the City of McMinnville at a meeting held the 14th day of March, 2017 by the following votes:

Ayes: _____

Nays: _____

Approved this 14th day of March, 2017.

MAYOR

Approved as to form:



CITY ATTORNEY

TASK ORDER NO. 4
to the
PERSONAL SERVICES CONTRACT
with
MURRAY, SMITH & ASSOCIATES, INC.

This Task Order No. 4 amends the personal services contract, dated November 20, 2015, between the City of McMinnville (City) and Murray, Smith & Associates, Inc. (Contractor) for engineering design and construction services.

The parties mutually covenant and agree as follows:

1. STATEMENT OF WORK

The Contractor will provide additional design services for the 1st and 2nd Street pedestrian improvements project, per the attached Scope of Work. The estimated cost for the work associated with Task Order No. 4 is \$46,265.00

2. EFFECTIVE DATE AND DURATION

This Task Order No. 4 is effective on the date at which it is fully executed, and the expiration date of the Personal Services Contract remains December 31, 2018.

3. COMPENSATION

The City agrees to pay the Contractor for actual hours worked and allowable expenses incurred by the Contractor and its agents for accomplishing the work required by this Task Order No. 4, with a total sum not to exceed \$46,265.00.

4. OTHER CONDITIONS / REQUIREMENTS

The terms and conditions of the original Personal Services Contract remain in full force and effect.

For the Owner:
Approved:

By: _____

Title: _____

Date: _____

For the Contractor:
Approved:

By: K. M. T. P.

Title: VICE PRESIDENT

Date: 2/21/17



Murray, Smith & Associates, Inc.
Engineers/Planners

888 SW 5th Avenue, Suite 1170 ■ Portland, OR 97204 ■ PHONE 503.225.9010 ■ FAX 886.274.9807

16-1901.101
February 13, 2017

Mike Bisset, P.E.
Community Development Director
City of McMinnville
Community Development Center
231 NE Fifth Street
McMinnville, Oregon 97128

Re: 1st and 2nd Street Pedestrian Improvements Project –
Contract Amendment Request No. 1

Dear Mike:

This letter serves as a Contract Amendment request associated with the above referenced project. This request follows up on our prior conversations regarding additional survey, traffic analysis, design, utility coordination and permitting for a pedestrian crossing at the intersection of NE 3rd Street and NE Adams Street (OR99W southbound), and additional lighting and irrigation opportunity analysis outside our original scope of work for the 1st and 2nd Street Pedestrian Improvements project. A brief description of additional services and requested budget adjustments follows:

Task 1 – PROJECT MANAGEMENT

Task 1.6 Overall Project Coordination

Consultant shall provide additional project coordination associated with the addition of Kittelson Associates, Inc. (KAI) to the project team and the additional work items described herein. All work under this sub-task will be completed in accordance with the original Scope of Work.

Task 1 Deliverables – As described in the original Scope of Work.

New Task 10 – 3rd AND ADAMS PEDESTRIAN CROSSING

Task 10.1 Survey

Additional topographic survey will be completed for the intersection of NE 3rd Street and NE Adams Street. Additional surveying services will include obtaining necessary permits to

perform survey work in ODOT right-of-way and performing “detailed topographic survey,” as described in the original Scope of Work.

Task 10.1 Deliverables – As described in Task 2 of the original Scope of Work.

Task 10.2 Traffic Analysis

The City of McMinnville would like to explore the existing pedestrian crossings across NE Adams Street at its intersections with NE 3rd Street and NE 4th Street/NW Park Drive. Both of these unsignalized intersections (NE 4th Street/NW Park Drive will become unsignalized once the City’s 5th Street project is complete) present opportunities to confirm whether unmarked, unsigned pedestrian crossings are the appropriate treatment or whether other treatments are more appropriate such as curb extensions, signing, marking, and/or rectangular rapid flashing beacons (RRFBs). This sub-task covers the traffic analysis associated with analyzing the two study intersections per National Cooperative Highway Research Program (NCHRP) procedures. Traffic counts will be collected in spring 2017 when weather is favorable for foot traffic. Design of RRFBs will be included by a future amendment, if found to be the appropriate treatment based on the traffic analysis.

The following task items are included:

- Prepare for and attend one (1) additional meeting/site visit.
- Collect traffic counts
 - Collect two-hour mid-day and two-hour p.m. pedestrian counts at the two (2) study intersections.
 - Collect a 24-hour speed count along NE Adams Street.
- Summarize the traffic counts and estimate the existing levels of service at the intersections.
- Estimate the future vehicular volumes at the two (2) study intersections consistent with the ongoing traffic analysis.
- Complete a pedestrian crossing assessment at the two (2) study intersections using NCHRP Report 562 procedures.
- Prepare a technical memorandum summarizing the findings of the traffic analysis.

Task 10.2 Deliverables – Draft and Final Traffic Study Technical Memorandum.

Task 10.3 3rd and Adams Pedestrian Crossing Design

This sub-task includes additional design for a new pedestrian crossing of NE Adams Street at NE 3rd Street. The pedestrian crossing will consist of a new curb extension, signing, striping, and storm drainage improvements. Additional design services will be completed as described in Tasks 5, 6, and 7 of the original Scope of Work.

Task 10.3 Deliverables – As described in Tasks 5, 6, and 7 of the original Scope of Work.

Task 10.4 Utility Coordination

Additional utility coordination will be completed for the intersection of NE 3rd Street and NE Adams Street. Additional utility coordination services will be completed as described in Task 3 of the original Scope of Work.

Task 10.4 Deliverables – As described in Task 3 of the original Scope of Work.

Task 10.5 ODOT Coordination and Permitting

Consultant shall coordinate project interests and activities of consultant staff with ODOT. Consultant shall prepare such submittals as required to secure ODOT concurrence with each design submittal as described in sub-task 10.3. ODOT concurrence will be focused on pedestrian crossing and storm drainage improvements at NE 3rd Street and NE Adams Street.

Consultant shall prepare, file and obtain the necessary permit applications for this project. Anticipated permits include the following:

- ODOT Application and Permit to Occupy or Perform Operations Upon a State Highway

It is assumed that the City will be the “applicant” on all permits and pay all permit fees required by ODOT.

Task 10.5 Deliverables – Draft permit applications for City review and signature and final executed permits to be included in the final bid package.

New Task 11 – LIGHTING AND IRRIGATION OPPORTUNITY ANALYSIS

The City’s urban renewal advisory committee (MURAC) is interested in looking for opportunities for pedestrian lighting and landscaping/irrigation within the 1st and 2nd Street Pedestrian Improvements project limits. Potential opportunities include installation of infrastructure (e.g. conduits, pipes, and appurtenances) that could accommodate those improvements in the future; and/or installation of some of those improvements (e.g. lighting and/or landscaping) as part of the project.

Consultant shall analyze the project limits for lighting and irrigation opportunities based on conceptual level lighting and irrigation layouts. Opportunity areas will be limited to locations where existing sidewalk will be replaced or where new sidewalk will be constructed

Mr. Mike Bisset, P.E.

February 13, 2017

Page 4

within the project limits. Work under this task includes attending one (1) meeting with the City and MURAC, field investigations, developing a typical one-block conceptual level lighting and irrigation plan, preparing a memorandum summarizing the potential opportunities. Design of electrical conduit, irrigation pipes, and casings for future use is not included in this task and will be added by a separate amendment, if the City desires to add them to this project.

Task 11 Deliverables – Meeting agenda and minutes. Draft and final irrigation and lighting opportunities memorandum.

The attached spreadsheet provides a breakdown of estimated fees for the above outlined scope of additional services as well as associated direct project expenses.

We very much appreciate this opportunity to provide additional services to the City of McMinnville. We are available to personally review this letter with you as may be desired. In the meantime, if we may offer any further information or answer any questions, please feel free to contact us. Thank you.

Sincerely,

MURRAY, SMITH & ASSOCIATES, INC.



William S. Evonuk, P.E.

Project Manager

Enclosure

**1ST AND 2ND STREET PEDESTRIAN IMPROVEMENTS
CITY OF MCMINNVILLE
AMENDMENT NO. 1 PROPOSED FEE ESTIMATE**

TASK									ESTIMATED FEES						
	Principal Engineer V	Professional Engineer VIII	Professional Engineer VII	Professional Engineer V	Engineering Designer II	Technician III	Administrative I	Hours	Labor	Subconsultants			Subconsultant Total	Expenses	Total
	\$225 Theilin	\$174 Evonuk	\$165 Gellings	\$148 Giesy	\$124 Schwartzendruber	\$120 Staff	\$77 Staff			GRI	HDJ/PBS	Kittelson			
Task 1 - Project Management and Coordination								0	\$ -				\$ -	\$ -	\$ -
Task 1.6 - Overall Project Coordination	1	12					4	17	\$ 2,621				\$ -	\$ -	\$ 2,621
Task 1 Subtotal	1	12	0	0	0	0	4	17	\$ 2,621	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,621
Task 2 - Surveying - NO CHANGE								0	\$ -				\$ -	\$ -	\$ -
Task 2 Subtotal	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Task 3 - Utility Coordination - NO CHANGE								0	\$ -				\$ -	\$ -	\$ -
Task 3 Subtotal	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Task 4 - Pavement Services - NO CHANGE								0	\$ -				\$ -	\$ -	\$ -
Task 4 Subtotal	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Task 5 - Preliminary (50 Percent) Design - NO CHANGE								0	\$ -				\$ -	\$ -	\$ -
Task 5 Subtotal	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Task 6 - 90 Percent Design Submittal - NO CHANGE								0	\$ -				\$ -	\$ -	\$ -
Task 6 Subtotal	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Task 7 - 100 Percent Final Design Submittal - NO CHANGE								0	\$ -				\$ -	\$ -	\$ -
Task 7 Subtotal	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Task 8 - Public Involvement - NO CHANGE								0	\$ -				\$ -	\$ -	\$ -
Task 8 Subtotal	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Task 9 - Bid and Award Support Services - NO CHANGE								0	\$ -				\$ -	\$ -	\$ -
Task 9 Subtotal	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Task 10 - 3rd and Adams Pedestrian Crossing								0	\$ -				\$ -	\$ -	\$ -
Task 10.1 - Survey				2			1	3	\$ 416		\$ 3,850		\$ 3,850	\$ 18	\$ 4,284
Task 10.2 - Traffic Analysis		6						6	\$ 1,044			\$ 8,859	\$ 8,859	\$ -	\$ 9,903
Task 10.3 - 3rd and Adams Pedestrian Crossing Design	2	4		16	40	24		86	\$ 11,354			\$ -	\$ 432	\$ 11,786	
Task 10.4 - Utility Coordination		1		2	4			7	\$ 966				\$ -	\$ -	\$ 966
Task 10.5 - ODOT Coordination and Permitting		8		12	8	4		32	\$ 4,640				\$ -	\$ 72	\$ 4,712
Task 10 Subtotal	2	19	0	32	52	29	0	134	\$ 18,420	\$ -	\$ 3,850	\$ 8,859	\$ 12,709	\$ 522	\$ 31,651
Task 11 - Lighting and Irrigation Opportunity Analysis								0	\$ -				\$ -	\$ -	\$ -
Task 11.1 - Lighting and Irrigation Opportunity Analysis	1	8	10	20	40	4	2	85	\$ 11,821				\$ -	\$ 172	\$ 11,993
Task 11 Subtotal	1	8	10	20	40	4	2	85	\$ 11,821	\$ -	\$ -	\$ -	\$ -	\$ 172	\$ 11,993
TOTAL - ALL TASKS	4	39	10	52	92	33	6	236	\$ 32,862	\$ -	\$ 3,850	\$ 8,859	\$ 12,709	\$ 694	\$ 46,265

TASK ORDER NO. 5
to the
PERSONAL SERVICES CONTRACT
with
MURRAY, SMITH & ASSOCIATES, INC.

This Task Order No. 5 amends the personal services contract, dated November 20, 2015, between the City of McMinnville (City) and Murray, Smith & Associates, Inc. (Contractor) for engineering design and construction services.

The parties mutually covenant and agree as follows:

1. STATEMENT OF WORK

The Contractor will provide additional design services and construction phase engineering services for the Oregon Route 99W at 2nd Street Signal Replacement project, per the attached Scope of Work. The estimated cost for the work associated with Task Order No. 5 is \$175,589.00

2. EFFECTIVE DATE AND DURATION

This Task Order No. 5 is effective on the date at which it is fully executed, and the expiration date of the Personal Services Contract remains December 31, 2018.

3. COMPENSATION

The City agrees to pay the Contractor for actual hours worked and allowable expenses incurred by the Contractor and its agents for accomplishing the work required by this Task Order No. 5, with a total sum not to exceed \$175,589.00.

4. OTHER CONDITIONS / REQUIREMENTS

The terms and conditions of the original Personal Services Contract remain in full force and effect.

For the Owner:
Approved:

By: _____

Title: _____

Date: _____

For the Contractor:
Approved:

By: K. M. P.

Title: Vice President

Date: 3/1/17



Murray, Smith & Associates, Inc.
Engineers/Planners

888 SW 5th Avenue, Suite 1170 ■ Portland, OR 97204 ■ PHONE 503.225.9010 ■ FAX 886.274.9807

15-1751.0101
March 1, 2017

Mike Bisset, P.E.
Community Development Director
City of McMinnville
Community Development Center
231 NE Fifth Street
McMinnville, Oregon 97128

Re: Oregon Route 99W at 2nd Street Signal Replacement Project –
Contract Amendment Request No. 3 (Task Order 5)

Dear Mike:

This letter serves as a Contract Amendment request associated with the above referenced project. This request follows up on our recent conversations regarding additional design and construction phase engineering services, outside our original scope of work, for the Oregon Route 99W at 2nd Street Signal Replacement project. A brief description of additional services, modifications to the original Scope of Work and requested budget adjustments follows:

TASK 1 – PROJECT MANAGEMENT

Task 1.6 ODOT Coordination

Consultant shall coordinate with ODOT regarding additional design related items associated with 95% traffic signal submittal to ODOT and for new ODOT requirements for design of ADA/pedestrian facilities (refer to Tasks 6.2 and 13.2).

Task 1 Deliverables – No change

TASK 6 – TRAFFIC ENGINEERING AND ANALYSIS

Task 6.2 Traffic Signal Design

As required by ODOT, Consultant shall prepare one additional design submittal for pedestrian and traffic signal related items for ODOT review and approval prior to advertising the project. The additional submittal and review is required to confirm that ODOT's 90 percent design review comments are incorporated into the final plans.

Task 6 Deliverables

- 95% traffic signal plans
- Updated comment response log reflecting 95% ODOT comments and consultant responses

TASK 7 – PARKING LAYOUT FOR IMPACTED PROPERTIES

Consultant shall conduct additional analysis for the City-owned parking lot located north of 2nd Street, between Baker Street and Cows Street. The parking lot will be analyzed and reconfigured to accommodate garbage truck access and turning movements. Consultant shall develop one additional parking layout for review by the City and inclusion in the final Plans. Project plans will be modified to accommodate garbage truck access from/to Cows Street.

Task 7 Deliverables

- Draft and final parking and access configuration. Updated plan sheets to reflect access and sidewalk modifications along Baker Street

TASK 8 - UTILITY COORDINATION

Consultant shall provide additional utility coordination associated with converting overhead utilities to underground.

Task 8.4 Overhead Utility Undergrounding Coordination

Consultant shall coordinate the efforts of the utilities in developing undergrounding designs to be shown in the project plans. Undergrounding of existing overhead utilities, including MW&L, Comcast, Frontier, Wave Broadband, and OnlineNW will occur throughout the project limits and will be completed by the individual utilities. Work under this task will generally include coordinating and reviewing conceptual designs from the utilities, incorporating appropriate coordination notes into the project plans, and attending on-site meetings with the utilities to coordinate location of proposed facilities. Review will generally be limited to conduit and vault/box locations. Utilities will be responsible for their own detailed design, including but not limited to wiring, equipment, conduits and boxes necessary for their system as well as providing requirements for service connections from the relocated utilities to the service connection points. Consultant shall provide up to three (3) iterations per utility and provide comments/suggestions as appropriate. Consultant will attend up to four (4) on-site meetings to coordinate relocation of proposed facilities.

Task 8.4 Deliverables

- Reviewed utility relocation plans with comments and recommendations
- Meeting notes for each utility meeting

Task 8.5 Survey for Utility Undergrounding

Consultant shall provide surveying services to assist the utilities in relocating their proposed underground facilities. Surveying services under this task include:

- One (1) site visit to set mag nails at the proposed back of sidewalk near the utilities' proposed vaults prior to undergrounding construction.
- Up to two (2) additional on-call site visits to assist the utilities with siting proposed vaults during construction of the undergrounding vaults.

Task 8.5 Deliverables

- Electronic file showing locations of set mag nails

TASK 13 - 100 PERCENT FINAL DESIGN SUBMITTAL

New Task 13.2 ODOT ADA Details and Design Exceptions for Pedestrian Facilities

Consultant shall prepare detailed designs for up to ten (10) corners and/or pedestrian islands based on new ODOT design standards (established in November 2016). Consultant shall prepare and submit design exception requests where pedestrian ramp configurations do not meet newly adopted ODOT standards.

Task 13.2 Deliverables

- 90% and 100% pedestrian ramp detail plan sheets
- Final approved ODOT design exceptions

NEW TASK 15 – CONSTRUCTION PHASE SERVICES

Consultant shall assist the City with construction phase engineering services to confirm that the construction contractor meets design requirements for successful completion of the project. The anticipated schedule for Notice to Proceed is April 28, 2017 and the anticipated active construction schedule is from June 1, 2017 to October 15, 2017 (approximately 20 weeks).

Task 15.1 Project Management During Construction

Consultant shall provide overall management, direction and coordination for the consultant team, including the following:

- Prepare and submit monthly progress reports and invoices (five months)
- Attend preconstruction meeting
- Weekly internal progress meetings
- MSA staff and subconsultant task coordination

Task 15.1 Deliverables

- Invoices and progress reports (monthly)
- Preconstruction meeting minutes

Task 15.2 Construction Contract Administration Assistance

The City will lead construction management of this project. Consultant team shall assist the City with administering the construction phase of the project. Work under this task includes the following:

- Submittal review (up to 20 submittals and 20 re-submittals)
- Request for Information (RFI) review and responses (up to 10 RFIs)
- Assist City with review of contractor's monthly progress payment requests (four progress payments)
- Attend weekly construction meetings (20 weekly meetings)
- On-site construction observation
 - MSA – One day per week for 20 weeks
 - OBEC – Signal pole foundation inspection
 - Kittelson – Traffic signal inspection
- Prepare daily construction observation reports for each site visit
- Assist with punch-list development and attend final walkthrough
- Prepare As-Constructed drawings

Task 15.3 Traffic Signal Inspection

The consultant team will provide ODOT-certified traffic signal inspectors to review traffic signal submittals and inspect all work associated with the construction of the new traffic signals. Work under this task includes the following:

- Participate in a pre-construction kick-off meeting
- Review contractor material submittals and shop drawings for the traffic design elements for compliance with the approved plans and specifications, including the blue/green material submittal sheets and the pole submittal sheets
- Review and respond to traffic signal related RFIs
- Attend up to 15 construction meetings and/or participate in up to 15 half-day trips to the site to inspect the contractor's staking and installation of footings, poles, mast arms, signal equipment, cabinets, junction boxes, and conduit.
- Prepare as-built plans based on contractor-supplied and field redlined information
- Prepare traffic signal cabinet plans

Tasks 15.2 and 15.3 Deliverables

- Electronic submittal, RFI and progress payment reviews
- Construction meeting minutes
- Daily construction observation reports
- As-Constructed drawings in electronic format

Task 15.4 Archaeological Monitoring

Historical Research Associates, Inc. (HRA) will perform archaeological monitoring for construction on the existing library parking lot. Preliminary investigations revealed that this particular location within the project limits is previously undisturbed and historic and/or archaeological resources could be uncovered during construction. Work under this task will include the following:

- Obtain a State of Oregon Archaeological Permit from the Oregon State Historic Preservation Office (SHPO) prior to construction.
- Pre-Construction Archaeological Survey - An HRA field archaeologist will monitor the partial removal of asphalt and/or concrete paving where construction activities will occur within the library parking lot. The construction contractor will remove paved surfaces and then, using a smooth-bucket backhoe, skim underlying soils while an archaeologist monitors the effort. The archaeologist will look for historic archaeological artifacts and/or archaeological features indicative of historic-period activities. No shovel probes will be performed, and, should archaeological materials be identified, all construction activities will cease. The Oregon SHPO will be consulted regarding whether additional archaeological investigations are needed.
- Prepare a memorandum that describes the results of the monitoring, and provides information regarding the likelihood of encountering any archaeological materials during construction, the depth at which fill soils were present, and any other pertinent

Mr. Mike Bisset, P.E.

March 1, 2017

Page 6

information to ensure that archaeological resources will not be inadvertently harmed during construction.

- Inadvertent Discovery Plan (IDP) - Prepare a cultural resource Inadvertent Discovery Plan (IDP) that will outline protocols to be followed by construction personnel/contractors in the event of an inadvertent discovery of archaeological resources or human remains. The IDP will apply to the project as a whole, and is intended to assist the City and its contractors in complying with state laws regarding archaeological and human remains discoveries. The IDP will include notification procedures to be followed in the absence of a monitoring archaeologist.

Task 15.4 Deliverables

- Oregon SHPO permit
- Draft and final monitoring memorandum
- Inadvertent Discovery Plan

The attached spreadsheet provides a breakdown of estimated fees for the above outlined scope of additional services as well as associated direct project expenses.

As always, we very much appreciate this opportunity to continue to provide services to you and your team. We are available to personally review this amendment with you as may be desired. In the meantime, if we may offer any further information or answer any questions, please feel free to contact us. Thank you.

Sincerely,

MURRAY, SMITH & ASSOCIATES, INC.

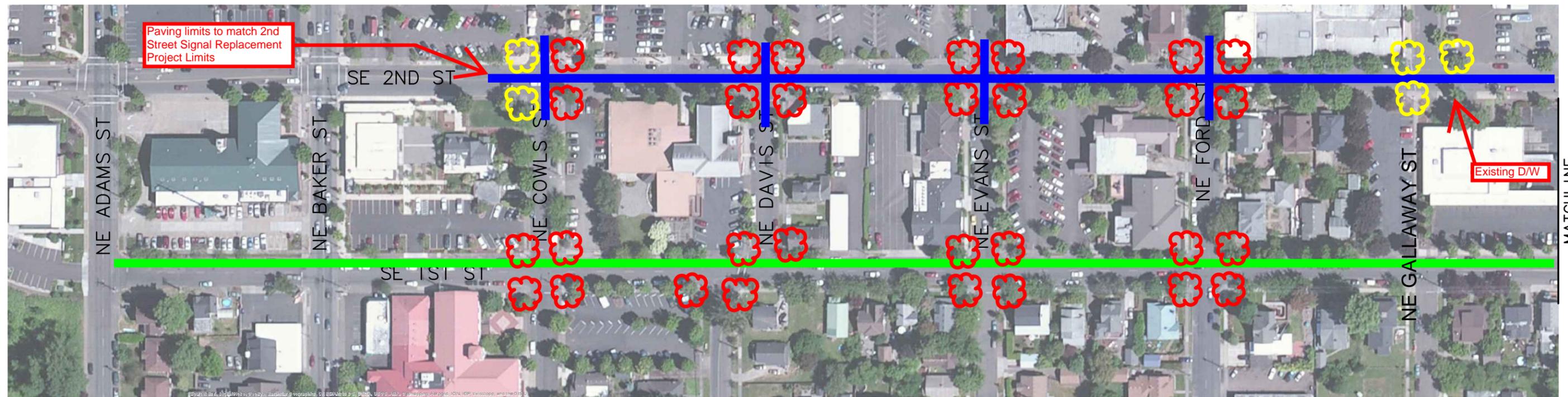


William S. Evonuk, P.E.
Project Manager

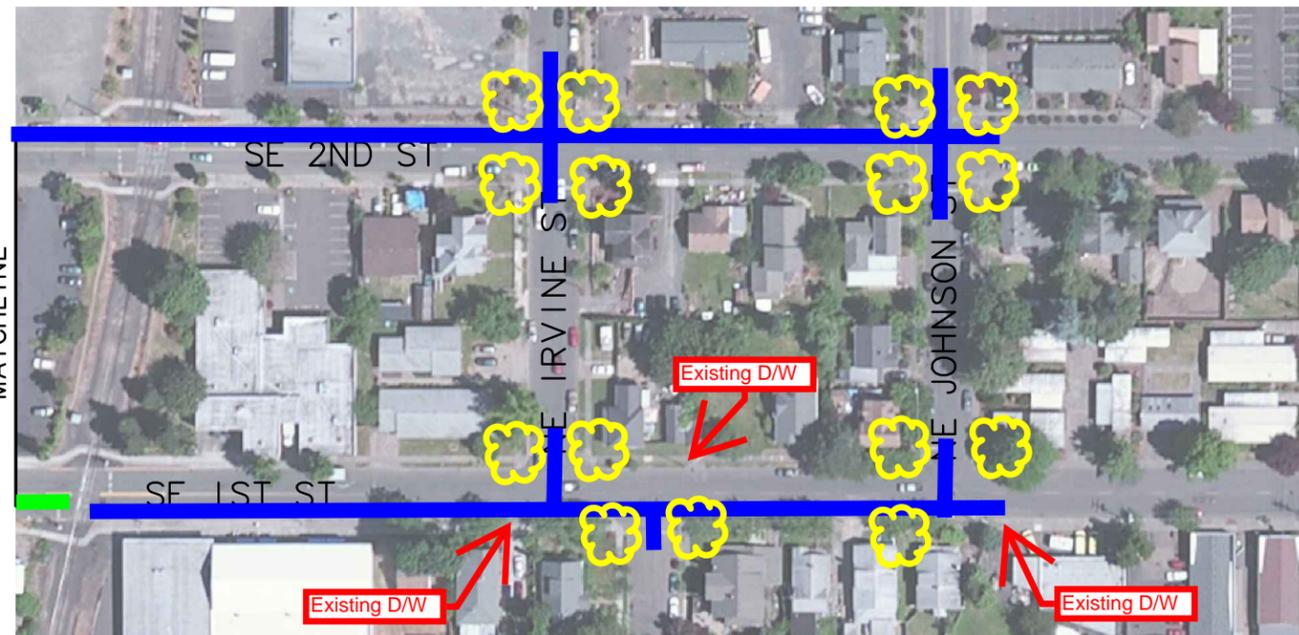
Enclosure

**OR99W AT 2ND STREET SIGNAL REPLACEMENT
CITY OF MCMINNVILLE
AMENDMENT NO. 3 PROPOSED FEE ESTIMATE**

	LABOR CLASSIFICATION (HOURS)						ESTIMATED FEES							
	Principal Engineer V	Professional Engineer VIII	Professional Engineer V	Technician III	Administrative I	Hours	Labor	Subconsultants				Subconsultant Total	Expenses	Total
	\$225	\$174	\$148	\$120	\$77	HDJ/PBS		OBEC	Kittelson	HRA				
	Theilin	Evonuk	Giesy	Staff	Staff									
Task 1 - Project Management and Coordination						0	\$ -					\$ -	\$ -	\$ -
Task 1.6 - ODOT Coordination		4	8			12	\$ 1,880					\$ -	\$ -	\$ 1,880
<i>Task 1 Subtotal</i>	0	4	8	0	0	12	\$ 1,880	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,880
Task 6 - Traffic Engineering and Analysis						0	\$ -					\$ -	\$ -	\$ -
Task 6.2 - Traffic Signal Design			4			4	\$ 592			\$ 3,850		\$ 3,850	\$ -	\$ 4,442
<i>Task 6 Subtotal</i>	0	0	4	0	0	4	\$ 592	\$ -	\$ -	\$ 3,850	\$ -	\$ 3,850	\$ -	\$ 4,442
Task 7 - Parking Layout for Impacted Properties						0	\$ -					\$ -	\$ -	\$ -
Task 7.1 - Parking Layout for Impacted Properties		2	12	4		18	\$ 2,604					\$ -	\$ 72	\$ 2,676
<i>Task 7 Subtotal</i>	0	2	12	4	0	18	\$ 2,604	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 72	\$ 2,676
Task 8 - Utility Coordination						0	\$ -					\$ -	\$ -	\$ -
Task 8.4 - Overhead Utility Undergrounding Coordination		4	80			84	\$ 12,536					\$ -	\$ 400	\$ 12,936
Task 8.5 - Survey for Utility Undergrounding		2	4	2	2	10	\$ 1,334	\$ 6,930				\$ 6,930	\$ 36	\$ 8,300
<i>Task 8 Subtotal</i>	0	6	84	2	2	94	\$ 13,870	\$ 6,930	\$ -	\$ -	\$ -	\$ 6,930	\$ 436	\$ 21,236
Task 13 - 100 Percent Final Design Submittal						0	\$ -					\$ -	\$ -	\$ -
Task 13.2 - ODOT ADA Details and Design Exceptions for Pedestrian Facilities		4	40	22		66	\$ 9,256			\$ 1,980		\$ 1,980	\$ 396	\$ 11,632
<i>Task 13 Subtotal</i>	0	4	40	22	0	66	\$ 9,256	\$ -	\$ -	\$ 1,980	\$ -	\$ 1,980	\$ 396	\$ 11,632
Task 15 - Construction Phase Services						0	\$ -					\$ -	\$ -	\$ -
Task 15.1 - Project Management During Construction	20	46	16		8	90	\$ 15,488					\$ -	\$ 100	\$ 15,588
Task 15.2 - Construction Contract Administration Assistance		58	388	20		466	\$ 69,916					\$ -	\$ 3,160	\$ 73,076
Task 15.3 - Traffic Signal Inspection						0	\$ -		\$ 12,884	\$ 20,809		\$ 33,693	\$ -	\$ 33,693
Task 15.4 - Archaeological Monitoring		8				8	\$ 1,392				\$ 9,874	\$ 9,874	\$ -	\$ 11,266
<i>Task 15 Subtotal</i>	20	112	404	20	8	564	\$ 86,796	\$ -	\$ 12,884	\$ 20,809	\$ 9,874	\$ 43,567	\$ 3,360	\$ 133,723
TOTAL - ALL TASKS	20	128	552	48	10	758	\$ 114,998	\$ 6,930	\$ 12,884	\$ 26,639	\$ 9,874	\$ 56,327	\$ 4,264	\$ 175,589



1ST & 2ND ST



1ST & 2ND ST

LEGEND

 PROPOSED CURB EXTENSION

 PROPOSED CURB RAMP RETROFIT

 PROPOSED PAVING LIMITS

 FUTURE DRAINAGE AND PAVEMENT REHAB PROJECT

Date: July 2016
 By: Andrew Giesy, P.E. (MSA)
 Rev'd By: Bill Evonuk, P.E. (MSA)
 Based on City email dated 4-11-2016



**STREET IMPROVEMENT/
 REPAIR BOND PROJECTS**

1st & 2nd Street September 2017
 Overview Map



Figure 1: 1st and 2nd Street Pedestrian Improvements



City of McMinnville
Community Development Department
231 NE Fifth Street
McMinnville, OR 97128
(503) 434-7312

www.mcminnvilleoregon.gov

STAFF REPORT

DATE: March 2, 2017
TO: Jeff Towery, City Manager
FROM: Mike Bisset, Community Development Director
SUBJECT: Right-of-way dedication for the Oregon Route 99W at 2nd Street signal replacement transportation bond measure project.

Council Goal:

Plan and Construct Capital Projects

Report in Brief:

This action is the consideration of a resolution approving the acquisition of property from First Federal Savings and Loan for the OR 99W at 2nd Street Signal Replacement transportation bond project.

Background:

The voter approved 2014 transportation bond measure included a project to improve NE 2nd Street between Adams Street and Cowsls Street. The project will address traffic congestion, and the work includes the installation of an additional left turn lane; a westbound right turn lane; upgraded traffic signals funded by ODOT; and pedestrian improvements. Construction of the project is planned for the summer of 2017.

Discussion:

At their November 22, 2016 meeting, the City Council adopted Resolution 2016-83 authorizing the acquisition of property for the OR 99W at 2nd Street Signal Replacement transportation bond project. The City's consultant, Epic Land Solutions, Inc., has completed the appraisal and negotiation process to acquire property for the project from First Federal Savings and Loan.

Attachments:

1. Proposed Resolution
2. Dedication deed with exhibits
3. Adopted Resolution 2016-83

Fiscal Impact:

The total purchase price for the property is \$17,729.00, plus closing and escrow costs. The purchase is funded by 2014 transportation bond proceeds, and the costs are contained in the adopted FY16/17 Transportation Fund (Fund 45) budget.

Recommendation:

Staff recommends that the City Council adopt the attached resolution approving the acquisition of property from First Federal Savings and Loan for the OR 99W at 2nd Street Signal Replacement transportation bond project, and authorizing City Manager to execute the dedication deed and purchase documents.

RESOLUTION NO. 2017-19

A Resolution approving the acquisition of property from First Federal Savings and Loan for the OR 99W at 2nd Street Signal Replacement transportation bond project.

RECITALS:

At their November 22, 2016 meeting, the City Council adopted Resolution 2016-83 authorizing the acquisition of property for the OR 99W at 2nd Street Signal Replacement transportation bond project.

The City's consultant, Epic Land Solutions, Inc., has completed the appraisal and negotiation process to acquire property for the project from First Federal Savings and Loan.

The total purchase price for the property is \$17,729.00, plus closing and escrow costs.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF McMinnville, OREGON, as follows:

1. That the acquisition of property from First Federal Savings and Loan for the OR 99W at 2nd Street Signal Replacement transportation bond project, at the total purchase price of \$17,729.00, is hereby approved, and the City Manager is hereby authorized and directed to execute the deeds and purchase documents.
2. That this resolution shall take effect immediately upon passage and shall continue in full force and effect until revoked or replaced.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 14th day of March, 2017 by the following votes:

Ayes: _____

Nays: _____

Approved this 14th day of March, 2017.

MAYOR

Approved as to form:



CITY ATTORNEY

GRANTOR: First Federal Savings and Loan
Association of McMinnville, Oregon, a
corporation
GRANTEE: City of McMinnville, Oregon
CONSIDERATION: \$17,729.00

After recording return to:
City of McMinnville
230 NE 2nd Street
McMinnville Or 97128

Until a change is requested, all tax statements shall be
sent to the following address: N/A

DEDICATION DEED

First Federal Savings and Loan Association of McMinnville, Oregon, a corporation, GRANTOR(S), conveys, warrants and dedicates to the CITY OF McMINNVILLE, a Municipal Corporation of the State of Oregon, GRANTEE, a perpetual right-of-way for roadway, pedestrian and public utility purposes, as described in Exhibit "A", attached hereto and incorporated herein by this reference.

The true and actual consideration for this conveyance is \$17,729.00.

The above described property is conveyed free of encumbrances, except as specifically set forth herein:
NONE.

The Grantor(s) hereby covenant that the Grantor(s) are lawfully seized of the estate in the property, that the Grantor(s) have good right to convey the same, that at the time of the delivery of the deed the property is free from encumbrances except as specifically set forth on the deed, and that the Grantor(s) warrant and will defend the title to the property against all persons who may lawfully claim the same.

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



Exhibit "A"
Legal Description

Being a tract of land located in the Northeast Quarter of Section 20, Township 4 South, Range 1 West, Willamette Meridian, City of McMinnville, Yamhill County, Oregon, said tract of land being more particularly described as follows:

BEGINNING AT the Southwest corner of Lot 5, Block 3 of the plat "Original Town of McMinnville";

Thence North 01°48'22" East, along the Easterly right-of-way line of Adams Street (State Highway 99), for a distance of 13.36 feet;

Thence South 42°47'28" East, for a distance of 16.52 feet to a point that is 1.60 feet northerly of, when measured perpendicular to the Northerly right-of-way line of 2nd Street;

Thence South 88°09'43" East, along a line parallel with said Northerly right-of-way line, for a distance of 210.61 feet;

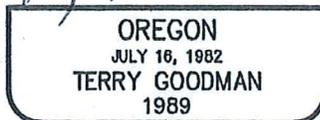
Thence North 46°42'07" East, for a distance of 24.90 feet to a point on the Westerly right-of-way line of Baker Street (State Highway 99);

Thence South 01°49'35" West, along said Westerly right-of-way line, for a distance of 19.25 feet to a point on the Northerly right-of-way line of 2nd Street, said point also being the Southeast corner of Lot 8, Block 3 of the plat "Original Town of McMinnville";

Thence North 88°09'43" West, along said Northerly right-of-way line, for a distance of 239.78 feet to the **TRUE POINT OF BEGINNING**.

Contains in all 608 square feet or 0.014 acres, more or less.

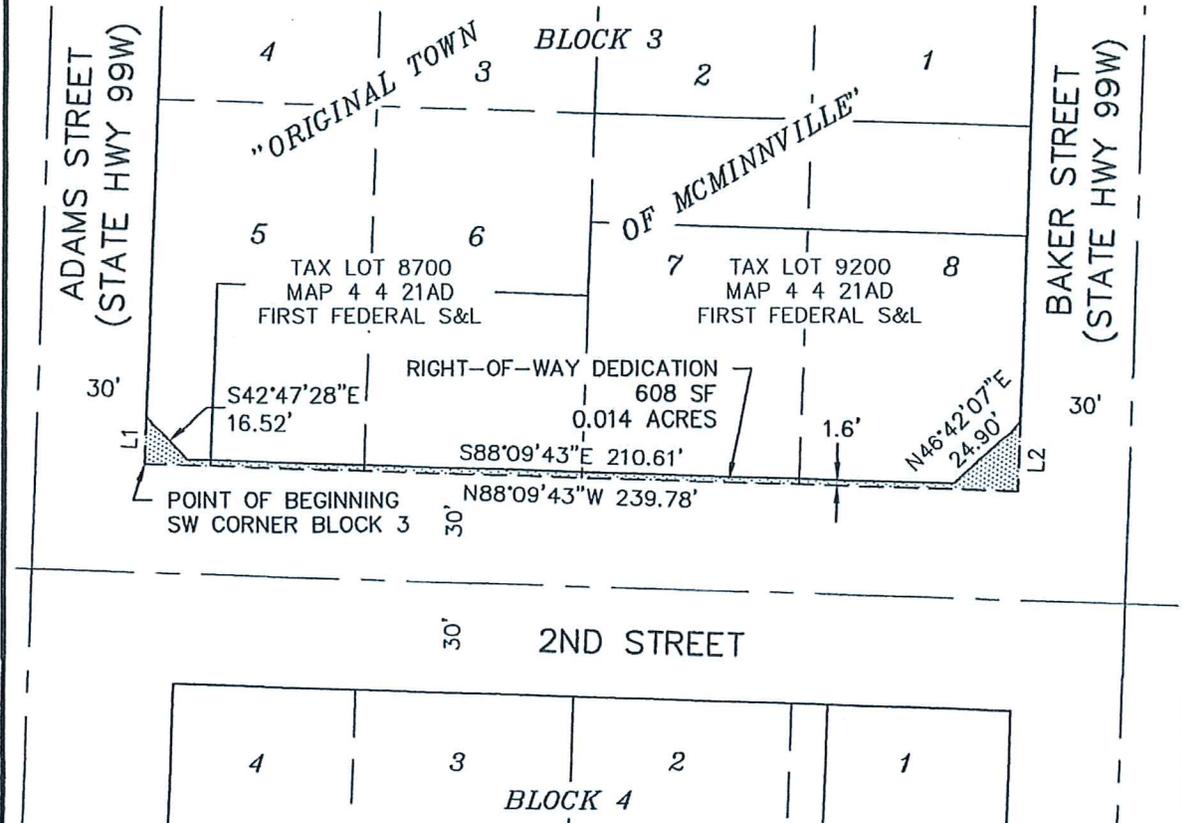
See Exhibit Map attached hereto.



RENEWAL DATE: 6-30-17

EXHIBIT MAP FOR LEGAL DESCRIPTION

NOVEMBER 3, 2016



LINE TABLE		
LINE	LENGTH	DIRECTION
L1	13.36'	N01°48'22"E
L2	19.25'	S01°49'35"W



 <p>HDJ DESIGN GROUP engineers landscape architects planners surveyors</p>	<p>314 W 15th Street Vancouver, WA 98660-2927 360.695.3488 360.695.8767 fax www.hdjdg.com</p>					
		<table border="1"> <tr> <td>DRAWN BY: RFS</td> <td>SCALE: 1"=50'</td> <td>11/3/2016</td> </tr> <tr> <td>CHECKED BY: TLG</td> <td>JOB NO.: 4222-00</td> <td>SHEET 1 OF 1</td> </tr> </table>	DRAWN BY: RFS	SCALE: 1"=50'	11/3/2016	CHECKED BY: TLG
DRAWN BY: RFS	SCALE: 1"=50'	11/3/2016				
CHECKED BY: TLG	JOB NO.: 4222-00	SHEET 1 OF 1				

AGENCY ACKNOWLEDGMENT

Both Buyer and Seller acknowledge having received the Oregon Real Estate Agency Disclosure Pamphlet, and hereby acknowledge and consent to the following agency relationships in this transaction:

- (1) Dave Nickerson (Name of Buying Licensees) of Summa Real Estate (Name of Real Estate Firm) is the agent of (check one):
 - Buyer exclusively ("Buyer Agency")
 - Seller exclusively ("Seller Agency")
 - Both Buyer and Seller ("Disclosed Limited Agency")

If both parties are each represented by one or more Licensees in the same Real Estate Firm, and Licensees are supervised by the same principal broker in that Real Estate Firm, Buyer and Seller acknowledge that said principal broker shall become the disclosed limited agent for both Buyer and Seller as more fully explained in the Disclosed Limited Agency Agreements that have been reviewed and signed by Buyer, Seller and Licensee(s).

Both the Buyer and the Seller understand that it is required for Right of Way Consultants to be licensed in the State where they represent agencies for acquisitions and that they receive no commissions for their services.

Buyer shall sign this acknowledgment at the time of signing this Agreement. Seller shall sign this acknowledgment at the time this Agreement is first submitted to Seller, even if this Agreement will be rejected or a counter offer will be made. Seller's signature to this Agency Acknowledgment shall not constitute acceptance of this Agreement or any terms therein.

Buyer:

City of McMinnville

Seller:

First Federal Savings and Loan

By: _____

By: Tim Schlotfeldt

Title: _____

Date: 2/27/17

Date: _____

By: _____

Date: _____

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
First Federal Savings and Loan Association of McMinnville

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:
 Individual/sole proprietor or single-member LLC
 C Corporation S Corporation Partnership Trust/estate
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
 Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
118 NE 3rd Street

6 City, state, and ZIP code
McMinnville, OR 97128

7 List account number(s) here (optional)

Requester's name and address (optional)

Print or type
See Specific Instructions on page 2.

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
9	3	-	0	1	6	6	9	5	3

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶ <i>Matthew C. Baker</i>	Date ▶ <i>8/10/16</i>
------------------	--	-----------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

McMinnville, Oregon
February 22, 2017

The regular monthly meeting of the Board of Directors of the Association was held on February 22, 2017, at the offices of the Association at 3:00 p.m. with the following directors being present: Doug Hurl, Rocky Wade, Harold Washington, Ron Davison, Jim Schlotfeldt, Scott Chambers, Julie Want, and Mike Keyes. Also present was Association legal counsel Dianne Haugeberg. Matt Baker, Robert Luettjohann, Matt Zoch, Judy Rutschman, Jill Faughender and Michele Pitta were also present for the meeting. Tyler Hardison with Redhawk attended a portion of the meeting via telephone.

2nd Street Right of Way Dedication. Jim Schlotfeldt presented his Memorandum to the Board dated February 22, 2017, regarding the 2nd Street Right of Way Dedication. He updated the Board that Epic Land Solutions increased its offer to \$17,729 to purchase a portion of the Association's property for purposes of the 2nd Street right of way dedication. He requested a Board Resolution approving the sale as presented and authority for him, acting as the Association's President and CEO, to sign the sale documents and Dedication Deed.

RESOLUTION: Scott Chambers moved and Rocky Wade seconded a motion to adopt the following resolution: RESOLVED that the sale of the Association's property to the City of McMinnville for purposes of the 2nd Street right of way dedication is hereby approved as presented and Jim Schlotfeldt as Association President and CEO is authorized to execute the acceptance letter, Dedication Deed, and any and all other documents related to such sale of property to the City of McMinnville. The motion to adopt the resolution was unanimously approved.



Jill Faughender
Corporate Secretary

2/27/17

Date

We're Here

McMinnville
118 NE Third St.
PO Box 239
McMinnville, OR 97128
(503) 472-6171

**McMinnville
Baker Creek**
350 NE Baker Creek Rd.
McMinnville, OR 97128
(503) 474-0731

Amity
110 Maddox St.
PO Box 125
Amity, OR 97101
(503) 835-1033

Carlton
335 W Madison St.
PO Box 38
Carlton, OR 97111
(503) 852-7051

Newberg
121 N Edwards St.
PO Box 688
Newberg, OR 97132
(503) 538-9449

Sheridan
246 S Bridge St.
PO Box 156
Sheridan, OR 97378
(503) 843-3811



Epic Land Solutions, Inc.

10300 SW Greenburg Rd, Suite 370
Portland, OR 97223
Phone: 503-213-3977
Fax: 503-244-0627

March 1, 2017

Attn: Jan Winder First American Title
825 NE Evans St.
McMinnville, OR 97128

RE: 1039-2677980

Dear Jan:

The City of McMinnville is purchasing land for a road improvement project from First Federal Savings and Loan Association (the "Sellers"). The Property is described in the Preliminary Title Report No. 1039-2677980, issued by your company, effective August 1, 2016.

Seller		Buyer
First Federal Savings and Loan Association of McMinnville, Oregon, a corporation		City of McMinnville, a Municipal Corporation of the State of Oregon
Jim Schlotfeldt		230 NE 2nd Street
PO Box 239		McMinnville, OR 97128
McMinnville, OR 97128		
503-474-0731		

The City of McMinnville's instructions for closing this transaction follow. Your signature on the last page of this letter will show First American Title Company's agreement to act as escrow agent in this closing and to carry out all the instructions contained in this letter.

1) Documents - Enclosed are the following:

- (a) Dedication Deed, executed by the Sellers
- (b) Signing Authority

CREATING LAND SOLUTIONS FOR THE PUBLIC GOOD

www.EpicLand.com

2) Conditions Precedent to Closing. Closing may occur only after the following conditions have been fully met:

(a) You must hold the deed enclosed with these instructions, properly signed and acknowledged by the Sellers.

(b) You must be prepared and irrevocably committed to issue a First American Title Company ALTA U. S. Policy - Form 1991 (the "Title Policy") immediately upon closing, in the amount of \$17,729.00 showing the deed to the Property vested of record in the City of McMinnville, free and clear of all liens and encumbrances except Items 1-15 and 2016-2017 taxes, a lien not yet payable on Schedule B of First American Title Commitment for Title Insurance No. 1039-2677980, dated August 1, 2016.

(c) Title must be brought down to date before closing, and the Title Policy must insure title as of the date and time of recordation of the deed to the City of McMinnville.

3) Closing. When the conditions above have been fully met, you are instructed to close as follows:

(a) From the funds held for the account of the City of McMinnville, you are to pay: fees for recording the deed to the City of McMinnville \$61.00; escrow fee of \$200.00; any mailing fees; balance of premium, in the amount of \$200.00, for the Title Policy.

(b) You are to have the Title Policy issued to the City of McMinnville.

(c) Upon close of escrow, or as soon as reasonably possible thereafter, you are to deliver to my attention, at the address shown in this letter, a check in the amount of any remaining balance of funds deposited by the City of McMinnville, the original recorded deed, the purchaser's closing statement, and the Title Policy.

The City of McMinnville would like this purchase to close as soon as it is possible in accordance with the instructions set out in this letter.

If you have any questions about the directions contained in this letter, please call me at 503-213-3974 or by email at dnickerson@epicland.com.

Dave Nickerson
Right of Way Agent
Enclosure: Signed Deed

Accepted and approved this _____ day of _____, 2017

City of McMinnville

By: _____

Title: _____

Accepted and approved this 2 day of March, 2017

First Federal Savings and Loan Association

By: [Signature]

Title: President / CEO

Accepted and approved this _____ day of _____, 2017.

First American Title Company

By: _____

Title: _____

RESOLUTION NO. 2016-83

A Resolution authorizing the acquisition of property for the OR 99W at 2nd Street Signal Replacement transportation bond project, and exercising the power of eminent domain.

RECITALS:

WHEREAS the City of McMinnville may exercise the power of eminent domain pursuant to ORS 223.105(2), ORS Chapter 35, and the Law of the State of Oregon generally, when the exercise of such power is deemed necessary by the City Council to accomplish public purposes for which the City has responsibility;

WHEREAS the City has the responsibility of providing safe transportation routes for commerce, convenience and to adequately serve the traveling public;

WHEREAS the OR 99W at 2nd Street Signal Replacement transportation bond project has been planned in accordance with appropriate engineering standards for the construction, maintenance or improvement of said transportation infrastructure such that property damage is minimized, transportation promoted, and travel safeguarded; and

WHEREAS to accomplish the project or projects set forth above it is necessary to acquire the interests in the property described in "Exhibit A," attached to this resolution and, by this reference incorporated herein; now, therefore

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF McMINNVILLE, OREGON as follows:

1. The foregoing statements of authority and need are, in fact, the case. The project or projects for which the property is required and is being acquired are necessary in the public interest, and the same have been planned, designed, located, and will be constructed in a manner which will be most compatible with the greatest public good and the least private injury;
2. The power of eminent domain is hereby exercised with respect to each of the interests in property described in Exhibit A. Each is acquired subject to payment of just compensation and subject to procedural requirements of Oregon law;
3. The City's staff and the City's agents are authorized and requested to attempt to agree with the owner and other persons in interest as to the compensation to be paid for each acquisition, and, in the event that no satisfactory agreement can be reached, to commence and prosecute such condemnation proceedings as may be necessary to finally determine just compensation or any other issue appropriate to be determined by a court in connection with the acquisition. This authorization is not intended to expand the jurisdiction of any court to decide matters determined above or determinable by the City Council.
4. The City expressly reserves its jurisdiction to determine the necessity or propriety of any acquisition, its quantity, quality, or locality, and to change or abandon any acquisition.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 22nd day of November, 2016 by the following votes:

Ayes: Hill, Jeffries, Menke, Ruden, Yoder

Nays: _____

Approved this 22nd day of November, 2016.



COUNCIL PRESIDENT

Approved as to form:



CITY ATTORNEY



City of McMinnville
Community Development Department
231 NE Fifth Street
McMinnville, OR 97128
(503) 434-7312

www.mcminnvilleoregon.gov

STAFF REPORT

DATE: March 2, 2017
TO: Jeff Towery, City Manager
FROM: Mike Bisset, Community Development Director
SUBJECT: Right-of-way dedication for the Oregon Route 99W at 2nd Street signal replacement transportation bond measure project.

Council Goal:

Plan and Construct Capital Projects

Report in Brief:

This action is the consideration of a resolution approving the dedication of right-of-way from City properties for the OR 99W at 2nd Street Signal Replacement transportation bond project.

Background:

The voter approved 2014 transportation bond measure included a project to improve NE 2nd Street between Adams Street and Cowls Street. The project will address traffic congestion, and the work includes the installation of an additional left turn lane; a westbound right turn lane; upgraded traffic signals funded by ODOT; and pedestrian improvements. Construction of the project is planned for the summer of 2017.

Discussion:

In order to complete the planned improvements, it is necessary to dedicate right-of-way from City owned properties at the northwest corner of 2nd/Adams Street and at the northeast corner of 2nd/Baker Street (see exhibit maps in the attached dedication deed).

Attachments:

1. Resolution
2. Dedication deed with exhibits

Fiscal Impact:

None

Recommendation:

Staff recommends that the City Council adopt the attached resolution approving the dedication of right-of-way from City properties for the OR 99W at 2nd Street Signal Replacement transportation bond project, and authorizing the Mayor and City Manager to execute the dedication deed.

RESOLUTION NO. 2017-20

A Resolution approving the dedication of right-of-way from City properties for the OR 99W at 2nd Street Signal Replacement transportation bond project.

RECITALS:

The voter approved 2014 transportation bond measure included a project to improve NE 2nd Street between Adams Street and Cowls Street. The project will address traffic congestion, and the work includes the installation of an additional left turn lane; a westbound right turn lane; upgraded traffic signals funded by ODOT; and pedestrian improvements.

In order to complete the planned improvements, it is necessary to dedicate right-of-way from City owned properties at the northwest corner of 2nd/Adams Street and at the northeast corner of 2nd/Baker Street.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF McMinnville, OREGON, as follows:

1. That the dedication of right-of-way from City owned properties for the OR 99W at 2nd Street Signal Replacement transportation bond project is hereby approved, and the Mayor and City Manager is hereby authorized and directed to execute the dedication deed.
3. That this resolution shall take effect immediately upon passage and shall continue in full force and effect until revoked or replaced.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 14th day of March, 2017 by the following votes:

Ayes: _____

Nays: _____

Approved this 14th day of March, 2017.

MAYOR

Approved as to form:



CITY ATTORNEY

GRANTOR: City of McMinnville, Oregon
GRANTEE: City of McMinnville, Oregon
CONSIDERATION: None

After recording return to:
City of McMinnville
230 NE 2nd Street
McMinnville Or 97128

Until a change is requested, all tax statements shall be sent to the following address: N/A

DEDICATION DEED

CITY OF McMINNVILLE, a Municipal Corporation of the State of Oregon, GRANTOR(S), conveys, warrants and dedicates to the PUBLIC, a perpetual right-of-way for roadway, pedestrian and public utility purposes, as described in Exhibits "A" and "B", attached hereto and incorporated herein by this reference.

The true and actual consideration for this conveyance is NONE.

The above described property is conveyed free of encumbrances, except as specifically set forth herein: NONE.

The Grantor(s) hereby covenant that the Grantor(s) are lawfully seized of the estate in the property, that the Grantor(s) have good right to convey the same, that at the time of the delivery of the deed the property is free from encumbrances except as specifically set forth on the deed, and that the Grantor(s) warrant and will defend the title to the property against all persons who may lawfully claim the same.

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

In construing this deed and where the context so requires, the singular includes the plural.

Dated this ____ day of March, 2017.

Name: Scott Hill
Title: Mayor

State of Oregon)
) ss.
County of Yamhill)

This record was acknowledged before me on _____ by _____
_____ [as _____ of _____].

Notary Public for Oregon
My Commission Expires: _____

APPROVAL OF CONVEYANCE (ORS 93.808)

The City of McMinnville hereby approves of this conveyance and accepts title.

Name: Jeffrey Towery
Title: City Manager

State of Oregon)
) ss.
County of Yamhill)

This record was acknowledged before me on _____ by _____,
as _____ of the City of McMinnville.

Notary Public for Oregon
My Commission Expires: _____



Exhibit "A"
Legal Description

Being a tract of land located in the Northeast One-Quarter of Section 20, Township 4 South, Range 4 West, Willamette Meridian, City of McMinnville, Yamhill County, Oregon, said tract of land being more particularly described as follows:

COMMENCING from a 3/4" iron rod at the intersection of the centerline of Adams Street and 2nd Street being 30' southerly and westerly of the southwest corner of Block 3 of the "Original Town of McMinnville";

Thence North 01°48'22" East, along said centerline of said Adams Street, 30.00 feet;

Thence North 88°10'38" West, 30.00 feet to the **TRUE POINT OF BEGINNING** being the intersection of the west right-of-way line of Adams Street with the north right-of-way line of 2nd Street;

Thence North 88°10'38" West, along said north right-of-way line, 164.94 feet to an angle point;

Thence leaving said north right-of-way line North 88°04'54" East, 152.72 feet to an angle point;

Thence North 46°50'06" East, 17.72 feet to the west right-of-way line of Adams Street;

Thence South 01°48'22" West, 22.49 feet to the **TRUE POINT OF BEGINNING**;

Contains in all 963 square feet or 0.022 acres, more or less.

See Exhibit Map attached hereto.



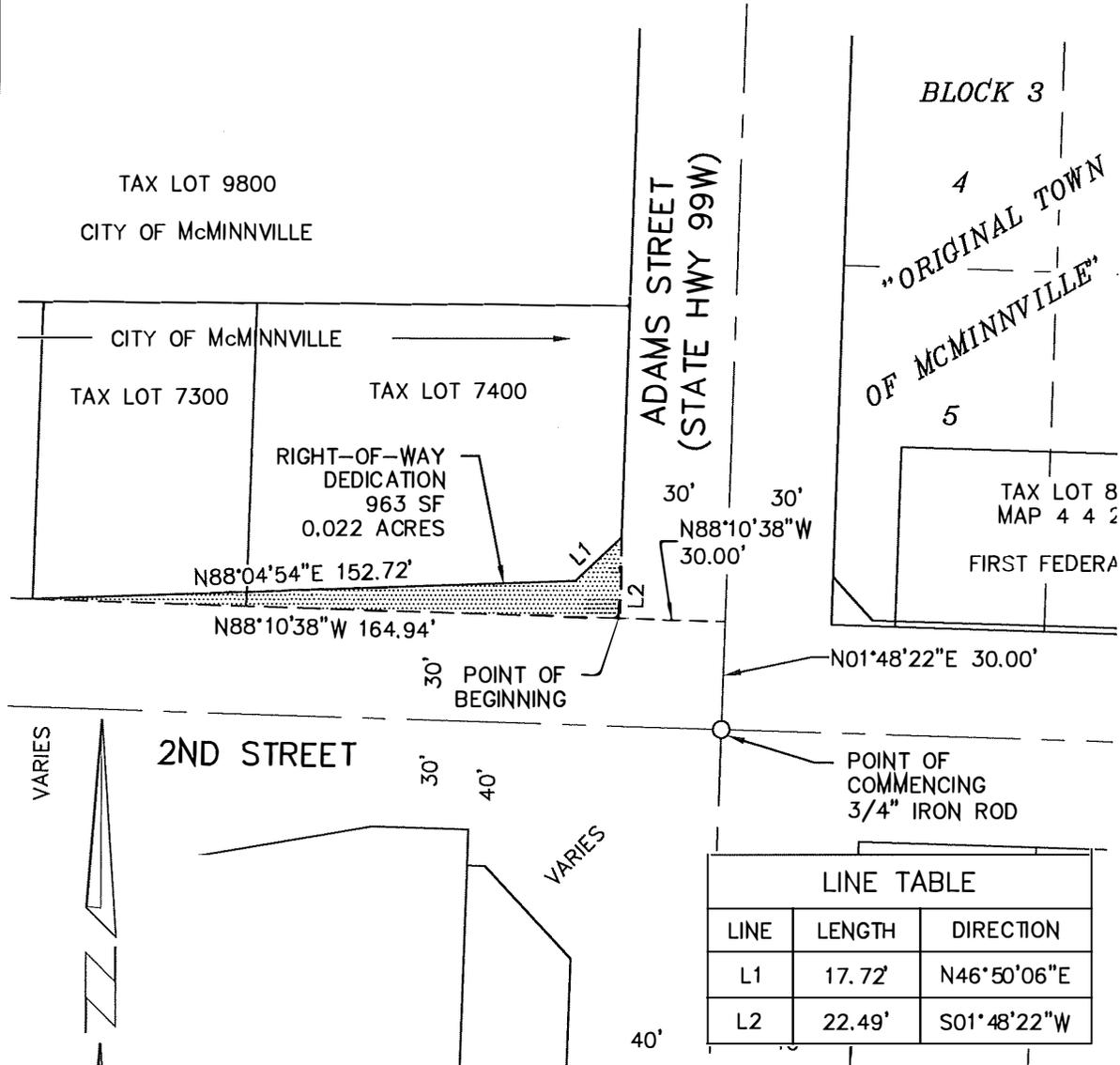
Terry Goodman



RENEWAL DATE: 6-30-17

EXHIBIT A MAP FOR LEGAL DESCRIPTION

FEBRUARY 23, 2017



LINE TABLE		
LINE	LENGTH	DIRECTION
L1	17.72'	N46°50'06"E
L2	22.49'	S01°48'22"W



LEGEND:
○ - DENOTES FOUND 3/4" IRON ROD



HDJ
A DIVISION OF PBS™

314 W 15th Street
Vancouver, WA 98660-2927
360.695.3488
360.695.8767 fax
www.hdjdg.com

DRAWN BY: MDL	SCALE: 1"=50'	2/23/2017
CHECKED BY: TLG	JOB NO.: 4222-00	SHEET 1 OF 1



Exhibit "B"
Legal Description

Being a tract of land located in Block 8 of the "Original Town of McMinnville" in the Northeast One-Quarter of Section 20, Township 4 South, Range 4 West, Willamette Meridian, City of McMinnville, Yamhill County, Oregon, said tract of land being more particularly described as follows:

BEGINNING at the southwest corner of Block 8 of the "Original Town of McMinnville" also being the intersection of the east right-of-way line of Baker Street with the north right-of-way line of 2nd Street;

Thence North 01°49'35" East, along said east right-of-way line of Baker Street, 44.98 feet to the beginning of a 47.07 foot radius non-tangent curve to the left;

Thence along said non-tangent curve to the left through a central angle of 62°10'32" (the long chord of which bears South 46°09'06" East, 48.61 feet) 47.07 feet to an angle point;

Thence North 12°44'42" East, 3.00 feet to an angle point;

Thence South 77°15'18" East, 22.00 feet to an angle point;

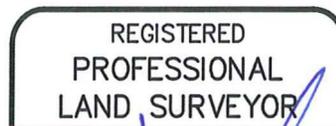
Thence South 12°44'42" West, 3.00 feet to an angle point;

Thence South 77°15'18" East, 43.71 feet to the north right-of-way line of 2nd Street;

Thence North 88°10'25" West, 100.63 feet to the **TRUE POINT OF BEGINNING**;

Contains in all 1,282 square feet or 0.029 acres, more or less.

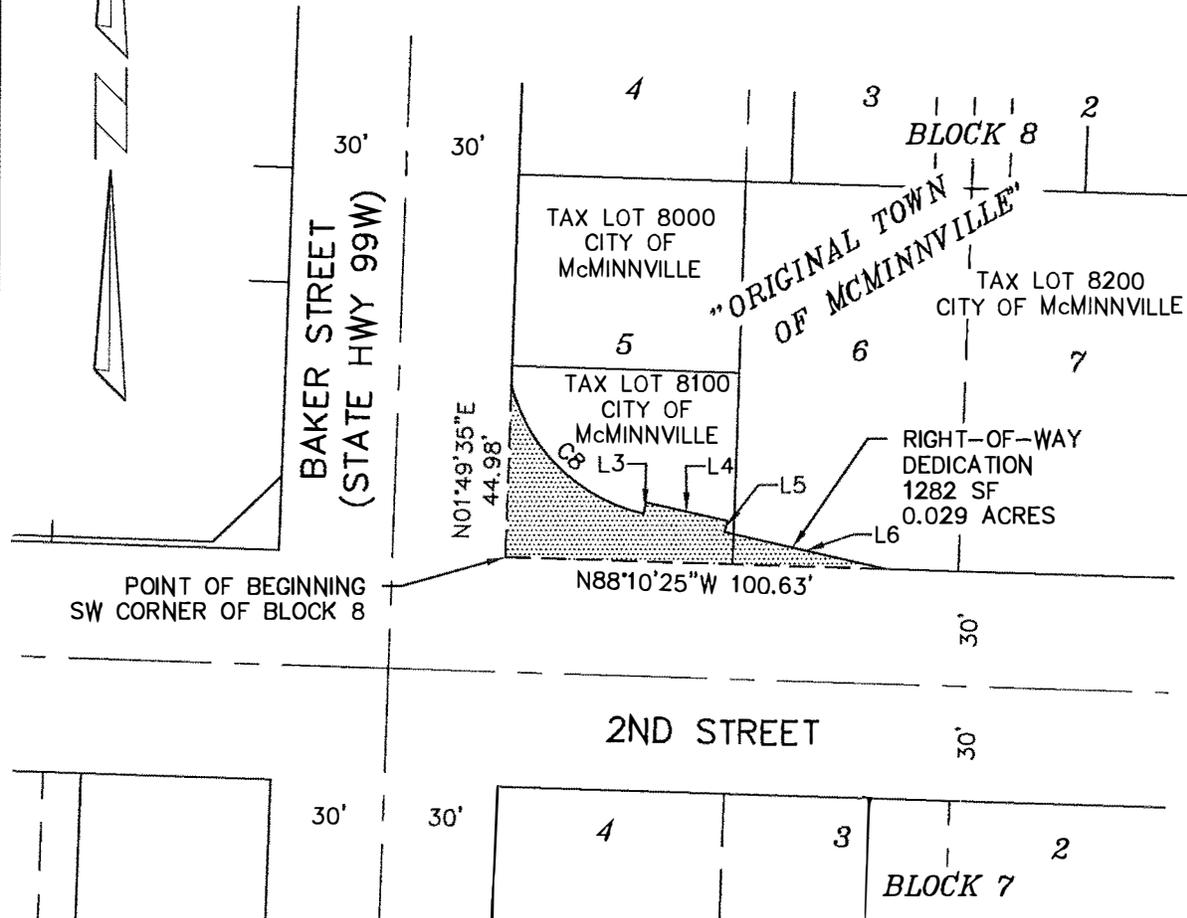
See Exhibit Map attached hereto.



RENEWAL DATE: 6-30-17

EXHIBIT B MAP FOR LEGAL DESCRIPTION

FEBRUARY 23, 2017



CURVE TABLE					
CURVE	LENGTH	RADIUS	DELTA	CHORD DIRECTION	CHORD LENGTH
C8	51.08'	47.07'	062°10'32"	S46°09'06"E	48.61'

LINE TABLE		
LINE	LENGTH	DIRECTION
L3	3.00'	N12°44'42"E
L4	22.00'	S77°15'18"E
L5	3.00'	S12°44'42"W
L6	43.71'	S77°15'18"E

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314 W 15th Street
Vancouver, WA 98660-2927
360.695.3488
360.695.8767 fax
www.hdjdg.com

DRAWN BY: MDL	SCALE: 1"=XXX'	2/23/2017
CHECKED BY: TLG	JOB NO.: 4222-00	SHEET 1 OF 1



City of McMinnville
Community Development Department
231 NE Fifth Street
McMinnville, OR 97128
(503) 434-7311

www.mcminnvilleoregon.gov

STAFF REPORT

DATE: February 24, 2017
TO: Jeff Towery, City Manager
FROM: Mike Bisset, Community Development Director
SUBJECT: 2017 Steel Mill Cured-In-Place-Pipe (CIPP) Project Contract Award

Council Goal:

Plan and Construct Capital Projects

Report in Brief:

This action is the consideration of a resolution to award a public improvement contract in the amount of \$99,700.00 to Michels Corporation for the construction of the 2017 Steel Mill Cured-In-Place-Pipe (CIPP) Project, Project 2017-1.

Background:

A key component of the City's adopted 2010 Wastewater Conveyance Master Plan is the continued reduction of rainwater and groundwater (inflow and infiltration, or I&I) in the City's sanitary sewer system. By repairing aging pipes in the conveyance system, the City is able to reduce I&I, which in turn reduces the need for the construction of capacity improvements in the City's wastewater treatment system. The City's efforts to reduce I&I over the past two decades have significantly reduced the number of sanitary sewer system overflows due to wet weather.

Per the adopted Wastewater Financial Plan, the City plans to spend approximately \$6-million on sanitary sewer rehabilitation and repair projects over the next four fiscal years.

Discussion:

City staff has designed a project to rehabilitate 2,715 lineal feet of 10" sanitary sewer mainline located inside the Cascade Rolling Steel Mill site (see attached vicinity map). Due to the location of the existing line, using the traditional "dig and replace" approach to repairing the line would be quite disruptive and cost prohibitive.

Therefore, the project was designed using Cured-In-Place-Pipe (CIPP) technology. CIPP is one of several trenchless rehabilitation methods used to repair existing pipelines, and can effectively reduce I&I without digging. CIPP is a jointless, seamless, pipe-within-a-pipe. During construction, a resin-saturated felt tube is inverted or pulled into a damaged pipe, expanded, and cured in place.

At 2:00pm on February 23, 2017, the bids for the 2017 Steel Mill Cured-In-Place-Pipe (CIPP) Project, Project 2017-1 were publicly opened and read aloud. Two bids were received and the results are tabulated as follows:

Michels Corporation	\$99,770.00
Insituform Technologies	\$104,585.00

The construction estimate for this work was \$110,000.00.

The bids were checked for completeness, including a review of the following:

- Was the bid submitted, on time, in a properly sealed and labeled envelope?
- Was the Bid Form properly filled out and executed?
- Was a Bid Bond included?

The low bidder, Michels Corporation, completed all of these items properly, and should be considered the lowest responsible bidder. A detailed breakdown of the received bids is on file in the Engineering Department.

The design work included extensive coordination with Cascade Rolling Steel Mill staff, and the project specifications require that the contractor coordinate the timing of the work with the property owner. The project work will be completed prior to July 1, 2017.

Attachments:

1. Resolution
2. Project Vicinity Map

Fiscal Impact:

The funding for this project is contained in the adopted FY16/17 Wastewater Services Fund (Fund 75) budget.

Recommendation:

Staff recommends that the City Council adopt the attached resolution to award a public improvement contract in the amount of \$99,700.00 to Michels Corporation for the construction of the 2017 Steel Mill Cured-In-Place-Pipe (CIPP) Project, Project 2017-1.

RESOLUTION NO. 2017-21

A Resolution awarding the contract for the 2017 Steel Mill Cured-In-Place-Pipe (CIPP) Project, Project 2017-1.

RECITALS:

At 2:00pm on February 23, 2017, two bids for the 2017 Steel Mill Cured-In-Place-Pipe (CIPP) Project, Project 2017-1, were publicly opened and read aloud.

The low bidder, Michels Corporation, met all of the bid requirements, and should be considered the lowest responsible bidder.

The funding for this project is contained in the adopted FY16/17 Wastewater Services Fund (Fund 75) budget.

The project work will be completed prior to July 1, 2017.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF McMinnville, OREGON, as follows:

1. That entry into a public improvement contract with Michels Corporation, in the amount of \$99,770.00, for the 2017 Steel Mill Cured-In-Place-Pipe (CIPP) Project, Project 2017-1, is hereby approved.
2. That the City Manager is hereby authorized and directed to execute the public improvement contract.
3. That this resolution shall take effect immediately upon passage and shall continue in full force and effect until revoked or replaced.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 14th day of March, 2017 by the following votes:

Ayes: _____

Nays: _____

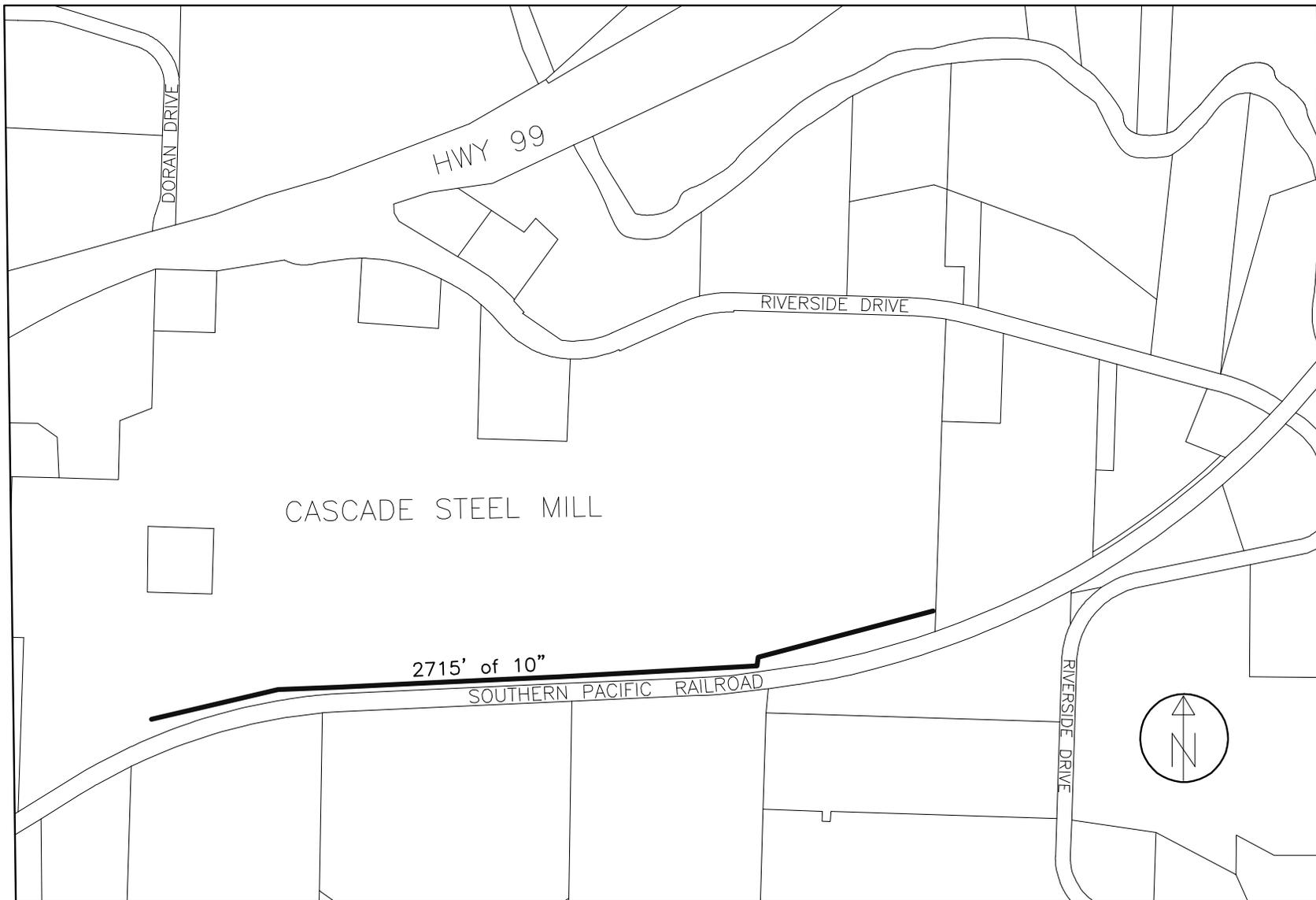
Approved this 14th day of March, 2017.

MAYOR

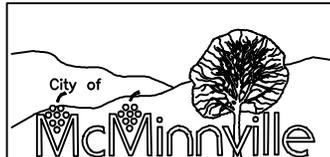
Approved as to form:



CITY ATTORNEY



— PIPE TO REPAIR



CITY OF McMINNVILLE, OREGON
ENGINEERING DEPARTMENT

2017 STEEL MILL CIPP PROJECT

SCALE: NTS
Drawn: RM
Checked: LS/RS/JG
Date: January 5, 2017
Project No. 2017-1
SHEET 1 of 1



**City of McMinnville
Municipal Court**
230 NE Second Street
McMinnville, OR 97128
(503) 434-7403

www.mcminnvilleoregon.gov

STAFF REPORT

DATE: March 7, 2017
TO: Jeff Towery, City Manager
FROM: David Koch, City Attorney
SUBJECT: Proposed change to rate schedule for Municipal Court Fees

Council Goal:

Plan for and Manage Financial Resources

Report in Brief:

This action is the consideration of an updated fee schedule for the McMinnville Municipal Court.

Background:

The McMinnville Municipal Court assesses fees for various services that are provided by the Court to defendants charged with a variety of misdemeanor and municipal code violations and other members of the public. The fee schedule was last updated by the City in June 2015, through the adoption of Resolution 2015-31.

Discussion:

The Municipal Court staff has considered the fees adopted in Resolution 2015-31 and has determined that some of the fees are no longer adequate when considering the costs of the services provided. Additionally, in certain instances, fees that would preferably reflect rough parity with Circuit Court fees fail to do so. The proposed fee schedule better reflects the costs of the provided services and parity with Circuit Court fees.

Attachments:

1. Resolution
2. Fee Schedule

Fiscal Impact:

The updated fees are expected to produce approximately \$10,000 per year of additional revenue for the City, which will serve to offset the City's expenses associated with the provided services.

Recommendation:

Staff recommends that the City Council adopt the attached new rate schedule for Municipal Court fees and revoke Resolution No. 2015-31.

RESOLUTION NO. 2017-22

A Resolution adopting a new rate schedule for Municipal Court fees and revoking Resolution No. 2015-31.

RECITALS:

Municipal Court fees for services were last amended in Resolution 2015-31, adopted June 23, 2015.

The Municipal Court staff has considered the fees adopted in Resolution 2015-31 and has determined that some of the fees are no adequate when considering the costs of the services provided. Additionally, in certain instances, fees that would preferably reflect rough parity with Circuit Court fees failed to do so. The fee schedule attached hereto as Exhibit A provides amendments to address these issues.

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF McMinnville, OREGON as follows:

1. The Fee Schedule set forth in Exhibit A is hereby adopted.
2. Costs and fees may be modified or waived by the Municipal Court Judge in appropriate cases.
3. Resolution 2015-31 is revoked.
4. This Resolution will take effect May 1, 2017 and shall continue in full force and effect until revoked or replaced.

Adopted by the Common Council of the City of McMinnville at a regular meeting held March 14th, 2017 by the following votes:

Ayes: _____

Nays: _____

Approved March 14th, 2017.

MAYOR

Approved as to form:



CITY ATTORNEY

EXHIBIT A - Municipal Court Fee Schedule

COURT FEES	Through 4/30/17	Effective 5/1/2017
Appeal Transcript Fee	\$50.00	\$60.00
Arrestment Reset Fee	\$15.00	\$25.00
Bench Probation Fee (each application)	\$100.00	\$15/mo. of prob.
BUSTED (non-automotive)	\$250.00	\$250.00
BUSTED (automotive)	\$400.00	\$400.00
Check Return Fee	\$35.00	\$35.00
Deadline Extension Fee		
Any Misdemeanor	N/A	\$125.00
Class A Violation	\$100.00	\$100.00
Class B Violation	\$75.00	\$75.00
Class C Violation	\$50.00	\$50.00
Class D Violation	\$25.00	\$25.00
Expungement Processing Fee	\$250.00	\$250.00
Fit-It Fee	\$60.00	\$60.00
Payment Contract Fee (per \$100 of Fine)	\$15.00	\$15.00
Maximum Charge	\$150.00	\$150.00
Performance of Marriage Fee	\$50.00	\$100.00
Pre-Collection Letter Fee	\$15.00	\$15.00
Pre-Suspension Letter Fee	\$15.00	\$15.00
Probation Violation Fee	\$25.00	\$25.00
Safe Driver Program Fee		
Class A Violation	\$400.00	\$400.00
Class B Violation	\$250.00	\$250.00
Class C Violation	\$150.00	\$150.00
Class D Violation	\$80.00	\$80.00
Summons Fee		
Non-Traffic Citations	\$25.00	\$50.00
Parking Citations	\$15.00	\$15.00
Suspension of License with DMV Fee	\$15.00	\$15.00
Reinstatement of License with DMV Fee	\$15.00	\$15.00
Transmittal to Collections Fee	25% of total	25% of total
Trial Fees (upon conviction)		
Traffic Violation Trial	\$50.00	\$100.00
Bench Trial	\$100.00	\$200.00
Jury Trial	\$150.00	\$300.00
Trial Reset Fee (after trial readiness conference)	\$100.00	\$200.00
Warrant Fee	\$50.00	\$75.00
OTHER FEES/RATES	Through 4/30/17	Effective 5/1/2017
Certified Copies		
First Page	\$5.00	\$5.00
Each Additional Page	\$0.50	\$5.00
Non-Certified Copies		
1-20 pages	\$5.00	\$5.00
Each Additional Page	\$0.50	\$0.25
Court Appointment Attorney (per hour)	\$45.00	\$45.00
Maximum without Trial	n/a	\$315.00
Maximum for Bench Trial	\$450.00	\$450.00
Maximum for Jury Trial	\$600.00	\$585.00
Court Ordered Investigator Fee (per hour)	n/a	\$25.00
Maximum without Trial	\$125.00	\$75.00
Maximum for Bench Trial	\$125.00	\$125.00
Maximum for Jury Trial	\$125.00	\$175.00
Juror Reimbursement (including mileage)		
Reported for Duty Only (per day)	\$11.00	\$11.00
Reported, Selected and Served (per day)	\$21.00	\$21.00
Notarial Services (per signature)	\$10.00	\$10.00
Subpoenaed Witness Cost	\$10.00	\$10.00
Additional mileage cost	per state law	per state law

City of McMinnville

C404 - Privately Owned

Between 02/01/2017 and 02/28/2017

	Class Code	Permits	Bldgs	Houses	Valuation
		62	29	29	\$229,542
	Sub-Totals:	62	29	29	\$229,542
<u>Section I - Residential HouseKeeping Buildings</u>					
One-Family Houses Detached	101	2	2	2	\$334,251
	Sub-Totals:	2	2	2	\$334,251
<u>Section III - New Non-Residential Buildings</u>					
Industrial Buildings	320	1	1	0	\$1,159,920
Structures Other than Buildings	329	1	0	0	\$4,500
	Sub-Totals:	2	1	0	\$1,164,420
<u>Section IV - Additions & Alterations</u>					
Add or Alter Dwellings	434	1	0	0	\$15,300
Add or Alter All Other Buildings and Structures	437	3	0	0	\$1,385,000
	Sub-Totals:	4	0	0	\$1,400,300
<u>Section V - Demolitions</u>					
Demolish One-Family Buildings	645	1	1	1	\$500
Demolish All Other Than Dwellings	649	1	1	1	\$1,000
	Sub-Totals:	2	2	2	\$1,500
	Grand-Totals:	72	34	33	\$3,130,013

Activity Summary Totals Report

Category: BLDG

Issued: 02/01/2017 - 02/28/2017

Type	# of Permits	Total Fees	Total Valuation
BLDCOMBO			
ACOM	3	\$30,251.35	\$1,385,000.00
ASFR	1	\$399.12	\$15,300.00
NIND	1	\$49,043.50	\$1,159,920.00
NSFR	2	\$17,923.22	\$334,251.08
BLDMAJOR			
NOTH	1	\$127.93	\$4,500.00
BLDMINOR			
FOUN	2	\$271.98	\$9,700.00
OTHR	1	\$127.93	\$5,000.00
ROOF	1	\$1,033.91	\$189,262.00
DEMO			
RES	2	\$45.31	\$1,500.00
FLS			
ALRM	2	\$441.04	\$25,580.00
MECH			
COM	9	\$1,720.80	\$0.00
RES	16	\$636.85	\$0.00
MISC			
	20	\$1,544.00	\$0.00
PLUM			
COM	1	\$44.80	\$0.00
RES	10	\$520.80	\$0.00
Total:	72	\$104,132.54	\$3,130,013.08

Activity Summary Totals Report

Category: BLDG

Issued: 07/01/2016 - 02/28/2017

Type	# of Permits	Total Fees	Total Valuation
BLDCOMBO			
ACOM	17	\$90,984.34	\$4,349,786.00
AIND	1	\$321.22	\$16,500.00
AINS	2	\$4,555.17	\$267,000.00
APUB	2	\$25,768.97	\$3,207,711.00
ASFR	18	\$13,098.35	\$800,729.30
NCOM	3	\$31,121.14	\$3,026,800.00
NDUP	2	\$23,314.02	\$474,932.40
NGAR	1	\$305.12	\$15,598.80
NIND	4	\$70,817.49	\$1,898,560.80
NOTH	3	\$3,186.48	\$240,397.38
NSFA	2	\$19,208.14	\$432,996.62
NSFR	40	\$378,002.01	\$10,796,778.01
BLDMAJOR			
ACOM	3	\$3,124.64	\$35,000.00
AGAR	1	\$369.54	\$20,000.00
APUB	1	\$6,785.34	\$1,100,000.00
ASFR	2	\$713.15	\$30,000.00
COM	1	\$256.79	\$12,100.00
DECK	1	\$176.26	\$7,500.00
NGAR	3	\$1,047.87	\$51,736.02
NOTH	2	\$320.29	\$13,000.00
BLDMINOR			
DECK	9	\$1,956.80	\$92,610.80
FOUN	5	\$1,022.00	\$47,610.00
OTHR	19	\$4,118.40	\$270,672.00
PATI	3	\$366.29	\$13,895.24
PUB	1	\$144.05	\$5,580.00
ROOF	17	\$7,210.86	\$988,429.00
WALL	3	\$554.45	\$31,900.00
DEMO			
PUB	1	\$1,080.95	\$4,750.00
RES	3	\$126.26	\$6,100.00
FLS			
ALRM	10	\$2,385.02	\$147,660.90
SPRK	11	\$2,259.74	\$165,106.00
SUPP	1	\$87.68	\$2,424.00
MECH			

Type	# of Permits	Total Fees	Total Valuation
COM	38	\$10,160.30	\$0.00
PUB	2	\$247.52	\$0.00
RES	168	\$7,153.08	\$0.00
MH			
RES	3	\$1,759.96	\$48,883.12
MISC			
	119	\$107,942.04	\$0.00
PLUM			
COM	12	\$13,984.66	\$0.00
IND	2	\$698.29	\$0.00
INS	1	\$44.80	\$0.00
PUB	4	\$201.60	\$0.00
RES	118	\$6,898.91	\$500.00
SIGN			
MONU	1	\$95.72	\$3,000.00
POLE	3	\$883.12	\$45,500.00
Total:	663	\$844,858.83	\$28,671,747.39

City of McMinnville - Account Summary Report

For Post Dates 02/01/2017 - 02/28/2017

For Category: BLDG

Fee Items: 1000,1010,1020,1100,1200,1210,1220,1230,1300,1310,

		Posted Amount
Account Code: **ESCROW ACCT**	1500 STATE SURCHG-GENERAL	\$2,277.54
		<hr/>
		\$2,277.54
Account Code: 70-4400-05	1000 PERMIT FEES-BUILDING	\$14,381.61
Account Code: 70-4400-05	1300 PLAN REVIEW-BUILDING	\$11,205.72
Account Code: 70-4400-05	1400 PLAN REV-FIRE LIFE SAFTY	\$4,638.85
		<hr/>
		\$30,226.18
Account Code: 70-4400-10	1100 PERMIT FEES-MECHANICAL	\$6,232.00
Account Code: 70-4400-10	1310 PLAN REVIEW-MECHANICAL	\$99.00
		<hr/>
		\$6,331.00
Account Code: 70-4400-15	1200 PERMIT FEES-PLUMBING	\$2,176.00
Account Code: 70-4400-15	1320 PLAN REVIEW-PLUMBING	\$841.00
		<hr/>
		\$3,017.00
Account Code: 70-4400-20	1010 PERMIT FEES-MH SETUP	\$215.00
		<hr/>
		\$215.00
		<hr/>
	Total Posted Amount:	\$42,066.72

City of McMinnville

C404 - Privately Owned

Between 01/01/2017 and 01/31/2017

	Class Code	Permits	Bldgs	Houses	Valuation
		72	34	34	\$181,370
	Sub-Totals:	72	34	34	\$181,370
<u>Section I - Residential HouseKeeping Buildings</u>					
Manufactured Homes	100	3	3	3	\$48,883
One-Family Houses Detached	101	1	1	1	\$182,702
	Sub-Totals:	4	4	4	\$231,585
<u>Section III - New Non-Residential Buildings</u>					
Other Nonresidential Building	328	1	1	0	\$50,956
	Sub-Totals:	1	1	0	\$50,956
<u>Section IV - Additions & Alterations</u>					
Add or Alter Dwellings	434	3	0	0	\$45,000
Add or Alter All Other Buildings and Structures	437	3	0	0	\$27,950
	Sub-Totals:	6	0	0	\$72,950
	Grand-Totals:	83	39	38	\$536,861

C404 - Publicly Owned				
Between 01/01/2017 and 01/31/2017				
	Class Code	Bldgs	Houses	Valuation
<u>Section IV - Additions & Alterations</u>				
Add or Alter All Other Buildings and Structures	437	0	0	\$207,711.00
	Sub-Totals:	0	0	\$207,711.00
<u>Section V - Demolitions</u>				
Demolish All Other Than Dwellings	649	1	1	\$4,750.00
	Sub-Totals:	1	1	\$4,750.00
	Grand-Totals:	1	1	\$212,461.00

Activity Summary Totals Report

Category: BLDG

Issued: 01/01/2017 - 01/31/2017

Type	# of Permits	Total Fees	Total Valuation
BLDCOMBO			
ACOM	1	\$358.82	\$1,450.00
AIND	1	\$321.22	\$16,500.00
APUB	1	\$1,749.91	\$207,711.00
ASFR	3	\$1,492.03	\$45,000.00
NOTH	1	\$664.47	\$50,956.08
NSFR	1	\$9,022.95	\$182,702.20
BLDMAJOR			
ACOM	1	\$2,562.57	\$10,000.00
BLDMINOR			
DECK	1	\$208.47	\$9,500.00
OTHR	2	\$255.86	\$9,672.00
ROOF	2	\$457.48	\$38,568.00
DEMO			
PUB	1	\$1,080.95	\$4,750.00
FLS			
ALRM	1	\$303.51	\$18,172.00
SPRK	2	\$980.49	\$96,958.00
MECH			
COM	3	\$648.97	\$0.00
RES	26	\$1,372.87	\$0.00
MH			
RES	3	\$1,759.96	\$48,883.12
MISC			
	14	\$2,600.50	\$0.00
PLUM			
COM	1	\$44.80	\$0.00
IND	1	\$496.69	\$0.00
RES	18	\$1,115.52	\$0.00
SIGN			
POLE	1	\$192.36	\$8,500.00
Total:	85	\$27,690.40	\$749,322.40

Activity Summary Totals Report

Category: BLDG

Issued: 07/01/2016 - 01/31/2017

Type	# of Permits	Total Fees	Total Valuation
BLDCOMBO			
ACOM	14	\$60,732.99	\$2,964,786.00
AIND	1	\$321.22	\$16,500.00
AINS	2	\$4,555.17	\$267,000.00
APUB	2	\$25,768.97	\$3,207,711.00
ASFR	17	\$12,699.23	\$785,429.30
NCOM	3	\$31,121.14	\$3,026,800.00
NDUP	2	\$23,314.02	\$474,932.40
NGAR	1	\$305.12	\$15,598.80
NIND	3	\$21,773.99	\$738,640.80
NOTH	3	\$3,186.48	\$240,397.38
NSFA	2	\$19,208.14	\$432,996.62
NSFR	38	\$360,078.79	\$10,462,526.93
BLDMAJOR			
ACOM	3	\$3,124.64	\$35,000.00
AGAR	1	\$369.54	\$20,000.00
APUB	1	\$6,785.34	\$1,100,000.00
ASFR	2	\$713.15	\$30,000.00
COM	1	\$256.79	\$12,100.00
DECK	1	\$176.26	\$7,500.00
NGAR	3	\$1,047.87	\$51,736.02
NOTH	1	\$192.36	\$8,500.00
BLDMINOR			
DECK	9	\$1,956.80	\$92,610.80
FOUN	3	\$750.02	\$37,910.00
OTHR	18	\$3,990.47	\$265,672.00
PATI	3	\$366.29	\$13,895.24
PUB	1	\$144.05	\$5,580.00
ROOF	16	\$6,176.95	\$799,167.00
WALL	3	\$554.45	\$31,900.00
DEMO			
PUB	1	\$1,080.95	\$4,750.00
RES	1	\$80.95	\$4,600.00
FLS			
ALRM	8	\$1,943.98	\$122,080.90
SPRK	11	\$2,259.74	\$165,106.00
SUPP	1	\$87.68	\$2,424.00
MECH			

Type	# of Permits	Total Fees	Total Valuation
COM	29	\$8,439.50	\$0.00
PUB	2	\$247.52	\$0.00
RES	152	\$6,516.23	\$0.00
MH			
RES	3	\$1,759.96	\$48,883.12
MISC			
	99	\$106,398.04	\$0.00
PLUM			
COM	11	\$13,939.86	\$0.00
IND	2	\$698.29	\$0.00
INS	1	\$44.80	\$0.00
PUB	4	\$201.60	\$0.00
RES	108	\$6,378.11	\$500.00
SIGN			
MONU	1	\$95.72	\$3,000.00
POLE	3	\$883.12	\$45,500.00
Total:	591	\$740,726.29	\$25,541,734.31

City of McMinnville - Account Summary Report

For Post Dates 01/01/2017 - 01/31/2017

For Category: BLDG

Fee Items: 1000,1010,1020,1100,1200,1210,1220,1230,1300,1310,

Posted Amount

Account Code: **ESCROW ACCT**	1500 STATE SURCHG-GENERAL	\$1,210.61
		<hr/>
		\$1,210.61
Account Code: 70-4400-05	1000 PERMIT FEES-BUILDING	\$4,515.27
Account Code: 70-4400-05	1300 PLAN REVIEW-BUILDING	\$20,189.74
Account Code: 70-4400-05	1400 PLAN REV-FIRE LIFE SAFTY	\$104.82
		<hr/>
		\$24,809.83
Account Code: 70-4400-10	1100 PERMIT FEES-MECHANICAL	\$2,154.20
Account Code: 70-4400-10	1310 PLAN REVIEW-MECHANICAL	\$107.30
		<hr/>
		\$2,261.50
Account Code: 70-4400-15	1200 PERMIT FEES-PLUMBING	\$2,777.00
Account Code: 70-4400-15	1320 PLAN REVIEW-PLUMBING	\$84.25
		<hr/>
		\$2,861.25
Account Code: 70-4400-20	1010 PERMIT FEES-MH SETUP	\$645.00
		<hr/>
		\$645.00

Total Posted Amount: \$31,788.19

City of McMinnville - Account Summary Report

For Post Dates 07/01/2016 - 01/31/2017

For Category: BLDG

Fee Items: 1000,1010,1020,1100,1210,1220,1230,1300,1310,1320,

Posted Amount

Account Code: **ESCROW ACCT**	1500 STATE SURCHG-GENERAL	\$20,491.36
		<hr/>
		\$20,491.36
Account Code: 70-4400-05	1000 PERMIT FEES-BUILDING	\$115,308.05
Account Code: 70-4400-05	1300 PLAN REVIEW-BUILDING	\$114,629.23
Account Code: 70-4400-05	1400 PLAN REV-FIRE LIFE SAFTY	\$11,152.94
		<hr/>
		\$241,090.22
Account Code: 70-4400-10	1100 PERMIT FEES-MECHANICAL	\$25,322.50
Account Code: 70-4400-10	1310 PLAN REVIEW-MECHANICAL	\$2,833.30
		<hr/>
		\$28,155.80
Account Code: 70-4400-15	1320 PLAN REVIEW-PLUMBING	\$1,568.50
		<hr/>
		\$1,568.50
Account Code: 70-4400-20	1010 PERMIT FEES-MH SETUP	\$645.00
		<hr/>
		\$645.00
		<hr/>
		Total Posted Amount: \$291,950.88

CITY OF MCMINNVILLE - CASH AND INVESTMENT BY FUND
December, 2016

FUND #	FUND NAME	GENERAL OPERATING		TOTAL
		CASH IN BANK	INVESTMENT	
01	General	\$349,639.00	\$12,118,539.17	\$12,468,178.17
05	Special Assessment	322.06	152,618.82	152,940.88
07	Transient Lodging Tax	365.70	1,000.00	1,365.70
10	Telecommunications	976.84	15,030.00	16,006.84
15	Emergency Communications	721.48	70,094.81	70,816.29
20	Street (State Tax)	461.21	1,903,694.20	1,904,155.41
25	Airport Maintenance	8.66	821,749.03	821,757.69
40	Public Safety Facility Construction	612.70	2,805.24	3,417.94
45	Transportation	393.12	14,655,087.56	14,655,480.68
50	Park Development	258.49	1,312,163.79	1,312,422.28
58	Urban Renewal	533.39	2,005,572.84	2,006,106.23
59	Urban Renewal Debt Service	54.61	305,658.74	305,713.35
60	Debt Service	995.05	2,562,307.91	2,563,302.96
70	Building	204.49	780,000.00	780,204.49
75	Sewer	288.10	1,256,552.21	1,256,840.31
77	Sewer Capital	887.96	17,246,103.65	17,246,991.61
79	Ambulance	970.99	141,835.28	142,806.27
80	Information Systems & Services	950.64	177,713.61	178,664.25
85	Insurance Reserve	605.95	1,384,290.54	1,384,896.49
CITY TOTALS		359,250.44	56,912,817.40	57,272,067.84

MATURITY DATE	INSTITUTION	TYPE OF INVESTMENT	INTEREST RATE	CASH VALUE
N/A	Key Bank of Oregon	Checking & Repurchase Sweep Account	0.15%	\$ 359,250.44
N/A	Key Bank of Oregon	Money Market Savings Account	0.02%	12,003,293.34
N/A	State of Oregon	Local Government Investment Pool (LGIP)	1.03%	28,417,777.45
N/A	State of Oregon	Park Improvement Bonds (LGIP)	1.03%	779,026.53
N/A	State of Oregon	Transportation Bond (LGIP)	1.03%	12,919,083.01
N/A	State of Oregon	Urban Renewal Loan Proceeds (LGIP)	1.03%	2,166,572.84
N/A	MassMutual Financial Group	Group Annuity	3.00%	627,064.23
				<u>\$ 57,272,067.84</u>