



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

**City Council Meeting Agenda  
Tuesday, May 23, 2017**

**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."*

**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 August 23, 2016 and September 13, 2016 Meetings.
5. PRESENTATIONS
  - a. Consideration of Visit McMinnville's Annual Business & Marketing Plan – Jeff Knapp.
6. RESOLUTIONS
  - a. **Resolution No. 2017-33**: A Resolution approving a waiver of deed restriction.
  - b. **Resolution No. 2017-34**: A Resolution awarding the contract for the design of the Water Reclamation Facility Tertiary Treatment and Disinfection Project, Project 2017-2.

Kent Taylor Civic Hall is accessible to persons with disabilities. A request for an interpreter for the hearing 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.

- c. **Resolution No. 2017-35:** A Resolution awarding the contract for the construction of the 2017 Slurry Seal Project 2017-3.
- 7. NEW BUSINESS
  - a. Receive Community Contributions Committee recommendations and approve applications.
- 8. ADVICE/ INFORMATION ITEMS
  - a. Reports from Councilors on Committee & Board Assignments
  - b. Department Head Reports
  - c. Cash & Investment Report
- 9. EXECUTIVE SESSION: EXECUTIVE SESSION UNDER ORS 192.660(2)(d) TO CONDUCT DELIBERATIONS WITH PERSONS DESIGNATED TO CARRY OUT LABOR NEGOTIATIONS.
- 10. ADJOURNMENT

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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, August 23, 2016, at 7:00 p.m.

Presiding: Rick Olson, Mayor

Recording: Rose A. Lorenzen, Recording Secretary

Councilors: Present  
Remy Drabkin  
Kevin Jeffries  
Larry Yoder  
Kellie Menke  
Alan Ruden  
Scott Hill

Also present were City Manager Martha Meeker, City Attorney David Koch, Fire Chief Rich Liepfert, Police Chief Matt Scales, Community Development Director Mike Bisset, and Tom Henderson of the *News Register*.

AGENDA ITEM

1. CALL TO ORDER: Mayor Olson called the meeting to order at 7:00 p.m. and welcomed all in attendance.
2. PLEDGE OF ALLEGIANCE: Councilor Ruden led the Pledge of Allegiance.
3. INVITATION TO CITIZENS FOR PUBLIC COMMENT: Mayor Olson invited the public to comment.  
  
Jared Miller, McMinnville resident, went to the southeast side of the City to get signatures for his petition to run for Mayor. He did not have enough signatures and was hoping to get the rest that night in the spirit of competition and offering more choices for citizens. Mayor Olson said he was welcome to ask people to sign after the meeting.
4. CONSENT AGENDA
  - 4.a. Consider the minutes of the May 10, 2016 Work Session and Regular Meeting.
  - 4.b. Consider the minutes of the May 18, 2016 Budget Committee Meeting

- 4.c. **Resolution No. 2016-59**: Approving a three year agreement with Day Wireless for maintenance on the Public Safety Radio System.
- 4.d. **Resolution No. 2016-60**: Approving Task Order No. 1 to the Personal Services Contract for the final design of the NW Hill Road transportation bond measure project.
- 4.e. **Resolution 2016-61**: Authorizing the release of a portion of an existing public utility easement.
- 4.f. **Resolution 2016-62**: Approving the acquisition of property from McMinnville School District No. 40 and Citizens Bank for the 5th Street transportation bond project.

Councilor Menke MOVED to approve the consent agenda as presented. SECONDED by Councilor Yoder and PASSED unanimously.

5. NEW BUSINESS

5a. Presentation of the City of McMinnville’s Emergency Preparedness Plan

Doug Cummins, Emergency Management Coordinator, said the last time the Emergency Preparedness Plan was updated was 2010. The purpose of the Plan was to adopt a continuity of government and a continuity of the Operations Plan, improve community awareness and information for citizens, ensure public information releases were coordinated through the Public Information Officer, and improve communication to the public during emergencies. He discussed what had been accomplished since 2010 including Instant Command System training for all employees, trained over 160 Community Emergency Response Team (CERT) members, Active Shooter exercises, hosted an Integrated Emergency Management Course for city and county employees, assisted in developing an Alternative Care Plan, received grants to get 2 CERT trailers and promote CERT classes, exercised the Alternative Care Plan, hired a dedicated part time Emergency Management Coordinator, updated the Emergency Operations Plan, assembled position specific notebooks, updated some electronics in the Emergency Operations Center (EOC), almost completed a Continuity Of Operations Plan (COOP) for the City, several community presentations on disaster preparedness, information booths at local events, developed a county-wide Public Information Officer Consortium with monthly meetings, and the new City website had an Emergency Management page. Plans for the future included completing the COOP for the City, continuing to promote and deliver CERT courses and disaster preparedness sessions, holding a CERT Train the Trainer course, identifying and training City staff for positions within the EOC, updating and maintaining Instant Command System training as the City hired and promoted employees, holding an informational meeting with adult care facilities in the community on September 14, developing resource options, shelter planning, planning ahead with community partners, developing a resource list, completing a new hazard vulnerability study, developing a volunteer management and

credentialing process, developing and adopting a Hazard Mitigation Plan, completing and adopting a Debris Removal Plan, developing and adopting a Pet Shelter Plan, and working with Yamhill County Emergency Management who was purchasing an Emergency Notification System.

Councilor Ruden asked what he would consider hazards in the City. Mr. Cummins said there had been localized flooding issues. There was a high potential for a major earthquake and many buildings were not seismically ready and there might be things the City could do to help.

Councilor Drabkin thought the website was very user friendly.

Councilor Hill asked about the take-aways from the FEMA training, the Integrated Emergency Management Course. They needed to take what they had learned and get it out into the community. He suggested training church members.

Mr. Cummins said they learned the emergency could be handled a number of ways and the course helped people practice playing that role to see how it felt.

Chief Leipfert said as a direct result of this course, communications between government agencies was found to be a weakness and they received a grant for HAM radio operator equipment.

Councilor Yoder confirmed there would be a continuing education plan for CERT training. Mr. Cummins said every second Monday of the month he held a continuing education class on various different topics, such as survival training, disaster psychology, and earthquake disasters.

Councilor Yoder was concerned about how to train the general public and their lack of preparedness. Mr. Cummins agreed that the majority of the population was not prepared for a disaster.

Councilor Menke suggested Mr. Cummins come talk to her Rotary group on this issue.

Councilor Jeffries appreciated the progress that had been made. He suggested looking into an EMP response and looking at what resources there would be for food if there was an emergency. He asked if they had reached out to the State Hazard Mitigation Committee for participation and possible funding.

Chief Leipfert said previously they did not have enough staff to participate on the Committee, but he thought that the City could do so now.

Councilor Jeffries thought anything they could do to be more resilient would be beneficial.

Mayor Olson thought the plan was only as good as how well it was kept up.

Mr. Cummins stated he did some of the updating and for additional help he went to the experts in the different fields. There was an update schedule where one half of the plan was updated one year, and the other half was updated the next year.

Mayor Olson asked how the City's plan fit in with the County's plan. Mr. Cummins said there was a requirement that the plans dovetailed into one another. The City's dovetailed into the County's which dovetailed into the State's. These other agencies tried to keep up with their plans as well.

Mayor Olson asked who was involved in the Active Shooter drill. Mr. Cummins said there were parties that had not been involved, and he thought eventually they would get everyone involved. The Physician Advisor had helped in drafting this plan.

Daryl King, McMinnville resident, wanted to promote citizens to get earthquake insurance coverage. Mr. Cummins said earthquake insurance was expensive. It was part of the public education to get insurance, but they could not force people to do it.

Susan Meredith, McMinnville resident, discussed the Cascadia earthquake and how it would affect the landfill that was two miles outside of the City. The landfill was not seismically built and the substructure would collapse during an earthquake and would contaminate the river. She thought Waste Management should be included in these discussions.

Mayor Olson agreed that an earthquake would affect the Yamhill River Basin and McMinnville was the first city downstream of that basin. That would be one of the biggest disasters they would face.

Chief Leipfert thought this would be included in the Hazard Mitigation Plan process.

Doug Johnson, McMinnville resident, asked about information on disaster preparedness. Mr. Cummins explained where that information was found on the website.

Councilor Drabkin suggested gearing some of the information to children, especially because children might be separated from their parents in a disaster.

6. ADVICE/INFORMATION ITEMS

6.a. REPORTS FROM COUNCILORS ON COMMITTEE AND BOARD ASSIGNMENTS

Councilor Menke said the community choices - community survey questions were discussed. They would be brought to Council at the next Council meeting.

Councilor Hill discussed the Visit McMinnville Board meeting. They were on task for where they needed to be financially. He listed several programs that were promoting McMinnville. Instead of putting a lot of money into a Visitors Center, they wanted to put together a streamlined trailer that could travel to different places in and out of town as a mobile Visitors Center.

Mayor Olson said the Parkway Committee had not met, but there was progress being made on the Bypass.

6.b. REPORTS FROM DEPARTMENT HEADS

Chief Scales announced the Dragging the Gut Festival would be this weekend.

7. ADJOURNMENT: Mayor Olson adjourned the Regular City Council meeting at 8:05 p.m.

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Recording Secretary

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, September 13, 2016, at 7:00 p.m.

Presiding: Rick Olson, Mayor

Recording: Rose A. Lorenzen, Recording Secretary

Councilors: Present  
Remy Drabkin (arrived at 7:01 p.m.)  
Kevin Jeffries  
Larry Yoder  
Kellie Menke  
Alan Ruden  
Scott Hill

Also present were City Manager Martha Meeker, City Attorney David Koch, Fire Chief Rich Liepfert, Tom Henderson of the *News Register*, and Dave Adams of KLYC Radio.

AGENDA ITEM

1. CALL TO ORDER: Mayor Olson called the meeting to order at 7:00 p.m. and welcomed all in attendance.
2. PLEDGE OF ALLEGIANCE: Councilor Menke led the Pledge of Allegiance.
3. PROCLAMATION
- 3.a. Diaper Awareness Week

Mayor Olson read the proclamation declaring the week of September 26 to October 2, 2016, as Diaper Awareness Week and presented it to Ann Stevenson and Elaine Burke.

Ms. Stevenson was Chair of the Diaper Committee for A Family Place. She explained the services provided by A Family Place including a diaper bank. There would be a diaper drive starting on September 26 and going through the month of October. They had distributed 40,000 diapers last year to families across Yamhill County.



4. INVITATION TO CITIZENS FOR PUBLIC COMMENT: Mayor Olson invited the public to comment.

Scott Fessler, McMinnville Police Sergeant, thanked Police Detective Sam Elliot for his 15 years of service and personal friendship as Detective Elliot was leaving the City. He gave the highlights of Detective Elliot's career in McMinnville. He had been a huge asset to the Police Department.

5. CONSENT AGENDA

- 5.a. Consider the Minutes of the May 24, 2016, Dinner and Regular Meeting.

- 5.b. **Resolution No. 2016-63**: Approving a contract with Western Financial Group for Municipal Advisory Services.

Councilor Jeffries MOVED to approve the consent agenda as presented. SECONDED by Councilor Menke and PASSED unanimously.

6. APPOINTMENT OF CITY RECORDER

Councilor Hill said during this year's budget planning process, a full time Human Resources Director was established and Ms. Lorenzen was fulfilling that role. That created a need for a City Recorder/Legal Assistant position. The position was advertised and fifteen people applied, seven were interviewed, and three came back for a second interview. Melissa Grace was chosen for the position. Ms. Grace was an assistant to the School Superintendent in Newberg and had significant experience in City government prior to working in Newberg. She was also completing her Masters of Public Administration.

City Manager Martha Meeker thought it was a good candidate pool and she thought Ms. Grace was the right fit. Ms. Grace would begin work on October 3.

Mayor Olson explained the City Recorder position was an appointed officer position in the City Charter and had to be approved by a vote of the Council.

Councilor Hill MOVED to appoint Melissa Grace as City Recorder. SECONDED by Councilor Menke and PASSED unanimously.

7. OLD BUSINESS

- 7.a. Bag it Better Campaign Update

Steve Iversen, Beth Dell, and Ramsey McPhillips were representing Zero Waste McMinnville. Mr. McPhillips said their goal was to turn the City

into the first city in Oregon to become officially zero waste, which meant 90% of the waste was recycled or reused and did not end up in a landfill or incinerator. They had been attending events to get the word out. Some events had made strides in becoming zero waste, the International Pinot Noir Celebration which was at 95%, Bounty of the County event which was in the 90%, and Farmers Market which was averaging above 80% and some days in the 90%. They also were at the County Fair and learned what to do to help the event adhere to the 90% for next year. For the Bag It Better Campaign, they had gone to the big box stores to get feedback and support as well as smaller stores and took a tour of Corvallis who also participating in this campaign.

Ms. Bell stated they visited 13 convenience stores in McMinnville in the summer. They were looking at whether the stores were small enough to be exempted. None of the stores had ten or more employees. They planned to go back to those stores and discuss further how they could be better supported. They went to 15 stores in Corvallis. The stores were all sizes and they discussed how things were going in Corvallis. The main theme was that it was bumpy in the beginning, but then it smoothed out. About 75% said it would work. Customers still had trouble remembering their bags, but clerks were seeing more reusable bags being used. People were also carrying things out in their hands instead of using any bag. Parking lots were cleaner. Some of the clerks had grumpy customers due to the ban on plastic bags, and they were looking at ways to help that situation. They took a quick survey outside of Bi-Mart in Corvallis and within 15 minutes, 18 people left the store carrying items in their hands, 5 people left the store with paper bags, and 2 people had reusable bags.

Mr. McPhillips showed examples of reusable bag options. Mr. Iversen said they recommended the use of 4 mil bags as they were thicker and would last longer.

Mr. Iversen said there was a draft ordinance that had been written by City Manager Meeker that would set April 22 as the first day of the ban on plastic bags in McMinnville. He thought there should be a six month grace period before it was enforced to allow time for public education. They would assist the City in the outreach, especially to the smaller stores and customers. He gave some ideas for how to promote the change in the community.

There was discussion regarding the support that would be given to the businesses and customers, ideas for implementing this plan, comparison to other jurisdictions, partnering with other organizations and schools, and approval of the six month grace period and ordinance.

Councilor Drabkin MOVED to direct staff to bring back the ordinance to the second meeting in October so the 6 month grace period would

culminate in April and the Earth Day event. **SECONDED** by Councilor Jeffries and **PASSED** unanimously.

City Attorney Koch asked for direction on the enforcement and if monetary fines should be imposed if there was a non-compliant business. Mr. Iversen said in other jurisdictions it was a complaint driven system, and once the complaint was reviewed, they would decide if a fine was appropriate. Mr. McPhillips said the goal was to get rid of plastic bags and he did not think there should be a strict enforcement narrative in the ordinance. He explained the objections there might be to this ordinance. They had let the Chamber of Commerce know about this as well and they had no objections. There had been no opposition from the community so far.

8. **RESOLUTIONS**

8.a. **Resolution 2016-64: Ratifying a contract with Express Employment Professionals**

City Manager Meeker said the Finance Department was experiencing three personnel vacancies. This contract would temporary fill the Accounts Payable position with Express Employment Professionals. This would allow the City time to permanently fill the position.

Councilor Drabkin **MOVED** to approve Resolution 2016-64. **SECONDED** by Councilor Menke and **PASSED** unanimously.

8.b. **Resolution 2016-65: A Resolution approving entering into a contract with Talbot, Korvola & Warwick LLP for accounting services**

City Manager Meeker said at this time of the year the City prepared financial statements using a combination of staff accountants and a part time certified public accountant. This year due to the fact that there was no Accountant II position, she was requesting to temporarily fill the position with an accountant from Talbot, Korvola & Warwick.

Councilor Hill had attended the Audit Committee meeting last week where these contracts were discussed and he was in support.

Councilor Hill **MOVED** to approve Resolution 2016-65. **SECONDED** by Councilor Menke and **PASSED** unanimously.

9. **ADVICE/INFORMATION ITEMS**

9.a. **Reports from Councilors on Committee and Board Assignments**

Councilor Drabkin would be attending the Affordable Housing Task Force meeting tomorrow. They intended to recommend Council continue the practice of providing System Development Charge (SDC) discounts.

Councilor Hill reported on the Urban Renewal Committee meeting on September 7 where the funding for Alpine Avenue and prioritizing projects was discussed. He also attended the Wayfarer Committee meeting where signage and directions in the community were discussed. The Committee was also preparing for an April 2017 deadline for a grant request for sign funding.

Councilor Yoder discussed the Bypass meeting on September 1.

10.

ADJOURNMENT: Mayor Olson adjourned the meeting at 8:08 p.m.

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City Recorder



City of McMinnville  
City Attorney's Office  
230 NE Second Street  
McMinnville, OR 97128  
(503) 434-7303

[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

## MEMORANDUM

**DATE:** May 17, 2017  
**TO:** Jeff Towery, City Manager  
**FROM:** Melissa Grace, City Recorder  
**SUBJECT:** Presentation: Visit McMinnville's Annual Business & Marketing Plan

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### **Council Goal:**

Promote Sustainable Growth and Development

### **Report in Brief:**

Visit McMinnville's Executive Director, Jeff Knapp will be presenting the Annual Business Plan at the May 23<sup>rd</sup> City Council meeting. Visit McMinnville will be recommending that the Council consider amending its Transient Lodging Tax (TLT) ordinance to apply TLT to RV parks and campgrounds and to increase TLT an additional 2%.

### **Discussion:**

As per section 4.a. of the City's agreement with Visit McMinnville, a Business Plan will be presented to the Council and considered during a Council meeting in May. "The Business Plan will contain a review of the previous year's performance and a detailed description of the services the Contractor proposes to provide in the next fiscal year, as well as a proposed budget for the next fiscal year. The Business Plan will identify activities and performance goals. Additionally, the Business Plan will contain a detailed explanation of any amendments the Contractor has made to the Contractor's bylaws."

### **Attachments:**

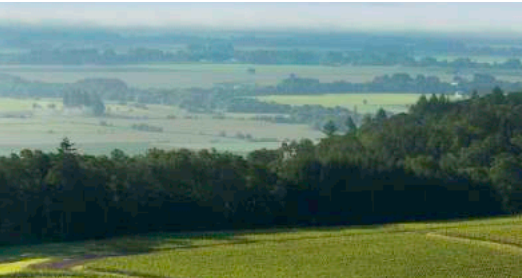
1. Visit McMinnville's Business Plan & Budget for FY 2017-2018

### **Action:**

Section 4.b. of the agreement with Visit McMinnville states "The City Council will consider the Business Plan during a Council meeting in the month of May each year, after which, the Council will determine whether to approve the Plan. If the Council approves the Business Plan, the Council will authorize continued funding of Visit McMinnville for the next fiscal year.... If the Council does not approve the Business Plan and the parties can not reach agreement on modifications, the Agreement will terminate..."

A motion is needed to approve or not approve the Plan as presented.

— visit —  
M C M I N N V I L L E  
— oregon —



BUSINESS PLAN & BUDGET  
FISCAL YEAR 2018



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## BOARD MEMBERS & STAFF

ERIN STEPHENSON

Board Chair

Co-Owner

3rd Street Flats & Atticus Hotel

MARIA STUART

Board Vice Chair

Partner

R. Stuart & Co. Winery

ELLEN BRITTAN

Board Treasurer

Co-Owner

Brittan Vineyards

CINDY LORENZEN

Board Member

Owner

Sage Restaurant

TY ROLLINS

Board Member

Owner

Comfort Inn

EMILY HOWARD

Board Member

Owner

Thistle Restaurant

JENNIFER FEERO

Board Member-At-Large

Willamette West Realtors

Real Estate Broker

COURTNEY CUNNINGHAM

Board Member-At-Large

Glint Creative

Owner

KELLIE MENKE

Board Member (Non-Voting)

City Councilor

City of McMinnville

JEFF TOWERY

Board Member (Non-Voting)

City Manager

City of McMinnville

JEFF KNAPP

Executive Director

Visit McMinnville

KITRI MCGUIRE

Marketing Manager

Visit McMinnville





## WHAT IS VISIT McMINNVILLE?

Visit McMinnville is an innovative marketing organization dedicated to enhancing McMinnville's economy by attracting as many visitors as possible to the City, and once they're here, ensuring those visitors spend as much money as possible with local businesses.

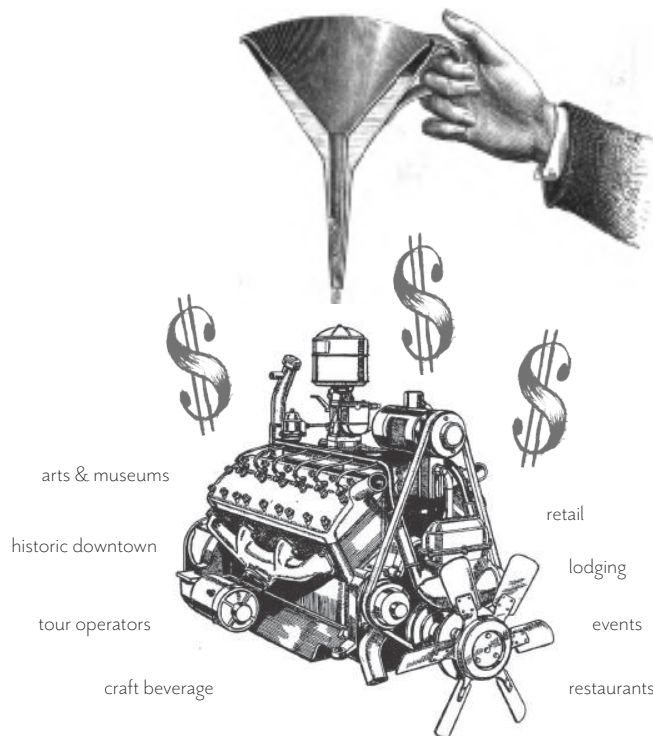
## VISIT McMINNVILLE'S MISSION STATEMENT

Visit McMinnville's mission is to enhance the economic vitality of our community by promoting McMinnville as a year-round visitor, convention, and event destination by maximizing collaborative partnerships, efficiently activating transient lodging tax revenue into effective sales and marketing programs, and cultivating a world class visitor experience.



# VISIT McMINNVILLE'S MARKETING MODEL

TV ADVERTISING - RADIO ADVERTISING - PRINT ADVERTISING - SEO / SEM  
 CITYWIDE EVENTS - PUBLIC RELATIONS - SOCIAL MEDIA - DIGITAL MARKETING  
 BROCHURE DISTRIBUTION - GROUP SALES & RECRUITMENT - PROMOTIONS



Virtually everything Visit McMinnville does is designed to drive traffic to [VisitMcMinnville.com](http://VisitMcMinnville.com). Visit McMinnville's marketing model is founded on the fundamental strategy of generating customers through a comprehensive mix of marketing, sales, and public relationship programs, then driving those customers to [VisitMcMinnville.com](http://VisitMcMinnville.com) where they are connected to McMinnville's tourism stakeholders.

As a non-membership, publicly funded organization, Visit McMinnville offers free listings on [VisitMcMinnville.com](http://VisitMcMinnville.com) to tourism stakeholders to ensure transient lodging tax dollars benefit the entire tourism industry.

The premise is, we attract visitors to McMinnville and provide opportunities for local businesses to convert those visitors to customers.

Visit McMinnville's website is the engine that converts Visit McMinnville's marketing efforts to revenue for local businesses.



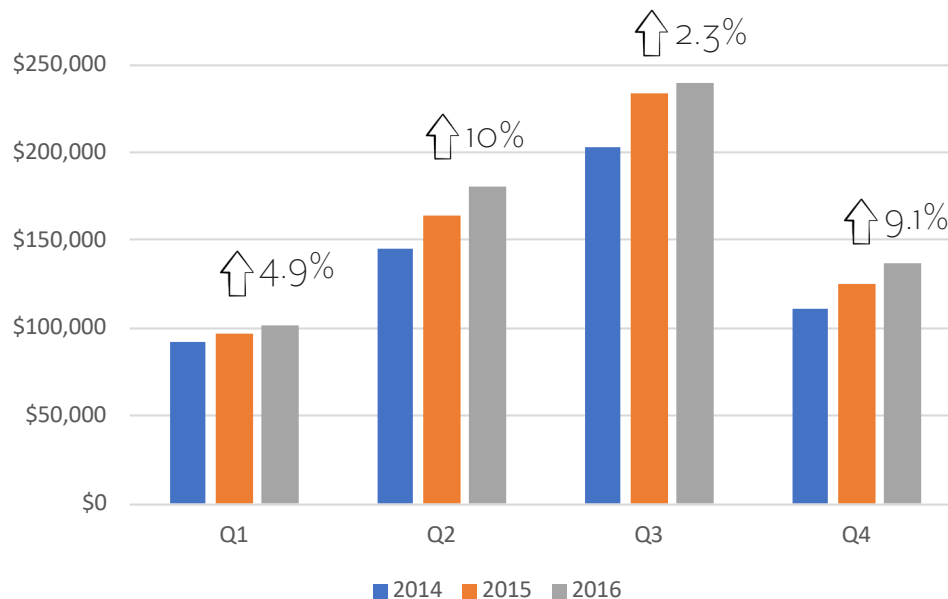
## FISCAL YEAR 2017 IN REVIEW

- Increased transient lodging tax (TLT) by 6.5% in the 2016 calendar year
- McMinnville visitor survey strategy executed, data collected, and report delivered
- Over 76,000 unique website visitors to visitmcminnville.com, July 2016 through April 2017 (2016 numbers exceeded Travel Oregon's expectation for a new DMO site by 400%)
- All social media channels have or are on pace to exceed 100% growth goals in FY17
- Created Winter TV Ad (now running on Comcast & Xfinity), using visitor survey data to target travelers most likely to visit McMinnville
- Over 941,000 earned media impressions (estimated coverage views + social shares) gained through media relations efforts, July 2016 through April 2017 (outpacing goal of 1,000,000 impressions)
- Engaged a well-known travel photographer as an artist-in-residence, capturing images at 10 staged shoots, local events, and day to day wine country life
- Created an engaging Winter campaign with print & digital creative used in targeted media buys in key shoulder and low season months
- Executed board-level strategic planning retreat, focused on building a 1-3 year plan
- Collaborated on founding the McMinnville Community Wayfinding Committee, whose focus is to create easily accessible information systems that guide people to and through town
- Brought regional, national and international media and FAM tours to town with custom itineraries to showcase McMinnville as a premium tourism destination
- Enhanced the visitmcminnville.com user experience with a homepage redesign, new header and footer navigation options, and optimized page speed
- Engaged influencers and media at Portland's FEAST food festival



- Distributed McMinnville lookbooks and Wine Walk passports to Welcome Centers around the state and to premier corporate partners like Boeing, Intel, and AAA
- Worked with the city, local interests, and other economic development organizations to contribute to a cohesive, long term economic development plan
- Created 8 vignette videos to bring awareness to a wide variety of businesses and attractions in McMinnville
- Partnered with the Oregon Truffle Festival to bring high income food and wine enthusiasts to McMinnville during the off season
- Created the McMinnville Umbrella Share program to encourage shoulder and off season shopping with 100 Wine Walk branded golf umbrellas available for guest use throughout McMinnville’s Downtown & Granary districts
- Created a Wine Walk app for Apple and Android with maps, geolocation stamps, and winery information

### TRANSIENT LODGING TAX GROWTH





## FISCAL YEAR 2018 GOALS & OBJECTIVES

- Increase annual transient lodging tax (TLT) revenue by 7%
- Execute strategy to attain 120,000 unique website visitors; a projected 30% increase over expected FY17 unique visitors to [visitmcminnville.com](http://visitmcminnville.com)
- Execute shoulder and low season (November–April 2018) promotional campaign to improve healthier seasonality mix in the McMinnville tourism industry
- Increase focus on brand awareness of Visit McMinnville’s Wine Walk promotion
- Increase all social media channel audiences by 50%
- Secure regional and national non-paid media coverage resulting in 1.25 million impressions
- Optimize [visitmcminnville.com](http://visitmcminnville.com) by launching a new database, and measure use/success by increase in time spent on site, page views, and referrals to stakeholders’ sites
- Enhance investments in [visitmcminnville.com](http://visitmcminnville.com) increasing organic traffic by 30% through maximizing search engine optimization (SEO) and search engine marketing (SEM)
- Manage and lead the development of a McMinnville Community Wayfinding Master Plan through collaboration with the McMinnville Community Wayfinding Committee and Sea Reach
- Execute Visit McMinnville’s current marketing plan by adding additional winter creative content, videography and photography
- Research McMinnville market feasibility study for convention, event, and sports opportunities
- Design and implement program to attract group visits with focus on shoulder and low season (November–April 2018)
- Expand Visit McMinnville’s current branding campaign by adding a new lookbook, a newly designed map, two new radio spots and new video edits



- Build consumer email list to fuel quarterly consumer E-newsletters
- Complete plan for 2018/19 videography and photography projects to kick off Summer 2018
- Plan and execute second successful board retreat and strategic visioning in January 2018
- Collaborate with McMinnville Downtown Association (MDA), McMinnville Economic Development Partnership (MEDP), and the McMinnville Chamber of Commerce on supporting the execution of a city-wide hospitality/service/concierge service program
- Collaborate with MDA, MEDP, and the Chamber on a citywide economic development plan





## McMINNVILLE TOURISM BY THE NUMBERS

**63%**

visitors who live  
outside Oregon

**6.5%** increase in TLT  
in 2016

**39%**

visitors who stay overnight

**8%** visitors from  
outside the USA

**100,077**

unique visits in 2016 to  
VisitMcMinnville.com

**3.4**

average number of nights  
stayed by overnight visitors

**80%**

overnight visitors who spent  
time on 3rd Street

**1,609**

jobs in Yamhill County  
because of tourism

(Dean Runyan & Assoc., 2015)

**31%**

visitors from Portland

**\$143,000**

average annual household  
income of visitors

**120**

pieces of earned media  
coverage (4/16-12/16)

**95%** visitors who gave  
McMinnville a 4 or 5 rating  
(on a 5 pt scale)



## WEBSITE PERFORMANCE – 2016

<b>100,077</b> unique visits	<b>8,340</b> average monthly visits
<b>196,451</b> total page views	<b>29.1%</b> visitors who find us through organic search
<b>May</b> most monthly visits	<b>1:55</b> average time on site
<b>January</b> fewest monthly visits	<b>23.4%</b> visitors who clicked through to a partner's website

## MEDIA RELATIONS PERFORMANCE – 2016

Tracking of media performance began in April 2016. From April-December, McMinnville received 998,800 coverage views, 120 unique pieces of coverage, and hosted 25 writers and editors. Below is a selection of McMinnville's 2016 media coverage.

	"The West's Best Places to Live"		"Your Next Lesson- Oregon Pinot Noir" "Putting Together the Details of Oregon Pinot Noir"
	"Take a Weekend Wine Trip to Oregon's Willamette Valley"		"The Best Local Food Festival You've Never Heard Of" "Oregon's 50 Best Wines"
	"Best Places to Live. Work. Play."		"Lush Life: Mixing with Wine" "McMinnville's Passport to Wine"
	Wine Walk App TV Coverage SIP Event TV Coverage		"I Escaped an Alcohol Free Iran to Make Wine in Oregon"
	"The Cocktail Hour" "12 Beautiful Places to Stay in Oregon Wine Country"		"Best Small US Cities with World-Class Food Scenes"
	"Smack in the Middle"		"Weekender: McMinnville, Oregon"





# FISCAL YEAR 2018 BUDGET

REVENUE	TOTAL \$	TOTAL %	MARKETING EXPENSES	TOTAL \$	TOTAL %
City Funding	471,088	91.6%	Employee Compensation	110,500	22.0%
Advertising Revenue	3,000	0.6%	Employee Benefits	13,879	2.8%
Grant Funding	40,000	7.8%	Payroll Taxes	10,224	2.0%
<b>\$514,088</b>	<b>100%</b>		Travel & Meals	4,800	1.0%
			TV	38,500	7.7%
			Trade Shows	4,850	1.0%
			Radio	7,500	1.5%
			Production	26,000	5.2%
			Print	12,000	2.4%
			Photo	13,000	2.6%
			Online Marketing	28,800	5.7%
			Special Projects	5,000	1.0%
			Collateral	7,000	1.4%
			Postage	1,200	0.2%
			Media Relations	45,000	9.0%
			Research	11,800	2.3%
			Website Dev. & Maint.	28,400	5.7%
			Other	6,000	1.2%
			<b>\$374,453</b>	<b>74.6%</b>	
<b>GENERAL ADMIN.</b>	<b>TOTAL \$</b>	<b>TOTAL %</b>			
Employee Compensation	51,562	10.3%			
Employee Benefits	3,802	0.8%			
Payroll Taxes	4,176	0.8%			
Non-Capital IT	1,920	0.4%			
Network & Telco	6,600	1.3%			
Interest Expense	2,255	0.4%			
Professional Fees	32,200	6.4%			
Education & Training	1,000	0.2%			
Insurance	1,948	0.4%			
Office Supplies	2,400	0.5%			
Building Lease	10,800	2.2%			
Equip. Lease & Maint.	2,160	0.4%			
Dues & Subscriptions	6,876	1.4%			
<b>\$127,699</b>	<b>25.4%</b>				



# FISCAL YEAR 2018 BUDGET

## REVENUE

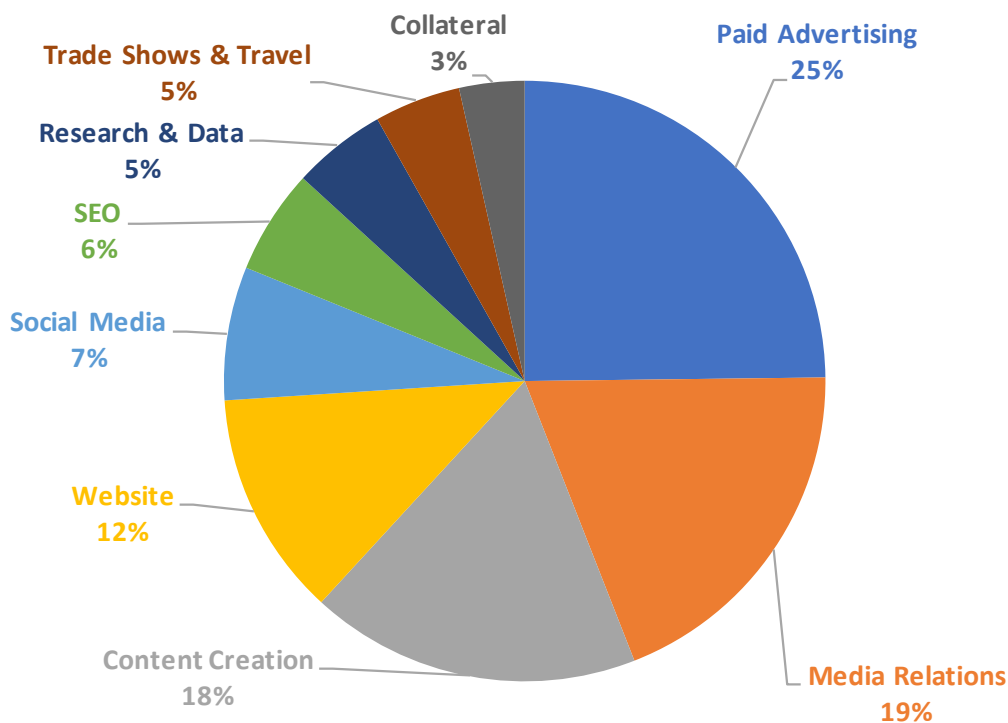
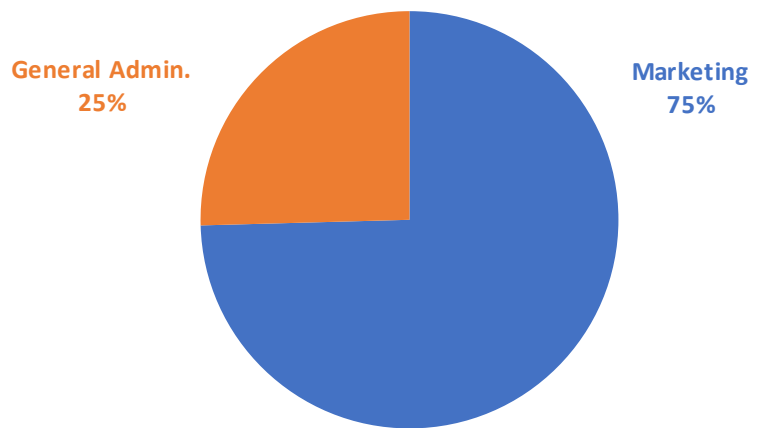
City Funding	471,088
Advertising	3,000
Grant Funding	40,000
<b>TOTAL</b>	<b>\$514,088</b>

## EXPENSES

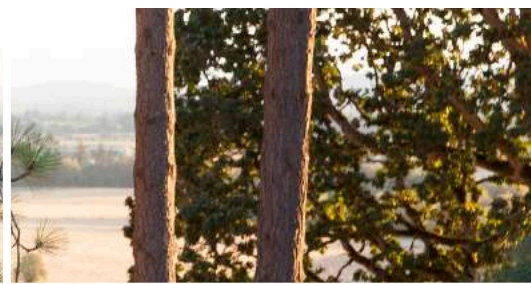
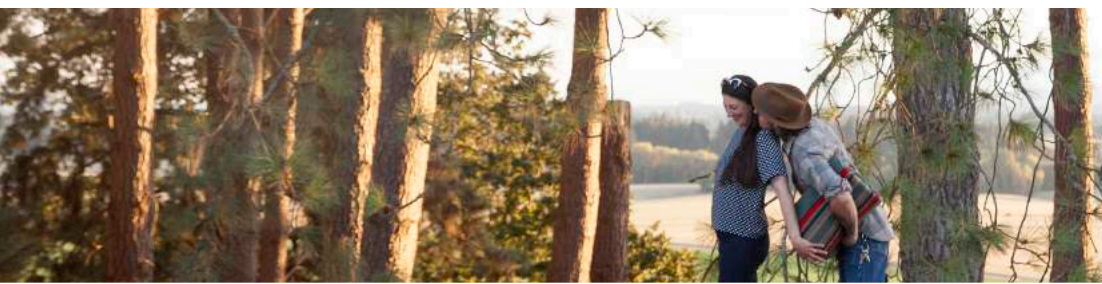
General Admin.	127,699
Marketing	374,453
<b>TOTAL</b>	<b>\$502,152</b>

**SURPLUS \$11,936**

## EXPENDITURES BY TYPE



## OUTWARD-FACING MARKETING INVESTMENTS



— visit —  
M C M I N N V I L L E  
— o r e g o n —  
the heart of oregon wine country  
[visitmcminnville.com](http://visitmcminnville.com)



**City of McMinnville**  
**City Attorney's Office**  
230 NE Second Street  
McMinnville, OR 97128  
(503) 434-7303

[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

## MEMORANDUM

**DATE:** May 17, 2017  
**TO:** Jeff Towery, City Manager  
**FROM:** David Koch, City Attorney  
**SUBJECT:** Waiver of Deed Restriction at 3950 SE Three Mile Lane

---

### **Council Goal:**

Promote Sustainable Growth and Development

### **Report in Brief:**

On May 9, 2017, the City Council considered a request from Lendlease/Parallel Infrastructure (Parallel) for a waiver of deed restriction on the above referenced property. The waiver request would modify the existing 100' height restriction imposed in a deed restriction by the City, to allow for the construction of a cell phone tower at a height of 135.

The Council requested, as a condition of approval, that the City be granted rights to place communications equipment on the tower at no costs to the City, and directed staff to negotiate the terms of such condition with Parallel. Staff is continuing to work on drafting appropriate language with Parallel and expects this work to be completed prior to the Council meeting.

### **Background:**

In 1971, the City of McMinnville conveyed certain real property located adjacent to the McMinnville Municipal Airport to Evergreen Helicopters, by deed recorded as Document 85-125 Yamhill County Records. The deed included certain covenants, conditions and restrictions, which included a prohibition against the erection of any building or other structure on the property to a height in excess of 00 feet above ground level.

The current owners of the subject property, Kit P. Johnston and Caralee Johnston ("Owners"), have entered into an agreement with PI Tower Development LLC, ("Lessee") to lease a portion of the property for the construction and erection of a telecommunications tower with a proposed height of 135 feet above ground level.

The Owners and Lessee have requested that the City waive the deed restriction in order to allow for the telecommunications tower to be constructed. Lessee has provided evidence that the proposed tower has received all necessary approvals from the City's Planning Department, the Federal Aviation Administration and the Oregon Department of Aviation.

The Waiver of Deed Restriction will include a provision granting the City the right to place telecommunications equipment/system within a ten foot (10') envelope on the telecommunications tower at no rental cost to the City. The terms and conditions of the City's right are still being negotiated between Parallel and City staff, and will be presented to the Council prior to taking action on this matter.

In addition to the grant of rights to utilize the tower, Parallel has agreed to pay the City \$500 to offset the City's costs of processing this request.

**Discussion:**

The Council's decision regarding whether or not to grant the waiver of the deed restriction is a legislative decision, as opposed to a quasi-judicial decision. There are no set criteria for the City to consider or apply to its decision. In making its decision, the Council should be guided by its determination of whether granting the waiver is in the public interest. The requestor will be present at the Council meeting to present their request and to answer questions posed by the Council.

**Attachments:**

1. Resolution.
2. Letter from Lendlease/Parallel Infrastructure dated April 17, 2017, requesting waiver.
3. Letter from Lendlease/Parallel Infrastructure dated April 17, 2017, discussing Siting Conditions.
4. FAA Determination of No Hazard to Air Navigation, dated November 3, 2016.
5. ODA Comments regarding project, dated October 20, 2016.
6. Tower design
7. Tower profile photo simulation

**Recommendation:**

None.

RESOLUTION NO. 2017-33

A Resolution Approving a Waiver of Deed Restriction.

RECITALS:

In 1971, the City of McMinnville conveyed certain real property located adjacent to the McMinnville Municipal Airport to Evergreen Helicopters, by deed recorded as Document 85-125 Yamhill County Records. The deed included certain covenants, conditions and restrictions, which included a prohibition against the erection of any building or other structure on the property to a height in excess of 00 feet above ground level.

The current owners of the subject property, Kit P. Johnston and Caralee Johnston ("Owners"), have entered into an agreement with PI Tower Development LLC, ("Lessee") to lease a portion of the property for the construction and erection of a telecommunications tower with a proposed height of 135 feet above ground level.

The Owners and Lessee have requested that the City waive the deed restriction in order to allow for the telecommunications tower to be constructed. Lessee has provided evidence that the proposed tower has received all necessary approvals from the City's Planning Department, the Federal Aviation Administration and the Oregon Department of Aviation.

The Lessee has agreed to provide the City with a ten foot (10') vertical space on the tower for the placement of the City's telecommunications equipment/system at no rental cost. The Lessee has further agreed to pay the City \$500 to offset the City's costs of processing this request.

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

1. In consideration of rights granted to the City regarding the use of the tower and the payment of \$500, the Council approves a limited waiver of deed restriction and authorizes the City Manager to execute the Waiver of Deed Restriction instrument attached hereto as Exhibit A.
2. This Resolution will take effect immediately upon passage.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 23rd day of May, 2017 by the following votes:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Approved this 23rd day of May, 2017.

\_\_\_\_\_  
MAYOR

Approved as to form:

  
\_\_\_\_\_  
CITY ATTORNEY



4/17/17

David R. Koch  
McMinnville City Attorney  
230 NE 2<sup>nd</sup> Street  
McMinnville, OR 97128

Requesting Waiver of Deed Restriction @ 3950 SE Three Mile Ln. Parcel # R442600101  
(Site Name: Spruce Goose)

Dear David:

This letter is to request that the City of McMinnville consider allowing a waiver of deed restriction on the above-mentioned property. PI Tower Development LLC (PI Towers) is proposing a tower of 130' which exceed the deed restriction of 100'. PI Towers has secured City approvals in zoning and building departments. PI Towers has approval (with conditions) from Federal Aviation Administration (FAA) and Oregon Department of Aviation (ODA).

Included in this submittal you will find:

- Summary of Siting Conditions
- Photo Simulation of Proposed Tower
- ODA Determination
- FAA Determination
- Tower Design
- Waiver of Deed Restriction

Yours sincerely,

*Brandon A. Olsen*

**Brandon A. Olsen**  
**Director, Program Management**  
**Lendlease / Parallel Infrastructure**  
**(PI Tower Development LLC)**  
Brandon.olsen@lendlease.com



4/17/17

Requesting Waiver of Deed Restriction @ 3950 SE Three Mile Ln. Parcel # R442600101

Summary of Siting Conditions:

PI Tower Development LLC (PI Towers) is dedicated to providing multi-tenant, wireless infrastructure (towers) in the “Least Intrusive” means necessary. We do this in conjunction with the local jurisdiction, the community and the carrier we provide a service for. The trigger for siting a tower is the carrier(s) need to provide coverage to its customers.

In this case, Verizon Wireless contracted PI Towers to develop a new wireless facility which would service the highway corridor of NE Three Mile Ln. (Hwy 18) north of McMinnville Airport. This location would also provide inbuilding coverage and capacity to Evergreen Aviation & Space Museum, Evergreen Theatre, Olde Stone Village and the surrounding community. Lastly the location had to provide seamless handoff to the network sites located West, North and East of the proposed tower.

As part of PI Towers due diligence protocol, we verify that there is a need by more than one carrier. When we researched the area desired by Verizon, we found that AT&T, Sprint and other smaller providers need coverage in this area as well.

With the criteria defined and knowing that we will design a single tower that can handle multiple tenants, we looked to secure a location in a desirable zone. We always look to industrial area first when siting tower. The location chosen with the furthest from residence areas we could find. It is in an M-2 General Industrial zone with Commercial zoned properties to the North.

To provide adequate coverage, in-building penetration and quality hand-offs for (3) carriers we started with a desired tower height of 150'. The zone allowed for the height but our biggest concern was the airport traffic. We filed FAA and ODA at the start of the project. With feedback from both entities, we dropped the tower filing height to 135'. (130' tower plus 5' variance buffer). This was approved with marking and lighting conditions.

With the ODA requesting that PI Towers mark and light the tower according to FAA Advisory Circular AC70/7460-1L, the design of the structure was not fixed.





Our proposed facility went through the PI Towers internal review process and was approved. Verizon approved the FAA / ODA height of 130'. The 130' monopole, marked and lit per the ODA was submitted to the City of McMinnville (zoning and building departments) and approval / permits were issued.

In summary, when siting this facility, we applied the least intrusive practices.

Least Intrusive:

- Zone (minimize residential impact)
- Reduce the Number of Towers (design the tower to handle (4) carrier tenants)
- Height (minimum to meet coverage objective (multi-tenant))
- Facility Type (monopole) (not a large lattice tower or guy tower with wires)
- Visual (due to the requirement of ODA, the tower cannot be visually reduced)

Please refer to the included photo simulations for a depiction of the tower.

Yours sincerely,

*Brandon A. Olsen*

**Brandon A. Olsen**  
**Director, Program Management**  
**Lendlease / Parallel Infrastructure**  
**(PI Tower Development LLC)**

Brandon.olsen@lendlease.com



Mail Processing Center  
 Federal Aviation Administration  
 Southwest Regional Office  
 Obstruction Evaluation Group  
 10101 Hillwood Parkway  
 Fort Worth, TX 76177

Aeronautical Study No.  
 2016-ANM-2915-OE  
 Prior Study No.  
 2016-ANM-2802-OE

Issued Date: 11/03/2016

Regulatory  
 PI Tower Development LLC  
 7411 Fullerton Street  
 Suite 110  
 Jacksonville, FL 32256

**\*\* DETERMINATION OF NO HAZARD TO AIR NAVIGATION \*\***

The Federal Aviation Administration has conducted an aeronautical study under the provisions of 49 U.S.C., Section 44718 and if applicable Title 14 of the Code of Federal Regulations, part 77, concerning:

Structure: Monopole Spruce Goose  
 Location: McMinnville, OR  
 Latitude: 45-11-58.92N NAD 83  
 Longitude: 123-08-29.82W  
 Heights: 159 feet site elevation (SE)  
 135 feet above ground level (AGL)  
 294 feet above mean sea level (AMSL)

This aeronautical study revealed that the structure does not exceed obstruction standards and would not be a hazard to air navigation provided the following condition(s), if any, is(are) met:

It is required that FAA Form 7460-2, Notice of Actual Construction or Alteration, be e-filed any time the project is abandoned or:

- At least 10 days prior to start of construction (7460-2, Part 1)
- Within 5 days after the construction reaches its greatest height (7460-2, Part 2)

Based on this evaluation, marking and lighting are not necessary for aviation safety. However, if marking/lighting are accomplished on a voluntary basis, we recommend it be installed and maintained in accordance with FAA Advisory circular 70/7460-1 L Change 1.

This determination expires on 05/03/2018 unless:

- (a) the construction is started (not necessarily completed) and FAA Form 7460-2, Notice of Actual Construction or Alteration, is received by this office.
- (b) extended, revised, or terminated by the issuing office.
- (c) the construction is subject to the licensing authority of the Federal Communications Commission (FCC) and an application for a construction permit has been filed, as required by the FCC, within 6 months of the date of this determination. In such case, the determination expires on the date prescribed by the FCC for completion of construction, or the date the FCC denies the application.

NOTE: REQUEST FOR EXTENSION OF THE EFFECTIVE PERIOD OF THIS DETERMINATION MUST BE E-FILED AT LEAST 15 DAYS PRIOR TO THE EXPIRATION DATE. AFTER RE-EVALUATION OF CURRENT OPERATIONS IN THE AREA OF THE STRUCTURE TO DETERMINE THAT NO SIGNIFICANT AERONAUTICAL CHANGES HAVE OCCURRED, YOUR DETERMINATION MAY BE ELIGIBLE FOR ONE EXTENSION OF THE EFFECTIVE PERIOD.

This determination is based, in part, on the foregoing description which includes specific coordinates , heights, frequency(ies) and power . Any changes in coordinates , heights, and frequencies or use of greater power will void this determination. Any future construction or alteration , including increase to heights, power, or the addition of other transmitters, requires separate notice to the FAA.

This determination does include temporary construction equipment such as cranes, derricks, etc., which may be used during actual construction of the structure. However, this equipment shall not exceed the overall heights as indicated above. Equipment which has a height greater than the studied structure requires separate notice to the FAA.

This determination concerns the effect of this structure on the safe and efficient use of navigable airspace by aircraft and does not relieve the sponsor of compliance responsibilities relating to any law, ordinance, or regulation of any Federal, State, or local government body.

Any failure or malfunction that lasts more than thirty (30) minutes and affects a top light or flashing obstruction light, regardless of its position, should be reported immediately to (877) 487-6867 so a Notice to Airmen (NOTAM) can be issued. As soon as the normal operation is restored, notify the same number.

A copy of this determination will be forwarded to the Federal Communications Commission (FCC) because the structure is subject to their licensing authority.

If we can be of further assistance, please contact our office at (202) 267-4525. On any future correspondence concerning this matter, please refer to Aeronautical Study Number 2016-ANM-2915-OE.

**Signature Control No: 305710751-309264735**

( DNE )

David Maddox  
Specialist

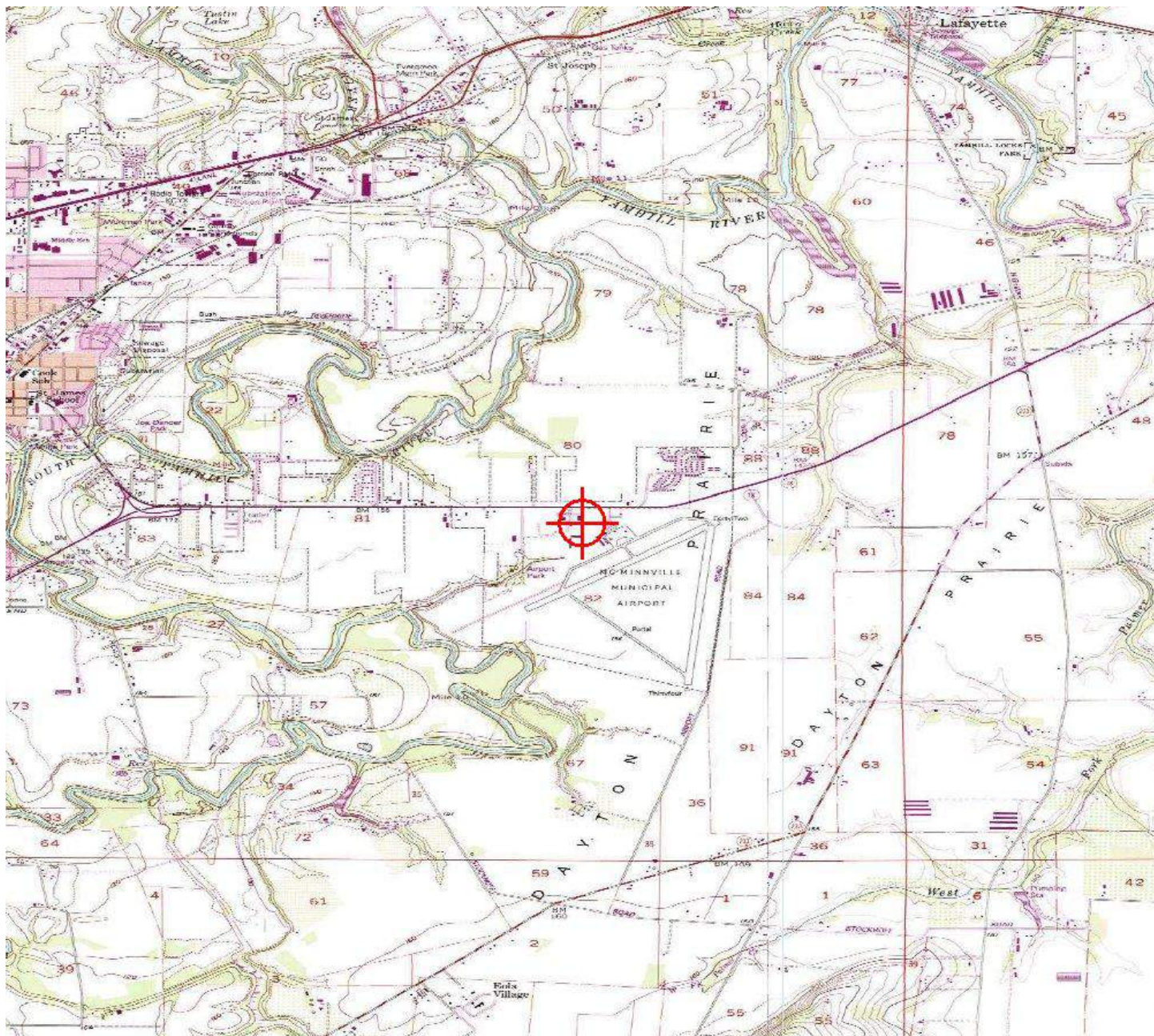
Attachment(s)  
Frequency Data  
Map(s)

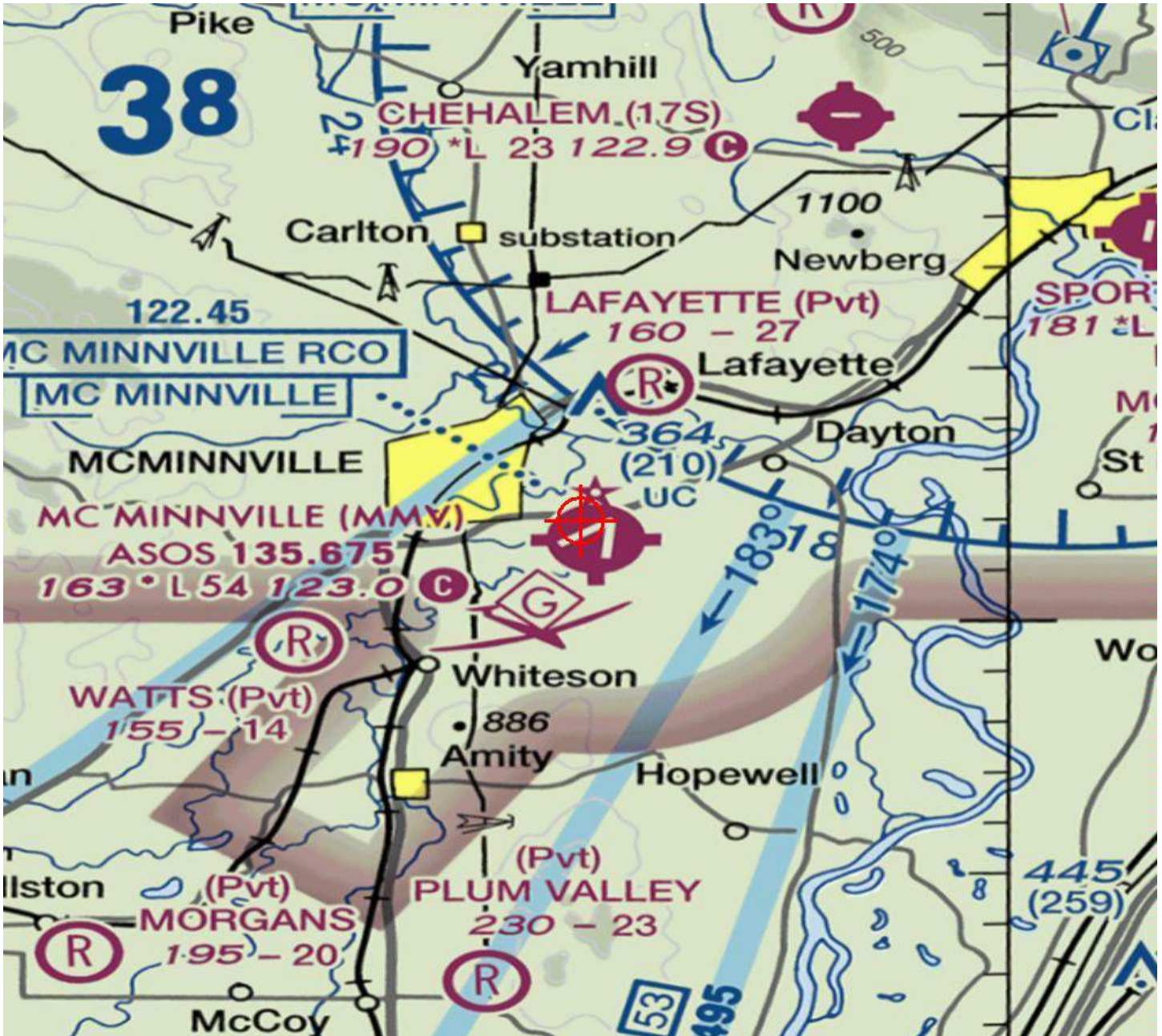
cc: FCC

**Frequency Data for ASN 2016-ANM-2915-OE**

<b>LOW FREQUENCY</b>	<b>HIGH FREQUENCY</b>	<b>FREQUENCY UNIT</b>	<b>ERP</b>	<b>ERP UNIT</b>
698	806	MHz	1000	W
806	824	MHz	500	W
824	849	MHz	500	W
851	866	MHz	500	W
869	894	MHz	500	W
896	901	MHz	500	W
901	902	MHz	7	W
930	931	MHz	3500	W
931	932	MHz	3500	W
932	932.5	MHz	17	dBW
935	940	MHz	1000	W
940	941	MHz	3500	W
1850	1910	MHz	1640	W
1930	1990	MHz	1640	W
2305	2310	MHz	2000	W
2345	2360	MHz	2000	W









# Oregon

Kate Brown, Governor



October 20, 2016

Tyler Clouse  
Environmental Specialist  
Environmental Solutions Division  
Summit Solutions Group

3040 25th Street, SE  
Salem, OR 97302-1125  
Phone: (503) 378-4880  
Toll Free: (800) 874-0102  
FAX: (503) 373-1688

**Subject: Oregon Department of Aviation comments regarding the construction of a telecommunications tower constructed to 135-FEET in height located in McMinnville, Oregon.**

**Aviation Reference: 2016-ODA-260-OE**

The Oregon Department of Aviation (ODA) has conducted an aeronautical study of this proposed construction and has determined that notice to the FAA is required. The structure does exceed FAR Part 77.9 (a-d) and Obstruction Standards of OAR 738-70-0100.

This determination is based, in part, on the foregoing description which includes specific coordinates and heights. Any changes to the original application will void this determination. Any future construction or alteration to the original application will require a separate notice from ODA.

This determination will expire 18 months after its effective date, regardless of whether the proposed construction or alteration has been started, or on the date the proposed construction or alteration is abandoned, whichever is earlier.

**Mitigation Recommendation:**

- We do not object with conditions to the construction described in this proposal. This determination does not constitute ODA approval or disapproval of the physical development involved in the proposal. It is a determination with respect to the safe and efficient use of navigable airspace by aircraft and with respect to the safety of persons and property on the ground.
- Marking and lighting are recommended for aviation safety. We recommend it be installed and maintained in accordance with FAA Advisory Circular AC70/7460-1L
- The proposed obstruction should to be lower to a height that is no longer a hazard to the airport primary and horizontal surface FAA FAR 77
- The proposed obstruction should be relocate outside the airport primary and horizontal surface FAA FAR 77

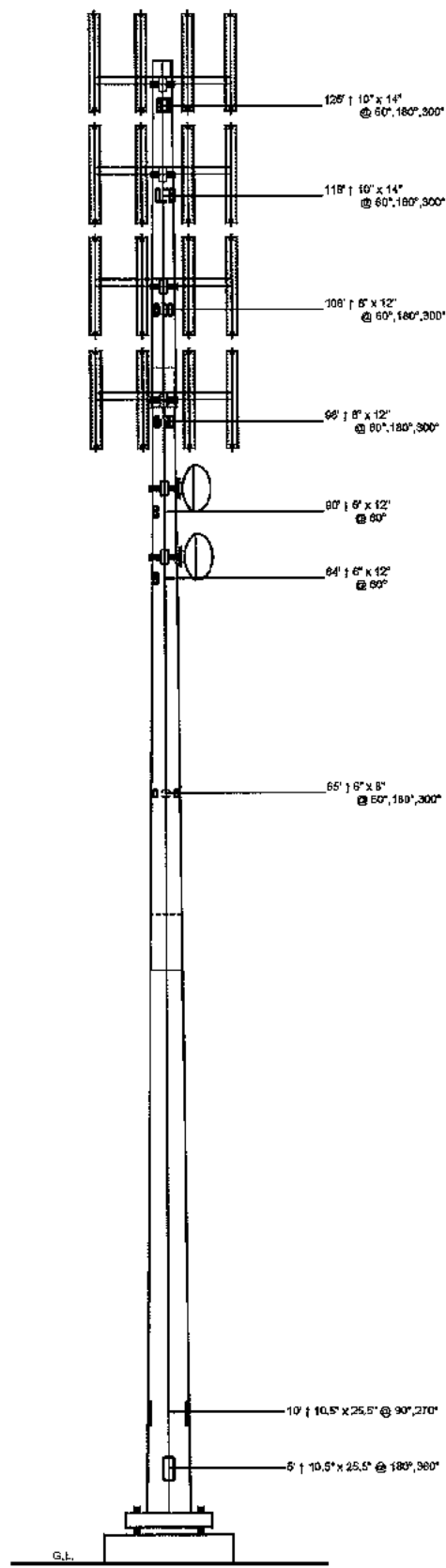
Sincerely,

Jeff Caines, AICP – Land Use Planner



SIZES ARE PRELIMINARY AND MAY CHANGE UPON FINAL DESIGN

Length (ft)	59' - 8"	53' - 6"	30' - 8"
Number of Slices	18		
Lap Splice (ft)	5' - 0"	3' - 6"	18'
Top Diameter (in)	34.54"	23.9"	25.22"
Bottom Diameter (in)	47.05"	36.47"	
Taper (in/ft)	0.2343		
Grade	A572-46		
Weight (lbs)	10794	7064	2242
Overall Steel Height (ft)	129		



### Designed Appurtenance Loading

Elev	Description	Tx-Line
130	(12) HTXC8318R000	(12) 1 5/8"
130	(12) RRH2x40-HW	
130	(4) DC8-48-60-18-8F	(4) 1 1/2"
128	H.C. Platform (Monopole Only) - 12' w/ Enhanced Support Rail	
120	H.C. Platform (Monopole Only) - 12' w/ Enhanced Support Rail	
120	(12) HTXC8318R000	(12) 1 5/8"
120	(12) RRH2x40-HW	
120	(4) DC8-48-60-18-8F	(4) 1 1/2"
110	H.C. Platform (Monopole Only) - 12' w/ Enhanced Support Rail	
110	(3) DC8-48-60-18-8F	(3) 1 1/2"
110	(9) HTXC8318R000	(9) 1 5/8"
110	(9) RRH2x40-HW	
100	H.C. Platform (Monopole Only) - 12' w/ Enhanced Support Rail	
100	(9) HTXC8318R000	(9) 1 5/8"
100	(9) RRH2x40-HW	
100	(3) DC8-48-60-18-8F	(3) 1 1/2"
82	(1) Dish Mount (Monopole Only) - Pipe Mount (up to 6' Dish)	
82	(1) 4' Solid Dish w/ Radome	(1) 1 5/8"
66	(1) Dish Mount (Monopole Only) - Pipe Mount (up to 6' Dish)	
66	(1) 4' Solid Dish w/ Radome	(1) 1 5/8"

### Load Case Reactions

Description	Axial (kips)	Shear (kips)	Moment (ft-k)	Deflection (ft)	Sway (deg)
3s Gusted Wind	43.98	34.28	3668.98	11.15	9.22
8s Gusted Wind 0.9 Dead	32.88	34.28	3594.98	10.87	8.97
3s Gusted Wind Ice	55.42	3.67	285.15	1.23	1.01
Service Loads	36.63	7.99	850.53	2.63	2.15

### Base Plate Dimensions

Shape	Diameter	Thickness	Bolt Circle	Bolt Qty	Bolt Diameter
Round	59.25"	2.25"	53.5"	14	2.25"

### Notes

- 1) Antenna Feed Lines Run Inside Pole
- 2) All dimensions are above ground level, unless otherwise specified.
- 3) Weights shown are estimates. Final weights may vary.
- 4) The Monopole was designed for a basic wind speed of 93 mph with 0" of radial ice, and 30 mph with 1/2" of radial ice, in accordance with ANSI/TIA-222-G, Structure Class II, Exposure Category C, Topographic Category 1.
- 5) The tower design meets the requirements for an Ultimate Wind Speed of 120 mph (Risk Category II), in accordance with the 2014 Oregon Structural Specialty Code.
- 6) Full Height Step Bolts

**Sabre Industries**  
Building Systems by CellXlon

**Sabre Communications Corporation**  
7101 Southbridge Drive  
P.O. Box 668  
Sioux City, IA 51102-0668  
Phone: (712) 258-6660  
Fax: (712) 273-0614

Quote: 17-4391-JJM-R1

Customer: PARALLEL INFRASTRUCTURE

Site Name: Spruce Goose, OR PIORD18

Description: 130' Monopole

Date: 12/13/2016 By: TRJ Page: 1

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AERIAL OF SUBJECT AREA

- APPROX. PHOTO LOCATION
- APPROX. PROPOSED ANTENNA LOCATIONS



**Parallel**  
INFRASTRUCTURE

# Spruce Goose

## Looking Southeast

CS Project# PLI-17-0002-2



Existing



Proposed

**NOTES:**  
 1. PM/GC TO VERIFY PAINTING REQUIREMENTS WITH JURISDICTION / FAA PRIOR TO ORDERING SUPPORT STRUCTURES, ATTACHMENTS, ANTENNAS, AND OTHER APPURTENANCES.  
 2. VISUAL IMPACTS WILL BE AFFECTED BY LOCATION AND VISIBILITY OF OBSERVER. THIS DOCUMENT IS FOR PLANNING AND INFORMATION PURPOSES ONLY AND IS CONCEPTUAL. THIS IS SOLELY THE PHOTOGRAPHER'S INTERPRETATION OF THE PROPOSED DEVELOPMENT.

# Spruce Goose

## Looking South

CS Project# PLI-17-0002-2



AERIAL OF SUBJECT AREA

- APPROX. PHOTO LOCATION
- APPROX. PROPOSED ANTENNA LOCATIONS



04.11.2017 14:07

Existing



PROPOSED 130' AGL MONOPOLE W/ (12) PANEL ANTENNAS - SEE NOTES BELOW

04.11.2017 14:07

Proposed

NOTES:

1. PM/GC TO VERIFY PAINTING REQUIREMENTS WITH JURISDICTION / FAA PRIOR TO ORDERING SUPPORT STRUCTURES, ATTACHMENTS, ANTENNAS, AND OTHER APPURTENANCES.
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# Spruce Goose

## Looking Southwest

CS Project# PLI-17-0002-2



AERIAL OF SUBJECT AREA

- APPROX. PHOTO LOCATION
- APPROX. PROPOSED ANTENNA LOCATIONS



Existing



Proposed

NOTES:

1. PM/GC TO VERIFY PAINTING REQUIREMENTS WITH JURISDICTION / FAA PRIOR TO ORDERING SUPPORT STRUCTURES, ATTACHMENTS, ANTENNAS, AND OTHER APPURTENANCES.
2. VISUAL IMPACTS WILL BE AFFECTED BY LOCATION AND VISIBILITY OF OBSERVER. THIS DOCUMENT IS FOR PLANNING AND INFORMATION PURPOSES ONLY AND IS CONCEPTUAL. THIS IS SOLELY THE PHOTOGRAPHER'S INTERPRETATION OF THE PROPOSED DEVELOPMENT.

# Spruce Goose

## Looking Southeast

CS Project# PLI-17-0002-2



AERIAL OF SUBJECT AREA

- APPROX. PHOTO LOCATION
- APPROX. PROPOSED ANTENNA LOCATIONS



04.11.2017 14:00

Existing



04.11.2017 14:00

Proposed

NOTES:

1. PM/GC TO VERIFY PAINTING REQUIREMENTS WITH JURISDICTION / FAA PRIOR TO ORDERING SUPPORT STRUCTURES, ATTACHMENTS, ANTENNAS, AND OTHER APPURTENANCES.
2. VISUAL IMPACTS WILL BE AFFECTED BY LOCATION AND VISIBILITY OF OBSERVER. THIS DOCUMENT IS FOR PLANNING AND INFORMATION PURPOSES ONLY AND IS CONCEPTUAL. THIS IS SOLELY THE PHOTOGRAPHER'S INTERPRETATION OF THE PROPOSED DEVELOPMENT.



**City of McMinnville**  
**Community Development Department**  
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## STAFF REPORT

**DATE:** May 9, 2017  
**TO:** Jeff Towery, City Manager  
**FROM:** Rich Spofford, Engineering Services Manager  
**VIA:** Mike Bisset, Community Development Director  
**SUBJECT:** Design Services – WRF Tertiary Treatment and Disinfection Project

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### **Council Goal:**

**Plan and Construct Capital Projects**

### **Report in Brief:**

This action is the consideration of a resolution to award a Personal Services Contract to CH2M for Phase 1 of the WRF Tertiary Treatment and Disinfection Project.

### **Background:**

In May 2010, the City adopted both an updated Conveyance System Master Plan and an updated Water Reclamation Facilities Plan that strike a balance between wastewater conveyance and treatment to reach a cost-effective comprehensive plan for wastewater management for a 20-year planning period through 2029. Additionally, the City Council adopted an associated Wastewater System Financial Plan. The adopted financial plan indicated that the City can rely on a “pay as you go” approach to funding the significant operations, maintenance, and capital needs contained in the wastewater master plans.

In 2016, the City completed a project to construct additional secondary treatment facilities, including a third oxidation ditch, third secondary clarifier, and the expansion of the return activated sludge pumping facilities. The adopted Water Reclamation Facilities Plan indicates the next needed treatment related capital project includes a need to expand tertiary treatment capacity and to replace the aging UV equipment.

### **Discussion:**

Staff recently completed a Request for Qualifications (RFQ) process to select a qualified firm or individuals to provide engineering or other professional services related engineering and design of the WRF Tertiary Treatment and Disinfection Project contained in the City’s adopted Water Reclamation Facilities Master Plan and associated Wastewater Financial Plan. The RFQ documents are included, for the Council’s reference, as Attachment 4 to this memo.

On February 24, 2017, three proposals were received from the following firms:

- Carrollo Engineers Inc.
- MWH Engineers Inc.
- CH2M

The proposals were reviewed, evaluated, and ranked by a selection committee of Community Development Department staff. The evaluation criteria, as outlined in the RFQ documents, included a review of each firm's experience and qualifications; understanding of the projects and services requested; project management capabilities; consultant availability; and cost estimating capabilities.

The results of the evaluation process are attached, and based upon the evaluation CH2M was the highest ranked proposer. The RFQ scores are included, for the Council's reference, as Attachment 5 to this memo. CH2M Inc.'s RFQ response document is included as Attachment 6.

Per the RFQ, the City has negotiated with CH2M to determine the type of services, work scope, project team, sub-consultants, fee, schedule, and terms of payment for services for the first phase of the project. In this first phase, the scope of work will include project management, process selection, geotechnical assessment, a project definition report, quality management, and the preparation of an estimate of probable construction cost. This approach will allow the consultant team and staff evaluate the long tertiary treatment and disinfection process needs and constraints, and will result in the selection of the preferred design solution.

The estimate for this scope of work is \$124,230.00 (see Attachment 2 for the proposed scope of work), and it is expected that the work will be completed mid-year 2017. Subsequent phases of work will include design engineering for the selected design solution, and construction services. Project construction is expected in 2018, and will be staged to ensure that the treatment plant meets permit requirements during construction.

**Attachments:**

1. Resolution
2. Design scope of work and cost
3. Project vicinity map
4. RFQ Documents
5. Proposal Scores
6. CH2M Hill RFQ response

**Fiscal Impact:**

Funds for the design work are included in the adopted FY17 and proposed FY18 Wastewater Services Fund (75) and Wastewater Capital Fund (77) budgets.

**Recommendation:**

Staff recommends that the City Council adopt the attached resolution approving the Personal Services Contract with CH2M, in the amount of \$124,230.00, for the first phase of the WRF Tertiary Treatment and Disinfection Project.

RESOLUTION NO. 2017-34

A Resolution awarding the contract for Professional Services for the Water Reclamation Facility Tertiary Treatment and Disinfection Project, Project No. 2017-2.

RECITALS:

Staff recently completed a Request for Qualifications (RFQ) process to select a qualified firm or individuals to provide engineering or other professional services related engineering and design of the WRF Tertiary Treatment and Disinfection Project.

On February 24, 2017, three proposals were received. The proposals were reviewed, evaluated, and ranked by a selection committee of Community Development Department staff. Based upon the evaluation, CH2M was the highest ranked proposer.

Per the RFQ, the City has negotiated with CH2M to determine the type of services, work scope, project team, sub-consultants, fee, schedule, and terms of payment for services for the first phase of the project.

In this first phase, the scope of work will include project management, process selection, geotechnical assessment, a project definition report, quality management, and the preparation of an estimate of probable construction cost.

The estimate for this scope of work is \$124,230.00, and it is expected that the work will be completed mid-year 2017. Subsequent phases of work will include design engineering for the selected design solution, and construction services.

Funds for the design work are included in the adopted FY17 and proposed FY18 Wastewater Services Fund (75) and Wastewater Capital Fund (77) budgets.

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

1. That entry into a Personal Services Contract with CH2M for Phase 1 design services for the Water Reclamation Facility Tertiary Treatment and Disinfection Project, Project No. 2017-2, in the amount of \$124,230.00, is hereby approved.
2. The City Manager is hereby authorized and directed to execute the contract with CH2M.
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 9th day of May 2017 by the following votes:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Approved this 9th day of May 2017.

\_\_\_\_\_  
MAYOR

Approved as to form:

  
\_\_\_\_\_  
CITY ATTORNEY



**Attachment 1**  
**to**  
**Agreement for Professional Services for the**  
**City of McMinnville**  
**Water Reclamation Facility (WRF) Tertiary Treatment and**  
**Disinfection Project**  
**Project 2017-2**

The following is a scope of services for professional engineering services during the Project Definition Phase of the Water Reclamation Facility Tertiary Treatment and Disinfection Project.

**BACKGROUND**

In 2009, the City completed a Facilities Plan Update for the Water Reclamation Facility (WRF). The Facilities Plan identified a need to expand tertiary treatment capacity and replace the UV equipment. Other related plant improvements identified in the Facilities Plan and by City staff are also included. This scope describes the scope of services for the Project Definition phase of the project.

**BASIS OF SCOPE AND FEE DEVELOPMENT**

The following key assumptions were used when determining the scope, level of effort, and compensation to the Consultant. These assumptions are in addition to those included in the Scope of Services.

1. The schedule assumes a project definition phase duration not to exceed 4-months from Notice to Proceed, and that the City's review comments will be received by the Consultant within 20 working days from City's receipt of the review submittal. Written responses to the comments will be provided by the Consultant.
2. New UV modules will be retrofitted into existing channels.
3. The design will be based on standards in effect on the effective date of the authorization to proceed. Meetings will be held with the building department or other pertinent agencies and will be documented to capture code and standard requirements.
4. Where deliverable documents are identified, hereinafter, five (5) hard copies of the deliverable shall be provided in addition to electronic version in original .DOC format.
5. The Consultant's standard CAD software (Microstation) will be used to produce the drawings, in conformance with National CAD and City drafting standards. Final electronic deliverables to City will be in AutoCAD.
6. Except where stated otherwise, Consultant will submit deliverables for City review 2 weeks prior to review meeting.
7. All meetings and workshops will be held at the WRF unless noted otherwise.

## **CITY-PROVIDED SERVICES**

1. City will provide to Consultant all data in City's possession relating to Consultant's services on the Project. Consultant will reasonably rely upon the accuracy, timeliness, and completeness of the information provided by the City.
2. City will make its facilities accessible to Consultant as required for Consultant's performance of its services and will provide labor and safety equipment as required by Consultant for such access. City will perform, at no cost to Consultant, such tests of equipment, machinery, pipelines, and other components of City's facilities as may be required in connection.
3. City will give prompt notice to Consultant whenever City observes or becomes aware of any development that affects the scope or timing of Consultant's services, or of any defect in the work of Consultant.
4. The City will examine information submitted by Consultant and render in writing or otherwise provide decisions in a timely manner.
5. The City will furnish required information and approvals in a timely manner.
6. The City will provide a utility locate service to mark existing utilities, if necessary.

## **SCOPE OF SERVICES**

The Consultant will provide the City with the engineering services described herein.

The Consultant's scope of services consists of the following major tasks:

- Task 1: Project Management
- Task 2: Process Selection
- Task 3: Geotechnical Assessment
- Task 4: Project Definition Report
- Task 5: Quality Management
- Task 6: Estimate of Probable Construction Cost

### **Task 1 - Project Management**

The purpose the Project Management task is to establish and monitor compliance with project budget and schedule.

#### **Task 1.1: Progress Meetings and Updates**

The Consultant's project manager will meet with the City's project manager as required to review project progress and discuss upcoming work activities.

The Consultant's project manager will provide weekly email summaries of work completed, upcoming activities and unresolved issues.

## Task 1.2: Project Management Plan

The purpose of this task is to prepare the detailed project management plan that will be used during the execution of this project work. Specific elements of the plan will include:

- Project Instructions: Define City and Consultant project organization, communication, project cost control procedures, document control, health and safety considerations, change management and other project management requirements.
- CAD/CAE Standards: Define CAD/CAE software standards, graphic standards, file naming conventions and standards, revision/iteration control and other graphic standards.
- Project Health and Safety Plan: Consultant will develop a health and safety plan to apply to all employees working on this project. It will address safety in the office and during site visits.

## Task 1.3: Invoicing, Cost and Schedule Control

The Consultant's project manager will manage, administer, coordinate, and integrate work of the Consultant's team as required to deliver the project within budget and on schedule.

Consultant's project manager will prepare and submit to the City's project manager on a monthly basis, a brief cost and schedule status report and updated summary project schedule showing actual versus projected. The report shall include a narrative description of progress to-date, actual costs for each major task, estimates of percent complete, and potential cost variances.

***Deliverables:** Project Management Plan; Email progress reports; Monthly status reports and invoices.*

## Task 2 – Process Selection

The purpose of this task is to define tertiary treatment processes that will meet project flow rate and WRF effluent requirements and evaluate UV module replacement options. Alternatives will be selected based on Consultant's experience with viable industry accepted options. Project specific issues, including costs, suitability to Project needs, performance history, reliability, vendor reputation and responsiveness, and operation and maintenance simplicity will be considered.

### Task 2.1: Process and Hydraulic Modeling

Process modeling will include a detailed review of the existing WRF operating data including a flow and effluent analysis, wastewater characterization and operational parameter review. CH2M's Pro2D model previously developed for the WRF Expansion Project will be updated to create a process simulation model that includes calibration/validation against existing data.

The WRF hydraulic model, previously created for the WRF Expansion Project, will be updated to fully capture the existing tertiary and disinfection processes and to evaluate alternatives.

#### **Task 2.2: Condition Assessment**

Where necessary to support evaluation of tertiary treatment and UV disinfection alternatives, a condition assessment will be performed of existing structural, mechanical, electrical and controls components. Only those components that impact alternative selection will be included.

#### **Task 2.3: UV Disinfection Technology Review**

The UV disinfection technology review will be limited to low pressure, high output options that retain the existing channels with minimal modifications required. The evaluation will include design criteria development, vendor contact, cost comparison, hydraulic considerations, and I&C requirements

#### **Task 2.4: Filtration Technology Review**

The Project Kickoff meeting will include an initial screening of tertiary treatment technologies to identify up to four (4) tertiary treatment alternatives for further analysis.

Each alternative will include a process simulation model, preliminary hydraulics, sketches, site layout, and life cycle cost. CH2M's Pro2D and CPES (capital and life cycle costs) models will be used for process simulation and cost comparison.

If necessary, pilot testing and field trips to existing process installations will be scoped separately.

#### **Task 2.5: Workshop**

Consultant will prepare for and conduct the following workshop:

- A 4-hour Process Kickoff Workshop, attended by the Project Manager, Design Manager, and Senior Technical Consultants, will include chartering and kick off of the Project to define project goals and objectives, review scope and schedule, establish expectations, review roles and responsibilities, and define standards, preferences and constraints. This portion of the workshop will ensure that all participants have the same understanding. The City will define for the project team what will make this a successful project from their perspective.

The primary focus of the workshop will be to identify tertiary treatment and UV disinfection alternatives. The Consultant will introduce alternatives for consideration and with the City, screen alternatives and identify alternatives for detailed evaluation. Non-financial criteria on which to evaluate the alternatives will also be developed.

**Task 2 Deliverables:** *Workshop agenda, materials and meeting summaries; Draft and final process selection technical memoranda to be included in Project Definition Report.*

### Task 3 – Geotechnical Assessment

CH2M completed a boring and site-specific ground motion site response analysis in 2013. The site-specific assessment was performed using the 2002 release of seismic data from USGS and ASCE 7-05. This assessment must be updated to reflect the 2008 release of USGS information and ASCE 7-10. ASCE 7-10 requires liquefaction assessment to be completed for the full peak ground acceleration (PGA) associated with the 2,475-year return period seismic event. The previously-developed evaluation must be updated to evaluate the more recent ASCE requirements for liquefaction. This evaluation will rely on the previous site-response evaluation.

The scope for this task includes development of a technical memorandum that summarizes the potential for liquefaction using the updated ASCE 7-10 code, as based on the previous site-response analyses. The evaluation may identify the need for additional analysis or investigation, which would be included in the Schematic Design phase.

This task does not include development of a geotechnical data or recommendations report, and does not include design recommendations for the new facilities (such as bearing capacity, lateral earth pressure, foundation sizing).

*Task 3 Deliverables: Draft and Final technical memorandum to be included in Project Definition Report.*

### Task 4 – Project Definition Report

The primary purpose of the project definition phase is to firmly establish the project design criteria. Following the process selection, the tertiary treatment and UV technical memoranda will be combined with additional memoranda described below into the Project Definition Report. A draft report will be submitted to the City for review. City comments will be addressed and incorporated in a final report. The contents of the report are anticipated to be as follows:

- **Executive Summary:** Consolidated summary of subsequent technical memoranda findings, major project design criteria, process recommendations, and costs.
- **Tertiary Process:** Technical memorandum summarizing tertiary process evaluation described in Task 2.
- **UV Disinfection Equipment Replacement:** Technical memorandum summarizing UV disinfection equipment evaluation described in Task 2.
- **Instrumentation and Control:** Technical memorandum based on previous WRF Expansion PLC Replacement memorandum, updated to reflect any change in technology, new recommendations, and approximate costs.
- **Tertiary Clarifier Coating:** Technical memorandum describing approach to recoating the existing tertiary clarifiers.

- **Regulatory:** Although the WRF still operates under its original NPDES permit and it is unknown with DEQ will issue a new permit, Consultant will work with WRF staff to identify possible permitting scenarios that could influence process selection.
- **Geotechnical Assessment:** Technical memorandum describing geotechnical evaluation described in Task 3.

### **Project Definition Workshop**

One 4-hour Project Definition Workshop will be held to review the results of Consultant's analysis, recommendations, and Project Definition Report. The workshop will be attended by the Project Manager, Design Manager, and Senior Technical Consultants.

*Task 4 Deliverables: Workshop agenda, materials and minutes. Record of comments and responses. Draft and final Project Definition Report.*

### **Task 5 – Quality Management**

The Consultant will carry out a quality assurance program (QAP). The purpose of this QAP is to monitor the quality of the Project through the use of internal quality assurance/quality control (QA/QC) reviews as described herein. The Consultant will manage multidiscipline internal QA/QC review activities with the senior review team. A QC review will be performed on process and cost calculations. A formal QC review will be performed prior to the City's review of the draft Project Definition Report.

A Quality Management Plan (QMP) will be prepared for the project to serve as a guide for all phases of the project. Key features of the QMP will include:

- A single point of contact responsible for all quality management.
- Independent quality review performed by discipline-specific quality reviewers to provide critical analysis without bias.
- Procedures for engineers; detailed checks of reports, calculations, drawings, design details and specifications.

Audits by QA personnel will be conducted to verify conformance with the approved QMP and confirm that required checking and review functions are completed.

Design quality review documentation will demonstrate that quality review process is complete and review comments are acceptably addressed as a component of the overall records management system. The following documentation will be prepared, collected and properly stored in the project records system:

- Quality review forms used during internal quality reviews and issue tracking forms used to document those issues.
- Design review forms used by the City to document review comments

- Project checklists or milestone checklists, signed by the reviewer and the appropriate project staff
- Review-related correspondence with City staff and other external agencies or entities
- Audit correspondence, including results and corrective action documentation

The level of effort for this task includes preparation of the QMP and QC reviews for the Project Definition phase.

**Task 5 Deliverables:** *Quality Management Plan; Written documentation of QC reviews.*

## Task 6 – Estimate of Probable Construction Cost

Based on Preliminary Design Documents, Consultant will be prepare a process screening level Estimate of Probable Construction Cost. This cost estimate will be prepared without detailed engineering data. The data used will include such information as the Project Definition document submittal flow diagrams, scale-up or scale-down factors, and cost data from other projects. The estimate will incorporate the Pro2D and CPES results from Task 2 and the geotechnical and structural information developed as part of Task 3. It is intended that the Project Definition estimate will include sufficient contingency to cover expected cost impacts that will be identified as the design evolves.

The estimate provided above will be based on the judgment and experience of the Consultant and shall not be construed as a guarantee of cost. In addition, predictions of economic feasibility, operating efficiency, costs and such other matters developed during designs, are forecasts based upon the judgment and experience of the Consultant and shall not constitute a guarantee of the final project cost.

In providing opinions of cost, financial analyses, economic feasibility projections, and schedules for the Project, Consultant has no control over cost or price of labor and materials; unknown or latent conditions of existing equipment or structures that may affect operation or maintenance costs; competitive bidding procedures and market conditions; time or quality of performance by operating personnel or third parties; and other economic and operational factors that may materially affect the ultimate Project cost or schedule. Therefore, Consultant makes no warranty that City's actual Project costs, financial aspects, economic feasibility, or schedules will not vary from Consultant's opinions, analyses, projections, or estimates.

If City wishes greater assurance as to any element of Project cost, feasibility, or schedule, City will employ an independent cost estimator, contractor, or other appropriate advisor.

**Task 6 Deliverable:** *AACE Class 5 estimate of probable construction cost to be included in the Project Definition Report Executive Summary.*

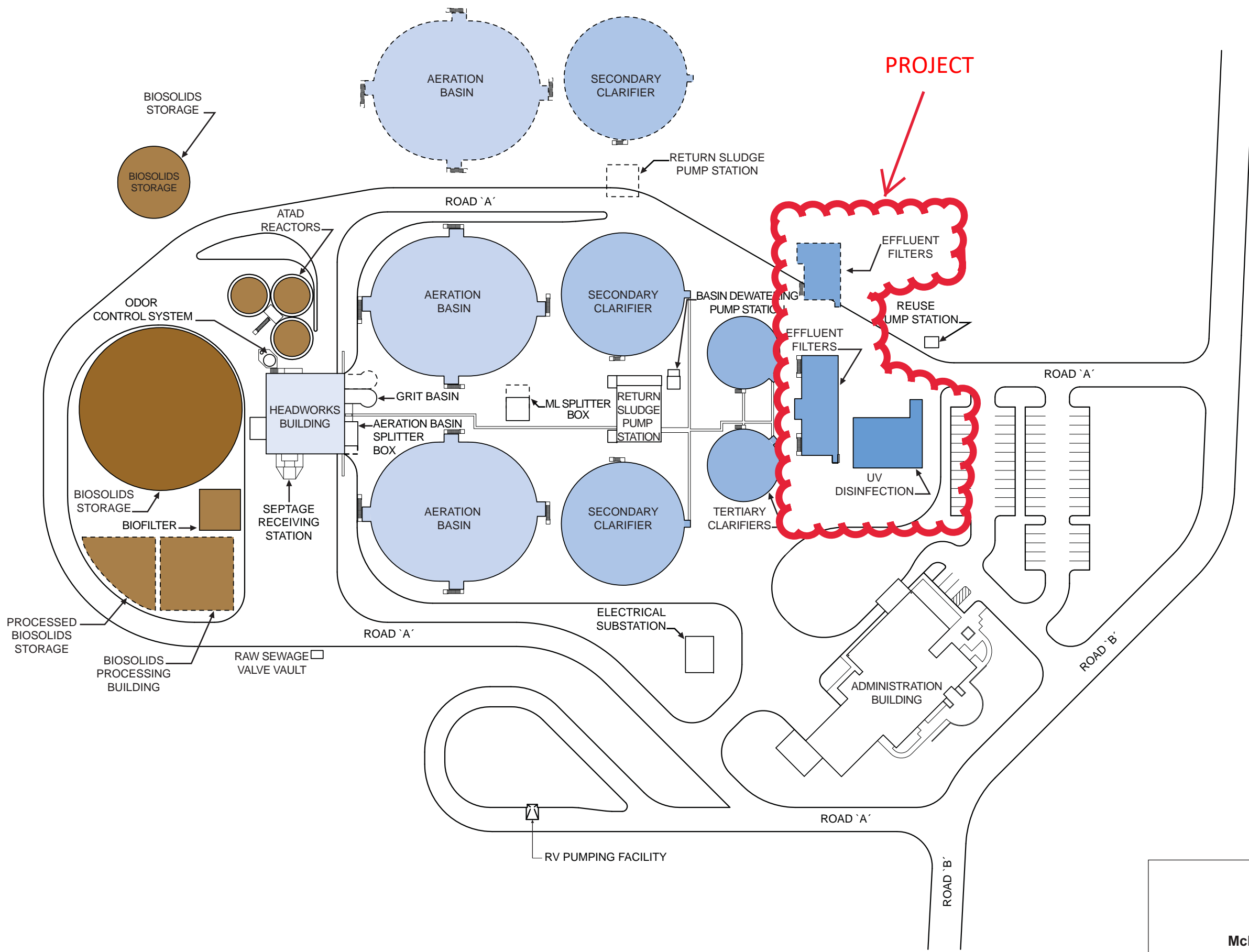
Task No. Task/Subtask		Koch	Frankenfield	Leaf	Noesen	Arango	Chang	Smesrud	Scoggins	Harbert	Rawie/Nordal	Booth	Jones	Cotten	Ebbs	Nicholson	Admin	Repro/Edit	Massie	QC Team (5)	Labor	Mileage and	Total CH Labor	Subconsultants																						
		PM	DM/Hydraulics	Process	Process	Process	Process	Regulatory	Structural	Electrical	IC	Civil	Cost	Geotech	Mech	Coating	Riddle	Koehler	QC Mgr	QC	Hours	\$	Additional Expenses	and Expenses	Strahm	Misc Sub	Total Sub Hours	Total Sub Labor																		
		\$ 173	\$ 227	\$ 213	\$ 276	\$ 130	\$ 167	\$ 235	\$ 148	\$ 173	\$ 198	\$ 171	\$ 217	\$ 206	\$ 173	\$ 116	\$ 86	\$ 73	\$ 285	\$ 213	Total	Total		\$	\$ 125	\$ 150																				
<b>1.0</b>	<b>Project Management</b>	\$ 4,851	\$ 2,272	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,031	\$ -	\$ -	\$ -	\$ -	\$8,154	\$500	\$8,654	\$ -	\$ -		\$ -																		
1.1	Progress Meeting and Updates	12	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	16			0	0	0																			
1.2	Project Management Plan	4	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6			0	0	0																			
1.3	Cost and Schedule Control	12	4	0	0	0	0	0	0	0	0	0	0	0	0	0	12	0	0	0	0	28			0	0	0																			
	<b>Task Hours</b>	<b>28</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50</b>			<b>0</b>	<b>0</b>	<b>0</b>																				
<b>2.0</b>	<b>Process Selection</b>	\$ 4,851	\$ 7,725	\$ 13,624	\$ 4,421	\$ 19,456	\$ 7,668	\$ -	\$ 1,181	\$ 1,380	\$ 1,586	\$ 1,365	\$ -	\$ -	\$ 691		\$ -	\$ -	\$ -	\$ -		\$63,948	\$2,000	\$65,948	\$ -	\$ -		\$ -																		
2.1	Process and Hydraulic Modeling	4	16	8	0	50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	78			0	0	0																			
2.2	Condition Assessment	8	2	4	0	0	16	0	8	8	8	8	0	0	4	0	0	0	0	0	0	66			0	0	0																			
2.3	UV Technology Review	4	4	0	8	0	30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	46			0	0	0																			
2.4	Filtration Technology Review	4	4	40	0	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	148			0	0	0																			
2.5	Process Kickoff Workshop	8	8	12	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	36			0	0	0																			
	<b>Task Hours</b>	<b>28</b>	<b>34</b>	<b>64</b>	<b>16</b>	<b>150</b>	<b>46</b>	<b>0</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>374</b>			<b>0</b>	<b>0</b>	<b>0</b>																				
<b>3.0</b>	<b>Geotech Investigation and Ground Improvement Alternatives</b>	\$ 347	\$ 454	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,299	\$ -		\$ -	\$ 147	\$ -	\$ 426		\$4,672	\$0	\$4,672	\$ -	\$ -		\$ -																		
	Summary and Technical Memorandum	2	2	0	0	0	0	0	0	0	0	0	0	16	0	0	0	2	0	2		24			0	0	0																			
	<b>Task Hours</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>2</b>		<b>24</b>			<b>0</b>	<b>0</b>	<b>0</b>																				
<b>4.0</b>	<b>Prepare Project Definition Report</b>	\$ 3,812	\$ 4,544	\$ 8,089	\$ 3,869	\$ -	\$ 2,000	\$ 1,879	\$ 590	\$ 690	\$ 2,379	\$ -	\$ -	\$ -	\$ -	\$ 931	\$ 1,203	\$ 1,468.16	\$ -	\$ -		\$31,454	\$2,000	\$33,454	\$ 500	\$ 600		\$ 1,100																		
	Executive Summary	4	2	0	0	0	0	0	0	0	0	0	0	0	0	2	4	0	0			12			0	0	0																			
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	I&C	1	1	0	0	0	0	0	0	0	8	0	0	0	0	2	2	0	0			14			0	0	0																			
	Coating	1	1	0	0	0	0	0	0	0	0	0	0	0	8	2	2	0	0			14			0	0	0																			
	Regulatory	2	2	2	2	0	0	8	0	0	0	0	0	0	0	2	2	0	0			20			0	0	0																			
	Project Definition Workshop	8	8	12	8	0	0	0	0	0	0	0	0	0	0	2	2	0	0			40			4	4	8																			
	<b>Task Hours</b>	<b>22</b>	<b>20</b>	<b>38</b>	<b>14</b>	<b>0</b>	<b>12</b>	<b>8</b>	<b>4</b>	<b>4</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>14</b>	<b>20</b>	<b>0</b>	<b>0</b>		<b>176</b>			<b>4</b>	<b>4</b>	<b>8</b>																				
<b>5.0</b>	<b>Quality Management</b>	\$ 347	\$ 454	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,709	\$ 4,258		\$6,767	\$0	\$6,767	\$ 500	\$ 600		\$ 1,100																		
	QC Review	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	20		30			4	4	8																			
	<b>Task Hours</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>20</b>		<b>30</b>			<b>4</b>	<b>4</b>	<b>8</b>																				
<b>6.0</b>	<b>Estimate of Probable Construction Cost</b>	\$ 347	\$ 454	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,732	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$2,533	\$0	\$2,533	\$ -	\$ -		\$ -																		
	Final PD Estimate	2	2	0	0	0	0	0	0	0	0	0	8	0	0	0	0	0	0	0		12			0	0	0																			
	<b>Task Hours</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>12</b>			<b>0</b>	<b>0</b>	<b>0</b>																				
<b>TOTAL</b>																					666	\$117,530	\$4,500	\$122,030			16	\$ 2,200																		
	<b>Cost</b>	\$ 14,554	\$ 15,904	\$ 21,713	\$ 8,290	\$ 19,456	\$ 9,668	\$ 1,879	\$ 1,771	\$ 2,071	\$ 3,965	\$ 1,365	\$ 1,732	\$ 3,299	\$ 691	\$ 931	\$ 2,233	\$ 1,615	\$ 1,709	\$ 4,683					\$ 1,000	\$ 1,200																				
	<b>Hours</b>	<b>84</b>	<b>70</b>	<b>102</b>	<b>30</b>	<b>150</b>	<b>58</b>	<b>8</b>	<b>12</b>	<b>12</b>	<b>20</b>	<b>8</b>	<b>8</b>	<b>16</b>	<b>4</b>	<b>8</b>	<b>26</b>	<b>22</b>	<b>6</b>	<b>22</b>					<b>8</b>	<b>8</b>																				
																							\$122,030																							\$ 2,200
																											<b>TOTAL</b>	\$ 124,230																		





**LEGEND**

- Existing
- - - - New



**Figure ES-8**

**McMinnville Water Reclamation Facility**  
RECOMMENDED SITE PLAN AND PLANT LAYOUT





**CITY OF McMINNVILLE  
REQUEST FOR PROPOSAL**

QUALIFICATION BASED SELECTION (QBS) PROCESS  
FOR CONSULTING SERVICES RELATED TO  
THE DESIGN AND CONSTRUCTION OF:

---

**WATER RECLAMATION FACILITY (WRF) TERTIARY  
TREATMENT AND DISINFECTION PROJECT**

*Project 2017 - 2*

---

**PROPOSALS DUE:** February 24, 2017 by 5:00 p.m.

**SUBMIT PROPOSAL TO:** Community Development Center  
City of McMinnville  
231 NE Fifth Street  
McMinnville, OR 97128

**REFER QUESTIONS TO:** Rich Spofford, Engineering Manager  
(503) 434-7312  
[rich.spofford@mcminnvilleoregon.gov](mailto:rich.spofford@mcminnvilleoregon.gov)

**RFP ISSUE DATE:** January 13, 2017

## REQUEST FOR PROPOSAL

The City of McMinnville will receive written, sealed proposals until 5:00 p.m. on February 24, 2017 at the Community Development Center, 231 NE Fifth Street, McMinnville, OR 97128, for the following services:

CONSULTING SERVICES RELATED TO THE  
DESIGN AND CONSTRUCTION OF THE  
WATER RECLAMATION FACILITY (WRF) TERTIARY TREATMENT AND DISINFECTION  
PROJECT  
Project 2017-2

This solicitation and selection will be conducted using the Qualification Based Selection (QBS) process. The intent is to select one firm to provide services. Facsimile or electronically transmitted proposals will not be accepted. Late proposals will not be considered.

The Request for Proposal (RFP) documents may be obtained from Rich Spofford, Engineering Manager, 231 NE Fifth Street, McMinnville, OR 97128; (503) 434-7312; [rich.spofford@mcminnvilleoregon.gov](mailto:rich.spofford@mcminnvilleoregon.gov). Information about the RFP can also be found on the City's website at <http://www.mcminnvilleoregon.gov/rfps>

Any addenda to this RFP will be distributed via email to those who receive proposal packets and will also be posted on the City's website at: <http://www.mcminnvilleoregon.gov/rfps>

RICH SPOFFORD, ENGINEERING MANAGER  
CITY OF McMINNVILLE

Dated & Published: Daily Journal of Commerce – January 13, 2017

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## SECTION I – BACKGROUND AND SCOPE OF WORK

### A. INTRODUCTION

The City of McMinnville is requesting proposals from multi-disciplinary design teams headed by qualified, licensed, professional engineers to provide design and construction support services for the expansion of the tertiary treatment facilities and replacement of the disinfection equipment at the Water Reclamation Facility (WRF) located at 3500 NE Clearwater Drive, McMinnville. The City will complete a Request for Proposal (RFP) process to select the most qualified design team from among those firms that submit proposals according to the requirements of the RFP. Proposers responding to the RFP do so solely at their expense, and the City is not responsible for any costs or expenses associated with the preparation of RFP.

### B. BACKGROUND

The City of McMinnville has a population of nearly 33,000 and is located approximately 35 miles southwest of Portland, in the heart of Oregon's wine country. The City's Community Development Department (comprised of the Wastewater Services, Public Works, Engineering, Building, and Municipal Airport groups) is tasked with providing wastewater collection and treatment services to the residents, businesses, and industries within the City's urban growth boundary.

The City has invested over \$76 million in the sanitary sewer system since 1991. The \$28 million Water Reclamation Facility (WRF) was completed in 1996, and the \$12 million secondary treatment expansion project was completed in 2016. During this time, the WRF has consistently complied with some of the most stringent treatment requirements in the state. Over its nearly 20 years of operation, the WRF and wastewater staff have been recognized with numerous compliance, operations, and improvement project awards. Simply put, the facility and staff are first rate.

Major treatment processes include offsite influent pumping, screening, grit removal, secondary treatment in advanced oxidation ditches (Orbals), secondary clarification, tertiary clarification, filtration, ultraviolet (UV) disinfection, and post aeration prior to discharge to the South Yamhill River. The solids treatment processes include thickening and autothermal thermophilic aerobic digestion (ATAD). Biosolids are stored onsite during the wet weather months, and land applied, in liquid form, during the dry weather months.

In 2011, the City completed a project to modify the Orbals to maximize the efficiency and capability of the existing secondary treatment infrastructure, and to improve the overall system hydraulics so that critical equipment is not submerged during high plant flows.

Additionally, the City has focused on rehabilitation and replacement of aging pipelines in the conveyance system (which currently totals nearly 150 miles of public sanitary sewer lines) to reduce inflow and infiltration (I&I) in the system. Also, the implementation of the private sewer lateral ordinance, adopted by the City Council in 1997, has resulted in the review of nearly 2,081 private laterals, and property owner replacements and repairs to nearly 1,302 defective sewer

laterals. These efforts have significantly reduced unwanted storm water in the sanitary sewer system, increasing the capacity of the system and limiting the chances of system overflows.

In May 2010, the City adopted both an updated *Conveyance System Master Plan* and an updated *Water Reclamation Facilities Plan* that strike a balance between conveyance and treatment to reach a cost-effective comprehensive plan for wastewater management for a 20-year planning period through 2029. (Note: The *Conveyance System Master Plan* and the *Water Reclamation Facilities Plan* can be viewed on the City's website at:

<http://www.mcminnvilleoregon.gov/engineering/page/conveyance-system-master-plan> )

Concurrently, the City adopted an associated *Wastewater System Financial Plan*. The adopted financial plan indicated that the City can rely on a "pay as you go" approach to funding the significant operations, maintenance, and capital needs contained in the wastewater master plans. The approximately \$63 million of identified necessary wastewater capital improvements will be accommodated under the City's existing wastewater rate structure with only slight rate increases and no additional debt over the life of the Plans.

While it is clear that the system needs are great, it is equally apparent that these plans represent the continuation of a ***tremendous McMinnville success story***. In short, the often difficult decisions and commitments regarding investments in the City's sanitary sewer pipelines and treatment facilities over the last 20 years have positioned the City well to address the needs of the next planning period.

#### C. DESCRIPTION OF PROJECT

The adopted *Water Reclamation Facilities Plan* recommends expansion of the tertiary filter facility and replacement of the UV modules.

The adopted *Financial Plan* allocates approximately \$3.5-million between FY2016-17 and FY2018-19 for the completion of the design, permitting, and construction of the tertiary treatment and disinfection improvements.

#### D. QUALIFICATIONS AND REQUESTED SERVICES

The selected consultant shall provide design and consulting services for the WRF Tertiary and Disinfection project. Expected consultant work will include all services necessary to design, permit, construct and commission the planned tertiary treatment and disinfection facilities.

The City will work jointly with the selected consultant to develop a final, comprehensive scope of work, project schedule, and associated consulting services fees for the proposed project. Submitted proposals should demonstrate the consultant's (both the firm and key staff) experience and expertise with the following broad range of services that may be included in the project scope of work:

- Wastewater treatment facility planning and pre-design activities, including design alternative development and analysis;

- Structural, hydraulic, and process evaluation and recommendations for integrating and incorporating the planned improvements into the existing WRF infrastructure;
- Construction phasing evaluation and recommendations for integrating and incorporating the planned improvements into the existing WRF infrastructure;
- Facilitation, coordination, and management of both internal stakeholder input, review, and approval; as well as required regulatory input, review, and permit approval;
- Structural, electrical, instrumentation and control, mechanical, and geotechnical engineering services;
- Accurate project cost estimating from pre-design through design completion;
- Preparation of final project plans, specifications, and bid documents for the purpose of construction bidding;
- Construction bidding support services including facilitation of pre-bid meetings, preparation and issuance of addenda, bid review, and recommendation of bid award;
- Construction support services, including technical assistance, onsite inspection, and contract administration services; and
- Facility start-up and commissioning assistance and support.

## SECTION II – PROPOSAL PROCESS

### A. RFP SCHEDULE

The planned schedule of events for the RFP process is as follows (Note that the dates are approximate and subject to change):

January 13, 2017	RFP advertised in Daily Journal of Commerce
February 14, 2017	Deadline for questions, requests for clarification, and solicitation protests
February 21, 2017 (5:00pm)	Deadline for City responses to questions, requests for clarification, and solicitation protests
February 24, 2017 (5:00pm)	Proposals due
March 2, 2017 (tentative)	Selection of finalists to be interviewed *
March 10, 2017 (tentative)	Interviews (if necessary)
March 17, 2017 (tentative)	Written notification of highest ranked proposer
March 24, 2017 (tentative)	Begin contract negotiations
April 4, 2017 (tentative)	Notice of intent to award
April 11, 2017 (tentative)	Deadline for written protest of award
April 14, 2017 (tentative)	City response to protest of award
April 25, 2017 (tentative)	City Council award of contract

\* The need for interviews will be determined by the City.

### B. PRE-PROPOSAL CONFERENCE

There is no pre-proposal conference.

### C. PROPOSAL DUE DATE

Proposers shall submit sealed proposals containing one (1) signed, clearly marked, easily reproducible original and four (4) complete copies of the proposal to:

**Rich Spofford, Engineering Manager**  
City of McMinnville Community Development Center  
231 NE Fifth Street  
McMinnville, OR 97128

**The sealed proposals are due no later than 5:00 p.m. on Friday, February 24, 2017.** Proposals received after the deadline will be rejected and returned unopened. Proposals may be mailed to the City, but must be received by the Engineering Manager no later than the above stated date and time. Facsimile and electronically transmitted proposals will not be accepted.



D. QUESTIONS AND CLARIFICATION

Questions and requests for clarification regarding this RFP solicitation must be directed in writing (either email or fax is acceptable) to:

**Rich Spofford, Engineering Manager**

City of McMinnville

231 NE Fifth Street

McMinnville, OR 97128

Phone: (503) 434-7312

Fax: (503) 474-4955

Email: [rich.spofford@mcminnvilleoregon.gov](mailto:rich.spofford@mcminnvilleoregon.gov)

**The deadline for submitting questions or requests for clarification is seven (7) days prior to the proposal due date.** If a substantive clarification is necessary, an addendum will be issued no later than 72 hours prior to the due date to all recorded holders of the RFP solicitation. Note that statements made by the City are not binding upon the City unless confirmed by written addendum.

E. SOLICITATION PROTEST

A proposer who believes the proposal requirements or specifications are unnecessarily restrictive or limit competition may submit a protest, or request to change, in writing. Protests or requests to change any provision of this RFP, including the submittal requirements, evaluation criteria, or contract terms, **must be submitted no later than seven (7) days prior to the proposal due date.**

No protest of the selection of a consultant, or award of a contract, because of a RFP provision, submittal requirements, evaluation criteria, or contract term will be considered after such time.

The protest or request for change shall include:

- The reason for the protest or change;
- The proposed language to address the protest or change; and
- The reason(s) why the proposed language will benefit the City.

The City shall consider the protest or request for change, and may reject the protest or request for change, issue an addendum, or cancel the RFP.

Protests or requests for change must be submitted in writing to:

**Rich Spofford, Engineering Manager**

City of McMinnville

231 NE Fifth Street

McMinnville, OR 97128

Phone: (503) 434-7312

Fax: (503) 474-4955

Email: [rich.spofford@mcminnvilleoregon.gov](mailto:rich.spofford@mcminnvilleoregon.gov)

F. PROPOSAL MODIFICATIONS OR WITHDRAWAL

Proposal modifications or erasures made before signing by the authorized representative must be initialed in ink. Once submitted, proposals may be modified in writing before the time and date set for proposal closing. Any modifications shall be prepared on company letterhead, signed by an

authorized representative, and state that the new document supersedes or modifies the prior proposal. Modifications must be submitted in a sealed envelope clearly marked “Proposal Modification”, and identifying the proposal title and closing date and time. Proposer may not modify proposal after proposal closing time.

Any proposal may be withdrawn at any time before the proposal due date and time by providing a written notification on company letterhead by an authorized person. The withdrawal of a proposal will not prejudice the right of the proposer to file a new proposal.

G. CANCELLATION, DELAY OR SUSPENSION OF RFP SOLICITATION; REJECTION OF PROPOSALS

Nothing in this RFP shall restrict or prohibit the City from cancelling, delaying, or suspending the RFP solicitation at any time. The City may reject any or all proposals, in whole or in part, if in the best interest of the City, as determined by the City.

H. IRREGULARITIES

The City reserves the right to waive any non-material irregularities or information contained in this RFP, or in any received proposal.

I. PROPOSAL COSTS

The City is not liable for any costs incurred by a proposer in the preparation and/or presentation of a proposal. Execution of a contract is subject to the availability of funds.

J. AVAILABILITY OF RFP RESPONSES; PROPRIETARY INFORMATION

Per the terms of ORS 279C.107, the City will open the proposals so as to avoid disclosing the contents to competing proposers during the process of negotiation. Proposals will not be available for public review until after the issuance of the Notice of Intent to Award.

The City will withhold from disclosure to the public trade secrets, as defined in ORS 192.501, and information submitted to the City in confidence, as described in ORS 192.502, that are contained in the proposal. Proposals must clearly identify such material, keep it separate, and provide separate notice in writing of the status of this material to:

**Rich Spofford, Engineering Manager**

City of McMinnville  
231 NE Fifth Street  
McMinnville, OR 97128

Phone: (503) 434-7312

Fax: (503) 474-4955

Email: [rich.spofford@mcminnvilleoregon.gov](mailto:rich.spofford@mcminnvilleoregon.gov)

## SECTION III – PROPOSAL FORMAT AND EVALUATION CRITERIA

### A. ORGANIZATION OF PROPOSAL

Proposals shall be prepared simply and economically, providing a straightforward and concise description of the proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be on the completeness and clarity of the content of the proposal.

Proposers shall submit one (1) signed, clearly marked, easily reproducible original and four (4) complete copies of the proposal. Proposals shall be easily recyclable; plastic and wire bindings are discouraged.

The proposal shall not exceed twenty (20) pages in length, including pictures, charts, graphs, tables, and text. Pages shall be 8 ½" x 11", and the text font shall not be less than 10-point type. Resumes of key individuals proposed to be involved in the project are exempted from the 20-page limit if they are appended to the end of the proposal. All pages of the proposal shall be consecutively numbered.

### B. TRANSMITTAL LETTER

All proposals shall contain a transmittal letter identifying the authorized representative of the business; the existing location(s) of the business; and a summary of the key provisions of the proposal.

### C. EVALUATION CRITERIA

Evaluation of the written response portion to the RFP will be based on a point system where responses to the following requests for information will be scored by members of the Evaluation Committee. The possible point values are listed by each evaluation criterion. Please see SECTION IV – PROPOSAL EVALUATION AND CONTRACT AWARD for a summary of the complete evaluation process.

Results obtained in reference checks may be used to score any relevant evaluation criteria. Reference checks will be limited to information that is listed within the evaluation criteria.

The Evaluation Committee may contact Proposers for clarification of proposal responses; however no additions, deletions or substitutions that cannot be termed as clarifications may be made to proposals.

#### 1. PROJECT UNDERSTANDING (Maximum 20 points)

Provide a detailed statement to demonstrate the Proposer understands the project, including but not limited to:

- The purpose of the project;
- The proposer's expertise and experience related to the specific tasks that must be accomplished to complete the project;
- Key project milestones, including which milestones are most important and the consequences of missing milestones;

- Key deliverables required by the project; and
- The proposer's familiarity with the City organization, City staff, and the WRF processes.

2. QUALIFICATIONS AND EXPERIENCE (Maximum 30 points)

Provide a brief history of the Proposer's firm, type of work executed, and capabilities. Highlight recent and local project experience within the last five (5) years, with a particular emphasis on experience that is relevant to the type of work outlined in this RFP.

Provide project descriptions including project scope, type of facility, year completed, project size, and project setting. For all projects listed, provide name of the owner, the owner's contact person and current phone number. Contact information must be current and accurate to be considered. No special measures will be taken by the City to locate incorrectly listed contacts.

The proposer shall highlight projects that demonstrate the qualifications, specialized experience, and technical competence of the staff that will work directly with the City rather than describing the general experience and qualifications of the firm. The City will not consider promotional literature of a general nature.

Provide any other information that the proposer feels applicable to the evaluation their qualifications for accomplishing the project. Use this section to identify and address those aspects of proposer's services that distinguish the proposer from other proposers.

3. PROJECT STAFFING (Maximum 20 points)

Provide a staffing plan to demonstrate the structure and responsibilities of the proposed project team. Include a project organization chart showing proposed staff, including any proposed sub-consultants. (Note that resumes for key personnel should be appended to the proposal).

List the qualifications of the project team members, highlighting specific knowledge and experience that will be beneficial to this project. Identify the length of employment for key personnel with their respective firms, their intended responsibilities on this project, their primary office location (noting their availability to the project location), and their experience with, and/or knowledge of, the City organization, City staff, and the WRF processes.

List the project team member's current assignments; their availability to work on this project; and their time commitment for this project during design and construction administration.

Describe how the proposed project team structure will benefit the project.

4. PROJECT MANAGEMENT (Maximum 10 points)

Describe the proposer's ability to manage projects, including information regarding processes used to:

- Ensure project completion on schedule and within the allocated budget;
- Coordinate the work of sub-consultants;
- Facilitate City stakeholder input, review, and approval of project design elements;
- Obtain the required regulatory input, review, and permit approval;
- Minimize errors and omissions in the construction documents, noting the proposer's approach to addressing errors and/or omissions discovered in the documents after construction has commenced;
- Perform effective contract administration and high quality construction inspection, noting the proposer's system for managing construction change issues; and
- Foster successful Owner – Design Team – Construction Contractor relations.

5. PROJECT SCHEDULE (Maximum 10 points)

Describe the proposer's planned approach to managing the project schedule. Include a timeline to deliver the project in organized and manageable increments. Provide a complete list of anticipated design workshops, review periods, and key deliverables.

Describe how proposer will use City personnel, if at all, to assist during the project and indicate the approximate time requirement.

6. COST ESTIMATING (Maximum 10 points)

This evaluation criterion will help determine how well the proposer estimates design and construction costs. Describe proposer's approach to developing cost estimates. Provide a breakdown of a minimum of two (2) recently completed, related projects including:

- Proposed engineering cost for listed projects;
- Associated engineering cost change orders for listed projects;
- Proposer prepared construction cost estimates for listed projects; and
- Actual construction costs for listed projects – noting the initial bid costs and total of construction related change orders.

For the projects listed, provide the name of the owner, the owner's contact person and current phone number.

## SECTION IV – PROPOSAL EVALUATION AND CONTRACT AWARD

### A. RESPONSIVE PROPOSER

Proposers that submit all of the required information, on time and in the requested format, per the requirements of this RFP will be considered responsive proposers. Only those proposals from responsive proposers will be considered for evaluation. Non-responsive proposers will be notified in writing that they did not meet the submittal requirements and will be disqualified for further consideration.

### B. EVALUATION CRITERIA

The City will make a selection based on the evaluation of the written proposals from responsive proposers, and any interviews it conducts. The City may elect to interview all responsive proposers or only the highest ranked responsive proposers. The City reserves the right to make a selection based only on the evaluation of the written proposals and not conduct any interviews. Written proposals and interviews will be evaluated based on the following criteria:

<b>EVALUATION CRITERIA</b>	<b>POINTS</b>
1. PROJECT UNDERSTANDING	20
2. QUALIFICATIONS AND EXPERIENCE	30
3. PROJECT STAFFING	20
4. PROJECT MANAGEMENT	10
5. PROJECT SCHEDULE	10
6. COST ESTIMATING	10
<b>TOTAL POINTS POSSIBLE :</b>	<b>100</b>

Information gained during an interview may be used to re-evaluate proposals according to the above criteria.

### C. METHOD OF SELECTION

A selection committee, comprised of the Community Development Director, Engineering Manager, Wastewater Services Manager, and WRF Operations Superintendent, will evaluate each submitted written proposal and each interview, when applicable, to determine the responsible proposer whose proposal is the most advantageous to the City based on the evaluation process and evaluation criteria outlined in this RFP. The City will enter contract negotiations with the highest ranked proposer.

### D. NEGOTIATIONS

Following the evaluation process, the City will begin contract negotiations with the highest ranked proposer.

The matters subject to negotiation shall be limited to the following:

1. Comprehensive scope of work;
2. Proposer personnel committed to the project;
3. Project schedule;

4. Professional fees, including reimbursable expenses; and
5. Agreement to the City's contract terms (Note: A copy of the City's standard Personal Services Contract is attached to this RFP as Exhibit 3).

In the event that a contract cannot be negotiated with the highest ranked proposer, negotiations will be permanently discontinued, and the City will start contract negotiations with the next highest ranked proposer. Nothing in this RFP shall restrict or prohibit the City from cancelling the solicitation at any time.

E. NOTICE OF INTENT TO AWARD

Based on successful negotiations with the highest ranked proposer, the City will issue a Notice of Intent to Award.

F. RIGHT TO PROTEST

Proposers who disagree with the City's selection decision may protest that decision. The judgment used in the scoring by individual evaluators is not grounds for appeal. No protest because of a solicitation provision, evaluation criteria, scope of work, specification or contract term that could have been raised as a solicitation protest will be considered. The selection protest must be submitted in writing within seven (7) calendar days of the Notice of Intent to Award. The protest shall be submitted to the City Manager's office at the following address:

**Candace Haines, City Manager**  
City of McMinnville  
230 NE Second Street  
McMinnville, OR 97128

The selection protest must state all the relevant facts that establish that all higher ranked proposers were ineligible for selection because their proposals were nonresponsive or the proposer was not responsible. A written decision will be sent to the protester.

The award by the City Council shall constitute a final decision of the City to award the contract if no written protest of the award is filed with the City within seven (7) calendar days of the Notice of Intent to Award. The City will not entertain a protest submitted after the time period established in this section.

G. CONTRACT AWARD

The City Council will consider award of the project based on the selection committee's recommendation and will authorize the City Manager to execute a contract. The contract will be awarded to the proposer who, in the opinion of the City Council, is the most qualified, and meets all required specifications. The City may reject any proposal not in compliance with all prescribed public procurement procedures and requirements and may reject for good cause any and all proposals upon a finding of the City that it is in the public interest to do so. The City also reserves the right to waive any informality in any proposal and to delete certain items listed in the proposal as set forth herein.

## SECTION V – ADDITIONAL INFORMATION

### A. WRF AS-BUILTS

As-built drawings, in PDF format, of the existing secondary treatment facilities at the Water Reclamation Facility (WRF) are available at for viewing and download at:

<http://www.mcminnvilleoregon.gov/rfps>

### B. WRF FACILITES PLAN

The Facilities Plan in PDF format is available for download at:

<http://www.mcminnvilleoregon.gov/engineering/page/water-reclamation-facilities-plan>



# Exhibit 1

## CITY OF McMinnville, Oregon

### PERSONAL SERVICES CONTRACT

for

#### Water Reclamation Facility (WRF) Tertiary Treatment and Disinfection project

This Contract is between the CITY OF McMinnville, a municipal corporation of the State of Oregon (City) and **CONSULTANT** (Contractor). The City's Project Manager for this Contract is Rich Spofford, Engineering Manager.

The parties mutually covenant and agree as follows:

- 1. Effective Date and Duration.** This contract is effective on the date at which every party has signed the contract and will expire, unless otherwise terminated or extended, on **DATE**.
- 2. Statement of Work.** The work to be performed under this contract consists of **SCOPE**. The statement of work, including the delivery schedule for the work, is contained in Exhibit A. The Statement of the Work reflects both the work anticipated and the fees the Contractor will charge for each component of that work. The work provided will be guided by the Statement of the Work, but the Contractor will, with the approval and direction of the City, perform services in such a way as to ensure constant progress is being made to achieve the City's end goals in the most efficient manner possible.
- 3. Consideration.**
  - a. City agrees to pay Contractor for actual hours worked, and allowable expenses incurred for accomplishing the work required by this contract, with a total sum not to exceed **COST**.
  - b. Contractor will furnish with each invoice for services an itemized statement showing both the work performed and the number of hours devoted to the project by the Contractor and its agents. City will pay the Contractor for services within 30 days of receiving an itemized bill that has been approved by the Project Manager.
  - c. City certifies that sufficient funds are available and authorized for expenditure to finance the cost of this contract.
- 4. Additional Services.** Additional services, not covered in Exhibit A, will be provided if mutually agreed upon by the parties and authorized or confirmed in writing by the City, and will be paid for by the City as provided in this Contract in addition to the compensation authorized in subsection 3a. If authorized by the City, the additional services will be performed under a series of Task Orders defining the services to be performed, time of performance, and cost for each phase of services.

**[CONTINUED ON NEXT PAGE]**

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**CONTRACTOR DATA, CERTIFICATION, AND SIGNATURE**

Name (please print): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Social Security #: \_\_\_\_\_

Federal Tax ID #: \_\_\_\_\_

State Tax ID #: \_\_\_\_\_

Citizenship: Nonresident alien  Yes  No

Business Designation (check one):  Individual  Sole Proprietorship  Partnership  
 Corporation  Government/Nonprofit

The above information must be provided prior to contract approval. Payment information will be reported to the Internal Revenue Service (IRS) under the name and taxpayer I.D. number provided above. (See IRS 1099 for additional instructions regarding taxpayer ID numbers.) Information not matching IRS records could subject you to 31 percent backup withholding.

I, the undersigned, understand that the Standard Terms and Conditions for Personal Services Contracts and Exhibits A, B, C, and D are an integral part of this contract and agree to perform the work described in Exhibit A in accordance with the terms and conditions of this contract; certify under penalty of perjury that I/my business am not/is not in violation of any Oregon tax laws; and certify I am an independent contractor as defined in ORS 670.600.

Signed by Contractor:

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date

*NOTICE TO CONTRACTOR: This contract does not bind the City of McMinnville unless and until it has been fully executed by the appropriate parties.*

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**CITY OF McMINNVILLE SIGNATURE**

Approved:

\_\_\_\_\_  
City Manager or Designee

\_\_\_\_\_  
Date

Reviewed:

\_\_\_\_\_  
City Attorney or Designee

\_\_\_\_\_  
Date

**CITY OF McMinnville**  
STANDARD TERMS AND CONDITIONS FOR PERSONAL SERVICES CONTRACTS

**1. Contractor is Independent Contractor.**

a. Contractor will perform the work required by this contract as an independent contractor. Although the City reserves the right (i) to determine (and modify) the delivery schedule for the work to be performed and (ii) to evaluate the quality of the completed performance, the City cannot and will not control the means or manner of the Contractor's performance. The Contractor is responsible for determining the appropriate means and manner of performing the work.

b. The Contractor represents and warrants that Contractor (i) is not currently an employee of the federal government or the State of Oregon, and (ii) meets the specific independent contractor standards of ORS 670.600, as certified on the Independent Contractor Certification Statement attached as Exhibit D.

c. Contractor will be responsible for any federal or state taxes applicable to any compensation or payment paid to Contractor under this contract.

d. If Contractor is a contributing member of the Public Employees' Retirement System, City will withhold Contractor's contribution to the retirement system from Contractor's compensation or payments under this contract and make a corresponding City contribution. Contractor is not eligible for any federal Social Security, unemployment insurance, or workers' compensation benefits from compensation or payments to Contractor under this contract, except as a self-employed individual.

**2. Subcontracts and Assignment.** Contractor will not subcontract any of the work required by this contract, or assign or transfer any of its interest in this contract, without the prior written consent of the City. Contractor agrees that if subcontractors are employed in the performance of this contract, the Contractor and its subcontractors are subject to the requirements and sanctions of ORS Chapter 656, Workers' Compensation.

**3. No Third Party Beneficiaries.** City and Contractor are the only parties to this contract and are the only parties entitled to enforce its terms. Nothing in this contract gives or provides any benefit or right, whether directly, indirectly, or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this contract.

**4. Successors in Interest.** The provisions of this contract will be binding upon and will inure to the benefit of the parties, and their respective successors and approved assigns, if any.

**5. Early Termination**

a. The City and the Contractor, by mutual written agreement, may terminate this Contract at any time.

b. The City, on 30 days written notice to the Contractor, may terminate this Contract for any reason deemed appropriate in its sole discretion.

c. Either the City or the Contractor may terminate this Contract in the event of a breach of the Contract by the other party. Prior to termination, however, the party seeking the termination will give to the other party written notice of the breach and of the party's intent to terminate. If the Party has not entirely cured the breach within 15 days of the notice, then the party giving the notice may terminate the Contract at any time thereafter by giving a written notice of termination.

**6. Payment on Early Termination**

a. If this contract is terminated under 5(a) or 5(b), the City will pay the Contractor for work performed in accordance with the Contract prior to the termination date. Payment may be pro-rated as necessary.

b. If this contract is terminated under 5(c) by the Contractor due to a breach by the City, then the City will pay the Contractor as provided in subsection (a) of this section.

c. If this contract is terminated under 5(c) by the City due to a breach by the Contractor, then the City will pay the Contractor as provided in subsection (a) of this section, subject to set off of excess costs, as provided for in section 7, Remedies.

**7. Remedies**

a. In the event of termination under 5(c) by the City due to a breach by the Contractor, the City may complete the work either itself, by agreement with another contractor, or by a combination thereof. In the event the cost of completing the work exceeds the remaining unpaid balance of the total compensation provided under this contract, the Contractor will pay to the City the amount of the reasonable excess.

b. The remedies provided to the City under section 5 and section 7 for a breach by the Contractor are not exclusive. The City will also be entitled to any other equitable and legal remedies that are available.

c. In the event of breach of this Contract by the City, the Contractor's remedy will be limited to termination of the Contract and receipt of payment as provided in section 5(c) and 6(b).

**8. Access to Records.** Contractor will maintain, and the City and its authorized representatives will have access to, all books, documents, papers and records of Contractor which relate to this contract for the purpose of making audit, examination, excerpts, and transcripts for a period of three years after final payment. Copies of applicable records will be made available upon request. Payment for the cost of copies is reimbursable by the City.

**9. Ownership of Work.** All work products of the Contractor, including background data, documentation, and staff work that is preliminary to final reports, and which result from this contract, are the property of the City. Contractor will retain no ownership interests or rights in the work product. Use of any work product of the Contractor for any purpose other than the use intended by this contract is at the risk of the City.

**10. Compliance with Applicable Law.** Contractor will comply with all federal, state, and local laws and ordinances applicable to the work under this contract, including, without limitation, the provisions of ORS 279B.220, 279B.230, and 279B.235, as set forth on Exhibit B. Without limiting the foregoing, Contractor expressly agrees to comply with: (i) Title VI of the Civil Rights Act of 1964; (ii) Section V of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 (Pub L No. 101-336), ORS 659A.142, and all regulations and administrative rules established pursuant to those laws; and (iv) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules, and regulations.

**11. Indemnity and Hold Harmless**

a. Except for the professional negligent acts covered by paragraph 11.b., Contractor will defend, save, hold harmless, and indemnify the City, its officers, agents, and employees from all claims, suits, or actions of whatsoever nature resulting from or arising out of the activities of Contractor or its officers, employees, subcontractors, or agents under this contract.

b. Contractor will defend, save, hold harmless, and indemnify the City, its officers, agents, and employees from all claims, suits, or actions arising out of the professional negligent acts, errors, or omissions of Contractor or its officers, employees, subcontractors, or agents under this contract.

**12. Insurance.** Contractor will provide insurance in accordance with Exhibit C.

**13. Waiver.** The failure of the City to enforce any provision of this contract will not constitute a waiver by the City of that or any other provision.

**14. Errors.** The Contractor will perform such additional work as may be necessary to correct errors in the work required under this contract without undue delays and without additional cost.

**15. Governing Law.** The provisions of this contract will be construed in accordance with the laws of the State of Oregon and ordinances of the City of McMinnville, Oregon. Any action or suits involving any question arising under this contract must be brought in the appropriate court in Yamhill County, Oregon. Provided, however, if the claim must be brought in a federal forum, then it will be brought and conducted in the United States District Court for the District of Oregon.

**16. Severability.** If any term or provision of this contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected, and the rights and obligations of the parties will be construed and enforced as if the contract did not contain the particular term or provision held invalid.

**17. Merger Clause.** THIS CONTRACT AND ATTACHED EXHIBITS CONSTITUTE THE ENTIRE AGREEMENT BETWEEN THE PARTIES. NO WAIVER, CONSENT, MODIFICATION, OR CHANGE OF TERMS OF THIS CONTRACT WILL BIND EITHER PARTY UNLESS IN WRITING, SIGNED BY BOTH PARTIES. ANY WAIVER, CONSENT, MODIFICATION, OR CHANGE, IF MADE, WILL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS CONTRACT. BY ITS SIGNATURE, CONTRACTOR ACKNOWLEDGES IT HAS READ AND UNDERSTANDS THIS CONTRACT AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

**EXHIBIT A  
STATEMENT OF THE WORK**

(See attached)

SAMPLE

**EXHIBIT B**  
**COMPLIANCE WITH APPLICABLE LAW**

**279B.220 Conditions concerning payment, contributions, liens, withholding.** Every public contract shall contain a condition that the contractor shall:

(1) Make payment promptly, as due, to all persons supplying to the contractor labor or material for the performance of the work provided for in the contract.

(2) Pay all contributions or amounts due the Industrial Accident Fund from the contractor or subcontractor incurred in the performance of the contract.

(3) Not permit any lien or claim to be filed or prosecuted against the state or a county, school district, municipality, municipal corporation or subdivision thereof, on account of any labor or material furnished.

(4) Pay to the Department of Revenue all sums withheld from employees under ORS 316.167. [2003 c.794 §76a]

**279B.230 Condition concerning payment for medical care and providing workers' compensation.**

(1) Every public contract shall contain a condition that the contractor shall promptly, as due, make payment to any person, copartnership, association or corporation furnishing medical, surgical and hospital care services or other needed care and attention, incident to sickness or injury, to the employees of the contractor, of all sums that the contractor agrees to pay for the services and all moneys and sums that the contractor collected or deducted from the wages of employees under any law, contract or agreement for the purpose of providing or paying for the services.

(2) Every public contract shall contain a clause or condition that all subject employers working under the contract are either employers that will comply with ORS 656.017 or employers that are exempt under ORS 656.126. [2003 c.794 §76c]

**279B.235 Condition concerning hours of labor; compliance with pay equity provisions; employee discussions of rate of pay or benefits.** (1) Except as provided in subsections (3) to (6) of this section, every public contract subject to this chapter must provide that:

(a) A contractor may not employ an employee for more than 10 hours in any one day, or 40 hours in any one week, except in cases of necessity, emergency or when the public policy absolutely requires otherwise, and in such cases, except in cases of contracts for personal services designated under ORS 279A.055, the contractor shall pay the employee at least time and a half pay for:

(A)(i) All overtime in excess of eight hours in any one day or 40 hours in any one week if the work week is five consecutive days, Monday through Friday; or

(ii) All overtime in excess of 10 hours in any one day or 40 hours in any one week if the work week is four consecutive days, Monday through Friday; and

(B) All work the employee performs on Saturday and on any legal holiday specified in ORS 279B.020.

(b) The contractor shall comply with the prohibition set forth in ORS 652.220, that compliance is a material element of the contract and that a failure to comply is a breach that entitles the contracting agency to terminate the contract for cause.

(c) The contractor may not prohibit any of the contractor's employees from discussing the employee's rate of wage, salary, benefits or other compensation with another employee or another person and may not retaliate against an employee who discusses the employee's rate of wage, salary, benefits or other compensation with another employee or another person.

(2) A contractor shall give notice in writing to employees who work on a public contract, either at the time of hire or before work begins on the contract, or by posting a notice in a location frequented by employees, of the number of hours per day and days per week that the contractor may require the employees to work.

(3) A public contract for personal services, as described in ORS 279A.055, must provide that the contractor shall pay the contractor's employees who work under the public contract at least time and a half for all overtime the employees work in excess of 40 hours in any one week, except for employees under a personal services public contract who are excluded under ORS 653.010 to 653.261 or under 29 U.S.C. 201 to 209 from receiving overtime.

(4) A public contract for services at a county fair, or for another event that a county fair board authorizes, must provide that the contractor shall pay employees who work under the public contract at least time and a half for work in excess of 10 hours in any one day or 40 hours in any one week. A contractor shall notify employees who work under the public contract, either at the time of hire or before work begins on the public contract, or by posting a notice in a location frequented by employees, of the number of hours per day and days per week that the contractor may require the employees to work.

(5)(a) Except as provided in subsection (4) of this section, a public contract for services must provide that the contractor shall pay employees at least time and a half pay for work the employees perform under the public contract on the legal holidays specified in a collective bargaining agreement or in ORS 279B.020 (1)(b)(B) to (G) and for all time the employee works in excess of 10 hours in any one

day or in excess of 40 hours in any one week, whichever is greater.

(b) A contractor shall notify in writing employees who work on a public contract for services, either at the time of hire or before work begins on the public contract, or by posting a notice in a location frequented by employees, of the number of hours per day and days per week that the contractor may require the employees to work.

(6) This section does not apply to public contracts:

(a) With financial institutions as defined in ORS 706.008.

(b) Made pursuant to the authority of the State Forester or the State Board of Forestry under ORS 477.406 for labor performed in the prevention or suppression of fire.

(c) For goods or personal property. [2003 c.794 §77; 2005 c.103 §8f; 2015 c.454 §4]

SAMPLE



**EXHIBIT C  
INSURANCE**

(The Project Manager must answer and initial 2, 3, and 4 below).

During the term of this contract, Contractor will maintain in force at its own expense, each insurance noted below:

1. **Workers Compensation** insurance in compliance with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers. (Required of contractors with one or more employees, unless exempt under ORS 656.027).

Required by City                       I am exempt. Signed \_\_\_\_\_

2. **Professional Liability** insurance with a combined single limit of not less than  \$1,200,000,  \$2,000,000, or  \$3,000,000 each claim, incident, or occurrence. This is to cover damages caused by error, omission, or negligent acts related to the professional services to be provided under this contract. The coverage must remain in effect for at least  one year  two years after the contract is completed.

Required by City     Not required by City    By: \_\_\_\_\_

3. **General Liability** insurance, on an occurrence basis, with a combined single limit of not less than  \$1,200,000,  \$2,000,000, or  \$3,000,000 each occurrence for Bodily Injury and Property Damage. It must include contractual liability coverage. This coverage will be primary and non-contributory with any other insurance and self-insurance.

Required by City     Not required by City    By: \_\_\_\_\_

4. **Automobile Liability** insurance with a combined single limit, or the equivalent of not less than  \$1,200,000,  \$2,000,000, or  \$3,000,000 each accident for Bodily Injury and Property Damage, including coverage for owned, hired or non-owned vehicles.

Required by City     Not required by City    By: \_\_\_\_\_

5. **Notice of cancellation or change.** There will be no cancellation, material change, reduction of limits, or intent not to renew the insurance coverage(s) without prior written notice from the Contractor or its insurer(s) to the City.

6. **Certificates of insurance.** As evidence of the insurance coverages required by this contract, the Contractor will furnish acceptable insurance certificates to the City at the time the Contractor returns the signed contracts. For general liability insurance and automobile liability insurance, the certificate will provide that the City, and its agents, officers, and employees, are additional insureds, but only with respect to Contractor's services to be provided under this contract. The certificate will include the cancellation clause, and will include the deductible or retention level. Insuring companies or entities are subject to City acceptance. If requested, complete copies of insurance policies will be provided to the City. The Contractor will be financially responsible for all pertinent deductibles, self-insured retentions, and self-insurance.

**EXHIBIT D**  
**CERTIFICATION STATEMENT FOR INDEPENDENT CONTRACTOR**  
**(Contractor complete A or B below, Project Manager complete C below.)**

**A. CONTRACTOR IS A CORPORATION**

**CORPORATION CERTIFICATION:** I am authorized to act on behalf of the entity named below, and certify under penalty of perjury that it is a corporation.

Entity	Signature	Date
--------	-----------	------

**B. CONTRACTOR IS INDEPENDENT.**

**Contractor certifies he/she meets the following standards:**

1. The individual or business entity providing services is free from direction and control over the means and manner of providing the services, subject only to the right of the person for whom the services are provided to specify the desired results,
2. The individual or business entity is licensed under ORS chapters 671 or 701 if the individual or business entity provides services for which a license is required by ORS chapters 671 or 701,
3. The individual or business entity is responsible for obtaining other licenses or certificates necessary to provide the services,
4. The individual or business entity is customarily engaged in an independently established business, as any three of the following requirements are met **(please check three or more of the following):**
  - \_\_\_ A. The person maintains a business location i) that is separate from the business or work location of the person for whom the services are provided or ii) that is in a portion of the person’s residence and that portion is used primarily for the business.
  - \_\_\_ B. The person bears the risk of loss related to the business or the provision of services as shown by factors such as i) the person enters into fixed-price contracts, ii) the person is required to correct defective work, iii) the person warrants the services provided, or iv) the person negotiates indemnification agreements or purchases liability insurance, performance bonds, or errors and omissions insurance.
  - \_\_\_ C. The person provides contracted services for two or more different persons within a 12 month period or the person routinely engages in business advertising, solicitation, or other marketing efforts reasonably calculated to obtain new contracts to provide similar services.
  - \_\_\_ D. The person makes a significant investment in the business, through means such as i) purchasing tools or equipment necessary to provide the services, ii) paying for the premises or facilities where the services are provided, or iii) paying for licenses, certificates, or specialized training required to provide the services.
  - \_\_\_ E. The person has the authority to hire other persons to provide or to assist in providing the services and has the authority to fire those persons.

Contractor Signature	Date
----------------------	------

(Project Manager complete C below.)

**C. CITY APPROVAL**

**ORS 670.600 Independent contractor standards.** As used in various provisions of ORS chapters 316, 656, 657, 671, and 701, an individual or business entity that performs services for remuneration will be considered to perform the services as an “independent contractor” if the standards of this section are met. The contractor meets the following standards:

1. The Contractor is free from direction and control over the means and manner of providing the services, subject only to the right of the City to specify the desired results,

2. The Contractor is responsible for obtaining licenses under ORS chapters 671 and 701 when these licenses are required to provide the services,
3. The Contractor is responsible for obtaining other licenses or certificates necessary to provide the services,
4. The Contractor has the authority to hire and fire employees to provide or assist in providing the services, and
5. The person is customarily engaged in an independently established business as indicated in B. 4 above.

---

Project Manager Signature

Date

SAMPLE

AVERAGE Firm Scores	Project Understanding (0 - 20 pts)	Qualifications and Experience (0 - 30 pts)	Project Staffing (0 -30 pts)	Project Management (0 - 10 pts)	Project Schedule (0 - 5 pts)	Cost Estimating (0 - 5 pts)	Total Points
<b>Carollo</b>	17	30	18	8	8	9	90
<b>MWH</b>	15	29	17	8	7	7	83
<b>CH2M</b>	20	30	20	9	9	9	96

Highest Ranked Proposer



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

[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

## STAFF REPORT

**DATE:** May 9, 2017  
**TO:** Jeff Towery, City Manager  
**FROM:** D. Renshaw, Public Works Superintendent  
**VIA:** Mike Bisset, Community Development Director  
**SUBJECT:** 2017 Street Overlay 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 \$85,086.80, to Blackline, Inc. for the construction of the 2017 Slurry Seal, Project 2017-3.

### **Background:**

The City began utilizing slurry seal as a preventative maintenance strategy in 2008. Slurry seal is an asphalt emulsion with very small aggregate. The aggregate is mixed with the asphalt emulsion in a pug mill mounted on the rear of a modified dump truck. Applied in a slurry form, the material fills in small cracks and seals the pavement, helping to extend useful pavement life.

The 2017 Slurry Seal project work includes the application of approximately 55,860 square yards of slurry seal material to 34 city streets in seven different locations in McMinnville. The work will cover about 3.2 miles of City streets.

The attached project vicinity map and project information sheets reflect the work areas covered by the contract. The project work is expected to start after July 1 and be completed by August 25, 2017.

### **Discussion:**

At 2:00 p.m. on Tuesday, May 2, 2017, five bids were received, opened, and publicly read for the construction of the 2017 Street Overlay, Project 2017-3. The bid results are as follows:

- |                                |                                    |
|--------------------------------|------------------------------------|
| • Blackline, Inc.              | \$85,086.80                        |
| • Pave Northwest               | \$86,672.80                        |
| • Telfer Pavement Technologies | \$95,997.00                        |
| • Intermountain Slurry         | \$106,583.00                       |
| • Valley Slurry Seal           | Non-responsive; incorrect bid form |

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?
- Was the First Tier Subcontractor Form turned in on time?

Four of the bids were complete and met the City's requirements. One bidder (Valley Slurry Seal) failed to turn in the bid on the correct form, and thus their bid was deemed non-responsive. A detailed breakdown of the received bids is on file in the Engineering Department.

The bid from Blackline, Inc., in the amount of \$85,086.80, was deemed to be the lowest responsible and responsive bid.

**Attachments:**

1. Resolution
2. Project Vicinity Map & Project Information Sheets

**Fiscal Impact:**

This project is funded by a portion of the City's state highway fund proceeds, and the project is included in the proposed FY18 Transportation Fund (Fund 45) budget.

**Recommendation:**

Staff recommends that the City Council adopt the attached resolution awarding the public improvement contract for the construction of the 2017 Slurry Seal Project 2017-3, in the amount of \$85,086.80, to Blackline, Inc..

RESOLUTION NO. 2017-35

A Resolution awarding the contract for the construction of the 2017 Slurry Seal Project 2017-3.

RECITALS:

At 2:00p.m. on Tuesday, May 2, 2017, bids were received, opened, and publicly read for the construction of the 2017 Slurry Seal project. Five bids were received. Four of the five bids were complete and met the City's requirements. The fifth bidder did not submit the proper bid form and was deemed to be non-responsive.

The bid from Blackline, Inc., in the amount of \$85,086.80, was deemed to be the lowest responsible and responsive bid.

This project is funded by a portion of the City's state highway fund proceeds, and the project is included in the proposed FY18 Transportation Fund (Fund 45) budget.

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

1. That entry into a contract between the City of McMinnville and Blackline, Inc. for the construction of the 2017 Slurry Seal, in the amount of \$85,086.80, and with a substantial completion date of August 25, 2017, is hereby approved.
2. The City Manager is hereby authorized and directed to execute the contract for the 2017 Slurry Seal, Project 2017-3.
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 23rd day of May, 2017 by the following votes:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Approved this 23rd day of May, 2017.

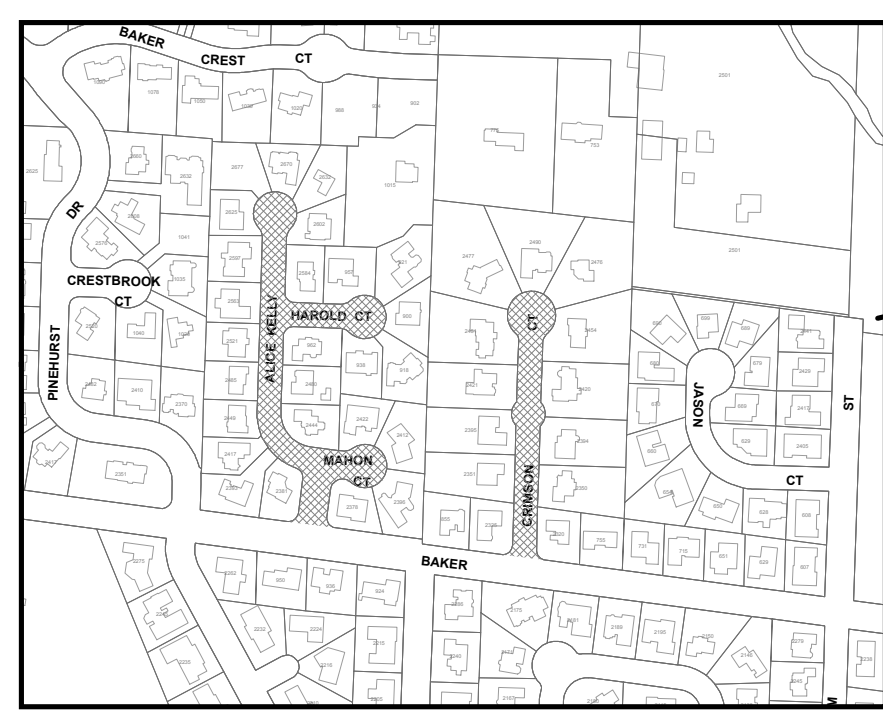
\_\_\_\_\_  
MAYOR

Approved as to form:

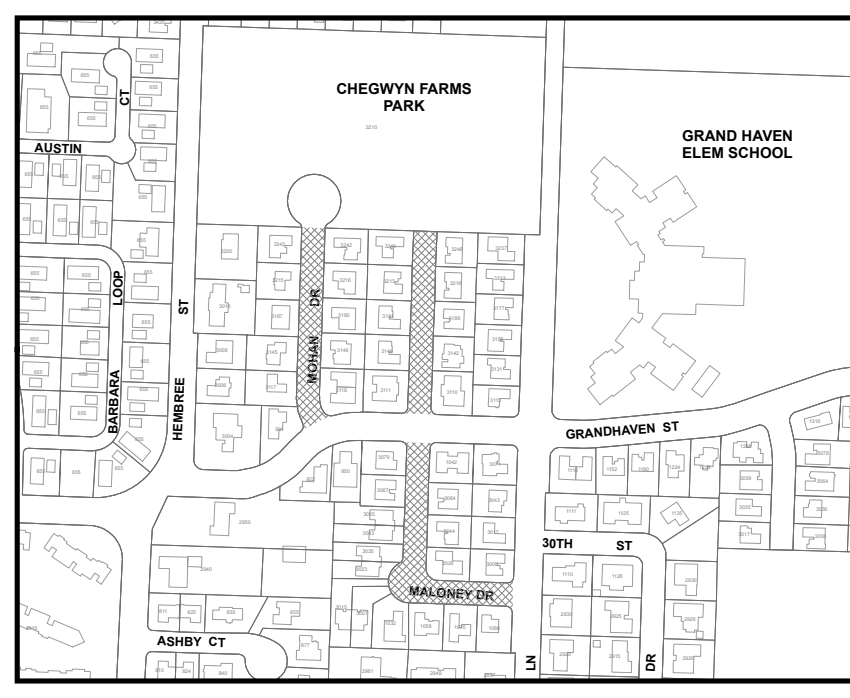
  
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CITY ATTORNEY

**LEGEND**

 TYPE II SLURRY SEAL



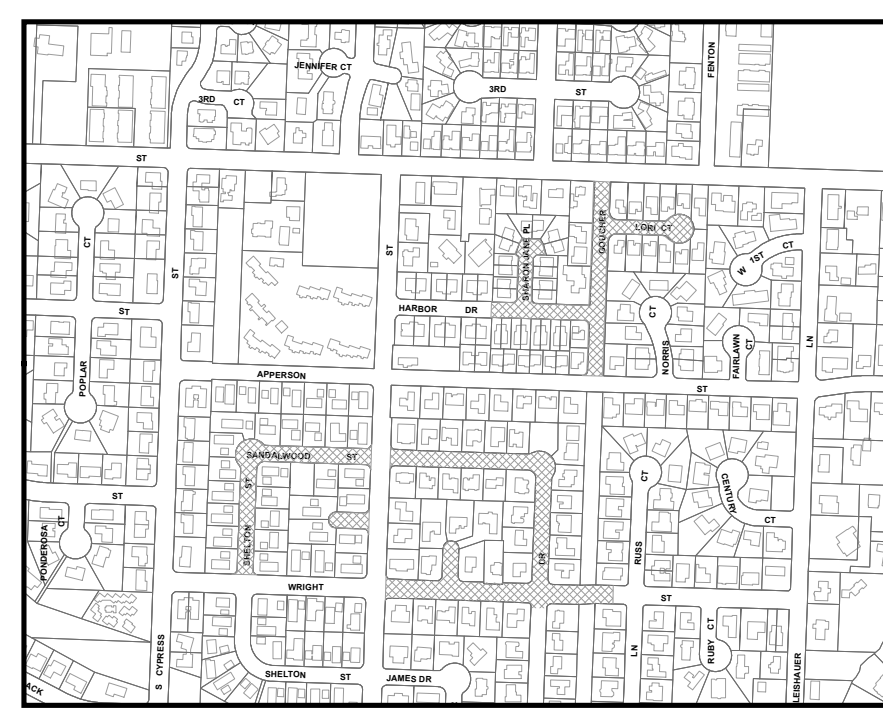
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SHEET 6**



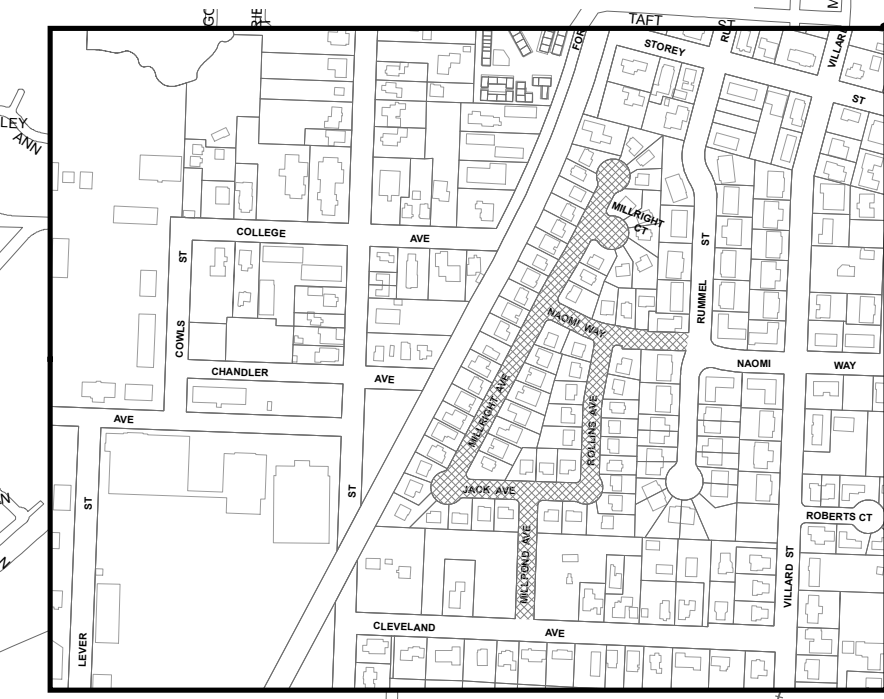
**MALONEY/WITT  
SHEET 7**



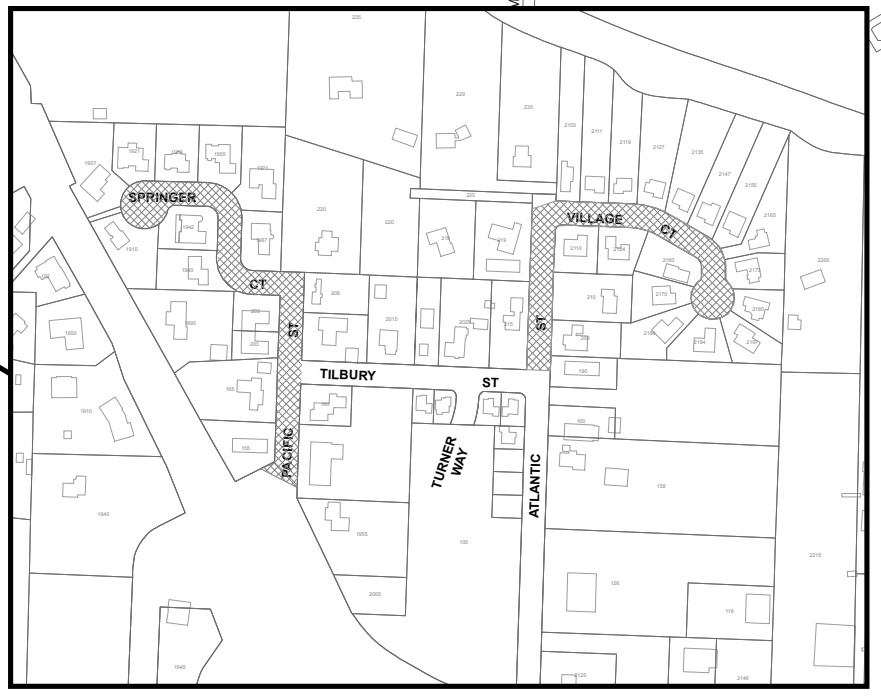
**GERHARD  
SHEET 8**



**BROOKSIDE/SANDALWOOD  
SHEET 5**



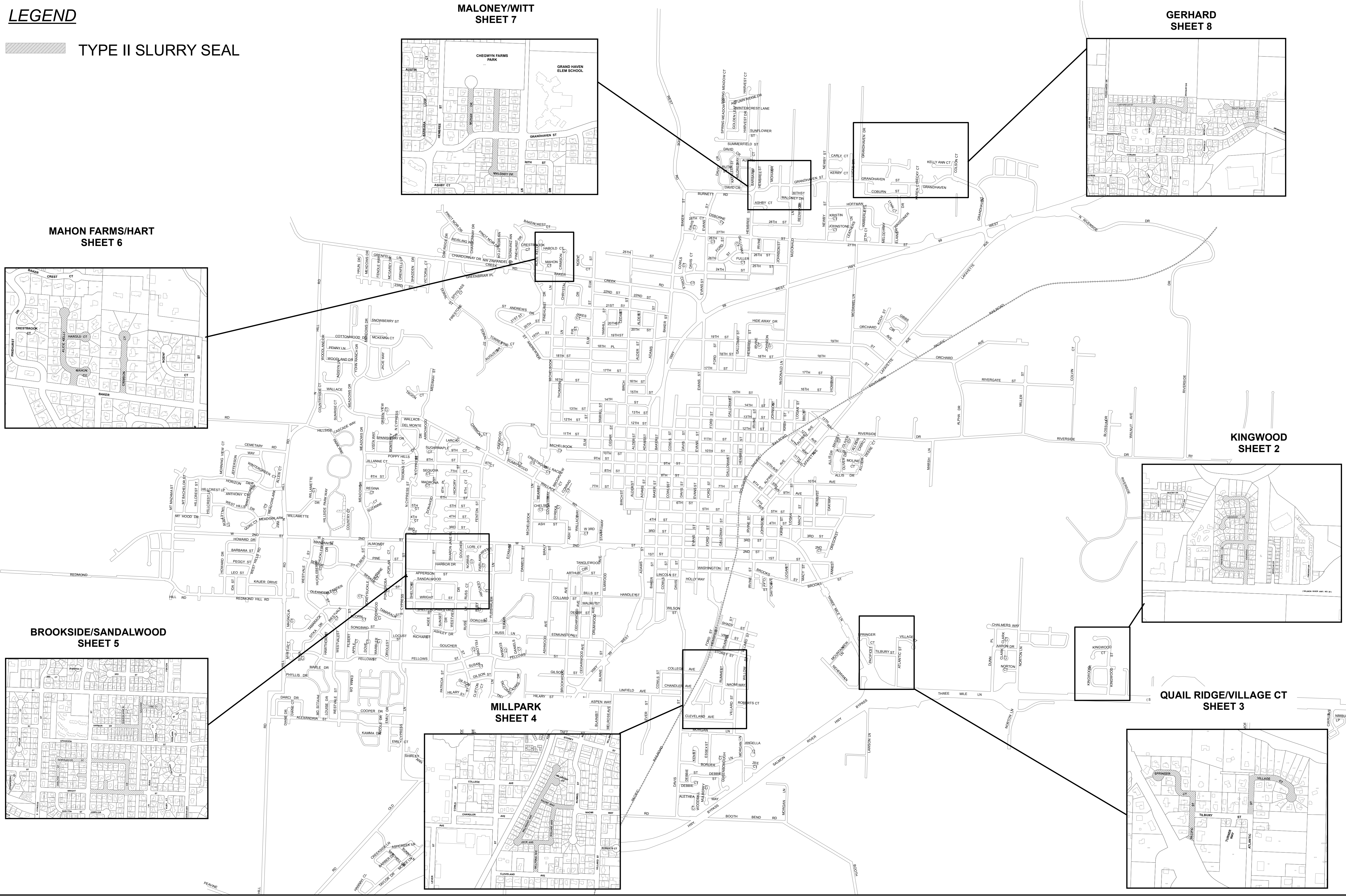
**MILLPARK  
SHEET 4**



**QUAIL RIDGE/VILLAGE CT  
SHEET 3**

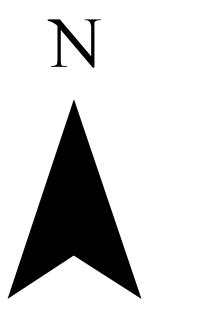


**KINGWOOD  
SHEET 2**

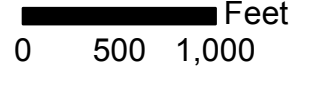


Scale: As Indicated
Drawn: DMR
Checked: DM/RM
Date: Mar 15, 2017
Project: 2017--3
SHEET 1 of 8

**CITY OF MCMINVILLE  
ENGINEERING DEPARTMENT  
2017 SLURRY SEAL PROJECT  
VICINITY MAP**



VERIFY SCALE  
BAR IS 1" ON  
ORIGINAL DRAWING

 Feet  
0 500 1,000





City of McMinnville

# 2017 Pavement Preservation Program

Slurry Seal Project Information

## Kingwood Slurry Seal Preservation Project

*Type II slurry seal application to the streets in the Quail Ridge/Village Ct area*

### Project Location

Neighborhood streets in the Kingwood subdivision..

### Project Overview

This project consists of slurry seal application on residential streets in this neighborhood. Slurry seal is a versatile and cost effective way to preserve and protect the street surface; and it will extend the life of the existing roadway by protecting it from the effects of weathering and wear.

### What To Expect

The slurry seal will be applied on warm, dry days, and the slurry seal will dry in several hours. **On the day of application the street will be closed to all traffic and no parking will be allowed until the new coating is dry.** Watch for construction signs, no parking signs and informational flyers prior to, and as the work progresses.

### Construction Schedule

July/August 2017. Neighborhood notices will be posted prior to the beginning of the project and project schedules mailed to residents.

### Construction Contractor

Blackline, Inc. of Vancouver, WA. The work will be reviewed and approved by City inspectors.

### Project Cost

The City is performing street slurry seal work on approximately 3.2 miles of City streets, with a total project cost of approximately \$85,086. There will be no costs related to this work assessed to area residents.

### For More Information

Dale Marshall, Street Maintenance Supervisor  
503.434.7316  
[dale.marshall@mcminnvilleoregon.gov](mailto:dale.marshall@mcminnvilleoregon.gov)





City of McMinnville

# 2017 Pavement Preservation Program

Slurry Seal Project Information

## Quail Ridge/Village Court Slurry Seal Preservation Project

*Type II slurry seal application to the streets in the Quail Ridge/Village Court area*

### Project Location

Neighborhood streets in the Quail Ridge and Village Court subdivisions.

### Project Overview

This project consists of slurry seal application on residential streets in this neighborhood. Slurry seal is a versatile and cost effective way to preserve and protect the street surface; and it will extend the life of the existing roadway by protecting it from the effects of weathering and wear.

### What To Expect

The slurry seal will be applied on warm, dry days, and the slurry seal will dry in several hours. **On the day of application the street will be closed to all traffic and no parking will be allowed until the new coating is dry.** Watch for construction signs, no parking signs and informational flyers prior to, and as the work progresses.

### Construction Schedule

July/August 2017. Neighborhood notices will be posted prior to the beginning of the project and project schedules mailed to residents.

### Construction Contractor

Blackline, Inc. of Vancouver, WA. The work will be reviewed and approved by City inspectors.

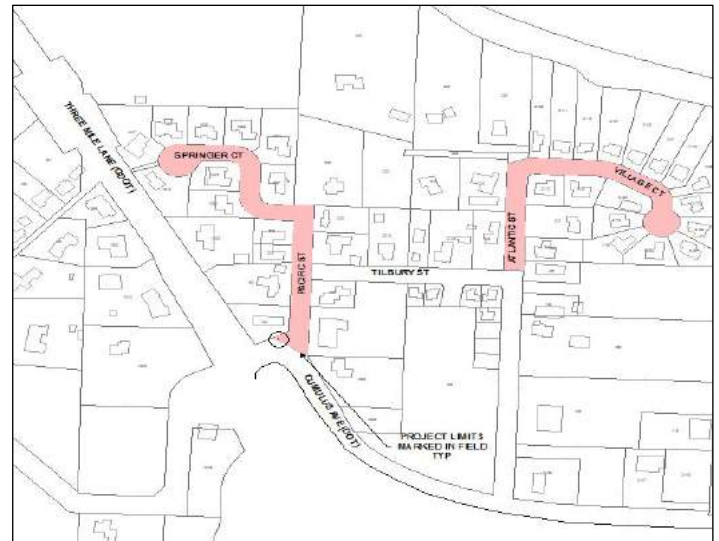
### Project Cost

The City is performing street slurry seal work on approximately 3.2 miles of City streets with a total project cost of approximately \$85,086. There will be no costs related to this work assessed to area residents.

### For More Information

Dale Marshall, Street Maintenance Supervisor  
503.434.7316

[dale.marshall@mcminnvilleoregon.gov](mailto:dale.marshall@mcminnvilleoregon.gov)





City of McMinnville

# 2017 Pavement Preservation Program

Slurry Seal Project Information

## Mill Park Slurry Seal Preservation Project

Type II slurry seal application to the streets in the Mill Park Subdivision

### Project Location

Neighborhood streets in the Mill Park subdivision

### Project Overview

This project consists of slurry seal application on residential streets in this neighborhood. Slurry seal is a versatile and cost effective way to preserve and protect the street surface; and it will extend the life of the existing roadway by protecting it from the effects of weathering and wear.

### What To Expect

The slurry seal will be applied on warm, dry days, and the slurry seal will dry in several hours. **On the day of application the street will be closed to all traffic and no parking will be allowed until the new coating is dry.** Watch for construction signs, no parking signs and informational flyers prior to, and as the work progresses.

### Construction Schedule

July/August 2017. Neighborhood notices will be posted prior to the beginning of the project and project schedules mailed to residents.

### Construction Contractor

Blackline, Inc. of Vancouver WA. The work will be reviewed and approved by City inspectors.

### Project Cost

The City is performing street slurry seal work on approximately 3.2 miles of City streets with a total project cost of approximately \$85,086. There will be no costs related to this work assessed to area residents.

### For More Information

Dale Marshall, Street Maintenance Supervisor

503.434.7316

[dale.marshall@mcminnvilleoregon.gov](mailto:dale.marshall@mcminnvilleoregon.gov)





City of McMinnville

# 2017 Pavement Preservation Program

Slurry Seal Project Information

## Brookside/Sandalwood Slurry Seal Preservation Project

Type II slurry seal application to the streets in the Brookside/Sandalwood areas

### Project Location

Neighborhood streets in the Brookside and Sandalwood subdivisions.

### Project Overview

This project consists of slurry seal application on residential streets in this neighborhood. Slurry seal is a versatile and cost effective way to preserve and protect the street surface; and it will extend the life of the existing roadway by protecting it from the effects of weathering and wear.

### What To Expect

The slurry seal will be applied on warm, dry days, and the slurry seal will dry in several hours. **On the day of application the street will be closed to all traffic and no parking will be allowed until the new coating is dry.** Watch for construction signs, no parking signs and informational flyers prior to, and as the work progresses.

### Construction Schedule

July/August 2017. Neighborhood notices will be posted prior to the beginning of the project and project schedules mailed to residents.

### Construction Contractor

Blackline, Inc. of Vancouver WA. The work will be reviewed and approved by City inspectors.

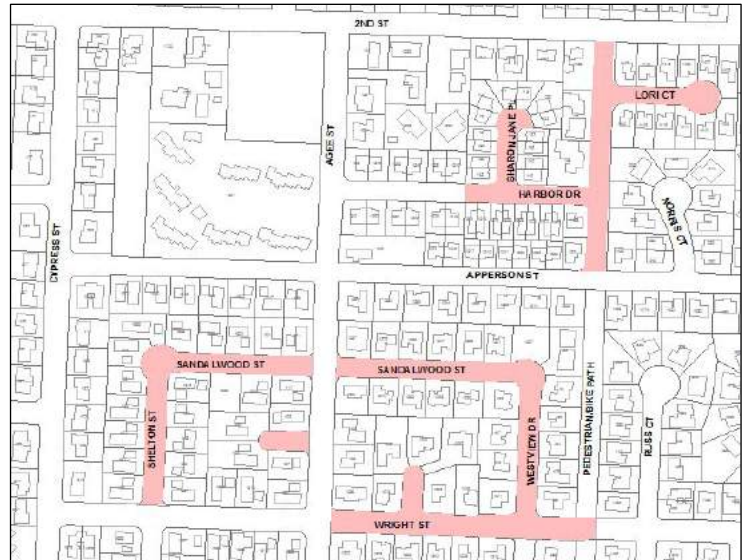
### Project Cost

The City is performing street slurry seal work on approximately 3.2 miles of City streets with a total project cost of approximately \$85,086. There will be no costs related to this work assessed to area residents.

### For More Information

Dale Marshall, Street Maintenance Supervisor  
503.434.7316

[dale.marshall@mcminvilleoregon.gov](mailto:dale.marshall@mcminvilleoregon.gov)





City of McMinnville

# 2017 Pavement Preservation Program

Slurry Seal Project Information

## Mahon Farm/Hart Slurry Seal Preservation Project

Type II slurry seal application to the streets in the Mahon Farm and Hart subdivisions

### Project Location

Neighborhood streets in the Mahon Farm and Hart Addition subdivisions.

### Project Overview

This project consists of slurry seal application on residential streets in this neighborhood. Slurry seal is a versatile and cost effective way to preserve and protect the street surface; and it will extend the life of the existing roadway by protecting it from the effects of weathering and wear.

### What To Expect

The slurry seal will be applied on warm, dry days, and the slurry seal will dry in several hours. **On the day of application the street will be closed to all traffic and no parking will be allowed until the new coating is dry.** Watch for construction signs, no parking signs and informational flyers prior to, and as the work progresses.

### Construction Schedule

July/August 2017. Neighborhood notices will be posted prior to the beginning of the project and project schedules mailed to residents.

### Construction Contractor

Blackline, Inc. of Vancouver WA. The work will be reviewed and approved by City inspectors.

### Project Cost

The City is performing street slurry seal work on approximately 3.2 miles of City streets in this area, with a total project cost of approximately \$85,086. There will be no costs related to this work assessed to area residents.

### For More Information

Dale Marshall, Street Maintenance Supervisor  
503.434.7316

[dale.marshall@mcminvilleoregon.gov](mailto:dale.marshall@mcminvilleoregon.gov)





City of McMinnville

# 2017 Pavement Preservation Program

Slurry Seal Project Information

## Maloney/Witt Slurry Seal Preservation Project

Type II slurry seal application to the streets in the Maloney/Witt subdivisions

### Project Location

Neighborhood streets in the Maloney and Witt subdivisions

### Project Overview

This project consists of slurry seal application on residential streets in this neighborhood. Slurry seal is a versatile and cost effective way to preserve and protect the street surface; and it will extend the life of the existing roadway by protecting it from the effects of weathering and wear.

### What To Expect

The slurry seal will be applied on warm, dry days, and the slurry seal will dry in several hours. **On the day of application the street will be closed to all traffic and no parking will be allowed until the new coating is dry.** Watch for construction signs, no parking signs and informational flyers prior to, and as the work progresses.

### Construction Schedule

July/August 2017. Neighborhood notices will be posted prior to the beginning of the project and project schedules mailed to residents.

### Construction Contractor

Blackline, Inc. of Vancouver WA. The work will be reviewed and approved by City inspectors.

### Project Cost

The City is performing street slurry seal work on approximately 3.2 miles of City streets in this area, with a total project cost of approximately \$85,086. There will be no costs related to this work assessed to area residents.

### For More Information

Dale Marshall, Street Maintenance Supervisor

503.434.7316

[dale.marshall@mcminnvilleoregon.gov](mailto:dale.marshall@mcminnvilleoregon.gov)





## Gerhard Slurry Seal Preservation Project

*Type II slurry seal application to the streets in the Gerhard Subdivision*

### Project Location

Neighborhood streets in the Gerhard subdivision

### Project Overview

This project consists of slurry seal application on residential streets in this neighborhood. Slurry seal is a versatile and cost effective way to preserve and protect the street surface; and it will extend the life of the existing roadway by protecting it from the effects of weathering and wear.

### What To Expect

The slurry seal will be applied on warm, dry days, and the slurry seal will dry in several hours. **On the day of application the street will be closed to all traffic and no parking will be allowed until the new coating is dry.** Watch for construction signs, no parking signs and informational flyers prior to, and as the work progresses.

### Construction Schedule

July/August 2017. Neighborhood notices will be posted prior to the beginning of the project and project schedules mailed to residents.

### Construction Contractor

Blackline, Inc. of Vancouver WA. The work will be reviewed and approved by City inspectors.

### Project Cost

The City is performing street slurry seal work on approximately 3.2 miles of City streets in this area, with a total project cost of approximately \$85,086. There will be no costs related to this work assessed to area residents.

### For More Information

Dale Marshall, Street Maintenance Supervisor

503.434.7316

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**City of McMinnville  
City Attorney's Office**  
230 NE Second Street  
McMinnville, OR 97128  
(503) 434-7303

[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

## MEMORANDUM

**DATE:** May 17, 2017  
**TO:** Jeff Towery, City Manager  
**FROM:** David Koch, City Attorney  
**SUBJECT:** Community Contributions Committee Recommendations

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### **Council Goal:**

Each project is aligned with one or more goal of the City Council.

### **Background:**

On April 11, 2017, the City Council adopted Resolution No. 2017-28, establishing guidelines for awarding City funds to nonprofit community organizations. The adopted guidelines provided that grant funds would only be provided for the purpose of accomplishing Council goals and objectives, meeting identified community needs, and providing public benefits. In addition, the guidelines provided that:

- Preference would be given to projects:
  - That would accomplish specific initiatives, one-time events, scholarship type activities, purchase of equipment, or similar projects;
  - That benefit the local population (i.e. individuals living within the McMinnville city limits); and,
  - That would use the funds as a match for other grants or to leverage in-kind or other contributions for the project.
- Requests for the funding of ongoing operations or administrative costs of an organization would be disfavored.

The City published notice of the funding opportunity in the *News Register* and on the City's website immediately following the Council's passage of Resolution No. 2017-28, with an application deadline of 5 p.m. on May 3, 2017. Prior to the deadline, the City received applications from five organizations with a total funding request of \$88,975.

### **Discussion:**

On May 12, 2017, a review committee comprised on City staff, City Councilors and citizens at large met to review requests for funding received by the City. The work group reviewed five requests for funding that were received by the City prior to the application deadline, but did not consider a sixth application that was received after the deadline.

Following a robust discussion of the funding requests and the review criteria established by the Council, the review committee determined that four of the requests merited some level of funding.



**Attachments:**

1. Funding Request Application & Project Description - Greater Yamhill Watershed Council (GYWC)
2. Funding Request Application & Project Description - Yamhill Community Action Partnership (YCAP)
3. Funding Request Application & Project Description - Yamhill County Gospel Rescue Mission
4. Funding Request Application & Project Description – McMinnville Area Chamber of Commerce

**Recommendation:**

Based on the total funding provided in the draft FY 2017-18 budget of \$25,000, the review committee makes the following recommendation to the City Council:

<b>Organization</b>	<b>Recommended Amount</b>	<b>Requested Amount</b>
Greater Yamhill Watershed Council	\$ 5,000	\$ 8,000
McMinnville Area Chamber of Commerce	\$ 5,000	\$ 10,000
Yamhill Community Action Partnership (YCAP)	\$ 5,000*	\$ 15,000
Yamhill County Gospel Rescue Mission	\$ 10,000	\$ 25,000
	<b>\$ 25,000</b>	<b>\$ 58,000</b>

\* The recommendation for YCAP funding is contingent upon the organization securing a total of \$10,000 in additional matching funds from other public agencies that will benefit from the project.

The project description and funding request application for each recommended project is included in the Council packet.

**CITY OF MCMINNVILLE  
COMMUNITY CONTRIBUTIONS PROGRAM  
For July 1, 2017 through June 30, 2018**

Please submit this completed application to McMinnville City Hall at 230 NE Second Street, McMinnville, OR 97128. You may also email the application to [melissa.grace@mcminnvilleoregon.gov](mailto:melissa.grace@mcminnvilleoregon.gov). Applications must be received no later than 5:00 PM, Wednesday, May 3rd, 2017.

Organization: Greater Yamhill Watershed Council (GYWC)

Address: 237 NE Ford ST, STE 9, Mailing: PO Box 1517 McMinnville, OR 97128

Primary Contact: Luke Westphal, Executive Director

Contact Email: luke@gywc.org

Contact Phone: Office: 503-474-1047    Mobile: 971-388-9200

Non-Profit Organization: Yes X No     (Funds will be awarded to non-profits only)

Non-Profit Federal Tax Exempt ID Number: 80-0660213

Project Title: Cozine Creek Community Outreach & Habitat Restoration

Project Funds Requested: \$8,000

Date funds are needed: July 1<sup>st</sup> 2017

Estimated completion date of project: June 30<sup>th</sup>, 2018

**Please provide a project description, including the following:**

Please see attached project description.

- 1) Description of how your project specifically accomplishes a City Council goal, meets a community need, and provides a public benefit. City Council goals and objectives for the fiscal year 2017 – 2018 are as follows:
  - Manage and plan to meet demand for City services
    - Commence process improvement, including a cross-functional process for code enforcement
  - Communicate with citizens and key local partners;
    - Promote active engagement with and involvement of the community, including but not limited to:
      - Revisiting the Community Survey and sharing survey results with partners
      - Establishing a task force or committee on homelessness

- Plan and construct capital projects;
    - Support implementation of the Urban Renewal Plan
    - Continue to plan and implement Transportation Bond improvements
  
  - Plan for and manage financial resources;
    - Prepare and adopt a fiscally prudent fiscal year 2017 – 2017 budget
    - Establish comprehensive strategic financial planning
  
  - Promote sustainable growth and development
    - Working with partners, e.g., Yamhill County, the Council of Governments, and others, to identify economic opportunities for addressing affordable housing, homelessness, and growth
- 2) Please include the following in your proposal:
    - State the goal to be accomplished
    - Describe how you will accomplish the goal identified
    - Describe how your program or service will complement existing City services
    - How many individuals and what age groups will be impacted by your program?
    - Can your organization complete the program or service if your request is not fully funded by the City?
    - Will City funds be used as match for other grants or to leverage in-kind or other contributions?
  
  - 3) Provide a detailed budget showing how the funds will be spent, including any other funding sources and in-kind donations
  
  - 4) Describe other projects which you have successfully completed and which demonstrate your financial competency and responsibility
  
  - 5) Provide documentation verifying your non-profit organization's tax-exempt status, such as an Internal Revenue Service determination letter. Please include your organization's bylaws.

**Conditions Pertaining to Award of City Funds:**

City funds will be awarded to non-profit organizations only.

The City does not guarantee that all available funds will be awarded, that the entire amount requested by any organization will be awarded, or that funds will be available year to year. Any funds awarded will not be disbursed to an organization until July 1<sup>st</sup> of the fiscal year following the award. Unspent funds at the end of that fiscal year will not be carried forward to the subsequent year.

An organization that is awarded City funds will enter into a contract with the City. The contract will define the terms agreed upon by the organization and the City. The organization will be required to submit a project close-out report, final budget, and evidence of compliance, as determined by the contract, upon completion of the project. At the City's discretion, the organization may also be required to submit a report prior to completion of the project.

The City may require the organization to return all or a portion of the funds awarded if agreed upon conditions, as defined in the contract, are not satisfactorily met by the organization. Unspent funds must be returned to the City.

Disbursement of funds is contingent upon Council approval and the appropriation of funds in the



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Signature

Luke Westphal, Executive Director

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Printed Name and Title

May 3, 2017.

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Date

## Project Description

### Cozine Creek Community Outreach & Habitat Restoration

The GYWC, in partnership with Linfield College, the Yamhill Soil & Water Conservation District, and local Cozine Creek landowners, is pleased to submit this application for a Cozine Creek Community Outreach and Habitat Restoration project through the City of McMinnville's 2017 Community Contributions Program. Through this grant proposal the GYWC and its Partners will be able to engage the local community to increase awareness of the importance of a healthy Cozine Creek and to recruit Cozine Creek landowners for water quality and habitat projects that can be implemented through local and state grant sources and community/volunteer resources.

This project addresses two of the McMinnville City Council's goals for FY 2017 - 2018:

#### Manage and plan to meet demand for City services.

There is an unmet community need for improving the health of Cozine Creek. A 2017 community survey of Cozine Creek Stakeholders and Landowners conducted by the GYWC and Linfield College shows that less than 13% of survey participants believed that the area surrounding Cozine Creek is well-maintained. With more than 70% of survey participants agreeing or strongly agreeing that controlling invasive weeds, planting native species, and removing trash are important management priorities for Cozine Creek.

As stated in the Watershed Council's 2012 Watershed Restoration Action Plan, the GYWC with its partners and local stakeholders have identified Cozine Creek as the top priority urban area within the Yamhill and Chehalem Valleys for a stewardship project to engage landowners and local community members in improving the health of a local creek.

Maintaining and improving the health of Cozine Creek is a vital service for the City of McMinnville to provide, however, resources available for these activities are limited. Currently, the City of McMinnville does not have a program to address this community need. Providing this service requires technical knowledge in natural resource management, as well as developing trust and buy-in from a diversity of public and private landowners, both within City Limits and in upstream agricultural areas. The GYWC seeks to assist with this effort, and brings a track-record of working effectively with urban and rural stakeholders to develop and implement on-the-ground watershed projects across the Greater Yamhill Watershed.

#### Communicate with citizens and key local partners: Promote active engagement with and involvement of the community.

Community engagement with citizens and key local partners is at the heart of this grant proposal. The GYWC and its partners are seeking to unite community members, key local stakeholders, and Cozine Creek landowners in an effort to bring stewardship of Cozine Creek to the forefront. Community members will be engaged through local presentations, watershed project tours, habitat restoration workshops, volunteer work parties, and service learning events. In addition, Cozine Creek landowners and key stakeholders will be engaged to identify habitat and water quality projects that the GYWC, along with its partners, can implement through local and state grant sources as well as through community resources.

Cozine Creek is also one of the most publically visible and well-known creeks in the Yamhill and Chehalem Valleys. Stewardship of Cozine Creek will not only benefit the McMinnville community, but will serve as a vital example for community members and stakeholders across the Yamhill and Chehalem Valleys.

The goal of the proposed “Cozine Creek Community Outreach & Habitat Restoration” project is to implement stewardship activities that accomplish the following watershed priorities:

- **Increase public and stakeholder awareness** of the importance of a healthy Cozine Creek; and how these groups can get involved;
- **Provide opportunities for more than 150 Cozine Creek landowners (as well as youth and adults in the local community) to engage in stewardship of Cozine Creek**, including watershed planning, service learning projects, and volunteering;
- **Recruit public and private landowners for habitat restoration projects** that can be implemented through grant proposals (local and state funding sources) and volunteer community work parties to improve water quality and fish/wildlife habitat, including, but not limited to:
  - Controlling invasive noxious weeds
  - Re-planting native vegetation
  - Removing trash/recyclables
  - Installing cavity bird nesting boxes

These goals will be accomplished through the outreach and recruitment tools described below. Using these tools, the GYWC and its partners seek to engage more than 150 Cozine Creek landowners, and at least 50 -100+ general public and community members, including students, youth, and adults:

- **Community Presentations** to educate community members, stakeholders, and Cozine landowners about the health of Cozine Creek and how they can get involved in Cozine stewardship projects.
  - At least two presentations, and more if resources allow.
- **Cozine Creek Watershed Tours** to visit locations where landowners are conducting on-the-ground projects to improve water quality and habitat, at different stages of implementation (planning, in progress, and monitoring/maintenance). Tour stops will include Linfield College, Shadowood HOA, City Parks, and private properties.
  - At least two tours, and more if resources allow.
- **Social Gatherings / Open Houses / Potlucks** to build community trust and relationships across Cozine landowners and community members. Hosts include Linfield College, City Parks, and private landowners.
  - At least two open houses, and more if resources allow.
- **Habitat Restoration Workshops** to educate community members, stakeholders, and Cozine landowners on native vs. invasive weeds, methods for controlling weeds and

planting natives, and hands-on experience removing weeds / planting natives at ongoing restoration project sites, including Linfield College, and Shadowood HOA.

- At least three habitat restoration workshops, and more if resources allow.
- **Trash Cleanups** to provide opportunities for community volunteerism, build community trust & support, and immediately beautify the creek.
  - At least two trash cleanups, and more if resources allow.
- **Storm Drain Marking Events** to affix City-provided markers which read “No Dumping” / “Drains to River” to storm drains in public roads and parking areas. These storm drain markers help to educate community members that the stormwater from roads, driveways, and parking lots ultimately drain into our local creeks and rivers, including Cozine Creek.
  - At least two storm drain marking events, and more if resources allow.
- **Targeted Stakeholder Conversations** with public and private Cozine landowners identified as key stakeholders in the health of Cozine Creek.
  - ~8+ key stakeholders identified.
- **Technical Site Visits** to identify potential restoration projects and recruit Cozine Creek landowners for future grant proposals and community work party events.
  - Conduct at least 20 site visits, and more if resources / landowner interest allow.
  - Recruit at least 5 fundable restoration projects, and more if resources / landowner interest allow.
- **Cozine Creek Newsletter & Outreach Materials:**
  - Quarterly Newsletters mailed to more than 150 Cozine landowners & emailed to a Cozine email distribution list that promotes planned community events, opportunities to get involved, and recruits landowners interested in implementing habitat restoration projects.
    - At least 4 mailers, and more if resources allow
  - Creation of Cozine Creek outreach materials, including a brochure, Cozine Creek watershed map, webpage on GYWC.org website and updates, promotion on Facebook/Social Media.

The Greater Yamhill Watershed Council (GYWC), formed in 1995 by the Yamhill and Polk County Commissioners, is a non-regulatory, community-based nonprofit organization dedicated to empowering the local communities to be good stewards of the lands, waters, fish and wildlife in the Yamhill and Chehalem Valleys (see attached map of Greater Yamhill Watershed). The GYWC is part of a network of over 60 watershed councils formed across the State of Oregon since the mid-1990's, and has been awarded competitive-based biennial Operational Capacity grants through the State's Oregon Watershed Enhancement Board (OWEB) since the Council's formation. The GYWC is governed by a Board of Directors composed of local stakeholders and supported by a diverse network of Advisory Partners representing public, private, and tribal interests. The Board of Directors and Advisory Partners provide guidance and support for the

Watershed Council's 1 FTE Executive Director who implements community-based watershed planning programs and secures diverse funding and matching resources for on-the-ground watershed projects.

Over the last 22 years, the GYWC has served as a local leader in monitoring the quality of local streams and rivers, increasing community awareness of the importance of healthy watersheds, and engaging public, private, and tribal stakeholders in a variety of on-the-ground projects to improve water quality and habitat for fish and wildlife. The Council has conducted a number of similar activities to the proposed Cozine Outreach & Habitat Restoration project. In particular, from 2002 - 2012, the GYWC conducted an extensive Fish Passage Outreach and Restoration project with \$100,000+ in funding from the US Fish and Wildlife Foundation, in partnership with the US BLM and Confederated Tribes of Grand Ronde. The GYWC and its partners recruited more than 2,000 landowners to participate in an inventory of all fish passage barriers across the North Yamhill River, Willamina Creek, and Mill Creek sub-watersheds, with a more than 80% participation rate. The GYWC and partners prioritized the barriers into an Action Plan for restoration, and are currently in the process of developing grant proposals for top priority fish passage restoration projects in collaboration with public and private landowners.

Cozine Creek is an important resource for the City of McMinnville and surrounding community. A diversity of fish and wildlife use Cozine Creek for habitat within McMinnville City Limits and agricultural areas upstream. These resident populations include coastal cutthroat, more than 50 species of resident birds, various amphibians and reptiles, bats, blacktailed deer, and beaver. Historically, Cozine Creek provided valuable rearing habitat for Endangered Upper Willamette Winter Steelhead Trout and Chinook Salmon, as well as refuge from high flows on the South Yamhill River. Currently, these sea-going fish species are unable to access Cozine Creek upstream of Davis Street due to a fish passage barrier culvert, however, they do use the downstream habitat on Cozine Creek below Davis Street and the South Yamhill River.

More than 150 private landowners manage property within 50 feet of Cozine Creek, with more than 90% of this ownership being within City Limits, and the remaining 10% being in the rural, agricultural areas upstream. Cozine Creek also provides recreational opportunities, and the public accesses Cozine Creek at a number of locations within City Limits, including multiple City parks, Linfield College Campus, and the Michelbook Golf Course.

However, Cozine Creek also faces a number of challenges. Since 1995, studies conducted by the GYWC, in partnership with the Departments of Environmental Quality (DEQ) and Agriculture (ODA), have documented water quality impairments for various pollutants. Cozine Creek is currently listed under EPA's Clean Water Act as not meeting regulatory standards for water quality for the following parameters:

- **Dissolved Oxygen:** Low dissolved oxygen levels in the water limit fish health year round
- **E. Coli:** Bacteria levels affect human water contact/recreation during summer months
- **Temperature:** High stream temperatures affect fish health year round



In addition, more than 30+ pesticides (herbicides, fungicides, and insecticides) have been documented in Cozine Creek, with several chemicals exceeding benchmarks for water quality standards. These pesticides were documented as part of an ongoing, non-regulatory Pesticide Stewardship Partnership for Cozine Creek with DEQ and ODA. The partnership seeks to address pesticide water quality concerns in Cozine Creek through voluntary changes to behavior/practices, rather than through regulations and restrictions.

The GYWC is currently engaged in a partnership with Linfield College & the Linfield Environmental Studies Program (Linfield ENVS), the Yamhill Soil & Water Conservation District, and local Cozine Creek landowners to assess and enhance Cozine Creek, beginning with Linfield Campus. This partnership has recently completed an inventory and assessment of Cozine Creek on the Linfield Campus. During Fall 2017, the partnership will develop grant proposals for implementation of Phase I of the Campus's Cozine Creek restoration plan.

The next step in this partnership is to outreach to the greater Cozine community to improve awareness of Cozine Creek and recruit landowners for future habitat and water quality projects. This effort will fill an important gap in the City of McMinnville's services for natural resources management. Currently, the City has a robust, and effective program to treat the wastewater that comes from homes and local businesses before the cleaned water is discharged into the South Yamhill River. However, the City, similar to most Oregon communities, does not treat stormwater that drains from local streets, backyards, and parking lots. This water flows from these described locations into Cozine Creek. The City does manage vegetation and weeds along Cozine Creek at local parks, yet does not have the resources to extend this effort to private properties along Cozine Creek. Establishing native vegetation buffers along Cozine Creek on private and public properties will help filter out nutrients and pollutants before they reach the creek, as well as provide shade to cool the creek temperatures for fish and aquatic life.

As shown in the attached budget, this partnership is seeking a grant for \$8,000 from the City of McMinnville Community Contributions Program to pay for GYWC staff time, a Fall 2017 and Spring 2018 Linfield Cozine Stewardship Internship position, and supplies/materials to implement this outreach project. In the event that the Community Contributions Program is not able to fulfill this grant proposal request in its entirety, the partnership would be able to complete the project with an award range of \$5,000 - \$8,000 by scaling down the deliverables to match available resources.

The proposed grant project will leverage more than \$12,600 in matching contributions (cash and in-kind) from a diversity of local partners, including the Greater Yamhill Watershed Council, Linfield College and the Linfield Environmental Studies Program, the Yamhill Soil and Water Conservation District, Recology Northwest, local Cozine Creek landowners, and the City of McMinnville Wastewater Services Department. These matching contributions are included in the attached budget and are described in more detail below:

## Matching Contributions

### *Greater Yamhill Watershed Council*

- The Watershed Council will use existing GYWC funds/resources for executive director staff time, and supplies/materials to engage Cozine landowners outside of City Limits in upstream agricultural areas. Engaging both the urban and agricultural audiences is essential for this project as the upstream agricultural areas drain to the City of McMinnville. It is vital that the GYWC bridges these two communities in a unified effort.
- GYWC will cash match costs at 50% for outreach event food and refreshments.
- GYWC will provide tools, materials/supplies, and safety equipment needed for hosting trash cleanup events and habitat restoration workshops and community work parties.

### *Linfield College & Environmental Studies Program Students/Faculty*

- Linfield College will provide venues on campus for the proposed outreach events, including: community presentations, social potlucks, hosting a project stop on the watershed tour, and community work parties along Cozine Creek on the Linfield Campus.
- Linfield College will collect and dispose of the green-waste and trash removed from the Linfield Campus for each of the trash cleanup events, habitat restoration workshops, and community work parties.
- The Linfield Environmental Studies Program's Senior Class and Faculty will provide natural resource inventory and baseline data collection for selected (or representative) locations to help in recruiting Cozine landowners for future restoration projects and gathering information needed for future restoration grant proposals.

### *Yamhill Soil and Water Conservation District*

- Yamhill SWCD's Riparian Restoration Specialist will provide technical assistance to the GYWC for Cozine Creek landowner site visits and restoration grant proposal development, including guidance on native planting and weed control plans.
- YSWCD will furnish the use of hand tools for habitat restoration workshops and community work parties.

### *Recology Western Oregon, McMinnville*

- Recology will provide on-site 5-10 cubic yard dumpster bins for collection of trash and green-waste removed during community work party events and restoration projects.

#### *Local Cozine Creek Landowners*

- Multiple Cozine Landowners have agreed to host outreach events on their private properties, including social potlucks, community presentations, watershed project tours, and more. Landowner partners include Linfield College, Shadowood Homeowners Association, as well as private landowners between Ford Street and the confluence of the South Yamhill River.
- Multiple Cozine landowners have also agreed to host and coordinate trash cleanup events and weed removal work parties to engage the community in stewardship of Cozine Creek and build relationships between community members and Cozine Creek landowners.

The Cozine Creek Landowners between Ford Street and the South Yamhill River recently hosted a highly successful Earth Day 2017 Cozine Creek cleanup event, which recruited 36 community volunteers, and removed 30 bags of trash, as well as a bicycle, blankets, a wagon, and a satellite dish.

#### *City of McMinnville Wastewater Services*

- The City's Wastewater Services will provide the needed supplies/materials and safety equipment for marking storm drains with "No Dumping" / "Drains to River" markers, as well as guidance on the locations of where these markers still need to be installed within the Cozine Creek drainage basin.

**Budget for Cozine Creek Community Outreach & Habitat Restoration**

A	B	C	Funding Sources							K
			D	E	F	G	H	I	J	
Itemized projected costs	Unit Number	Unit Cost	City of McMinnville Community Contributions Program Grant FY 2017	Greater Yamhill Watershed Council	Linfield College	Yamhill Soil & Water Conservation District	Recology Western OR	Cozine Landowners	City of McMinnville Wastewater Services	Total Costs
	(e.g., # of hours)	(e.g., hourly rate)								(add columns D, E, F)
<b>GYWC STAFF: Salary, Wages, Benefits</b>										
Project Management, Community Outreach, Landowner Recruitment, Site Visits: GYWC, Executive Director, Luke Westphal; (In-Kind Match for Rural Area Outreach)	242	\$ 22.22	\$ 4,500	\$ 877						\$ 5,377
Linfield Cozine Stewardship Internship (Student Stipend): Fall 2017 and Spring 2018; Will assist GYWC Executive Director with project implementation	200	\$ 12.50	\$ 2,500							\$ 2,500
<b>SUBTOTAL (1)</b>			\$ 7,000	\$ 877	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,877
<b>CONTRACTED SERVICES. Labor &amp; Services to be provided by non-GYWC staff for project implementation.</b>										
Technical Assistance for Site Visits & Restoration Project Development: YSWCD Riparian Restoration Specialist, Josh Togstad (In-Kind Match)	20	\$ 35				\$ 700				\$ 700
Natural Resource Inventory, Baseline Habitat Data Collection, Off-Campus: Linfield Environmental Studies Program. Senior Class and Faculty (In-Kind Match)	250	\$ 20			\$ 5,000					\$ 5,000
Assistance with Coordinating/Implementing Outreach Events: Cozine Landowners (In-Kind Match)	40	\$ 20						\$ 800		\$ 800
Dumpsters for Trash & Greenwaste Recology Western OR (In-Kind Match)	6	\$ 200					\$ 1,200			\$ 1,200
<b>SUBTOTAL (2)</b>			\$ -	\$ -	\$ 5,000	\$ 700	\$ 1,200	\$ 800	\$ -	\$ 7,700
<b>MATERIALS/SUPPLIES &amp; EQUIPMENT: Materials refers to items that are "used up" in the course of the project and directly related to implementation of grant.</b>										
Food / Refreshments: Outreach Events (GYWC Cash Match 50%)	10	\$ 50	\$ 250	\$ 250						\$ 500
Mailers to Cozine Landowners (Cash match for Rural Area Mailers)	4	\$ 150	\$ 520	\$ 80						\$ 600
Color Printing: Outreach Materials, Brochures, Informational Posters, Cozine Maps, etc (Cash Match for Rural Area Outreach)	300	\$ 1	\$ 230	\$ 70						\$ 300
Tools, Safety Equipment, and Supplies/Materials: Trash Cleanups, Habitat Restoration Workshops/Work Parties, Stormdrain Markers Events (In-Kind Match)	1	\$ 3,200		\$ 2,000		\$ 1,000			\$ 200	\$ 3,200
Venues for Outreach Events: Community presentations, Watershed Project Tours, Habitat Restoration Workshops, Trash Cleanups, etc (In-Kind Match)	10	\$ 50			\$ 250			\$ 250		\$ 500
<b>SUBTOTAL (3)</b>			\$ 1,000	\$ 2,400	\$ 250	\$ 1,000	\$ -	\$ 250	\$ 200	\$ 5,100

BUDGET TOTALS	City of McMinnville Community Contributions Program Grant FY 2017	Greater Yamhill Watershed Council	Linfield College	Yamhill Soil & Water Conservation District	Recology Western OR	Cozine Landowners	City of McMinnville Wastewater Services	Total Costs
		\$ 8,000	\$ 3,277	\$ 5,250	\$ 1,700	\$ 1,200	\$ 1,050	\$ 200



RECEIVED  
MAY 02 2017

BY: *M. Grace*

CITY OF MCMINNVILLE

COMMUNITY CONTRIBUTIONS PROGRAM

For July 1, 2017 through June 30, 2018

Please submit this completed application to McMinnville City Hall at 230 NE Second Street, McMinnville, OR 97128. You may also email the application to [melissa.grace@mcminnvilleoregon.gov](mailto:melissa.grace@mcminnvilleoregon.gov). Applications must be received no later than 5:00 PM, Wednesday, May 3rd, 2017.

Organization: Yamhill Community Action Partnership

Address: 1317 NE Dustin Ct. McMinnville, OR 97128

Primary Contact: Kate Stokes

Contact Email: kate@yoservices.org

Contact Phone: 503-883-4176 or 503-538-8023 x3

Non-Profit Organization: Yes  No  (Funds will be awarded to non-profits only)

Non-Profit Federal Tax Exempt ID Number: 93-0758732

Project Title: Community Needs Assessment

Project Funds Requested: \$15,000

Date funds are needed: July 1<sup>st</sup>, 2017

Estimated completion date of project: November 1<sup>st</sup>, 2017

Please provide a project description, including the following:

1) Description of how your project specifically accomplishes a City Council goal, meets a community need, and provides a public benefit.

City Council goals and objectives for the fiscal year 2017 – 2018 are as follows:

- Manage and plan to meet demand for City services
  - Commence process improvement, including a cross-functional process for code enforcement
- Communicate with citizens and key local partners;
  - Promote active engagement with and involvement of the community, including but not limited to:
    - Revisiting the Community Survey and sharing survey results with partners
    - Establishing a task force or committee on homelessness

- Plan and construct capital projects;
  - Support implementation of the Urban Renewal Plan
  - Continue to plan and implement Transportation Bond improvements
  
- Plan for and manage financial resources;
  - Prepare and adopt a fiscally prudent fiscal year 2017 – 2017 budget
  - Establish comprehensive strategic financial planning
  
- Promote sustainable growth and development
  - Working with partners, e.g., Yamhill County, the Council of Governments, and others, to identify economic opportunities for addressing affordable housing, homelessness, and growth

2) Please include the following in your proposal:

- State the goal to be accomplished
- Describe how you will accomplish the goal identified
- Describe how your program or service will complement existing City services
- How many individuals and what age groups will be impacted by your program?
- Can your organization complete the program or service if your request is not fully funded by the City?
- Will City funds be used as match for other grants or to leverage in-kind or other contributions?

3) Provide a detailed budget showing how the funds will be spent, including any other funding sources and in-kind donations

4) Describe other projects which you have successfully completed and which demonstrate your financial competency and responsibility

5) Provide documentation verifying your non-profit organization's tax-exempt status, such as an Internal Revenue Service determination letter. Please include your organization's bylaws.

Conditions Pertaining to Award of City Funds:

City funds will be awarded to non-profit organizations only.

The City does not guarantee that all available funds will be awarded, that the entire amount requested by any organization will be awarded, or that funds will be available year to year. Any funds awarded will not be disbursed to an organization until July 1st of the fiscal year following the award. Unspent funds at the end of that fiscal year will not be carried forward to the subsequent year.

An organization that is awarded City funds will enter into a contract with the City. The contract will define the terms agreed upon by the organization and the City. The organization will be required to submit a project close-out report, final budget, and evidence of compliance, as determined by the contract, upon completion of the project. At the City's discretion, the organization may also be required to submit a report prior to completion of the project.

The City may require the organization to return all or a portion of the funds awarded if agreed upon conditions, as defined in the contract, are not satisfactorily met by the organization. Unspent funds must be returned to the City.

Disbursement of funds is contingent upon Council approval and the appropriation of funds in the

Kate Stokes

Signature

Kate Stokes, Dir Adult & Youth Svcs.

Printed Name and Title

5/2/17

Date



## **City of McMinnville Community Contributions Program Application**

### 1. Project Description

Yamhill Community Action Partnership will be creating, implementing and analyzing a county wide asset mapping process and needs assessment. We will be using best practice needs assessment models and adapting them to local conditions. The asset mapping process will include a process of physically mapping out all known resource locations for each community in Yamhill County. Resources, or assets, will be categorized and mapped in the following specific categories: housing, food, emergency financial assistance, childcare, employment, health and wellness, legal, and education. All known resources within these categories will not only be mapped according to their location, or physical availability, to community members, but each known resource will also be assessed to determine: hours/days available, target population, screening/eligibility criteria, fees/copays, and service availability (use of a waitlist?). Once the location and details of each known resource has been mapped, the information will be used to form a clear picture of the gaps in services across the county. This information will be the foundation for conducting the second phase of the project, the needs assessment.

The needs assessment will incorporate several methods of data collection, including surveys, which incorporate both quantitative and qualitative data, community forums, and focus groups. Supporting data will also be drawn from current sources of community data, such as the Point-In-Time Homeless Count data, Census information, and topic specific data (such as the Yamhill County Public Health Community Assessment). The analyzed information from all these sources will be compiled into a community needs assessment that will be available to the

community, including all local service organizations, city governments, and public institutions (such as the hospitals and county jail). YCAP will use this data to plan and implement key service or structural changes to our programming. YCAP will also lead conversations with service agencies regarding how the needs assessment results offer insight into their programming. The data will also be available to any city government in the county to use for city planning and informational purposes. The data will also be individualized for each community as well as county wide. This ensures that each community can look at their own assets and needs and how those interact and interface with the county as a whole.

Given the participatory nature of the needs assessment process, this project will achieve the City Council goal of promoting active engagement and involvement with the community. The county wide data, as well as the city data, that comes out of the assessment will also be useful to compare and contrast resources available in different locales around the county.

## 2. Project Goals and Impacts

The goal of YCAP's Community Needs Assessment is to develop a detailed analysis of community assets and needs to be used for county wide planning purposes, including use by city governments, institutions and service agencies.

To accomplish this goal, the first phase of the project will map the assets of Yamhill County. YCAP will hire a temporary, part-time , position of Needs Assessment Program Specialist to assist with this project under the supervision of the Program Director. The mapping process will require research of all known resources and all relevant details about each of these resources. The Needs Assessment Specialist, along with other YCAP staff, will conduct and compile this research into an asset map for each community in Yamhill County, as well as a map

of the entire county. Once compiled, the asset map will show need areas or gaps in services. This information will be used to launch the second phase of the project, collection of needs assessment data.

The first part of the needs assessment data collection will be the creation of a needs assessment survey, which we will have available online and on paper for respondents to complete. Given the sample size of person below the federal poverty limit in Yamhill County, we will need to conduct a minimum of 380 surveys to receive results with a margin of error no greater than 5%. We will be using Survey Monkey tool to gather online survey information and export into excel for analysis. Surveys collected on paper, will be entered into excel by the Needs Assessment Project Specialist. Survey incentives are needed to ensure an adequate participation level. Each person who completes a survey will be offered a day pass for the local transit system and the opportunity to be entered into a raffle for a gift card. Surveys will be available in English and Spanish, with the goal of securing surveys from both language groups. Those with limited literacy comprehension will have the option of having the survey read orally by staff at the YCAP main office.

A second layer of data will be collected by the use of community forums and focus groups. These focus groups will take place in each community in Yamhill County and will have two different formats. The first is community focus groups, which gather members from a particular community, particularly low-income members, to provide information about needs in their community. These focus groups will also require incentives and marketing to draw participants. A lunch will be provided to focus group participants, as well as a raffle for a gift card. The second type of focus groups will take place at service agencies to get data on particular sub-populations of low income households, such as seniors, youth, parents, veterans etc. These

focus groups will take place with agency staff that serve these populations, such as Northwest Senior and Disability Services, Head Start, DHS, etc. The focus groups will use a guided interview format. The group feedback will be transcribed into qualitative data to be analyzed as part of the overall needs assessment data.

The final component of the project will be to present the results of the assessment back to the communities within Yamhill County. To do this, YCAP will create presentation materials that highlight relevant results for each community and present them to key stakeholders, such as service organizations, city governments, and institutions that request a presentation. Additionally, the results will be made public on YCAP's website and other online forums.

The Community Needs Assessment project compliments other City Services in that it assess ultimately how the needs of McMinnville, and Yamhill County, residents are being met, or not met. It also pinpoints areas of strength within the County and areas of need that future programming and services should be targeted towards.

As you know, we work very hard at seamlessly integrating the expertise and established resources of YCAP, with that of community partners and individuals, to create innovative services and helps for residents throughout our county. This, in an effort to keep up with the growing needs of our vulnerable county residents. We strongly believe our proposal is a cost effective and critically essential way to provide much needed and ever changing intel on our community.

At YCAP, we believe in order to effectively *serve* our community, it is important to *understand* the community. This understanding can be achieved through our proposal of a broad-based, comprehensive community assessment. The findings from an assessment are crucial;

helping define the extent of the needs that exist in each community, and the depth of the assets available, within the community to address those needs. We believe that the understanding of current and emerging needs and assets can be used to deliver relevant, successful, and timely social services while strategically planning community livability for the future.

We have in place some project elements including preliminary work on the community assessment document itself, along with preliminary work on asset identification maps for each community. If funded, our hope is to have a well thought out assessment analysis toolkit of sorts, that can be useful to community leaders, agencies and other partners, and individuals for planning and implementation purposes. However, if this application is not funded, or funded at a lesser amount than requested, we will not be able to adequately survey a strong sampling of residents in our communities, nor effectively disseminate useful data and critical information to partners and community members at large, potentially skewing outcomes. We will complete the project, looking within our agency resources to help complete a smaller assessment survey and provide a summary document.

Leverage for the grant will come in the form of unfunded staff necessary to complete the project beyond staff listed in the budget. The Program Director will be lending oversight and vision to the project. Additionally, YCAP's Outreach Case Manager will be spending time marketing the survey throughout the County, as well as conducting surveys with persons living unsheltered.

### 3. Budget

Attached

#### 4. Past Project Successes

The project will be managed and supervised by the Adult & Youth Services Program Director and implemented by highly trained personnel in our Client Services & Housing Department. We also anticipate using local, long-time collaborative partner/contractors.

In regards to YCAP's financial competency, our oversight plan regarding the fiscal control and accounting procedures are consistent with procedures for all other YCAP programs. Our Board of Directors is a governing board, with the Executive Director, Jeff Sargent, providing oversight to the agency, and Program Director, Kate Stokes, providing supervision & oversight of project activities, staff, and partners. The Program Director reviews and approves all invoices and payroll reports and determines the grant assignment for each transaction to comply with all grant expenditure requirements. All transactions are coded for the program and funding source within that program. The YCAP Finance Director reviews all payroll entries and invoice documentation to assure adequate documentation and approvals, and also reviews all entries into the financial software system (Abila's MIP for non-profits) before posting. All original financial documents are stored behind two locks with access limited to authorized personnel. The original documents are available to the auditor for the internal controls testing procedures.

YCAP operates numerous Federal, State, and private grants each year each with specific grant regulations and guidelines. YCAP has no current findings or concerns with any grantees regarding the management of these grants. With each funding source, YCAP must track grant specific activity, such as staff time, and outcomes data and report these to funders

such as the Department of Housing and Urban Development and Oregon Housing and Community Services. YCAP is in good standing with all current funders.

The annual Point-In-Time Homeless Count, conducted by YCAP each year since 2009, is evidence of YCAP's ability to coordinate and conduct a county-wide project, incorporating knowledge of each community in the county. The Point-In-Time (PIT) Homeless Count is a county wide, day long, outreach and data collection event aimed at providing a snapshot of homelessness from year to year. This annual project also demonstrates YCAP's ability to manage the accurate and complete input of data and the ability to create meaningful findings from data analysis.

Overall, YCAP's experience in grant operation, county wide community outreach, data collection and analysis, and our strong partners relationships provide the ideal skill set needed to manage and maximize the impact of the McMinnville City Grant. We believe the use of funds toward this project will benefit service organizations, institutions, McMinnville city government, and McMinnville residents alike as it allows for informed planning and service provision.

**Budget and Narrative**

The costs of our proposed project demonstrates reasonableness and is justified in terms of the number of surveys and focus groups to be conducted under the grant. The staff time estimations also include initial asset mapping and data collection of supporting data sources. Additionally, time is added in the last month of the project to make the results of the survey widely known to community partners.

Wages		=
Needs Assessment Program Specialist (.5 FTE)	1 FTE @ \$12.50/Hr., 4 months	8,000
Program Supervisor (.075 FTE)	.125 FTE @ \$20.47 / hours, 4 months	1,600
Totals		\$9,600

The Needs Assessment Program Specialist (@ 1 FTE) to provide research assistance, oversee widespread output of surveys and input of survey data, coordinating focus groups in each community and compiling focus group data. Program Supervisor (Mandy Gawf @ .125 FTE) to provide community outreach oversight and oversight of data input and analysis. Salaries will be \$12.50 and \$20.47

Project Expenses		
Local Travel	120 miles /week for 4 months @ \$.5/miles	960
Printing/Marketing	1000 flyers, 1,000 printing of surveys, presentation materials	2,011
Survey Participant Incentives	380 bus tickets, \$2.50 per ticket & 11 gift cards, \$25 each	1,225
Focus Group Refreshments	\$100 per focus group, 11 focus groups	1,100
Survey Tool	\$26 per month, 4 months	104
Total=		\$5,400



\$960 for Local Travel for the Needs Assessment Program Specialist will provide for 120 miles each month for 4 months at the IRS rate of \$.500 /mile. \$2,011 will provide for printing outreach materials to raise awareness and participation in the survey and focus groups. These will be spread heavily in each community in Yamhill County. Additionally, the actual paper surveys must be printed. We are expecting to print three times the number of surveys we want returned, due to the anticipated rate of response. Once data is analyzed into results, presentation materials will be created with relevant findings to take the results back to the community. This will fulfill the third phase of the project, using the results to inform various community entities for community planning purposes. The incentives and focus group refreshments are needed to draw an adequate number of participants to the surveys and focus groups. We will be using Survey Monkey as our survey tool. For the amount of responses we need to gather, it costs \$26/month.

Leverage		
Program Director	.05 FTE @ \$25/Hr., 4 months	1,200
Outreach Case Manager (.075 FTE)	.125 FTE @ \$16.00 / hours, 4 months	1,280
Totals		\$2,480

The Program Director will lend oversight to the project. The Outreach Case Manager will assist in conducting marketing of the survey throughout the County. These positions are funded through Federal CSBG grant and community donations.

<b>Totals</b>		
Wages	\$9,600	
Program Delivery Costs	\$5,400	
Leverage		
Total City of McMinnville Grant Request		\$15,000
Total Project Budget		\$2,480

The total request for the McMinnville City Grant is \$15,000. Total leverage provided for the grant is \$2,480 making a project total budget of \$17,480.

**CITY OF MCMINNVILLE  
COMMUNITY CONTRIBUTIONS PROGRAM  
For July 1, 2017 through June 30, 2018**

Please submit this completed application to McMinnville City Hall at 230 NE Second Street, McMinnville, OR 97128. You may also email the application to [melissa.grace@mcminnvilleoregon.gov](mailto:melissa.grace@mcminnvilleoregon.gov). *Applications must be received no later than 5:00 PM, Wednesday, May 3rd, 2017.*

Organization: Yamhill County Gospel Rescue Mission

Address: 1340 NE Logan St, McMinnville, OR

Primary Contact: Kaye Sawyer

Contact Email: kaye@ycgrm.org

Contact Phone: 971-237-1999

Non-Profit Organization: Yes  No  *(Funds will be awarded to non-profits only)*

Non-Profit Federal Tax Exempt ID Number: 20-0758858

Project Title: Innside Campaign - Mission Expansion Project

Project Funds Requested: \$25,000

Date funds are needed: December 31, 2017

Estimated completion date of project: March 31, 2018

**Please provide a project description, including the following:**

- 1) Description of how your project specifically accomplishes a City Council goal, meets a community need, and provides a public benefit.

City Council goals and objectives for the fiscal year 2017 – 2018 are as follows:

- Manage and plan to meet demand for City services
  - Commence process improvement, including a cross-functional process for code enforcement
- Communicate with citizens and key local partners;
  - Promote active engagement with and involvement of the community, including but not limited to:
    - Revisiting the Community Survey and sharing survey results with partners
    - Establishing a task force or committee on homelessness
- Plan and construct capital projects;
  - Support implementation of the Urban Renewal Plan
  - Continue to plan and implement Transportation Bond improvements

- Plan for and manage financial resources;
    - Prepare and adopt a fiscally prudent fiscal year 2017 – 2017 budget
    - Establish comprehensive strategic financial planning
  - Promote sustainable growth and development
    - Working with partners, e.g., Yamhill County, the Council of Governments, and others, to identify economic opportunities for addressing affordable housing, homelessness, and growth
- 2) Please include the following in your proposal:
    - State the goal to be accomplished
    - Describe how you will accomplish the goal identified
    - Describe how your program or service will complement existing City services
    - How many individuals and what age groups will be impacted by your program?
    - Can your organization complete the program or service if your request is not fully funded by the City?
    - Will City funds be used as match for other grants or to leverage in-kind or other contributions?
  - 3) Provide a detailed budget showing how the funds will be spent, including any other funding sources and in-kind donations
  - 4) Describe other projects which you have successfully completed and which demonstrate your financial competency and responsibility
  - 5) Provide documentation verifying your non-profit organization's tax-exempt status, such as an Internal Revenue Service determination letter. Please include your organization's bylaws.

**Conditions Pertaining to Award of City Funds:**

City funds will be awarded to non-profit organizations only.

The City does not guarantee that all available funds will be awarded, that the entire amount requested by any organization will be awarded, or that funds will be available year to year. Any funds awarded will not be disbursed to an organization until July 1<sup>st</sup> of the fiscal year following the award. Unspent funds at the end of that fiscal year will not be carried forward to the subsequent year.

An organization that is awarded City funds will enter into a contract with the City. The contract will define the terms agreed upon by the organization and the City. The organization will be required to submit a project close-out report, final budget, and evidence of compliance, as determined by the contract, upon completion of the project. At the City's discretion, the organization may also be required to submit a report prior to completion of the project.

The City may require the organization to return all or a portion of the funds awarded if agreed upon conditions, as defined in the contract, are not satisfactorily met by the organization. Unspent funds must be returned to the City.

Disbursement of funds is contingent upon Council approval and the appropriation of funds in the

Kaye Sawyer

Signature

Kaye Sawyer, Executive Director

Printed Name and Title

May 2, 2017

Date

May 3, 2017

City Council of McMinnville  
230 NE 2<sup>nd</sup> St  
McMinnville, OR 97128

This letter is a request for funding during the 2017-18 budget year for the Mission Expansion Project benefitting the homeless in McMinnville and surrounding area.

As you are aware, the Yamhill County Gospel Rescue Mission (Mission) has been actively working with other organizations in the city to increase housing for the homeless. The homeless population has been growing every year and is a concern (for various reasons) for many people and businesses in the community.

With the help of the City of McMinnville, the Mission has successfully placed a modular donated from School District 40 on donor-purchased property next to the current facility that houses 35 individuals overnight for immediate need situations. The Shelter had been packed to capacity this past winter with overflow guests placed in our 24-hour facility as space was available.

The next phase of the expansion is to supplement available space by building a men's facility which will house 13 more individuals on a longer term basis (allowing shelter for more than 4500 individual nights a year) and provide extra room for overflow that occurs at the overnight shelter.

With all this in mind, YCGRM has stepped out and has tackled some of the immediate homeless shelter issues and would like the City of McMinnville to help financially to expedite the expansion for additional space at the Men's facility. Not only will this reduce the number of the homeless on the streets but there will be tools available at the Men's facility to enhance job skills needed to succeed in the job market.

The overall project costs will exceed \$1.4 million. The cost to construct the Men's facility is estimated to be \$375,000. As you can see on the budget spread sheet, there have been businesses and community donors that have stepped up and have given of their services to help make this happen.

The City's funds will not be used as a match for other grants or to leverage in-kind or other contributions.

Kaye Sawyer  
Executive Director  
[kaye@ycgrm.org](mailto:kaye@ycgrm.org)

Kaylynn Nelson  
House Manager  
[kaylynn.nelson@ycgrm.org](mailto:kaylynn.nelson@ycgrm.org)

Donna Nowak  
Office Specialist  
[donna@ycgrm.org](mailto:donna@ycgrm.org)

Executive Board

Tim Beevers

Clint Gabrys

Dave Haugeberg

Sunshine John

John Lautenbach

Mary Ann Rodriguez



The Mission would like the city to be part of this and provide financial help with a grant of \$25,000 that can be applied to the Men's facility. The Mission will obtain funds from other sources if this request is not fully funded by the City.

I'm attaching our 501c3 determination letter along with the Articles of Incorporation and amendments that show the current name for our organization, our organization bylaws, and a budget for the project including in-kind and monetary donation pledges.

I've included a copy of our campaign case statement which lists the project goals and a copy of a recent campaign report which describes the success of the first phase of the campaign.

A handwritten signature in cursive script that reads "Kaye Sawyer".

Kaye Sawyer  
Executive Director

**CITY OF MCMINNVILLE  
COMMUNITY CONTRIBUTIONS PROGRAM  
For July 1, 2017 through June 30, 2018**

Please submit this completed application to McMinnville City Hall at 230 NE Second Street, McMinnville, OR 97128. You may also email the application to [melissa.grace@mcminnvilleoregon.gov](mailto:melissa.grace@mcminnvilleoregon.gov). Applications must be received no later than 5:00 PM, Wednesday, May 3rd, 2017.

Organization: McMinnville Area Chamber of Commerce

Address: 417 NW Adams St.

Primary Contact: Gioia Goodwin

Contact Email: president@mcminnville.org

Contact Phone: 503-472-6196

Non-Profit Organization: Yes  No  (Funds will be awarded to non-profits only)

Non-Profit Federal Tax Exempt ID Number: 93-0223400

Project Title: July 4<sup>th</sup> Celebration

Project Funds Requested: \$10,000

Date funds are needed: July 4<sup>th</sup> 2017

Estimated completion date of project: July 4<sup>th</sup>, 2017

**Please provide a project description, including the following:**

- 1) Description of how your project specifically accomplishes a City Council goal, meets a community need, and provides a public benefit.

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- Manage and plan to meet demand for City services
  - Commence process improvement, including a cross-functional process for code enforcement
- Communicate with citizens and key local partners;
  - Promote active engagement with and involvement of the community, including but not limited to:
    - Revisiting the Community Survey and sharing survey results with partners
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- Plan and construct capital projects;
  - Support implementation of the Urban Renewal Plan
  - Continue to plan and implement Transportation Bond improvements

- Plan for and manage financial resources;
    - Prepare and adopt a fiscally prudent fiscal year 2017 – 2017 budget
    - Establish comprehensive strategic financial planning
  - Promote sustainable growth and development
    - Working with partners, e.g., Yamhill County, the Council of Governments, and others, to identify economic opportunities for addressing affordable housing, homelessness, and growth
- 2) Please include the following in your proposal:
    - State the goal to be accomplished
    - Describe how you will accomplish the goal identified
    - Describe how your program or service will complement existing City services
    - How many individuals and what age groups will be impacted by your program?
    - Can your organization complete the program or service if your request is not fully funded by the City?
    - Will City funds be used as match for other grants or to leverage in-kind or other contributions?
  - 3) Provide a detailed budget showing how the funds will be spent, including any other funding sources and in-kind donations
  - 4) Describe other projects which you have successfully completed and which demonstrate your financial competency and responsibility
  - 5) Provide documentation verifying your non-profit organization's tax-exempt status, such as an Internal Revenue Service determination letter. Please include your organization's bylaws.

**Conditions Pertaining to Award of City Funds:**

City funds will be awarded to non-profit organizations only.

The City does not guarantee that all available funds will be awarded, that the entire amount requested by any organization will be awarded, or that funds will be available year to year. Any funds awarded will not be disbursed to an organization until July 1<sup>st</sup> of the fiscal year following the award. Unspent funds at the end of that fiscal year will not be carried forward to the subsequent year.

An organization that is awarded City funds will enter into a contract with the City. The contract will define the terms agreed upon by the organization and the City. The organization will be required to submit a project close-out report, final budget, and evidence of compliance, as determined by the contract, upon completion of the project. At the City's discretion, the organization may also be required to submit a report prior to completion of the project.



The City may require the organization to return all or a portion of the funds awarded if agreed upon conditions, as defined in the contract, are not satisfactorily met by the organization. Unspent funds must be returned to the City.

Disbursement of funds is contingent upon Council approval and the appropriation of funds in the

  
\_\_\_\_\_  
Signature

*Gioia Goodrum*  
\_\_\_\_\_  
Printed Name and Title

*5/3/17*  
\_\_\_\_\_  
Date

## **Grant application for the City of McMinnville Community Contributions Program**

The McMinnville Area Chamber of Commerce again will organize the 2017 July 4th Fireworks Celebration at the Falls Event Center/Evergreen Campus. Originally a community event, it lost its support through attrition and other factors outside the control of the original organizers. The community encouraged restoring the patriotic and historic event to McMinnville, and the McMinnville Chamber answered the call. This will be the third year the Chamber will be the key organizer of the celebration.

This event is a celebration of the birth of our nation, bringing our community together to enjoy a day of nostalgia. It promotes active engagement of the community, bringing surrounding community members to a free community event, and to our downtown and Evergreen Campus. It is an economic development program that creates sales for local vendors and image building for our partners and sponsors. The funds from the City would help us to keep this celebration in our community.

Our goal is to provide a family friendly, fun, celebration on July 4<sup>th</sup>. We have secured the Evergreen Campus for the event and are partnering with the Falls Events Center and Evergreen Museum on the logistics. They are providing in-kind donation of the space, discounted tickets to the Museum and an indoor location for our Sponsor VIP area.

Since this is the Chamber's third year organizing the event, we have the experience and knowledge to provide an outstanding July 4<sup>th</sup> celebration. Judging from prior year attendance, we expect between 5,000-7,000 participants.

We believe that a partnership between a municipality, such as the City of McMinnville and a not for profit, such as the Chamber, creates the perfect opportunity for this type of event. Many cities across the US organize their fireworks celebrations and/or partner with a local organization. We are seeking financial assistance to pay for the costs of the event. The contract for the fireworks display alone is \$13,000, however, there are other expenses including port-a-lets, permits, licenses, insurance, and entertainment, with a final cost of \$26,000. The Chamber cannot afford these expenses without some assistance. Should the Chamber not receive any assistance from the City, the event will run, however it will financially impact our other programs and events. The Chamber relies solely on partners and sponsorship for this event as our membership monies are designated for membership benefits.

Because July 4th falls on the same week as our largest event, Turkey Rama, we compete with ourselves for partner and sponsor dollars. Additionally, we are competing with Biggest Turkey, Alien Days, the Farmer's Market, Brews and BBQ, Lemonade Day and countless other summer events for sponsorship money, all of which benefit our community, residents and businesses. These events are a part of what makes McMinnville a unique community, as evidenced by the results of the Community Survey conducted in 2011 and 2016. Our residents are happy with the community and we want to preserve an event that encourages community.

We are actively seeking sponsors, discounts and in-kind donations, and received funding of \$10,000 from Yamhill County. Nevertheless, as mentioned above, we are hindered by many competing organizations, events and needs and given the scope of this event, and its impact on the community, additional funds are needed.

We respectfully request the assistance of the City of McMinnville with financial support for this important community event. To acknowledge the City's partnership with us, we invite the City of McMinnville to host a booth at the event to share information about the City and what it does on behalf of its citizens. Additionally, the City will be named as our co-sponsor and receive acknowledgement at the event, on our website and all marketing materials. The City of McMinnville Council Members are invited to view the fireworks from the Sponsor VIP area.

The McMinnville Chamber has a long history of financial health and responsibility. We have been involved with Turkey Rama for many years, successfully cooking and selling 700 barbequed turkeys. Lemonade Day is an opportunity for the Chamber to inspire the entrepreneurs of the future. We also run member programs such as weekly Greeters, monthly Business After Hours and Women in Business. The Chamber is known for its community involvement and ability to accomplish goals. A strong Board of Directors, dedicated volunteers, loyal members, knowledgeable staff and a can-do attitude, are some of the qualities of the McMinnville Area Chamber of Commerce.

### **Exhibits**

Exhibit A: July 4<sup>th</sup> 2017 Celebration Budget

Exhibit B: McMinnville Chamber IRS Determination Letter

Exhibit C: Copy of McMinnville Chamber of Commerce Bylaws

CITY OF MCMINNVILLE - CASH AND INVESTMENT BY FUND  
February 2017

FUND #	FUND NAME	GENERAL OPERATING		TOTAL
		CASH IN BANK	INVESTMENT	
01	General	\$404,650.03	\$10,858,822.27	\$11,263,472.30
05	Special Assessment	452.53	151,618.82	152,071.35
07	Transient Lodging Tax	942.94	1,000.00	1,942.94
10	Telecommunications	146.10	64,030.00	64,176.10
15	Emergency Communications	761.68	136,094.81	136,856.49
20	Street (State Tax)	406.20	1,926,399.77	1,926,805.97
25	Airport Maintenance	913.49	293,749.03	294,662.52
40	Public Safety Facility Construction	65.78	2,805.24	2,871.02
45	Transportation	491.94	14,117,787.47	14,118,279.41
50	Park Development	251.88	1,302,584.97	1,302,836.85
58	Urban Renewal	530.59	1,946,324.87	1,946,855.46
59	Urban Renewal Debt Service	813.59	305,895.04	306,708.63
60	Debt Service	780.87	1,006,956.08	1,007,736.95
70	Building	580.09	785,000.00	785,580.09
75	Sewer	262.94	1,203,441.36	1,203,704.30
77	Sewer Capital	462.06	18,147,103.65	18,147,565.71
79	Ambulance	784.78	(141,164.72)	(140,379.94)
80	Information Systems & Services	370.80	205,713.61	206,084.41
85	Insurance Reserve	448.50	1,345,290.54	1,345,739.04
CITY TOTALS		414,116.79	53,659,452.81	54,073,569.60

MATURITY DATE	INSTITUTION	TYPE OF INVESTMENT	INTEREST RATE	CASH VALUE
N/A	Key Bank of Oregon	Checking & Repurchase Sweep Account	0.15%	\$ 414,116.79
N/A	Key Bank of Oregon	Money Market Savings Account	0.02%	12,003,681.40
N/A	State of Oregon	Local Government Investment Pool (LGIP)	1.15%	25,497,641.74
N/A	State of Oregon	Park Improvement Bonds (LGIP)	1.15%	775,646.96
N/A	State of Oregon	Transportation Bond (LGIP)	1.15%	12,748,297.61
N/A	State of Oregon	Urban Renewal Loan Proceeds (LGIP)	1.15%	2,007,324.87
N/A	MassMutual Financial Group	Group Annuity	3.00%	626,860.23
				<u>\$ 54,073,569.60</u>