



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

City Council Meeting Agenda
Tuesday, March 26, 2019
5:45 p.m. – Work Session
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 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."

5:45 PM – WORK SESSION – COUNCIL CHAMBERS

1. Call to Order
2. Condition Assessment of City Owned Buildings
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 matter in litigation, a quasi-judicial land use matter; or a matter scheduled for public hearing at some future date. The Mayor may limit comments to 3 minutes per person for a total of 30 minutes. Please complete a request to speak card prior to the meeting. Speakers may not yield their time to others.*
4. ADVICE/ INFORMATION ITEMS
 - a. Reports from Councilors on Committee & Board Assignments
 - b. Department Head Reports
5. CONSENT AGENDA
 - a. Consider request from Elias Walter Wine Company LLC for an OLCC License – Winery 1st Location located at 455 NE Irvine Street.
 - b. Consider request from A and D Wine Company for an OLCC License – Winery 1st Location located at 1065 NE Alpine Avenue.
6. RESOLUTIONS
 - a. Consider **Resolution No. 2019-19**: A Resolution awarding the contract for the Biosolids Application Project, Project 2019-1.
 - b. Consider **Resolution No. 2019-20**: A Resolution adopting a supplemental budget for fiscal year 2018-2019 and making supplemental appropriations (related to the General Fund, Fire Department and Ambulance Fund).
7. ADJOURNMENT

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 or melissa.bisset@mcminnvilleoregon.gov.



**City of McMinnville
Administration**
230 NE Second Street
McMinnville, OR 97128
(503) 435-5702
www.mcminnvilleoregon.gov

STAFF REPORT

DATE: March 26, 2019
TO: Mayor and City Councilors
FROM: Jeff Towery, City Manager
SUBJECT: Condition Assessment of City Owned Buildings
STRATEGIC PRIORITY & GOAL:



CITY GOVERNMENT CAPACITY

Strengthen the City's ability to prioritize & deliver municipal services with discipline and focus.

OBJECTIVE/S: Identify and focus on the City's core services

Report in Brief:

Last fall, the City entered into an agreement with a consultant to provide a comprehensive, professional condition assessment of approximately 57 City owned buildings, structures and sites.

Background:

The purpose of the condition assessment was to provide comprehensive documentation and analysis of the City's existing built facilities. This analysis will be utilized for prioritizing capital improvements and maintenance requirements, as well as assisting with allocating operating budgets and potentially establishing capital reserve funds and on-going maintenance schedules. The City owns and operates approximately 440,000 square feet of buildings, structures and sites that were incorporated in this work. The assessed inventory included facilities at the City's municipal airport; administration buildings; the public library; Parks & Recreation facilities, including the Community Center, Senior Center, Aquatic Center, and developed park structures; Public Safety Facility; Fire Station; Public Works facilities; Wastewater Services facilities; and various other City owned structures. After going through a Request for Qualifications Process, the City selected EMG to conduct the assessment of City and Water and Light facilities on August 28, 2018. The City's share of the work was approximately \$105,000 and Mike Bisset, City Engineer, served as the project manager.

Discussion:

The focus of the Work Session is to share summary information with the Council, and to launch the community conversation about facility needs. EMG has prepared and submitted all of the final reports and will be submitting a Preventive Maintenance Plan as the final product in the coming weeks. The data in the reports was used to inform the Executive Team's budget discussions and requests for capital and maintenance expenditures and facility planning. There will be a number of proposals in the FY19-20 Budget that were influenced by this information.

Attachments:

1. Facility Assessment Diagram

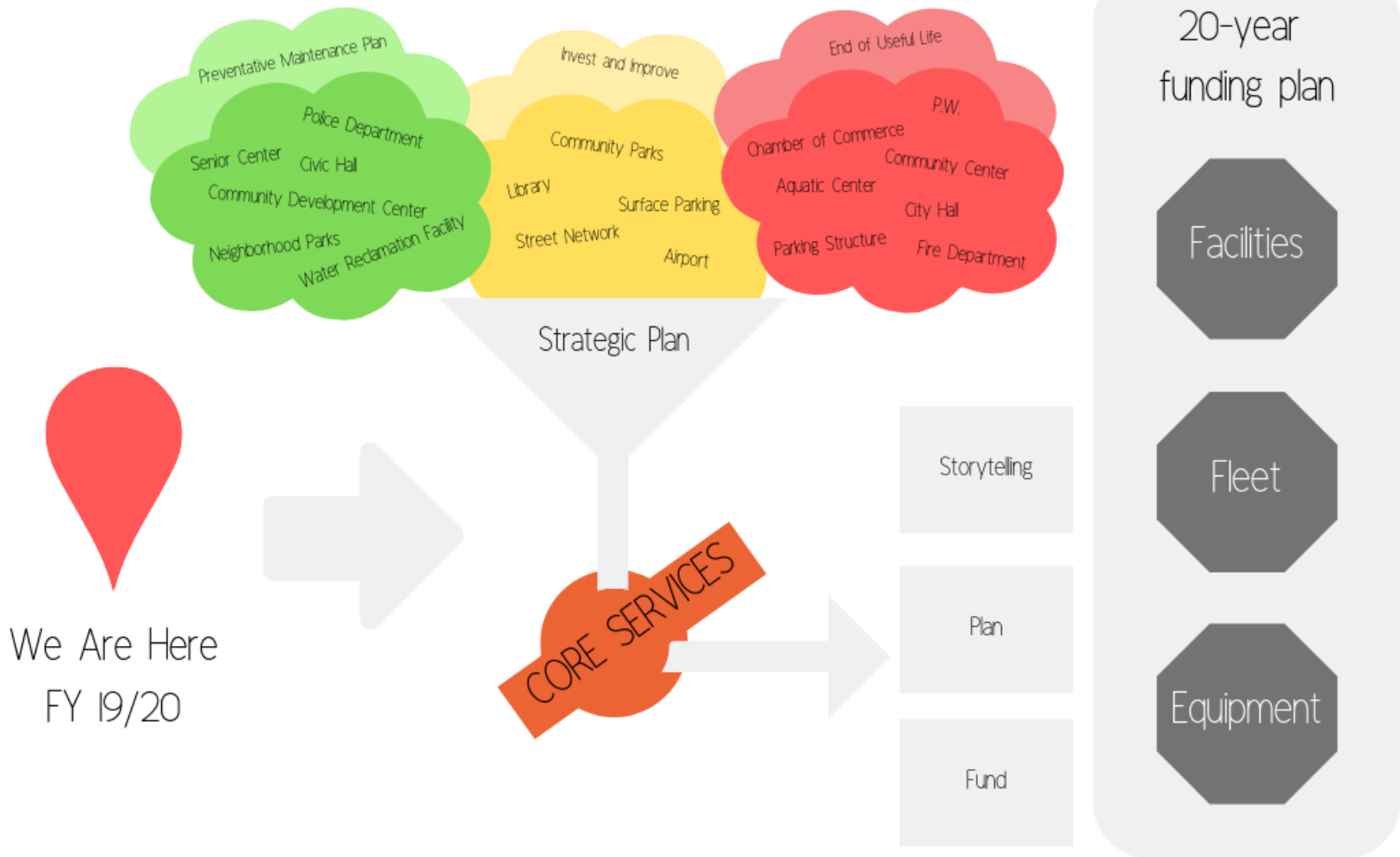
Fiscal Impact:

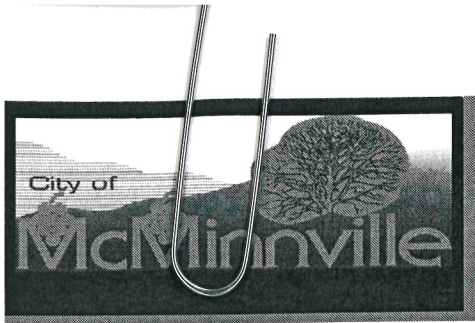
The fiscal impact will not be fully determined until significant work about the long term service and facilities needs are reviewed through an intentional and extensive review and series of community conversations. The consultant report identifies over \$34 million in potential cost to General Fund occupied and supported facilities over a 20 year period. Solution sets, funding amounts and strategies will only become certain after further analysis and administrative and policy level judgment is exercised.

Recommendation:

Staff recommends that the Council receive and consider the information delivered during the presentation, ask questions as needed, provide guidance about any additional information that would be useful and informative for both the Council and community to consider in future conversations as well as budget deliberations.

Facilities Condition Assessment





City Recorder Use	
Final Action: _____	
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved

Liquor License Recommendation

BUSINESS NAME / INDIVIDUAL: Elias Walter Wine Company LLC

BUSINESS LOCATION ADDRESS: 455 NE Irvine Street

LIQUOR LICENSE TYPE: Winery 1st Location

Is the business at this location currently licensed by OLCC

☒ Yes ☐ No

If yes, what is the name of the existing business:

Hours of operation: N/A

Entertainment: N/A

Hours of Music: N/A

Seating Count: N/A

EXEMPTIONS:

(list any exemptions)

Tritech Records Management System Check: ☒ Yes ☐ No

Criminal Records Check: ☒ Yes ☐ No

Recommended Action: ☒ Approve ☐ Disapprove

Chief of Police / Designee

City Manager / Designee



City Recorder Use	
Final Action: _____	
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved

Liquor License Recommendation

BUSINESS NAME / INDIVIDUAL: A and D Wine Company

BUSINESS LOCATION ADDRESS: 1065 NE Alpine Avenue

LIQUOR LICENSE TYPE: Winery 1st Location

Is the business at this location currently licensed by OLCC

☐ Yes ☒ No

If yes, what is the name of the existing business:

Hours of operation: Monday-Friday 9 am to 5 pm

Entertainment: N/A

Hours of Music: N/A

Seating Count: N/A

EXEMPTIONS:

(list any exemptions)

Tritech Records Management System Check: ☒ Yes ☐ No

Criminal Records Check: ☒ Yes ☐ No

Recommended Action: ☒ Approve ☐ Disapprove

Chief of Police / Designee

City Manager / Designee



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

STAFF REPORT

DATE: March 26, 2019
TO: Jeff Towery, City Manager
FROM: Larry Sherwood, Project Manager
SUBJECT: Bid Award – FY19/20 Biosolids Application Project

Report in Brief:

This action is the consideration of a resolution to award a contract in the amount of \$ 192,780.00 to Tribeca Transport, LLC for the Biosolids Application Project, Project 2019-1.

Background:

Biosolids are a by-product of the wastewater treatment process and contain nutrients and organic matter that improve agricultural productivity. The biosolids produced at the McMinnville Water Reclamation Facility (WRF) are classified as “exceptional quality” or Class A, requiring no special permitting or regulation by the Department of Environmental Quality (DEQ) for application. Wastewater Services utilizes private contractors to transport and apply these liquid biosolids to agricultural land in the local area. The City’s current Biosolids Application Contract with Tribeca Transport, LLC will expire on June 30, 2019.

Discussion:

At 2:00 pm on March 14, 2019, two bids were received, opened, and publicly read for the Biosolids Application Project, Project 2019-1. The results are tabulated as follows:

Bidder	Total Bid Amount
Tribeca Transport, LLC	\$192,780.00
Northwest Cascade Inc.	\$219,600.00

The bids were evaluated for completeness and compliance with the bidding requirements. Both bids met the requirements. A detailed breakdown of the bids received is on file at the Engineering Department.

The total bid amount is based on historical quantities of 4.5 million gallons to be applied annually. The bid documents required pricing for two hauling distances: up to 10 miles (approximately 80% of

estimated quantity); and between 10 -25 miles (approximately 20% of estimated quantity). The actual amount of biosolids to be hauled and applied annually may vary.

Tibeca Transport, LLC bid prices were as follows:

\$0.0400 per gallon for fields 0-10 miles from the WRF; and
\$0.0542 per gallon for fields >10-25 miles from the WRF.

For comparison, Tribeca's current contract pricing is as follows:

\$0.0279 per gallon for fields 0-10 miles from the WRF; and
\$0.0344 per gallon for fields >10-25 miles from the WRF.

This results in an estimated annual cost increase for FY 19/20 of \$61,380 or 46.7%.

Tibeca Transport was contacted to account for the substantial increase in their bid pricing and several items were identified including:

- An internal audit of Tribeca's operations revealed that their billing rates and margins were well below industry standards.
- An industry wide shortage of truck drivers has forced Tribeca to increase wage and benefit packages to retain the drivers they have.
- Escalating equipment maintenance and replacement costs have significantly increased Tribeca's operating expenses.

Tibeca Transport has been the contractor for the Biosolids Application Project for several years and have provided exemplary performance of the contract to date.

Attachments:

1. Resolution
2. Bid Tabs

Fiscal Impact:

The funds for this project are included in the proposed FY19/20 Wastewater Services fund (75) budget. The contract work will commence in July 1, 2019 and will end on June 30, 2020.

This annual contract can be extended up to two times upon mutual agreement from both the City and Tribeca Transport, LLC.

Recommendation:

Staff recommends that the City Council award the contract for the Biosolids Application Project, Project 2019-1, to Tribeca Transport, LLC at the unit prices per gallon outlined in the Contractor's Proposal, with a total estimated annual cost of \$ 192,780.00

RESOLUTION NO. 2019-19

A Resolution awarding the contract for the Biosolids Application Project, Project 2019-1.

RECITALS:

At 2:00pm on March 14, 2019, two bids for the Biosolids Application Project, Project 2019-1, were publicly opened and read aloud.

The low bidder, Tribeca Transport, LLC, met all of the bid requirements, and should be considered the lowest responsible bidder.

The funds for this project are included in the proposed FY19/20 Wastewater Services fund (75) budget.

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

1. That entry into a Standard Public Contract with Tribeca Transport, LLC in the amount of \$ 192,780 for the Biosolids Application Project, Project 2019-1, is hereby approved.
2. That the City Manager is hereby authorized and directed to execute the Standard Public Contract.
3. That this resolution shall take effect immediately upon passage and shall continue in full force and effect until revoked or replaced.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 26th day of March, 2019 by the following votes:

Ayes: _____

Nays: _____

Approved this 26th day of March, 2019.

MAYOR

Approved as to form:

CITY ATTORNEY

CITY OF McMINNVILLE, OREGON

Biosolids Application Project

Project No. 2019-1

Bids Opened 03/14/2019 @ 2:00pm

BID TABS

				Northwest Cascade Inc.		Tribeca Transport	
Item	Description	Unit	Estimated Quantity	Unit Price	Total Cost	Unit Price	Total Cost
Hauling and Truck Spread Application of Biosolids							
1	CATEGORY 1: Fields 0-10 miles from WRF	GALLONS	3,600,000.00	\$0.0450	\$162,000.00	\$0.0400	\$144,000.00
2	CATEGORY 2: Fields 10-25 miles from WRF	GALLONS	900,000.00	\$0.0640	\$57,600.00	\$0.0542	\$48,780.00

BID TOTAL **\$219,600.00** **BID TOTAL** **\$192,780.00**

	Northwest Cascade Inc.	Tribeca Transport
Bid Complete & Signed?	x	x
Addendum Acknowledged?	n\ a	n\ a
Bid Bond & Power of Attorney?	x	Cashiers Check



City of McMinnville
Finance Department
230 NE Second Street
McMinnville, OR 97128
(503) 434-2350
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STAFF REPORT

DATE: March 26, 2019
TO: Jeff Towery, City Manager
FROM: Marcia Baragary, Finance Director
SUBJECT: Resolution 2019-20 Adopting a supplemental budget for fiscal year 2018 – 2019 and making supplemental appropriations (Fire Department and Ambulance Fund)

STRATEGIC PRIORITY & GOAL:



COMMUNITY SAFETY & RESILIENCY

Proactively plan for & responsively maintain a safe & resilient community.

OBJECTIVE/S: Provide exceptional police, municipal court, fire, emergency medical services (EMS), utility services and public works

Report in Brief: This resolution proposes a supplemental budget for the General Fund, Fire Department and Ambulance Fund due to higher than anticipated personnel services and equipment costs incurred when the City responded to Oregon and California wildfire conflagrations in July and August 2018 and the Hurricane Michael national emergency in Florida in October 2018. This resolution increases intergovernmental revenue for reimbursements to be received and increases appropriations for costs incurred.

Background: During the summer of 2018, City firefighters responded to the Garner Complex, Substation, Taylor Creek, Stubblefield, and Sugar Pine/Miles wildfire conflagrations in Oregon and to the Camp Fire conflagration in California in the fall of 2018. Firefighters also responded to the Hurricane Michael national emergency in Florida in October 2018. The City will receive total reimbursements of \$275,315 for these responses, as follows:

	Oregon conflagrations	California conflagrations	Hurricane Michael	Total by Department
Fire Department				
Personnel Services	\$88,919	\$17,579	\$6,439	\$112,937
Equipment	61,922	9,237	2,324	73,483
Total Fire Department				\$186,420
Ambulance Fund				
Personnel Services	44,290	32,646	11,959	88,895
Total Reimbursement	\$195,130	\$59,463	\$20,722	\$275,315

Discussion: Oregon Local Budget Law allows a local government to prepare a supplemental budget when an occurrence or condition that was not known at the time the budget was prepared requires a change in financial planning (ORS 294.471). The governing body must adopt a resolution to adopt the supplemental budget and make any necessary appropriations. This resolution adopts supplemental budgets and makes supplemental appropriations, as required by Local Budget Law, due to reimbursement received and unanticipated costs incurred related to City firefighter responses in 2018.

Personnel services costs for City firefighters are generally allocated 35 percent to the Fire Department and 65 percent to the Ambulance Fund. Therefore, reimbursements for personnel costs are allocated to intergovernmental revenue in the Fire Department and Ambulance Fund; however, personnel services costs for fire volunteers' response are allocated to the Fire Department only. The reimbursement for Fire equipment costs is also allocated to the Fire Department only.

Attachments: Resolution 2019-20 A resolution adopting a supplemental budget for fiscal year 2018 – 2019 and making supplemental appropriations (Fire Department and Ambulance Fund)

Fiscal Impact: In the General Fund, Fire Department, intergovernmental revenues for reimbursements to be received are increased by \$186,420. Appropriations are increased by a total of \$186,420, with personnel services appropriations increased by \$112,937 and materials and services appropriations increased by \$73,483.

In the Ambulance Fund, intergovernmental revenues and personnel services appropriations are both increased by \$88,895.

Recommendation: Adoption of Resolution 2019-20.

RESOLUTION NO. 2019-20

A Resolution adopting a supplemental budget for fiscal year 2018-2019 and making supplemental appropriations

RECITAL:

This resolution proposes a supplemental budget for the General Fund, Fire Department and Ambulance Fund due to higher than anticipated personnel services and equipment costs incurred when the City responded to Oregon and California wildfire conflagrations in the summer and fall of 2018 and the Hurricane Michael national emergency in Florida in October 2018. This resolution increases intergovernmental revenue for reimbursements to be received and increases appropriations for costs incurred.

The City has received or will receive reimbursement from the State of Oregon and California for costs incurred by the City for firefighter response to the wildfire conflagrations. In addition, the City will receive reimbursement from the State of Florida for costs related to firefighter response to Hurricane Michael. Total reimbursements for all responses is \$275,315, with \$186,420 allocated to the General Fund, Fire Department and \$88,895 allocated to the Ambulance Fund.

Personnel services costs for City firefighters are generally allocated 35 percent to the Fire Department and 65 percent to the Ambulance Fund. Therefore, reimbursements for personnel costs are allocated to intergovernmental revenue in the Fire Department and Ambulance Fund; however, personnel services costs for fire volunteers' response are allocated to the Fire Department only. The reimbursement for Fire equipment costs is allocated to the Fire Department.

Oregon Local Budget Law allows a local government to prepare a supplemental budget when an occurrence or condition that was not known at the time the budget was prepared requires a change in financial planning (ORS 294.471). The governing body must adopt a resolution to adopt the supplemental budget and make any necessary appropriations.

This resolution adopts a supplemental budget and makes supplemental appropriations, as required by Local Budget Law, for reimbursement received and costs incurred related to City firefighter response to several national emergencies in 2018. Total increase in appropriations in the General Fund, Fire Department is \$186,420 and the increase in appropriations in the Ambulance Fund is \$88,895.

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

1. **Adopt the following Supplemental Budget:** The Council of the City of McMinnville adopts the following Supplemental Budget for 2018-2019 in the General Fund, Fire Department, and Ambulance Fund.
2. **Make Supplemental Appropriations:** The additional appropriations for fiscal year 2018-2019 are hereby appropriated as follows:

General Fund, Fire Department resource and requirement increases of \$186,420, with an appropriations increase of \$112,937 in the personnel services category and \$73,483 in the materials & services category, due to higher than anticipated personnel services and equipment costs related to City firefighter response to national emergencies.

<u>General Fund:</u>	<u>Amended Budget</u>	<u>Budget Adjustment</u>	<u>Amended Budget</u>
Resources:			
Beginning Fund Balance	\$ 5,392,990		\$ 5,392,990
Property Taxes	12,846,861		12,846,861
Licenses & Permits	2,998,600		2,998,600
Intergovernmental	2,202,060	\$186,420	2,388,480
Charges for Services	1,462,458		1,462,458
Fines & Forfeitures	564,300		564,300
Miscellaneous	854,879		854,879
Transfers In	2,458,547		2,458,547
Total Resources	<u>\$28,780,695</u>	<u>\$186,420</u>	<u>\$28,967,115</u>
Requirements:			
Administration	1,505,991		1,505,991
Finance	805,929		805,929
Engineering	1,091,207		1,091,207
Planning	1,502,007		1,502,007
Police	8,506,466		8,506,466
Municipal Court	539,655		539,655
Fire	3,616,146	186,420	3,802,566
Parks & Recreation	2,949,569		2,949,569
Park Maintenance	1,328,774		1,328,774
Library	1,678,331		1,678,331
Not Allocated to Organization:			
Debt Service	487,996		487,996
Transfers Out to Other Funds	2,182,508		2,182,508
Operating Contingencies	822,250		822,250
Ending Fund Balance	1,763,866		1,763,866
Total Requirements	<u>\$28,780,695</u>	<u>186,420</u>	<u>\$28,967,115</u>

Ambulance Fund resource and requirement increases of \$88,895 in the personnel services category, due to higher than anticipated personnel services costs related to City firefighter response to national emergencies.

<u>Ambulance Fund:</u>	<u>Amended Budget</u>	<u>Budget Adjustment</u>	<u>Amended Budget</u>
Resources:			
Beginning Fund Balance	\$1,248,817		\$1,248,817
Licenses and Permits	143,000		143,000
Intergovernmental	614,190	88,895	703,085
Charges for Services	3,835,000		3,835,000
Miscellaneous	36,450		36,450
Transfers In from Other Funds	865,012		865,012
Total Resources	<u>\$6,742,469</u>	<u>\$88,895</u>	<u>\$6,831,364</u>

Requirements:

Emergency Medical Services	5,122,008	88,895	5,210,903
Transfers Out to Other Funds	366,015		366,015
Contingency	229,150		229,150
Ending Fund Balance	1,025,296		1,025,296
Total Requirements	<u>\$ 6,742,469</u>	<u>\$88,895</u>	<u>\$ 6,831,364</u>

This Resolution will 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 26th day of March, 2019 by the following votes:

Ayes: _____

Nayes: _____

Approved this 26th day of March, 2019.

MAYOR

Approved as to form:

CITY ATTORNEY