



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

City Council Meeting Agenda
Tuesday, April 28, 2020
5:30 p.m. – Level 10 Meeting
7:00 p.m. – Regular Council Meeting
REVISED 04/27/2020

Welcome! The public is welcome to attend, however if you are not feeling well, please stay home and take care of yourself. In accordance with Governor Kate Brown's Executive Order 2020-12 we are limiting the amount of people at Civic Hall and if we meet capacity we may ask you to leave.

- The public is strongly encouraged to relay concerns and comments to the Council in one of two ways:*
- *Email at any time up to 12 p.m. the day of the meeting to Claudia.Cisneros@mcminnvilleoregon.gov.*
 - *Join the zoom meeting; send a chat directly to City Recorder, Claudia Cisneros, to request to speak and use the raise hand feature in zoom to request to speak, once your turn is up we will announce your name and unmute your mic.*

You can live broadcasts the City Council Meeting on cable channels Xfinity 11 and 331, Frontier 29 or webstream here:
www.mcm11.org/live

LEVEL 10 MEETING: *You may join online via Zoom Meeting:*
<https://mcminnvilleoregon.zoom.us/j/97249811621?pwd=SlVTVmZkMGtuUXJuTWtuYkJaMUE4QT09>

Zoom ID: 972-4981-1621
Zoom Password: 882050

Or you can call in and listen via zoom: 1-253- 215- 8782
ID: 972-4981-1621

CITY COUNCIL REGULAR MEETING: *You may join online via Zoom Meeting:*
<https://mcminnvilleoregon.zoom.us/j/97670845553?pwd=WHRneIFZ1VFbWpGQ1EvL3NscTRHQ09>

Zoom ID: 976-7084-5553
Zoom Password: 056423

Or you can call in and listen via zoom: 1-253- 215- 8782
ID: 976-7084-5553

5:30 PM – LEVEL 10 MEETING – VIA ZOOM & COUNCIL CHAMBERS

1. CALL TO ORDER
2. REVIEW CITY COUNCIL LEVEL 10 MONTHLY TEAM MEETING AGENDA
3. ADJOURNMENT

7:00 PM – REGULAR COUNCIL MEETING – VIA ZOOM & COUNCIL CHAMBERS

1. CALL TO ORDER & ROLL CALL
2. PROCLAMATION
 - a. Historic Preservation Month
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. The Mayor will read comments emailed to City Recorded and then any citizen participating via Zoom.*
4. PRESENTATION
 - a. Zero Waste McMinnville
5. ADVICE/ INFORMATION ITEMS
 - a. Reports from Councilors on Committee & Board Assignments
 - b. Department Head Reports
6. CONSENT AGENDA
 - a. Consider the Minutes of the August 21, 2019 Work Session Joint Meeting with McMinnville City Council and Yamhill County Commissioners Meeting.
 - b. Consider the Minutes of the October 8, 2019 Work Session and Regular City Council Meetings.
 - c. Consider OLCC request from Hundred Suns Wine LLC at 1445 NE Miller Street Bldg D Ste 1 for a 2nd Winery Location.
 - d. Consider OLCC request from Martin Artisen LLC at 711 NE 3rd Street for a 2nd Winery Location.
7. NEW BUSINESS
 - a. Authorize City Manager to sign the collective bargain agreement between the City of McMinnville and the McMinnville Police Association.
8. RESOLUTION
 - a. Consider **Resolution No. 2020-26**: A Resolution awarding a Contract for the Old Sheridan Road Improvements transportation bond project, Project 2017-6, to K&E Excavating.
 - b. Consider **Resolution No. 2020-27**: A Resolution authorizing the approval of a cooperative fund exchange agreement between the City of McMinnville and Oregon Department of Transportation (ODOT) known as 2020 Fund Exchange Agreement, No. 34129.
 - c. Consider **Resolution No. 2020-28**: A Resolution for City of McMinnville, Oregon Extending the City's Declaration of State of Emergency Expressed in Resolution 2020-18. **(Added 4/27/2020)**
9. ADJOURNMENT

City Council Level 10 Monthly Team Meeting Agenda

Date: 4-28-2020

Time: 5:30-7pm

Meeting Facilitator: Wendy Stassens

In Attendance:

Absent:

Agenda:

Suggested preparation for this meeting:

- (1) Review the meeting agenda
- (2) Good News: Determine your Good News (business and personal best) statements
- (3) Councilor/City/Employee/Citizen Headlines: Prepare all updates on current city activity that you would like to share with Council. Sample updates may include:
 - a. Councilor personal or business updates
 - b. Conversations with citizens or other City stakeholders with feedback relevant to the City Council directives or state of the City
 - c. Any update regarding current or upcoming projects or situations within the City departments, team or operations
- (4) Scorecard: None for this meeting
- (5) Action Items: None for this meeting
- (6) Preparation for the IDS Discussion:
 - a. Topic selected for this meeting: Fire Department interim solutions while we work towards the Fire District.
 - b. Read Safer Grant materials provided by the fire department
 - c. In preparing your thoughts for discussing this IDS topic, consider these questions:
 - i. What is the root problem we are trying to solve?
 - ii. What is the data that we need to collect and share to come up with effective solutions for this problem?
 - iii. What does an effective solution for this problem look like?

-
- (1) What Outcomes are we trying to achieve
 - a. Practice working as a high functioning team: A team with high topic tension and low interpersonal tension
 - b. Create an effective platform for us as a body to address the topics that we feel are the highest priority to solve
 - c. Practice sound and effective problem solving for complex problems as a team
 - d. Create a method for holding ourselves accountable for actions to move towards solutions to our most critical issues
 - e. Create an accurate feedback system to track our progress in moving towards our long term stated goals and course correct our efforts, as needed.

- f. Provide unified leadership for the City Manager, our direct report, and for the City that also takes into account the diverse views of the Council members.
- g. Provide a structure and culture that ensures consistent, superior governance even with Council turnover.

Good news: 15 Min.

Personal Best/Business Best

- Share a win, or an “aha!” moment, one from your personal life and one from your business. Business can be City Council or private sector business highlights. One sentence for each. We are going to be working on being very succinct with our answers in this section.

Scorecard/Traction Update: 0 Min

Councilor/City/Citizen Headlines: 10 Min.

- Share Councilor, City and citizen feedback, headlines and updates.
 - No discussion of anything that should be discussed in Exec Session:
 - Employment matters of public employees of the City, including dismissal, disciplining or evaluation of performance
 - Labor negotiations
 - Real property transaction negotiations
 - Anything related to information or records that are exempt by law from public inspection.
 - Negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.
 - Discussions related to current litigation or litigation likely to be filed.
 - Negotiations regarding proposed acquisition, exchange or liquidation of public investments

Last Meetings Action Items: 0 Min.

New Actions: 0 Min

Identify/Discuss/Solve Issues: 55 Min
No 911 IDS this week

Issues List IDS

An “issue” is defined as a problem, obstacle, barrier, idea or opportunity. Basically anything unresolved that needs to be discussed.

Issue for this Level 10 Meeting: Fire Department interim solutions while we work towards the Fire District.

Meeting Recap: 10 min

- Meeting Recap
- Cascading messages
- Meeting rating

Criteria: Rate the meeting on a scale of 1-10 identifying your evaluation of the effectiveness of the meeting.

1. Did the meeting start and end on time?
2. Did we follow the Level 10 meeting agenda?
3. Was the meeting agenda effective with the right amount of time allotted to each section?
4. Is everyone on the same page?
5. Did we generally stay on topic and avoid tangents that were not productive?
6. Did we identify the most important issues and opportunities to be captured on our Master Issues list?
7. Did all participants seem prepared for the meeting and participate meaningfully in the discussion?

Anything below an 8 we will ask “What could we do to make the meeting an 8 or higher for you next time?” You may contribute your feedback regarding the meeting at any meeting rating. This feedback will guide our continuous improvement.

Zack Geary-
Sal Peralta-
Remy Drabkin-
Adam Garvin-
Kellie Menke-
Scott Hill-

Jeff Towery-
Rich Leipfert-
Susan Muir-

STAFF REPORT

DATE: April 22, 2020
TO: Mayor and City Councilors
FROM: Rich Leipfert, Fire Chief
SUBJECT: SAFER GRANT

Report in Brief:

The Federal Emergency Management Agency has opened up the Safer Grant application period. The period opened April 15th and closes May 15th 2020. The grant is for the purpose of hiring full time firefighters. The grant is specific to fire response and firefighting activities. In addition to informing the City Council on the grant, I am including updated information of the issues that have been identified by the department in the past in order for the City Council to have a more full understanding.

Background:

The SAFER grant funds are based on the average cost of a new hire firefighters wages and benefits only. Financially the grant covers 75% of the first and second year costs and 35% of the 3rd year costs. Any costs above the average are the City's responsibility. The City must commit to fully staffing existing positions (at the time of the grant application) and the grant added positions for the 3 year performance period. Any layoffs would result in default to the grant. The city must commit to having the new positions ride on an engine more than 50% of the time since the grant is specific to firefighting capability and not EMS response. Successful grant applications will be notified by September 2020. Agencies notified have 30 days to accept the grant.

Discussion:

Qualifying factors for the award broke down into two key areas listed below.

(1) Project Description:

In order to receive the highest rating related to Project Description, applicants must clearly address the following points: • Why does the department need the positions requested in this application? • How will the positions requested in this application be used within the department (e.g. fourth firefighter on engine, open a new station, eliminate browned out stations, reduce overtime)?

(2) Impact on Daily Operations:

In order to receive the highest rating related to Impact on Daily Operations, applicants must clearly address the following points: • Explain how the community and the current firefighters

employed by the department are at risk without the positions requested in this application. • How will that risk will be reduced if awarded?

Fire Standards

There are two national standards currently in place for fire departments. One for career departments and one for volunteer departments. In 2009 the City elected to adopt its own standards using a combination of both due to our combination type department.

The City standards used to measure several areas for Fire inside the City are:

1. Response time for first arriving unit. (6 minutes dispatch to arrival: 90%)

On average over the last 3 years, these standards are applied to 122 fire calls annually, which equates to 1.6% of the department call volume. The department has met the 6 minute response time standard for first arriving unit 36 % of the time which equates to an average 44 calls. We did not meet the standard on an average of 78 calls.

Any grant option that improves our response time would move us to an estimated 78% compliance of the 122 call average which equals 95 calls out of 122. Gaining better performance than 78% is difficult due to the lack of dispersed sub stations.

2. Response time for minimal acceptable response force (12 minutes: 90%)
3. Number of firefighters for type of facility “minimum acceptable response force”
 - a. (19 residential)
 - b. (23 commercial)

Minimum acceptable response force would not be met with any option due to the response time of volunteer units needed to meet the required firefighter numbers.

EMS Standards

EMS calls make up for 82% of our call volume for the department.

The Yamhill County ASA Standards for EMS in City are:

Response Time for first arriving unit emergent calls: (6 minutes dispatch to arrival 90%)
The department has met the in city 6 minute response time standard 88%-91% over the last three years.

Grant application options

There are three options in the discussion around grant funded staffing for the Fire Department. The twelve person option is about staffing another full time engine. The options of six and three are basically discussing how many times a year we can deploy a four person engine company. Currently without moving an ambulance crew to the engine:

- | | |
|--------------------|----------|
| 1. 4 Person Engine | 33 days |
| 2. 3 Person Engine | 131 days |
| 3. 2 Person engine | 234 days |

Option #1: Twelve positions

Anecdotal information indicates that the fire districts that are in a more sustainable funded position are collecting their taxes at a rate of slightly under or at 2.00 per thousand of assessed value. Currently the McMinnville Fire Department uses about \$1.52 per thousand of the general fund taxes to operate. The addition of \$.6 per thousand to the Fire Department budget would place the department at a \$2.12 rate with an additional \$1.5 million in tax revenue. This would still not cover the cost of the grant funded positions once the grant was past the performance period. This would place the new district unable to meet their staffing costs and not having the ability to fund any long term capital projects needed to improve the service levels i.e. substations, vehicle replacement plans etc.

The ESCI consultant has indicated that initiating a cost that is this much of a burden to the new district could very well cause the failure of the consolidation effort.

Option # 2: Six positions

Six positions would provide a four person Engine Company 365 days a year. This would eliminate response delays due to staffing and provide the ability to immediately start rescue operations.

Response time would move from arriving on 36% of calls in under 6 minute to 73% of call in under 6 minutes.

Option # 3: Three positions:

Provides a four person Engine Company 131 days a year, and 234 days with a three person crew. Response times reduced in both cases due to staffing with rescue operations delayed on three person days, until additional staffing arrives.

Response time would move from arriving on 36% of calls in under 6 minute to 73% of call in under 6 minutes.

Options 1 and 2 decrease the response time the same since department policy allows for a three or four person engine to respond without waiting for additional staffing.

Current Ongoing Consolidation Study

The current ongoing study will be conducting a thorough evaluation of the feasibility of consolidating with other organizations. It will evaluate funding streams, station locations, staffing levels paid and volunteer. It will measure our department and others against the national standards. This study is designed to ensure that if we do move forward with consolidation we will not be setting up the future organization for failure by overextending resources. This study will provide the City a large amount of data from which to make decisions as we move forward regardless of consolidation.

Current Ongoing Issues within the Organization

City Council was briefed during a presentation by the Fire Department in 2018 about issues which have affected the organization. Those were (1) increasing call volume, (2) mandatory holdover overtime to meet minimum staffing levels and (3) paid staff turnover to other departments creating a department.

(1). Overall call volume is down 5% in the last 3 years. EMS call volume has reduced 8.4% or 559 calls in the last 3 years. This equates to a reduction of 442 billable calls for the same time period. 2020 appears to be continuing in this trend. EMS call volume is trending down over the last three years

(2) In 2019 there were 2 shifts of mandatory hold over for shift coverage.

(3) Currently the department is at full staff. Staff do continue to look for work elsewhere. In 2018, 4 staff left for other departments. In 2019, 6 staff left for other departments, and so far this year 2 others have left for other departments.

Fiscal Impact:

Number of New Hires Actual costs	City Cost Year 1	City Cost Year 2	City Cost Year 3	City Cost after Grant
12 \$1,680,000	\$420,222*	\$420,000*	\$1,092,000*	\$1,680,000*
6 \$700,000	\$210,000*	\$210,000*	\$546,000*	\$840,000*
3 \$420,000	\$105,000*	\$105,000*	\$273,000*	\$420,000*

- City Costs do not include anything above starting average wage.

Additional Considerations

The 2020-21 budget has already started in a challenging position due to the Pandemic. We started with limited additions and reduced initial expenses from last year and are facing the prospect of mid-year reductions based on property taxes and first half revenues. Fire Department revenues will be lower due to reduced patient transports.

SAFER Grant Costs by Year
added 04/27/2020

		First Year	Year 2	Year 3	Year 4	tax rate
Full Cost	12	\$ 1,680,000.00	\$ 1,764,000.00	\$ 1,852,200.00	\$ 1,944,810.00	0.776
Grant Pays		\$ 1,260,000.00	\$ 1,260,000.00	\$ 588,000.00		
City Costs		\$ 420,000.00	\$ 504,000.00	\$ 1,264,200.00		
Full Cost	9	\$ 1,260,000.00	\$ 1,323,000.00	\$ 1,389,150.00	\$ 1,458,607.50	0.57
Grant Pays		\$ 945,000.00	\$ 945,000.00	\$ 441,000.00		
City costs		\$ 315,000.00	\$ 378,000.00	\$ 948,150.00		
Full Cost	6	\$ 840,000.00	\$ 882,000.00	\$ 926,100.00	\$ 972,405.00	0.388
Grant Pays		\$ 630,000.00	\$ 630,000.00	\$ 324,135.00		
City Costs		\$ 210,000.00	\$ 252,000.00	\$ 601,965.00		
Full Cost	3	\$ 420,000.00	\$ 441,000.00	\$ 463,050.00	\$ 486,202.50	0.194
Grant Pays		\$ 315,000.00	\$ 315,000.00	\$ 162,067.50		
City Pays		\$ 105,000.00	\$ 126,000.00	\$ 300,982.50		

Remy.Drabkin@mcminnvilleoregon.gov

From: Todd Godfrey [<mailto:president3099@gmail.com>]
Sent: Friday, April 24, 2020 7:15 PM
To: Remy Drabkin <Remy.Drabkin@mcminnvilleoregon.gov>
Subject: SAFER Grant Commitment

Mimecast Attachment Protection has deemed this file to be safe, but always exercise caution when opening files.

This message originated outside of the City of McMinnville.

Councilor Drabkin,

I would like to start off by saying I hope that you and your family have remained healthy during the pandemic.

On Tuesday April 28th you will be presented with options for adequately providing Fire Service to the citizens of McMinnville. Of these options, there is only one that will actually allow the fire department to meet the response standards as set out by the City Council more than a decade ago, **Option 1**. Unfortunately this option is not clearly described in the packet from the Fire Chief. This option is briefed with numbers and generalities of rates from other fire departments. Unfortunately the actual facts are limited in this documented option thus making it impossible for you as the decision makers to even consider this as a viable option, but this is the **only** option. **Option 1** is the only viable option as it is the only one that includes the addition of a second fire engine staffed 24 hours a day 7 days a week. This option is the only one that allows for a fire engine to respond to more than one incident at a time. This document is filled with information about delays due to crews moving from vehicle to vehicle, and these delays are real, but are not as big of a detriment as not having a second vehicle to go if there are multiple calls at the same time. Options 2 and 3 do nothing to address the staffing shortfall on scene of any structure fire, only the addition of more staffing will address that.

We know this is a big commitment to the citizens of McMinnville but it is a must in the times that we are in. It is a must in the fact that if we do not actually start meeting the standards, the liability to the citizens and their homes, the liability financially with the city opening themselves up to law suits, and the liability of a potential injury to staff is skyrocketing. The report from the Fire Chief to the City Council states that a new district may not be able to fund 12 new positions in the future. Local 3099 can assure you that we can not and will not support a district campaign in any way, shape, or form without first adequately taking care of the citizens of McMinnville which are our number one priority. It would seem that the Fire Administration, the City Manager, City Council, and the Line Staff should all be in agreeance on that. Keeping the public safe will always be our number one priority, but it seems those priorities may have shifted for others for some reason. These standards were adopted because they are what the citizens expect and deserve, ignoring them is not the right thing to do.

Attached you will find a Document of Commitment. It is no secret that McMinnville Fire has a turnover problem. We lose more firefighters per year than any fire department of comparable size. This document is an Oath signed by every one of the 36 line staff of Local 3099. This commitment is an Oath from us to you. Much like the Oath we take when being sworn in by the Fire Chief upon getting hired, we take our Oaths very seriously. It is the foundation of what we do. Sometimes people stray from their Oaths, but that's why we look out for each other, to remind each other what our Oath means and what we took it for. I am writing this to remind you of your Oath to your citizens. To protect them through your policies. Right now we are not protecting them, help us protect them.

--

B. Todd Godfrey
President

Local 3099
(503)437-0166



McMinnville Fire Fighters Association
International Association of Fire Fighters, Local 3099
175 E. First Street • McMinnville, Oregon 97128
(503)435-5800 Fax (503)435-5815

McMinnville City Councilors,

The Professional Firefighters of McMinnville urge your approval of the federal grant known as S.A.F.E.R. in order to adequately staff the McMinnville Fire Department. This staffing increase is to meet the standards that were set by the City Council in conjunction with the administration of the fire department and members of the public in 2009. These standards were not set arbitrarily and are the cornerstone of the service the fire department provides to the citizens of McMinnville. This would require the city to invest in three full-time positions at the fire department for the first two years. With the council choosing to invest in these new positions, the federal grant would fund nine new positions that are needed to meet the requirements of providing adequate fire service to the citizens of McMinnville. These new additions will be able to staff the first out fire engine with at least three firefighters every day, and also provides for a second fire engine staffed with at least three firefighters every day. As Chief Leipfert has presented to you in the past, we are not currently meeting our fire response standards 50 percent of the time and not meeting critical fire staffing numbers set by NFPA 1710. Chief Leipfert has tried other avenues to improve these statistics, unfortunately to no avail. This is a risk to the public, to their property, and a liability the City holds, forcing the Fire Department to be run inadequately. There is no time like the present to meet these standards as Covid-19 is changing the landscape of Fire and EMS responses with a reliable response in a timely manner being an absolute must.

We understand the financial impacts of this, and do not take those lightly. Local 3099 is willing to financially help fund these new positions by offering a cost savings to the City. If the City is awarded a SAFER Grant and hires these new full-time positions, we, the current body of the McMinnville Professional Firefighters Local 3099 commit to not leaving the employment of the City of McMinnville for the duration of 2 years after the new employees are hired and the second engine is operational. In Chief Leipfert's latest figures this savings amounts to \$77,643 per retained employee. Since 2017 the number of employees who have left the department averages almost 7 per year and 20 total employees lost. The Fire Department has turned over 75% of our staffing in the last 5 years with 45% just in the last two years. This turnover has cost the City, a total of \$1.6 million since 2017. With this commitment to preventing turnover in our department, the overall savings would more than offset the City's financial commitment to the SAFER grant.

It is time to invest in your Fire Department and your Employees. Failure to act means the City is accepting the responsibility of underfunding and understaffing the fire department. More importantly the City is accepting the liability of under-serving their community for Fire and EMS and will result in a widespread negative reputation for the City.

Sincerely,

B. Todd Godfrey
Local 3099 President

Kody Quinnan
Secretary

David Barsotti
Vice President

Kristina Beaudoin
Treasurer



MCMINNVILLE FIRE FIGHTERS ASSOCIATION

International Association of Fire Fighters, Local 3099

175 E. First Street • McMinnville, Oregon 97128

(503)435-5800 Fax (503)435-5815

Battalion Chief - Christopher Burton

Battalion Chief - Luke Loomis

Battalion Chief - Phillip Riggs

Captain - Lucas Slavens

Captain - David Stovin

Alex Malamura

Dennis McMillan

Brian Taylor

Emily Smith

Michael Flores

Suzy Burkhardt

Cody Scoles

AJ Gerhard

Tanner Morton

Chad Jones

Elle Miller

Sarah Callegari

Lissa Skipper

Bruce Sams

Clif Heim

Jonathan Ripley

Anders Norcutt

Graham Steffen

Brandon Names

Sean Cameron

Jacob Perry



MCMINNVILLE FIRE FIGHTERS ASSOCIATION

International Association of Fire Fighters, Local 3099

175 E. First Street • McMinnville, Oregon 97128

(503)435-5800 Fax (503)435-5815

Gary Steindorf

Nick Coleman

Chris Frank

Bryan Person

Ryan Zollinger

Logan Lachenmeier

Handwritten notes at the bottom of the page, possibly including the name 'Mick'.

STAFF REPORT

DATE: April 28, 2020
TO: Mayor and City Councilors
FROM: Chuck Darnell, Senior Planner
SUBJECT: Historic Preservation Month Proclamation

STRATEGIC PRIORITY & GOAL:



GROWTH & DEVELOPMENT CHARACTER

Guide growth & development strategically, responsively & responsibly to enhance our unique character.

OBJECTIVE/S: Strategically plan for short and long-term growth and development that will create enduring value for the community

Report in Brief:

This is a proclamation to be read by the Mayor which will proclaim May 2020 as Historic Preservation Month in McMinnville.

Background:

Historic Preservation Month was first established and observed by the National Trust for Historic Preservation in 1973. The National Trust for Historic Preservation is a nonprofit organization dedicated to protecting America's historic buildings, landscapes, and neighborhoods. The City's Historic Landmarks Committee is the appointed body that is involved in the practice of historic preservation, serving as the body tasked with managing the City's Historic Resources Inventory and reviewing any alteration to an existing historic landmark. The Historic Resources Inventory is a locally adopted list of protected historic structures, buildings, and sites in the city, and includes numerous resources dating back as far as 1853.

Discussion:

Historic Preservation Month is celebrated annually during the month of May across the country. Public agencies and nonprofits use the month of May as a time to celebrate and promote historic buildings, sites, landscapes, and neighborhoods. McMinnville's extensive Historic Resources Inventory, which includes numerous buildings and sites, provides ample opportunity to highlight the important historic resources that exist throughout the city. The McMinnville Downtown Historic District is listed on the National Register of Historic Places and includes many of the most prominent historic buildings in McMinnville, but a vast majority of our historic resources are located in other historic areas of the city.

This Place Matters

The City will be working to promote important and interesting historic resources during Historic Preservation Month by compiling information on important historic resources, including historic and current photos, as well as stories that provide more information about the role that the historic resources play in the city. The Planning Department will be sharing this information through the “This Place Matters” feature on the McMinnville Matters website and social media platforms. If anyone is interested in submitting their own pictures or stories to use in the online posts, please send those along to Chuck Darnell, Senior Planner, at chuck.darnell@mcminnvilleoregon.gov.

Historic Preservation Awards

Another activity during Historic Preservation Month will include the selection and presentation of Historic Preservation Awards. The Historic Preservation Awards were presented to property owners in previous years, and were a great opportunity to acknowledge and honor outstanding historic preservation efforts that have been undertaken in the City of McMinnville. The awards may be provided to property owners that completed historic preservation projects (such as remodeling, restoration, or reconstruction), but can also be provided to individuals that are particularly committed to or involved in historic preservation efforts in the community. The City will be announcing a nomination process for the Historic Preservation Awards soon, so watch for further communication and detail on that process soon.

The Historic Landmarks Committee will review award nominations and select the award winners, and the awards will be announced and presented to the property owners at the second City Council meeting in May during Historic Preservation Month.

Other Historic Preservation Projects

In 2020, the Planning Department will be completing additional historic preservation work including a Reconnaissance Level Survey (RLS) of the historic residential areas south of downtown and the complete digitization of the McMinnville Historic Resources Inventory. Both of these projects are being funded by a Certified Local Government (CLG) grant that the Planning Department received from the State Historic Preservation Office. The RLS will result in updated survey and documentation of historic resources that exist in the residential areas south of downtown. The RLS field work was scheduled to begin in March, with a hope that some preliminary information would be ready to share in May during Historic Preservation Month. However, the field work needed to be delayed to avoid unnecessary travel and personal interaction during the Covid-19 public health emergency. The Planning Department is still intending to complete the RLS as soon as travel restrictions are eased. The Historic Resources Inventory digitization project is still occurring, and will result in a complete database of all of the City’s historic resources being available online, which currently does not exist.

Attachments:

Proclamation for Historic Preservation Month

Fiscal Impact:

None.

Recommendation:

Staff recommends that the Mayor read the attached proclamation to proclaim May 2020 as Historic Preservation Month in the City of McMinnville.



PROCLAMATION

Whereas, the National Trust for Historic Preservation, a nonprofit dedicated to protecting America’s historic buildings, landscapes, and neighborhoods, established an annual celebration of historic preservation across the country; and

Whereas, this celebration, known as National Historic Preservation Month, was first established and observed by the National Trust for Historic Preservation in 1973; and

Whereas, National Historic Preservation Month is now observed in the month of May every year throughout the country; and

Whereas, the City of McMinnville has a rich history as the primary social and economic center of the Yamhill County region; and

Whereas, the McMinnville Downtown Historic District, the economic center of our city focused on Third Street, is listed on the National Register of Historic Places; and

Whereas, the City of McMinnville promotes and protects its historic buildings and sites through a locally adopted Historic Resources Inventory, managed by the Historic Landmarks Committee, which includes numerous buildings and sites dating back as far as 1853; and

Whereas, the protection of our historic resources enhances the economic vitality of our community, beautifies our built environments, and instills in our community members a sense of pride in the historic importance of the City of McMinnville.

NOW, THEREFORE, I, Scott A. Hill, Mayor of the City of McMinnville, do hereby proclaim **May 2020** as

HISTORIC PRESERVATION MONTH

in the City of McMinnville, and I urge all citizens to celebrate Historic Preservation Month and support efforts to protect our valued historic resources throughout the city.

In Witness Whereof, I have hereunto set my hand and caused the official Seal of the City of McMinnville to be affixed this 28th day of April, 2020.

Scott A. Hill, Mayor



Zero Waste McMinnville wishing you a happy 50th anniversary on Earth Day 2020

April 22nd, today, is the 50th anniversary of Earth Day. Strangely, the guest of honor marking this auspicious occasion is a deadly virus. Is the Corvid 19 a message for Mother Earth, a fluke, a brutal corrective biological purge, or a timely reminder that the Human race is, well, "Only Human." One thing is very sure. The Corona Virus will change the course of human history and, it's important that the change is what's best for the collective survival of our life on the planet. Some will work to re-align healthcare, some the economy, others will work to perfect "science." We here at Zero Waste McMinnville will work in the future to use *less*.

Zero Waste McMinnville has canceled all of our direct human contact activities and events for the remainder of the spring/summer and has doubled down on examining (via Zoom!) the effect Corvid19 might re-align the way we view "waste." We've been asked to hunker down and give up many of the trappings of our day to day life; less gasoline, less intermittent shopping, less travel. The economic sacrifices have been devastating. It's forced us to do "without." It's emotionally hard but, look at the empirical outcome. It's meant less pollution, less waste, less money spent. It's sadly ironic. Sometimes Zero Waste McMinnville is criticized for advocating arch behavioral changes to help the environment. But it's a virus, a horrible menacing scourge that is showing us how an unintentional reduction in waste quickly regenerates and purifies the air and water. The goal is to vanquish the virus and still come out the other side with lessons learned on being less materialist and reducing our waste.

This pandemic is a test of the human spirit. Suppose the virus travels throughout society for more than just a few rotations of the moon and sun and, we are forced to adapt our buying, living, playing behavior for good. Suppose that behavior is best managed by producing cheap throw away things that, once touched by a human being, will be thrown away to protect each other from spreading the virus? Well then, let's not mass produce more plastic, synthetics and "polymers", let's produce truly compostable products – raw, plant fiber based products without wax, manipulated seaweeds or soybean extract - that actually sequester carbon when spaded back into the Oregon tilth. Nothing could be more Earth Day than that!

Meanwhile, Zero Waste McMinnville perfects our mission to make McMinnville Oregon's first Zero Waste City and encourages our newest board member, Haley Queen, to launch her Zero Waste retail market, SUSTAINABLE RITUALS. We also encourage you to garden your tooshie off this summer. Sadly, there will not be all the festivals, sports events and reunions anytime soon.

ENTERED INTO THE RECORD
DATE RECEIVED: 4/27/2020
SUBMITTED BY: Ramsey McPhillips
SUBJECT: 4a

But there will be rows of lettuce, trellises of beans and hoops of tomatoes throughout the city. We encourage you to plant every inch of your land, window sill and office complex parking lot with an infill of food. This is the time to step up and regain a relationship with nature; grow, grow, grow! Victory Garden of Yamhill County, an offshoot of Zero Waste McMinnville, is ramping up its effort to encourage local food production. Look to our Facebook pages – Zero Waste McMinnville or Victory Gardens of Yamhill County for more information on reducing waste, gardening, composting and living a more sustainable life. President and founder of Victory Gardens of Yamhill County, Bettie Egerton encourages you to come get a Victory Garden sign, post it proudly in your yard and up your gardening game to produce local food for each other. Let's make a basket of fresh produce the new handshake.

50 years ago, CBS News anchor Walter Cronkite hosted a half-hour Earth Day special, calling for the public to heed "the unanimous voice of the scientists warning that halfway measures and business as usual cannot possibly pull us back from the edge of the precipice." 50 years and 120 million more people and we still are not heeding his warning. So, a virus and a rapidly changing climate are pushing the human race off the edge. Some of us will survive to see another day, to use "less" and to waste "less." After all, in the end, we are the children of a planetary fate ruled by Mother Earth and Father Time. Only Human.

Ramsey McPhillips
President
Zero Waste McMinnville

CITY OF McMinnville
MINUTES OF JOINT MEETING
OF THE MCMINNVILLE CITY COUNCIL
AND YAMHILL COUNTY COMMISSIONERS
Held at the Kent Taylor Civic Hall
McMinnville, Oregon

Wednesday, August 21, 2019 at 5:30 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Melissa Bisset

Councilors:	<u>Present</u>	<u>Absent</u>
	Adam Garvin	Sal Peralta
	Wendy Stassens	Zack Geary
	Kellie Menke, Council President	
	Remy Drabkin	
	Wendy Stassens	

Yamhill County Commissioners:	<u>Present</u>	<u>Absent</u>
	Casey Kulla – Chair	
	Rick Olson – Commissioner	
	Mary Starret – Vice Chair (left at 6:45 p.m.)	

Also present were City Manager Jeff Towery, Planning Director Heather Richards, Ken Huffer – County Administrator & Budget Officer, County Counsel Christian Boenisch, Yamhill County Planning & Development Director Ken Friday, Planning Commissioner Amanda Perron, Planning Commissioner Susan Dirks, Planning Commissioner Gary Langenwalter, Senior Planner Tom Schauer, Senior Planner Chuck Darnell, Members from the Media Tom Henderson - News Register and Jerry Eichten, McMinnville Community Media

1. CALL TO ORDER: Mayor Hill called the meeting to order at 5:32 p.m.
2. PRESENTATION AND DISCUSSION REGARDING THE BUILDABLE LANDS INVENTORY AND HOUSING NEEDS ANALYSIS.

Planning Director Richards said the discussion tonight was regarding how to plan for growth in the City. First and foremost planning for growth was all about planning for people and how they would live and work in the future. What happened in the next twenty years would impact future generations far past twenty years. Planning for growth was required by state law. Great communities did not happen by chance. It was all about balance, specifically balancing priorities, agendas, near-term needs and long-term opportunities, and aspirational goals and cautiousness.

When it was out of balance it was unfairly weighted in one direction. The decision making filter should be about what was best for McMinnville, both current and future residents. ORS provided the checks and balances for the state land use goals. Local decisions should be filtered through a local lens. McMinnville needed to accommodate 12,739 new people by 2041 and 28,045 new people by 2067. That equated to 5,002 new homes by 2041 and 11,012 new homes by 2067. She discussed the standard UGB expansion process, the 1981 adopted UGB for the 1980-2000 planning period, and the history of failed UGB expansion efforts from 1993-2013. In 2000 an analysis for the 2003-2023 planning period was conducted. It concluded that there was a need to expand the UGB by 1,188 gross acres, 890 buildable acres and 537 to meet identified housing needs. In 2011, the Court of Appeals ruling stated only 217 acres of rural residential exception lands could be brought into the UGB. The Court stated the City had not justified the selection of high value farmland over other exception lands adjacent to the existing UGB and the City was not allowed to bring any other lands in. That was still an issue today. It left the City in a deficit of 673 acres, including 320 acres of residential land. It cost the City \$1 million and thousands of hours of staff time. She showed pictures of where the 217 acres were located and the Urban Growth Boundary today. Most of the 217 acres had not come into the City limits as it was either not buildable or the property owners had no interest in developing. She then showed an aerial photo of how the City had developed which was from the center out and the land left to develop was on the periphery of the City.

Planning Director Richards said the UGB amendments since 1986 had brought in 371 acres total. The 217 acres were the rural exception lands and the others were singular amendments for public amenities, Joe Dancer Park, Evergreen campus, and new high school. In that same time the population had grown from 15,460 to 33,810 people, an increase of more than 225%. The UGB increased by 6%. Land supply was now constrained which caused higher land costs, lack of affordable housing opportunities, lack of overall housing opportunities, loss of economic opportunities, falsely constrained population growth, more population growth in unincorporated County, deficit in tax revenue to fund public level of service, infill in a vacuum, pressure to efficiently use land without long term consideration, and paralysis to move forward.

Mayor Hill said when there was more population growth in the unincorporated County than in the City, could that be seen as sprawl. Planning Director Richards said yes, right now they were flipped in terms of their charges for absorbing growth. The County was absorbing three times as much growth as it was charged, and McMinnville was absorbing a third of what they were charged to absorb. Cities were where growth should occur.

Planning Director Richards said in terms of affordable housing, median household income was \$55,440. The median listed home price was \$377,450 and median price of a home sold was \$317,000. The average rent for an apartment was \$1,113 and for two bedroom apartment rates it was \$1,048. Income was not supporting household costs. She showed a comparison of median sales prices for single family homes in 2018. Newberg had the highest, then Yamhill County, then McMinnville, and then Dallas. She also showed a graph of how median sales prices had gone up from 2012 to 2018. There had been a \$208,000 increase or 148% in those six years. She discussed how 41% of McMinnville's population was in the greater than 120% of median household income. They had been operating in a deficit of new housing supply for ten years. Due to the deficit of affordable housing, households must choose from available housing which was

often more expensive. These households were cost burdened. From 2010 to 2015, McMinnville's average annual growth rate was 0.5% and the unincorporated areas were 1.9%. In the last two years the City had trended and 0.4% which was the lowest growth rate the City had ever experienced. Population was growing, but more slowly. From 1990 to 2017, McMinnville gained 15,771 people. They were meant to be growing right now at a rate of 1.4% and in 2017 the population was forecasted to be 34,293 which the City had not reached. What this meant for funding was the tax base funds were not keeping up with the cost of goods and public services which were increasing 6-7%. The property tax revenue was a 3% increase plus growth, however there was a deficit due to lack of new growth. This led to a reduced level of service or adding tax levies for services.

Planning Director Richards said in the past year staff had been working on a Buildable Lands Inventory, Housing Needs Analysis, and Housing Strategy as well as an Urbanization Study and Economic Opportunities Analysis. She then reviewed the draft Residential Buildable Lands Inventory. The development constraints included: regulated wetlands, floodways, 100-year floodplain, steep slopes (greater than 25%), service constraints, and easement constraints. She showed maps of the residential constraints and buildable land, potential service constraints especially the West Hills slopes and water service for Zone 2, potential hazard constraints such as landslide susceptibility, potential residential infill, and Buildable Land Inventory results. The inventory identified 721 buildable acres in the City's UGB and of those, 61 acres were commercial. There were 179 buildable acres of residential land in the City limits and a lot of that was currently under development. Oregon land use did not define buildable lands inventory as "likely" to develop in the next twenty years, it was more like playing Monopoly and not reality. She discussed the Fox Ridge area and the Riverside Drive area where the property owners were not interested in developing the property.

Planning Director Richards then reviewed the draft Residential Housing Needs Analysis. The planning horizons based on what was happening in McMinnville were: 2018-2021-Gap Years, 2021-2026-5 Year Planning Horizon, 2021-2031-10 Year Planning Horizon, 2021-2041-20 Year Planning Horizon, and 2021-2067-50 Year Planning Horizon. She discussed the population forecast for these horizons and average people per household, which in McMinnville was 2.5 people, as well as the number of new housing units needed for each planning horizon. She explained the McMinnville population forecast by age and stated McMinnville's population was aging, but there would still be a good proportion of different types of age groups.

Mayor Hill said he had been to some seminars that talked about the Baby Boomers and how the need for bigger homes was changing as Millennials wanted something smaller. Planning Director Richards stated there were trends that showed Baby Boomers would be downsizing but still looking for ownership opportunities. Millennials were also ownership oriented but they could not afford it. They were looking at smaller properties for that reason. She expected to see the market change to respond to smaller homes. It could mean smaller lot sizes as well, however there was concern about expanding into high value farmland which surrounded McMinnville. There needed to be more dialogue about better land efficiencies based on future needs but not to the point they were putting people into living situations that were no longer quality of life.

Planning Director Richards said the City was also becoming more diverse. From 2000 to 2016, McMinnville's population that was Hispanic/Latino grew from 15% to 22% and 14% of McMinnville's population was foreign born, 78% of that share immigrated from Mexico. They were seeing more one and two person households. Income in McMinnville would continue to be lower than in the County. In summary, the trends for housing needs were an increased demand for: smaller single family dwelling homes, a wider range of housing types, multigenerational housing, and housing in walkable neighborhoods near services. The housing mix included single family detached housing, manufactured and mobile homes, cottage housing, single family attached townhouses, and multifamily duplexes, triplexes, four-plexes and apartments. In the 2000 census it showed McMinnville had 67% single family detached housing, 8% single family attached, and 24% multifamily. In looking at the building permits issued from 2000 to 2018, they had 62% single family detached, 8% single family attached, and 31% multifamily. She explained the housing tenure and the change in tenure as well as tenure by type of unit. She showed a graph of the building permits issued from 2000 to 2017 and recent development trends for the different zones. They also identified land that was expected to be redeveloped and infill. Vacant and partially vacant lots were not infill or redevelopment lots. Infill was addressed as a function of two factors, Accessory Dwelling Units and lot partitions. Staff thought there would be 8% of redevelopment and infill which meant 422 units. The future housing mix was determined to be 55% single family detached, 12% single family attached, and 33% multifamily. That meant that the City should be issuing 220 building permits per year. There was a stakeholder committee comprised of citizens and leaders who made the recommendations for the future housing mix. She recommended taking this out to the public and getting more input and then it would be brought to the Council for consideration. She compared what other communities had for their redevelopment potential and housing mix and density. Newberg had a 60/8/32 split and 120 units for redevelopment; Redmond had a 60/15/25 split and 146 redevelopment units; Grants Pass had a 67/8/25 split and 198 units; Corvallis had a 50/6/44 split and 11% redevelopment rate; and Bend had a 55/10/35 split.

Planning Director Richards reviewed the draft Residential Housing Strategy. The biggest challenge was protecting the small town charm and aesthetic of McMinnville while providing housing choice for a diverse community and ensuring that everyone lived in a quality housing situation. The City had recently created McMinnville's Great Neighborhood Principles which included housing for diverse incomes, housing variety, and human scale design. Of the existing single family detached homes, 13% were manufactured homes. There were many products available and they did not have to put all the lower income population into apartments. They had to identify how to meet the needs for the different income levels of future populations and what types of units were required. They also looked at other options besides the traditional zoning, such as creating a catch-all residential zone, high density residential zone where only multifamily was allowed, and single family residential zone. The stakeholder committee recommended going with a hybrid, which was two residential zones, the catch-all residential and high density residential zones. The strategy was a fine-grained land use pattern and form-based design standards. What this meant for the City was a commitment to a higher density housing strategy, a paradigm shift in zoning from homogenous single-family residential zones to neighborhoods that were inclusive and diverse with a variety of housing types, a high density residential zone strategically located, and a growth analysis that was built around McMinnville values and what was best for future residents. Even with the high efficiency standards for land use and

commitment to higher density housing strategy, there was still need for an Urban Growth Boundary expansion. Population had grown by over 226% and the UGB had grown by 7%. McMinnville had been working on expanding its UGB for 25 years. Yamhill County had 458,240 acres. McMinnville's UG was 7,552 acres, less than 2% of the County in geographic area but with 31% of the population. Yamhill County had 192,088 EFU acres. If the City expanded by 800 acres into EFU land, the City would absorb 0.4% of Yamhill County EFU land.

Planning Director Richards said the planning underway included the HNA/Residential BLI, EOA/Employment BLI, Urbanization/Urban BLI, City Center Housing Strategy, and Form Based Residential Design Standards. The Urbanization Study would look at the Yamhill River Greenway and bicycle and pedestrian trails. The next steps would be: initiating Urban Reserve Area planning, general facility planning, Urban Growth Boundary analysis, UGB Framework Plan, specific facility planning, UGB area plans, and annexation. The Urban Reserve Area was a long term vision and big picture 50-year growth plan. It would give future certainty for growth areas and oversize public facilities to serve the future growth area. The Framework Plan was a conceptual guide for future lands in the UGB holding zone. It would give general guidance to community form and design and promote residential service centers that were bike and pedestrian friendly with public spaces. The area plans would make sure public facilities were cohesive and adequate with schools and mix of housing units. The infrastructure planning would require a Wastewater Master Plan update, Transportation System Plan update, Parks Master Plan update, Water Master Plan update, Public Facilities Plan update, School Facilities Plan update, utility planning, and Natural Resources Plan. They would also need to identify if the existing infrastructure could accommodate higher density and there would need to be significant investment in the wastewater system to support a higher density housing strategy. The challenges included: maintaining small town charm, pushing a high density product in a town that was resistant, mostly infill—not easy development and hard to master plan Great Neighborhood Principles, and plans in place by June 2021 which required funding and time. She recommended a community dialogue as the first next step. They would also need to partner with the County to coordinate Comprehensive Plan amendments and Zone Map amendments, discuss development of an Urban Holding Zone, and update the Joint Land Management Agreement.

County Commissioner Olson discussed the pressure for cities to grow and pressure on rural land and farmland. There would be a lot of opposition to bringing EFU land into the City. However, the proposal to bring in 800 acres of EFU land was four-tenths of 1% of the current EFU land. He did not want to see a lot of new urban developments in the rural areas outside of city limits. He hoped they could get a UGB expansion through. They should have been working on an Urban Reserve Area several years ago so they would not be facing a lot of the issues they were facing today.

Planning Director Richards understood the concern about absorbing EFU land. The absorption of four-tenths of 1% would accommodate 12,000 new people. Growth would happen either in the City or the unincorporated County area. The City could absorb 12,000 people on a lot less land than the County could.

County Commissioner Olson noted the County Commission represented all of the County residents, not just the rural residents.

Yamhill County Planning & Development Director Ken Friday said he had worked on the Urban Reserve Area for Newberg in 1995 and thought it resulted in several hundred acres being taken into the Urban Growth Boundary rather painlessly. He was in favor of the proposal to do a Framework Plan and Area Plan as well. That work would be valuable as it would identify the corridors and roads and avoid placing structures and other things that would impede development in the future.

Mayor Hill asked how they compared to Woodburn who also had a constrained UGB for many years surrounded by high class farmland. Woodburn had been successful with an expansion and he asked if there were things learned that could be applied to McMinnville.

Planning Director Richards said Woodburn put a lot of effort into their planning as well as community visioning and putting the groundwork together. What it came down to in Woodburn was a negotiation in a meeting behind closed doors that was not good planning and public process. She thought people needed to be part of the dialogue so they were making decisions based on the right things. She would like to stay true to the process, intent, and ideology of planning which was about good planning principles and making decisions for the right reasons, and finding balance and allowing communities to plan within their City limits and UGB.

County Commissioner Kulla discussed the difficulties of trying to balance the resistance of residents in the City limits and the increased density needed.

Planning Director Richards said they all needed to come together and discuss what they needed to do in this generation to set the stage for future generations in the right way.

Senior Planner Schauer stated the quality of development was important as people could look at something and they didn't see it as density but as good development with a good design.

Planning Director Richards agreed curb appeal was important to people. She did not want to see them get into a knee jerk reaction of saying moving forward everything needed to be small homes, tiny lots, no backyards, apartment complexes, and very high density. She thought as people went through different stages of life they were looking for different living situations. Choice was very important in terms of City lifestyle.

Commissioner Kulla was in full support of the Yamhill River Greenway. He asked for more information on the City Center Housing Strategy.

Planning Director Richards said they were looking at where the growth would go in the next 6-7 years. The study would help identify a way to bring in high density housing in the downtown area where it built on the asset not depreciated it and that it penciled out for developers to do. It would look at where the opportunity sites were, what it would look like if it was developed, what a developer needed to make it happen, and if there were opportunities for Urban Renewal to help fund the gaps. They were about midway through the study.

Councilor Stassens asked if she had any good strategies to help change the tenor of the conversations regarding growth and density.

Planning Director Richards said visuals would help and staff was working hard on the design standards. They would spend a lot of time discussing how they would create code language and the standards so that what was in the visuals would be what was required.

Councilor Garvin was concerned about the density and livability of the City, but was willing to let it play out through the public process.

Council President Menke was excited about the community dialogue. She thought there would be good participation in these discussions.

Mayor Hill stated they needed to be cautious that they did not do short term solutions, but to have a long term vision in everything they did. They needed to put in the effort and expertise and go through the tedious process of gathering information to make sure they preserved the heritage and legacy of the City.

County Commissioner Kulla said diving deep into where they could build houses was an important part of maintaining the place people wanted to live and the place where people's children wanted to stay or come back to.

Councilor Stassens noted that they felt the urgency, but citizens did not. Citizens did not realize the urgency for them to take action and that would be an important part of the dialogue. Taking no action was not an option because the growth was coming whether or not they were prepared for it. They wanted to have some stewardship for how it impacted the community.

Planning Director Richards said part of it was listening to all different groups and not the same ones every time. By state law, no was not an option. They had to plan for growth.

3. ADJOURNMENT: Mayor Hill adjourned the Joint Work Session at 7:33 p.m.

Claudia Cisneros, City Recorder

CITY OF McMinnville
CITY COUNCIL WORK SESSION
Held at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon

Tuesday, October 8, 2019 at 5:45 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Scott Burke

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Adam Garvin	Wendy Stassens
	Zack Geary	
	Kellie Menke, Council President	
	Sal Peralta	
	Remy Drabkin - via Phone	

Also present were City Manager Jeff Towery, City Attorney David Koch, Police Chief Matt Scales, Interim Finance Director Elizabeth Comfort, Information System Director Scott Burke, Parks and Recreation Director Susan Muir, Senior Center Manager Anne Lane, Community Center Manager Katie Noyd, Youth & Adult Sports Manager Steve Ganzer, Police Chief Matt Scales, member of the News Media –and Jerry Eichten, McMinnville Community Media.

1. CALL TO ORDER: Mayor Hill called the meeting to order at 5:50 p.m.

2. RECREATION FACILITIES MASTER PLAN & FEASIBILITY STUDY

Parks and Recreation Director Susan Muir said there were 93,000 square feet of park facilities in the City which included an aquatic center, community center, and senior center. There were years of deferred maintenance on these facilities and they had outgrown the facilities as well. A lot more could be put into this square footage. Since the July 17 Work Session, there had been great discussions with the consultants and the community. They were not talking about reducing any of the facilities, but were talking about new, and in some cases bigger, facilities. It was a multi-step process and there would be many more opportunities for people to weigh in on the decisions.

Ken Ballard, consultant with Ballard, King, and Associates, gave a presentation on the Recreation Facilities Master Plan and Feasibility Study. The project goals were to do a physical assessment of the existing indoor facilities, development of a recreation program plan that was public engagement driven and had program and facilities implications, funding analysis, partnership assessment, operations and staffing requirements of the plan, and implementation. He reviewed the recreation facilities physical assessment. The community center and aquatic center were recommended to be replaced and the senior center was recommended to be renovated. A recreation programs analysis was also done that assessed the existing programs' strengths and weaknesses. The strengths included youth, youth sports, aquatics, seniors, and self-directed activities. The weaknesses included cultural arts, education, special needs, outdoor recreation, adult, family, and teens. There

was a strategic engagement effort with community leaders, diverse recreation interests, potential partners, underrepresented groups like low income and Hispanic/Latino, facility users both residents and non-residents, people who did not currently use facilities but might in the future, and as many other people as possible. An online questionnaire was available for 7 weeks from May 6 to June 21, 2019. It was completed by 1,456 people. It was advertised through traditional and social media and was also distributed online, in print, and in person to 25 organizations. Key leader interviews were conducted in May and June 2019. There were 15 participants including City Council, City staff, partners and community leaders. Focus group meetings were held as well. On May 1 nine people attended, and on May 2 eight people attended. On the survey needs were noted for afterschool programs and camps, sports, and performing and cultural arts. Many priority future senior needs such as senior aquatics and fitness would not be met in a traditional senior center. There was a demand for more gymnasiums and indoor active recreation space which conflicted with the existing use as reservable event space. More indoor/outdoor recreation space was needed. Facilities were key to MAC identity and future. People had strong opinions about the facilities and the need to upgrade them. People wanted a community “hub” for recreation purposes. It needed to serve future growth and the City’s shifting demographics. There were potential economic impacts by attracting tourists/non-residents, employees, and new businesses. The facility vision and values were: recreation for all, collaboration, multipurpose/multiuse, heart of the community, health, wellness, fitness, cost efficiency/wise investment, indoor/outdoor enrichment, community livability, spirit of McMinnville, safe, active, accessible, affordable, diverse, high quality, inclusive/inviting, multigenerational, and year-round. The preferred scenario was that the community center and aquatic center be replaced with one facility, recreation programs and services be expanded and improved, and the senior center be improved. The pros for that scenario were new facilities, operational efficiency, new recreation programs and services, and possible partners. The cons were higher capital costs, senior center remained a separate facility, and a possible site was an issue. The program and facility implications were that they needed to continue to provide existing programs including senior events, social gatherings, classes, adult and senior enrichment, gymnastics, and competitive swimming. They needed to expand and diversify some of the existing programs including learning to swim, recreational swims, water fitness/lap swimming, preschool/reading readiness programs, toddler, child, and youth development and enrichment activities, youth afterschool/out of school programs, youth sports, adult/senior sports, active/young adult enrichment, fitness/exercise, health and wellness, mobile recreation, and volunteer programs. They needed to add and emphasize new programs such as gym sports, specialty gym sports, child, youth, and teen development and empowerment, cultural, music, and performing arts, multigenerational/family activities, indoor special events, targeted inter-cultural activities, teen empowerment and leadership development programs, and reading corner/satellite library.

Mr. Ballard said some of the amenities for a combined community/aquatic center would be competitive lap pool, warm water program/leisure pool, gymnasium space, walk/jog track, weight/cardio space, functional/personal training area, group exercise studio, community spaces, multi-purpose rooms, kitchen, crafts and classrooms, community flex space, afterschool programs, drop-in childcare area, indoor playground, locker rooms, storage, and office spaces. They had taken these amenities and had done a square footage allocation and number of spaces needed. They would need a facility that was around 102,000 square feet. In order to accomplish that, there would need to be partnerships and potential funding options for land/location, capital funding, operational funding,

staffing, community identity, developing support, and relationships. Possible partners were: McMinnville School District, Willamette Valley Medical Center, Linfield College, Chemeketa Community College, See Ya Later Foundation, McMinnville Library, Chamber of Commerce, Visit McMinnville, Unidos, McMinnville Center for the Arts, YMCA Columbia Willamette, Friends of McMinnville Senior Center, Yamhill County, McMinnville Swim Club, and McMinnville Playschool. Possible funding sources were project partners, property taxes, charges for services, System Development Charges, Transient Lodging Tax, general obligation bond, operational levy, parks and recreation district, Park Utility Fee, public agency grants, philanthropic grants, donations, and state funding appropriation. He then explained the operations and staffing plan by comparing the 2017-2018 actual operations costs and the new increased operating budget. This showed that the City would need about \$400,000 more in the budget. He also shared what the future budget increases would be over the next five plus years and future staffing requirements of 7 more full time staffers.

Mr. Ballard then discussed implementation. In the short term (1-2 years), he recommended developing a long term programming plan, continuing to focus on senior activities, adult and senior enrichment programming, gymnastics, and competitive swimming and beginning to expand programming in aquatics, preschool, youth afterschool, youth sports, adult/senior sports, and fitness/wellness. They could also explore additional partnering opportunities, establish an adequate operating budget, and coordinate services with the library. For facilities, the City would commit to a new aquatic/recreation center and senior center expansion. They would complete the next phase of the study for a possible new aquatic/recreation center and complete the planning study for the expansion of the senior center. They would also establish a realistic funding plan for the projects, determine possible roles of any partners, determine possible reuse options for the existing centers, determine a possible date for a bond election, and establish an action committee. Other short term implementation items were to actively recruit staff that spoke fluent Spanish and establish a hiring plan for the new full time and part time staff. In the mid term (3-4 years), they would update the long term program plan, continue to grow and expand the program opportunities outlined in the short term action plan, enhance programming opportunities for multigenerational/family activities, teens, and inter-cultural activities, increase the number of program performance measures that were tracked annually, continue to track program trends on a regional and national basis, and establish an adequate operating budget. They would also complete the design of the new facility, develop formal partnership agreements, bid the construction of the new facility and senior center expansion, plan for the operations of the new facility, complete the expansion of the senior center, start the construction of the new facility, and develop a transition plan to move from the existing facility to the new one. Others would be updating the fee policy to reflect the new programs, facilities, and services, establishing a concise and pointed annual marketing plan, updating the job descriptions for all full and part time staff, hiring a Marketing Coordinator, and hiring a Facility Manager. In the long term (5+ years), they would continue to update the long term program plan, expand programming in aquatics, preschool, youth afterschool, youth sports, adult/senior sports, and fitness/wellness, add new programs in gym sports, youth and teen development, cultural arts, and indoor special events, and focus programming for multigenerational/family activities, teens, and inter-cultural activities. They would also complete a capacity/use analysis for each major space in the recreation facilities to determine a percentage of utilization and complete a lifecycle analysis of the Department's recreation programs and services. For facilities, they would increase the

operations budget to full levels, open the new aquatic/recreation center, place all facility building elements, systems, and equipment on a capital lifecycle schedule, and have an updated, detailed five year capital improvement plan for each facility. Other items would be hiring the balance of the full-time staff three months prior to the opening of the new aquatic/recreation center, establishing overall staffing requirements and mandates for all facilities and programs operated by the Department, and establishing a strong staff (both full-time and part-time) training and education program to ensure staff growth and improvement. Mr. Ballard stated the next steps were to complete any revisions to the draft report and issue the final written report.

Councilor Geary asked how the gymnasium plugged into the programming and future needs. Mr. Ballard replied a gymnasium was a multi-use space and could support a number of different activities, some not necessarily sports based. One of the shortfalls of the existing gymnasium was that it was too multi-use and did not function well.

Councilor Geary thought MEDP was a potential partner and that the project could be a tourism tool to bring people to the community. He asked if other cities had used Transient Lodging Tax dollars for this type of project. Mr. Ballard said yes, there were many examples of using TLT funds for either the capital or operations of these types of facilities.

Councilor Geary asked if they could provide information on the total of the existing bond service, when it started, the value, and when they would phase off. He asked about creating a recreation district and if it would be successful in this area. Mr. Ballard said there were pros and cons to creating a district. The City provided a lot of services to a large geographic area that was outside of the City limits. Setting up a district would allow them to have a broader base of support. However, it would set up another layer of government and required citizen support to vote it in. There were strong examples in Oregon where it was successful, but it took a lot of planning to accomplish. It was something that deserved more study. If the Council went that route, it would add another year or two to the process.

Councilor Geary asked if they could apply the Park Utility Fee to only a certain sector, such as commercial or industrial. Mr. Ballard answered yes, they could decide how the Fee was applied.

Councilor Geary asked about the purpose of a Marketing Coordinator. Mr. Ballard explained the importance of the position to make sure people understood what services were available.

Councilor Geary asked about the feedback for the improvements to the senior center. Parks and Recreation Director Muir said they were meeting with the Friends of the Senior Center regularly and they were excited about the idea. They were interested in the idea of co-locating the senior center at Wortman Park.

Councilor Peralta asked about the substantial increase recommended for staffing. Mr. Ballard said it was an increase of 10 full time employees to 17.

Councilor Peralta asked if the current bond expired this year. Parks and Recreation Director Muir explained the parks and open space bond would sunset in 2021.

Councilor Peralta said McMinnville was on the lower end of System Development Charges and could increase the SDCs on new development for parks. He asked if they could increase parks SDCs and not all of the SDCs. Parks and Recreation Director Muir said there was a separate parks

ordinance. They would have to review the SDC methodology in the Parks Master Plan and build in the new capital improvements and set the rate. They did not currently charge Parks SDCs for commercial and industrial projects, only for residential, and that could also be changed.

Councilor Peralta said they currently did not charge a Parks Maintenance Fee. Would that be added to the McMinnville Water & Light bill? Mr. Ballard said that was the idea behind the Park Utility Fee and there were many ways it could be done.

Councilor Drabkin asked if the rate they were currently charging for Parks SDCs was low. Parks and Recreation Director Muir replied yes, they had a lot of room to grow in the SDC arena. She did not think it would be a large portion of the funding, however.

Councilor Peralta said regarding creating a recreation district, what would the implications be for compression under Measures 5 and 50? Would it be a way to take the compression off of City taxes? City Manager Towery said it would depend on how large the district was, the assessed value of the district, and the rate. They had relatively little compression in McMinnville. They also had to keep in mind they were looking into the possibility of a rural fire district and there were other competing districts. The districts added to the City's load for compression. If the districts overlapped the City there would be competition for the dollars of governmental tax authority.

Councilor Garvin thought going from 10 to 17 full time employees was shocking given that labor was their most expensive item in the budget. He would like to make sure current staff was being maximized. He was in favor of moving forward with the next step and seeing what the actual costs would be and what partners could come to the table. He had reservations about the costs and pricing out users through elevated fee schedules, future development through SDCs, and cost of living in the City through a substantial bond. There was a lot more work to do before deciding whether or not to move forward.

Council President Menke was also dismayed about the increase in staffing. She asked how much debt they could assume on a general obligation bond. City Manager Towery would bring something back to the Council. They were nowhere close to their statutory debt capacity.

Council President Menke said there had been no discussions regarding the soft costs of the public's and Council's involvement and she thought that should be addressed. They needed to know the costs of what it would take to get the information out about a general obligation bond if they decided to do one and the staff time involved in trying to get partnerships.

Mayor Hill asked about the School District and Linfield College who had similar assets and partnering with those organizations who were not using their assets full time. Mr. Ballard said in the initial discussions there was a lot of interest in using existing resources. There was a positive response from most of the partners, but a lot more work needed to be done. He was optimistic that there would be some partnerships established.

Mayor Hill asked for examples of other cities that they could use as a model for this work. Mr. Ballard said there were a lot of examples of different facilities being constructed and renovated. Some of those were Hillsboro, Woodburn, Medford, and Bend.

Mayor Hill asked if the current space where the aquatic center was located was big enough to do a combined community center/aquatic center. Mr. Ballard stated one of the next steps was to do a more in-depth analysis of what sites would be feasible for the new facility.

Chair Drabkin wanted to make sure they reached out to the community leaders to get input about the programming and making sure it was right sized. There needed to be more deliberate outreach across the community for the size and scope of the programs including the competitive sports groups.

Parks and Recreation Director Muir said they would come back to Council in two weeks to talk about setting up an advisory committee for this work and to answer the questions that had been asked tonight.

3. ADJOURNMENT: Mayor Hill adjourned the Work Session at 7:02 p.m.

s/s Claudia Cisneros
Claudia Cisneros, City Recorder

CITY OF McMinnville
MINUTES OF CITY COUNCIL MEETING
Held at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon

Tuesday, October 8, 2019 at 7:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Scott Burke

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Adam Garvin	Wendy Stassens
	Remy Drabkin – via phone	
	Zack Geary	
	Kellie Menke, Council President	
	Sal Peralta	

Also present were City Manager Jeff Towery, City Attorney David Koch, Police Chief Matt Scales, Interim Finance Director Elizabeth Comfort, Information System Director Scott Burke, Community Development Director Mike Bisset, Parks and Recreation Director Susan Muir, Police Chief Matt Scales, member of the News Media –and Jerry Eichten, McMinnville Community Media.

1. CALL TO ORDER: Mayor Hill called the meeting to order at 7:12 p.m. and welcomed all in attendance.

2. PLEDGE

Mayor Hill led the Pledge of Allegiance.

3. INVITATION TO CITIZENS FOR PUBLIC COMMENT: Mayor Hill invited the public to comment.

Connie Hughes, McMinnville resident, discussed her concern about the concentration and number of dependent care facilities that the City currently had. This was a vulnerable, helpless population of people who were totally dependent on care givers for their basic needs and she was especially concerned about them in the event of a disaster. She hoped the Council would be thinking about how many of these care facilities a community of this size could reasonably and safely offer. At some point they had to look at what their capacity was.

4. PRESENTATION

4.a. League of Oregon Cities Safety Award

Mayor Hill said the City had received a Silver Safety Award from the League of Oregon Cities for an injury frequency rate of 0.9 in FY 18-19 with 317 full time employees. He thanked staff for making the City a safe environment to work in.

5. ADVICE/ INFORMATION ITEMS

5.a. Reports from Councilors on Committee & Board Assignments

Councilor Garvin said there was an event at the airport last week and contrary to what was reported in the paper, the plane was able to fly out that evening. Since then, they had made a plan for where planes should and should not go. There were some upcoming improvement projects at the airport that would help with these types of issues.

Councilor Peralta reported that the Mid-Willamette Council of Governments was soliciting feedback on upcoming legislative session items that cities were interested in pursuing. Members of the community had asked him for an update on the status of the wayfinding signs that the Council was presented back in 2018. Concerns had been raised about the ability of the public to find businesses in the Alpine District.

Council President Menke reported on the Affordable Housing Task Force who needed people with a contracting background to help with projects that could be done through the new state funding. There were several positions open on the Task Force as well. On October 10 there would be an Urban Renewal public advisory committee meeting.

Councilor Geary reported on the Historic Landmarks Committee meeting where an application for First Federal was reviewed. He thought the Committee would benefit from training on land use. He then reported on the Landscape Review Committee meeting where tree removals and landscape plans were reviewed. The KOB Technical Advisory Committee was seeking a joint meeting with the City Council and School District. City Manager Towery said they were looking for potential dates for that joint meeting, and he hoped to schedule it before the end of the year.

Mayor Hill reported on the meeting on the construction of the high school. The planning and engineering process was some of the best that the contractor had ever seen. This was a large, complex project that ran into many situations and every one was worked out in an appropriate and timely manner.

5.b. Department Head Reports

Community Development Director Bisset said the County had a Natural Hazard Mitigation Plan that addressed natural hazard risks, vulnerability, and

probability. McMinnville had not been able to participate in the past due to staff capacity issues. The Plan was updated every five years and the last rendition was 2014 and the County was in the middle of the 2019 update. The City decided to participate this time. When the County's plan was updated, McMinnville would have an independent chapter like the rest of the cities in the County that addressed their natural hazards and outlined action items to mitigate risk. It would also include McMinnville Water & Light action items and it would address a wide range of natural hazards. The Plan would come before Council early next year for formal adoption. By having this Plan in place it opened up opportunities for the City to apply for and receive grants related to mitigation and post-disaster funds.

Information System Director Burke said the phone system would be replaced for the rest of the City's facilities this month. They would be going from an analog system to a voice over IP system. The rest of the City facilities had already been on the new system for a couple of years and this would unify the City on one working voice mail and phone system.

City Attorney Koch thanked Interim Finance Director Comfort for taking over responsibility for Municipal Court functions this week. There would now be a separation between the court administration judicial functions that would be supervised by the Finance Department and the prosecution duties which would remain under City Attorney supervision.

City Manager Towery said next Tuesday interviews would be conducted for a full time Finance Director. Next Wednesday there would be a Council Work Session on quasi-judicial land use training. He would be attending the annual ICMA Conference on October 19-23. He reported on the Town and Gown event which was intended to build stronger relationships with the college and community.

6. CONSENT AGENDA

a. Consider request from Union Block Coffee at 403 NE 3rd Street for a limited on-premises liquor license.

Council President Menke MOVED to adopt the consent agenda;
SECONDED by Councilor Geary. Motion PASSED unanimously.

7. RESOLUTIONS

7.a. **Resolution No. 2019-62**: A Resolution accepting an Oregon Office of Emergency Management (OEM) State Preparedness and Incident Response Equipment (SPIRE) grant.

Community Development Director Bisset said this would place a 30 kilowatt emergency generator at the airport that would be used for powering the fuel farm, runway lights, and hangers in an emergency. This was a state grant and

the state would retain ownership of the generator and the City would be responsible for the ongoing maintenance. The grant agreement would allow the state use of the generator if there was a need elsewhere in the state to respond to an emergency. At the end of the useful life of the generator, the state would either take it back or sell it to the City at market value. He noted McMinnville Water & Light also applied for a SPIRE grant and they would be receiving a water filtration trailer as part of this program.

Mayor Hill said from a Newberg-Dundee Bypass perspective, they had picked up on the Oregon Resilience Plan and the Tier 2 Airport in the City understanding that they would provide access to those in need in case of an emergency. This would help solidify where they were and they shared that message at state and federal levels. It was an important designation for the City.

Councilor Peralta MOVED to adopt Resolution No. 2019-62 accepting an Oregon Office of Emergency Management (OEM) State Preparedness and Incident Response Equipment (SPIRE) grant; SECONDED by Council President Menke. Motion PASSED unanimously.

- 7.b. **Resolution No. 2019-63**: A Resolution approving a lease amendment and extension with Comcast of Oregon II, Inc.

Community Development Director Bisset said at the Council's August 13 meeting, the Council adopted Resolution No. 2019-55 amending and extending the lease with Comcast at the airport. That was a five year extension period. Subsequent to the adoption of the resolution, Comcast requested the City revise the extension to be for only three years. That would align well with the City's Airport Master Plan update. This was the only change to the amendment.

Councilor Geary MOVED to adopt Resolution No. 2019-63 approving a lease amendment and extension with Comcast of Oregon II, Inc; SECONDED by Councilor Garvin. Motion PASSED unanimously.

8. ADJOURNMENT: Mayor Hill adjourned the Meeting at 7:48 p.m.

Claudia Cisneros, City Recorder



City Recorder Use

Final Action:
 Approved Disapproved

Liquor License Recommendation

BUSINESS NAME / INDIVIDUAL: Hundred Suns Wine LLC
BUSINESS LOCATION ADDRESS: 1445 NE Miller Street Bldg D Ste 1
LIQUOR LICENSE TYPE: Winery 2nd 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: Not open to the public
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

 4/20/2020

Chief of Police / Designee

City Manager / Designee



City Recorder Use

Final Action:
 Approved Disapproved

Liquor License Recommendation

BUSINESS NAME / INDIVIDUAL: Martin Artisen LLC
BUSINESS LOCATION ADDRESS: 711 NE 3rd St
LIQUOR LICENSE TYPE: Winery 2nd 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: Friday & Saturday 10am – 12am; Sunday 10am – 9pm;
Monday 6pm – 9pm; Thursday 10am – 9pm
Entertainment: Live music (rarely), DJ music (occasionally)
Hours of Music: No regular schedule
Seating Count: 40-50 people

EXEMPTIONS:
(list any exemptions)

Tritech Records Management System Check: Yes No
Criminal Records Check: Yes No
Recommended Action: Approve Disapprove

 4/21/2020

Chief of Police / Designee

City Manager / Designee

STAFF REPORT

DATE: April 28, 2020
TO: Mayor and City Councilors
FROM: Jeff Towery, City Manager
SUBJECT: McMinnville Police Association Collective Bargaining Agreement
STRATEGIC PRIORITY & GOAL:



CITY GOVERNMENT CAPACITY

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

OBJECTIVE/S: Invest in the City's workforce

Report in Brief:

This action is the consideration of a collective bargaining agreement reached between the City of McMinnville and the McMinnville Police Association.

Background & Discussion:

In April 2019, the City of McMinnville and the McMinnville Police Association (MPA) entered negotiations over the collective bargaining agreement between the parties. On April 20, 2020 the parties came to agreement on the contents of the contract.

The City and the MPA agreed upon a 4.0% wage increase effective July 1, 2019 and wage increases the following two years of between 2.0% and 4.0%.

The 4.0% wage increase is consistent with earlier guidance from the City Council and ensure wages are in alignment with the market; the City's police wages are now in the median of comparable jurisdictions in Oregon.

The contract includes the addition of the corporal classification. Once signed, the City will recruit for corporals through an internal promotional process. Adding corporals to the department improves succession planning while providing additional opportunities for career paths for MPA members.

Other notable changes to the contract are:

- Simplified administrative practices regarding assignment pay
- Gender-neutral language throughout the contract
- Incorporation of all existing memoranda of understanding and letters of agreement

- Updated language regarding life insurance allowing the City to include MPA members on a more cost effective policy

Fiscal Impact:

Though the current contract will add an increased labor cost to FY 2019-20 there are current year savings due to vacancies, unfilled yet budgeted corporal positions, and a reduction travel due to the COVID-19 pandemic, making the impact near budget neutral.

Recommendation:

Staff recommends that the City Council move to authorize the City Manager to sign the agreement.

STAFF REPORT

DATE: April 28, 2020
TO: Jeff Towery, City Manager
FROM: Larry Sherwood, Engineering Services Manager
SUBJECT: Old Sheridan Road Improvements Project - Contract Award

Report in Brief:

This action is the consideration of a resolution to award a public improvement contract in the amount of \$ 4,061,156.20 to K&E Excavating for the construction of the Old Sheridan Road Improvements, Project 2017-6.

Background:

The Old Sheridan Road Improvements project is the last of the five Capital Improvement Projects identified in the voter approved 2014 Transportation Improvements bond measure. This project will construct improvements to Old Sheridan Road including the replacement of the bridge over Cozine Creek, road widening, sidewalks and bike lanes, traffic signal upgrades, landscaping, storm water facilities, and street lighting.

To minimize construction conflicts and to allow for efficient completion of the project work, the City has teamed with McMinnville Water & Light (MWL) to include the construction of a new public water main and electric facilities improvements within the project limits (Attachment 2). Schedule A of the project bid documents itemizes the work to be completed for the City and funded through transportation bond measure proceeds, and Schedule B of the project bid documents itemizes the work to be completed for MWL, with costs reimbursed to the City through a forthcoming Intergovernmental Agreement to be presented to City Council in May.

Discussion:

At 2:00pm on April 16, 2020, eight bids were received, opened, and publicly read for the Old Sheridan Road Improvements transportation bond project, Project 2017-6. The results are tabulated as follows:

Bidder	Schedule A	Schedule B	Total Bid (A+B)
K&E Excavating	\$3,755,223.20	\$ 305,933.00	\$ 4,061,156.20
Emery & Sons	\$ 3,779,896.75	\$ 282,945.00	\$ 4,062,841.75
James W. Fowler	\$ 4,006,683.97	\$ 373,226.76	\$ 4,379,910.73
Legacy Contracting	\$ 4,097,533.55	\$ 416,977.20	\$ 4,514,510.75

Kerr Contractors	\$ 4,300,935.00	\$ 348,995.00	\$ 4,649,930.00
Pacific Excavation	\$ 4,400,097.00	\$ 322,903.00	\$ 4,723,000.00
Moore Excavation	\$ 4,782,883.50	\$ 288,732.00	\$ 5,071,615.50
Kodiak Pacific	\$ 4,839,123.25	\$ 283,999.75	\$ 5,123,123.00

The Engineers Estimate for this Project was \$ 4,364,338.00.

The bids were evaluated for completeness and compliance with the bidding requirements 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?
- Were the project addenda acknowledged?
- Was the First Tier Subcontractor Form turned in on time?

All eight bids met the requirements. Bid Tabulations are included as Attachment 4 and complete bid documents from all bidders are on file at the Engineering Department.

The bid from K&E Excavating, in the amount of \$ 4,061,156.20, was deemed by the City, in consultation with MWL as to Schedule B, to be the lowest responsible and responsive bid. Completion of the Project is expected in December 2020.

Attachments:

1. Proposed Resolution No. 2020-26
2. Res 2020-04 (MWL IGA for Design Services)
3. Vicinity Map
4. Bid Tabulations

Fiscal Impact:

Schedule A of the Project is funded by 2014 transportation bond proceeds, and the costs are contained in the adopted FY20 and Proposed FY21 Transportation Fund (Fund 45) budget. Schedule B costs will be reimbursed to the City through a forthcoming IGA with MWL.

Recommendation:

Staff recommends that the City Council adopt the attached resolution approving the award of the Contract to K&E Excavating for the Old Sheridan Road Improvements transportation bond project, Project 2017-6.

RESOLUTION NO. 2020 - 26

A Resolution awarding a Contract for the Old Sheridan Road Improvements transportation bond project, Project 2017-6, to K&E Excavating.

RECITALS:

The Old Sheridan Road Improvements project is the last of the five Capital Improvement Projects identified in the voter approved 2014 Transportation Improvements bond measure. This project will construct improvements to Old Sheridan Road including the replacement of the bridge over Cozine Creek, road widening, sidewalks and bike lanes, traffic signal upgrades, landscaping, storm water facilities, and street lighting.

The City has teamed with McMinnville Water & Light (MWL) to include the construction of a new public water main and electric facilities improvements within the project limits. Schedule A of the project bid documents itemizes the work to be completed for the City and funded through transportation bond measure proceeds, and Schedule B of the project bid documents itemizes the work to be completed for MWL, with costs reimbursed to the City through a forthcoming Intergovernmental Agreement (IGA) to be presented to City Council in May.

At 2:00pm on April 16, 2020, eight bids were received, opened, and publicly read for the Old Sheridan Road Improvements transportation bond project, Project 2017-6. The bid from K&E Excavating, in the amount of \$ 4,061,156.20, was deemed by the City, in consultation with MWL as to Schedule B, to be the lowest responsible and responsive bid.

Schedule A of the Project is funded by 2014 transportation bond proceeds, and the costs are contained in the Adopted FY20 and Proposed FY21 Transportation Fund (Fund 45) budget. Schedule B costs will be reimbursed to the City through a forthcoming IGA with MWL.

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

1. That entry into a Public Improvement Contract with K&E Excavating in the amount of \$ 4,061,156.20 for the Old Sheridan Road Improvements, Project No. 2017-6, is hereby approved.
2. That the City Manager is hereby authorized and directed to execute the Public Improvement Contract with K&E Excavating.
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 28th day of April 2020 by the following votes:

Ayes: _____

Nays: _____

Approved this 28th day of April 2020.

MAYOR

Approved as to form:

Attest:

City Attorney

City Recorder

RESOLUTION NO. 2020 - 04

A Resolution approving an Intergovernmental Agreement between the City of McMinnville and McMinnville Water & Light (MWL) for design and construction services related to new public water main & electrical facility improvements for the Old Sheridan Road Transportation Bond measure project, and the approval of Task Order 2 to the City's contract with Harper, Houf, Peterson, Righellis Inc. (HHPR) to fund these services.

RECITALS:

The City is currently finalizing the design to improve SW Old Sheridan Road from SW Cypress Lane to Highway 99W.

In July of 2017, the City entered into a contract with Harper, Houf, Peterson, Righellis Inc. (HHPR) to provide design services and construction support for the Old Sheridan Road Improvements Project.

To minimize construction conflicts and to allow for efficient completion of the project work, MWL has requested that HHPR also provide design services and construction support for new public water main and electric facilities improvements within the project limits. The not to exceed fee for HHPR's work for MWL is \$35,000. The City will be reimbursed by MWL for all costs associated with the IGA and HHPR's Task Order 2.

Per the Intergovernmental Agreement, MW&L will depend on the City to act as contracting agency on behalf of MW&L, and the City will be dependent upon timely distribution from MW&L of funds for to pay for engineering services related to public water main and electric facility improvements as part of the project design and construction.

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

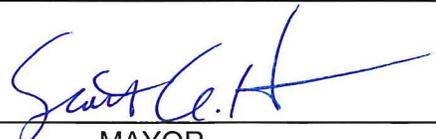
1. That entry into an Intergovernmental Agreement with McMinnville Water & Light is hereby approved.
2. That the City Manager is hereby authorized and directed to execute the Intergovernmental Agreement.
3. That the City Manager is hereby authorized and directed to execute Task Order 2 to the Personal Services Contract with HHPR.
4. That this resolution shall take effect immediately upon passage and shall continue in full force and effect until revoked or replaced.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 14th day of January 2020 by the following votes:

Ayes: Drabkin, Stassens, Peralta, Menke, Geary, Garvin

Nays: _____

Approved this 14th day of January 2020.


MAYOR

Approved as to form:


CITY ATTORNEY

INTERGOVERNMENTAL AGREEMENT BETWEEN
THE CITY OF MCMINNVILLE AND
MCMINNVILLE WATER AND LIGHT

THIS INTERGOVERNMENTAL AGREEMENT ('Agreement') is entered into between the City of McMinnville, an Oregon Municipal Corporation of the State of Oregon ('City') and a unit of the City, acting by and through its Water and Light Commission ("McMinnville Water and Light" or "MWL"), hereinafter collectively referred to as the 'Parties'.

RECITALS:

The City is currently finalizing the design to improve SW Old Sheridan Road from SW Cypress Lane to Highway 99W. The last of the voter approved 2014 Transportation Bond measure projects, this project will construct improvements to Old Sheridan Road including road widening, the replacement of the bridge over Cozine Creek, the addition of sidewalks and bike lanes, traffic signal upgrades, landscaping, storm water facilities, and street lighting. Construction is expected to start in the summer of 2020.

In July of 2017, the City entered into a Personal Services Contract with Harper, Houf, Peterson, Righellis, Inc. (HHPR) to provide design services and construction support for the Old Sheridan Road Improvements project. To minimize construction conflicts and to allow for efficient completion of the project work, MWL has requested that HHPR also provide design services and construction support for new public water main and electric facilities within the project limits.

HHPR will produce plans and specifications for construction of the new public water main and electric facilities and incorporate those into the City's bidding documents for the project. HHPR will provide construction support during the construction of the public water main and electric facilities. HHPR has provided the attached scope of work and fee statement to provide these services (**Exhibit A**).

By this intergovernmental agreement under ORS 190.110(4) the parties intend that the City will act for itself and on behalf of MWL to contract with HHPR, the City's project consultant, for design services and construction support of the new public water main and electric facilities. The not to exceed fee for HHPR's work for MWL is \$35,000.

NOW THEREFORE, it is agreed as follows:

1. TERM

This agreement shall be effective as of the date this agreement is signed by all parties ("Effective Date"). This agreement shall remain in effect until completion and closeout of the project construction, including any and all construction claims. ("termination"; see §5.c. obligations continuing after termination).

2. RESPONSIBILITIES OF CITY

For the duration of this agreement, the City as contracting agency will execute and manage the Personal Services Contract with HHPR, and coordinate HHPR's performance of the work. The City will forward invoices to MWL from HHPR for all work attributed to the design and construction support of MWL's new public water main and electric facilities. In cooperation and consultation with MWL, and except to the extent the City has effectively assigned these rights to MWL, the City as the contracting agency, and at the reasonable request of MWL, will act to enforce any contract claims for HHPR's work on behalf of MWL. In contracting with HHPR, the City will seek to add MWL as an insured (professional liability) and additional insured, and indemnified party in the same manner as the City protects itself.

3. RESPONSIBILITIES OF MWL

For the duration of this agreement, MWL will provide timely review and approval of all HHPR's design work of MWL's new public water main and electric facilities, and will cooperate with the City in defense or enforcement of contract claims, related to MW&L's new public water main and electric facilities. MWL will promptly pay, when due, all invoices from HHPR for all work attributed to the design and construction support of MWL's new public water main and electric facilities.

.4. COLLABORATION AND COOPERATION

The parties shall collaborate, as required, to ensure the needs of all parties are met in the coordination of work by HHPR, and shall notify each other as soon as possible of any concerns regarding the coordination or performance of the work by HHPR. The parties will work diligently toward resolving any issues that may arise for the mutual benefit of the parties.

5. LIABILITY AND INDEMNITY

- a. To the extent permitted by the Oregon Tort Claims Act and the Oregon Constitution, each party shall defend, indemnify and hold harmless the other party, and each of that second party's elected or appointed officials, officers, agents and employees, from and against any and all losses, claims, actions, costs, judgments, damages or other expenses resulting from injury to any third party (including injury resulting in death) or damage to property (including loss or destruction), of whatever nature, arising out of or incident to the performance of this agreement by the first party, including, but not limited to, any acts or omissions of the first party's officers, employees, agents, volunteers and others, if any, designated by the first party to perform services under this agreement; provided however that the first party shall not be held responsible for any losses, claims, actions, costs, judgments, damages or other expenses directly, solely and proximately caused by the negligence of the second party.
- b. This section does not confer any right to indemnity on any person or entity other than the parties, waive any right of indemnity or contribution from any person or entity, or waive any governmental immunity.
- c. The obligations of the parties under this section will survive expiration or termination of this agreement.

6. GENERAL

- a. Apportionment of Expenses. MWL will pay all expenses attributed to the design services and construction support for the new public water main and electric facilities.
- b. Assignment and Amendment. Any changes to this Agreement must be agreed to in writing by authorized representatives of each party.
- c. Notice. Any written notification required for this Agreement shall be made to the following:

If to City:
Larry Sherwood
Engineering Services
Manager
231 NE Fifth Street
McMinnville, Oregon 97128

If to MWL:
John Dietz
General Manager
855 NE Marsh Lane
McMinnville, Oregon 97128

- d. Counterparts. This Agreement may be executed in any number or counterparts, each of which shall be deemed an original, but all such counterparts together shall constitute but one and the same instrument.
- e. Authority. Each party represents and warrants that it is free to enter into this Agreement and to perform each of the terms and conditions of the Agreement.

CITY OF McMINNVILLE



Jeff Towery
City Manager

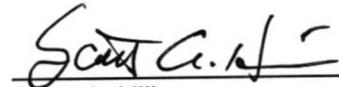
DATE: 1-15-2020

APPROVED AS TO FORM
City Attorney

NOT REQUIRED.

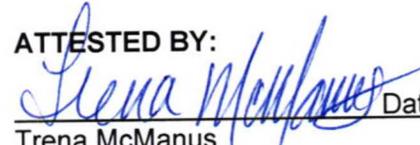
Date: _____

McMINNVILLE WATER AND LIGHT

 Date 1/21/20

Scott A. Hill
Mayor and Ex-Officio member of the Water
and Light Commission

ATTESTED BY:

 Date: 1/21/20

Trena McManus
Clerk of the Commission

Exhibit A

Job No.: MAC-02B

Date: December 20, 2019

To: James Burke – McMinnville Water and Light

From: Ben Austin, P.E.



Project/Subject: Old Sheridan Road McMinnville Water & Light Scope and Fee

Fax - Number: _____ ; Number of pages _____
(If you did not receive the correct number of pages, please call 503-221-1131)

E-mail Mail Hand Deliver Interoffice

The following is the scope and fee for McMinnville Water and Light services to include water line replacement and underground electrical relocation.

TASKS:

Task 9: McMinnville Water and Light Services

The Consultant shall develop plan and profile sheets for the replacement of the existing water main with a new 12" main from SW Goucher Street to OR99W. Water line replacement PS&E will be incorporated into the overall Old Sheridan Road bid package and street restoration and traffic control will be part of the roadway plans. The existing water line will be capped during bridge replacement and a temporary connection design is not required. Conduit and vault layout for McMinnville Water and Light will be shown on electrical conduit plans as part of the Old Sheridan Road plans and specifications for dry utility conduit will be included. Underground facilities are located at the Goucher intersection and at the Cozine Creek bridge. No electrical design or aerial electrical facility design will be completed.

Tasks will including the following:

- 1.1 Water Line Design.** Develop 90% plans, specifications and cost estimate for the water line improvements including details for hanging the water line on the new bridge. The Consultant will submit the 90% plans for permitting through the Oregon Health Authority. McMinnville Water and Light will pay all Oregon Health Authority permit fees. Following review comments, the Consultant will prepare 100% plans, specifications and cost estimates for inclusion in the Old Sheridan Road bid package.
- 1.2 Electrical Design.** Develop 90% plans, specifications and cost estimate for underground conduit and vault locations as described above. Following review comments, the Consultant will prepare 100% plans, specifications and cost estimates for inclusion in the Old Sheridan Road bid package.
- 1.3 Construction.** Provide review of bridge hanger submittals, one bridge hanger site visit, and any contractor clarification related to electrical vault and conduit installation. Provide engineer of record support as requested by McMinnville Water and Light during construction to address contractor questions or conflicts.

205 SE Spokane Street
Suite 200
Portland, OR 97202
PHONE 503.221.1131
FAX 503.221.1171
www.hhpr.com

SCHEDULE:

90% PS&E – January 30, 2020

Final PS&E – February 14, 2020

Project Bid – March 2020

Construction – April 2020 to October 2020

Contract Completion – December 2020

Old Sheridan Road
McMinnville Water & Light

Harper Houf Peterson Righellis Inc.

December 20, 2019

Harper Houf Peterson Righellis, Inc.						
Project Manager	Quality Control Engineer	Project Engineer	CAD Technician	HHPR Labor	Expenses	HHPR Subtotal
\$190.00	\$190.00	\$175.00	\$105.00			

OBEC						
Principal/Vice President	Project Manager 2	Engineer 6	Engineer 5	Project Controller	OBEC Labor	Expenses
\$243.00	\$188.00	\$168.00	\$143.00	\$115.00		
						OBEC Subtotal

TOTAL PER TASK

TASK DESCRIPTIONS

Task 9: Water Line Replacement

Task Description	PM	QCE	PE	CT	Labor	Expenses	HHPR Subtotal
9.1 Water Line Design	10	8	40	64	\$ 17,140.00	\$ -	\$ 17,140
9.2 Electrical Design	4	4	8	20	\$ 5,020.00	\$ -	\$ 5,020
9.3 Construction Support	4		12	6	\$ 3,490.00	\$110.00	\$ 3,600

Task Description	PM	PM2	E6	E5	PC	Labor	Expenses	OBEC Subtotal	TOTAL PER TASK
9.1 Water Line Design	2	4	12	32	2	\$ 8,060.00	\$ -	\$ 8,060	\$ 25,200.00
9.2 Electrical Design						\$ -	\$ -	\$ -	\$ 5,020.00
9.3 Construction Support			6			\$ 1,008.00	\$172.00	\$ 1,180	\$ 4,780.00

Total Hours by Staff Type 18 12 60 90 \$ 25,650.00 \$110.00 \$ 25,760.00

2 4 18 32 2 \$ 9,068.00 \$172.00 \$ 9,240.00 **\$ 35,000.00**

Hourly Rates \$190.00 \$190.00 \$175.00 \$105.00

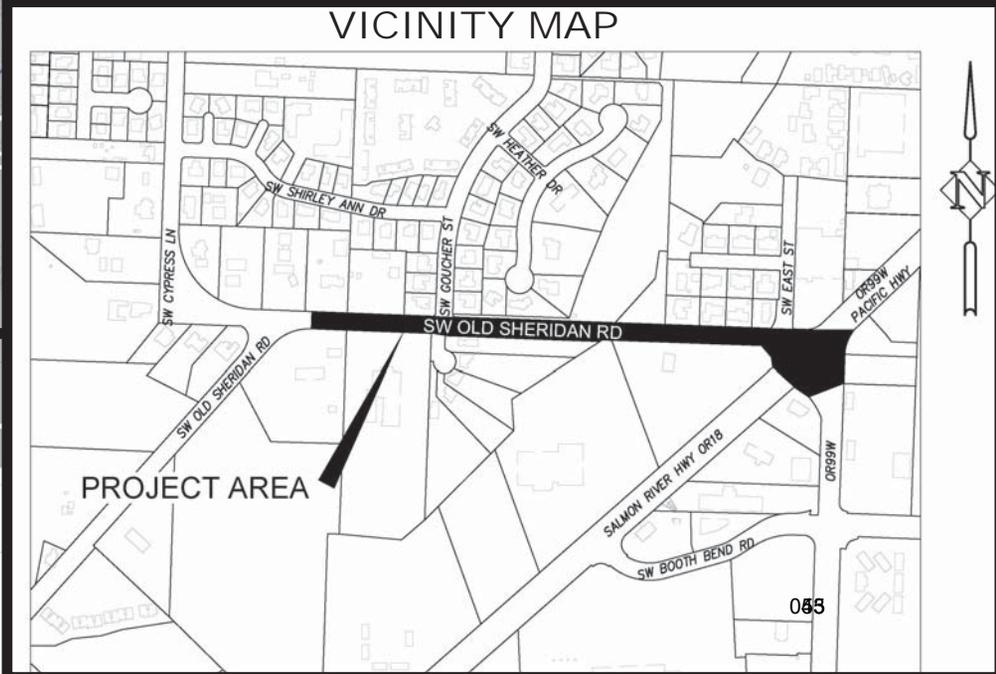
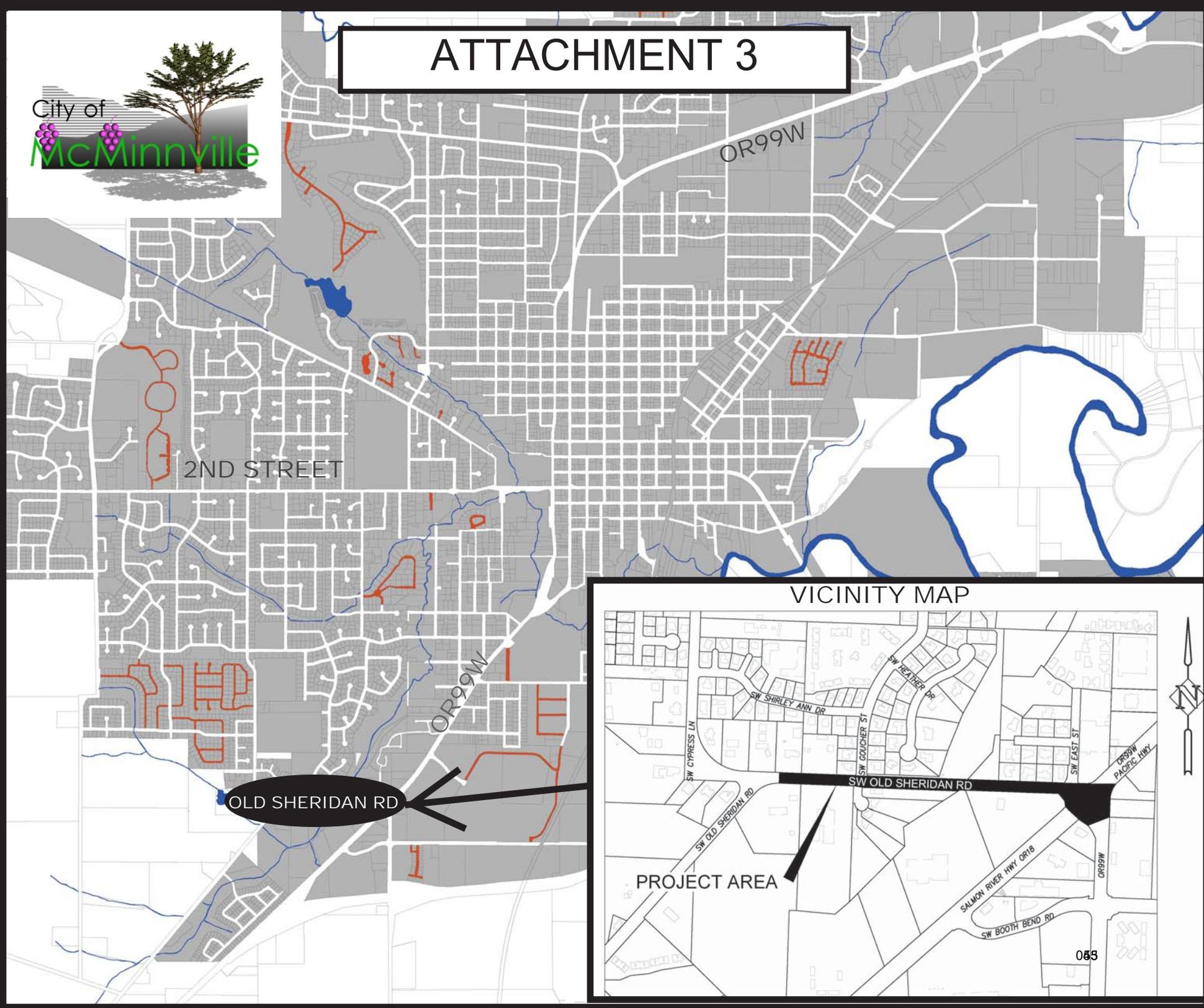
\$243.00 \$188.00 \$168.00 \$143.00 \$115.00

\$3,420.00 \$2,280.00 \$10,500.00 \$9,450.00 \$25,650.00

\$486.00 \$752.00 \$3,024.00 \$4,576.00 \$230.00 \$9,068.00



ATTACHMENT 3



Old Sheridan Road Bid Tab Bids Opened 4/16/20 @ 2:00 PM				K&E Excavating		Emery & Sons		James W Fowler		Legacy Contracting		Kerr Contractors		Pacific Excavation		Moore Excavation		Kodiak Pacific	
Item No	Description	Quantity	Unit	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total						
Schedule A:																			
1	Schedule A Mobilization	1	L.S.	\$ 318,000.00	\$ 318,000.00	\$ 279,000.00	\$ 279,000.00	\$ 429,993.07	\$ 429,993.07	\$ 361,255.00	\$ 361,255.00	\$ 400,000.00	\$ 400,000.00	\$ 242,860.00	\$ 242,860.00	\$ 462,000.00	\$ 462,000.00	\$ 382,851.00	\$ 382,851.00
2	Temp Protect and Direct of Traffic	1	L.S.	\$ 12,000.00	\$ 12,000.00	\$ 17,000.00	\$ 17,000.00	\$ 30,751.00	\$ 30,751.00	\$ 12,200.00	\$ 12,200.00	\$ 27,000.00	\$ 27,000.00	\$ 30,000.00	\$ 30,000.00	\$ 49,000.00	\$ 49,000.00	\$ 48,073.00	\$ 48,073.00
3	Temporary Signs	1115	S.F.	\$ 17.20	\$ 19,178.00	\$ 15.50	\$ 17,282.50	\$ 18.26	\$ 20,359.90	\$ 17.50	\$ 19,512.50	\$ 18.00	\$ 20,070.00	\$ 17.00	\$ 18,955.00	\$ 20.00	\$ 22,300.00	\$ 42.45	\$ 47,331.75
4	Temporary Barricades, Type II	75	Each	\$ 25.00	\$ 1,875.00	\$ 30.00	\$ 2,250.00	\$ 26.00	\$ 1,950.00	\$ 25.00	\$ 1,875.00	\$ 30.00	\$ 2,250.00	\$ 75.00	\$ 5,625.00	\$ 170.00	\$ 12,750.00	\$ 257.00	\$ 19,275.00
5	Temporary Barricades, Type III	8	Each	\$ 75.00	\$ 600.00	\$ 75.00	\$ 600.00	\$ 84.00	\$ 672.00	\$ 80.00	\$ 640.00	\$ 100.00	\$ 800.00	\$ 250.00	\$ 2,000.00	\$ 250.00	\$ 2,000.00	\$ 1,388.00	\$ 11,104.00
6	Pedestrian Channelization Devices	585	Foot	\$ 10.00	\$ 5,850.00	\$ 14.00	\$ 8,190.00	\$ 41.00	\$ 23,985.00	\$ 35.50	\$ 20,767.50	\$ 35.00	\$ 20,475.00	\$ 5.00	\$ 2,925.00	\$ 60.00	\$ 35,100.00	\$ 91.25	\$ 53,381.25
7	Bar Removal	500	S.F.	\$ 2.50	\$ 1,250.00	\$ 2.50	\$ 1,250.00	\$ 2.65	\$ 1,325.00	\$ 2.55	\$ 1,275.00	\$ 3.00	\$ 1,500.00	\$ 2.50	\$ 1,250.00	\$ 3.00	\$ 1,500.00	\$ 4.50	\$ 2,250.00
8	Sequential Arrow Signs	3	Each	\$ 1,800.00	\$ 5,400.00	\$ 2,450.00	\$ 7,350.00	\$ 2,294.00	\$ 6,882.00	\$ 1,850.00	\$ 5,550.00	\$ 5,000.00	\$ 15,000.00	\$ 1,000.00	\$ 3,000.00	\$ 3,685.00	\$ 11,055.00	\$ 6,187.00	\$ 18,561.00
9	Portable Changeable Message Signs	3	Each	\$ 3,000.00	\$ 9,000.00	\$ 6,000.00	\$ 18,000.00	\$ 5,520.00	\$ 16,560.00	\$ 4,500.00	\$ 13,500.00	\$ 15,000.00	\$ 45,000.00	\$ 3,000.00	\$ 9,000.00	\$ 6,700.00	\$ 20,100.00	\$ 19,241.00	\$ 57,723.00
10	Temporary Curb Ramp, Parallel	4	Each	\$ 1,800.00	\$ 7,200.00	\$ 1,450.00	\$ 5,800.00	\$ 955.00	\$ 3,820.00	\$ 2,100.00	\$ 8,400.00	\$ 2,500.00	\$ 10,000.00	\$ 1,500.00	\$ 6,000.00	\$ 1,370.00	\$ 5,480.00	\$ 1,836.00	\$ 7,344.00
11	Temporary Walks	1680	S.F.	\$ 6.30	\$ 10,584.00	\$ 7.00	\$ 11,760.00	\$ 1.00	\$ 1,680.00	\$ 11.00	\$ 18,480.00	\$ 5.00	\$ 8,400.00	\$ 4.00	\$ 6,720.00	\$ 7.00	\$ 11,760.00	\$ 8.50	\$ 14,280.00
12	Flagger	1456	Hour	\$ 56.00	\$ 81,536.00	\$ 55.00	\$ 80,080.00	\$ 59.00	\$ 85,904.00	\$ 55.90	\$ 81,390.40	\$ 58.00	\$ 84,448.00	\$ 55.00	\$ 80,080.00	\$ 64.00	\$ 93,184.00	\$ 120.00	\$ 174,720.00
13	Flagger Station Lighting	2	Each	\$ 1,500.00	\$ 3,000.00	\$ 575.00	\$ 1,150.00	\$ 1,924.00	\$ 3,848.00	\$ 1,650.00	\$ 3,300.00	\$ 1,500.00	\$ 3,000.00	\$ 500.00	\$ 1,000.00	\$ 2,700.00	\$ 5,400.00	\$ 8,211.00	\$ 16,422.00
14	Temporary Water Management	1	Each	\$ 13,000.00	\$ 13,000.00	\$ 10,000.00	\$ 10,000.00	\$ 27,598.00	\$ 27,598.00	\$ 6,655.00	\$ 6,655.00	\$ 40,000.00	\$ 40,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 17,407.00	\$ 17,407.00
15	Sediment Control Fence	1215	Foot	\$ 3.00	\$ 3,645.00	\$ 2.50	\$ 3,037.50	\$ 3.18	\$ 3,863.70	\$ 3.00	\$ 3,645.00	\$ 3.50	\$ 4,252.50	\$ 3.00	\$ 3,645.00	\$ 4.00	\$ 4,860.00	\$ 2.45	\$ 2,976.75
16	Inlet Protection	37	Each	\$ 56.00	\$ 2,072.00	\$ 100.00	\$ 3,700.00	\$ 49.00	\$ 1,813.00	\$ 91.00	\$ 3,367.00	\$ 125.00	\$ 4,625.00	\$ 75.00	\$ 2,775.00	\$ 75.00	\$ 2,775.00	\$ 384.00	\$ 14,208.00
17	Compost Erosion Blanket	210	S.Y.	\$ 4.50	\$ 945.00	\$ 5.00	\$ 1,050.00	\$ 4.50	\$ 945.00	\$ 4.50	\$ 945.00	\$ 5.00	\$ 1,050.00	\$ 9.00	\$ 1,890.00	\$ 4.00	\$ 840.00	\$ 4.60	\$ 966.00
18	Erosion Control	1	L.S.	\$ 12,000.00	\$ 12,000.00	\$ 3,280.00	\$ 3,280.00	\$ 6,442.00	\$ 6,442.00	\$ 9,600.00	\$ 9,600.00	\$ 50,000.00	\$ 50,000.00	\$ 65,000.00	\$ 65,000.00	\$ 10,205.00	\$ 10,205.00	\$ 2,240.00	\$ 2,240.00
19	Pollution Control Plan	1	L.S.	\$ 1,000.00	\$ 1,000.00	\$ 650.00	\$ 650.00	\$ 605.00	\$ 605.00	\$ 740.00	\$ 740.00	\$ 5,000.00	\$ 5,000.00	\$ 500.00	\$ 500.00	\$ 12,400.00	\$ 12,400.00	\$ 589.00	\$ 589.00
20	Work Containment Plan	1	L.S.	\$ 10,000.00	\$ 10,000.00	\$ 27,500.00	\$ 27,500.00	\$ 26,537.00	\$ 26,537.00	\$ 18,955.00	\$ 18,955.00	\$ 25,000.00	\$ 25,000.00	\$ 22,000.00	\$ 22,000.00	\$ 32,480.00	\$ 32,480.00	\$ 29,046.00	\$ 29,046.00
Mobilization and Traffic Control Subtotal				\$ 518,135.00	\$ 498,930.00	\$ 695,533.67	\$ 592,052.40	\$ 767,870.50	\$ 530,225.00	\$ 820,189.00	\$ 920,748.75								
21	Construction Survey Work	1	L.S.	\$ 40,000.00	\$ 40,000.00	\$ 42,350.00	\$ 42,350.00	\$ 40,886.00	\$ 40,886.00	\$ 62,000.00	\$ 62,000.00	\$ 40,000.00	\$ 40,000.00	\$ 120,000.00	\$ 120,000.00	\$ 47,000.00	\$ 47,000.00	\$ 63,844.00	\$ 63,844.00
22	Removal of Structures and Obstructions	1	L.S.	\$ 50,000.00	\$ 50,000.00	\$ 20,500.00	\$ 20,500.00	\$ 16,020.00	\$ 16,020.00	\$ 32,955.00	\$ 32,955.00	\$ 15,000.00	\$ 15,000.00	\$ 50,000.00	\$ 50,000.00	\$ 57,000.00	\$ 57,000.00	\$ 35,205.00	\$ 35,205.00
23	Clearing and Grubbing	0.8	Acre	\$ 19,000.00	\$ 15,200.00	\$ 35,000.00	\$ 28,000.00	\$ 36,776.00	\$ 29,420.80	\$ 22,800.00	\$ 18,240.00	\$ 35,000.00	\$ 28,000.00	\$ 140,000.00	\$ 112,000.00	\$ 34,000.00	\$ 27,200.00	\$ 37,034.00	\$ 29,627.20
24	Earthwork	1	L.S.	\$ 70,000.00	\$ 70,000.00	\$ 110,000.00	\$ 110,000.00	\$ 103,716.90	\$ 103,716.90	\$ 108,230.00	\$ 108,230.00	\$ 200,000.00	\$ 200,000.00	\$ 150,000.00	\$ 150,000.00	\$ 167,000.00	\$ 167,000.00	\$ 81,347.00	\$ 81,347.00
25	12 Inch Subgrade Stabilization	250	S.Y.	\$ 19.00	\$ 4,750.00	\$ 31.00	\$ 7,750.00	\$ 40.00	\$ 10,000.00	\$ 21.00	\$ 5,250.00	\$ 30.00	\$ 7,500.00	\$ 45.00	\$ 11,250.00	\$ 29.00	\$ 7,250.00	\$ 62.50	\$ 15,625.00
26	Subgrade Geotextile	2300	S.Y.	\$ 1.00	\$ 2,300.00	\$ 1.00	\$ 2,300.00	\$ 1.10	\$ 2,530.00	\$ 1.30	\$ 2,990.00	\$ 2.00	\$ 4,600.00	\$ 1.00	\$ 2,300.00	\$ 2.00	\$ 4,600.00	\$ 4.50	\$ 10,350.00
27	Loose Riprap, Class 50	5	C.Y.	\$ 88.00	\$ 440.00	\$ 145.00	\$ 725.00	\$ 92.00	\$ 460.00	\$ 235.00	\$ 1,175.00	\$ 180.00	\$ 900.00	\$ 250.00	\$ 1,250.00	\$ 265.00	\$ 1,325.00	\$ 479.00	\$ 2,395.00
Roadwork Subtotal				\$ 182,690.00	\$ 211,625.00	\$ 203,033.70	\$ 230,840.00	\$ 296,000.00	\$ 446,800.00	\$ 311,375.00	\$ 238,393.20								
28	4 Inch Drain Pipe	16	Foot	\$ 9.00	\$ 144.00	\$ 22.00	\$ 352.00	\$ 53.00	\$ 848.00	\$ 19.70	\$ 315.20	\$ 130.00	\$ 2,080.00	\$ 110.00	\$ 1,760.00	\$ 155.00	\$ 2,480.00	\$ 47.25	\$ 756.00
29	6 Inch Drain Pipe	145	Foot	\$ 9.00	\$ 1,305.00	\$ 22.00	\$ 3,190.00	\$ 59.00	\$ 8,555.00	\$ 9.50	\$ 1,377.50	\$ 135.00	\$ 19,575.00	\$ 72.00	\$ 10,440.00	\$ 205.00	\$ 29,725.00	\$ 55.50	\$ 8,047.50
30	10 Inch Storm Pipe	338	Foot	\$ 67.00	\$ 22,646.00	\$ 122.00	\$ 41,236.00	\$ 77.00	\$ 26,026.00	\$ 165.00	\$ 55,770.00	\$ 92.00	\$ 31,096.00	\$ 65.00	\$ 21,970.00	\$ 98.00	\$ 33,124.00	\$ 78.25	\$ 26,448.50
31	12 Inch Storm Pipe	351	Foot	\$ 73.00	\$ 25,623.00	\$ 96.00	\$ 33,696.00	\$ 91.00	\$ 31,941.00	\$ 170.00	\$ 59,670.00	\$ 96.00	\$ 33,696.00	\$ 67.00	\$ 23,517.00	\$ 110.00	\$ 38,610.00	\$ 119.00	\$ 41,769.00
32	18 Inch Storm Pipe	501	Foot	\$ 108.00	\$ 54,108.00	\$ 115.00	\$ 57,615.00	\$ 90.00	\$ 45,090.00	\$ 185.00	\$ 92,685.00	\$ 123.00	\$ 61,623.00	\$ 110.00	\$ 55,110.00	\$ 115.00	\$ 57,615.00	\$ 147.00	\$ 73,647.00
33	Catch Basin, G-2	16	Each	\$ 1,700.00	\$ 27,200.00	\$ 2,500.00	\$ 40,000.00	\$ 3,195.00	\$ 51,120.00	\$ 1,725.00	\$ 27,600.00	\$ 3,000.00	\$ 48,000.00	\$ 2,500.00	\$ 40,000.00	\$ 3,400.00	\$ 54,400.00	\$ 2,743.00	\$ 43,888.00
34	Catch Basin, Water Quality 1-Cartridge	1	Each	\$ 10,500.00	\$ 10,500.00	\$ 10,000.00	\$ 10,000.00	\$ 8,044.00	\$ 8,044.00	\$ 8,700.00	\$ 8,700.00	\$ 13,500.00	\$ 13,500.00	\$ 8,500.00	\$ 8,500.00	\$ 9,400.00	\$ 9,400.00	\$ 11,435.00	\$ 11,435.00
35	Catch Basin, Water Quality 2-Cartridge	1	Each	\$ 18,000.00	\$ 18,000.00	\$ 16,000.00	\$ 16,000.00	\$ 12,094.00	\$ 12,094.00	\$ 13,650.00	\$ 13,650.00	\$ 22,500.00	\$ 22,500.00	\$ 14,000.00	\$ 14,000.00	\$ 14,800.00	\$ 14,800.00	\$ 16,963.00	\$ 16,963.00
36	Concrete Inlets, Type Swale Curb Openings	67	Each	\$ 150.00	\$ 10,050.00	\$ 78.00	\$ 5,226.00	\$ 1,370.00	\$ 91,790.00	\$ 155.00	\$ 10,385.00	\$ 300.00	\$ 20,100.00	\$ 600.00	\$ 40,200.00	\$ 630.00	\$ 42,210.00	\$ 154.00	\$ 10,318.00
37	Concrete Manholes, 48" Storm	11	Each	\$ 4,200.00	\$ 46,200.00	\$ 5,750.00	\$ 63,250.00	\$ 4,838.00	\$ 53,218.00	\$ 5,200.00	\$ 57,200.00	\$ 5,500.00	\$ 60,500.00	\$ 4,500.00	\$ 49,500.00	\$ 4,000.00	\$ 44,000.00	\$ 6,876.00	\$ 75,636.00
38	Extra for Storm Manhole Over Existing	1	Each	\$ 1,900.00	\$ 1,900.00	\$ 2,000.00	\$ 2,000.00	\$ 2,319.00	\$ 2,319.00	\$ 2,455.00	\$ 2,455.00	\$ 3,500.00	\$ 3,500.00	\$ 2,000.00	\$ 2,000.00	\$ 2,700.00	\$ 2,700.00	\$ 11,395.00	\$ 11,395.00
39	Filling Abandoned Pipes - Storm Sewer	375	Foot	\$ 15.00	\$ 5,625.00	\$ 14.50	\$ 5,437.50	\$ 8.50	\$ 3,187.50	\$ 14.50	\$ 5,437.50	\$ 25.00	\$ 9,375.00	\$ 30.00	\$ 11,250.00	\$ 14.00	\$ 5,250.00	\$ 42.50	\$ 15,937.50
40	Connect to Existing Structures	11	Each	\$ 1,300.00	\$ 14,300.00	\$ 800.00	\$ 8,800.00	\$ 1,120.00	\$ 12,320.00	\$ 510.00	\$ 5,610.00	\$ 2,000.00	\$ 22,000.00	\$ 1,500.00	\$ 16,500.00	\$ 2,700.00	\$ 29,700.00	\$ 1,940.00	\$ 21,340.00
Drainage and Sewer Subtotal				\$ 237,601.00	\$ 286,802.50	\$ 346,552.50	\$ 340,855.20	\$ 347,545.00	\$ 294,747.00	\$ 364,014.00	\$ 357,580.50								
41	Cold Plane Pavement Removal, 2 Inch Deep	5133	S.Y.	\$ 2.60	\$ 13,345.80	\$ 3.00	\$ 15,399.00	\$ 5.00	\$ 25,665.00	\$ 18.25	\$ 93,677.25	\$ 6.00	\$ 30,798.00	\$ 5.00	\$ 25,665.00	\$ 5.00	\$ 25,665.00	\$ 5.00	\$ 25,665.00
42	3/4" Aggregate Base	1360	C.Y.	\$ 42.00	\$ 57,120.00	\$ 90.00	\$ 122,400.00	\$ 63.00	\$ 85,680.00	\$ 51.00	\$ 69,360.00	\$							

60	Retaining Wall, Segmental Block, Unreinforced (Type A)	666	S.F.	\$ 35.00	\$ 23,310.00	\$ 45.00	\$ 29,970.00	\$ 73.00	\$ 48,618.00	\$ 42.50	\$ 28,305.00	\$ 36.00	\$ 23,976.00	\$ 56.00	\$ 37,296.00	\$ 46.00	\$ 30,636.00	\$ 100.25	\$ 66,766.50
61	Retaining Wall, Segment Block, Reinforced (Type B)	6362	S.F.	\$ 54.00	\$ 343,548.00	\$ 52.25	\$ 332,414.50	\$ 41.00	\$ 260,842.00	\$ 61.00	\$ 388,082.00	\$ 60.00	\$ 381,720.00	\$ 59.00	\$ 375,358.00	\$ 53.00	\$ 337,186.00	\$ 85.00	\$ 540,770.00
62	Retaining Wall, Cast-in-Place Concrete	3290	S.F.	\$ 90.00	\$ 296,100.00	\$ 82.00	\$ 269,780.00	\$ 82.00	\$ 269,780.00	\$ 105.00	\$ 345,450.00	\$ 80.00	\$ 263,200.00	\$ 97.00	\$ 319,130.00	\$ 132.00	\$ 434,280.00	\$ 99.10	\$ 326,039.00
63	Anti-Graffiti Coating	1	L.S.	\$ 23,000.00	\$ 23,000.00	\$ 16,500.00	\$ 16,500.00	\$ 38,000.00	\$ 38,000.00	\$ 31,255.00	\$ 31,255.00	\$ 35,000.00	\$ 35,000.00	\$ 50,000.00	\$ 50,000.00	\$ 120,000.00	\$ 120,000.00	\$ 36,034.00	\$ 36,034.00
Bridges Subtotal					\$ 1,602,843.75		\$ 1,485,154.25		\$ 1,532,572.92		\$ 1,577,849.75		\$ 1,531,703.00		\$ 1,691,699.00		\$ 1,753,417.00		\$ 1,834,867.50
64	Level 2, 1/2" Warm Mix ACP Mixture	2500	Ton	\$ 70.00	\$ 175,000.00	\$ 80.00	\$ 200,000.00	\$ 79.00	\$ 197,500.00	\$ 73.50	\$ 183,750.00	\$ 75.00	\$ 187,500.00	\$ 81.00	\$ 202,500.00	\$ 82.00	\$ 205,000.00	\$ 92.70	\$ 231,750.00
65	Extra for Asphalt Approaches	8	Each	\$ 900.00	\$ 7,200.00	\$ 400.00	\$ 3,200.00	\$ 398.00	\$ 3,184.00	\$ 715.00	\$ 5,720.00	\$ 400.00	\$ 3,200.00	\$ 412.00	\$ 3,296.00	\$ 3,900.00	\$ 31,200.00	\$ 1,596.00	\$ 12,768.00
66	Concrete Curbs, Standard Straight Curb	107	Foot	\$ 44.00	\$ 4,708.00	\$ 42.00	\$ 4,494.00	\$ 40.00	\$ 4,280.00	\$ 35.00	\$ 3,745.00	\$ 31.00	\$ 3,317.00	\$ 45.00	\$ 4,815.00	\$ 29.00	\$ 3,103.00	\$ 62.50	\$ 6,687.50
67	Concrete Curbs, Curb and Gutter	2820	Foot	\$ 25.00	\$ 70,500.00	\$ 22.00	\$ 62,040.00	\$ 22.00	\$ 62,040.00	\$ 21.50	\$ 60,630.00	\$ 31.00	\$ 87,420.00	\$ 28.00	\$ 78,960.00	\$ 33.00	\$ 93,060.00	\$ 32.75	\$ 92,355.00
68	Concrete Curbs, Retaining Curb	186	Foot	\$ 83.00	\$ 15,438.00	\$ 78.00	\$ 14,508.00	\$ 83.00	\$ 15,438.00	\$ 75.25	\$ 13,996.50	\$ 175.00	\$ 32,550.00	\$ 90.00	\$ 16,740.00	\$ 127.00	\$ 23,622.00	\$ 103.50	\$ 19,251.00
69	Concrete Sidewalk	15866	S.F.	\$ 7.50	\$ 118,995.00	\$ 5.00	\$ 79,330.00	\$ 5.10	\$ 80,916.60	\$ 5.00	\$ 79,330.00	\$ 7.00	\$ 111,062.00	\$ 7.00	\$ 111,062.00	\$ 8.00	\$ 126,928.00	\$ 7.75	\$ 122,961.50
70	Concrete Driveways	2240	S.F.	\$ 9.60	\$ 21,504.00	\$ 7.50	\$ 16,800.00	\$ 7.00	\$ 15,680.00	\$ 6.55	\$ 14,672.00	\$ 13.00	\$ 29,120.00	\$ 9.50	\$ 21,280.00	\$ 16.00	\$ 35,840.00	\$ 13.00	\$ 29,120.00
71	Extra for New Sidewalk Ramps	18	Each	\$ 1,900.00	\$ 34,200.00	\$ 1,971.00	\$ 35,478.00	\$ 2,039.00	\$ 36,702.00	\$ 1,950.00	\$ 35,100.00	\$ 1,700.00	\$ 30,600.00	\$ 2,000.00	\$ 36,000.00	\$ 2,600.00	\$ 46,800.00	\$ 1,957.00	\$ 35,226.00
Wearing Surface Subtotal					\$ 447,545.00		\$ 415,850.00		\$ 415,740.60		\$ 396,943.50		\$ 484,769.00		\$ 474,653.00		\$ 565,553.00		\$ 550,119.00
72	Bridge Identification Markers	2	Each	\$ 215.00	\$ 430.00	\$ 140.00	\$ 280.00	\$ 228.00	\$ 456.00	\$ 220.00	\$ 440.00	\$ 200.00	\$ 400.00	\$ 150.00	\$ 300.00	\$ 250.00	\$ 500.00	\$ 494.00	\$ 988.00
73	Longitudinal Pavement Markings - Paint	12050	Foot	\$ 0.21	\$ 2,530.50	\$ 0.20	\$ 2,410.00	\$ 0.22	\$ 2,651.00	\$ 0.22	\$ 2,651.00	\$ 0.25	\$ 3,012.50	\$ 0.25	\$ 3,012.50	\$ 0.25	\$ 3,012.50	\$ 0.36	\$ 4,338.00
74	Thermoplastic, Extruded, Surface Non-Profiled	45	Foot	\$ 7.00	\$ 315.00	\$ 7.25	\$ 326.25	\$ 7.20	\$ 324.00	\$ 7.00	\$ 315.00	\$ 8.00	\$ 360.00	\$ 7.50	\$ 337.50	\$ 8.00	\$ 360.00	\$ 14.90	\$ 670.50
75	Pavement Legend, Type B-HS: ARROWS	6	Each	\$ 275.00	\$ 1,650.00	\$ 285.00	\$ 1,710.00	\$ 290.00	\$ 1,740.00	\$ 276.00	\$ 1,656.00	\$ 300.00	\$ 1,800.00	\$ 300.00	\$ 1,800.00	\$ 315.00	\$ 1,890.00	\$ 283.25	\$ 1,699.50
76	Pavement Legend, Type B-HS: BICYCLE LANE STENCIL	8	Each	\$ 285.00	\$ 2,280.00	\$ 295.00	\$ 2,360.00	\$ 302.00	\$ 2,416.00	\$ 285.00	\$ 2,280.00	\$ 300.00	\$ 2,400.00	\$ 310.00	\$ 2,480.00	\$ 330.00	\$ 2,640.00	\$ 293.50	\$ 2,348.00
77	Pavement Bar, Type B-HS	715	S.F.	\$ 7.95	\$ 5,684.25	\$ 8.25	\$ 5,898.75	\$ 8.20	\$ 5,863.00	\$ 8.00	\$ 5,720.00	\$ 8.00	\$ 5,720.00	\$ 9.00	\$ 6,435.00	\$ 10.00	\$ 7,150.00	\$ 8.20	\$ 5,863.00
78	Remove Existing Signs	1	L.S.	\$ 2,310.00	\$ 2,310.00	\$ 780.00	\$ 780.00	\$ 738.44	\$ 738.44	\$ 2,400.00	\$ 2,400.00	\$ 2,500.00	\$ 2,500.00	\$ 800.00	\$ 800.00	\$ 2,660.00	\$ 2,660.00	\$ 4,627.00	\$ 4,627.00
79	Remove and Reinstall Signs	1	L.S.	\$ 1,290.00	\$ 1,290.00	\$ 520.00	\$ 520.00	\$ 492.30	\$ 492.30	\$ 1,350.00	\$ 1,350.00	\$ 1,300.00	\$ 1,300.00	\$ 550.00	\$ 550.00	\$ 1,500.00	\$ 1,500.00	\$ 5,356.00	\$ 5,356.00
80	Sign Support Footings	1	L.S.	\$ 3,280.00	\$ 3,280.00	\$ 2,075.00	\$ 2,075.00	\$ 1,969.18	\$ 1,969.18	\$ 3,300.00	\$ 3,300.00	\$ 3,500.00	\$ 3,500.00	\$ 2,200.00	\$ 2,200.00	\$ 3,800.00	\$ 3,800.00	\$ 7,416.00	\$ 7,416.00
81	42 Inch Diameter Signal Support Drilled Shaft	54	Foot	\$ 650.00	\$ 35,100.00	\$ 675.00	\$ 36,450.00	\$ 639.98	\$ 34,558.92	\$ 655.00	\$ 35,370.00	\$ 700.00	\$ 37,800.00	\$ 700.00	\$ 37,800.00	\$ 750.00	\$ 40,500.00	\$ 953.75	\$ 51,502.50
82	Signal Pole Mounts	1	L.S.	\$ 10,300.00	\$ 10,300.00	\$ 8,500.00	\$ 8,500.00	\$ 8,122.88	\$ 8,122.88	\$ 10,655.00	\$ 10,655.00	\$ 10,000.00	\$ 10,000.00	\$ 9,000.00	\$ 9,000.00	\$ 12,000.00	\$ 12,000.00	\$ 5,562.00	\$ 5,562.00
83	Secondary Sign Mounts	1	L.S.	\$ 2,980.00	\$ 2,980.00	\$ 3,000.00	\$ 3,000.00	\$ 2,953.77	\$ 2,953.77	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,500.00	\$ 3,500.00	\$ 7,828.00	\$ 7,828.00
84	Perforated Steel Square Tube Slip Base Sign Supports	1	L.S.	\$ 1,880.00	\$ 1,880.00	\$ 1,850.00	\$ 1,850.00	\$ 1,772.26	\$ 1,772.26	\$ 1,900.00	\$ 1,900.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,165.00	\$ 2,165.00	\$ 4,326.00	\$ 4,326.00
85	Perforated Steel Square Tube Anchor Sign Supports	1	L.S.	\$ 2,030.00	\$ 2,030.00	\$ 1,650.00	\$ 1,650.00	\$ 1,575.35	\$ 1,575.35	\$ 2,100.00	\$ 2,100.00	\$ 2,000.00	\$ 2,000.00	\$ 1,800.00	\$ 1,800.00	\$ 2,400.00	\$ 2,400.00	\$ 1,854.00	\$ 1,854.00
86	Signs, Standard Sheeting, Extruded Aluminum	128	S.F.	\$ 24.00	\$ 3,072.00	\$ 22.50	\$ 2,880.00	\$ 24.12	\$ 3,087.36	\$ 25.00	\$ 3,200.00	\$ 25.00	\$ 3,200.00	\$ 25.00	\$ 3,200.00	\$ 28.00	\$ 3,584.00	\$ 30.75	\$ 3,936.00
87	Signs, Standard Sheeting, Sheet Aluminum	102	S.F.	\$ 13.50	\$ 1,377.00	\$ 14.50	\$ 1,479.00	\$ 13.78	\$ 1,405.56	\$ 13.55	\$ 1,382.10	\$ 14.00	\$ 1,428.00	\$ 16.00	\$ 1,632.00	\$ 16.00	\$ 1,632.00	\$ 22.50	\$ 2,295.00
88	Signs, Type IX Sheeting, Extruded Aluminum	39	S.F.	\$ 30.10	\$ 1,173.90	\$ 37.50	\$ 1,462.50	\$ 35.45	\$ 1,382.55	\$ 30.50	\$ 1,189.50	\$ 30.00	\$ 1,170.00	\$ 40.00	\$ 1,560.00	\$ 35.00	\$ 1,365.00	\$ 36.00	\$ 1,404.00
89	Pole Foundations	1	L.S.	\$ 9,425.00	\$ 9,425.00	\$ 9,800.00	\$ 9,800.00	\$ 10,000.00	\$ 10,000.00	\$ 9,500.00	\$ 9,500.00	\$ 9,000.00	\$ 9,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,900.00	\$ 10,900.00	\$ 24,720.00	\$ 24,720.00
90	Lighting Poles, Fixed Base	1	L.S.	\$ 27,115.00	\$ 27,115.00	\$ 28,000.00	\$ 28,000.00	\$ 28,782.00	\$ 28,782.00	\$ 27,500.00	\$ 27,500.00	\$ 28,000.00	\$ 28,000.00	\$ 30,000.00	\$ 30,000.00	\$ 31,300.00	\$ 31,300.00	\$ 21,943.00	\$ 21,943.00
91	Lighting Pole Arms	1	L.S.	\$ 4,419.00	\$ 4,419.00	\$ 4,600.00	\$ 4,600.00	\$ 4,690.00	\$ 4,690.00	\$ 4,600.00	\$ 4,600.00	\$ 4,500.00	\$ 4,500.00	\$ 5,000.00	\$ 5,000.00	\$ 5,100.00	\$ 5,100.00	\$ 4,676.00	\$ 4,676.00
92	Switching, Conduit, and Wiring	1	L.S.	\$ 52,753.00	\$ 52,753.00	\$ 55,000.00	\$ 55,000.00	\$ 55,996.00	\$ 55,996.00	\$ 53,100.00	\$ 53,100.00	\$ 53,000.00	\$ 53,000.00	\$ 58,000.00	\$ 58,000.00	\$ 61,000.00	\$ 61,000.00	\$ 87,550.00	\$ 87,550.00
93	Traffic Signal Mods, OR 99W @ OR18 @ Old Sheridan Rd	1	L.S.	\$ 245,625.00	\$ 245,625.00	\$ 255,000.00	\$ 255,000.00	\$ 260,726.00	\$ 260,726.00	\$ 248,335.00	\$ 248,335.00	\$ 250,000.00	\$ 250,000.00	\$ 275,000.00	\$ 275,000.00	\$ 283,000.00	\$ 283,000.00	\$ 319,239.00	\$ 319,239.00
94	Speed Radar Feedback Sign Installation	1	L.S.	\$ 11,418.00	\$ 11,418.00	\$ 11,800.00	\$ 11,800.00	\$ 12,119.00	\$ 12,119.00	\$ 11,955.00	\$ 11,955.00	\$ 11,500.00	\$ 11,500.00	\$ 13,000.00	\$ 13,000.00	\$ 13,200.00	\$ 13,200.00	\$ 13,287.00	\$ 13,287.00
Traffic Control / Illumination Subtotal					\$ 428,437.65		\$ 437,831.50		\$ 443,821.57		\$ 433,898.60		\$ 437,590.50		\$ 468,907.00		\$ 495,158.50		\$ 583,428.50
95	Water Quality Swale	1794	Foot	\$ 29.00	\$ 52,026.00	\$ 65.50	\$ 117,507.00	\$ 17.00	\$ 30,498.00	\$ 43.50	\$ 78,039.00	\$ 50.00	\$ 89,700.00	\$ 91.00	\$ 163,254.00	\$ 21.00	\$ 37,674.00	\$ 20.75	\$ 37,225.50
96	Permanent Seeding	0.24	Acre	\$ 10,000.00	\$ 2,400.00	\$ 10,000.00	\$ 2,400.00	\$ 6,687.00	\$ 1,604.88	\$ 6,400.00	\$ 1,536.00	\$ 6,500.00	\$ 1,560.00	\$ 11,000.00	\$ 2,640.00	\$ 12,000.00	\$ 2,880.00	\$ 10,300.00	\$ 2,472.00
97	Wetland Seeding	0.09	Acre	\$ 43,000.00	\$ 3,870.00	\$ 44,000.00	\$ 3,960.00	\$ 9,871.00	\$ 888.39	\$ 9,400.00	\$ 846.00	\$ 10,000.00	\$ 900.00	\$ 48,000.00	\$ 4,320.00	\$ 50,000.00	\$ 4,500.00	\$ 44,290.00	\$ 3,986.10
98	Deciduous Trees, 7-8' Height	1	Each	\$ 375.00	\$ 375.00	\$ 380.00	\$ 380.00	\$ 419.00	\$ 419.00	\$ 396.00	\$ 396.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 440.00	\$ 440.00	\$ 386.00	\$ 386.00
99	Deciduous Trees, 6' Height	66	Each	\$ 195.00	\$ 12,870.00	\$ 200.00	\$ 13,200.00	\$ 281.00	\$ 18,546.00	\$ 266.00	\$ 17,556.00	\$ 275.00	\$ 18,150.00	\$ 200.00	\$ 13,200.00	\$ 225.00	\$ 14,850.00	\$ 200.50	\$ 13,233.00
100	Shrubs, No.1 Container	253	Each	\$ 15.00	\$ 3,795.00	\$ 15.50	\$ 3,921.50	\$ 9.50	\$ 2,403.50	\$ 9.25	\$ 2,340.25	\$ 10.00	\$ 2,530.00	\$ 16.00	\$ 4,048.00	\$ 18.00	\$ 4,554.00	\$ 15.50	\$ 3,921.50
101	Shrubs, Bare Root	474	Each	\$ 12.00	\$ 5,688.00	\$ 12.50	\$ 5,925.00	\$ 3.80	\$ 1,801.20	\$ 3.75	\$ 1,777.50	\$ 4.00	\$ 1,896.00	\$ 13.00	\$ 6,162.00	\$ 14.00	\$ 6,636.00	\$ 12.25	\$ 5,806.50
102	Groundcover, 4 Inch Pots	6607	Each	\$ 3.00	\$ 19,821.00	\$ 3.00	\$ 19,821.00	\$ 7.40	\$ 48,891.80	\$ 7.30	\$ 48,231.10	\$ 7.00	\$ 46,249.00	\$ 3.00	\$ 19,821.00	\$ 4.00	\$ 26,428.00	\$ 3.10	\$ 20,481.70
103	Water Quality Soil	458	C.Y.	\$ 55.00	\$ 25,190.00	\$ 57.00	\$ 26,106.00	\$ 79.00	\$ 36,182.00	\$ 77.00	\$ 35,266.00	\$ 76.00	\$ 34,808.00	\$ 60.00	\$ 27,480.00	\$ 64.00	\$ 29,312.00	\$ 56.50	\$ 25,877.00
104	Top Soil	277	C.Y.	\$ 52.00	\$ 14,404.00	\$ 52.00	\$ 14,404.00	\$ 66.00	\$ 18,282.00	\$ 65.00	\$ 18,005.00	\$ 64.00	\$ 17,728.00	\$ 58.00	\$ 16,066.00	\$ 60.00	\$ 16,620.00	\$ 53.50	\$ 14,819.50
105	Bark Mulch	3	C.Y.	\$ 100.00	\$ 300.00	\$ 100.00	\$ 300.00	\$ 238.00	\$ 714.00	\$ 228.00	\$ 684.00	\$ 226.00	\$ 678.00	\$ 110.00	\$ 330.00	\$ 116.00	\$ 348.00	\$ 103.00	\$ 309.00
106	Root Barrier	1340	Foot	\$ 11.00	\$ 14,740.00	\$ 11.50	\$												

116	12 Inch Connection to 10 Inch Existing Main	2	Each	\$ 8,200.00	\$ 16,400.00	\$ 6,670.00	\$ 13,340.00	\$ 2,051.00	\$ 4,102.00	\$ 4,300.00	\$ 8,600.00	\$ 7,000.00	\$ 14,000.00	\$ 5,000.00	\$ 10,000.00	\$ 9,300.00	\$ 18,600.00	\$ 11,821.00	\$ 23,642.00
117	12 Inch Butterfly Valve	4	Each	\$ 2,500.00	\$ 10,000.00	\$ 4,100.00	\$ 16,400.00	\$ 2,816.00	\$ 11,264.00	\$ 2,100.00	\$ 8,400.00	\$ 4,000.00	\$ 16,000.00	\$ 1,800.00	\$ 7,200.00	\$ 2,000.00	\$ 8,000.00	\$ 1,460.00	\$ 5,840.00
118	Reconnecting Existing Water Services, 1 Inch	6	Each	\$ 2,100.00	\$ 12,600.00	\$ 890.00	\$ 5,340.00	\$ 1,172.00	\$ 7,032.00	\$ 1,500.00	\$ 9,000.00	\$ 2,000.00	\$ 12,000.00	\$ 1,300.00	\$ 7,800.00	\$ 1,800.00	\$ 10,800.00	\$ 1,504.00	\$ 9,024.00
119	Electrical Trench and Backfill	475	Foot	\$ 47.24	\$ 22,439.00	\$ 49.00	\$ 23,275.00	\$ 50.00	\$ 23,750.00	\$ 53.00	\$ 25,175.00	\$ 48.00	\$ 22,800.00	\$ 50.00	\$ 23,750.00	\$ 55.00	\$ 26,125.00	\$ 36.00	\$ 17,100.00
120	644LA Vault for Power	1	Each	\$ 10,240.00	\$ 10,240.00	\$ 10,500.00	\$ 10,500.00	\$ 10,866.00	\$ 10,866.00	\$ 12,000.00	\$ 12,000.00	\$ 10,000.00	\$ 10,000.00	\$ 11,000.00	\$ 11,000.00	\$ 12,000.00	\$ 12,000.00	\$ 6,180.00	\$ 6,180.00
121	Transformer Pad	1	Each	\$ 1,200.00	\$ 1,200.00	\$ 1,245.00	\$ 1,245.00	\$ 1,273.00	\$ 1,273.00	\$ 1,500.00	\$ 1,500.00	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00	\$ 1,400.00	\$ 1,400.00	\$ 2,060.00	\$ 2,060.00
122	1.5 Inch Grey Schedule 40 PVC Conduit for Power	48	Foot	\$ 2.15	\$ 103.20	\$ 2.25	\$ 108.00	\$ 2.20	\$ 105.60	\$ 2.25	\$ 108.00	\$ 2.00	\$ 96.00	\$ 2.50	\$ 120.00	\$ 3.00	\$ 144.00	\$ 10.25	\$ 492.00
123	2 Inch Grey Schedule 40 PVC Conduit for Power	1432	Foot	\$ 2.65	\$ 3,794.80	\$ 2.75	\$ 3,938.00	\$ 2.80	\$ 4,009.60	\$ 2.85	\$ 4,081.20	\$ 3.00	\$ 4,296.00	\$ 3.00	\$ 4,296.00	\$ 3.00	\$ 4,296.00	\$ 8.25	\$ 11,814.00
124	3 Inch Grey Schedule 40 PVC Conduit for Power	1320	Foot	\$ 3.80	\$ 5,016.00	\$ 4.00	\$ 5,280.00	\$ 4.00	\$ 5,280.00	\$ 4.00	\$ 5,280.00	\$ 4.00	\$ 5,280.00	\$ 4.25	\$ 5,610.00	\$ 5.00	\$ 6,600.00	\$ 9.25	\$ 12,210.00
125	4 Inch Grey Schedule 40 PVC Conduit for Power	16	Foot	\$ 25.00	\$ 400.00	\$ 26.00	\$ 416.00	\$ 26.00	\$ 416.00	\$ 25.50	\$ 408.00	\$ 26.00	\$ 416.00	\$ 28.00	\$ 448.00	\$ 29.00	\$ 464.00	\$ 41.00	\$ 656.00
126	1.5 Inch Fiberglass Bend for Power	3	Each	\$ 25.00	\$ 75.00	\$ 26.00	\$ 78.00	\$ 26.00	\$ 78.00	\$ 35.00	\$ 105.00	\$ 26.00	\$ 78.00	\$ 28.00	\$ 84.00	\$ 29.00	\$ 87.00	\$ 61.00	\$ 183.00
127	2 Inch Fiberglass Bend for Power	30	Each	\$ 45.00	\$ 1,350.00	\$ 46.00	\$ 1,380.00	\$ 47.00	\$ 1,410.00	\$ 55.00	\$ 1,650.00	\$ 56.00	\$ 1,680.00	\$ 50.00	\$ 1,500.00	\$ 52.00	\$ 1,560.00	\$ 66.95	\$ 2,008.50
128	3 Inch Fiberglass Bend for Power	8	Each	\$ 72.00	\$ 576.00	\$ 75.00	\$ 600.00	\$ 76.00	\$ 608.00	\$ 80.00	\$ 640.00	\$ 73.00	\$ 584.00	\$ 80.00	\$ 640.00	\$ 83.00	\$ 664.00	\$ 236.50	\$ 1,892.00
129	4 Inch Fiberglass Bend for Power	1	Each	\$ 114.00	\$ 114.00	\$ 120.00	\$ 120.00	\$ 121.00	\$ 121.00	\$ 120.00	\$ 120.00	\$ 115.00	\$ 115.00	\$ 125.00	\$ 125.00	\$ 132.00	\$ 132.00	\$ 103.00	\$ 103.00
Schedule B Total				\$ 305,933.00	\$ 282,945.00	\$ 373,226.76	\$ 416,977.20	\$ 348,995.00	\$ 322,903.00	\$ 288,732.00	\$ 283,999.75								

Total Bid	\$ 4,061,156.20	\$ 4,062,841.75	\$ 4,379,910.73	\$ 4,514,510.75	\$ 4,649,930.00	\$ 4,723,000.00	\$ 5,071,615.50	\$ 5,123,123.00
------------------	------------------------	------------------------	------------------------	------------------------	------------------------	------------------------	------------------------	------------------------

	Math Errors	Math Errors	Math Errors					
	K&E Excavating	Emery & Sons	James W Fowler	Legacy Contracting	Kerr Contractors	Pacific Excavation	Moore Excavation	Kodiak Pacific
Bid Complete & Signed?	X	X	X	X	X	X	X	X
Addendum Acknowledged?	X	X	X	X	X	X	X	X
Bid Bond & Power of Attorney?	X	X	X	X	X	X	X	X
1st Tier Submitted?	X	X	X	X	X	X	X	X

STAFF REPORT

DATE: April 14, 2020
TO: Jeff Towery, City Manager
FROM: Mike Bisset, Community Development Director
SUBJECT: 2020 Fund Exchange Agreement 34129

Report in Brief: This action is the consideration of a resolution authorizing the approval of a cooperative fund exchange agreement between the City of McMinnville and Oregon Department of Transportation (ODOT) known as 2020 Fund Exchange Agreement, No. 34129.

Discussion: The City of McMinnville receives an annual allocation of Federal Surface Transportation Block Grant (STBG) funds. STBG funds are allocated to the State of Oregon, and then sub allocated to cities based on population. The City of McMinnville's 2019 STBG allocation was \$417,650.

For several years, McMinnville has only used a portion of its annual allocation to pay for its share of the Newberg Dundee Bypass loan principal and interest (\$201,248 annually). The remainder of the City's allocation has accrued over time, and at the end of 2019 the City's STBG allocation balance was \$1,137,866.63.

The Oregon Department of Transportation allows the City to exchange its allocation of Federal Transportation Funds for State revenues. It is to our benefit to exchange the funds because the requirements attached to Federal projects do not apply to State revenues. We can also apply the money to any street related project in the City. Federal revenues can only be applied to certain designated streets within the City (For more information re: the fund exchange program, see attachment 2).

Agreement 34129 (Attachment 3) will provide for the exchange of a \$1,063,829.79 of the City's accrued Federal allocation funds. Per the agreement, the City will receive \$94 in state funds for every \$100 of federal funds exchanged (or a total of \$1,000,000 in state funds) to be applied to the Lafayette Avenue Overlay project.

The project information sheet for the Lafayette Avenue Overlay project is attached (Attachment 4), and a summary of the project is as follows:

- \$1,500,000 total estimated project cost;
- Project funding: \$1,000,000 fund exchanged state funds and \$500,000 City funds;
- Pavement overlay, curb ramp upgrades, striping, and traffic signal loop replacement on Lafayette Avenue between 99W and 9th Street;
- Pavement overlay, striping, and railroad crossing upgrade on McDaniel Lane west of Lafayette Avenue;
- Pavement overlay, and striping on Riverside Drive east of Lafayette Avenue;
- Additive alternate #1 for the project will be pavement overlay and striping on 13th Street west of Lafayette Avenue;

- All streets within the project work areas are within the City of McMinnville, and are under City jurisdiction;
- Bid opening for the project is April 23rd @ 2:00pm; and
- Construction is anticipated to start in July, and be completed by October 2020.

Attachments:

1. Resolution No. 2020-27
2. Fund Exchange Overview Fact Sheet
3. Fund Exchange Agreement 34129
4. Lafayette Avenue Project Information Sheet

Fiscal Impact:

The fund exchange agreement resources and the Lafayette Avenue Overlay project expenses are included in the proposed FY21 budget for the Transportation Fund (Fund 45)

Recommendation:

Staff recommends that the City Council adopt the attached resolution authorizing the City Manager to execute the 2020 Fund Exchange Agreement (Misc. Contracts & Agreements No. 34129).

RESOLUTION NO. 2020 - 27

A Resolution authorizing the approval of a cooperative fund exchange agreement between the City of McMinnville and Oregon Department of Transportation (ODOT) known as 2020 Fund Exchange Agreement, No. 34129.

RECITALS:

The Oregon Department of Transportation allows the City to exchange its allocation of Federal Surface Transportation Block Grant Funds for State revenues. It is to our benefit to exchange the funds because the requirements attached to Federal projects do not apply to State revenues. We can also apply the money to any street related project in the City. Federal revenues can only be applied to certain designated streets within the City.

The agreement will provide for the exchange of a \$1,063,829.79 of the City's accrued Federal allocation funds. Per the agreement, the City will receive \$94 in state funds for every \$100 of federal funds exchanged (or a total of \$1,000,000 in state funds) to be applied to the Lafayette Avenue Overlay project.

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

1. That entry into an agreement with the State of Oregon, Department of Transportation, for the exchange of \$1,063,829.79 of the City's allocation of Federal Surface Transportation Block Grant Funds for \$1,000,000 of State funds is approved.
2. The City Manager is hereby authorized and directed to execute the agreement between the State of Oregon, acting by and through its Department of Transportation, and the City of McMinnville.
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 28th day of April 2020 by the following votes:

Ayes: _____

Nays: _____

Approved this 28th day of April 2020.

MAYOR

Approved as to form:

Attest:

City Attorney

City Recorder

Surface Transportation Block Grant (STBG)



Fund Exchange Program

Fund Exchange

- Exchange rate: 94 cents per 1 dollar
- Applies to Cities with 5,000 –200,000 population, and all Counties.
- Does not apply to CMAQ, Local Bridge, TAP, or other federal funds

Types of Projects

- Paving roads
- Equipment purchase
- ADA (Sidewalks)
- Project planning
- Safety
- Transit
- Material purchase

Federal Policy on Fund Exchange

- Flexible local project funding
- Reduces oversight costs
- More cost-effective for small projects

Source: Government Accountability Office. 2014. Federal Highway Administration could further mitigate locally administered project risks (GAO-14-113).

What is Fund Exchange?

The Fund Exchange program provides local agencies a flexible funding option for delivering transportation improvements without being constrained by federal requirements. Funding may be used for projects to preserve and improve conditions on and performance of any federal-aid highway, bridge or tunnel project on any public road, or pedestrian and bicycle infrastructure within drivable right of way.

What authorizes Fund Exchange?

The Oregon Department of Transportation has an agreement, located [here](#) with the Association of Oregon Counties (AOC) and League of Oregon Cities (LOC) which provides Federal Surface Transportation Block Grant (STBG) funds to cities, counties, and non-Transportation Management Area (TMA) Metropolitan Planning Organizations. Fund Exchange provides an opportunity for local cities and counties to exchange their Federal STBG dollars for State Highway Fund dollars.

How does the Fund Exchange process work?

Fund Exchange provides an opportunity for local cities and counties to exchange their Federal STBG dollars for State Highway Fund dollars. Local agencies may exchange Federal STBG funds for state dollars at a rate of 94 cents in state funds for every 1 dollar of federal funds. Agencies may request funds on eligible projects through a reimbursement process.

What projects are eligible?

Projects which develop, improve and/or preserve existing transportation system, and be state gas tax eligible. Types of projects include, road paving and chip seal, ADA required improvements, transportation planning, or the purchase of equipment to maintain eligible roads.

How do I apply for Fund Exchange?

Submit application letter to your Region contact. Application letters should be on agency letterhead and include the following information:

- Name and location of project
- Type of project (roadway, equipment, material, etc.)
- Name of all roads/sidewalks on which agency will perform work
- Location of roads (must be within the city or county requesting funding)
- Jurisdiction authority of roadways included in project
- Does the project area cross, abut, or in any way intersect a state highway?

Note: Funding must be available in the year the project will be delivered. Agencies are not allowed to borrow from future allocations. No project work may begin and reimbursement will not be made without an executed Inter-

Surface Transportation Block Grant (STBG) Fund Exchange Program



STP FUND EXCHANGE PROGRAM REGION CONTACTS

REGION 1

Justin Bernt	Justin.J.Bernt@odot.state.or.us	503-731-3016
Mahasti Hastings	Mahasti.V.HASTINGS@odot.state.or.us	503-731-8595
Jonathon Horowitz	Jonathan.P.HOROWITZ@odot.state.or.us	503-731-3145
Sam Hunaidi	Sam.H.Hunaidi@odot.state.or.us	503-731-8472
Bret Richards	Bret.N.RICHARDS@odot.state.or.us	503-731-8288
Natividad Sherman	Natividad.A.SHERMAN@odot.state.or.us	503-731-8463
Matthew Novak	Matthew.C.NOVAK@odot.state.or.us	503-731-3247

REGION 2

Brennan Burbank	Brennan.BURBANK@odot.state.or.us	541-812-8695
Shelly White-Robinson	Shelly.WHITE-ROBINSON@odot.state.or.us	541-757-4199

REGION 3

Justin Shoemaker	Justin.D.SHOEMAKER@odot.state.or.us	541-774-3676
Corey Haan	Corey.Haan@odot.state.or.us	541-396-1140
Jeanette Denn	Jeanette.M.DENN@odot.state.or.us	541-957-3508

REGION 4

Abbey Driscoll	Abbey.DRISCOLL@odot.state.or.us	541-388-6064
Paul Singer	Paul.SINGER@odot.state.or.us	541-410-2993

REGION 5

Michael Barry	Michael.P.BARRY@odot.state.or.us	541-963-1353
---------------	--	--------------

2020 FUND EXCHANGE AGREEMENT
Lafayette Avenue Overlay Project
City of McMinnville

THIS AGREEMENT is made and entered into by and between the STATE OF OREGON, acting by and through its Department of Transportation, hereinafter referred to as "State"; and CITY OF MCMINNVILLE, acting by and through its designated officials, hereinafter referred to as "Agency," both herein referred to individually or collectively as "Party" or "Parties."

RECITALS

1. By the authority granted in Oregon Revised Statute (ORS) [190.110](#), [366.572](#) and [366.576](#), State may enter into cooperative agreements with counties, cities and units of local governments for the performance of work on certain types of improvement projects with the allocation of costs on terms and conditions mutually agreeable to the contracting parties.
2. All streets involved in this Project are under the jurisdiction and control of the Agency.

NOW THEREFORE, the premises being in general as stated in the foregoing Recitals, it is agreed by and between the Parties hereto as follows:

TERMS OF AGREEMENT

1. Agency has submitted a completed and signed Part 1 of the Project Prospectus, or a similar document agreed to by State, outlining the schedule and costs associated with all phases of the Lafayette Avenue Overlay Project, hereinafter referred to as "Project."
2. State has reviewed Agency's prospectus and considered Agency's request for the Fund Exchange. State has determined that Agency's Project is eligible for the exchange of funds.
3. To assist in funding the Project, Agency has requested State to exchange 2020 federal funds, which have been allocated to Agency, for state funds based on the following ratio:

\$94 state for \$100 federal

4. Based on this ratio, Agency wishes to trade \$1,063,829.79 federal funds for \$1,000,000.00 state funds.
5. The term of this Agreement will begin upon execution and will terminate two (2) calendar years unless extended by an executed amendment.

6. The Parties agree that the exchange is subject to the following conditions:
- a. The federal funds transferred to State may be used by State at its discretion.
 - b. State funds transferred to Agency must be used for the Project. This Fund Exchange will provide funding for specific roadway projects and may also be used for the following maintenance purposes:
 - i. Purchase or Production of Aggregate. Agency shall ensure the purchase or production of aggregate will be highway related and used exclusively for highway work.
 - ii. Purchase of Equipment. Agency shall clearly describe how it plans to use said equipment on highways. Agency shall demonstrate that the equipment will only be used for highway purposes.
 - c. State funds may be used for all phases of the Project, including preliminary engineering, right of way, utility relocations and construction. Said use shall be consistent with the Oregon Constitution and statutes (Section 3a of Article IX Oregon Constitution). Agency shall be responsible to account for expenditure of state funds.
 - d. This Fund Exchange shall be on a reimbursement basis, with state funds limited to a maximum amount of \$1,000,000.00. All costs incurred in excess of the Fund Exchange amount will be the sole responsibility of Agency.
 - e. State certifies, at the time this Agreement is executed, that sufficient funds are available and authorized for expenditure to finance costs of this Agreement within State's current appropriation or limitation of the current biennial budget.
 - f. Agency, and any contractors, shall perform the work as an independent contractor and will be exclusively responsible for all costs and expenses related to its employment of individuals to perform the work including, but not limited to, retirement contributions, workers' compensation, unemployment taxes, and state and federal income tax withholdings.
 - g. Agency shall comply with all federal, state, and local laws, regulations, executive orders and ordinances applicable to the work under this Agreement, including, without limitation, the provisions of ORS [279C.505](#), [279C.515](#), [279C.520](#), [279C.530](#) and [279B.270](#) incorporated herein by reference and made a part hereof. Without limiting the generality of the foregoing, Agency expressly agrees to comply with (i) [Title VI of Civil Rights Act of 1964](#); (ii) [Title V and Section 504 of the Rehabilitation Act of 1973](#); (iii) the [Americans with Disabilities Act of 1990](#) and ORS [659A.142](#); (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

- h. Agency, or its consultant, shall conduct the necessary preliminary engineering and design work required to produce final plans, specifications and cost estimates; purchase all necessary right of way in accordance with current state and federal laws and regulations; obtain all required permits; be responsible for all utility relocations; advertise for bid proposals; award all contracts; perform all construction engineering; and make all contractor payments required to complete the Project.
- i. Agency shall submit invoices to State on a monthly basis, for actual costs incurred by Agency on behalf of the Project directly to State's Project Manager for review and approval. Such invoices will be in a form identifying the Project, the agreement number, the invoice number or account number or both, and will itemize all expenses for which reimbursement is claimed. Under no conditions shall State's obligations exceed \$1,000,000.00, including all expenses. Travel expenses will not be reimbursed.
- j. Agency shall, at its own expense, maintain and operate the Project upon completion at a minimum level that is consistent with normal depreciation and service demand.
- k. All employers, including Agency, that employ subject workers in the State of Oregon shall comply with ORS [656.017](#) and provide the required Workers' Compensation coverage unless such employers are exempt under ORS [656.126](#). Employers Liability insurance with coverage limits of not less than \$500,000 must be included. Agency shall ensure that each of its subcontractors complies with these requirements.
- l. This Agreement may be terminated by either party upon thirty (30) days' notice, in writing and delivered by certified mail or in person.
 - i. State may terminate this Agreement effective upon delivery of written notice to Agency, or at such later date as may be established by State, under any of the following conditions:
 - A. If Agency fails to provide services called for by this Agreement within the time specified herein or any extension thereof.
 - B. If Agency fails to perform any of the other provisions of this Agreement, or so fails to pursue the work as to endanger performance of this Agreement in accordance with its terms, and after receipt of written notice from State fails to correct such failures within ten (10) days or such longer period as State may authorize.
 - ii. Either Party may terminate this Agreement effective upon delivery of written notice to the other Party, or at such later date as may be established by the terminating Party, under any of the following conditions:

- A. If either Party fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow either Party, in the exercise of their reasonable administrative discretion, to continue to make payments for performance of this Agreement.
- B. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the work under this Agreement is prohibited or either Party is prohibited from paying for such work from the planned funding source.
- iii. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.
- m. State and Agency agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be invalid, unenforceable, illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

7. Americans with Disabilities Act Compliance:

- a. State Highway: For portions of the Project located on or along the State Highway System or a State-owned facility ("state highway"):
 - i. Agency shall utilize ODOT standards to assess and ensure Project compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended (together, "ADA"), including ensuring that all sidewalks, curb ramps, and pedestrian-activated signals meet current ODOT Highway Design Manual standards;
 - ii. Agency shall follow ODOT's processes for design, construction, or alteration of sidewalks, curb ramps, and pedestrian-activated signals, including using the ODOT Highway Design Manual, ODOT Design Exception process, ODOT Standard Drawings, ODOT Construction Specifications, providing a temporary pedestrian accessible route plan and current ODOT Curb Ramp Inspection form;
 - iii. At Project completion, Agency shall send a completed ODOT Curb Ramp Inspection Form 734-5020 to the address on the form and to State's Project Manager for each curb ramp constructed or altered as part of the Project. The completed form is the documentation required to show that each curb ramp meets ODOT standards and is ADA compliant. ODOT's fillable Curb Ramp Inspection Form and instructions are available at the following address:

<https://www.oregon.gov/ODOT/Engineering/Pages/Accessibility.aspx>

- iv. Agency shall promptly notify ODOT of Project completion and allow ODOT to inspect Project sidewalks, curb ramps, and pedestrian-activated signals located on or along a state highway prior to acceptance of Project by Agency and prior to release of any Agency contractor.
 - v. Agency shall ensure that temporary pedestrian routes are provided through or around any Project work zone. Any such temporary pedestrian route shall include directional and informational signs, comply with ODOT standards, and include accessibility features equal to or better than the features present in the existing pedestrian facility. Agency shall also ensure that advance notice of any temporary pedestrian route is provided in accessible format to the public, people with disabilities, disability organizations, and ODOT at least 10 days prior to the start of construction.
- b. Local Roads: For portions of the Project located on Agency roads or facilities that are not on or along a state highway:
- i. Agency shall ensure that the Project, including all sidewalks, curb ramps, and pedestrian-activated signals, is designed, constructed and maintained in compliance with the ADA.
 - ii. Agency may follow its own processes or may use ODOT's processes for design, construction, or alteration of Project sidewalks, curb ramps, and pedestrian-activated signals, including using the ODOT Highway Design Manual, ODOT Design Exception process, ODOT Standard Drawings, ODOT Construction Specifications, providing a temporary pedestrian accessible route plan and current Curb Ramp Inspection form, available at: <https://www.oregon.gov/ODOT/Engineering/Pages/Accessibility.aspx>;

Additional ODOT resources are available at the above-identified link. ODOT has made its forms, processes, and resources available for Agency's use and convenience.
 - iii. Agency assumes sole responsibility for ensuring that the Project complies with the ADA, including when Agency uses ODOT forms and processes. Agency acknowledges and agrees that ODOT is under no obligation to review or approve Project plans or inspect the completed Project to confirm ADA compliance.
 - iv. Agency shall ensure that temporary pedestrian routes are provided through or around any Project work zone. Any such temporary pedestrian route shall include directional and informational signs and include accessibility features equal to or better than the features present in the existing pedestrian route. Agency shall also ensure that advance notice of any temporary pedestrian route is provided in accessible format to the public, people with disabilities, and disability organizations prior to the start of construction.

- c. Agency shall ensure that any portions of the Project under Agency's maintenance jurisdiction are maintained in compliance with the ADA throughout the useful life of the Project. This includes, but is not limited to, Agency ensuring that:
 - i. Pedestrian access is maintained as required by the ADA,
 - ii. Any complaints received by Agency identifying sidewalk, curb ramp, or pedestrian-activated signal safety or access issues are promptly evaluated and addressed,
 - iii. Agency, or abutting property owner, pursuant to local code provisions, performs any repair or removal of obstructions needed to maintain the facility in compliance with the ADA requirements that were in effect at the time the facility was constructed or altered,
 - iv. Any future alteration work on Project or Project features during the useful life of the Project complies with the ADA requirements in effect at the time the future alteration work is performed, and
 - v. Applicable permitting and regulatory actions are consistent with ADA requirements.
 - d. Maintenance obligations in this section shall survive termination of this Agreement.
8. Agency acknowledges and agrees that State, the Oregon Secretary of State's Office, the federal government, and their duly authorized representatives shall have access to the books, documents, papers, and records of Agency which are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcripts for a period of six (6) years after final payment. Copies of applicable records shall be made available upon request. Payment for costs of copies is reimbursable by State.
9. Agency certifies and represents that the individual(s) signing this Agreement has been authorized to enter into and execute this Agreement on behalf of Agency, under the direction or approval of its governing body, commission, board, officers, members or representatives, and to legally bind Agency.
10. This Agreement may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.
11. This Agreement and attached exhibits constitute the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either

Party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of State to enforce any provision of this Agreement shall not constitute a waiver by State of that or any other provision.

THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

The funding for this Fund Exchange program was approved by the Oregon Transportation Commission on July 20, 2017, as a part of the 2018-2021 Statewide Transportation Improvement Program (STIP).

The Program and Funding Services Manager approved the Fund Exchange on March 11, 2020.

Signature Page to Follow

CITY OF MCMINNVILLE, by and through its designated officials

By _____
City Manager

Date _____

By _____

Date _____

LEGAL REVIEW APPROVAL (if required in Agency's process)

By _____
City Legal Counsel

Date _____

Agency Contact:

Mike Bisset
Community Development Director
City of McMinnville
231 NE Fifth Street
McMinnville, Oregon 97128
(503) 434-7312
mike.bisset@ci.mcminnville.or.us

State Contact:

Shelly White-Robinson
Special Program Coordinator
ODOT, Region 2
455 Airport Road, Building B
Salem, Oregon 97301
(503) 986-6925
shelly.white-robinson@odot.state.or.us

STATE OF OREGON, by and through its Department of Transportation

By _____
Highway Division Administrator

Date _____

APPROVAL RECOMMENDED

By _____
Region 2 Manager

Date _____

By _____
Special Program Coordinator

Date _____

APPROVED AS TO LEGAL SUFFICIENCY

By _____
Assistant Attorney General

Date _____



2020 Pavement Preservation Program Street Repair and Repaving Project Information

Lafayette Avenue-9th Avenue to Hwy 99W

Pavement reconstruction, spot pavement repairs, asphalt overlay, striping, markings, railroad pedestrian crossing improvements and accessibility improvements on Lafayette Avenue between 9th Avenue and Hwy 99W in NE McMinnville

Project Open House

The City will host a project open house at the Kent Taylor Civic Hall (200 NE 2nd Street) on Tuesday, March 17 from 4pm – 7pm with project staff available to answer questions.

Project Overview

This project consists of pavement reconstruction, spot pavement repairs, striping and pavement markings, as well as upgraded accessibility and rail crossing improvements.

What To Expect

Expect intermittent traffic delays and detours during repair work. Watch for construction signs, flagging personnel, no parking signs and informational flyers prior to, and as the work progresses.

Construction Schedule

July/August 2020. Notices will be posted prior to the beginning of the project, and project schedules mailed to residents and impacted businesses.

Construction Contractor

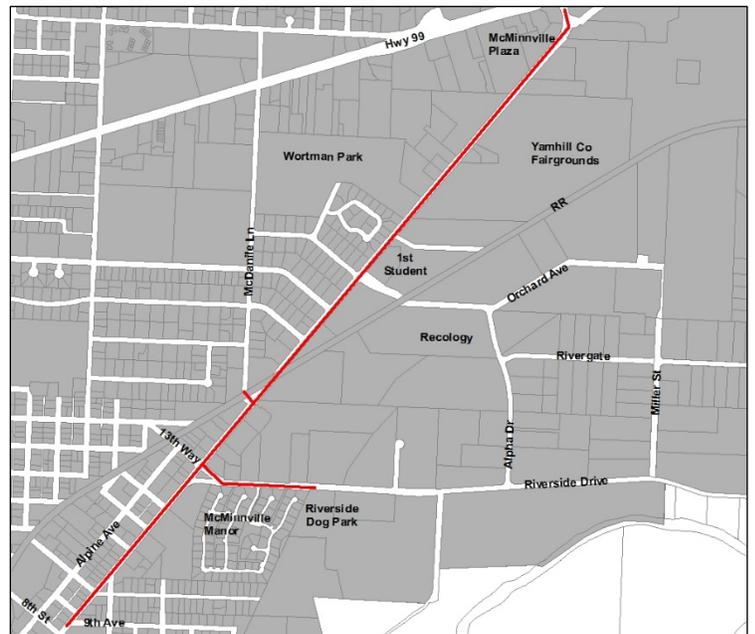
To be determined.

Project Cost

The project cost is estimated at \$1.5 million, and includes approximately 1.4 miles of paving, 34 accessible ramp upgrades and improvements to the pedestrian rail crossings at McDaniel Lane.

For More Information Contact

Roy Markee, Project Manager
503.434.7312 • roy.markee@mcminnvilleoregon.gov



STAFF REPORT

DATE: April 23, 2020
TO: Mayor and City Councilors
FROM: Rich Leipfert, Fire Chief
SUBJECT: A Resolution to extend Resolution No. 2020-18 Declaring Local State of Emergency for City of McMinnville
STRATEGIC PRIORITY & GOAL:



COMMUNITY SAFETY & RESILIENCY

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

OBJECTIVE/S: Lead and plan for emergency preparedness

Report in Brief: This action is the consideration of a new resolution to extend Resolution No. 2020-18, Declaring Local State of Emergency for City of McMinnville.

Background: On March 16th, 2020, Mayor Hill declared a State of Emergency for the City of McMinnville due to the COVID-19 Virus and its impact on the City of McMinnville. This action is allowed by City Emergency Operations Plan adopted by City Council in 2009, and ORS 401. Resolution No. 2020-18 was ratified before City Council at the March 24th, 2020 Regular City Council Meeting and set to expire on May 1, 2020.

Discussion: Resolution No. 2020-18 was scheduled to expire on May 1, but may be extended as necessary of the Common Council. COVID-19 continues to present a high potential public health threat to public health and safety, the duration of which is still unknown. The declaration of emergency is still needed to address the City's ability to respond and recover from this emergency and therefore asking for Resolution No. 2020-28 to extend the state of emergency to June 27, 2020, but may be extended again as necessary of the Common Council.

Attachments:

Resolution Number 2020-28
Resolution Number 2020-18
Signed Declaration of State of Emergency

Fiscal Impact: No changes

Recommendation: Council to adopt Resolution No. 2020-28 extending the duration of a State of Emergency for the City of McMinnville.

RESOLUTION NO. 2020-28

A Resolution for City of McMinnville, Oregon Extending the City’s Declaration of State of Emergency Expressed in Resolution 2020-18.

RECITALS:

WHEREAS, The Mayor of the City of McMinnville signed a Declaration of State of Emergency on March 16, 2020; and

WHEREAS, McMinnville City Council ratified Resolution No. 2020-18 effective March 24, 2020 declaring a state of emergency for the entire City of McMinnville in response to the COVID-19 pandemic; and

WHEREAS, Resolution No. 2020-18 was scheduled to remain in effect until at least May 1, 2020, but may be extended as necessary by the Common Council; and

WHEREAS, COVID-19 continues to present a high potential public health threat to public health and safety, the duration of which is still unknown.

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

1. The declaration of emergency is still needed to address the City’s ability to respond and recover from this emergency.
2. The Emergency Declaration established in Resolution 2020-18 (March 24, 2020) shall be extended to June 27, 2020.
3. This resolution is effective immediately and shall remain in effect until June 27, 2020, but may be extended as necessary by the Common Council.

Adopted by the Common Council of the City of McMinnville at a meeting held the 28th day of April 2020 by the following votes:

Ayes: _____

Nays: _____

Approved this 28th day of April 2020.

MAYOR

Approved as to form:

Attest:

City Attorney

City Recorder

RESOLUTION NO. 2020-18

A Resolution for City of McMinnville, Oregon Ratifying the Declaration of State of Emergency signed by Mayor Scott Hill on March 16, 2020.

RECITALS:

WHEREAS, Governor Kate Brown, on March 8, 2020 declared a state of emergency due to the COVID-19 virus, finding that COVID-19 has created a threat to public health and safety, and constitutes a statewide emergency under ORS 401.025(1); and

WHEREAS, The World Health Organization, on March 11, 2020 declared COVID-19 to be a pandemic threat that causes respiratory distress with the potential to cause serious illness and loss of life; and

WHEREAS, The City of McMinnville may require significant resources to provide for the health and safety of residents; and

WHEREAS, The State of Oregon, pursuant to ORS 401.309(1); authorizes the governing body of Oregon cities and counties to declare a local state of emergency; and

WHEREAS, The City of McMinnville, pursuant to the Emergency Operation Plan authorized the Mayor to declare a local state of emergency; and

WHEREAS, The Mayor of the City of McMinnville finds that conditions require a local state of emergency; and

WHEREAS, The Mayor of the City of McMinnville signed a Declaration of State of Emergency on March 16, 2020;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MCMINNVILLE OREGON, HEREBY RATIFY THE DECLARATION OF STATE OF EMERGENCY SIGNED BY MAYOR SCOTT HILL ON MARCH 16,2020 AND AUTHORIZES THE FOLLOWING:

1. City Manager of the City of McMinnville, as the Emergency Manager as indicated in the Emergency Operation Plan, may take any and all necessary steps authorized by law to coordinate a response to this emergency; and
2. The state of emergency declaration provides the City Manager of the City of McMinnville is authorized to reallocate any city funds for emergency use; and
3. City Manager of the City of McMinnville is authorized to coordinate an effective response by redirecting funding for emergency use as needed and suspending standard procurement procedures; and
4. This resolution is effective immediately and shall remain in effect until at least May 1, 2020, but may be extended as necessary.

Adopted by the Common Council of the City of McMinnville at a meeting held the 24th day of March 2020 by the following votes:

Ayes: Drabkin, Garvin, Geary, Menke, Peralta, Stassens

Nays: _____

Approved this 24th day of March 2020.

MAYOR

Approved as to form:

Attest:

City Attorney

City Recorder



DECLARATION OF STATE OF EMERGENCY

To: Brian Young, Yamhill County Emergency Manager,
Yamhill County Office of Emergency Management

From: Mayor Scott Hill,
City of McMinnville, Oregon

At 3/16/2020 (time) on 1:20pm (date),

The COVID -19 Pandemic is spreading within the State of Oregon, Yamhill County

The current situation and conditions are:

Taking this action allows City staff greater flexibility to address hazards posed by the COVID-19 by facilitating more expedient coordination with public agencies and quicker deployment of resources and staffing to safeguard the community. It also provides for the ability to modify work schedules of emergency responders to meet reduced staffing or increased emergency responses due to the COVID-19.

The state of emergency declaration provides the City Manager with the latitude to coordinate an effective response by redirecting funding for emergency use as needed and suspending standard procurement procedures.

City Manager of the City of McMinnville, as the Emergency Manager, may take any and all necessary steps authorized by law to coordinate a response to this emergency.

City Manager of the City of McMinnville is authorized to initiate emergency request for aid from Yamhill County, the State of Oregon, and the Federal Emergency Management Agency as necessary.

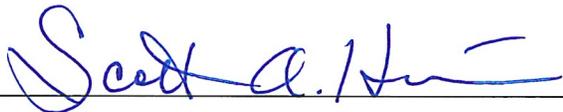
The Common Council of the City of McMinnville will ratify the Declaration of State of Emergency with Resolution No. 2020-18 on March 24, 2020.

Additionally, the designation aides the City's efforts when requesting assistance and/or reimbursement for expenditures related to COVID -19 response.

The declaration, set to expire on May 1, 2020 may be renewed if necessary

The geographic boundaries of the emergency are:
The City Limits of McMinnville, OR 97128

WE DO HEREBY DECLARE THAT A STATE OF EMERGENCY NOW EXISTS IN THE CITY OF MCMINNVILLE AND THAT THE CITY HAS EXPENDED OR WILL SHORTLY EXPEND ITS NECESSARY AND AVAILABLE RESOURCES. WE RESPECTFULLY REQUEST THAT THE COUNTY PROVIDE ASSISTANCE, CONSIDER THE CITY AN "EMERGENCY AREA" AS PROVIDED FOR IN ORS 401, AND, AS APPROPRIATE, REQUEST SUPPORT FROM STATE AGENCIES AND/OR THE FEDERAL GOVERNMENT.

Signed: 

Title: Mayor Scott Hill

Date & Time: 3/16/2020 1:20pm

This request may be passed to the County via radio, telephone, or fax. The original signed document must be sent to the County Emergency Management Office, with a copy placed in the final incident package.