



## City Council Meeting Agenda

Tuesday, March 12, 2024

6:00 p.m. – Work Session Meeting

7:00 p.m. – City Council Regular Meeting

**EXECUTIVE SESSION – to immediately follow the Regular Meeting (CLOSED TO THE PUBLIC)**

**REVISED 03/08/2024**

*Welcome! The public is strongly encouraged to participate remotely but there is seating at Civic Hall for those who are not able to participate remotely. However, if you are not feeling well, please stay home and take care of yourself.*

*The public is strongly encouraged to relay concerns and comments to the Council in one of three ways:*

- *Email at any time up to **12 p.m. on Monday, March 11th** to [CityRecorderTeam@mcminnvilleoregon.gov](mailto:CityRecorderTeam@mcminnvilleoregon.gov)*
- *If appearing via telephone only please sign up prior by **12 p.m. on Monday, March 11th** by emailing the City Recorder at [CityRecorderTeam@mcminnvilleoregon.gov](mailto:CityRecorderTeam@mcminnvilleoregon.gov) as the chat function is not available when calling in zoom;*
- *Join the zoom meeting 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 will need to provide your First and Last name, Address, and contact information (email or phone) to the City.***

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*You can live broadcast the City Council Meeting on cable channels Xfinity 11 and 331, Frontier 29 or webstream here:*

[mcm11.org/live](http://mcm11.org/live)

*Download the "Cablecast" app on iOS, Android, Roku, Apple TV or Amazon Firestick and watch McMinnville City Council on all your devices.*

### **CITY COUNCIL WORK SESSION & REGULAR MEETING:**

*You may join online via Zoom Meeting:*

<https://mcminnvilleoregon.zoom.us/j/88934328568?pwd=eKUqi29Qxs3Ww5nuwxrbDRltdZPz7G.1>

Zoom ID: 889 3432 8568

Zoom Password: 711997

*Or you can call in and listen via Zoom: 1-253- 215- 8782*

ID: 889 3432 8568

## **6:00 PM – WORK SESSION MEETING – VIA ZOOM AND SEATING AT CIVIC HALL**

1. CALL TO ORDER
2. PARKS, RECREATION, AND OPEN SPACE PLAN UPDATE – SYSTEM DEVELOPMENT CHARGES
3. ADJOURNMENT OF WORK SESSION

## **7:00 PM – REGULAR COUNCIL MEETING – VIA ZOOM AND SEATING AT CIVIC HALL**

1. CALL TO ORDER & ROLL CALL
2. PLEDGE OF ALLEGIANCE

3. INVITATION TO COMMUNITY MEMBERS FOR PUBLIC COMMENT –

*The Mayor will announce that 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. PUBLIC HEARING

- a. Public Hearing to consider **Resolution No. 2024-10**: A Resolution adopting a fiscal year 2023-24 supplemental budget for the Fire District Transition Fund.

5. ADVICE/ INFORMATION ITEMS

- a. Reports from Councilors on Committee & Board Assignments
- b. Department Head Reports
  - i. Public Works Space Needs Analysis Update

6. CONSENT AGENDA

- a. Consider **Resolution No. 2024-12**: A Resolution Approving the Appointment of a new City Attorney and new Public Works Director.
- b. Consider the request from Nick's Italian Restaurant for Commercial Full on-premises, OLCC Liquor License located at 521 NE 3<sup>rd</sup> Street.
- c. Consider the Minutes of the February 9, 2021, City Council Work Session & Regular Meeting.
- d. Consider the Minutes of the February 23, 2021, City Council Work Session & Regular Meeting.
- e. Consider the Minutes of the March 9, 2021, City Council Regular Meeting.
- f. Consider the request from Hooligan Juice Club LLC for Winery Primary Location, OLCC Liquor License located at 1445 NE Miller Street Bldg. D Suite 1. **(Added on 03.08.2024)**

7. RESOLUTION

- a. Consider **Resolution No. 2024-10**: A Resolution adopting a fiscal year 2023-24 supplemental budget for the Fire District Transition Fund.
- b. Consider **Resolution No. 2024-13**: A Resolution establishing revised sanitary sewer user fees; and repealing Resolution 2023-27.
- c. Consider **Resolution No. 2024-14**: A Resolution appointing a member to the City's Airport Commission.

8. ADJOURNMENT OF REGULAR MEETING

**CITY COUNCIL EXECUTIVE SESSION – IMMEDIATELY FOLLOWING THE REGULAR MEETING (NOT OPEN TO THE PUBLIC)**

1. CALL TO ORDER

2. **EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(i)**: To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

3. ADJOURNMENT OF EXECUTIVE SESSION



## STAFF REPORT

**DATE:** March 12, 2024  
**TO:** Mayor and City Council  
**FROM:** Susan Muir, Parks and Recreation Director  
**SUBJECT:** Parks and Open Space Master Plan – work session on System Development Charges (SDC's).

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### Background

The Parks, Recreation and Open Space (PROS) Plan Update is close to completion and a draft of the plan will be presented to the Diversity, Equity and Inclusion Advisory Committee on March 21, 2024. Through a robust public engagement process, that draft plan reflects a community driven and prioritized 20 year project list to achieve the goals of the plan. The PROS Plan Update will also have a 5 year action plan of projects. In the action plan, each project will have an estimate of how much can be funded by SDC's as compared to other funding sources. It's important to note SDC's only fund a portion of the overall parks plan vision.

The City Council has held several work sessions on system development charges (SDC's).

- Broad [SDC overview - March 16, 2022](#),
- Parks SDC's as part of the PROS Plan Update [February 28, 2023](#)
- First work session on proposed Parks SDC methodology, [November 14, 2023](#).

The purpose of this work session is to respond to questions raised by City Council at the November 14 work session and to check in again prior to returning with any formal recommendation for adoption. The items that City Council discussed and needed additional work are either reflected in the attached revised methodology or will be reported out at the work session for discussion. Issues raised include:

- What would the park SDC's look like if we were to use a level of service (LOS) measured in acres/1,000 population that is higher than what we currently provide for parks (including the deficiencies that would need to be factored in)?
- In the earlier draft methodology, there were different fees associated with different sizes of residential dwellings. The revised methodology includes one more additional category for houses 4,000sq' or larger.
- A desire to see updated comparable information about similarly sized jurisdictions.
- Council indicated there is interest in phasing in parks SDC's, and
- There will be additional conversation to decide what % of the overall allowable SDC charge the city may assess on developers.

The last 2 bullets will be discussed as part of the implementation resolution and do not impact the overall methodology.

## **Discussion**

This work session is another opportunity to discuss what role system development charges play in funding capital projects in the upcoming PROS plan. The consulting team will be facilitating the conversation at the work session with Michaela Jellicoe of Community Attributes Inc. leading the conversation. Jon Pheanis, the consultant team lead from MIG will also be presenting.

After this work session staff will continue finalizing the DRAFT Pros Plan Update, review the recommendations with the DEIAC prior to returning to City Council with the draft plan, tentatively scheduled for April 9, 2024. System Development Charges will be adopted using the methodology, based on resolution.

## **Recommendation**

There is no council action for this agenda item.

## **Attachments**

Attachment A: Updated DRAFT McMinnville Methodology Report



# Park System Development Charge Methodology

City of McMinnville

DISCUSSION DRAFT

February 28, 2024

Prepared by:



Prepared for:





*Community Attributes Inc. tells data-rich stories about communities  
that are important to decision makers.*

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## 1. INTRODUCTION

The purpose of this methodology is to establish the rates for system development charges (SDCs) in the City of McMinnville, Oregon for parks, open space and recreation facilities as authorized by ORS 223.297 to 223.316.<sup>1</sup> Throughout this methodology the term “parks” is used as a short name referring to parks, open space and recreation facilities, including land and developments.

### Summary of System Development Charges

System development charges are one-time fees charged to new development to help pay a portion of the costs required to build capital facilities needed to serve new development.

Parks SDCs are paid by all types of new development. SDC rates for new development are based on and vary according to the type of development. The following table summarizes the SDC rates for each type of development.

**Exhibit 1. City of McMinnville Maximum Allowable Park System Development Charge Rates**

Type of Development	Park SDC per Unit of
<b>Residential</b>	
Less than 500 sq ft	\$5,802.55 dwelling unit
500 to 999 sq ft	\$9,181.32 dwelling unit
1,000 to 1,999 sq ft	\$12,016.84 dwelling unit
2,000 to 2,999 sq ft	\$13,272.08 dwelling unit
3,000 to 3,999 sq ft	\$14,433.39 dwelling unit
4,000 or more sq ft	\$14,958.79 dwelling unit
<b>Nonresidential</b>	
Industrial/Manufacturing	\$2.66 square foot
Warehousing	\$0.75 square foot
Retail/Restaurant/Hospitality	\$3.33 square foot
Office	\$2.84 square foot

### System Development Charges vs. Other Developer Contributions

System Development Charges are charges paid by new development to reimburse local governments for the capital cost of public facilities that are needed to serve new development and the people who occupy or use the new development. Throughout the methodology, the term “developer” is used as a shorthand expression to describe anyone who is obligated to pay SDCs, including builders, owners or developers.

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<sup>1</sup> Oregon Revised Statute (ORS) is the state law of the State of Oregon.

Local governments charge SDCs for several reasons: 1) to obtain revenue to pay for some of the cost of new public facilities; 2) to implement a public policy that new development should pay a portion of the cost of facilities that it requires, and that existing development should not pay the entire cost of such facilities; and 3) to ensure that adequate public facilities will be constructed to serve new development.

The SDCs that are described in this study do not include any other forms of developer contributions or exactions for parks facilities to serve growth.

## Organization of the Methodology

This SDC Methodology contains four chapters:

- **Introduction:** provides a summary of SDC rates for development categories and other introductory materials.
- **Statutory Basis and Methodology:** summarizes the statutory requirements for development of SDCs and describes the compliance with each requirement.
- **Growth Estimates:** presents estimates of population and employment in McMinnville because SDCs are paid by growth to offset the cost of parks, open space and recreation facilities that will be needed to serve new development.
- **Park System Development Charges:** presents SDCs for parks in the City of McMinnville. The chapter includes the methodology that is used to develop the charges, the formulas, variables and data that are the basis for the charges, and the calculation of the charges. The methodology is designed to comply with the requirements of Oregon state law.

## 2. STATUTORY BASIS AND METHODOLOGY

The source of authority for the adoption of SDCs is found both in state statute and the City's own plenary authority to adopt this type of fee. This chapter summarizes the statutory requirements for SDCs in the State of Oregon and describes how the City of McMinnville's SDCs comply with the statutory requirements.

### **Statutory Requirements for System Development Charges**

The Oregon Systems Development Act, passed in 1989, authorizes local governments in Oregon to charge SDCs. ORS 223.297 to 223.316 contains the provisions that authorize and describe the requirements for SDCs.

The following synopsis of the most significant requirements of the law include citations to Oregon Revised Statutes as an aid to readers who wish to review the exact language of the statutes.

#### **Types of Capital Improvements**

SDCs may only be used for capital improvements. Five types of capital improvements can be the subject of SDCs: 1) water supply, treatment and distribution; 2) waste water collection, transmission, treatment and disposal; 3) drainage and flood control; 4) transportation; and 5) parks and recreation. Capital improvements do not include the costs of the operation or routine maintenance of the improvements. Any capital improvements funded with SDCs must be included in the capital improvement plan adopted by the local government. *ORS 223.297, ORS 223.299 and ORS 223.307 (4)*

#### **Types of System Development Charges**

SDCs can include reimbursement fees, improvement fees or a combination of the two. An improvement fee may only be spent on capacity-increasing capital improvements identified in the Capital Improvement Plan. A reimbursement fee may be charged for the costs of existing capacity if there is "excess capacity" identified in the methodology. *ORS 223.299 and ORS 223.304*

#### **Improvement Fee Methodology Requirements**

There are several requirements for an improvement fee methodology, as established in ORS 223.304. In order to establish or modify an improvement fee, an ordinance or resolution must be passed with a methodology that is publicly available and considers both the projected cost of capital improvements included in the plan related to the fee and the need for increased capacity to serve future users.

## **Reimbursement Fee Methodology Requirements**

There are several requirements for a reimbursement fee methodology, also established in ORS 223.304. The methodology establishing or modifying a reimbursement fee must be passed by ordinance or resolution. The methodology must consider ratemaking principles, prior contributions by existing users, gifts or grants received and the value of unused capacity available to future users.

## **Prohibited Methodologies**

Local governments may not base SDC charges to employers on the number of individuals hired by the employer after a specified date. In addition, the methodology cannot assume that costs for capital improvements are necessarily incurred when an employer hires an additional employee. Fee amounts cannot be determined based on the number of employees without regard to new construction, new development or new use of an existing structure by the employer. *ORS 223.301*

## **Authorized Expenditures**

Authorized uses for SDC revenues depend on whether the revenues were collected as reimbursement fees or improvement fees. Reimbursement fees may only be used for capital improvements associated with the systems for which the fees are assessed, including repaying associated debts. Improvement fees may only be used for capacity increasing capital improvements associated with the systems for which the fees are assessed, including repaying associated debts. Regardless of the type of fee, SDC revenue may be used to cover the costs of complying with SDC regulations, including the cost of developing SDC methodologies and annual accounting of expenditures. *ORS 223.307 (1), (2), (3) and (5)*

SDCs may not be used to build administrative facilities that are “more than an incidental part” of allowed capital improvements, or for any facility operation or maintenance costs. *ORS 223.307 (3)*

## **Benefit to Development**

The share of capital improvements funded by improvement fees must be related to the need for increased capacity to serve future users. Improvement fees must be based on the need for increased capacity to serve growth and must be calculated to collect the cost of capital improvements needed to serve growth. *ORS 223.307 (2) and ORS 223.304 (2)*.

## **Reductions of System Development Charge Amounts**

The impact fee ordinance or resolution must allow for a credit for constructing qualified public improvements. Qualified public improvements



are capital improvements that are required as a condition of development approval and also identified in the plan, which are either “not located on or contiguous to property that is the subject of development approval” or “located in whole or in part on or contiguous to property that is the subject of development approval and required to be built larger or with greater capacity than is necessary for the particular project to which the improvement fee is related.” Additionally, ORS 223.304 (5) indicates that the burden of proving that the improvement exceeds the minimum standard capacity need set by the local government and that the particular improvement qualifies for a credit is the developers responsibility. *ORS 223.304 (4)*

Local governments also have the option to provide greater credits, establish a system providing for the transferability of credits, provide a credit for a capital improvement not identified in the CIP, or provide a share of the cost of the improvement by other means. Credits provided must be used in the same time frame specified in the local government’s ordinance but may not be used later than ten years from the date the credit is provided. *ORS 223.304 (5)(c) and ORS 223.304 (5)(d)*

## Developer Options

Local governments must establish procedures for any citizen or interested person to challenge an expenditure of SDC revenue. If anyone submits a written objection to an SDC calculation, the local government must advise them of the process to challenge the SDC calculation. *ORS 223.302 (2) and (3)*

## Capital Improvement Plans

All projects funded with SDC revenue must be included in the local government’s capital improvement plan before any charges can be imposed. The plan may be called a capital improvement plan, public facilities plan, master plan or other comparable plan that includes a list of capital improvements that the government intends to fund in any part with SDC revenue. The plan must include the projects’ estimated costs, timing and percentage of costs to be funded with improvement fees. The plan may be modified at any time, but if an amendment to the plan will result in increased SDCs, there are additional notification and public hearing requirements. *ORS 223.309*

## Accounting Requirements

All SDC revenue must be deposited in dedicated accounts. Local governments must provide annual reports on how much SDC revenue was collected and which projects received SDC funding. This must include how much was spent on each project as well as the amounts that were collected and dedicated to covering the costs of compliance with state laws. *ORS 223.311*

## Annual Inflation Index

Local governments may change the amount of an improvement or reimbursement SDC without making a modification of the methodology under specific circumstances. A change in the amount of the SDC is not considered a modification of the methodology if the change is based upon a change in the cost of “materials, labor or real property” applied to the projects in the CIP list. Additionally, a change in the amount of the SDC is not considered a modification of the methodology if the change is based on a periodic “specific cost index or other periodic data source.” The periodic data sources must be:

- A relevant measure of the change in prices over a specified time period for “materials, labor, real property or a combination of the three;”
- Published by a recognized organization or agency that is independent of the system development charge methodology;
- Included in the methodology or adopted by ordinance, resolution or order. *ORS 223.304 (8)*

## Compliance with Statutory Requirements for System Development Charges

Many of the statutory requirements listed above are fulfilled in the calculation of the parks system development charge in the fourth chapter of this methodology. Some of the statutory requirements are fulfilled in other ways, as described below.

### Types of Capital Improvements

This methodology includes SDCs for parks capital improvements, which are one of the five types of capital improvements legally eligible for SDCs. The SDCs in this methodology are based on capital improvements that increase capacity in the parks system and the portion of capacity-increasing projects eligible for parks SDCs included and identified in the City of McMinnville’s capital improvement plan published in the Parks, Recreation and Open Space Master Plan.

### Types of System Development Charges

SDCs can include reimbursement fees, improvement fees or a combination of the two. This methodology only includes improvement fees. The capital improvements identified in the City of McMinnville’s Capital Improvement Plan to be funded with improvement fees are capacity-increasing capital improvements.

The City of McMinnville’s parks SDCs are based on maintaining its existing levels of service as growth occurs. New development will receive the same level of service or acres per person to maintain the same ratio as existed

before the new development, and the total of those acres per person are the requirements to serve growth. By definition, the existing ratio is “used up” by the current population, so there is no unused reserve capacity that can be used to serve future population growth through reimbursement SDCs. Additionally, the City of McMinnville has determined that there is no excess capacity within the existing parks system. Therefore, the City of McMinnville has elected to only charge improvement fees, and thus this methodology will only address improvement fees.

### **Improvement Fee Methodology Requirements**

The fees calculated with this methodology consider both the projected cost of planned capital improvements and the need for increased capacity to serve future users. To address future users, a calculation was made to determine the facilities required per new residential unit to maintain the current level of service. The City of McMinnville will pass an ordinance or resolution to adopt this parks improvement fee methodology.

### **Prohibited Methodologies**

SDC charges cannot be based on the number of employees without regard to new development. The methodology only analyzes residential development and therefore is not based on prohibited methodologies.

### **Authorized Expenditures**

SDC revenue can only be used for the capital cost of public facilities. SDCs cannot be used for operation or routine maintenance expenses. Improvement SDCs may only be used for capacity increasing capital improvements. They may not be used to build administrative facilities that are more than an incidental part” of allowed capital improvements and they may not be used for any operations or maintenance costs. *ORS 223.307 (1), (2), (3) and (5)*

This methodology is based upon projects identified in the Capital Improvements Plan that increase capacity of the parks system, as identified in the fourth chapter of this methodology. The methodology does not include any administrative facilities or operations or maintenance costs.

### **Benefit to Development**

The share of capital improvements funded by improvement fees must be related to the need for increased capacity to serve future users. *ORS 223.307 (2)*. Improvement fees must be based on the need for increased capacity to serve growth and must be calculated to collect the cost of capital improvements needed to serve growth. *ORS 223.304 (2)*

The City of McMinnville’s SDCs are based on the additional improvements required to serve future growth and maintain the current level of service for

parks, as demonstrated in the fourth chapter of this methodology and identified in the parks CIP analysis in Appendix B.

## Reductions of System Development Charge Amounts

The City of McMinnville’s municipal code provides for a credit for the cost of qualified public improvements associated with new development as required in ORS 223.304, as well as the provision for other credits as allowed by ORS 223.304.

## Developer Options

The City’s municipal code establishes a process for individuals to appeal either SDC decisions or expenditures to the City Council by filing a written request with the city Recorder for consideration by the city council.

## Capital Improvement Plans

The City’s capital improvement plan required by State law is incorporated into this parks SDC methodology, as shown in the fourth chapter and Appendix B of this methodology.

## Accounting Requirements

The City’s code stipulates that SDC revenues must be budgeted and expended in consistency with state law. Accounting requirements are met with the City’s Comprehensive Annual Financial Report.

## Annual Inflation Index

ORS 223.304 (8) allows local governments to adjust the SDC rate without modifying the methodology under specified circumstances. The City of McMinnville adopted an annual inflation index in their municipal code and will continue to use this inflation index.

The inflation index used by the City of McMinnville for parks SDCs calculated each January based on the change in the Engineering News Record Construction Index (ENR index) for Seattle, Washington.

## Data Sources

The data in this SDC methodology was provided by the City of McMinnville, unless a different source is specifically cited.

### 3. GROWTH ESTIMATES

System Development Charges are meant to have “growth pay for growth,” the first step in developing an SDC is to quantify future growth in the City of McMinnville. Growth estimates for the City of McMinnville’s population and employment for the planning period of 2022 to 2041 have been developed.

Exhibit 2 lists McMinnville’s residential population and growth rates from 2000 to 2022 and projections to the year 2041.

<b>Exhibit 2. Population</b>		
<b>Year</b>	<b>Population</b>	<b>CAGR</b>
2000	26,499	
2010	32,187	2.0%
2020	34,409	0.7%
2021	34,263	-0.4%
2022	34,666	1.2%
2041	47,498	1.7%
<b>Growth</b>	<b>12,832</b>	<b>1.7%</b>

*Sources: 2000 to 2021 population data sourced from the Portland State University (PSU) Population Research Center. Population for 2022 and forecasted for 2041 are provided by the City of McMinnville.*

In addition to residential population growth, McMinnville expects businesses to grow. Business development is included in this methodology because McMinnville’s parks and recreation system serves both its residential population and employees. City parks provide places for employees to take breaks from work, including restful breaks and/or active exercise to promote healthy living.

Exhibit 3 shows employment in McMinnville for 2017, 2021, 2022, and projected growth for the year 2041.

<b>Exhibit 3. Total Employment</b>		
<b>Year</b>	<b>Employment</b>	<b>CAGR</b>
2017	20,990	
2021	22,157	1.4%
2022	22,459	1.4%
2041	29,042	1.4%
<b>Growth</b>	<b>6,583</b>	<b>1.4%</b>

*Sources: Employment for 2017, 2021 and 2041 are sourced from the City of McMinnville Economic Opportunities Analysis, September 2023, pages 93 and 96. Employment for 2022 is estimated based on 2021 employment and the 2021 through 2041 compound annual growth rate.*

*Notes: CAGR is Compound Annual Growth Rate.*

Population is expected to increase from 34,666 in 2022 to 47,498 in 2041. Total employment is projected to increase from 22,459 in 2022 to 29,042 in 2041. It is clear from Exhibit 2 and Exhibit 3 that McMinnville expects growth of both population and employment in the future, so there is a rational basis for park SDCs that would have future growth pay for the parks, open space and recreation facilities needed to maintain appropriate levels of service for new development.

Population and employment are both expected to grow, but they should not be counted equally because employees spend less time in McMinnville than residents, therefore they have less benefit from McMinnville's parks. As McMinnville's nonresidential population is assumed to have a lower demand for parks than its residential population, growth in employment is adjusted with an equivalent population coefficient. Appendix A to this study describes equivalency and explains how the "equivalent population coefficients" were developed for this methodology. The result allows nonresidential development to pay its proportionate share of parks for growth based on the "equivalent population" that nonresidential development generates.

Exhibit 4 multiplies the equivalent population coefficients (from Appendix A) by the actual population and employment data from Exhibit 2 and Exhibit 3 to calculate the "equivalent" population for the base year (2022) and the horizon year (2041) and the growth between 2022 and 2041. Based on the calculations provided in Appendix A, one employee or one member of the nonresidential population is equivalent to 0.33 members of the residential population in terms of demand for parks facilities.

**Exhibit 4. Growth of Equivalent Population and Employment**

	Equivalent Population Coefficient	2022 Base Year Full Population	2022 Base Year Equivalent Population	2041 Horizon Year Full Population	2041 Horizon Year Equivalent Population	2022-2041 Growth Full Population	2022-2041 Growth Equivalent Population
Permanent Population	1.00	34,666	34,666	47,498	47,498	12,832	12,832
Nonresidential Population	0.33	22,459	7,423	29,042	9,599	6,583	2,176
<b>Total</b>	<b>N/A</b>	<b>N/A</b>	<b>42,089</b>	<b>N/A</b>	<b>57,097</b>	<b>N/A</b>	<b>15,008</b>

*Notes: Equivalent Population Coefficient from Appendix A. 2022 Base Year Population and 2041 Horizon Year Full Population from Exhibit 2 and Exhibit 3. Equivalent Population = Equivalent Population x Full Population. 2022-2041 Growth Full Population = 2041 Full Population - 2022 Full Population. 2022-2041 Growth Equivalent Population = 2041 Equivalent Population - 2022 Equivalent Population.*

The totals in Exhibit 4 provide the equivalent population for the purpose of development of park SDCs for McMinnville. The total equivalent population for the base year (2022) is 42,089 and the horizon year (2041) is 57,097, therefore equivalent population growth between 2022 and 2041 is 15,008.

## 4. PARK SYSTEM DEVELOPMENT CHARGE

System development charges for McMinnville’s parks, recreation facilities and open space use an inventory of the City’s existing parks acreage and current equivalent population to determine the current level of service ratio for parks. The current level of service ratio is multiplied by the projected equivalent population growth to estimate the acres of parks needed to serve growth at the current level of service and is compared to the number of acres to be acquired in the Capital Improvements Plan (CIP) to ensure sufficient projects are planned to serve growth. The cost of park acquisition and development is divided by the number of acres to be acquired or improved to establish the cost per acre for parks. Multiplying the park cost per equivalent population by the current level of service ratio results in the cost per equivalent population that can be charged as SDCs. The amount of the cost per equivalent population is adjusted by the value of the remaining park SDC fund balance, estimated compliance costs and any other sources of available funding to arrive at the net cost per equivalent population. The amount of the SDC is determined by multiplying the net cost per equivalent population by the equivalent population per unit for each type of development.

These steps are described below in the formulas, descriptions of variables, exhibits and explanation of calculations of parks system development charges. Throughout the chapter the term “person” is used as the short name that means equivalent population or equivalent person.

### Formula 1: Parks Level of Service Ratio

The current level of service ratio is calculated by dividing McMinnville’s existing parks acreage by its total current equivalent population.

$$(1) \frac{\text{Existing Acres of Parks}}{\text{Current Equivalent Population}} = \text{Current Level of Service Ratio}$$

Current equivalent population was described in the section above. There is one new variable that requires explanation: (A) Existing Acres of Parks.

#### Variable A: Existing Acres of Parks

The acreage of each of McMinnville’s parks is listed in Appendix B. The total existing parks acreage includes all existing facilities in the following categories: Mini-Parks/Playlots, Neighborhood Parks, Community Parks, Special Use Sites, Linear/Trail Parks, Natural Areas, and Undeveloped. Appendix B additionally includes a total of the acreage for each park and the subtotal by category.

The total existing inventory of parks in the City of McMinnville is 357.9 acres of parks and recreation facilities (from Exhibit B1). Exhibit 5 lists the total existing inventory of parks and divides it by the current equivalent population of 42,089 (from Exhibit 4, divided by 1,000) to calculate the current level of service ratio of 8.5 acres of parks per 1,000 equivalent population.

Exhibit 5. Level of Service Ratio			
Inventory		Current Population	Level of Service Ratio
357.9	÷	42,089	= 8.5 acres per 1,000 pop

## Formula 2: Park Needs for Growth

The park needs for growth is calculated to ensure that McMinnville plans to acquire enough land to provide new growth with the same level of service ratio that benefits the current equivalent population. The acres of parks needed for growth are calculated by multiplying the level of service ratio by the equivalent population growth from 2022 to 2041 (divided by 1,000).

$$(2) \text{ Current Level of Service Ratio} \times \text{Equivalent Population Growth} = \text{Park Acres Needed for Growth}$$

There are no new variables used in Formula 2. Both variables were developed in previous formulas and exhibits.

Exhibit 6 shows the calculation of the acres of parks needed for growth. The current level of service ratio is calculated in Exhibit 5. The growth in equivalent population is calculated in Exhibit 4. The result is that McMinnville needs to add 127.6 acres of parks in order to serve the growth of 15,008 additional people who are expected to be added to the City's existing equivalent population.

The number of acres to be acquired or improved in the Capital Improvements Plan must equal or exceed the number of acres needed for growth to provide at least the amount for which growth is being asked to pay SDCs. If the amounts are greater than the amount needed for growth, the City pays for the additional amounts, and growth pays only for the amount that it needs. The CIP, in Appendix C, indicates that the City plans to acquire and improve 227.2 acres of parks, exceeding the acres required to serve the needs of growth.

Exhibit 6. Total Park Acres Needed for Growth					
Level of Service Ratio			2022-2041 Growth	Total Park Acres Needed for Growth	Acres to be Acquired or Improved
8.5	acres per 1,000 pop	x	15,008	=	127.6
					227.2



### Formula 3: SDC Eligible Park Cost per Acre

The SDC eligible cost per acre of park land and improvements is the cost basis for the SDC. The cost per acre of park land and development is calculated by dividing the cost of eligible proposed park acquisitions and improvements by the number of acres to be acquired and developed in the Capital Improvements Plan.

$$(3) \frac{\text{Cost of Park Acquisition and Development}}{\text{Acres to be Acquired and Improved}} = \frac{\text{Park Cost}}{\text{per Acre}}$$

There are two new variables used in Formula 3 that require explanation: (B) Cost of Park Acquisition and Development and (C) Acres to be Acquired and Improved.

#### Variable B: Cost of Park Acquisition and Development

The park SDCs are based on the costs from the City's plans for future parks listed in Appendix C. Exhibit 7 details the total planned cost of park acquisition in the Parks Capital Improvement Plan, as well as the total SDC eligible cost of planned park improvements.

#### Variable C: Acres to be Acquired and Improved

The acres to be acquired and improved are from the same projects listed in Appendix C. Exhibit 7 details the total planned park acres to be acquired and the total planned park acres to be improved.

Exhibit 7 shows the calculation for the SDC eligible cost per acre of park land and improvements. The total cost of land acquisition and improvements (from Exhibit C1) is divided by the number of acres to be acquired or improved (from Exhibit C1) resulting in the park cost per acre. The result is that the City plans to invest a weighted average of \$616,888 per acre in SDC eligible parks acquisition and development.

**Exhibit 7. Park SDC Eligible Cost per Acre**

	Eligible Cost	Acres	Cost per Acre
Land Acquisition	\$14,610,000 ÷	48.7 =	\$300,000
Park Development	\$72,002,920 ÷	227.2 =	\$316,888
<b>Total</b>	<b>\$86,612,920</b>		<b>\$616,888</b>

### Formula 4: Investment Needed for Growth

The next step in determining growth's needs is to calculate the total investment in parks needed for growth, or the total cost of park land acquisition and development to serve growth with the same level of service that benefits the current equivalent population. The investment needed for

growth is calculated by multiplying the park cost per acre by the number of acres needed to serve growth.

$$(4) \frac{\text{Park Cost per Acre}}{\text{per Acre}} \times \frac{\text{Park Acres Needed for Growth}}{\text{for Growth}} = \frac{\text{Investment Needed for Growth}}{\text{for Growth}}$$

There are no new variables in Formula 4.

Exhibit 8 shows the calculation of the total investment in park acquisition and development needed to serve growth. The park cost per acre (from Exhibit 7) is multiplied by the additional park acres needed for growth (from Exhibit 6) resulting in the total investment needed for growth. With growth maintaining the current level of service ratio of 8.5 acres per 1,000 equivalent population, multiplied by the SDC eligible cost per acre of \$616,888, the City will need to invest more than \$78.7 million in SDC eligible parks acquisition and development to serve growth through 2041.

#### Exhibit 8. Investment Needed for Growth

Park Cost per Acre		Park Acres Needed for Growth		Investment Needed for Growth
\$616,888	x	127.6	=	\$78,727,809

### Formula 5: SDC Eligible Park Cost per Person

The SDC eligible cost of parks per equivalent person is needed for calculating the SDC rate. The cost per equivalent person for future park acquisition and development is calculated by dividing the total investment needed to serve growth by the growth in equivalent population.

$$(5) \frac{\text{Investment Needed for Growth}}{\text{for Growth}} \div \frac{\text{Population Growth}}{\text{Growth}} = \frac{\text{Cost per Equivalent Person}}{\text{Equivalent Person}}$$

There are no new variables in Formula 5.

Exhibit 9 shows the calculation of the park cost per equivalent person. The investment needed for growth (from Exhibit 8) is divided by the growth of population (from Exhibit 4). The result is an SDC eligible cost of \$5,245.78 per equivalent person.

#### Exhibit 9. SDC Eligible Park Cost per Equivalent Person

Investment Needed for Growth		Growth of Population		Cost per Equivalent Population
\$78,727,809	÷	15,008	=	\$5,245.78

## Formula 6: Adjustment per Person

The adjustment per person is needed to calculate the net cost per person in Formula 7, and is required to account for compliance costs, the current SDC fund balance and other sources of funding. The adjustment per equivalent person is calculated by adding the compliance costs, fund balance and adjustment for other revenue together to arrive at a total adjustment divided by equivalent population growth.

$$(6) \left( \frac{\text{Compliance Costs}}{\text{Costs}} + \frac{\text{Fund Balance}}{\text{Balance}} + \frac{\text{Other Revenue}}{\text{Revenue}} \right) \div \frac{\text{Equivalent Population Growth}}{\text{Population Growth}} = \frac{\text{Adjustment per Person}}{\text{per Person}}$$

There are three new variables in Formula 6 that require explanation: (D) Compliance Cost, (E) Fund Balance, (F) Other Revenue.

### Variable D: Compliance Cost

The City of McMinnville is authorized under ORS 223.307 (5) to recoup a portion of the costs incurred for the development and administration of the SDCs. The SDC methodology developed by the City of McMinnville in 1998 estimated compliance costs at 10% of total SDC eligible costs. Using this same 10% for compliance costs, compliance costs for the 2041 time horizon are estimated at \$7,872,781. Compliance costs are estimated by multiplying the total investment needed for growth by 10%.

### Variable E: Fund Balance

Additionally, the City of McMinnville has a remaining fund balance in the existing SDC account which will be used to pay for the park capital facilities needed to serve new development. This fund balance as reported by the City of McMinnville at the end of fiscal year 2023 is \$2,285,702.

### Variable F: Other Revenue

The adjustment per person also must include any other sources of revenue that will be used for parks capital facilities needed to serve new growth. The City of McMinnville has no identified sources of secured funding for parks capital facilities projects to serve growth in the Capital Improvement Plan. However, detailed analysis of revenue sources used in the Park Development between 2015 and 2022 reveals that other sources of revenue have historically been used to fund parks acquisition and development. This analysis excludes Park Development Bond proceeds, which were closed out in 2020 as well as interest. These other sources of revenue include grants and donations. These sources of revenue contributed 17% of total revenues to the Park Development Fund between 2015 and 2022, excluding bonds and interest. Assuming the City will continue to contribute 17% in other revenues, total other revenues are estimated at nearly \$13.2 million.

Exhibit 10 shows the calculation for the adjustment per person. Compliance costs, the existing SDC fund balance and other sources of revenue are summed together to arrive at a total adjustment of \$-7.6 million. This total adjustment is divided by the equivalent population growth (from Exhibit 4) of 15,008. The resulting adjustment per person is \$-504.82.

<b>Exhibit 10. Adjustment per Person</b>			
	<b>Adjustment</b>	<b>2022-2041 Growth</b>	<b>Adjustment per Equivalent Person</b>
Compliance costs	\$7,872,781		
Fund Balance	-\$2,285,702		
Other Revenue	-\$13,163,291		
Total	-\$7,576,212 ÷	15,008 =	-\$504.82

*Notes: Compliance costs are calculated using a 10% ratio of compliance costs to total eligible cost to serve growth. Fund balance for fiscal year 2023/24 provided by the City of McMinnville. Other revenue is estimated at 17% of total eligible cost to serve growth, based on analysis of historic Park Development Fund revenues.*

## Formula 7: Net Park Cost per Person

The net cost per equivalent person is calculated by adding the adjustment per equivalent person to the cost per equivalent person.

$$(7) \text{ Park Cost per Equivalent Person} + \text{Adjustment per Person} = \text{Net Park Cost per Equivalent Person}$$

There are no new variables in Formula 7.

Exhibit 11 shows the calculation of the net park cost per person to be paid by growth. The park cost per equivalent person (from Exhibit 9) is added to the adjustment per person (from Exhibit 10), and the result shows the cost for parks to be paid by growth is \$4,740.96 per equivalent person.

<b>Exhibit 11. Net Cost per Equivalent Person</b>	
	<b>Cost per Equivalent Population</b>
Total Cost per Person	\$5,245.78
Total Adjustment	-\$504.82
<b>Net Cost per Person</b>	<b>\$4,740.96</b>

## Formula 8: Adjustment for Consistency with CIP

Improvement SDCs must consider the projected cost of capital improvements identified in the capital improvement plan and the list of SDC eligible projects. Additionally, SDCs must be calculated to arrive at the cost of capital improvements to serve the needs of growth. To ensure consistency with the

planned SDC projects identified in the CIP, the investment needed to serve growth is compared to the total cost of SDC eligible projects is identified in the CIP. If the unfunded cost of SDC eligible cost of park projects that add capacity, or are SDC eligible, is less than the investment needed for growth, the SDC calculation includes an adjustment to limit the fee to an amount that is consistent with the CIP. If the unfunded cost of parks projects that add capacity is greater than the investment needed for growth, then no adjustment is required.

The adjustment is calculated by dividing the unfunded cost of CIP projects that add capacity by the amount of the investment that is needed for growth. The result is the percentage of the needed investment that is provided by the CIP.

$$(8) \frac{\text{Unfunded Cost of CIP Capacity Projects}}{\text{Investment Needed for Growth}} = \frac{\text{Adjustment}}{\%}$$

There is one new variable used in Formula 8 that requires explanation: (G) Unfunded Cost of CIP Capacity Projects.

### Variable G: Unfunded Cost of CIP Capacity Projects

The City of McMinnville's CIP has numerous projects for parks. Some of the projects add capacity to the park system by increasing acreage and/or adding improvements.

A detailed analysis was made of the City's CIP. There are a total of \$103.5 million in park system projects planned between 2022 and 2041. Park projects costing \$86.6 million add capacity to the park system, and are considered projects eligible for SDC funding. The City of McMinnville indicated that there are no funding sources currently identified for these projects.

Revenues that are used for repair, maintenance or operating costs are not used to reduce SDCs because they are not used, earmarked or prorated for the system improvements that are the basis of impact fees. Revenues from past taxes paid on vacant land prior to development are not included because new capital projects do not have prior costs, therefore prior taxes did not contribute to such projects.

The other potential credits that reduce capacity costs (and subsequent SDCs) are donations of land or other assets by developers or builders. Those reductions depend on specific arrangements between the developer and the City of McMinnville. Reductions in SDCs for donations are calculated on a case-by-case basis at the time SDCs are to be paid.

Exhibit 12 shows the calculation of the adjustment percentage. The \$86.6 million in unfunded cost of CIP park projects that add capacity is divided by the \$78.7 million investment that is needed for growth in order to match the current level of service provided. The calculation is that CIP projects will provide 110% of the investment needed for growth for park projects. Because the City of McMinnville is planning to provide more capacity projects than needed to serve growth, the adjustment used is 100%, or no adjustment is required.

**Exhibit 12. Adjustment for Consistency with CIP**

Unfunded Cost of CIP Capacity Projects	Investment Needed for Growth	Adjustment %
\$86,612,920	÷ \$78,727,809	= 110.0%

**Formula 9: CIP Adjusted Net Cost per Person**

The adjusted net cost per equivalent person is calculated by multiplying the net cost per equivalent person by the adjustment percent to account for the portion of unfunded CIP projects that will add capacity to McMinnville's parks system.

$$(9) \text{ Net Cost per Equivalent Person} \times \text{Adjustment \%} = \text{Adjusted Net Cost Per Equivalent Person}$$

There are no new variables used in Formula 9. Both variables were developed in previous formulas.

Exhibit 13 shows the calculation of the net cost per person adjusted for park CIP capacity projects that needs to be paid by growth. The net cost per equivalent person (from Exhibit 11) is multiplied by the adjustment percent (from Exhibit 12), and the result shows the cost for parks to be paid by growth is \$4,740.96 per equivalent person.

**Exhibit 13. Adjusted Net Cost per Equivalent Person**

Net Cost per Person	Adjustment %	Adjusted Cost per Person
\$4,740.96	x 100.0%	= \$4,740.96

**Formula 10: Maximum Allowable Park System Development Charge per Unit of Development**

The amount to be paid by each new development unit depends on the equivalent population per unit of development. The park system development charge per unit of development is calculated by multiplying the adjusted net

park cost per equivalent person by the equivalent population per unit for each type of development.

$$(10) \frac{\text{Adjusted Net Cost per Equivalent Person}}{\text{Equivalent Person}} \times \frac{\text{Equivalent Population per Unit}}{\text{per Unit}} = \frac{\text{SDC per Unit of Development}}{\text{of Development}}$$

There is one new variable that requires explanation: (H) Equivalent Population per Unit.

### Variable H: Equivalent Population per Unit

The equivalent population per unit is calculated by multiplying the equivalent population coefficient by the number of persons per unit of development, as shown in Appendix A. For residential development this is the number of persons per dwelling unit by size of unit in square feet from the U.S. Census American Community Survey 5-Year Estimates for the City of McMinnville and the U.S. Census America Housing Survey, 2019 for the Portland MSA and City of McMinnville. For nonresidential development, a weighted average number of employees per square foot for each type of development was calculated from the Observed Building Densities from Table 4 in the Metro 1999 Employment Density Study, as shown in Appendix D.

Exhibit 14 shows the calculation of the parks SDC per unit of development. The adjusted net cost per equivalent person of \$4,740.96 from Exhibit 13 is multiplied by the population per dwelling unit to calculate the SDC per unit of development for parks.

**Exhibit 14. Park System Development Charge per Unit of Development**

Type of Development	Adjusted Cost per Person		Population per Occupied Unit	Park SDC per Unit
<b>Residential</b>				
Less than 500 sq ft	\$4,740.96	x	1.22 dwelling unit =	\$5,802.55
500 to 999 sq ft	\$4,740.96	x	1.94 dwelling unit =	\$9,181.32
1,000 to 1,999 sq ft	\$4,740.96	x	2.53 dwelling unit =	\$12,016.84
2,000 to 2,999 sq ft	\$4,740.96	x	2.80 dwelling unit =	\$13,272.08
3,000 to 3,999 sq ft	\$4,740.96	x	3.04 dwelling unit =	\$14,433.39
4,000 or more sq ft	\$4,740.96	x	3.16 dwelling unit =	\$14,958.79
<b>Nonresidential</b>				
Industrial/Manufacturing	\$4,740.96	x	0.0006 square foot =	\$2.66
Warehousing	\$4,740.96	x	0.0002 square foot =	\$0.75
Retail/Restaurant/Hospitality	\$4,740.96	x	0.0007 square foot =	\$3.33
Office	\$4,740.96	x	0.0006 square foot =	\$2.84

*Notes: Office includes healthcare, education, finance and professional services types of development.*

## APPENDIX A. EQUIVALENT POPULATION COEFFICIENTS

### What is “Equivalency”

When governments analyze things that are different from each other, but which have something in common, they sometimes use “equivalency” as the basis for their analysis.

For example, many water and sewer utilities calculate fees based on an average residential unit, then they calculate fees for business users on the basis of how many residential units would be equivalent to the water or sewer service used by the business. This well-established and widely practiced method uses “equivalent residential unit” (ERUs) as the multiplier that uses the rate for one residence to calculate rates for businesses. If a business needs a water connection that is double the size of an average house, that business is 2.0 ERUs, and would pay fees that are 2.0 times the fee for an average residential unit.

Another use of “equivalency” that is used in public sector organizations is “full time equivalent” (FTE) employees. One employee who works full-time is 1.0 FTE. A half-time employee is 0.5 FTE. By adding up the FTE coefficients of all part-time employees, the total is the FTE of all full and part-time employees.

### Equivalency and Park System Development Charges

Equivalency can be used to develop park SDCs that apply to new nonresidential development as well as residential development. When charging SDCs to new nonresidential development as well as new residential development the proportionate benefits parks provide for each type of development must be considered. Different types of development and the population using that development receive different benefits from McMinnville’s parks system, based on the amount of time the parks system is available during their use of each type of development.

Equivalent population coefficients use the same principles as ERUs or FTEs to measure differences among residential population and nonresidential businesses in their availability to benefit from McMinnville’s parks. This method documents the nexus between parks and development by quantifying the differences among different categories of park users.

Parks are not available for the same amount of time for occupants of nonresidential development as for occupants of residential development. In order to equitably apportion the need for parks between the residential and nonresidential development an equivalent population coefficient was developed based on the potential time parks facilities are available for use



and the distribution of McMinnville’s residential and nonresidential population.

The equivalent population coefficient is used in two ways. First the residential equivalent from Exhibit A5 is multiplied by the number of employees in McMinnville to count employees as “equivalent population” in McMinnville. This provides a total population of residents and employees that will be used to calculate the parks cost per equivalent person. Second the population coefficient is multiplied by a measure of population per unit to arrive at an equivalent population per unit, which is multiplied by the adjusted net park cost per equivalent person to determine the maximum allowable park SDC per unit of development.

## Calculation of Equivalent Population Coefficient for Park System Development Charges

Exhibit A1 shows the current population and employment within the City of McMinnville by place of work and place of residence. Each segment of McMinnville’s population and employment have differences in the availability of parks.

**Exhibit A1. City McMinnville Current Population and Employment by Place of Residence and Place Work**

	Live in City	Live Elsewhere	Total
Live in City (nonworker)	19,105		
Work in City	8,037	14,422	<b>22,459</b>
Work Elsewhere	7,373		
<b>Total</b>	<b>34,515</b>		

*Notes: (1) Estimates of Population Living and Working in McMinnville, Living Elsewhere and Working in McMinnville, and Living in McMinnville are based on percentages from 2020 U.S. Census OnTheMap, Portland State University Population Research Center, Bureau of Labor Statistics, U.S. Census American Community Survey 5-Year Estimates and City of McMinnville Economic Opportunities Analysis (September 2023). (2) Estimates of Live in City (nonworker) is the difference of the working population living in the City of McMinnville and the total resident population in the City of McMinnville.*

Exhibit A2 details the weighted average hours per day of park facility availability for each population segment. The number of hours per day differs depending on weekday vs weekend and depending on the season. Additionally, the hours differ depending on the segment of the population.

Weighted average hours per day are calculated with the following formula.

$$\left( \text{Summer Hrs per Day} \times 25\% \right) + \left( \text{Spring \& Fall Hrs per Day} \times 50\% \right) + \left( \text{Winter Hrs per Day} \times 25\% \right) = \text{Wtd Avg Hrs per Day}$$

**Exhibit A2. Weighted Hours per Day of Park Availability by Population Segment**

	All Others	Live and Work in City (Home hrs)	Live and Work in City (Work hrs)	Live in City Work Elsewhere	Live Elsewhere Work in City
Summer (June-Sept)					
Weekday	10.55	2.00	4.00	2.00	4.00
Weekend	10.55	12.00	0.00	12.00	0.00
Hours per Day	10.55	4.86	2.86	4.86	2.86
Spring/Fall (April-May, Oct-Nov)					
Weekday	6.24	2.00	2.50	2.00	2.50
Weekend	8.79	10.00	0.00	10.00	0.00
Hours per Day	6.97	4.29	1.79	4.29	1.79
Winter (Dec-Mar)					
Weekday	4.48	1.00	2.00	1.00	2.00
Weekend	7.03	8.00	0.00	8.00	0.00
Hours per Day	5.21	3.00	1.43	3.00	1.43
<b>Wtd Avg Hours per Day</b>	<b>7.42</b>	<b>4.11</b>	<b>1.96</b>	<b>4.11</b>	<b>1.96</b>

*Notes: Average daily hours sourced from prior park system development charge methodologies by Don Ganer & Associates for Oregon cities.*

Annual weighted hours per day by segment from Exhibit A2 were multiplied by seven days per week to arrive at the hours of park availability per week by population and employment segment, as outlined in Exhibit A3. For example, individuals that live in McMinnville and work in McMinnville have 28.75 average hours of park availability during the time where they are occupying residential development and 13.75 hours of park availability while they are occupying nonresidential development in the City of McMinnville. Residents that are not employed, or All Others have 51.97 average hours of park availability per week while they are occupying residential development.

**Exhibit A3. Park Availability in Hours per Week by Place of Residence and Place of Work**

	Home Hours		Work Hours	
	Live in City	Live Elsewhere	Live in City	Live Elsewhere
Work in City	28.75		13.75	13.75
Work Elsewhere	28.75			
All Others	51.97			

The annual weighted hours of park availability per week are applied to current population and employment by segment to determine the total annual weighted average hours per week of park availability for each category. In total there are more than 1.7 million hours of park availability per week for the City of McMinnville.

#### Exhibit A4. Total Hours per Week of Park Demand

	Resident Hours	Employee Hours	Total
Work in McMinnville	231,066	308,809	539,875
Work Elsewhere	211,968		211,968
All Others	992,845		992,845
<b>Total</b>	<b>1,435,879</b>	<b>308,809</b>	<b>1,744,688</b>

Notes: (1) Resident hours are equal to the population living in McMinnville by place of work from Exhibit A1 multiplied by hours per week of park availability by place of residence and location of work. Employee hours are equal to the employee population in McMinnville by place of work from Exhibit A1 multiplied by hours per week of park availability by place of residence and location of work.

Exhibit A5 calculates the average hours per resident by dividing total resident hours from Exhibit A4 by total residential population of 34,515 from Exhibit A1. Hours per employee are calculated by dividing total employee hours from Exhibit A4 by the total number of employees in McMinnville from Exhibit A1. The residential equivalent is calculated by dividing hours per employee by hours per resident. The result of the calculation in Exhibit A5 is that one employee is equal to 0.33 residents. The resulting coefficient for residential development is 1.0.

#### Exhibit A5. Residential Equivalent Coefficient

	Hours
Hours per Resident	41.60
Hours per Employee	13.75
<b>Resident Equivalent</b>	<b>0.33</b>

### Calculation of Equivalent Population per Unit

In order to convert the net cost per equivalent person to the maximum allowable SDC rate per unit of development, it is necessary to calculate a measure of equivalent population per unit. The equivalent population coefficient from Exhibit A5 is multiplied by a measure of population per unit.

The measure of population per unit is the number of persons per dwelling unit for residential development, calculated for single-family and multi-family dwelling units using the number of occupied dwelling units by unit type and estimated population by unit type from the 2017-2021 American Community Survey 5-Year Estimates for McMinnville, Oregon. Occupied dwelling units are adjusted to total units using American Housing Survey data for the Portland MSA from 2019. Tables used in the analysis include Tenure by Household Size by Units in Structure (B25124), Total Housing Units (DP04) and Total Population in Occupied Units by Tenure (B25008).

The measure of population per unit for nonresidential development is the weighted average square feet per employee for each type of development

based on the Observed Building Density table from Metro's 1999 Employment Density Study, in Appendix D, weighted by current employment by industry.

**Exhibit A6. Equivalent Population per Unit**

Type of Development	Equiv Pop Coefficient	Population per Unit	Unit	Equiv Population per Unit
<b>Residential (by square feet)</b>				
Less than 500 sq ft	1.00	1.22	dwelling unit	1.22
500 to 999 sq ft	2.00	1.94	dwelling unit	3.87
1,000 to 1,999 sq ft	3.00	2.53	dwelling unit	7.60
2,000 to 2,999 sq ft	4.00	2.80	dwelling unit	11.20
3,000 to 3,999 sq ft	5.00	3.04	dwelling unit	15.22
4,000 or more sq ft	6.00	3.16	dwelling unit	18.93
<b>Nonresidential</b>				
Industrial/Manufacturing	0.33	0.0017	square foot	0.0006
Warehousing	0.33	0.0005	square foot	0.0002
Retail/Restaurant/Hospitality	0.33	0.0021	square foot	0.0007
Office	0.33	0.0018	square foot	0.0006

*Notes: Office includes healthcare, education, finance and professional services types of employment uses.*

As noted previously, the equivalent population coefficient is multiplied by the number of employees in McMinnville and the residential population to calculate the total equivalent population in McMinnville. The equivalent population per unit is multiplied by the adjusted net park cost per equivalent population to calculate the SDC rate for residential and nonresidential development.

## APPENDIX B. INVENTORY OF EXISTING PARKS

McMinnville's updated Parks and Recreation Master Plan provides a detailed inventory of existing facilities and acres within the McMinnville parks system as of 2023. The parks system in McMinnville currently consists of 357.9 acres of parks in total. These parks are broken out into seven categories of parks.

### Exhibit B1. McMinnville Parks Inventory, 2023

	Acres
Mini-Parks/Playlots	
Bend-o-River	0.3
Greenbriar	0.2
Kingwood	0.6
North Evans	0.3
Taylor	0.3
Village Mill	0.5
Neighborhood Parks	
Baker Creek North	1.3
Chegwyn Farm	3.9
Jay Pearson Park	2.9
Thompson Park	2.3
West Hills Park	7.8
Community Parks	
City Park	16.2
Dancer Park	104.7
Discovery Meadows	21.4
Wortman Park	21.5
Special Use Sites	
Riverside Drive Dog Park	3.6

*Source: City of McMinnville Parks, Recreation and Open Space Master Plan, 2023.*

## Exhibit B2. McMinnville Parks Inventory Continued, 2023

	Acres
<b>Linear/Trail Parks</b>	
Ash Meadows	1.3
Baker Creek North-Parcel D	14.9
BPA Pathway I	2.8
BPA Pathway II	4.1
Goucher St. Pathway	1.7
Jandina	2.6
Jandina III	2.1
Roma Sitton	1.7
West McMinnville Linear Park	0.2
West McMinnville Linear Park/James Addition	1.3
West McMinnville Linear Park/Westvale	4.5
Oak Ridge Meadows (PPP)	5.4
<b>Natural Areas</b>	
Airport Park	12.1
Angela Court	2.3
Ashwood Derby	0.3
Barber	11.8
Bennette Addition	0.2
Carlson	3.3
Creekside Cozine	3.9
Creekside Meadows	15.3
Crestwood	1.7
Dayton	6.8
Fir Ridge	0.7
Heather Hollow	3.2
Kiwanis Park	4.7
Quarry	11.9
Rotary Nature Preserve	32.8
Tall Oaks Cozine	12.6
<b>Undeveloped</b>	
Brookview	0.7
Davis Dip	1.6
Jay Pearson Park - east side	1.2
Meadowridge	0.7
<b>Total</b>	<b>357.9</b>

Source: City of McMinnville Parks, Recreation and Open Space Master Plan, 2023.

## APPENDIX C. CAPITAL IMPROVEMENTS PLAN AND PROJECTS THAT ADD CAPACITY, 2022-2041

The Capital Improvements Plan (CIP) for 2022-2041 contains projects at 60 new and existing parks. Among these are SDC eligible projects at 35 parks, which include improvements to existing parks as well as acquisition and development of new parks. All analysis is summarized by park category. Park categories are listed in column one of Exhibit B1. The total capital cost of each project is listed in column two, totaling \$103.5 million. The third column lists the proportion of project cost for each project that increases the parks system capacity. The fourth column lists the SDC eligible costs for each park category, equal to nearly \$86.6 million. The fifth column lists the total acres for each park. The sixth column lists the cost of park land acquisition, totaling \$14.6 million. The seventh column contains the acres of park land acquisition. The eighth column lists the cost of eligible improvements, or improvement costs that increase system capacity, totaling more than \$72 million. The ninth column lists the percentage of acres that will be improved by each project. Many of the projects with eligible improvement costs will improve only a small portion of each park, therefore acres to be improved are listed at 0, though the number of acres to be improved is likely higher than shown. The final column lists the acres to be improved.

City of McMinnville staff have identified no secured funding for the park projects listed in the 2022-2041 Capital Improvements Plan. Specific totals derived from the analysis of CIP projects are used in Formulas 2, 3, 6 and 8 in the Park System Development Charge chapter of this methodology.

### Exhibit C1. Capital Improvements Plan for Parks, 2022 – 2041

Project	CIP Capital Cost	% Cost Capacity Increasing	Total Eligible Cost	Total Acres	Acquisition Cost	Acres to be Acquired	Eligible Improvement Cost	% Acres to be Improved	Acres to be Improved
<b>Proposed Parks/Greenway Trails</b>									
Proposed Neighborhood Parks	\$33,005,000	100%	\$33,005,000	28.7	\$8,610,000	28.7	\$24,395,000	100%	28.7
Proposed Community Parks	\$26,000,000	100%	\$26,000,000	20.0	\$6,000,000	20.0	\$20,000,000	100%	20.0
Proposed Greenway Trails	\$15,600,000	100%	\$15,600,000	87.9	\$0	0.0	\$15,600,000	75%	65.9
<b>Existing Parks</b>									
Mini-Parks/Playlots	\$3,204,000	36%	\$1,155,000	2.3	\$0	0.0	\$1,155,000	0%	0.0
Neighborhood Parks	\$2,710,000	81%	\$2,200,000	18.2	\$0	0.0	\$2,200,000	0%	0.0
Community Parks	\$17,729,500	28%	\$4,997,000	163.7	\$0	0.0	\$4,997,000	68%	111.4
Special Use Sites	\$435,000	75%	\$325,000	3.6	\$0	0.0	\$325,000	0%	0.0
Linear/Trail Parks	\$1,459,841	22%	\$313,920	42.5	\$0	0.0	\$313,920	0%	0.0
Natural Areas	\$3,336,500	90%	\$3,017,000	123.4	\$0	0.0	\$3,017,000	0%	0.0
Undeveloped	\$0	0%	\$0	4.2	\$0	0.0	\$0	29%	1.2
<b>Total</b>	<b>\$103,479,841</b>	<b>84%</b>	<b>\$86,612,920</b>	<b>494.5</b>	<b>\$14,610,000</b>	<b>48.7</b>	<b>\$72,002,920</b>	<b>46%</b>	<b>227.2</b>

Source: City of McMinnville Parks, Recreation and Open Space Master Plan, Capital Improvements Plan, 2023.



## APPENDIX D. OBSERVED BUILDING DENSITIES

ORS 223.301 prohibits local governments from determining the SDC for a specific development based on the number of employees hired, and fee amounts cannot be determined based on the number of employees without regard to new construction or new development. To ensure that the park SDCs are not charged based on the number of employees it is necessary to develop a ratio between the number of employees and the square feet of new development required to accommodate employees. Metro's 1999 Employment Density Study has a detailed list of square feet per employee by industry, which was used to calculate a weighted average number of square feet per employee.

**Exhibit D1. Observed Building Densities**

<b>Industry Grouping (SIC)</b>	<b>Description</b>	<b>Weighted Square Feet per Employee</b>
1-19	Ag., Fish & Forest Services; Constr; Mining	590
20	Food & Kindred Products	630
21	Tobacco (industry does not exist in Oregon)	0
22, 23	Textile & Apparel	930
24	Lumber & Wood	640
25, 32, 39	Furniture; Clay, Stone & Glass; Misc.	760
26	Paper & Allied	1,600
27	Printing, Publishing & Allied	450
28-31	Chemicals, Petroleum, Rubber, Leather	720
33, 34	Primary & Fabricated Metals	420
35	Machinery Equipment	300
36, 38	Electrical Machinery, Equipment	400
37	Transportation Equipment	700
40-42, 44, 45, 47	TCPU - Transportation and Warehousing	3,290
43, 46, 48, 49	TCPU - Communications and Public Utilities	460
50, 51	Wholesale Trade	1,390
52-59	Retail Trade	470
60-68	Finance, Insurance & Real Estate	370
70-79	Non-Health Services	770
80	Health Services	350
81-89	Educational, Social, Membership Services	740
90-99	Government	530

## STAFF REPORT

**DATE:** March 12, 2024  
**TO:** Jeff Towery, City Manager  
**FROM:** Jennifer Cuellar, Finance Director  
**SUBJECT:** FY2023-24 Budget Amendment Resolution for Fire District Transition

---



### CITY GOVERNMENT CAPACITY

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

**Report in Brief:** In May 2023 the voters approved the creation of the McMinnville Fire District (MFD), which meant fire services for McMinnville would no longer be provided by the City of McMinnville. The FY2023-24 budget includes estimates for six months of activities as a transition. At the time, we were unaware that revenues would continue to come to the City in the second half of the fiscal year. These dollars need to be sent to the MFD. An estimate of \$2,750,000 in intergovernmental and transport revenue received will offset the added budget authority of special payments, which is the budget category the city's payments to MFD will be coded to.

### **Discussion of Budget Amendment**

Oregon Revised Statute (ORS) 294.471(1)(a) allows a local government to prepare a budget amendment when circumstances arise that were unknown at the time the budget was prepared. At the time of creating the FY2023-24 budget, the City was not aware of the extended time frame required to allow the MFD to receive the ambulance transport revenues directly.

An estimated total of \$2,750,000 in additional MFD revenues associated with ambulance transport services are anticipated to be received by the City. An equivalent amount is budgeted as a special payment for disbursement to the MFD.

Because the added appropriation to the Fire District Transition Fund is greater than 10% of its appropriated budget, ORS 294.473 requires that a public hearing be held on the supplemental budget. Then a Council resolution may be used to formalize the budget amendment.

### **Fiscal Impact:**

This action has no impact on the City's financial status. While it does require some staff time to continue to provide this service to the MFD, this supplemental budget's expenditure is fully covered by the new revenue received.

The proposed budget amendment is as follows:

<b>Fire District Transition Fund:</b>	<b>Amended Budget as of Dec 2023</b>	<b>Budget Adjustment</b>	<b>Amended Budget</b>
<b>Resources:</b>			
<b>Resources:</b>			
Intergovernmental Funds	\$ 3,896,542	\$ 1,000,000	\$ 4,896,542
Charges for Services	1,274,000	\$ 1,750,000	\$ 3,024,000
All other resources unchanged	<u>259,333</u>	<u>0</u>	<u>259,333</u>
Total Resources	<u>5,429,875</u>	<u>2,750,000</u>	<u>8,179,875</u>
<b>Requirements:</b>			
Special Payments Out	\$ -	\$ 2,750,000	\$ 2,750,000
Program (unchanged)	<u>5,429,875</u>	<u>0</u>	<u>5,429,875</u>
	<u>\$ 5,429,875</u>	<u>2,750,000</u>	<u>\$ 8,179,875</u>

**Council Options:**

1. Adopt the FY2023-24 budget amendment thereby allowing budget appropriation room to meet the need of disbursing ambulance transport service revenue to the MFD.
2. Do not adopt the proposed FY2023-24 budget amendment. This would mean the City would incur a budget violation to turn these funds to the MFD.

**Documents:**

1. Resolution 2024-10 FY2023-24 Budget Amendment Fire District Transition
2. Budget Hearing Notice

## RESOLUTION NO. 2024 - 10

A Resolution adopting a fiscal year 2023-24 supplemental budget for the Fire District Transition Fund.

### RECITALS:

**Whereas**, this resolution proposes to amend the FY2023-24 City of McMinnville budget due to an unknown circumstance as described in Oregon Revised Statute (ORS) 294.471(1)(a); and

**Whereas**, the unknown circumstance was the inability to adhere to the original plan of separating financial operations as of Dec 2023 between the City and the new McMinnville Fire District with the reality that transport payments and interagency payments from community care organizations and the State of Oregon are continuing to be paid to the City on behalf of the McMinnville Fire Department; and

**Whereas**, an estimate of \$2,750,000 of unanticipated revenue to the Fire District Transition fund for the balance of the current fiscal year requires the addition of \$2,750,000 in special payment out expense so that the City can reimburse the Fire District for these collected revenues; and

**Whereas**, the supplemental budget is more than 10% of the original appropriations and requires a public budget hearing as provided in ORS 294.473; and

**Whereas**, the hearing was noticed on February 21, 2024, and held on February 27, 2024, prior to consideration of this supplemental budget resolution; and

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

1. **Adopt the following Budget Amendment:** The Common Council of the City of McMinnville adopts the following Budget Amendment for 2023-2024 in the Fire District Transition Fund.
2. **Make Added Appropriations:** The new appropriations for fiscal year 2023-2024 are hereby adopted as detailed in Exhibit A.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 12th day of March 2024 by the following votes:

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

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

Approved this 12th day of March 2024.

\_\_\_\_\_  
MAYOR

Approved as to form:

Attest:

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

\_\_\_\_\_  
CITY RECORDER

## Exhibit A

	Amended Budget as of Dec 2023	Budget Adjustment	Amended Budget
<b>Fire District Transition Fund:</b>			
<b>Resources:</b>			
<b>Resources:</b>			
Intergovernmental Funds	\$ 3,896,542	\$ 1,000,000	\$ 4,896,542
Charges for Services	1,274,000	\$ 1,750,000	\$ 3,024,000
All other resources unchanged	<u>259,333</u>	<u>0</u>	<u>259,333</u>
Total Resources	<u>5,429,875</u>	<u>2,750,000</u>	<u>8,179,875</u>
<b>Requirements:</b>			
Special Payments Out	\$ -	\$ 2,750,000	\$ 2,750,000
Program (unchanged)	<u>5,429,875</u>	<u>0</u>	<u>5,429,875</u>
	<u>\$ 5,429,875</u>	<u>2,750,000</u>	<u>\$ 8,179,875</u>

## NOTICE OF SUPPLEMENTAL BUDGET HEARING

- For supplemental budgets proposing a change in any fund's expenditures by **more than 10 percent**.

A public meeting of the McMinnville City Council will be held on March 12, 2024 at 7:00 pm. The hearing will take place in person with remote engagement options as well. Seating capacity at Civic Hall, 200 NE Second Street in McMinnville, is available but limited. Information on remote viewing and real time public comment options is available in the calendar section of [mcminnvilleoregon.gov](http://mcminnvilleoregon.gov). In addition, public comment may be submitted ahead of the hearing online on the city's website [mcminnvilleoregon.gov/finance/webform/budget-public-comment](http://mcminnvilleoregon.gov/finance/webform/budget-public-comment). A summary of the supplemental FY2023-24 budget is presented below. A copy of the FY24 adopted budget is available online at [mcminnvilleoregon.gov/finance](http://mcminnvilleoregon.gov/finance).

The purpose of the hearing is to discuss the supplemental budget with interested persons.

### SUMMARY OF PROPOSED BUDGET CHANGES

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

#### FUND: Fire District Transition

Resource	Amount	Expenditure	Amount
Intergovernmental	4,896,542	Fire Transition Fund Programs (unchanged)	5,429,875
Charges for Services	3,024,000	Special Payment Out	2,750,000
All Other Resources (unchanged)	259,333		
<b>Revised Total Fund Resources</b>	<b>8,179,875</b>	<b>Revised Total Fund Requirements</b>	<b>8,179,875</b>

#### Explanation of change(s):

At the time of the FY2023-24 budget adoption, the plan was for the City and the new McMinnville Fire District (MFD) to separate financial operations as of December 2023. For compliance reasons associated with ambulance transports, the City is continuing to receive substantial revenue streams that it needs to pay back out to the MFD. This supplemental budget estimates additional revenues coming in with an equivalent amount of \$2,750,000 in special payments out to be able to disburse the funds to the MFD.



**City of McMinnville**  
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# STAFF REPORT

**DATE:** March 12, 2024  
**TO:** Jeff Towery, City Manager  
**FROM:** Leland Koester, Wastewater Services Manager  
**SUBJECT:** Public Works Operations and Wastewater Administration Building Analysis

---

## **Report in Brief:**

This report is an update on our current work with Jacobs Engineering to help the City with space needs planning for Public Works, specifically Operations and Wastewater Services. Project reference is Public Works Operations and Wastewater Administration Building Analysis Phase I Project 2022-1.

## **Background:**

City staff collaborated with Jacobs on a comprehensive space planning effort to identify current and future space needs for Operations and Wastewater Services. City staff met with Jacobs Engineering project team on multiple occasions to identify material, equipment, and staff space needs, both under current as well as under future conditions. This collaborative effort involved multiple staff at various levels in both divisions throughout the work. This was used to help project what the space needs for each of our divisions may be in the future. This work included the following:

- Analyzing the space needs of each Division
- Considering the relative benefits of continuing with separate locations or co-locating at a single site
- Consider seismic upgrades as needed to meet current code.
- Assessing conditions at the old Sewer Treatment Plant (STP) located on Riverside Drive
- Developing options for demolishing the STP.
- Consider the needs for infrastructure to support green vehicles.
- Identifying potential land use challenges at both current sites for any redevelopment or expansion efforts

With the first phase of this project now complete, the analysis has determined what the approximate space needs are for both Divisions and has provided a very high-level cost estimate for the four different alternatives. The analysis indicates that when considering the needs of both divisions, the least costly alternative is to co-locate both Wastewater Services and Operations at the current Water Reclamation Facility on Clearwater Drive.

The next step would be to start phase II of this project, which would be to select one or two of the alternatives and develop a more precise layout of facilities, land opportunities and cost estimates. This next phase would be necessary for staff to start looking at different funding sources for these facilities.

**Attachments:**

1. Facility Planning and Analysis Report

**Fiscal Impact:**

Funds for the design work are included in the FY23/24 and FY24/25 Wastewater Capital Fund (77).

**Recommendation:**

Staff recommends that we continue to move forward with the next phase of this project and develop more refined analysis of the selected alternatives. This work will move the current cost estimates from concept screening level to a feasibility analysis level that will be critical for staff to have when developing financing options for the project. Staff will work with Jacobs Engineering to develop a scope and fee for Phase 2 and bring it back to the Council for review and or approval at a future council meeting.



# Public Works Operations and Wastewater Administration Project Phase 1: Facility Planning and Analysis

City of McMinnville  
Project 2022-1

Public Works Operations and Wastewater Administration Building  
Analysis Project Phase 1  
August 4, 2023



## Public Works Operations and Wastewater Administration Project Phase 1: Facility Planning and Analysis

<b>Client Name:</b>	City of McMinnville		
<b>Project Name:</b>	Public Works Operations and Wastewater Administration Building Analysis Project Phase 1		
<b>Client Reference:</b>	Project 2022-1	<b>Project No.:</b>	D3642600
<b>Document No.:</b>	230619151024_1c97a79c	<b>Project Manager:</b>	Michael McCann, Jacobs
<b>Version:</b>	Draft	<b>Prepared By:</b>	Spencer Adams, Jacobs
<b>Date:</b>	August 4, 2023	<b>File Name:</b>	Facility Planning and Analysis Report_Final.docx

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## Executive Summary

In early 2022, Jacobs was selected by the City of McMinnville (City) to evaluate space and facility needs for their Public Works (PW) Operations and Wastewater Services groups using a 20-year planning horizon (the Project). In addition, Jacobs was asked to evaluate the requirements for demolishing the City's former wastewater treatment plant (WWTP) adjacent to the PW Operations campus and evaluate structural modifications needed to bring the Wastewater Services Administration Building at the Water Reclamation Facility (WRF) up to current seismic code.

The primary goal of this Project was to identify alternatives that would meet the City's space and facility needs through either combined or separate operations at the PW Operations campus and WRF site. As part of the Project, Jacobs conducted facility evaluation and space planning and analysis tasks to identify a range of alternatives that will meet the City's needs for those workgroups based on City-provided staffing projections. No environmental sampling or surveys were conducted as part of the work. Environmental surveys will be necessary before any future site work.

The Project was completed using a phased-delivery approach to assure a logical and progressive completion of the work and relied heavily on workshops and direct staff interaction to identify specific workgroup needs. Jacobs and the City worked collaboratively on the identification and development of alternatives. Four alternative concepts were initially identified by the City and evaluated. Nine preliminary alternatives were subsequently developed and discussed. This led to the selection of four final alternatives that were further developed and refined based on City feedback. AACE International (AACE) Class 5 cost estimates (-30 to +50%) were prepared for the final four alternatives.

## Public Works Operations

PW Operations includes Streets and Parks Maintenance and the PW Fleet Mechanic Shop. Their current facility was largely constructed between 1971 and 1994 at the end of an access road off of Riverside Drive. The current site is constrained and bounded on two sides by a sloped hillside and ravine, on another side by electrical substations, and on the fourth side by the City's former WWTP.

An evaluation of the current facilities found the site to generally be in poor condition. Much of the site civil infrastructure needs to be repaired or replaced. Three of the primary structures (the East and West Bays used for storage and the mechanic's shop) could be repaired and retained; but, generally, they are dated, too small, and lack adequate and current facilities. Other structures on the site, like the Administration Building, which has a leaking roof and structural damage, are past their useful life and should be replaced.

Space planning for current and future staff needs within PW Operations identified that most current facilities are undersized for current needs and not up to date with current standards. Specific identified needs include additional enclosed offices for supervisors, and workspaces and adequate locker room facilities for staff. The site also needs additional secure storage, and conferencing and training facilities.

Based on current conditions at the facility and the identified future space needs, it was determined that the best course of action for PW Operations was to design new facilities either at the current PW Operations site or at the WRF property. Current staffing for PW Operations is 26 full-time equivalents (FTEs). Future staffing is projected to be 35 FTEs, with a future identified space need of 29,500 square feet (ft<sup>2</sup>).

## Wastewater Services

Wastewater Services staff operate from the WRF on Clearwater Drive and support operations at the WRF. Wastewater Services workgroups include:

- Operations (Operators and Maintenance)
- Environmental Services (Laboratory [lab] and Pretreatment)
- Conveyance
- Administration

While there are a number of buildings at the WRF, the staff from these groups are housed in the Administration and Conveyance buildings. The Administration Building includes:

- Operations
- Maintenance
- Administration
- Environmental Services

Most Conveyance staff are located across Clearwater Drive in the Conveyance Building, but they share staff facilities in the Administration Building. A new Stormwater group is expected to join Wastewater Services in the next 5 years and has been included in the planning.

The WRF site is located on City-owned land in Yamhill County, outside of the City's Urban Growth Boundary (UGB). The land is zoned for farm use but was granted a land use exemption by the County at the time of construction. The City would need to obtain land use approval from the County for new WRF construction outside of the originally approved WRF footprint on the remaining portions of the City-owned parcel. If PW Operations were included in WRF site development, the City would likely need to expand the UGB to include the WRF property.

The WRF Administration Building was designed to the seismic design criteria in place at the time. Design criteria and building codes related to seismicity continue to evolve in Oregon as we learn more about Oregon's seismic history. As part of the Project, Jacobs conducted a new seismic evaluation of the Administration Building to aid in the design of future modifications to the building under Existing Building Risk Category III. The analysis concluded that the existing framing has sufficient capacity to resist the current code-mandated seismic loads, but additional lateral bracing is required on the building. This additional bracing can be added during a future remodel of the building.

Most of the workgroups housed at the Administration Building need additional space, even at current staffing levels. Shared facilities, like locker rooms, drying rooms, and conferencing and lunchroom facilities, are also undersized. The Wastewater Maintenance Mechanics Shop and the Operator workstations are similarly too small for current operational levels.

The building itself is in good condition and shows no signs of settlement or structural deterioration. However, floors and ceiling treatments and other finishes are dated. The heating, ventilation, and air conditioning (HVAC) system needs to be replaced, and other building mechanical and electrical systems need to be repaired and updated.

The Conveyance Building is undersized for current operations, and the Conveyance Workgroup has material stored in many places around the WRF. Staff facilities within the Conveyance Building are limited. The addition of Stormwater staff will further strain these resources.

Current staffing for Wastewater Services is 24 FTE. Future staffing, including the Stormwater group, is projected to be 33 FTE, with a future identified space need for all Wastewater Services of 33,700 ft<sup>2</sup>.

## Former Wastewater Treatment Plant

The former WWTP ceased operation and went offline in 1996 with the startup of the WRF. All of the pre-1996 buildings and treatment plant structures remain intact and are generally abandoned. Portions of the site are used for storage by PW Operations. The Raw Sewage Prescreening Facility and Raw Sewage Pump Station were added to the site as part of the move to the WRF, and those facilities and the access roads to them need to remain in service during any future site action.

The City has plans to expand the Prescreening Facility in the future. Many of the former process structures, like the aeration basin and chlorine contact chamber, contain standing water. The facility has a perimeter fence that includes the PW Operations campus, with a gate located along the access road from Riverside Drive.

Of primary concern is the safety and security of the site, with many water-filled structures and little access control. Planning for future demolition of the structures on the site needs to also consider the active wastewater and stormwater lines in the area. Both the wastewater and stormwater conveyance systems on the site must be preserved or relocated as part of site reclamation and redevelopment. There are also overhead electrical transmission and distribution lines and communication lines, all of which must be protected and preserved.

Jacobs developed three conceptual alternatives to help the City plan for remediation of the former WWTP:

- Additional Site Security and Safety
- Partial Demolition
- Complete Demolition

The additional security and safety alternative was primarily focused on adding additional fencing and other security measures to the site. It was suggested that additional fencing could be added around water-filled structures at the site as a preventive measure and deterrent. The City plans to implement this alternative in the summer of 2023.

Under the partial demolition alternative, several of the structures would be removed to grade or just below grade and then filled in with available onsite material to match existing surrounding grade. The remaining structures would be completely demolished and removed from the site. This alternative would address the most significant structures while only partially removing the others, thus reducing the overall cost of the alternative. Most of the site could not be repurposed without further remediation under this alternative. A Class 5 estimate for this alternative identifies the cost as \$7.3 million.

Under the complete demolition alternative, all structures that can be removed would be removed completely and the site regraded for future use. A Class 5 estimate for this alternative identifies the cost as \$12 million. For both alternatives, Jacobs believes that the use of an onsite concrete crusher and recycler could reduce the cost by up to \$1 million and should be considered.

## New Facility Alternatives Identification and Development

Alternatives for PW Operations and Wastewater Services were developed in a stepwise process, from concepts to preliminary alternatives, to the four developed alternatives. The City initially requested that Jacobs evaluate the feasibility of:

1. Adding to the existing WRF Administration Building or constructing a new building at the WRF site to meet the space and operational needs of Wastewater Services staff.

2. Renovating or adding to the PW Operations site to meet their space and operational needs.
3. Moving Wastewater Services staff to the PW Operations campus or moving PW Operations staff to the WRF site.

Concepts addressing this request were developed, presented, and discussed by the Project team, which resulted in the elimination of the option of moving Wastewater Services staff to the current PW Operations site. The remaining concepts were used to identify preliminary alternatives.

Preliminary alternatives presenting site layouts and building configurations were presented to the City in two workshops, and the alternatives were subsequently ranked by workshop participants to identify the final four alternatives that were more fully developed and costed. The final four alternatives identified through this process were:

1. A new PW Operations campus at Riverside Drive
2. A new PW Operations campus at the WRF Fire Training Area
3. New Wastewater Services facilities at the recreational vehicle (RV) dump site at the WRF
4. A new combined service facility campus at the WRF Fire Training Area

Alternatives 1, 2, and 4 would meet the needs of PW Operations. Alternatives 3 and 4 include renovation of the WRF Administration Building and would meet the needs of Wastewater Services. To meet the needs of both work groups, the City must select either a combination of Alternatives 1 and 3, a combination of Alternatives 2 and 3, or Alternative 4:

- Keep the work groups separate at separate sites (Alternatives 1 and 3).
- Keep the work groups separate at the WRF site (Alternatives 2 and 3).
- Combine some of the work groups into a shared facility at the WRF site (Alternative 4).

Concept screening AACE Class 5 cost estimates were prepared for each of the final alternatives to provide the City with a general understanding of the likely costs for construction of the alternatives and to provide a basis for comparing the various alternatives from a cost standpoint.

**Table ES-1. AACE Class 5 Cost Estimates of Developed Alternatives**

Alternatives	Low Range (-30%) (\$)	Estimated Costs (\$)	High Range (+50%) (\$)
1	13,110,000	18,729,000	28,093,000
2	13,879,000	19,828,000	29,742,000
3	8,172,000	11,674,000	17,511,000
4	15,793,000	22,561,000	33,842,000

## Recommendations

Because there currently is not a specific need or future purpose for the site occupied by the former WWTP, it is recommended that the City investigate funding mechanisms that can help pay for the site's remediation before putting additional effort into site remediation and redevelopment. A focused effort to identify and secure funding for the WWTP site could potentially lead to the start of remediation as soon as calendar year 2024 or 2025.

For PW Operations and Wastewater Services, the final alternatives present the City with a variety of alternatives that either keep the work groups separate (Alternatives 1, 2, and 3) or combine them into a

single built environment. The midpoint cost estimates for complete options (Alternatives 1 and 3, Alternatives 2 and 3, or Alternative 4) range from roughly \$22.6 to \$31.5 million, and at this level of design, any of the complete options would likely fall within that range. Therefore, cost should not be the primary factor in the decision.

The main differences are where individual groups reside following construction. Land use and site constraints must also be factored into the decision, especially because available, developable land at the WRF is limited and may be needed for future treatment facilities and locating PW Operations on the WRF site is unlikely to meet the County criterion for land use approval and will therefore necessitate a UGB expansion. It is recommended that as a next step, the City identify a preferred alternative and begin preliminary design of that alternative, while simultaneously initiating both land use discussions between the City and County and a process to identify and secure funding for the future buildout of the new facilities.



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## Acronyms and Abbreviations

3D	three-dimensional
AACE	AACE International
ACM	asbestos-containing materials
AISC	American Institute of Steel Construction
ANT	acid neutralization tank
ASCE	American Society of Civil Engineers
ASHRAE	American Society of Heating, Refrigerating and Air-Conditioning Engineers
ASU	air supply unit
BAS	building automation system
BPA	Bonneville Power Administration
CH2M	CH2M HILL
City	City of McMinnville
DOAS	dedicated outside air system
EF-80	Exclusive Farm Use - 80 acres
EFU	Exclusive Farm Use
FP	floodplain
ft <sup>2</sup>	square foot (feet)
FTE	full-time equivalent
HAZMAT	hazardous materials
HVAC	heating, ventilation and air conditioning
IBC	International Building Code
IT	Information Technology
kW	kilowatt(s)
lab	laboratory
LBP	lead-based paint
LED	light-emitting diode
MERV	minimum efficiency reporting value

## Public Works Operations and Wastewater Administration Project Phase 1: Facility Planning and Analysis

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MW&L	McMinnville Water & Light
NFPA	National Fire Protection Association
O&M	operations and maintenance
PCB	polychlorinated biphenyl
PE	plant effluent
Project	Public Works Operations and Wastewater Administration Building Analysis Project
PW	City of McMinnville Public Works Department
ROW	right-of-way
RV	recreational vehicle
SCADA	supervisory control and data acquisition
scfm	standard cubic foot (feet) per minute
SHPO	State Historic Preservation Office
TCU	terminal control unit
UGB	Urban Growth Boundary
VoIP	Voice over Internet Protocol
VRF	variable refrigerant flow
WRF	water reclamation facility
WWTP	wastewater treatment plant

## 1. Introduction and Background

In February 2022, the City of McMinnville (City) selected Jacobs to help evaluate building and site space needs for their Public Works Operations and Wastewater Administration Building Analysis Project (Project). City Public Works Department (PW) Operations, which include the Parks Maintenance, Street Maintenance, and Mechanic Shop functions, are located at 1900 Riverside Drive. The City's Wastewater Administration functions are housed in the Water Reclamation Facility (WRF) Administration Building at 3500 NE Clearwater Drive.

### 1.1 Introduction

This report presents the findings of the work conducted as part of the Project, culminating in the presentation of four conceptual alternatives developed to meet the identified needs of PW Operations and Wastewater Administration for the next 20 years.

The Project has three specific goals, as specified in the City's Request for Proposals:

1. Determine the space and facility needs for PW Operations for the next 20 years.
2. Determine the requirements for bringing the existing WRF Administration Building up to code for seismic requirements and addressing the needs of housing Wastewater staff for the next 20 years.
3. Evaluate the requirements for demolition of the former wastewater treatment plant (WWTP) located adjacent to the PW Operations facilities.

In its most basic sense, the first part of the Project, the first two goals, is a planning and evaluation project to address the City's facility and space needs for PW Operations and Wastewater Administration. The purpose of the work is to evaluate the City's space needs for present and future operations of PW Operations and the WRF and develop alternatives for meeting those needs, either through combined operations at one of the current locations or separate operations at or near their respective current locations. The third goal specifically relates to helping the City identify demolition and site restoration options for the former WWTP site.

As part of the Project, Jacobs conducted the facility evaluation, planning, and analysis tasks necessary to identify a range of alternatives that will meet the City's needs. That work is presented in this summary report, including preliminary (AACE International [AACE] Class 5) cost estimates for the four final conceptual alternatives.

The Project was carried out using a phased-delivery approach to assure a logical and progressive completion of the work. Nine workshops were conducted at critical design milestones with the City's personnel, individuals from the Jacobs Project team, and others as needed to share, discuss, and document the findings of each phase of the work. The following workshops were held:

1. Project Initiation and Kick-off
2. Site Ownership, Land Use Analysis, and Building Codes
3. Space Planning, Staffing, and Programming
4. Existing Facilities Condition and Needs Analysis
5. WWTP Decommissioning Assessment
6. Alternatives Development Initiation
7. Alternatives Evaluation
8. Alternatives Refinement
9. Final Alternative Presentation

An initial list of conceptual alternatives meeting the City's needs and objectives was developed using the preliminary alternatives provided by the City as part of the Project procurement process. These alternatives were revised and presented in a workshop so the team could evaluate and rank the alternatives, a process that led to the identification of the four final alternatives. The final four alternatives were subsequently presented to the Project team in depth at the final workshop. This report presents those final alternatives, with additional refinements captured from the last workshop.

## 1.2 Background

This Project addresses three separate properties owned and occupied by PW: the former WWTP site and the current PW Operations campus, both located off of Riverside Drive northeast of downtown McMinnville; and the WRF site located on Clearwater Drive, about another mile northeast of the Riverside Drive properties. Figure 1-1 shows the general locations of the properties within McMinnville.

The former WWTP ceased operation and went offline in 1996 with the startup of the WRF. All of the buildings and other structures from 1996 remain intact onsite (City 2022). The Blower Building is used for storage by PW Operations, but most buildings and structures are not in use. Additional structures and buildings, like a Raw Sewage Prescreening Facility and Raw Sewage Pump Station, have been built on the grounds of the old WWTP since 1996. The facility has a single perimeter fence with a gate along the access road from Riverside Drive.

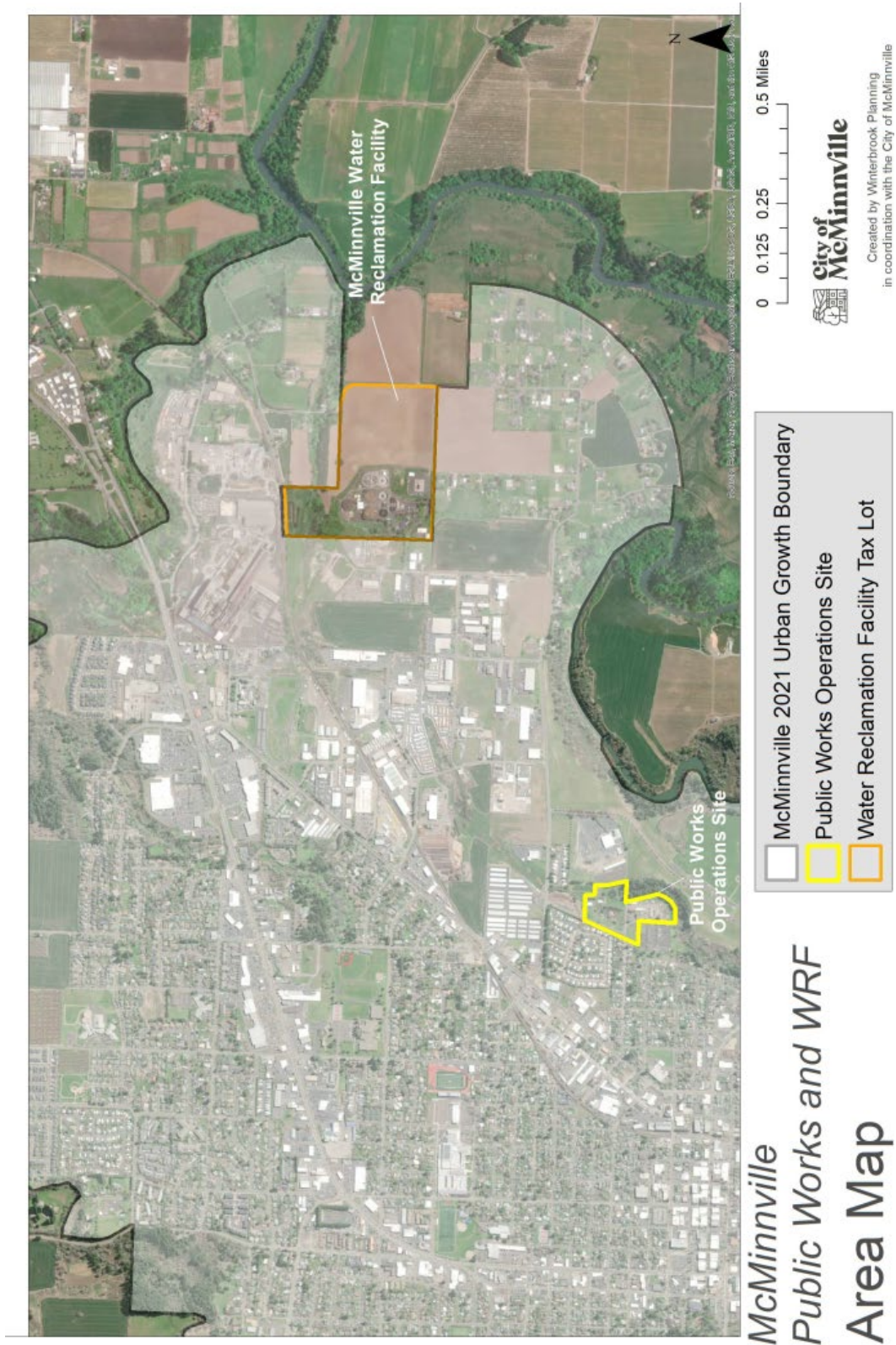
The PW Operations facility sits adjacent to and south of the former WWTP off of Riverside Drive. From 1953 until 1996, this site housed both Wastewater and PW Operations (City 2022). Since 1996, only PW Operations have been located at this site. This facility houses Operations staff supporting street and park maintenance and the PW mechanic's shop. There are a number of buildings of various ages and conditions on the site, along with covered and uncovered material storage structures. The entire PW Operations site covers approximately 3.5 acres and is fenced as part of the WWTP perimeter fence.

The WRF on Clearwater Drive was completed and went into operation in 1996, replacing the WWTP located off of Riverside Drive. The WRF Administration Building, built at that time, houses most Wastewater staff facilities, administrative offices, the facility laboratory (lab), and mechanic's shops. It has been in continual use since 1996 (City 2022).

The Conveyance group was moved from PW Operations to the WRF site in 2005, and their operations are largely located in a separate building across Clearwater Drive from the WRF Administration Building (Koester, pers. comm. 2023). The Conveyance Building was not designed to include employee facilities, like locker rooms, showers, or breakrooms; and Conveyance staff use the WRF Administration Building for those functions. There is a makeshift locker and break area that was added to the Conveyance Building by the staff. Conveyance also uses a number of storage sites around the WRF site.



Figure 1-1. McMinnville Public Works Operations Area Map



## 2. Discovery, Survey, and Evaluation

As part of Project discovery, Jacobs toured the Project facilities with City staff and reviewed existing materials made available by the City. These materials included original design documents and previous condition assessment studies. Jacobs also evaluated land ownership, zoning, easements, and other site constraints that could affect the Project.

### 2.1 Environmental Surveys

No environmental surveys were completed as part of the Phase 1 work; rather, a general site visit with staff interviews was conducted to gauge the scope and breadth of the surveys that will be necessary during subsequent phases of the work. Environmental surveys for regulated materials will be necessary to inform and guide demolition planning for structures at PW Operations and the former WWTP.

Based on the site visit and concurrent and subsequent discussions, although no environmental survey or sampling was conducted at the PW Operations campus as part of this Phase 1 work, because of the age and use of the facilities, environmentally regulated materials likely to be present at the PW Operations site include:

- Asbestos-containing materials (ACM)
- Fluorescent light tubes and other forms of regulated universal waste
- Lead-based paint (LBP) and materials
- Polychlorinated biphenyl (PCB) light ballasts and other PCB-containing electrical equipment

Petroleum-contaminated soils are also possible on the site and can be monitored for during site demolition and redevelopment. Appropriate environmental surveys should be anticipated during future work on the site, regardless of whether this includes rebuilding facilities on the site or moving PW Operations to another location.

Similarly, although no environmental survey or sampling was conducted at the WWTP site as part of this Phase 1 work, the environmentally regulated materials thought to be present include:

- ACM
- Chlorofluorocarbons
- Fluorescent light tubes and other forms of regulated universal waste
- LBP and materials
- Mercury-containing products and equipment
- Oil-containing waste
- PCB light ballasts and other PCB-containing electrical equipment
- PCB-containing building sealants

Assumptions and allowances for both environmental surveys and managing contaminated materials have been included in the demolition cost estimates for the WWTP. Before contracting for the demolition of any of the WWTP facilities, a full survey of the site for environmentally regulated materials will be necessary. This survey can be completed as part of a future phase or as a stand-alone activity before initiating the next phase of work for the WWTP site.

Many of the former process structures, like the aeration basin and chlorine contact chamber, contain standing water. This water may contain contaminants and toxins and should be handled and disposed of appropriately. Samples should be collected and analyzed before removing any standing liquids from process tanks on the site during subsequent phases of the work.



## 2.2 Seismic Evaluation

The WRF Administration Building as constructed in 1996 was designed to the seismic design criteria in place at the time. In 2014, CH2M HILL (CH2M) (now Jacobs) was asked to update the seismic assessment of the WRF site, including the Administration Building, by looking at how the loads had increased beyond the original design. The results were published in a memorandum for the City (CH2M 2014).

Design criteria and building codes related to seismicity continue to evolve in Oregon as we learn more about Oregon's seismic history. As part of the Phase 1 work, Jacobs conducted a new seismic evaluation of the WRF Administration Building to aid in the design of future modifications to the building.

The existing as-built drawings were analyzed for compliance with the current American Society of Civil Engineers (ASCE) standard *ASCE/SEI 7-22, Minimum Design Loads and Associated Criteria for Buildings and Other Structures*, and *International Building Code (IBC) (ICC 2021)* seismic loads for Existing Building Risk Category III. This has a structure performance level of limited safety (S-4) and is less than is needed for an Emergency Operations Center (ASCE 2022). A three-dimensional (3D) model was created of the framing system to determine the distribution of load through the system. The analysis concluded that the existing framing has sufficient capacity to resist the current code-mandated seismic loads; however, the detailing of the system does not comply with the current provisions.

To comply with the standards, at a minimum, additional lateral bracing is required for the frame member to comply with American Institute of Steel Construction (AISC) standard *AISC 341, Seismic Provision for Structural Steel Buildings* (AISC 2022). The standard requires bracing based upon the framing member structural steel section size and properties. The bracing must restrain the beams from buckling laterally during a seismic event to allow the frame to continue to distribute loading through the lateral cyclic loading induced by an earthquake. Beams that aren't adequately braced may fail in an event, but the bracing is intended to prevent the building's collapse. Appendix A provides a drawing of the Administration Building framing, indicating the areas requiring additional bracing.

Allowances have been included in the developed alternatives that address the remodeling of the WRF Administration Building to account for the work necessary to bring the building into compliance with current seismic standards.

## 2.3 Site Constraints

This section provides details about the following topics:

- Property ownership
- Land use easements and restrictions
- Zoning and other constraints for the former WWTP site, PW Operations campus, and WRF site (covered in greater detail in Appendix B)
- Topographic features

### 2.3.1 Public Works Operations Facility

PW Operations is located on a 3.5-acre site on City-owned property at 1900 Riverside Drive. The property is adjacent to a Bonneville Power Administration (BPA) substation to the west, a McMinnville Water & Light (MW&L) substation to the southwest, and a wooded ravine to the south and east. City-owned property housing the former WWTP is located to the north. The main MW&L facility is located east of the facility,

across the ravine. There is a public right-of-way (ROW) that runs along the southern edge of the site. The site includes three tax lots and generally follows tax lot boundaries.

Primary access to the facility is by a road from Riverside Drive to the north. A second access point enters the primary access road from the neighborhood to the west. However, there is ultimately only one access point to the PW Operations campus.

The PW Operations site is zoned General Industrial. In this zone, government buildings (including maintenance, repair, or storage facilities) are permitted. The General Industrial zone requires side and rear yards of 50 feet adjacent to the residential zones to the south and west (Winterbrook 2022).

The Operations site is outside of the existing floodplain (FP) base zone. The site abuts a South Yamhill River tributary stream (riparian) corridor on the southeastern corner. The existing FP Zone applies to land in Joe Dancer Park, to the south of the site, but not to the Operations site; no part of the Operations site is within the 100-year or 500-year FPs (Winterbrook 2022).

Appendix B contains tax lot, zoning, and natural features figures prepared by Winterbrook Planning (Winterbrook) for the current PW Operations site and former WWTP site.

### **2.3.2 Former Wastewater Treatment Plant Site**

The former WWTP site is located on City-owned property at 1900 Riverside Drive between the Riverside Dog Park to the north and the PW Operations campus to the south. MW&L's operations yard borders the site to the east, and an access road to the site and PW Operations is located to the west. A residential neighborhood sits further to the west (Winterbrook 2022).

The site occupies approximately 6.5 acres and is zoned General Industrial. It is outside the existing 100- and 500-year FPs. Portions of the former WWTP are located in a natural drainageway that drains north to south across the site to the South Yamhill River. A portion of the drainage way was previously routed into a culvert and piped across the site before daylighting just south of the WWTP site. (Winterbrook 2022).

A significant tree grove surrounds the stream (riparian) corridor along the southeastern boundary of the site. Areas along the southeast and center of the site have high landslide probability. Most of the remainder of the site has moderate landslide probability. The entire site has a high probability of earthquake shaking and moderate probability of earthquake liquefaction. The site will likely be subject to natural hazard mitigation measures that limit the site's future developable area and require geological and erosion control studies where development is permitted (Winterbrook 2022).

Of primary consideration and concern for demolition of the structures on the site are the active wastewater and stormwater lines that cross the site. Active wastewater conveyance pipes enter the property from the west at the current Sewage Prescreening Facility. The wastewater is then conveyed to the Raw Sewage Pump Station on the northwestern corner of the site, where sewage is pumped to the WRF, approximately 1 mile to the northeast. Stormwater drainage lines also enter the site from the west before crossing the site and moving offsite along the southeastern border in the direction of the South Yamhill River. Both the wastewater and stormwater conveyance systems are active on the site and, per direction from the City, must be preserved or relocated as part of site reclamation and redevelopment.

Sections 3.3 and 5.1 of this report provide additional information regarding structures that must remain on this site.

### 2.3.3 Water Reclamation Facility

The WRF is located at 3500 NE Clearwater Drive on City-owned property in Yamhill County. This facility is located a little over 1 mile to the northeast of the PW Operations site and is outside of the city limits and the Urban Growth Boundary (UGB) for McMinnville. The WRF sits on a single large tax lot zoned for Exclusive Farm Use – 80 acres (EF-80). The tax lot is owned by the City, and roughly half of it is still farmed under a lease agreement. Property line setbacks on County property zoned EF-80 are 30 feet (Winterbrook 2022).

Construction of the WRF on land that is outside of the UGB and zoned EF-80 was originally approved by Yamhill County through a use exception process in the early 1990s due to the lack of available land inside McMinnville that would meet the needs of the WRF. This “locationally-dependent” exemption was granted for placement of the WRF on the site. However, only the current uses and existing footprint of the WRF site were approved, and the City would need to go through an additional land use approval process with the County to get approval for construction of anything except WRF-related infrastructure on the remaining portions of the parcel.

To obtain land use approval from the County, the City would need to demonstrate that the facility must be sited in the Exclusive Farm Use (EFU) zone at this location to provide the public service. However, as described in Winterbrook’s 2022 memorandum on zoning and land use (Appendix B), there appears to be little justification for siting the PW Operations facilities on the EFU-zoned WRF property, and obtaining land use approval from the County for such an application would be unlikely.

Alternatively, the City could bring the WRF site into the UGB, where the development would have a clear path to obtain land use approval. Amending the UGB would require coordination between the City, County, and State, and could potentially be a lengthy process (Winterbrook 2022).

The City has conceptual plans for a future constructed wetland on the WRF tax lot (northeast of the current WRF developed site) for effluent cooling before discharge. The WRF tax lot has few major natural features. There is a stream running across the northern part of the tax lot. There are areas of moderate landslide probability, and a few areas of high landslide probability.

Appendix B contains tax lot, zoning, and natural features figures prepared by Winterbrook for the WRF site and adjacent City-owned property.

### 3. Site and Building Planning and Analysis

The site and building planning and analysis work included three separate tasks: space planning and programming, existing facility analysis, and evaluation of demolition options for the former WWTP site. Each of these tasks are described in this section.

#### 3.1 Space Planning, Staffing, and Programming

Space planning includes consideration of the following topics:

- Staffing plans
- Work group functions
- Facility needs
- Space programming

The information evaluated and presented in this section largely originated with the City and was gathered through staff interviews and email correspondence. The goal of the process was to identify facility needs based on current and anticipated future staffing levels and job functions. We also looked at adjacencies, duplications, and overlap of work functions to evaluate opportunities for moving or combining work groups. Interviews were conducted with staff from each work group in a group setting. As part of the process, we documented the following information:

- Job functions
- Work group space needs
- Critical adjacencies
- Interactions between work groups

Information collected during the interviews was subsequently used to guide the development of the alternatives.

PW includes the following services and functions (Figure 3-1):

- Municipal airport
- City engineering
- Wastewater services
- Operations

This Project addresses the needs of the Wastewater Services and Operations functions. Wastewater Services includes:

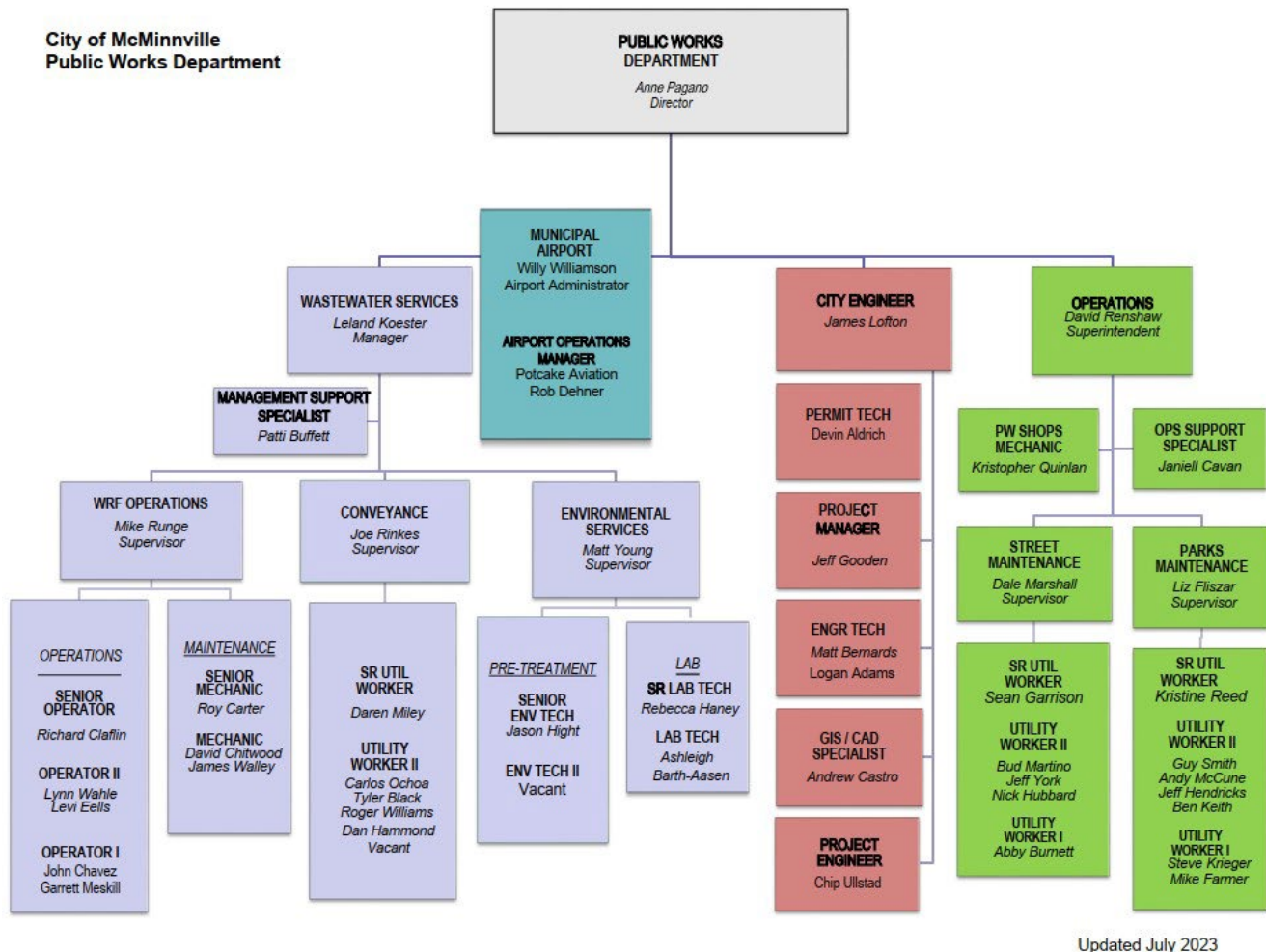
- WRF Operations and Maintenance (O&M)
- Conveyance
- Environmental Services

PW Operations includes:

- Fleet Maintenance (Mechanics Shop)
- Parks Maintenance
- Streets Maintenance

Each of these workgroups was treated separately as part of the space planning evaluation.

Figure 3-1. City of McMinnville Public Works Department



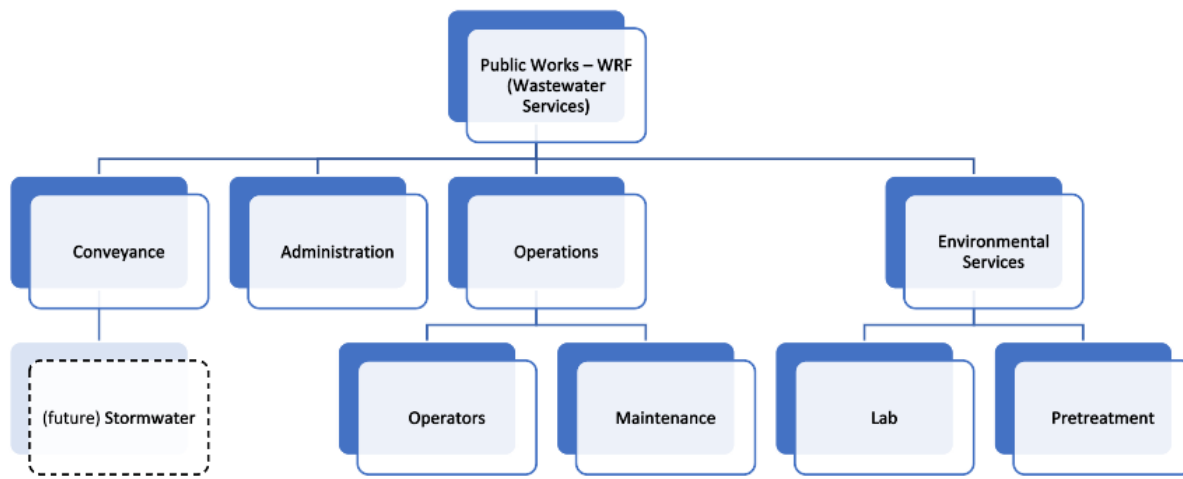
### 3.1.1 Water Reclamation Facility Wastewater Services

Wastewater Services at the WRF include (Figure 3-2):

- O&M
- Conveyance
- Administration
- Pretreatment
- Lab

A Stormwater group is expected to be added to the Conveyance group in the future, within the planning horizon for this work. The space needs for the future Stormwater group were estimated based on discussions with other Wastewater staff and included in the planning for the alternatives.

**Figure 3-2. City of McMinnville Wastewater Services Group**



Wastewater Operations currently includes an Operations Supervisor and five Operators, with plans to add an additional two Operator positions in the next 10 years. Their workspace is already constrained within the WRF Administration Building, and they need additional workspace for workstations and project and table space.

The Operator supervisory control and data acquisition (SCADA) system screen is in the middle of the current work area, and they will need a dedicated and secure SCADA room in the future to comply with regulatory standards.

Shared locker room, mud room, and shower space are already constrained; and they would like a dedicated drying room for wet clothes and boots. Some of the features, such as boot dryers, will require additional outlets within the dedicated spaces.

There are three full-time Wastewater Maintenance Mechanics and typically one seasonal on-staff position, with plans to add a fourth full-time Mechanic within the next 10 years. They need a larger shop space (two dedicated shop bays) and dedicated parts storage and tool workstations to improve efficiency. They need additional office space to perform office work functions, and like the Operators, request additional locker room and associated facilities. Having access to a SCADA system screen was also identified as a way to improve operational performance.

The lab is grouped with Pretreatment Services in the Environmental Services work group, and Pretreatment uses a portion of the existing lab for their work. There is an Environmental Services Supervisor and currently two full-time and one seasonal Lab Employee, with one additional Lab Technician forecasted. Pretreatment has two Employees. The current lab and support spaces are adequate for the work performed. However, the office spaces are tight when multiple people are trying to use the space. Pretreatment requires additional consolidated storage space for field equipment and supplies.

The Conveyance group includes five Employees and a Supervisor. Based on current staffing projections, they don't anticipate any staff growth in the next 20 years. However, it is likely that a Stormwater group of up to five additional staff will be added and collocate and share space with the Conveyance group. The Conveyance Supervisor has office space in the Administration Building, but all staff spaces are located across Clearwater Drive in the Conveyance Building. Conveyance staff use the Administration Building for showering, conferencing, and the lunchroom.

The Conveyance Building was originally designed as a storage building and has since been modified to house the Conveyance workgroup. It currently includes staff lockers and a rudimentary break area. The Conveyance group has significant vehicle and storage requirements and currently stores materials and equipment in various locations around the WRF site and elsewhere in the city.

Wastewater Administration includes the management and administration and reception functions. This group needs an enclosed office for the Wastewater Services Manager and a reception desk and workstation. The primary space need for this group is for additional document and material storage space.

Shared spaces and facilities used by the Wastewater group include:

- Mud room and wet room areas
- Locker rooms
- Lunchroom and break room
- Conference room

All of these shared spaces are dated and undersized for the current and projected workforce at the WRF. In addition, staff need drying room facilities so that work clothing dries adequately between shifts.

Limited conferencing space – a single dividable conference room – could be improved by adding satellite conference rooms or quiet spaces for staff use. The current conference room is not large enough to house the combined staff of the WRF and PW Operations, and future plans should consider a larger conference room that would accommodate the entire workforce.

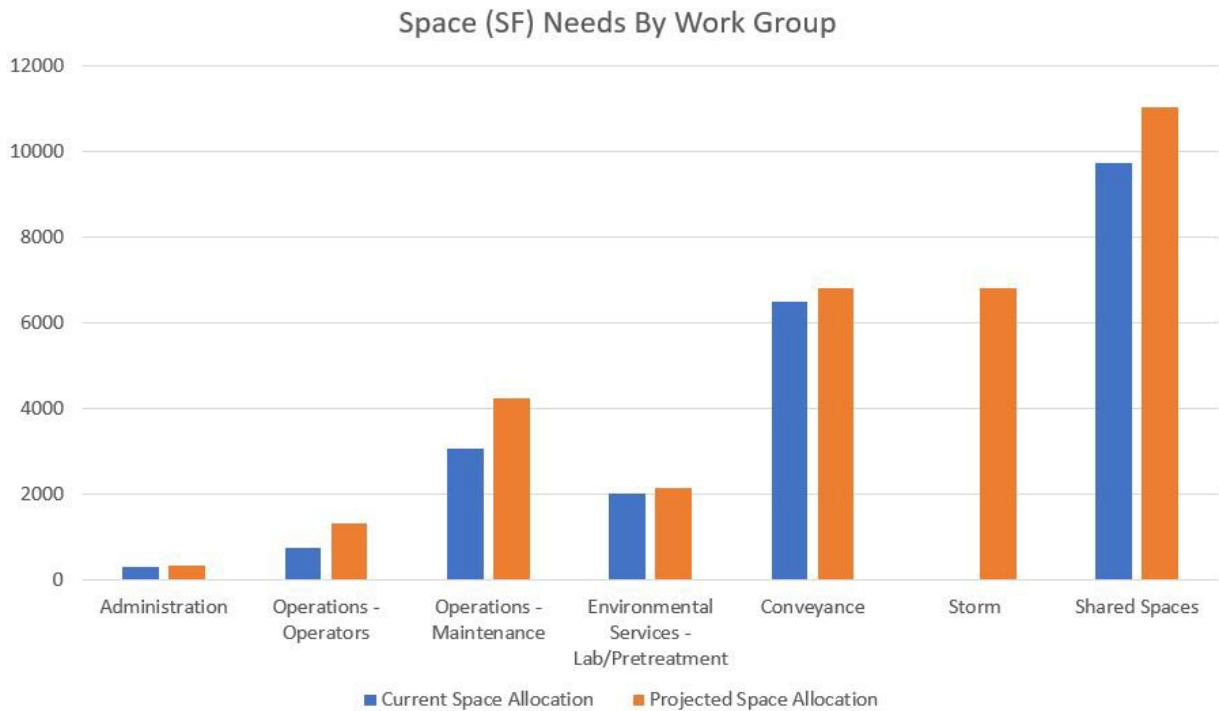
Total building area, for improved functionality and future needs, is targeted at 33,700 square feet (ft<sup>2</sup>). Staffing for current and future needs totals 33 full-time equivalents (FTEs). Appendix C documents the following information that form the basis of the proposed alternatives:

- Space needs
- Staffing breakdowns
- Vehicles
- Equipment
- Materials

As shown on Figure 3-3, the space need demand is generally summarized as incremental increases for each existing work group. The future Stormwater workgroup represents that largest overall demand because there is no current defined space for that function.



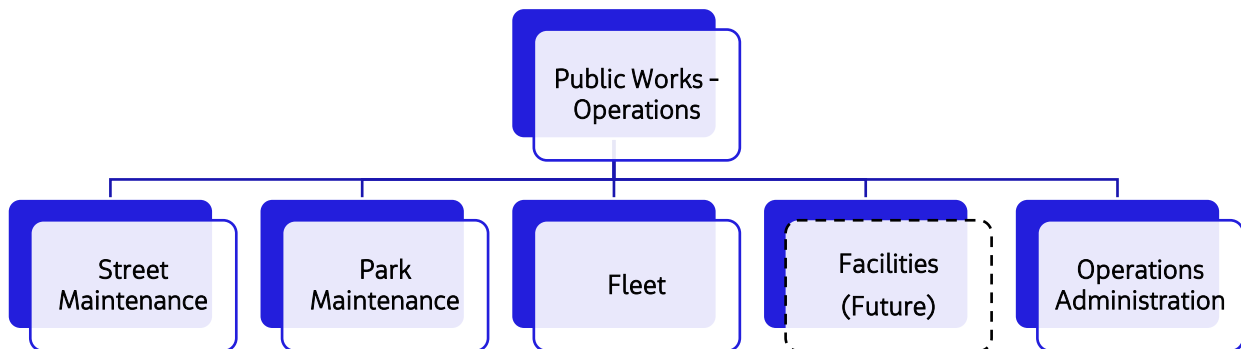
**Figure 3-3. City of McMinnville Wastewater Services – Space Needs by Work Group**



### 3.1.2 Public Works Operations

PW Operations includes Parks Maintenance, Street Maintenance, and Fleet Maintenance for the PW fleet of vehicles and power tools. It also includes the administrative positions that oversee and support those workgroups. Facility Maintenance, estimated to be up to four future employees, is not currently a part of PW Operations and was not included in the analysis for this Project (Figure 3-4). Facility Maintenance can be added during a future project phase if funded to join PW Operations.

**Figure 3-4. City of McMinnville Public Works Operations Group**





Operations Administration staff include the Site Superintendent and an Operations Support Specialist who provide both administrative and reception functions. There is a plan to add an additional Administrative Support Specialist in the future. This work group needs the following spaces:

- A lobby area
- An enclosed office for the Supervisor
- Private conferencing space
- Storage for administrative files and maps
- Lockers or gear storage space for administrative staff

The Parks Maintenance work group includes a Supervisor, seven permanent staff, and typically three temporary or seasonal staff. Staffing projections indicate that this work group is likely to grow by up to four additional staff over the next 20 years. This work group needs the following spaces:

- An enclosed office for the Supervisor
- Hoteling space (rooms or cubicles) for staff
- Storage for their supplies, equipment, tools, and vehicles; storage needs include fully enclosed secure storage and open covered storage

The Street Maintenance work group includes a Supervisor and five permanent staff and typically six seasonal staff. This work group is expected to grow by three over the next 20 years. This work group needs the following spaces:

- An enclosed office for the Supervisor
- Hoteling space (rooms or cubicles) for staff
- Storage for their supplies, equipment, tools, and vehicles; storage needs include fully enclosed secure storage and open covered storage

The Fleet Maintenance group has one full-time Mechanic and has plans to add a second Mechanic in the future. Fleet maintenance needs the following spaces and equipment:

- Additional and larger fleet bays with additional storage space
- An enclosed office
- A work desk area
- A secure parts room
- An indoor tire storage area
- A dedicated wash rack with pressurized hot water

Shared spaces that are used by all of the PW Operations work groups include:

- Conferencing, training, and breakroom space
- Locker rooms
- Rest rooms
- Mud rooms
- Drying rooms
- A wood shop
- A sign shop
- HAZMAT storage

These groups also share recycling and refuse areas and a debris pit. Most, if not all, of the shared spaces and facilities are undersized for the current staff and are expected to be undersized for future staffing numbers.

The greatest space needs identified for PW Operations include:

- New shop spaces
- Conferencing and training facilities
- Quiet rooms for individual office work
- Contiguous wet room, dry room, shower, and locker facilities

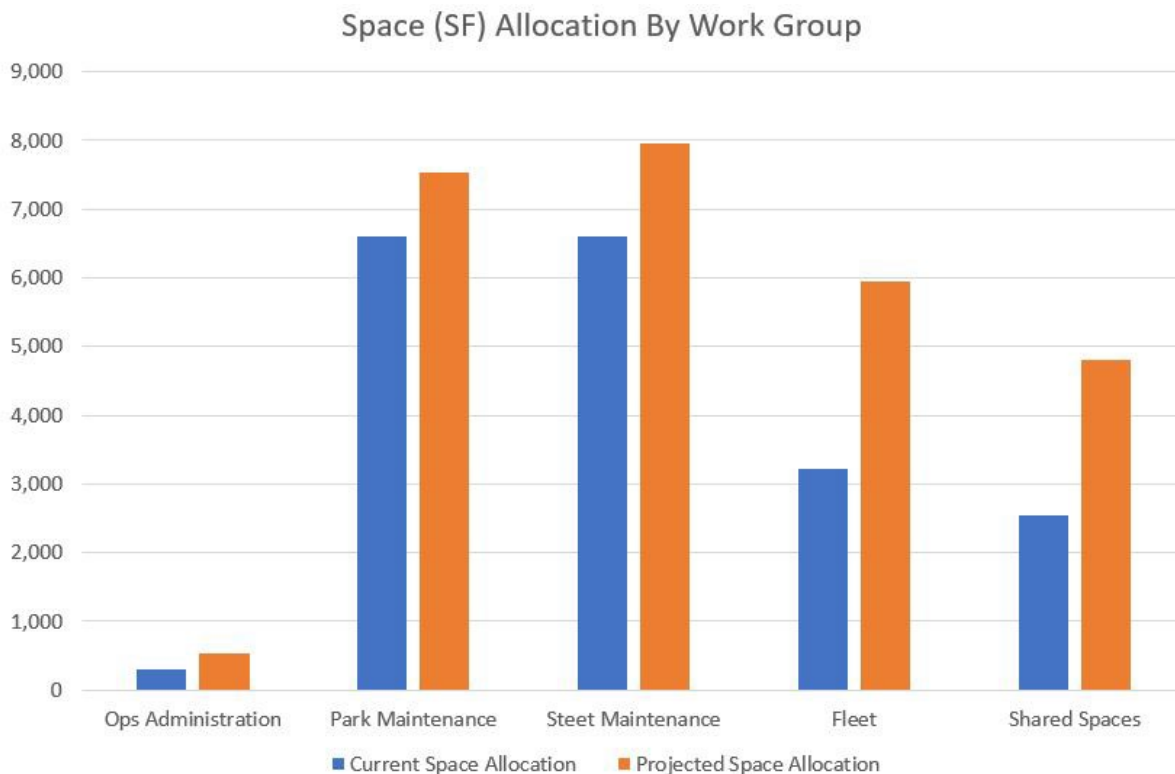
The current facility is too small for most of the required functional needs, including secure storage for materials, equipment and vehicles, and restroom and locker facilities.

The total building area for improved functionality and future needs is targeted at 29,500 ft<sup>2</sup>. Staffing for current and future totals 35 FTEs. Appendix C documents the following information that form the basis of the proposed alternatives:

- Space needs
- Staffing breakdowns
- Vehicles
- Equipment
- Materials

As shown on Figure 3-5, the space need demand is generally summarized as incremental increases for each existing work group. The future Facilities work group is not reflected in the analysis of this report.

**Figure 3-5. City of McMinnville Public Works Operations – Space Needs by Work Group**



## 3.2 Facility Analysis

The purpose of this portion of the work was to assess the existing facilities at both PW Operations and the WRF and develop recommendations for retaining, repurposing, or modifying the facilities as part of the alternatives development.

This was completed by reviewing record drawings and previous condition reports provided by the City, conducting site visits and walk throughs at both locations, and talking to staff about facility conditions relative to their work functions. Specific areas considered and evaluated included:

- Site security
- Site civil
- Water and wastewater systems
- Electrical systems
- Telecommunications and networking systems
- Mechanical systems
- Heating, ventilation, and air conditioning (HVAC) systems
- Fire protection systems

Universal accessibility was not evaluated at either facility but should be considered when designing modifications to the WRF Administration Building and when designing new facilities for PW Operations.

### 3.2.1 Public Works Operations Facility

The PW Operations campus development dates to 1971. Portions of the site have been modified or added to since that time, but the overall perimeter of the site has remained fairly constant. Up until 1996 when the WRF became operational, the PW Operations campus was tangential to and associated with the wastewater operations at the WWTP to the north. In 2005, the Conveyance workgroup moved from the PW Operations campus to the WRF; and over time, Operations staff began to use portions of the old WWTP site for additional storage.

#### 3.2.1.1 Site Security

The site perimeter is significant and is sloped and wooded on two sides (south and east). While there is perimeter fencing, the site is difficult to secure downslope along the ravine. Public access along the entrance roadway is also not well controlled. There is a gate along the entrance road that is open during business hours. Lack of a control point at the entrance to the campus allows visitors somewhat unrestricted access to the campus. There have been ongoing problems with unauthorized entrance and theft during unoccupied hours.

The existing Administration Building is in the central-western portion of the campus without access control and a clear delineation of spaces. Signage points visitors to the Administration Building. Staff highlighted a general lack of secure vehicle and trailer storage.

#### 3.2.1.2 Site Civil Infrastructure

Access to the PW Operations site is by a quarter-mile-long, paved, two-lane road from Riverside Drive. While access is generally good, the site sits at the end of the road and is congested with buildings and storage. Employee and visitor parking is located at the entrance to the campus, and there is little in the way of site definition or direction for visitors arriving at the site. Staff requested a better definition of public and non-public spaces.

There are a number of storage areas, boneyards, waste areas, and debris piles scattered on the site; and the overall use of the site, including traffic patterns, parking areas, and material storage, could be better defined to maximize and improve use of the site.

Campus civil infrastructure is generally in poor condition and should be repaired, replaced, or rebuilt if the campus continues to be used for PW Operations. In general, the potable water system needs to be replaced, the roof drain and stormwater drainage system is in poor condition, and much of the existing asphalt paving is in poor condition. A significant portion of the site behind the Mechanics Shop is not paved and needs to be regraded to be fully utilized. The employee parking area was reported by PW Operations staff to previously have been the site of wastewater sludge drying beds, and the condition of the soils beneath the asphalt paving is unknown.

Reuse of the site should include new water and wastewater systems, and regrading and repaving with improved stormwater control.

Other site supporting utilities, like electrical and communication infrastructure, are dated and should be replaced as part of site redevelopment.

### **3.2.1.3 Existing Buildings and Structures**

The site's Administration Building is a modular, prefabricated classroom building brought to the site in 1995 as a temporary structure. The building is past its useful life, is in poor condition, and should be replaced.

The two primary storage buildings are referred to as the West Bay and the East Bay. The West Bay building was constructed in 1971 and expanded in 1977. The East Bay building was constructed in 1977. Both structures appear to be generally sound, but both structures have roof, gutter and downspout, and siding damage. There are also issues with birds flying and roosting in the open bays, and a lack of sufficient secure storage within the buildings.

There is a wooden storage mezzanine in the West Bay, but it is difficult to access. There is a shower and laundry facility in the West Bay, but these facilities are separated from the locker rooms in the Shop Building and have residential-grade appliances. There is a dated wood shop at the northern end of the West Bay that is reportedly too small for its function and doesn't have adequate utilities (HVAC, plumbing, lighting, and electrical) for current shop needs.

The original Shop Building (Mechanics Shop) was constructed in 1971. An addition constructed in 1995 added two additional service bays and space for a new wood shop. The wood shop space is currently used as a staff room, lunchroom, and training and meeting facility. The plumbing and HVAC systems associated with this building are in poor condition and need to be replaced. The quantity of plumbing fixtures (for toilets and lavatories) do not meet current code for the number of staff who use the facility. Locker facilities aren't adequate (wet and dry rooms and a locker room) for current staffing levels, and meeting spaces similarly aren't adequate for existing staff needs. The Mechanics Shop lacks a bridge crane.

There is a general need for more secure storage, especially in the Mechanic and Fleet area; and more secure and locked storage is needed across the site. There is a sign shop in this building that seems to be adequate for current needs. Additional signs are stored across the roadway in the southern extension of the West Bay building.

There is a small, portable emergency generator that is used to power the Shop Building and Administration Building during site power outages, but it is undersized and does not provide campuswide emergency power. The City's fiber network runs through the Shop Building, and there are several pieces of

Information Technology (IT) networking equipment stored and operating within the Shop's Parts Room. City IT staff maintains this equipment.

There is a stand-alone Hazardous Materials (HAZMAT) Storage Building and a supporting concrete masonry unit (CMU) storage shed located in the center of the facility near the existing wash rack. The existing HAZMAT Storage Building is sufficient for the City's needs but undersized for the uses and amount of material stored. The existing wash rack doesn't meet the facility's current needs. There is no loading dock on the site.

Overall, it appears that the East and West Bay buildings and Shop Building could be repaired, renovated, and reused; but the overall site civil infrastructure needs and need for both new administration space and new enlarged shared services staff space make it unlikely that it would make sense to reinvest in those structures.

### **3.2.2 Water Reclamation Facility**

The WRF facilities evaluation included the existing Administration Building and the Conveyance Building. The WRF site was developed in 1994, including the Administration Building. The Conveyance and Police Evidence buildings were added in 2001.

For the Administration Building, the Jacobs team evaluated the overall condition of the building and its inherent systems, along with building finishes, windows, and doors. For the Conveyance Building, we considered more broadly the condition of the structure relative to current and potential future uses.

#### **3.2.2.1 Administration Building**

The Administration Building is generally in fair condition, with several appropriate updates necessary. From an architectural standpoint, the exterior walls are in good condition. Required repairs and repainting have been performed as needed. A new roof was put on the building in 2022. The building's windows do not open and are reflective, resulting in frequent bird strikes. A number of the interior doors no longer close and latch. Interior finishes (including flooring and ceiling tiles) are dated and need to be replaced.

The conference room and lunchroom are undersized for the current and projected workforce. The reception area needs additional storage and some level of security and privacy treatment. The patio area rarely gets used due to a lack of cover, and the entryway skylight can trap birds.

The building's security system is basic and could be improved with the addition of motion-activated lighting and a more robust camera monitoring system. Staff also requested additional secure (behind the fence) parking for facility vehicles, and lab staff requested that the back entrance to the lab be moved inside the secure area.

The building is structurally sound and doesn't appear to have undergone any settlement. Where exposed and visible, the building's structural steel elements are in excellent condition. It was also noted that the exposed connections are as designed and shown on the building's drawings. This indicates that structural upgrade and renovation of the building is possible.

The electrical system is in good working condition, with serviceable equipment and spare parts available, although several of the office floor receptacles no longer function. The building's light fixtures are primarily linear fluorescent and should be replaced or retrofitted to the latest light-emitting diode (LED) technology. The main conference room has some issues, such as nonfunctioning projectors and floor network jacks, and the overall audio and visual system in the conference room no longer functions properly.

The communication and networking systems need to be upgraded, and a separate and secure cabinet or room is needed for both SCADA and IT systems' networking hardware. A dedicated Operator workstation with a SCADA system screen is also needed to improve operations at the facility.

The building's HVAC and water systems both need to be upgraded or replaced. The building automation system computer is outdated, and terminal control units (TCUs) and replacement parts are not available. The controllers are difficult to work. System chillers appear to be at the end of their life, and they use a discontinued refrigerant. The use of evaporative cooling has adversely affected the Shop area due to high humidity. The building's lab water heater (70-WH-02) was installed in 2013 and may require replacement. The building water heater in the Mezzanine Mechanical Room is original, and the circulation pump for the system is inadequate.

The WRF lab generally functions well and is a good size for the current and planned staffing, with the exception of needing a larger lab office space. There are a couple of modifications to consider that would improve the overall operation of the lab. The floor drains are set too high; as a result, surface spills do not drain as intended. Resetting the drains and redoing the floor would correct this. The acid neutralization tank fouls prematurely, and the lab vacuum pump is oversized; therefore, they are very noisy. Lab staff also indicated that they need a larger and easier to reach sink at the reagent grade water station, and many of the upper cabinets are hard to reach; therefore, lab staff does not use them.

The Maintenance Shop is crowded and lacks a bridge crane and wash rack. Additional storage for WRF landscape maintenance equipment was also identified by staff as a need. Covered vehicle parking was requested by a number of workgroups, including those who use the Maintenance Shop.

Staff facilities, like locker rooms, showers, and wet and dry rooms, are inadequate for the current staff size and also don't have good connectivity from outdoors (wet) to showering and locker facilities. The facility lunchroom and breakroom are undersized, and the building lacks adequate storage in general.

### **3.2.2.2 Conveyance Building**

The Conveyance Building is generally in good condition but is small for the size needs of the workgroup. Staff have used the building's interior space for lockers and a makeshift lunchroom due to space constraints in the Administration Building.

The primary concern and issue with the Conveyance workgroup is that they lack a centralized storage area for their equipment, materials, and supplies. As a result, Conveyance has materials stored in various locations across the WRF site.

The Police Evidence Building, while not considered as part of the existing facility assessment, is of a similar vintage (2001) and condition as the original part of the Conveyance Building. It similarly could be repurposed for other needs as appropriate on the site.

## **3.3 Former Wastewater Treatment Plant Evaluation**

The former WWTP site sits largely as it was at the time it went out of service in 1996. The site has a perimeter fence as part of the overall site fence that includes PW Operations, but access is possible through the access road gate and dog park to the north and the drainage swale and riparian area to the south.

The Wastewater Prescreening Facility and raw sewage pump station on the site need to remain in service, and the City has plans to expand the Prescreening Facility in the future. There are also both in-service sewage and stormwater pipelines crossing the site beneath or adjacent to many of the structures.

A BPA transmission line and associated ROW is located on the western border of the site; and both power and communication lines run across the site, serving the Prescreening Facility, pump station, and the PW Operations campus.

PW Operations uses a portion of the old Blower Building on the former WWTP site for internal and secure storage, and other portions of the site for bulk material storage, like wood chips. However, other than the Prescreening Facility and pump station, none of the structures on the site of the former WWTP need to remain as part of decommissioning or repurposing of the site. Similarly, none of the original WWTP buildings or structures have significant value or potential future use that would justify retention. However, because of the location of subsurface lines on the site, great care will be needed to fully remove many of the structures without damaging existing stormwater piping.

A number of the former facility's structures contain standing water that poses a risk and liability and can support biological vectors. These structures should be drained, filled, or removed when possible. Other structures, like the former Control Building, are attractive nuisances and should be removed if they have no future purpose or likely use. In the meantime, the City arranged for fencing for the individual water-filled structures in 2023 to provide an additional level of safety at the facility.

Because of the age and ownership of the facility, a historic property evaluation and consultation with the Oregon State Historic Preservation Office (SHPO) will be necessary before any decommissioning activities. Also, a complete HAZMAT survey is also needed. It is likely that HAZMAT will be found onsite that will require remediation, either before or as part of the decommissioning work.

Future use of the site will depend on the level of remediation completed; but in general, the site should be available for redevelopment by the City or another party. Site topography and natural drainage will likely limit the extent of the potential development possible, but there is enough developable land to make the site attractive for future use.

## **4. Alternatives Development Approach**

Conceptual alternative development was completed in three phases. First, Jacobs considered the results of the earlier work to identify baseline facility needs for both PW Operations and Wastewater Services staff. Then we identified a range of conceptual alternatives that could satisfy those facility needs within the constraints of the available properties. Finally, we used a weighted evaluation and ranking of the alternative concepts to identify the final list of alternatives for further development.

The Project scope of work identifies several conceptual alternatives that the City wanted to be considered as part of the alternative development phase, and Jacobs used that list as a starting point for creating concepts for consideration.

### **4.1 Baseline Facility Modifications**

This section provides a description of the facility needs for individual engineering disciplines based on staff interviews and the existing facility analysis. These concepts will aid in the subsequent development of alternatives.

#### **4.1.1 Public Works Operations Facilities**

The discipline concepts discussed in this section addresses the needs of the PW Operations work groups and are applicable to all subsequent conceptual and final alternatives.

##### **4.1.1.1 Site Civil Infrastructure**

The access road to the campus is generally sufficient, but the gate could be automated. Overall signage could be improved, and parking areas (employee and visitor) need separation and better definition. A better separation of public areas and employee areas is needed and can be controlled through access points. Site utilities, including electrical and water, are dated and inadequate for current needs and should be replaced. The potable water system was constructed using galvanized piping and is not currently used by employees for drinking water. Drainage systems and both stormwater and wastewater systems should be evaluated as part of campus redesign.

##### **4.1.1.2 Geotechnical and Structural**

Soils at both the existing campus and at the WRF should be evaluated before initiating building design. Specifically, soils at the current Fire Training Area at the WRF and at the employee parking area at the current PW Operations campus need to be evaluated from a geotechnical perspective relative to future construction on those sites.

New facilities should be designed and constructed to support an IBC life safety (S-3) structural performance level in the event of an earthquake. This equates to a New Building Risk Category IV (ICC 2021).



#### 4.1.1.3 Architectural

All of the following new buildings proposed for the PW Operations facility would be single story and not exceed allowable limits for maximum height, number of stories, and floor area. It is anticipated that all buildings would use IBC Type IIB (noncombustible, nonprotected) construction.

- **Administration and Shared Spaces Building:** The anticipated construction for this building is CMU structural walls with masonry veneer or sheet metal panel cladding. The roofing system would be composed of standing seam sheet metal roofing over insulation and metal deck, supported by steel bar joists. Interior spaces would be defined by using metal stud framing with drywall finish or other appropriate finish for the use served.
- **Shop and Enclosed Storage Building:** The anticipated construction for this building is a pre-engineered metal superstructure with insulated metal roof and wall panel cladding. Shop spaces would be defined using interior CMU walls with metal deck ceilings. The building would include large overhead doors for large vehicle or equipment storage. It is anticipated that multi-tier storage racks would be used to help maximize the storage footprint.
- **Covered Storage Building:** The anticipated construction for this building is a pre-engineered metal superstructure with uninsulated sheet metal roof and wall panel cladding. The building would be open on the long side facing the interior of the campus.
- **Uncovered Storage:** The anticipated construction for this structure would be dependent on the material and item being stored. Generally, large concrete blocks would be used to define three-sided bays that can be accessed by a front loader or other means of moving the stored material.

#### 4.1.1.4 Mechanical

Mechanical features define the extent of HVAC, plumbing, and fire protection systems considered necessary to support the alternatives developed for PW Operations in new facilities.

- **HVAC for Offices and Shared Spaces:** There are multiple system options that can be applied to new facilities, each with characteristic capital and O&M costs that can be evaluated during design for the best lifecycle cost. The following options can be considered for the office and shared spaces for HVAC:
  - Variable refrigerant flow (VRF) system for heating and cooling, with dedicated outside air system (DOAS) for ventilation air requirements
  - Variable air volume HVAC system, with TCUs and air to water heat pumps for heating and cooling water
  - Single zone packaged heat pumps
- **Plumbing for Offices and Shared Spaces:**
  - Drain, waste, and venting for plumbing fixtures
  - Electric or air to water heat pump type domestic water heater
  - Potable water service with backflow prevention per plumbing code
  - Gutter and downspouts for sloped or flat roof stormwater drainage
- **HVAC for the Fleet Maintenance Shop:**
  - Air to air packaged heat pump, with 100% outside air for shop area ventilation, with supply air ductwork and supply grilles, but no recirculation
  - General exhaust fan (no pit exhaust anticipated), with exhaust air ductwork and exhaust grilles at high and low elevations

- Overhead vehicle combustion exhaust unit, with hose and retracting reel; quantity to be one or two, as determined during detailed design
- Ductless split-system air conditioning for office
- **Plumbing for the Fleet Maintenance Shop:**
  - Floor drains with oil separator, waste, and venting per plumbing code
  - Tool air compressor system, with piped outlets at each bay
  - Potable water service, with backflow prevention per plumbing code if separated from the Operations Services Building
  - Assume gutter and downspouts for sloped or flat roof stormwater drainage
- **Fire Protection for All Buildings:**
  - If the building code or insurance carrier requires a fire sprinkler system, the facility will have full-coverage wet-pipe sprinkler system designed per National Fire Protection Association (NFPA) standard *NFPA 13, Standard for the Installation of Sprinkler Systems* (NFPA 2022) for low-hazard density
  - A wall- or yard-mounted Fire Department connection will be specified
  - Fire service to riser will not exceed 6-inch diameter

#### 4.1.1.5 Electrical and Networking

A new electrical service will be established to serve the facility's power requirements. Load calculations will be performed to determine the voltage and amperage requirements of the new service. Electrical equipment preferences and design standards will be developed in coordination with the City's input. Coordination with the electrical utility, MW&L will be performed to determine the specific requirements and location of the new electrical service.

Standby power is desired and would be provided by a dedicated diesel-powered 500-kilowatt (kW) generator with an integral base-mounted fuel tank. An alternative option would be a propane-fueled generator with a separate outdoor tank.

Facility network services would include new fiber connected to the City's network and a campuswide Wi-Fi network. All buildings would also have a Voice over Internet Protocol (VoIP) phone system tied to the phone network. Conference rooms and training facilities should have adequate networking equipment to provide state-of-the-art training facilities.

#### 4.1.2 Wastewater Services - Water Reclamation Facility

The primary space needs associated with Wastewater Services at the WRF site include new buildings and canopies, along with renovation of the existing WRF Administration and Conveyance buildings. The discipline-specific concepts presented in this section are applicable to all conceptual and final alternatives related to new or modified facilities at the WRF.

#### 4.1.2.1 Architectural

All new buildings at the WRF would be single story and not exceed allowable limits for maximum height, number of stories, and floor area. It is anticipated that all buildings would use IBC Type IIB (noncombustible, nonprotected) construction.

- **Existing WRF Administration Building:** This building will require extensive renovations to accommodate future space planning needs. The primary limits of work will include changes to the building core to adapt the original maintenance spaces to new uses identified in the building program and corresponding bubble diagram. It is anticipated that the building will need to have an addition to the eastern end of the Conference Room, and a new canopy will be provided over a portion of the existing patio. During the building renovation, it is anticipated that existing material systems and finishes will be upgraded, including:
  - Flooring
  - Ceilings
  - Lighting
  - Windows
  - Doors
  - Painting
  - Signage
  - Possibly furnishings

Detailing these items is outside of the scope of this conceptual Project.

- **Existing Conveyance Building:** Where required by the Alternatives, this building will require extensive renovations to accommodate future space planning needs, but there is no anticipated expansion of building, and the exterior of the building is expected to remain as is.
- **Existing Police Evidence Building:** No changes to the interior or exterior of this building are anticipated.
- **Shop and Enclosed Storage Buildings:** The concept for this building is a pre-engineered metal superstructure with insulated metal roof and wall panel cladding. Shop spaces would be defined using interior CMU walls with metal deck ceilings. The building would include large overhead doors for large vehicle or equipment storage. It is anticipated that multi-tier storage racks would be used to help maximize the storage footprint.

#### 4.1.2.2 Geotechnical and Structural

The WRF Administration Building does not show any sign of settlement or other geotechnical issues based on a cursory visual inspection of the facility. However, based on previous experience, all soils at the WRF site should be evaluated before building design. Specifically, soils at the Fire Training Area and the recreational vehicle (RV) dump site need to be evaluated from a geotechnical perspective relative to future construction on those sites.

Described in Section 2.2 of this report, Jacobs conducted a seismic evaluation of the WRF Administration Building as part of this Project to aid in the design of future modifications to the building. The analysis concluded that the existing framing has sufficient capacity to resist the current code-mandated seismic loads; however, the detailing of the system does not comply with the current provisions. To comply with the standards, at a minimum, additional lateral bracing is required for the frame member to comply with AISC 341. This bracing will be added to the building during the remodeling process.

#### 4.1.2.3 Mechanical

The existing WRF Administration Building's HVAC systems are approaching a 30-year service life, which is beyond median service life years reported by American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) in the 2019 *ASHRAE Handbook*, Chapter 38, Table 4, Comparison of Service Life Estimates. Meetings with Wastewater Services staff confirmed that existing HVAC controls and TCUs need to be replaced. For this Project, we are assuming that the HVAC equipment will be replaced, while existing ductwork can be reused.

The following mechanical scope of work items define the extent of remodeling of systems in the WRF Administration Building to accommodate all of the remodeling alternatives for this building:

- **HVAC – Demolition:**
  - Demolish all variable volume TCUs with electric reheat coils.
  - Demolish existing air supply units (ASUs) in the Mezzanine Mechanical Room, including wall-mounted adjustable speed drive.
  - Demolish existing supply air and exhaust air systems serving the existing Maintenance area.
  - Demolish the outdoor evaporative cooling air handling unit, air-cooled water chiller, and the plant effluent (PE) heat recovery building located at the northeastern corner of the Administration Building.
- **HVAC – New:**
  - Provide a new hydronic heating and cooling system using a new 4-inch diameter PE supply and return service piped to a new Mechanical Room located inside the Administration Building where the current Maintenance area is being repurposed. The major components of the new system include:
    - Duplex PE strainer and filters
    - PE circulation pumps
    - PE to water heat exchanger
    - Water to water heat pumps
    - Circulation pumps
    - Expansion tanks
    - Air separators
    - Piping
  - Provide new TCUs with hydronic reheat coils piped to the new two-pipe heating water system for each existing zone that remains unchanged and for each new zone that is remodeled or built within the existing Maintenance area.
  - Provide new ASU with adjustable speed drive with capacity that is increased as needed to provide HVAC to the new zones. The new ASU will consist of the following components:
    - A mixing box with outside air and return air dampers designed for 100% outside air economizer cooling
    - Minimum efficiency reporting value (MERV) 8 prefilters
    - MERV 13 final filters
    - Coil access
    - Cooling coil with drip pan
    - Supply fan

- Provide new lab area ASU with capacity matching the existing unit. The new ASU will consist of the following components:
  - Outside air damper
  - MERV 8 prefilters
  - Final filters matching existing
  - Preheat coil and coil access
  - Heating coil and coil access
  - Cooling coil with drip pan and supply fan section
- Energy savings will be evaluated for two-speed operation with the ASU and the lab exhaust fan system.
- Replace Mezzanine Mechanical Room electric unit heaters with hydronic unit heaters.
- Replace Mezzanine Mechanical Room ventilation cooling exhaust fan (70-EF-07, 2,200 standard cubic feet per minute [scfm]) on roof with new unit, including motorized dampers on fan.
- Replace motorized damper assembly and reuse existing louvered intake penthouse on roof curb.
- Provide new stand-alone building automation system (BAS) with secure access locally and remotely by the internet through network coordinated with Wastewater Services during detailed design. BAS will control all HVAC equipment and provide failure monitoring output signals directly to the plant SCADA system.
- Replace existing lab exhaust fan (70-EF-05, 10,000 scfm) to match existing and to be coordinated with energy-saving measures included with the new lab ASU.
- Replace existing men's and women's restrooms (70-EF-03, 1,040 scfm) roof-mounted exhaust fans. Increase the capacity of the men's restroom exhaust fan (70-EF-01, 2,200 scfm) as required to add new ductwork and air inlets serving new areas for the remodel in the existing Maintenance area.
- Change filters, and clean energy recovery coil at lab exhaust fan 70-EF-05.
- **Plumbing:**
  - Wastewater staff indicate that the lab drainage fixtures are currently all drained through the acid neutralization tank (ANT), which increases maintenance costs for the ANT. Designated acid waste receptors can be identified and routed separately to the ANT, with the rest of the drainage rerouted around the ANT directly outdoors and connected to the sanitary utility connection on the eastern face of the building.
  - The elevation of lab floor drains limits drainage to the drains. As part of the remodel, the floor drains should be reset to be lower than new flooring. Floor cutting and replacement would be required for the new piping to and around the ANT and for resetting of the floor drain elevations.
  - A new, larger, and easier to reach sink is needed at the reagent grade water station in the lab. This change similarly can be made during renovation of the facility.
  - Lab air and vacuum equipment located in the Mezzanine Mechanical Room are larger than required based on current wastewater quality testing lab design practices. Demolish both systems, and replace with local cabinet-mounted lab air and vacuum systems.
  - The existing electric tank type water heater (70-WH-01) in the Mezzanine Mechanical Room is original and should be replaced. The domestic hot water loop circulation pump does not effectively circulate hot water to the remote portions of the building and needs a replacement with greater

capacity. Space for a future air to water or water to water domestic hot water heat pump should be considered with this Project.

- Consideration by Wastewater Services can be given to determine whether low-flow water type replacement faucets and flush valves should be included with the Project.

- **Fire Protection:**

- Existing drawings indicate a wet-pipe sprinkler system has been installed in the WRF Administration Building. Remodeling of existing spaces may require modifications to the system to cover new areas.
- Other updates to the existing system may be requested by the local fire authority during permit review of design documents, such as adding a Fire Department connection if one is currently not installed, and replacing all existing sprinkler heads.

#### 4.1.2.4 Electrical and Networking

During remodeling and renovation of the WRF Administration Building, the following upgrades are proposed to address the electrical and network systems:

- **New lighting:** Sources may be fluorescent to maintain compatibility with portions of the facility that are not renovated, otherwise LED type is recommended. Lighting controls may include dimming, occupancy sensor controls, or manual switching to suit the need. If all areas are renovated, LED type lighting is recommended.
- **New receptacles:** Receptacles would be provided for renovated spaces, located to support both specific and general-purpose needs. Receptacles in nonrenovated areas should be tested and replaced if not functioning.
- **New wiring:** New power, control, and network wiring will be provided to all new equipment, including modified HVAC, security, network, and control systems.
- **IT cabinet:** A secure IT cabinet to house IT infrastructure supporting the WRF will be included in the renovation of the Administration Building.

Evaluation of the electrical distribution system is also warranted given the likely changes to the building's HVAC systems, added office spaces, and enlarged conference room.

For any new shared services facility, standby power would be provided by a dedicated diesel-powered 500 kW generator with an integral base-mounted fuel tank. An alternative option would be a propane-fueled generator with a separate outdoor tank.

## 4.2 Conceptual Alternatives

The original request from the City asked us to evaluate the feasibility of adding to the existing WRF Administration Building or constructing a new building at the WRF site to:

- Meet the space and operational needs of Wastewater Services staff
- Evaluate the feasibility of renovating or adding to the PW Operations site to meet space and operational needs
- Evaluate the feasibility and benefits of moving Wastewater Services staff to the PW Operations campus or moving PW Operations staff to the WRF site

Following the space planning programming and facilities evaluation, four alternative concepts were developed for the City's consideration:

1. Co-locate Wastewater Services and PW Operations staff at the current PW Operations site using new and renovated facilities.
2. Co-locate Wastewater Services and PW Operations staff at the WRF site using new and renovated facilities.
3. Renovate the existing WRF Administration Building, and add new buildings as needed at the WRF site for Wastewater Services functions.
4. Replace or renovate facilities at the current PW Operations site as needed for current and future PW Operations functions.

These conceptual alternatives formed the basis for subsequent alternatives development, as described in the remaining portions of this document.

### 4.3 Selection and Use of Screening Criteria

The Project team decided to use screening criteria to initially evaluate the conceptual alternatives. Seven criteria were identified, discussed, and agreed upon, as listed in Table 4-1.

Table 4-1. Screening Criteria

Screening Criteria	Description
Footprint Flexibility for Program Needs	Space to provide layout flexibility
Access and Circulation	Space for good site circulation and access
Central Location	Locating staff and services for optimal functionality
Land Use and Permitting	Straight forward or certain land use and permitting
Sequencing and Phasing	Easily phased, sequenced, or implemented in pieces
Flexibility of End Use	Flexibility for growth, rearrangement, and future organizational changes
Cost Advantages	Obvious opportunities or advantages for cost savings

#### 4.3.1 Weighting the Screening Criteria

The Project team completed an individual comparison ranking of the screening criteria, and the results were tabulated to identify a weighting of the seven criteria, based on ranking. In this exercise, every team member was asked to compare one criterion against another and determine which of the two was most important to them. The results were then compiled and averaged. Footprint flexibility and flexibility of end use were the highest-ranking criteria, followed by the ability to phase development. Land use permitting and the need for locating staff in a central location were the two lowest-ranking criteria. This weighting of the criteria helped to guide the Project team in the subsequent development of the preliminary and final alternatives.

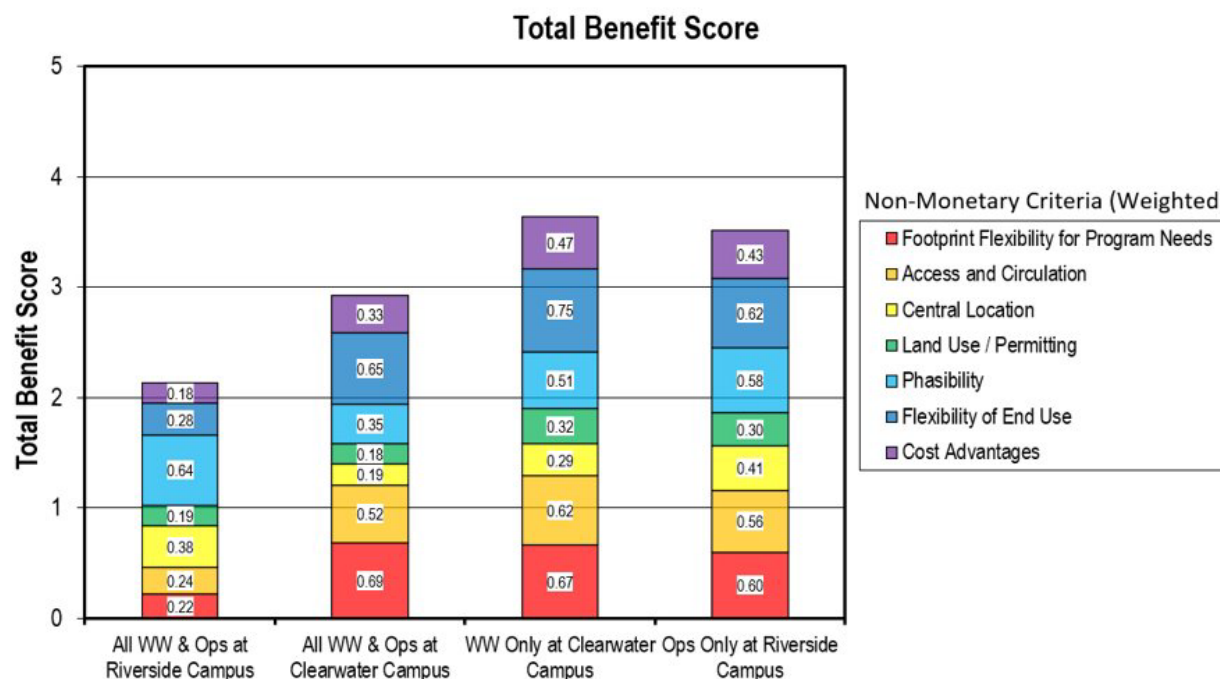
#### 4.3.2 Evaluating the Conceptual Alternatives

The Project team then compared the four conceptual alternatives to the seven criteria, giving each alternative a ranking score of 1 (significantly less benefit) to 5 (significantly greater benefit). These results



were tabulated, averaged, and then multiplied by the criterion-specific weighting factor; and the resulting weighting was compiled graphically to identify the Benefit Score ranking of the alternatives. Figure 4-1 shows the results of the group exercise.

**Figure 4-1. Screening Criteria Benefit Scores for the Four Conceptual Alternatives**



*Ops = Operations*

*WW = wastewater*

The findings of the exercise indicated that there is good alignment between City staff and the Jacobs team on development criteria and the alternatives to develop and evaluate further. Flexibility and the ability to complete the work in phases were identified as the most important screening criteria. Land use constraints was determined to be the least important criteria to the participants. Considering the conceptual alternatives, keeping all operations at their current location scored the highest, and moving all operations to the WRF site was the next highest ranked alternative.

Upon discussion, the group decided that moving all operations to the PW Operations site is neither viable nor desirable. It also scored the least in the comparative ranking and will not be considered further. The other three conceptual alternatives formed the basis for the preliminary alternatives developed in the next phase of the Project.



## 5. Wastewater Treatment Plant Site Alternatives

The former WWTP site is complex in that there are active raw sewage and stormwater conveyance pipes running beneath the ground surface, and power and communication lines running above the surface among the structures of the former plant. As a first step in developing alternatives, the site utilities that must remain in service were identified and mapped relative to the onsite structures.

Three alternatives were then identified for addressing the former WWTP:

1. Additional site security and safety
2. Partial demolition of the abandoned structures
3. Complete demolition of the abandoned structures

The utilities that must remain in service and description of the structures to be partially or fully removed in the various alternatives are identified on a site figure in Appendix D and described in this section.

### 5.1 Site Utilities to Remain in Service

There are raw sewage and stormwater lines buried beneath the site. They generally are routed around the structures; but in some cases, lines run underneath the remaining structures. Appendix D identifies the sewage and stormwater pipes that must be kept in service and protected during demolition of the structures at the former WWTP. If the stormwater lines can't be adequately protected, they would have to be relocated and rebuilt as part of site remediation and redevelopment.

There are also overhead electrical distribution (low-voltage) lines owned by MW&L, electrical transmission (high-voltage) lines owned by BPA, and communication and networking fiber lines owned by the City crossing the site in a number of directions that will need to be protected or rerouted during demolition work.

### 5.2 Additional Site Security and Safety

The old WWTP is located near a residential area to the west and the Riverside Dog Park to the north. It is bounded by a natural drainage and MW&L to the east. To the south is the existing PW Operations facility. Public safety and security around the existing WWTP is of the utmost concern and a top priority. Enhanced site security of the decommissioned site will include chain-link fencing to help minimize intruders and protect public safety. The City has contracted for the installation of additional fencing and gates around water-containing structures.

### 5.3 Partial Demolition

Under a partial demolition alternative, several structures would be removed to grade or just below grade and then filled in with available onsite material, including:

- Blower Building
- Secondary clarifier
- Chlorine contact chamber

The remaining structures would be completely demolished and removed from the site. The site work should make the finish grades and slopes consistent with the drainage patterns and also appropriate for personnel to access facilities that are to remain in service.

The site plan in Appendix D highlights which facilities can be partially demolished to make the site safer while reducing immediate cost to the City. Table 5-1 identifies preliminary costs for a partial demolition alternative. The cost estimate includes a 25% adder for engineering, permitting, and administration costs. It is estimated that use of an onsite concrete crusher and recycler could reduce these costs by approximately \$600,000.

**Table 5-1. Wastewater Treatment Plant Partial Demolition Cost Estimate Summary**

Facility	Demolition Cost Estimate (\$)
Headworks	140,000
Primary Clarifiers 1 and 2	1,379,000
Trickling Filter	576,000
Primary Digester 1	651,000
Primary Digester 2	998,000
Secondary Digester	259,000
Control Building	331,000
Chlorination Facility	53,000
Aeration Basin	525,000
Secondary Clarifier	328,000
Blower Building	240,000
Plant Pump Station	153,000
Chlorine Contact Chamber	240,000
Subtotal	5,872,000
Administration (25%)	1,468,000
Total Cost	7,340,000
AACE Class 5 Estimate Range (-30%)	5,138,000
AACE Class 5 Estimate Range (+50%)	11,010,000

## 5.4 Complete Demolition

Under a complete demolition scenario, all of the existing structures at the former WWTP would be removed except for those that need to remain in service for operation of the wastewater or stormwater systems. The structures that need to remain are:

- Prescreening Facility
- Raw Sewage Pump Station
- Raw sewage piping and maintenance holes
- Storm sewer piping and catch basins
- Overhead power and communication lines

The site would then be regraded to make it suitable for repurposing or redevelopment. Finish grades and slopes should be consistent with the site drainage patterns and appropriate for personnel to access facilities that are to remain in service.

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In a complete demolition scenario, all of the former WWTP structures would be demolished and removed from the site, although the wastewater and stormwater piping need to remain or be reconstructed. This is shown on the site figure in Appendix D. Table 5-2 identifies preliminary costs for a complete demolition alternative. For this scenario, too, use of an onsite concrete crusher and recycler could reduce these costs by approximately \$1,000,000.

**Table 5-2. Wastewater Treatment Plant Complete Demolition Cost Estimate Summary**

Facility	Demolition Cost Estimate (\$)
Headworks	140,000
Primary Clarifiers 1 and 2	1,379,000
Trickling Filter	576,000
Primary Digester 1	651,000
Primary Digester 2	998,000
Secondary Digester	259,000
Control Building	331,000
Chlorination Facility	53,000
Aeration Basin	2,812,000
Secondary Clarifier	944,000
Blower Building	744,000
Plant Pump Station	153,000
Chlorine Contact Chamber	578,000
Subtotal	9,615,000
Administration (25%)	2,404,000
Total Cost	12,019,000
AACE Class 5 Estimate Range (-30%)	8,413,000
AACE Class 5 Estimate Range (+50%)	18,029,000

## 6. Preliminary Alternatives

Alternatives were developed in a stepwise process from concepts to preliminary, and then revised preliminary alternatives. The revised preliminary alternatives were evaluated and ranked to identify the four final alternatives that were developed in detail.

### 6.1 Preliminary Alternatives Development Process

An initial collection of preliminary alternatives was identified and presented to the City in a workshop on January 18, 2023. Feedback from that workshop was used to develop the nine preliminary alternatives summarized in the following subsections. These alternatives were presented to the City in a workshop on February 22, 2023. Alternatives were ranked by workshop participants, and a set of four final alternatives was selected for further development.

### 6.2 Public Works Operations Alternatives

These alternatives address the needs of the PW Operations workgroups.

#### 6.2.1 Status Quo

This alternative assumes no changes to the current PW Operations facilities and does not address any identified deficiencies or needs.

#### 6.2.2 Alternative 1: Phased Building Approach at Existing Riverside Drive Campus

This alternative would keep the PW Operations facility at its current location. Replacement or upgrade of all the existing infrastructure for the facility would occur over multiple phases.

The first phase would construct a new Administration and Shared Spaces Building at the northern end of the campus. This new building would include most of the people spaces, such as:

- Offices
- Conference rooms
- Restrooms
- Lockers
- Document library and storage

This phase would also include new visitor and employee parking. Finally, the existing Administration Building would be demolished before the next phase.

The second phase would include partial demolition of the existing East Bay used for storage and small HAZMAT storage buildings to allow for construction of a new Vehicle Maintenance Building. Last, the existing vehicle maintenance bays would be repurposed into shop and storage space for Parks and Streets.

The third and final phase would include demolition of the remaining East and West Bays currently used for storage. The existing Parks and Streets Shop and Storage Building (repurposed in Phase 2) would be expanded to meet program space needs. New covered and uncovered storage would be constructed.

Refer to Appendix E.1 for additional information, including advantages and disadvantages of this alternative.

### **6.2.3 Alternative 2: New Campus at Riverside Drive**

This alternative would keep the PW Operations facility at its current location. Replacement or upgrade of all the existing infrastructure for the facility would occur over a single phase. Temporary facilities would be provided at an offsite location, and all the PW Operations functions would be accommodated either at the temporary facility or outsourced.

Once PW Operations are operational at the new temporary facility, the entire existing facility (buildings, site infrastructure, and all extraneous materials and equipment not worth salvaging) would be demolished. A new facility, including site infrastructure and buildings, would be constructed and made ready for PW Operations to move back to the permanent facility. Finally, an emergency access road would be added from North Oregon Street to the southern end of the property.

Refer to Appendix E.2 for additional information, including advantages and disadvantages of this alternative.

### **6.2.4 Alternative 3: New Campus at Clearwater Drive**

This alternative would relocate the PW Operations facility to the WRF site at Clearwater Drive. The new facilities would be located immediately east of the existing WRF parking lot. This would require demolition (and possible relocation) of the existing Fire Training Facility.

An entirely new campus would be constructed to address all program needs. Once completed, existing vehicles, parts, equipment, tools, materials, and documents from the existing campus would be moved to the new facilities. It is anticipated that the City would decommission many of the older nonfunctional vehicles and equipment and dispose of older materials no longer of value before moving to the new facility. As discussed by Winterbrook (2022) (Appendix B), locating PW Operations at the WRF site on Clearwater Drive would likely necessitate an expansion of the UGB.

Refer to Appendix E.3 for additional information, including advantages and disadvantages of this alternative.

### **6.2.5 Alternative 4: Phased Building Approach in Expanded Campus at Riverside Drive**

This alternative would keep the PW Operations facility at its current location. Replacement or upgrade of all the existing infrastructure for the facility would occur over multiple phases. This alternative expands the size of the existing campus by growing north into the site of the former WWTP.

The first phase would construct a new Administration and Shared Spaces Building at the northern end of the campus. This new building would include most of the people spaces, such as:

- Offices
- Conference room
- Restrooms
- Lockers
- Document library and storage

This phase would also include new visitor and employee parking. Finally, the existing Administration Building would be demolished before the next phase.

The second phase would include partial demolition of the existing East Bay used for storage and small HAZMAT storage buildings to allow for construction a new Vehicle Maintenance Building. Finally, the existing vehicle maintenance bays would be repurposed into shop and storage space for Parks and Streets.

The third and final phase would include demolition of the remaining East and West Bays currently used for storage. The existing Parks and Streets Shop and Storage Building (repurposed in Phase 2) would also be demolished. New enclosed shops and storage, covered storage, and uncovered storage would be constructed.

Refer to Appendix E.4 for additional information, including advantages and disadvantages of this alternative.

## **6.3 Wastewater Services Alternatives**

This section describes the alternatives identified to address the needs of Wastewater Services staff.

### **6.3.1 Status Quo**

This alternative assumes no changes to the current Wastewater Services facilities and does not address any identified deficiencies or needs.

### **6.3.2 Alternative 1: Phased Building Approach Adjacent to Existing Administration**

This alternative would include retrofit of the existing WRF Administration Building and would include new stand-alone buildings for the Maintenance, Conveyance, and future Stormwater functions. The work would occur over multiple phases.

This first phase would construct the new buildings immediately east of the existing Administration Building and where the existing parking lot is located.

The second phase would demolish the existing Conveyance and Police Evidence buildings, southwest of the existing Administration Building, and turn the available space into the new visitor and employee parking lot. This phase would also move the Maintenance work group and related function out of the existing Administration Building and into the new Maintenance, Conveyance, and Stormwater Building.

The final phase would retrofit the existing Administration Building to meet the remaining programmatic space needs and elective seismic upgrade.

Refer to Appendix E.5 for additional information, including advantages and disadvantages of this alternative.

### **6.3.3 Alternative 2: Phased Building Approach at Existing Recreational Vehicle Dump Site**

This alternative would include retrofit of the existing WRF Administration Building and would include a new stand-alone building for the Maintenance, Conveyance, and future Stormwater functions. The work would occur over multiple phases.

This first phase would require demolition, and possible relocation, of the existing RV dump site. A new single building would be constructed west of the current WRF and north of the existing Administration Building.

The second phase would move the Maintenance work group and related function out of the existing Administration Building and into the new Maintenance, Conveyance, and Stormwater Building. The existing Conveyance and Police Evidence buildings would continue to be used, but primarily for less essential needs.

The final phase would retrofit the existing Administration Building to meet the remaining programmatic space needs and elective seismic upgrade.

Refer to Appendix E.6 for additional information, including advantages and disadvantages of this alternative.

### **6.3.4 Alternative 3: Phased Building Approach East of Existing Administration**

This alternative would include retrofit of the existing WRF Administration Building and would include a new stand-alone building for the Maintenance, Conveyance, and future Stormwater functions. The work would occur over multiple phases.

This first phase would construct a new single building east of the existing Administration Building and associated parking lot.

The second phase would move the Maintenance work group and related function out of the existing Administration Building and into the new Maintenance, Conveyance, and Stormwater Building. The existing Conveyance and Police Evidence buildings would continue to be used, but primarily for less essential needs.

The final phase would retrofit the existing Administration Building to meet the remaining programmatic space needs and elective seismic upgrade.

Refer to Appendix E.7 for additional information, including advantages and disadvantages of this alternative.

### **6.3.5 Alternative 4: Phased Building Approach Across Clearwater Drive from Existing Administration**

This alternative would include retrofit of the existing WRF Administration Building and would include a new stand-alone building for the Maintenance, Conveyance, and future Stormwater functions. The work would occur over multiple phases.

This first phase would demolish the existing Conveyance and Police Evidence buildings to allow construction a new single building and associated apron and parking on the available site.

The second phase would move the Maintenance work group and related function out of the existing Administration Building and into the new Maintenance, Conveyance, and Stormwater Building.

The final phase would retrofit the existing Administration Building to meet the remaining programmatic space needs and elective seismic upgrade.

Refer to Appendix E.8 for additional information, including advantages and disadvantages of this alternative.

## **6.4 Combined Facility Alternative**

The alternative described in this section addresses the needs of both PW Operations and Wastewater Services. This single combined alternative would be located at the Clearwater Drive location.

### **6.4.1 Alternative 1: New Campus at Clearwater Drive**

This alternative would relocate the PW Operations functions to the WRF site. Additionally, the new facility would combine space needs for all of PW Operations with the Wastewater Services Maintenance, Conveyance, and future Stormwater space needs. This alternative would also include retrofit of the existing WRF Administration Building. The work would occur over multiple phases.

The new facilities would be located immediately east of the existing WRF parking lot. This would require removal of the existing Fire Training Facility.

An entirely new campus would be constructed to address all program needs for PW Operations, as well as program needs for Wastewater Services' Maintenance, Conveyance, and future Stormwater functions.

Once completed, existing PW Operations vehicles, parts, equipment, tools, materials, and documents from the existing campus that the City wants to retain would be moved to the new facilities. It is expected that the City would decommission many of the older nonfunctional vehicles and equipment and dispose of older materials no longer of value before moving to the new facility.

The second phase would move the Wastewater Services Maintenance work group and related function out of the existing WRF Administration Building and into the new facilities. The existing Conveyance and Police Evidence buildings would continue to be used, but primarily for less essential needs.

The final phase would retrofit the existing Administration Building to meet the remaining programmatic space needs and elective seismic upgrade.

Relocating PW Operations functions to the WRF site would likely require an expansion of the UGB. Refer to Appendix E.9 for additional information, including advantages and disadvantages of this alternative.

## **6.5 Preliminary Alternatives Ranking**

Jacobs led the City through a process that ranked each preliminary alternative against the screening criteria previously developed and agreed upon in conjunction with City stakeholders, as described in Section 4.3. Figures 6-1 and 6-2 summarize the results of the ranking process.



Figure 6-1. Total Benefit Score - All City Staff Responses

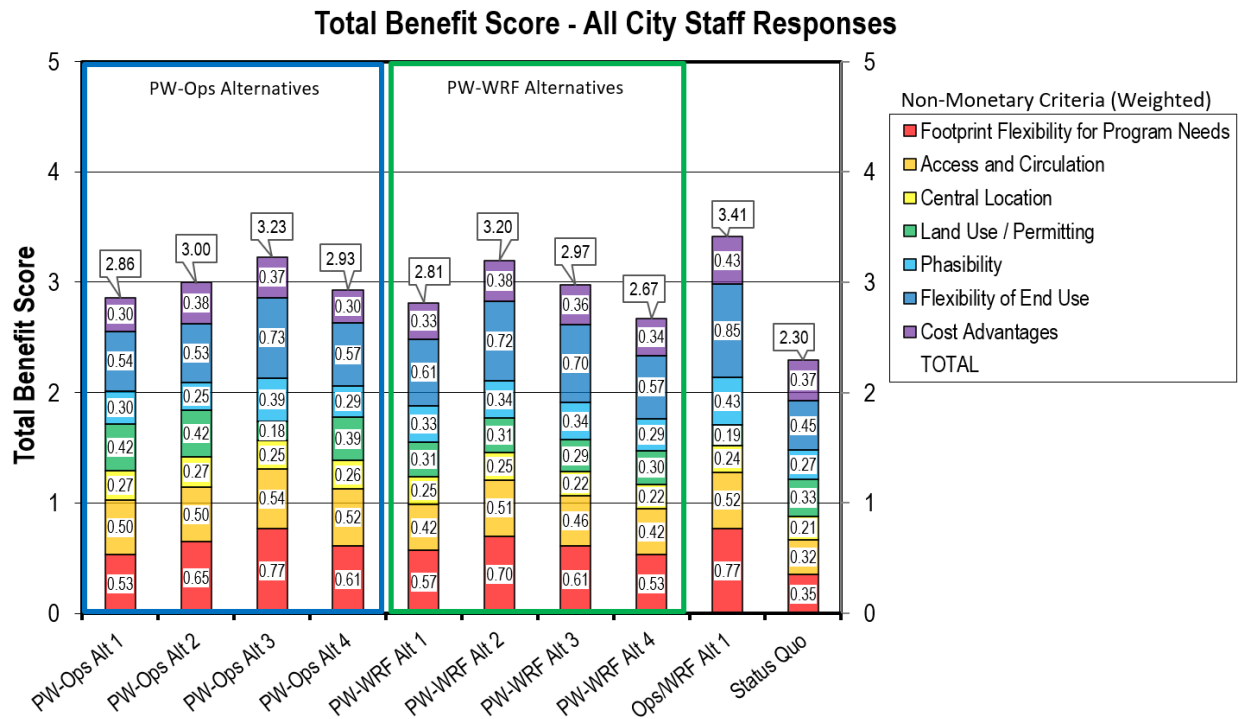
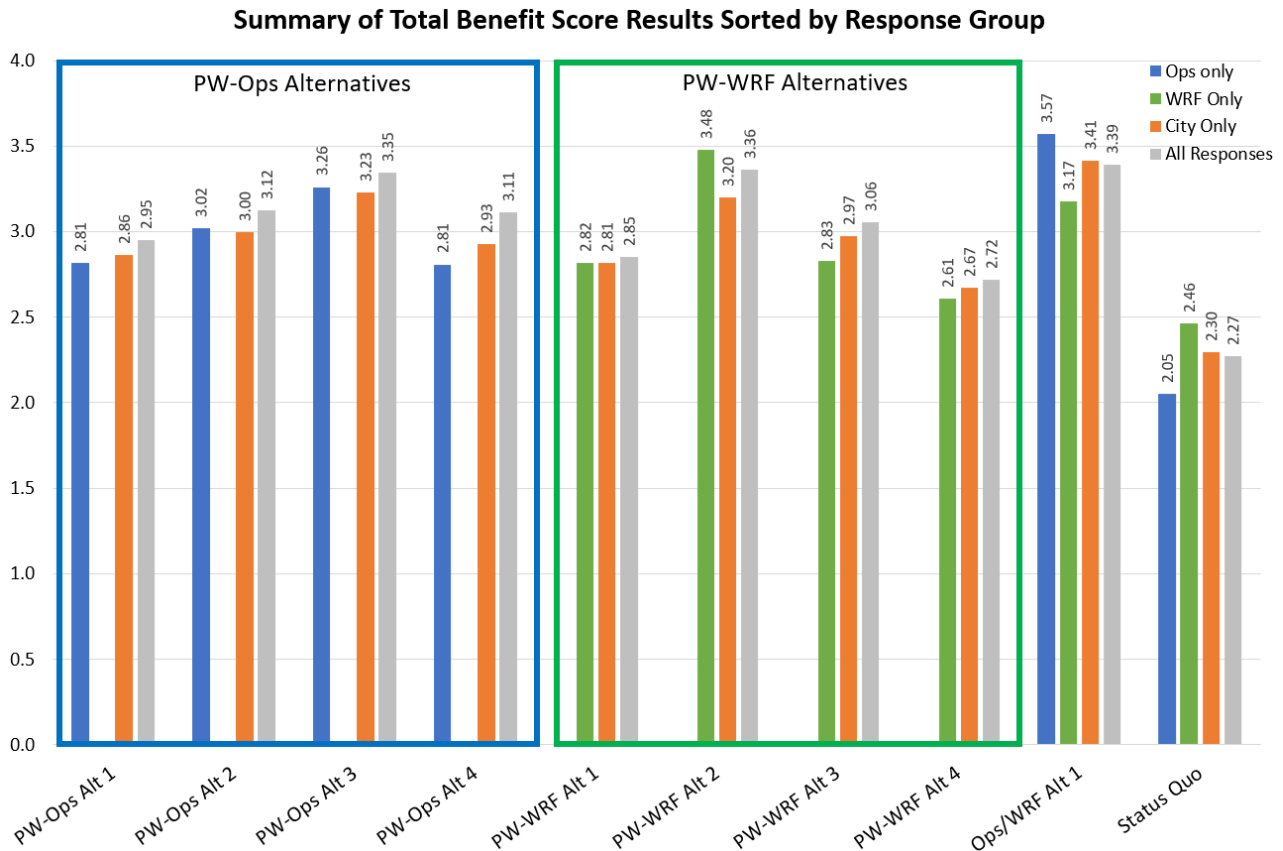


Figure 6-2. Summary of Total Benefit Score Results by Response Group



## Public Works Operations and Wastewater Administration Project

### Phase 1: Facility Planning and Analysis

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The results of the scoring process were used to identify the final four alternatives selected for further development. These included the following:

1. PW Ops Alternative 2 (lowest score of final four)
2. PW Ops Alternative 3
3. WRF Alternative 2
4. Ops and WRF Alternative 1 (overall highest score)

These preliminary alternatives were renamed for the final alternatives as follows:

- PW Ops Alternative 2 became Alternative 1
- PW Ops Alternative 3 became Alternative 2
- WRF Alternative 2 became Alternative 3
- Ops and WRF Alternative 1 became Alternative 4

Section 7 provides additional descriptions of the final four alternatives. To address all identified space planning program needs for the Project, the City would need to select either Alternative 4 or a combination of Alternatives 1 and 3 or Alternatives 2 and 3.

## 7. Public Works Final Alternatives

The final four alternatives were further developed and refined to include space planning bubble diagrams and preliminary site layouts with enough detail to complete the AACE Class 5 cost estimates for the alternatives. Preliminary visualization figures were also created. All of the figures for the final alternatives are included in Appendix F.

### 7.1 Final Alternatives Development Process

The final four alternatives selected during the preliminary alternatives phase were developed and presented to the City in a workshop on May 23, 2023. Feedback from that workshop and subsequent interactions with the City were used to develop the final alternatives summarized in the following subsections.

### 7.2 Alternative 1: Public Works Operations New Campus at Riverside Drive

This alternative would keep the PW Operations facility at its current location. Replacement or upgrade of all the existing infrastructure for the facility would occur over a single phase.

Temporary facilities would be provided at an offsite location, and all the PW Operations functions would be accommodated either at the temporary facility or outsourced.

Once the PW Operations facility was operational at the temporary facility, the entire existing facility (buildings, site infrastructure, and all extraneous materials and equipment not worth salvaging) would be demolished. A new facility, including site infrastructure and buildings, would be constructed, and made ready for PW Operations to move back to the new facility.

Refer to Appendix F.1 for additional information, including the proposed site plan, building layout diagrams, and site visualization.

### 7.3 Alternative 2: Public Works Operations New Campus at Clearwater Drive

This alternative would relocate the PW Operations facility to the WRF site at Clearwater Drive. The new facilities would be located immediately east of the existing WRF parking lot. This would require removal of the existing Fire Training Facility.

An entirely new campus would be constructed to address all program needs. Once completed, existing vehicles, parts, equipment, tools, materials, and documents from the existing campus would be moved to the new facilities. It is anticipated that the City would decommission many of the older nonfunctional vehicles and equipment and dispose of older materials no longer of value before moving to the new facility. Relocating PW Operations to the WRF site would likely require an expansion of the UGB.

Refer to Appendix F.2 for additional information, including proposed site plan, building layout diagrams, and visualization.

## **7.4 Alternative 3: Wastewater Services New Facility at Recreational Vehicle Dump Site**

This alternative would include retrofit of the existing WRF Administration Building and would include a new stand-alone building for the Maintenance, Conveyance, and future Stormwater functions. The work would occur over multiple phases.

This first phase would require demolition, and possible relocation, of the existing RV dump site. A new single building would be constructed west of the current WRF and north of the existing Administration Building.

The second phase would move the Maintenance work group and related function out of the existing Administration Building and into the new Maintenance, Conveyance, and Stormwater Building. The existing Conveyance and Police Evidence buildings would continue to be used, but primarily for less essential needs.

The final phase would retrofit and expand the existing Administration Building to meet the remaining programmatic space needs and elective seismic upgrade.

Refer to Appendix F.3 for additional information, including proposed site plan, building layout diagrams, and site visualization.

## **7.5 Alternative 4: Combined Facility New Campus at Clearwater Drive**

This alternative would relocate the PW Operations facility to a new facility at the WRF site. Additionally, the new facility would combine space needs for all of PW Operations with the Wastewater Services Conveyance and future Stormwater space needs. This alternative would also include retrofit of the existing WRF Administration Building and Conveyance Building. The work would occur over multiple phases.

The new facilities would be located immediately east of the existing WRF parking lot. This would require removal of the existing Fire Training Facility. An entirely new campus would be constructed to address all program needs for PW Operations, as well as program needs for Wastewater Services Conveyance and future Stormwater functions.

Once completed, existing PW Operations vehicles, parts, equipment, tools, materials, and documents from the existing campus would be moved to the new facilities. It is anticipated that the City would decommission many of the older nonfunctional vehicles and equipment and dispose of older materials no longer of value before moving to the new facility.

The second phase would move the Conveyance work group and related functions out of the existing WRF Conveyance Building and into the new facilities. The existing Conveyance Building would be retrofitted to serve the needs of the Wastewater Services Maintenance work group. The existing Police Evidence Building would continue to be used without change.

The third phase would move the Wastewater Services Maintenance work group and related functions out of the existing WRF Administration Building and into the newly retrofitted (existing) Conveyance Building.

The final phase would retrofit and expand the existing Administration Building to meet the remaining programmatic space needs and elective seismic upgrade.

Relocating PW Operations functions to the WRF site would likely require an expansion of the UGB. Refer to Appendix F.4 for additional information, including showing proposed site plan, building layout diagrams, and visualization.

## 7.6 Cost Estimates for the Final Alternatives

Concept screening AACE Class 5 cost estimates were prepared for each of the final alternatives to provide the City with a general understanding of the likely costs for construction of the alternatives and to provide a basis for comparing the various alternatives from a cost estimate standpoint (AACE 2022). Class 5 estimates are considered to be appropriate for conceptual screening and carry an estimate range of +50% to -30%. Table 7-1 summarizes the estimated costs, with the estimate ranges. Appendix G provides the full Cost Estimating Report prepared for the alternatives.

Alternatives 1 and 2 solely address the needs of PW Operations, and Alternative 3 only addresses the needs of Wastewater Services. Alternative 4 addresses the needs of both work groups in a single combined campus at the WRF site.

**Table 7-1. Class 5 Cost Estimates for the Final Alternatives**

Alternative	Low Range (-30%) (\$)	Estimated Costs <sup>a</sup> (\$)	High Range (+50%) (\$)
1	13,110,000	18,729,000	28,093,000
2	13,879,000	19,828,000	29,742,000
3	8,172,000	11,674,000	17,511,000
4	15,793,000	20,561,000	33,842,000

<sup>a</sup> Appendix G provides the cost estimate details.

## 8. Recommendations

In completing the work scope, we've gained a greater understanding of the City's needs and opportunities relative to the former WWTP and the space and facility needs of PW. It is with this understanding that Jacobs offers the following recommendations.

### 8.1 Former Wastewater Treatment Plant Site

The primary concern at the former WWTP site is the attractive nuisance and risks associated with the water-filled former structures. The site is minimally secured and poses a liability to the City in its current state. However, it is our understanding that the City intends to add fencing to the water-filled structures to better secure the site and mitigate the risk that the site poses. This is an important and significant first step and allows the City time to plan future action at the site.

Because there currently isn't a specific need or future purpose for the site occupied by the former WWTP, it is recommended that the City investigate funding mechanisms that can help pay for the site's remediation and generally line up financing for the work before putting additional effort into site redevelopment. A focused effort to identify and secure funding for the WWTP site could potentially lead to the start of remediation as soon as calendar year 2024 or 2025.

### 8.2 Public Works Operations and Wastewater Services

Through a detailed and inclusive process, we've tried to identify a range of workable alternatives to address the future operational needs of the City's PW Operations and Wastewater Services staff. The final four alternatives present the City with a variety of alternatives that either keep the work groups separate (Alternatives 1, 2, and 3) or combine them into a single built environment. The choice on how to proceed resides with the City, and really comes down to a few options:

- Keep the work groups separate at separate sites (Alternatives 1 and 3).
- Keep the work groups separate at the WRF site (Alternatives 2 and 3).
- Combine the work groups into a shared facility at the WRF site (Alternative 4).

The AACE Class 5 cost estimates for these three options range from roughly \$22.6 to \$31.5 million, but there is considerable overlap in the estimates; therefore, cost shouldn't be the only deciding factor. Logistically, Alternatives 2 and 4 would be easier to facilitate for PW Operations because those workgroups would only have to move once. For Wastewater Services, all of the alternatives involve a phasing of the work needed to facilitate the renovation of the Administration Building. The primary differences are where individual groups reside following construction. Moving PW Operations to the WRF site will also likely necessitate an expansion of the UGB that, while likely to be successful, will take some time to complete and require coordination between the City, County, and State.

As a result, and primarily due to the conditions of the PW Operations site, it is recommended that the City identify a preferred alternative and begin preliminary design of that alternative, while simultaneously initiating both land use discussions with relevant jurisdictions and a process to identify and secure funding for the future buildout of the new facilities.

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# Appendix A

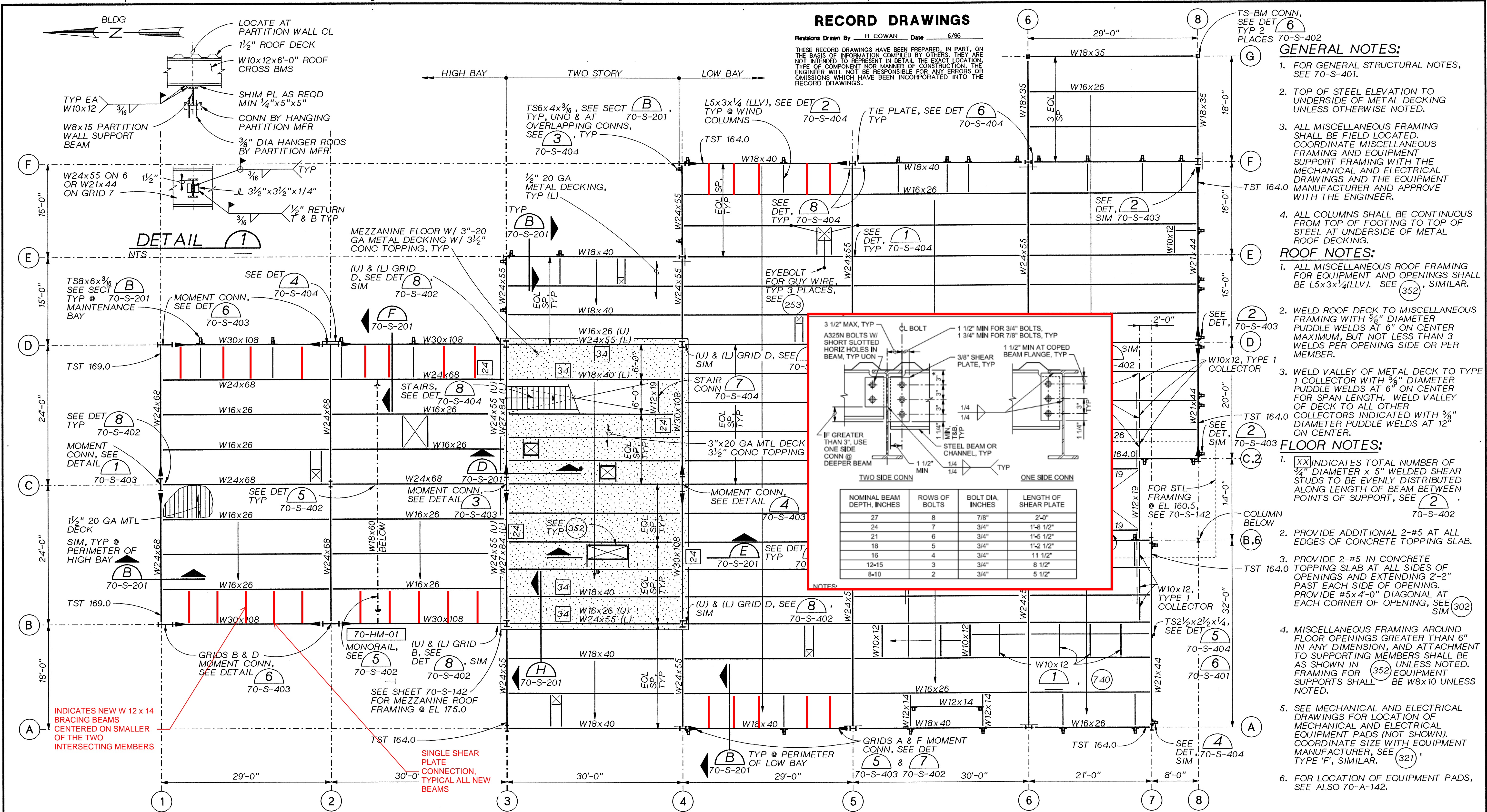
## Water Reclamation Facility

### Administration Seismic Framing

### Diagram







The Contract Document Drawings are the printed documents dated JULY 1993 (date on drawing), as subsequently amended, which define the scope, extent, and character of the work. The original Contract Document drawing was sealed and signed by name of sealer SUSAN M. FREY, State of Oregon PE No. 10,680 (State's PE No.).



DSGN D. CHILTON  
DR J. CULPEPPER  
CHK R. MORRISON JR.  
APVD M. BRACKEN

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3/94  
NO. DATE

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MCMINNIVILLE, OREGON

ADMINISTRATION BUILDING  
STRUCTURAL  
ROOF FRAMING PLAN

SHEET 260  
DWG NO. 70-S-150  
DATE JULY 1993  
PROJ. PDX27442.FD



# **Appendix B**

## **Public Work Operations and Water Reclamation Facility Sites: Natural Features – Regulatory Constraints (Winterbrook Planning)**

# Memorandum

:



From: Grace Coffey and Greg Winterowd

Date: September 23, 2022

Re: Public Work Operations and Water Reclamation Facility Sites: Natural Features – Regulatory Constraints

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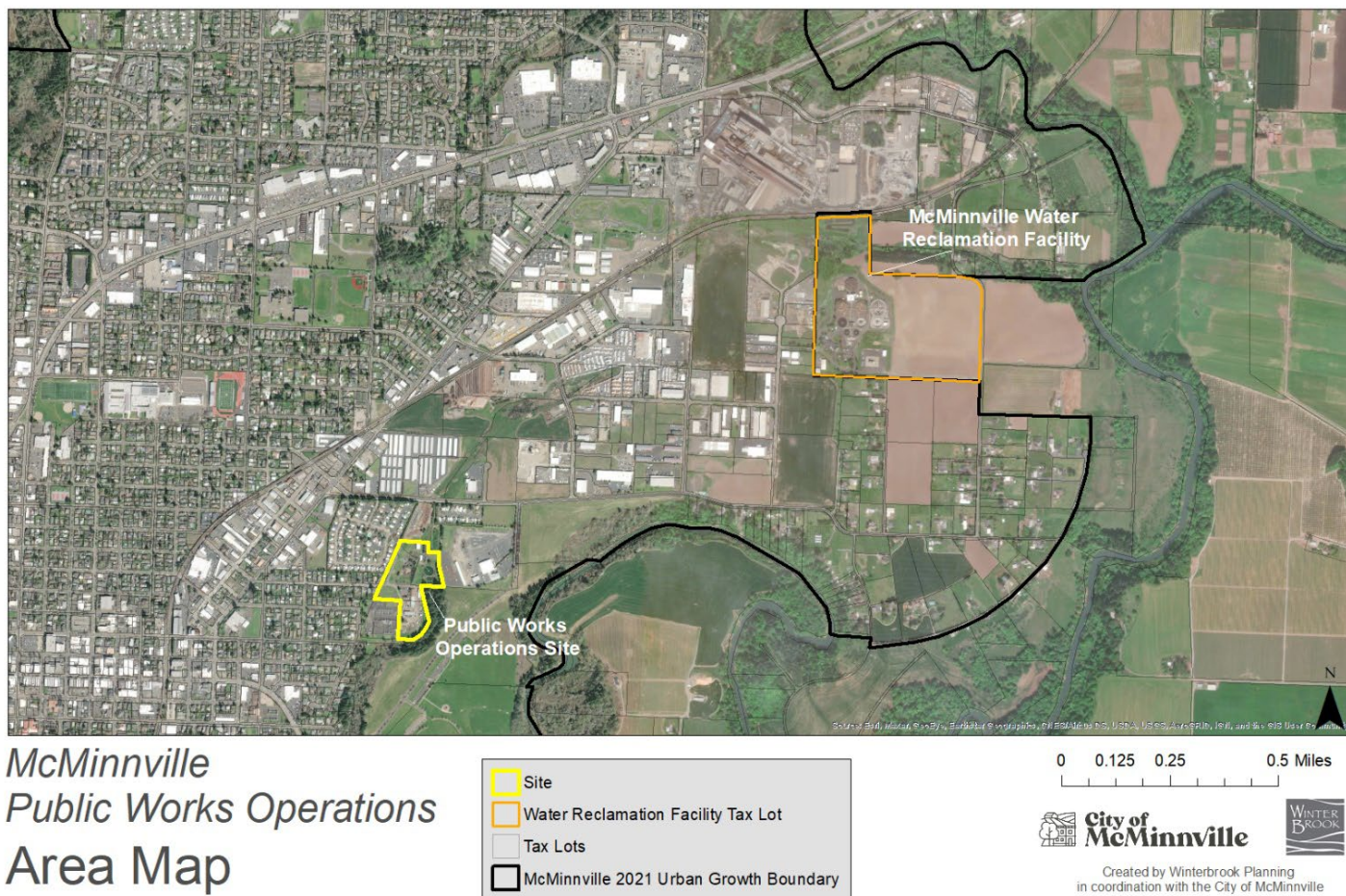
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*Figure 1. Public Works Operations and Water Reclamation Facility Sites*

## 1. Purpose

The City of McMinnville's Wastewater Services Financial Plan calls for determining the space and facility needs for Public Works Operations for the next 20 years.

McMinnville Public Works street and Parks maintenance crews are now housed in facilities located at 1900 Riverside Drive. Winterbrook Planning analyzed the Public Works (PW) Operations site at 1900 Riverside Drive and the nearby Water Reclamation Facility (WRF) site to determine feasibility for future Public Works development. This memo summarizes the McMinnville Natural Features Project and addresses Winterbrook tasks related to the two sites, outlined below.

### Public Works Facility Site Analysis:

1. Site features and zoning.
2. Potential easements.
3. GIS maps showing existing natural hazards and natural features.

4. GIS maps showing the relationship between existing and proposed overlay zones as applied to the site.
5. A summary of regulatory limitations that apply under existing floodplain regulations and draft regulations that would apply to future development.
6. Developable Area calculations.

#### Water Reclamation Facility Site Analysis:

1. Site features and zoning.
2. A summary of Yamhill County regulatory processes related to using the McMinnville Wastewater Facilities Site (and adjacent city-owned property) to meet Public Works and Parks operational needs.
3. GIS maps showing existing natural hazards and natural features.

## 2. Minnville Natural Features Project

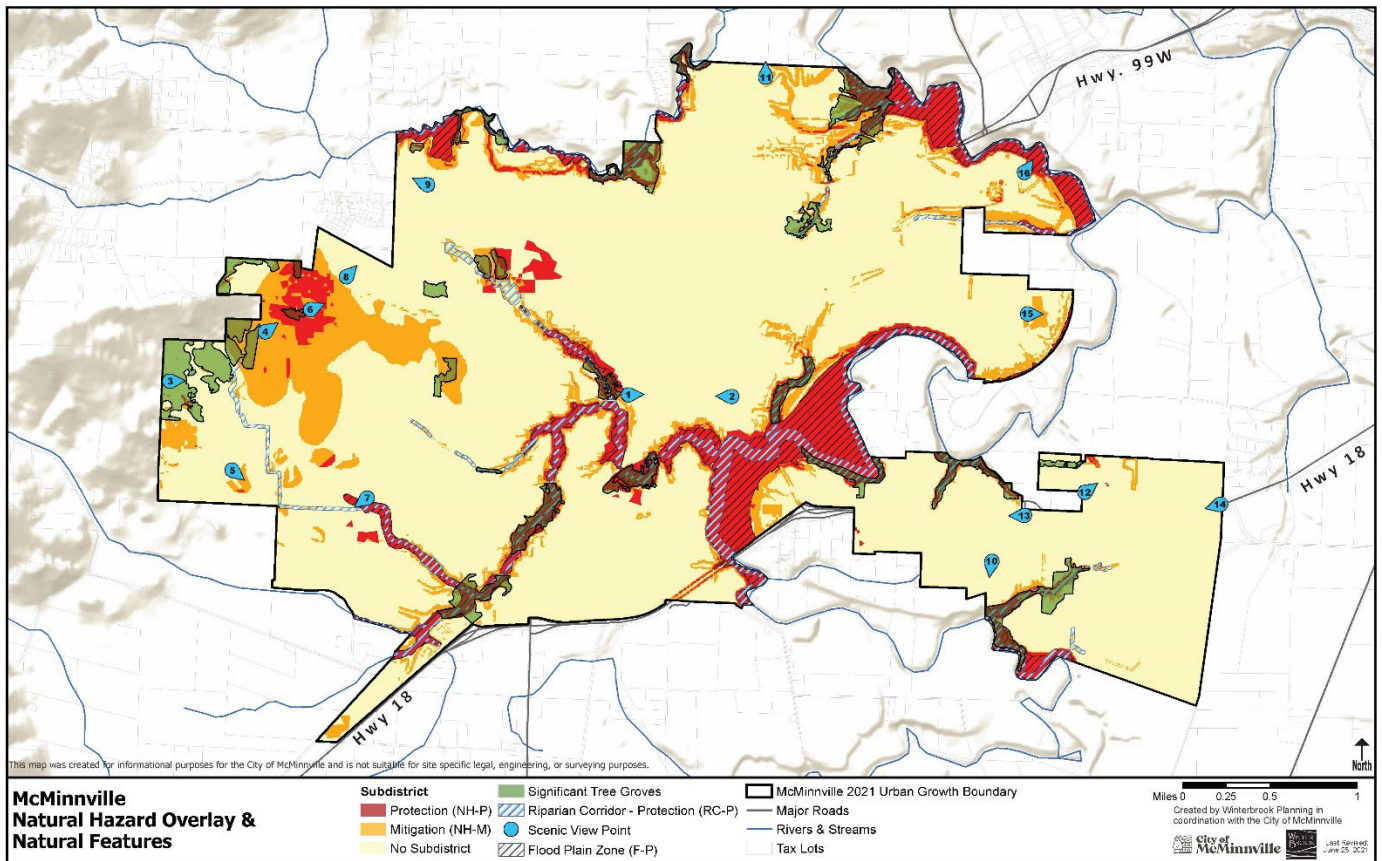
For the last three years Winterbrook has been working with the Planning Department to prepare natural features inventory maps, *draft* Comprehensive Plan (Chapter XI Natural Features) amendments, and *draft* Zoning Ordinance amendments, including Natural Hazard and Natural Resources subdistricts.

As shown on Figure 2, natural hazard and natural resource areas often overlap. Using GIS mapping and analysis capabilities, the Natural Features Project considered the cumulative effect of these overlapping natural hazards and natural features as they affect each property within the McMinnville UGB.

**Mapped Natural Features** include:

- Flood Hazards (floodplain and floodway)
- Landslide Hazards (moderate and high)
- Earthquake Hazards (moderate and high liquefaction and shaking)
- Wildfire Hazards (moderate and high)
- Riparian Corridors (based on state rules)
- Tree Groves (significant groves generally over two acres)
- Scenic Areas (viewpoints and viewsheds)

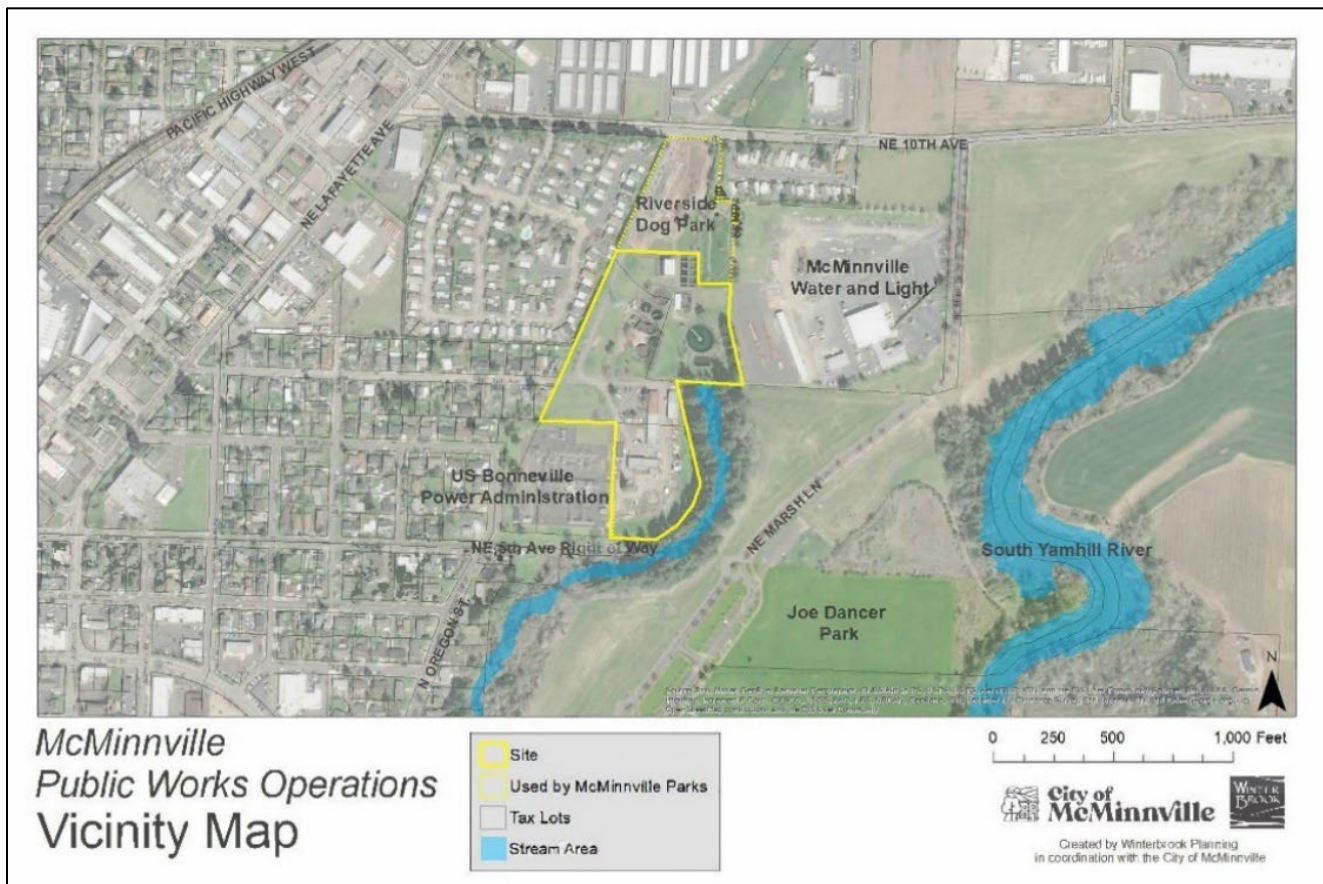




*Figure 2. McMinnville Natural Hazard and Natural Resource Composite Map*

### 3. Public Works and Parks Operations Site

McMinnville Public Works and Parks maintenance and operations buildings are located at 1900 Riverside Drive. The Bonneville Power Administration substation is located west of the site, McMinnville Power and Light is located northeast of the site, and Joe Dancer Park is located south and southwest of the site. As shown on **Figure 3** below, a wooded ravine runs along the southeast border of the site.



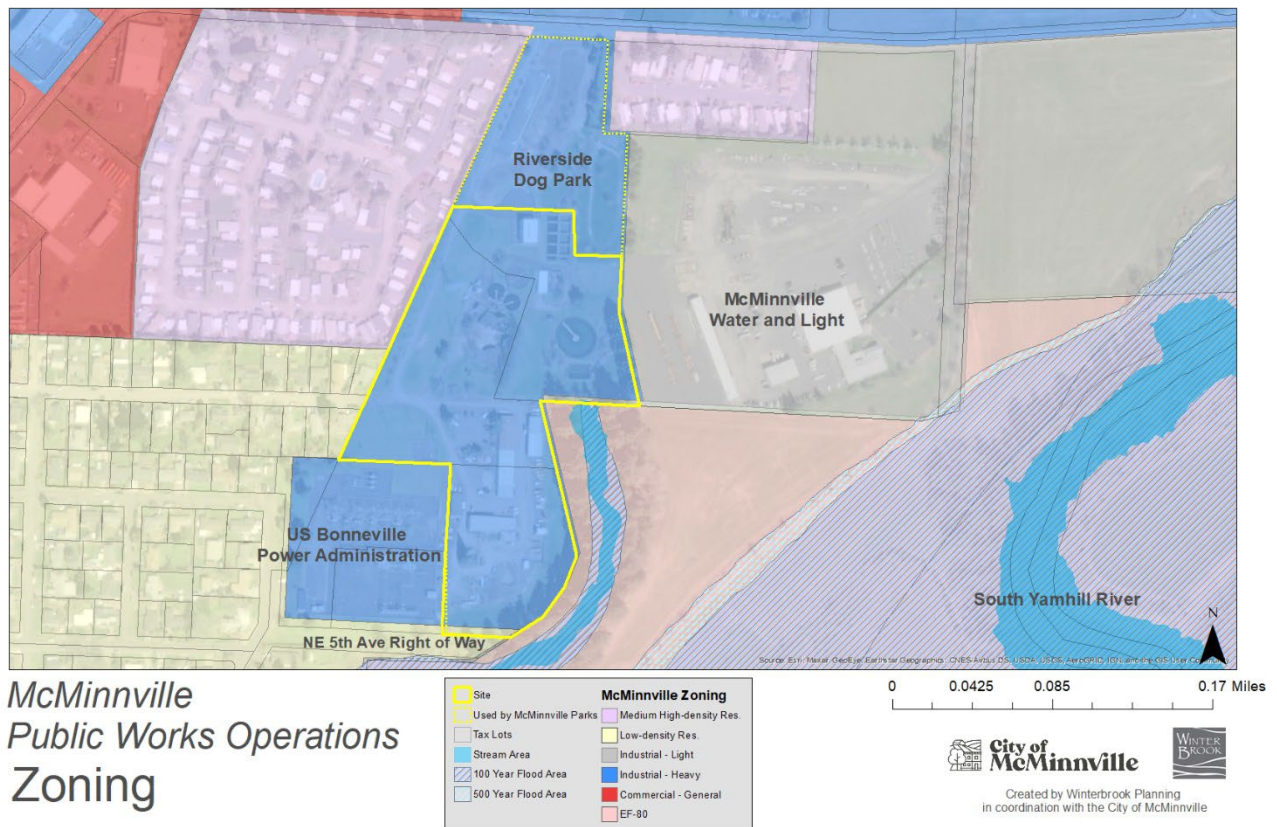
*Figure 3. Public Works and Parks Operations Site Vicinity Map*

#### 4. PW Operations Site Zoning and Easements

The site includes portions of three tax lots: Tax Lot R4421 00100, Tax Lot R4421 00300, and Tax Lot R4421 00600. As shown on **Figure 3**, the site follows tax lot boundaries – with two exceptions.

- First, the southwestern part of Tax Lot 600 is not included in the site area because it is occupied by a McMinnville Power and Light substation. This area was conveyed to the city of McMinnville by BPA in 2005 (Deed Instr. 200502042, 2005).
- Second, the northern part of Tax Lot 100 is used by McMinnville Parks for the Riverside Dog park and is depicted with a dashed yellow line for reference. The dog park is not included in the site boundaries.





*Figure 4. PW Site and Vicinity Zoning*

As shown on **Figure 4**, the site is zoned General Industrial (M-2). In this zone, government buildings (including maintenance, repair, or storage facilities) are permitted. (MZO 17.42.010) However, the M-2 zone requires side and rear yards of 50 feet adjacent to the residential zones to the south and west. (MZO 17.42.030) The operations site is outside the existing Floodplain (F-P) base zone. (MZO Chapter 17.48)

#### 4.1 Operations Site: Easements

A US Bonneville Power Administration (BPA) Substation is located to the southwest of the site. According to survey map 13542 (2019) and survey map 5390 (1972), there appears to be a 130' BPA easement running along the northwestern edge of Tax Lots 4421 00300 and R4421 00100 to the substation location. To the east of the 130' BPA easement, there appears to be a 30' PGE easement.

Winterbrook reviewed surveys showing easements for part of the PW operations site. We then extrapolated from the available surveys to map estimated easement locations, as shown on **Figure 5**. Existing power lines run along the area where the easement appears to be. To confirm

easement locations and their limitations, additional title research and/or surveys of Tax Lots R4421 00300 and R442100100 is required.



*Figure 5. PW Site: Existing Easements (estimated location)*

Figure 6 below is a clip from a 1972 survey, which indicates that there may be partial release of the BPA easement (F Vol 71, page 640). This partial release *may* be for existing PW structures. Additional research is necessary to fully understand the development limitations imposed by this easement.

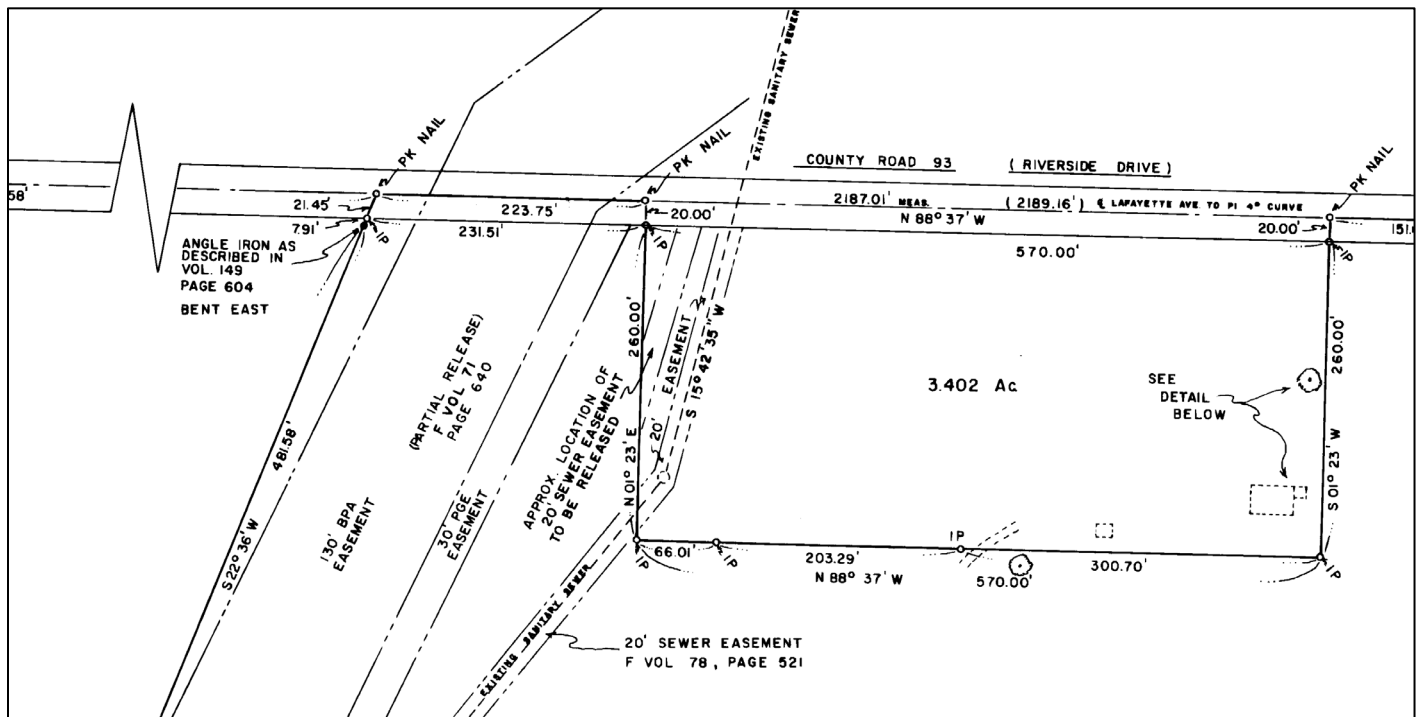


Figure 6. Clip of Survey 5390 (1972)

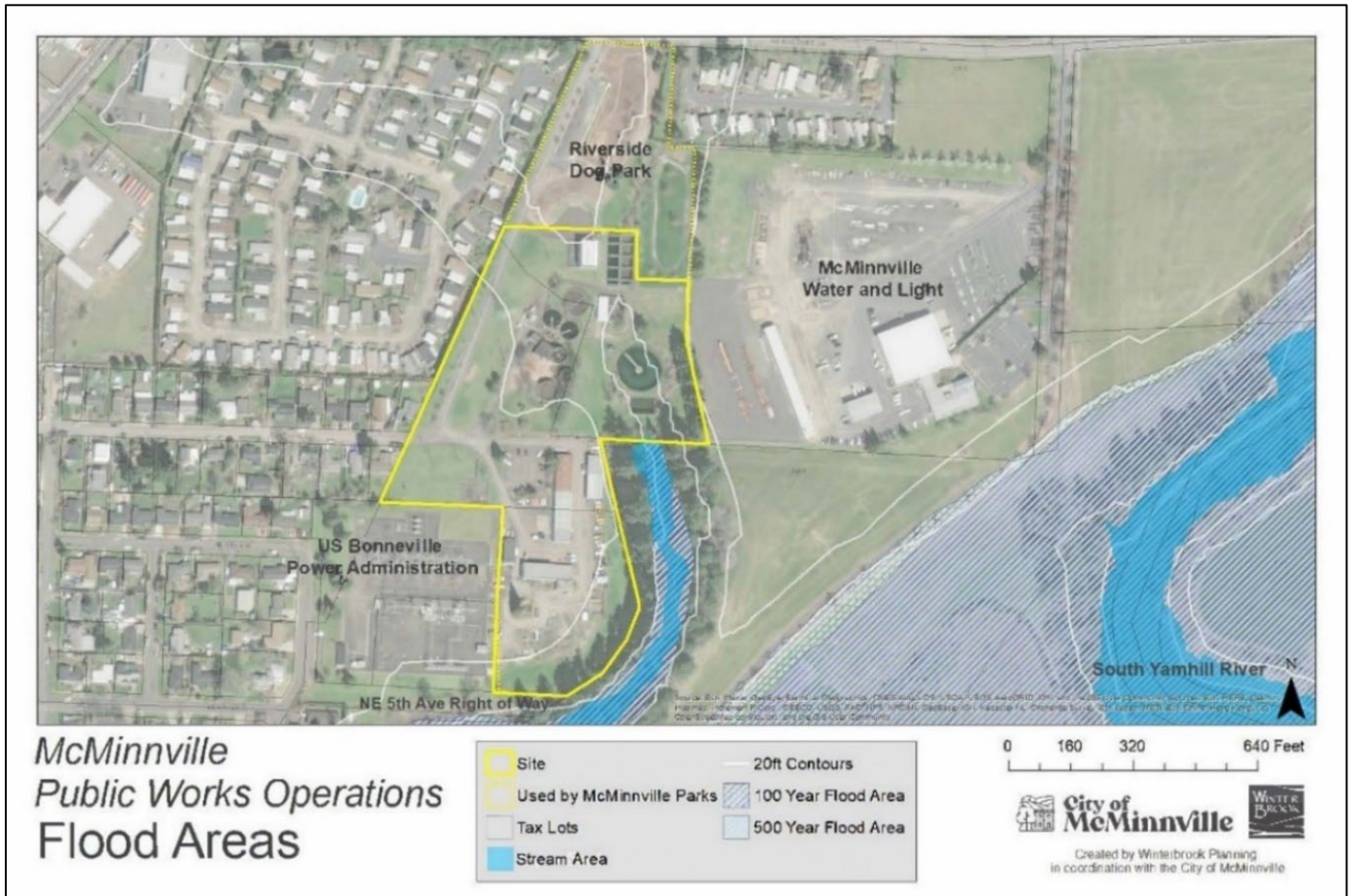
**Conclusion:** If the BPA and PGE easements are where Winterbrook has estimated them to be, and if these easements do not allow new PW operations buildings, then the developable area on the operations site would be reduced by roughly 2.7 acres.

## 4.2 Operations Site: Mapped Natural Features

### Flood Hazards

As shown on **Figure 7**, the site abuts a stream (riparian) corridor on the southeast corner. The existing F-P Zone applies to land in Joe Dancer Park, but not to the operations site; no part of the operations site is within the 100-year or 500-year floodplains.

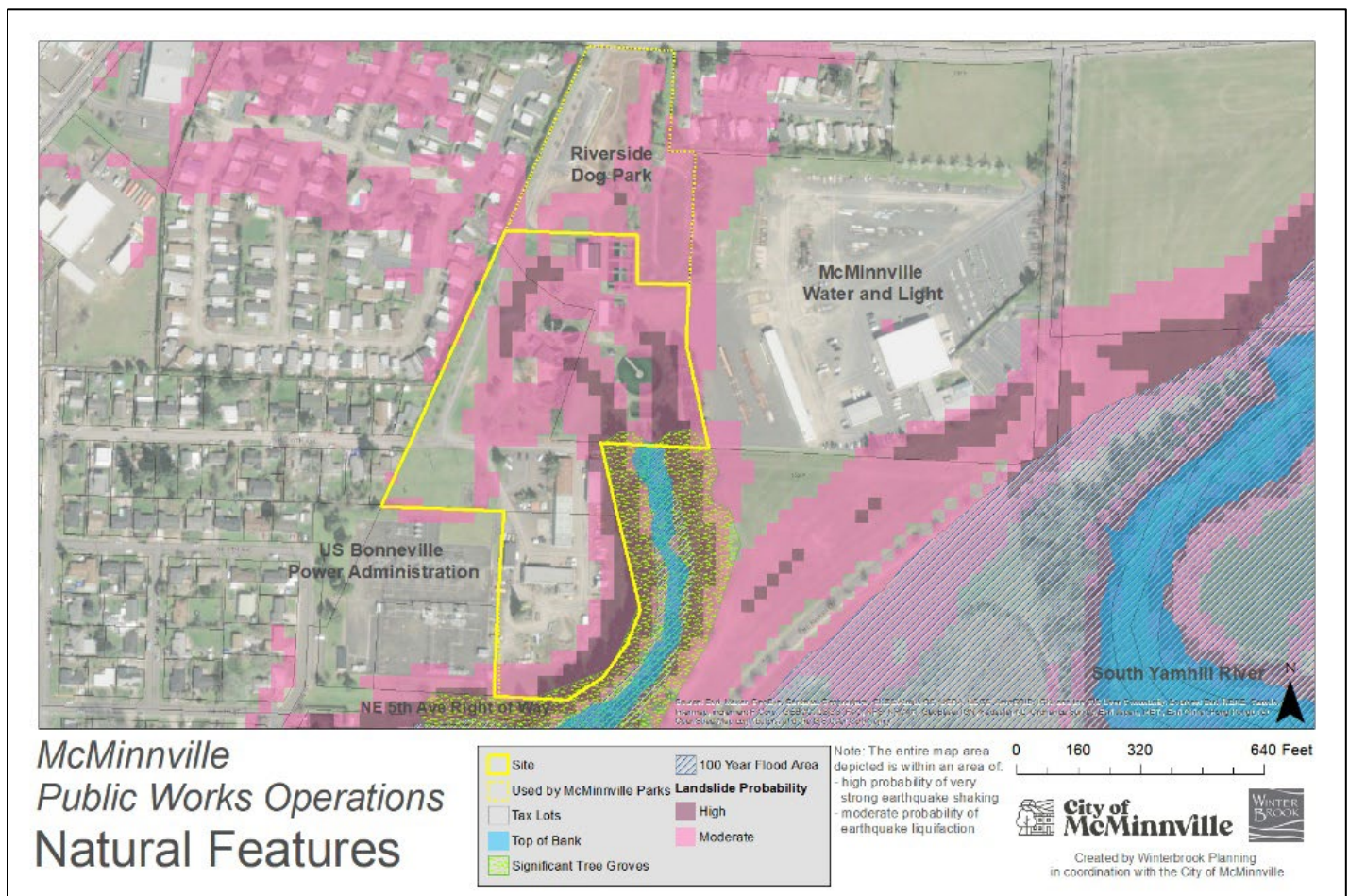




*Figure 7. PW Site: Floodplain Areas in the Vicinity*

### Other Mapped Natural Features

As shown on **Figure 8**, a significant tree grove surrounds the stream (riparian) corridor along the southeast boundary of the site. Areas along the southeast and center of the site have high landslide probability. Most of the remainder of the site has moderate landslide probability. The entire site has high probability of earthquake shaking and moderate probability of earthquake liquefaction.



*Figure 8. PW Site: Mapped Natural Features*

### 4.3 Operations Site: Applicable Natural Features Subdistricts

The proposed Natural Features subdistricts (overlay zones) are based on mapped natural hazards and natural resources. Public hearings regarding the proposed subdistricts will likely be held this fall. Generally, Protection subdistricts do not allow development, whereas mitigation subdistricts allow development subject to special studies. As shown on **Figure 9**:

- The *draft* **Natural Hazards-Protection (NH-P) Subdistrict** (if adopted by the City Council) would apply along the site's southeastern boundary and in the northern portion of the site.
- The *draft* **Riparian Corridor-Protection (RC-P) Subdistrict** and the **Tree Grove-Protection (TG-P) Subdistrict** (a work-in-progress) would apply to a small area along the southeast boundary of the site.



- The *draft* Natural Hazards-Mitigation (NH-M) Subdistrict would apply to most of the northern area of the site, and to land adjacent to the NH-P Subdistrict in the southeast portion of the site.

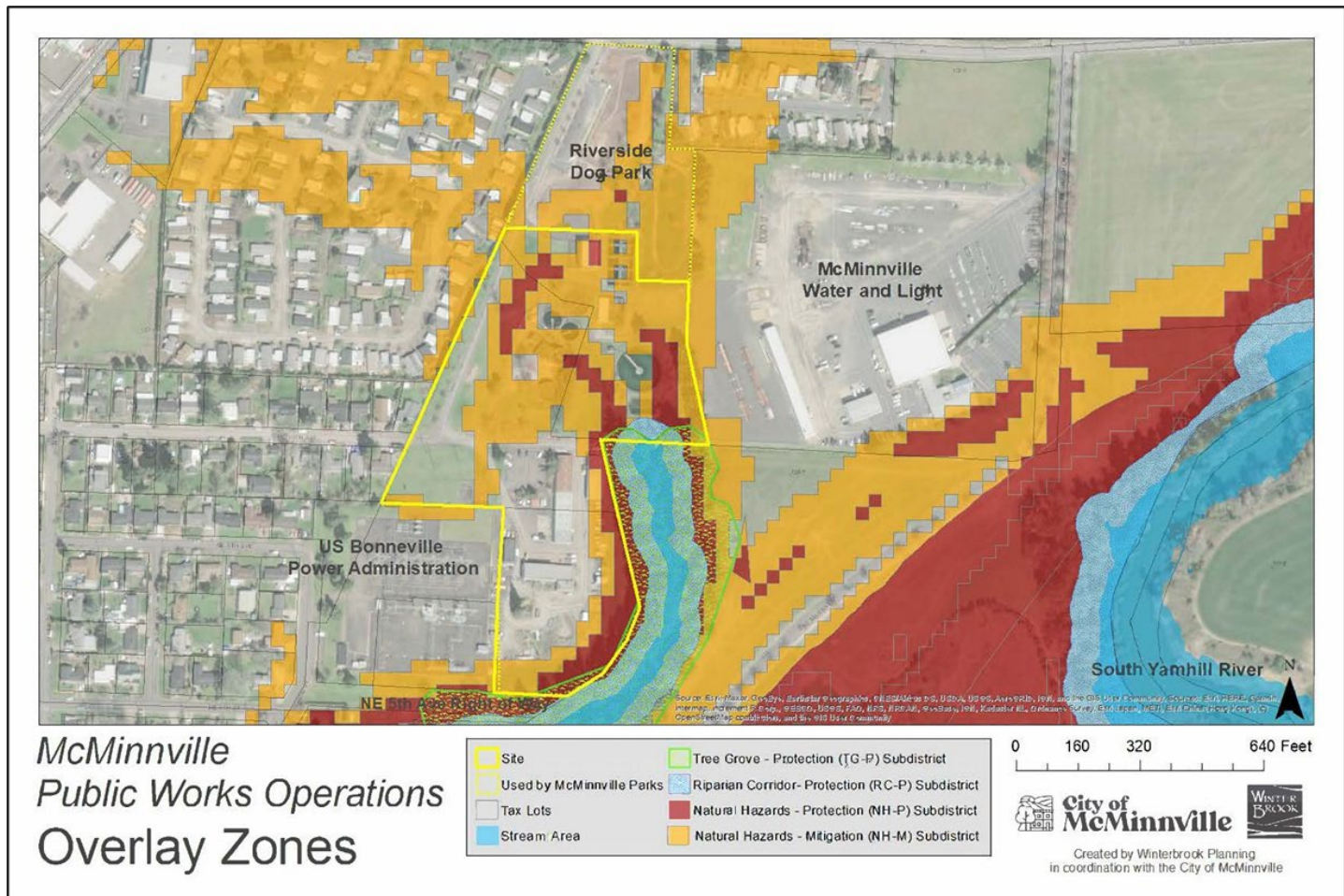


Figure 9. PW Site: Potentially Applicable Natural Features Subdistricts

A brief description of each subdistrict follows.

- **NH-P Subdistrict** (*draft* Chapter 17.49.150) Within the proposed NH-P Subdistrict, new development would be prohibited; however, existing development (habitable buildings and parking areas) could expand by up to 50% if there is inadequate on-site space to expand outside of the NH-P Subdistrict. Significant tree groves within the NH-P Subdistrict are protected. Where development is allowed, the applicant must submit a Geological Site Assessment and an Erosion Control plan prepared by an Oregon registered engineer.

- **RC-P Subdistrict** (*draft Chapter 17.47*) Within the proposed RC-P Subdistrict, placement of structures or impervious surfaces, grading, and removal of significant or landmark trees or native plant species are prohibited. The RC-P Subdistrict permits (with mitigation) replacement of existing structures with new structures that do not disturb any additional riparian surface area. Utility crossings, below-ground utilities, local streets and driveways are permitted within a RC-P Subdistrict with planning director approval and a mitigation plan. Routine maintenance or replacement of existing public facilities projects are exempt from the RC-P provisions.
- **TG-P Subdistrict** (*to be included in draft Chapter 17.46*) The proposed TG-P Subdistrict (a work-in-progress) would prohibit most new development. An arborist report would be required. Public facilities would be allowed in situations where there is no reasonable on-site alternative. Park improvements would be allowed based on approved master plans.
- **NH-M Subdistrict** (*draft Chapter 17.49*) To develop within the NH-M Subdistrict, the applicant must submit (a) a Geological Site Assessment per section 17.49.60(A) and (b) an Erosion Control plan prepared by an engineer registered in the State of Oregon per the standards of 17.49.30(A).
- **City Tree Code Amendments** (*draft amendments to Chapter 17.58*) Removal of landmark trees<sup>1</sup> is prohibited, except where the review authority determines there is no reasonable alternative available to achieve project objectives. Removal of significant trees<sup>2</sup> is limited to the minimum necessary to meet project objectives. An arborist report is required for tree removal.

#### 4.4 Operations Site: Developable Area

Most of the operations site area lies outside of the NH-P, RC-P and TG-P subdistricts. More than half of the site area lies outside both the NH-M Subdistrict and the protection subdistricts.

**Table 1** shows the total operations site area, the developable area outside of the protection subdistricts, and the developable area outside of both the NH-M and the protection subdistricts. The area within and outside of the subdistricts can also be seen in **Figure 9**, above.

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<sup>1</sup> Landmark Trees- trees located on public and private land within the McMinnville UGB that are either (1) 36 inches or greater dbh, or (2) Oregon white oak trees 12 inches dbh or greater.

<sup>2</sup> Significant Trees- either (1) trees from 12 inches but less than 36 inches dbh on public and private land within the McMinnville UGB, or (2) trees 6 inches or greater dbh in the Floodplain (F-P) Zone, the Natural Hazard – Protection (NH-P) Subdistrict or the Riparian Corridor – Protection (RC-P) Subdistrict. Significant trees do not include hazardous, diseased, dead or nuisance trees.

**Table 1. Operations Site Developable Area**

	Site (acres)
Total Area	12.89
Developable area outside of Natural Hazards-Protection (NH-P), Tree Grove-Protection (TG-P), and Riparian Corridor-Protection (RC-P) Subdistricts.	10.63 <sup>1</sup>
Developable area outside of Natural Hazards Mitigation (NH-M), Natural Hazards-Protection (NH-P), Tree Grove-Protection (TG-P), and Riparian Corridor-Protection (RC-P) Subdistricts.	7.7

<sup>1</sup> 2.93 acres within NH-M Subdistrict

If the City Council adopts the Natural Features subdistricts, then the 12.9-acre PW operations site would have the following restrictions:

- about 2.3 acres would be within the protection subdistricts and would be largely undevelopable; and
- about 10.6 developable acres would remain outside of the protection districts and would not be subject to the *draft* NH-P, RC-P, and TG-P subdistricts – but would be required to follow the recommendations in required geological and erosion control studies.

#### 4.5 Operations Site: Natural Features Subdistrict Development Restrictions

Table 2 summarizes the spatial development implications of the natural features subdistricts.

**Table 2. Subdistrict Standards Summary**

Uses	NH-P	RC-P	TG-P	NH-M
New structures	X	X	X	PM
Expansion of existing habitable buildings	R <sup>1</sup>	X	X	PM
Parking and circulation	R <sup>2</sup>	X	X	PM
Tree removal	R <sup>3</sup>	R <sup>4</sup>	X	PM <sup>4</sup>
Excavation	X	X	X	PM
Public utility lines	R <sup>5</sup>	R <sup>5</sup>	R <sup>5</sup>	PM

*X=Prohibited, P=Permitted, R=Restricted, PM=Permitted with Mitigation*

<sup>1</sup> Additions of 50% of habitable building area are allowed if there is no reasonable on-site alternative.

<sup>2</sup> Surface parking areas may be expanded by up to 50% if there is no reasonable on-site alternative.

<sup>3</sup> Removal of landmark trees is prohibited; removal of significant trees shall be the minimum necessary.



<sup>4</sup> Diseased or hazardous trees may be removed, removal of significant or landmark trees is prohibited.

<sup>5</sup> Where no reasonable on-site alternative exists.

In developable areas of the site the recommendations of required geological studies must be followed. New construction is also subject to ORSC Seismic Standards and City of McMinnville Erosion Control Standards.

## 4.6 Operations Site: Constraints Summary

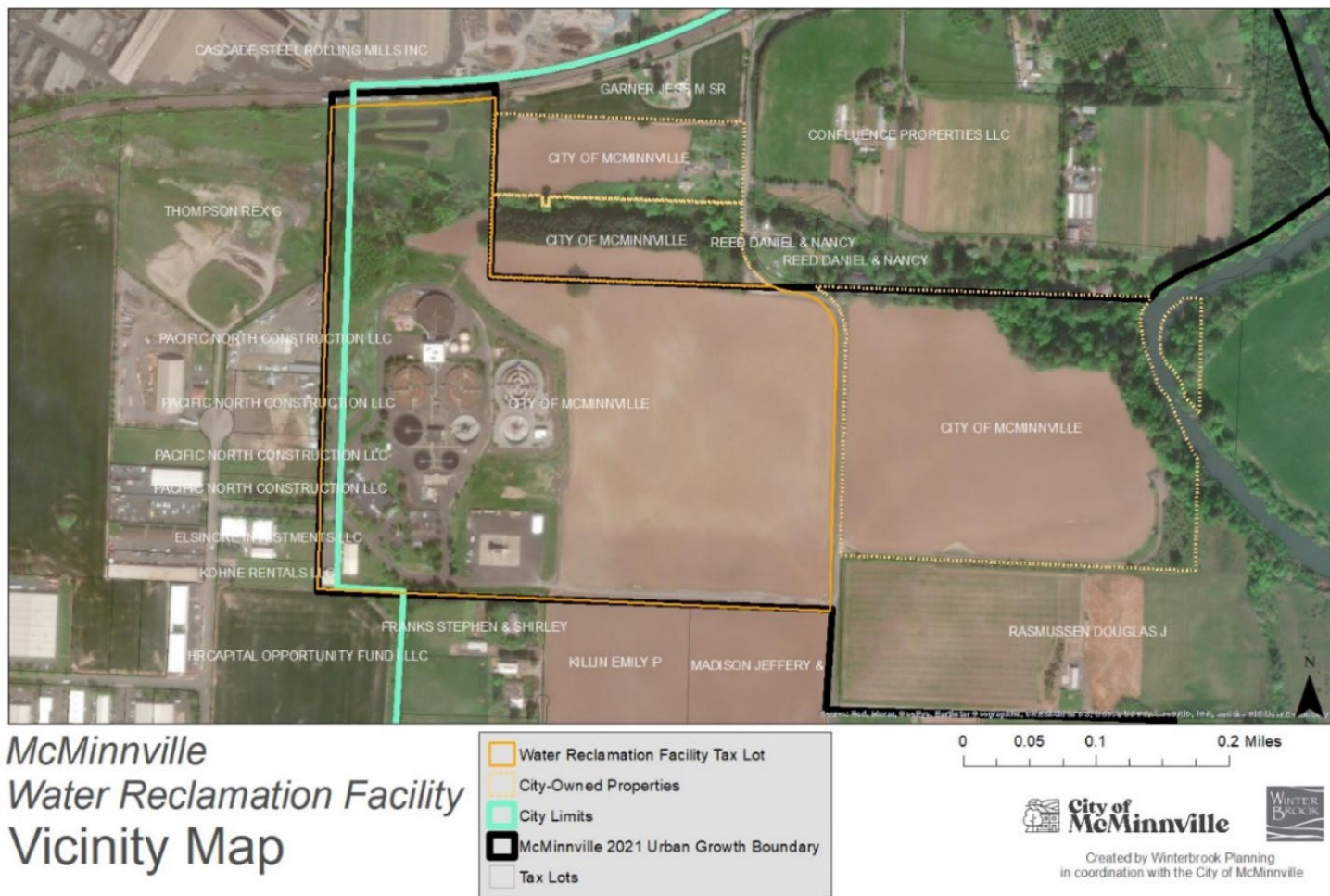
The McMinnville Public Works operations site at 1900 Riverside Drive has mapped natural resource and hazard areas that inform the proposed natural hazards and natural resources subdistricts. In anticipation of potential re-development, Winterbrook identified and mapped natural hazards and natural resource areas on the site, as well as potentially applicable natural hazards and natural resources subdistricts. Winterbrook has also provided preliminary information regarding potential easements on the site that would restrict development.

- The 12.9-acre McMinnville Public Works operations site likely will be subject to natural features subdistricts that limit the site's developable area and require geological and erosion control studies where development is permitted.
- The proposed protection subdistricts (NH-P, TG-P, and RC-P) prohibit most types of development and cover approximately 2.3 acres of the site.
- The remaining 10.6 acres of the site would remain developable subject to NH-M Subdistrict standards which require geological and erosion control studies prior to development approval.
- Of the remaining 10.6 acres, roughly 2.7 acres are likely to be limited due to BPA and PGE easements, leaving 7.9 acres available for development. However, more information is needed to identify locations of easements, and what is allowed under powerlines in the easements.

## 5. Water Reclamation Facility Site

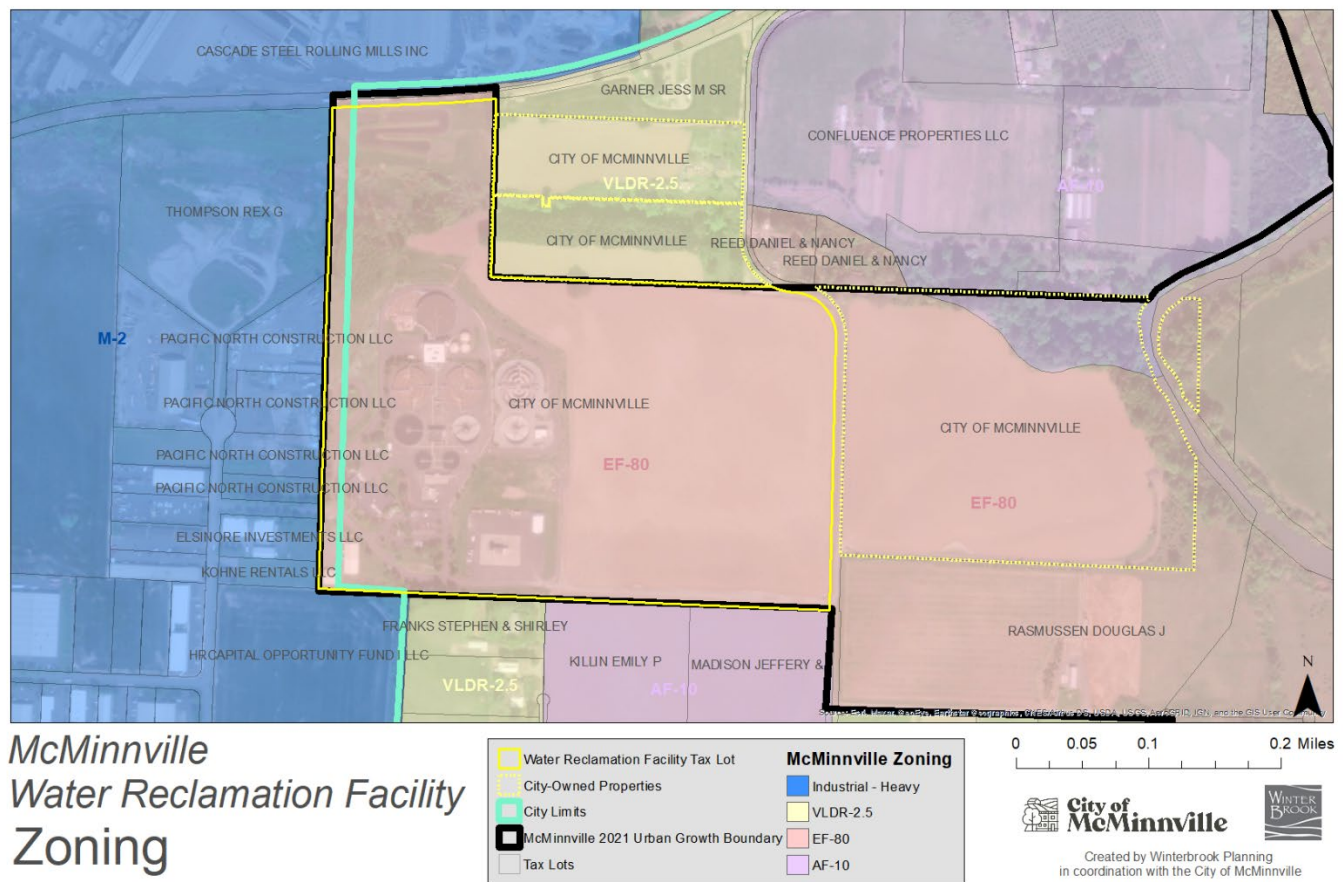
Winterbrook prepared initial findings regarding Yamhill County regulatory processes related to using the McMinnville Wastewater Facilities Site (and adjacent city-owned property) to meet Public Works and Parks operational needs.

The City of McMinnville owns four Tax Lots in the area including the Water Reclamation Facility site. **Figure 10** below shows the WRF site and city-owned property in proximity to the site.



*Figure 10. Water Reclamation Facility Vicinity Map*

1. The Water Reclamation Facility property (R4414 01500) is a little over 1 mile to the northeast of the Public Works operation site and is made up of a large tax lot, all of which is zoned EF-80 and roughly half of which is farmed. The entire property is located outside of the McMinnville UGB. EF-80 zones do not allow public works streets or parks operations which could be located inside the UGB. Cascade Steel Rolling Mills has a 20-year lease on the northern part of the Tax Lot where an existing stream is.
2. The tax lot to the east (R4414 01900) is zoned EF-80 and is currently farmed. This Tax Lot is located outside of the UGB. EF-80 zones don't allow public works streets or parks operations which could be located inside the UGB.
3. Two tax lots are located north of the WRF site (R4414 01300 and R 4414 01400), both of which are zoned VLR 2.5. Both these parcels are located inside the UGB and currently are outside of city limits.



*Figure 11. WRF Site and Vicinity Zoning*

## 5.1 WRF Site: Zoning and Yamhill County Review Process

**Figure 11** shows that the WRF site is zoned Exclusive Farm Use - 80 acres and is outside of the urban growth boundary (UGB). The City-owned lot to the east is also zoned EF-80 land and is outside of the UGB. Most properties abutting the WRF site are privately owned and within the UGB.

Siting Public Works facility operations on the WRF site or on nearby farmland outside of the UGB requires a Type II review process (planning director decision) with Yamhill County with public notice.

The EFU zone allows public facilities only if they meet the requirements of ORS 215.275 demonstrating that it is necessary for the public service facility be sited in the EFU zone at this location in order to provide the public service. The city development application would need to demonstrate it must be located in an EFU zone due to one or more of the six factors in ORS 215.275(2):

*“(a) Technical and engineering feasibility;”*

It is unlikely that ORS 215.275(2)(a) would be applicable to a PW and Parks office and maintenance buildings development proposal because there do not appear to be any unique technical or engineering factors that would require the maintenance and offices to be located at this WRF site in the EFU zone.

*“(b) The proposed facility is locationally dependent. A utility facility is locationally dependent if it must cross land in one or more areas zoned for exclusive farm use in order to achieve a reasonably direct route or to meet unique geographical needs that cannot be satisfied on other lands;”*

Though records of the land use decision regarding the existing WRF site are not available, it is likely the existing WRF site met this criterion because the facility needed to cross EFU land to connect with the adjacent drainage channel (which drains to the Yamhill River) to convey processed wastewater.

*“(c) Lack of available urban and nonresource lands;”*

It is unlikely the PW development would meet ORS 215.275(2)(c) because there is existing developable industrial land within the UGB and nonresource lands outside of the UGB that could accommodate this particular type of development.

*“(d) Availability of existing rights of way;”*

There are existing rights of way inside UGB that are available to serve land that could be used for PW and Parks office and maintenance building development.

*“(e) Public health and safety; and*

The existing WRF site may have met this criterion due to perceived adverse impacts on adjacent residential land. However, ORS 215.275(2)(e) would not apply to a PW and Parks office and maintenance buildings.

*“(f) Other requirements of state or federal agencies.”*

We cannot think of any potential state or federal requirements of applicable state or federal agency requirements related to parks maintenance or office buildings.

These criteria apply to future development within the existing WRF master plan footprint as well as development outside the WRF site on city-owned EFU land outside of the UGB. The PW and Parks office and maintenance building development does not appear to meet the criteria for public service facilities to be located on EFU land.



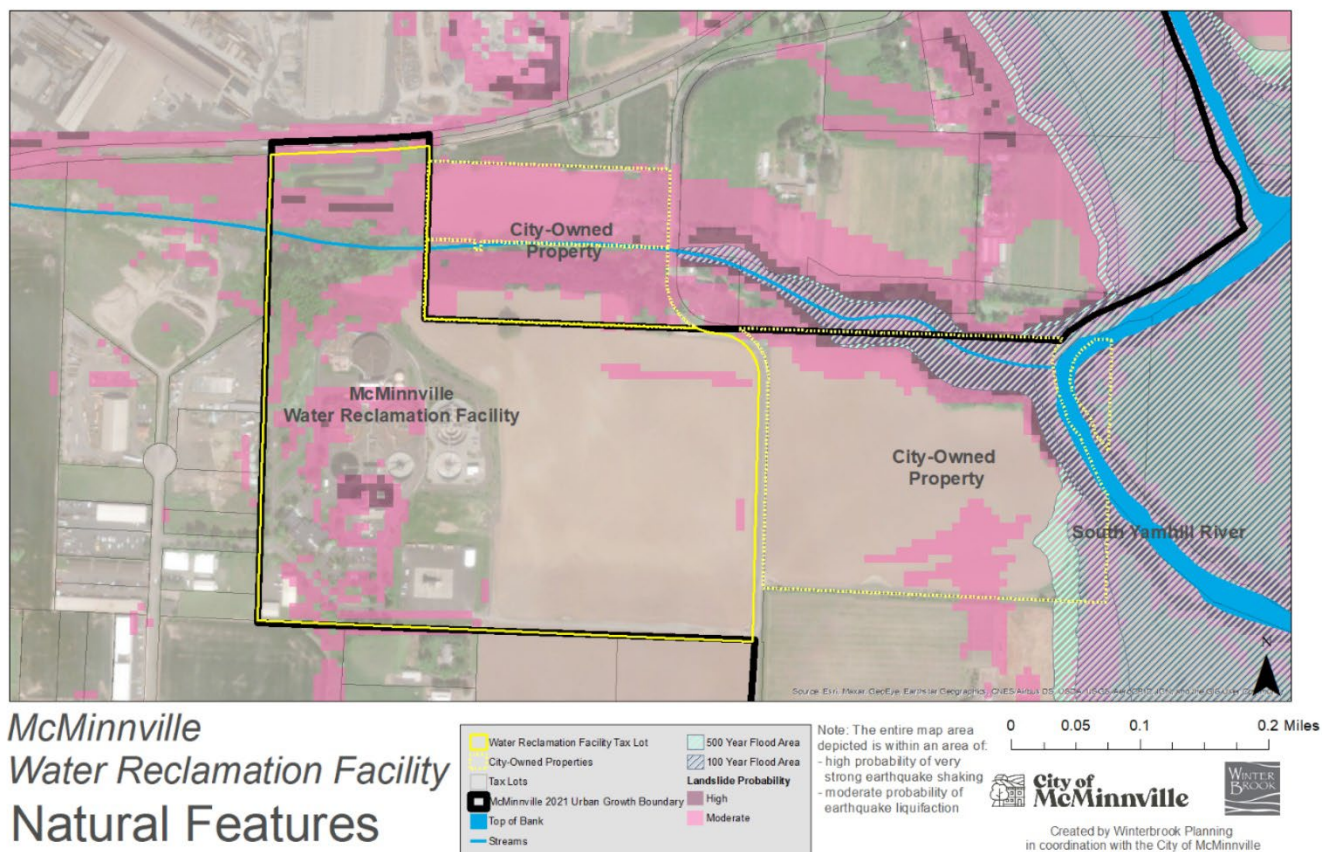
Furthermore, there are public interest groups that follow any encroachment onto farmland closely, thus decreasing the likelihood that Yamhill County will a liberally interpret this statute.

### Potential UGB Expansion

If the UGB were expanded to include the portion of the WRF site within the approved 1993 master plan area as industrial land, then PW and Parks maintenance and office buildings would be allowed. Because the WRF site is committed to non-farm uses and is not actively farmed, UGB expansion may be feasible. In the long-term, it might be useful to coordinate with the McMinnville Planning Department in terms of its UGB expansion plans.

The two tax lots owned by the City of McMinnville to the north of the WRF site are zoned VLDR 2.5, are within the UGB, and are currently outside of city limits. Within the VLDR-2.5 zone, utility facilities are a conditional use subject to a site design review.

## 5.2 WRF Site and Adjacent City-Owned Parcels: Natural Features



*Figure 12. WRF Site: Mapped Natural Features*

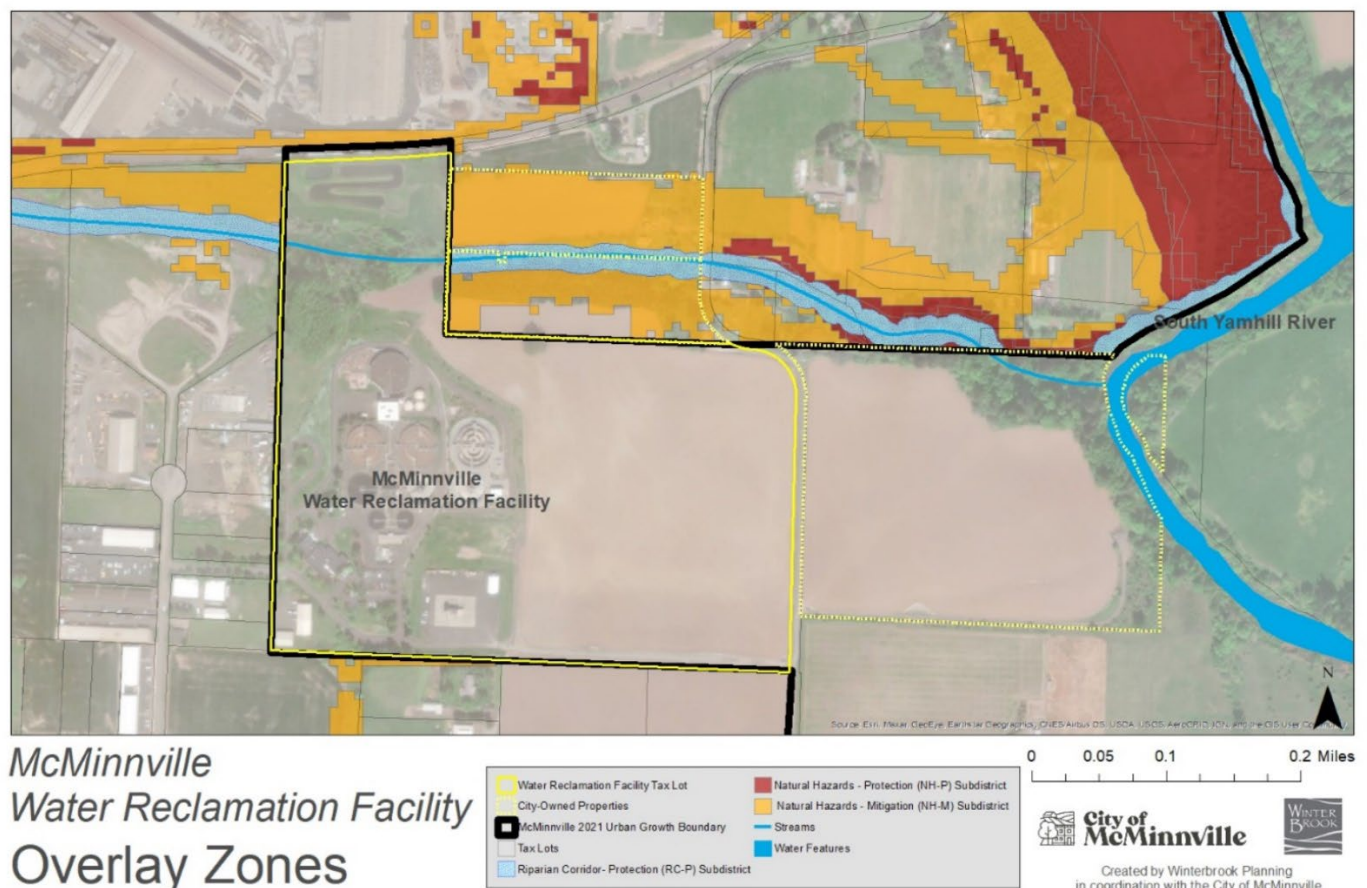
Figure 12 shows the WRF site has few major natural features. There is a stream running across the northern part of the lot. There are areas of moderate landslide probability, and a few areas of high

landslide probability. The entire lot is within an area of high probability of very strong earthquake shaking and moderate probability of earthquake liquefaction.

The two city-owned properties to the north of the WRF site are almost entirely within an area of moderate landslide probability. A stream and riparian corridor run east-west through these properties. There are plans for the city to develop wetlands in this area. Depending on the location and extent of the planned wetlands, there still may be sufficient space outside of future wetland development and the existing riparian corridor for development. More information is needed to determine the viability of these properties for development.

### 5.3 WRF Site and Adjacent City-Owned Parcels: Applicable Natural Feature Subdistricts

The proposed Natural Features subdistricts are based on mapped natural hazards and natural resources. Public hearings regarding the proposed subdistricts will likely be held this fall. Generally, Protection subdistricts do not allow development, whereas Mitigation subdistricts allow development subject to special studies. Draft overlay zones do not apply to areas outside of the UGB, and therefore do not apply to the WRF site and the city-owned lot to the east.



### *Figure 13. WRF Site: Potentially Applicable Natural Features Subdistricts*

Figure 13 shows the two city-owned properties north of the WRF site are subject to the draft Riparian Corridor-Protection (RC-P), Natural Hazards – Protection (NH-P) and Natural Hazards Mitigation (NH-M) subdistricts. As discussed above, most development is prohibited within the RC-P and NH-P subdistricts; development is permitted in the NH-M subdistrict subject to geological and erosion control study recommendations.

A road could be constructed across the RC-P area to reach developable land immediately south of the riparian corridor. It is our understanding that a portion of this area may be used to create water quality wetlands.

#### 5.4 City-Owned Parcels Adjacent to the WRF Site: Developable Area

Most of the two city-owned parcels lie outside of the NH-P and RC-P subdistricts. Only 2.2 acres of the site area lies outside both the NH-M Subdistrict and the protection subdistricts.

Table 3 shows the total area of the two city-owned parcels adjacent to the WRF site, the developable area outside of the protection subdistricts, and the developable area outside of both the NH-M and the protection subdistricts. The area within and outside of the subdistricts can also be seen in Figure 13, above

**Table 3. City-Owned Parcels Adjacent to the WRF Site Developable Area**

	Site (acres)
Total Area	14.83
Developable area outside of Natural Hazards-Protection (NH-P) and Riparian Corridor-Protection (RC-P) Subdistricts.	12.8 <sup>1</sup>
Developable area outside of Natural Hazards Mitigation (NH-M), Natural Hazards-Protection (NH-P), Tree Grove-Protection (TG-P), and Riparian Corridor-Protection (RC-P) Subdistricts.	2.22

<sup>1</sup> 11.92 acres within NH-M Subdistrict

If the City Council adopts the Natural Features subdistricts, then then the two parcels north of the WRF site would have the following restrictions:

- about 2.03 acres would be within the protection subdistricts and would be largely undevelopable; and
- about 10.5 developable acres would remain outside of the protection districts and would not be subject to the *draft* NH-P and RC-P subdistricts – but would be required to follow the recommendations in required geological and erosion control studies.

## 5.5 WRF Site and Adjacent City-owned Properties Summary

The WRF site is located outside of the UGB and is therefore only allows public facility uses on farmland if they meet requirements of ORS 215.275(2)(a). As documented above, the public works operations needs are likely not to meet the threshold that would permit them to be located on this site, as they are not locationally dependent or solely for water reclamation facility purposes.

Two adjacent city-owned lots within the UGB allow facility uses through the conditional use process and have developable land outside of draft protection subdistricts. Wetlands on these two lots may be altered in order for Cascade Steel to meet state water quality requirements.

The two city-owned properties to the north of the WRF site have mapped natural resource and hazard areas that inform the proposed natural hazards and natural resources subdistricts. In anticipation of potential re-development, Winterbrook identified and mapped natural hazards and natural resource areas on the site, as well as potentially applicable natural hazards and natural resources subdistricts. Of the nearly 15 acres on this site, nearly 12 acres would be outside of protection subdistricts and only subject to Natural Hazards-Mitigation requirements, roughly 2 acres are outside of both mitigation and protection subdistricts.



# Appendix C

## Space Planning, Staffing, and Programming Details

City of McMinnville			WRF Administration Existing Space Utilization				
EXISTING SPACE UTILIZATION June 5, 2023							
			Qty.		Net Area		
			Staff		(SF)		
Division/Group							
Public Works - WRF Administration							
Management & Administration							
70119		Office	1		145	1 work station, 2 side chairs	
70121		Reception/Admin	1		149	1 work station, transaction counter, file storage	
			2		294		
Operations							
70107		Operations (Control) Room	6		606	Includes SCADA work station, and 5 freestanding work stations; server rack	
70117		Open Office	4		430	4 work stations	
70113		Office	1		145	1 work station, 2 side chairs	
70118		Office	1		145	1 work station, 2 side chairs	
			12		1,326		
Maintenance							
70101		Maintenance Shop	0		2,920	Single 12' wide overhead coiling door, work benches, shelving, tools, spare parts; fire sprinkler riser. Golf cart & fork lift. 5 ton monorail crane	
70104		Maintenance Office	2		150	3 desks/chairs, book, file and tool storage	
			2		3,070		
Environmental Services							
70110		Laboratory	3		1,380		Flooring needs replacement. Floor drains are higher than floor. New sink needed. All plumbing drain lines in lab go to nuetralization tank which leads to frequent fouling.
70111		Laboratory Sample Receiving	0		160		
70112		Laboratory Data	0		146		
70108		Laboratory Storage	0		226	Shelving, nuetralization tank. Electrical panels	
			3		1,912		
Shared Spaces							
70122		Vestibule	0		95		
70121		Lobby	0		480	Dedicated reception area added after original design	
70xxx		Hall(s)	0		3,500	Space for building cication; drinking fountain.	
70128		Conference Room (large)	0		975	Includes divider for two separate conference rooms	Space for miscellaneous storage (files, items for public events, etc)
70125		Lunch Room	0		484	Includes movable tables and chairs (for 12 people). Kitchenette with casework (base & wall cabinets), sink, 2 refrigerators, coffee maker, 2 microwaves, toaster, dishwasher, vending maching	Space is too spall for current staffing levels (especially with any kind of social distancing).
70115		Work / Storage Room	0		515	Copy/Scanner/Printer, office supplies, work table, shelving, stick files	There should be a more efficient way to use this space.
70116		Office	0		143		
70109		Janitor	0		97	Mop sink, mop and broom holder; general storage for cleaning supplies and restock. HW heater. Lab water system	
70124		Electrical/Telephone Room	0		342		
70126		Men's Restroom (Visitor)	0		204	2 toilets, 2 urinals and 2 sinks	
70127		Women's Restroom (Visitor)	0		240	4 toilets and 2 sinks	
70114		Men's Restroom / Locker Room	0		515	2 toilets, 2 urinals and 1 multi-use sink; 2 showers, 20 lockers, 1 locker bench	
70123		Women's Restroom / Locker Room	0		370	3 toilets and 1 multi-use sink; 1 shower, 10 lockers	
70105		Mud Room	0		210	Washer and dryer, service sink, bench and gear storage (cubbies and rod), cot, wall cabinets	
70201		Mechanical Room	0		1,147		HVAC system is outdated and in need of replacement
70202		Store Room	0		211		
		Heat Pump Shack	0		210		Too small to work in or make any modifications
			0		9,738		
Subtotal			16		14,428	5 conveyance staff housed in separate bldg that is 6,530 sf	
Wall thickness				10.5%	1,515		
Total Area					15,943		

City of McMinnville		PW - Wastewater Services: Space Needs Program			
SPACE NEEDS PROGRAM June 5, 2023		Qty.	Net Area (Min) (SF)	Remarks	Adjacencies
Division/Group		Staff			
Public Works - Wastewater Services WRF					
Management & Administration					
	Office	1	160	Enclosed office for manager; 1 work station, 2 side chairs	
	Reception/Admin	1	150	1 work station, transaction counter, file storage, printer/copier	Adjacent to entry/lobby, but separated from lobby (secure)
		2	310		
Operations					
	Operations Open Office	7	840	7 work stations (6'x8' cubicles)	Adjacent to control room
	SCADA Control Room	1	200	1 SCADA work station	
	Supervisor Office	1	150	Enclosed office for supervisor; 1 work station, 2 side chairs	Adjacent to control room and Ops open office
	Server Room	0	120	Server rack & servers (with clearances) in 10x12 footprint; dedicated room	Adjacent to control room
		9	1,310		
Maintenance					
	Maintenance Shop	0	3,850	Two open shop bays with overhead doors at each bay, third bay for part storage, dedicated work areas (with benches and tools), flammable liquid storage; landscaping tool storage, monorail crane or bridge crane for one bay	
	Maintenance Office	4	350	4 desks/chairs, book, file and tool storage	Adjacent to maintenance shop
	Open Office (Seasonal/Interns)	1	20	small desk area (hotel landing space) for minor office tasks (unassigned)	Adjacent to maintenance office
		5	4,220		
Environmental Services					
	Supervisor Office	1	150	Enclosed office for supervisor; 1 work station, 2 side chairs	Adjacent to Lab
	Laboratory	0	1,200		
	Laboratory Sample Receiving	0	160	Dedicated space for sample receiving and shipping	Immediately adjacent to Lab (included in overall lab working space)
	Laboratory Office/Data	4	215	4 work stations (includes seasonal intern)	Adjacent to Lab
	Laboratory Storage	0	225	Dedicated space for storage of coolers, equipment and paper record storage. Nuetralization tank could be in this space our outside.	Adjacent to Lab
	Office (Pretreatment)	1	130	Open office for single workstation, includes space for record storage	Adjacent to Lab
	Office (Pretreatment)	1	110	Open office for single workstation	Adjacent to Lab
	Pretreatment Storage	0	110	PPE, sampling equipment	
		7	2,150		
Conveyance					
	Vehicle and Equipment Storage	0	5,900	Enclosed space for conveyance vehicles, equipment, parts, materials, etc.	
	Shop	0	600	Space for repairs, maintenance, projects, etc.	Adjacent to vehicle storage
	Supervisor Office	1	150	Enclosed office for supervisor; 1 work station, 2 side chairs	Adjacent to shop
	Open Office (Hotel Stations)	5	150	small desk area (hotel landing space) for minor office tasks (unassigned)	Adjacent to supervisor office
		6	6,800		
Storm Utility					
	Vehicle and Equipment Storage	0	5,900	Enclosed space for conveyance vehicles, equipment, parts, materials, etc.	
	Shop	0	600	Space for repairs, maintenance, projects, etc.	Adjacent to vehicle storage
	Supervisor Office	1	150	Enclosed office for supervisor; 1 work station, 2 side chairs	Adjacent to shop
	Open Office (Hotel Stations)	4	150	small desk area (hotel landing space) for minor office tasks (unassigned)	Adjacent to supervisor office
		5	6,800		
Shared Spaces					
	Vestibule (entry)	0	95		
	Lobby	0	480	Dedicated reception area	Adjacent to main entry vestibule
	Hall(s)	0	3,500	Space for building cicalation & egress; drinking fountain. Size dependent on building layout	
	Conference Room (large)	0	1,200	Capable of housing large groups of staff (70). Capable of being divided into two smaller conference spaces. Include covered outdoor patio area.	Adjacent to lobby
	Lunch Room	0	600	Capable of serving large groups but not all staff at once. Includes movable tables and chairs (for 18 people). Kitchenette with casework (base & wall cabinets), sink, 2 refrigerators, coffee maker, 2 microwaves, toaster, dishwasher, 2 vending machines	
	Work / Storage Room	0	515	Copy/Scanner/Printer, office supplies, work table, shelving, stick files	Centrally located to office spaces
	Conference (Quiet) Room	0	200	Space for private meetings with small groups.	Near office spaces
	Janitor	0	100	Mop sink, mop and broom holder; general storage for cleaning supplies and restock. HW heater.	Adjacent to restrooms and locker rooms
	Electrical Room	0	345		
	Men's Restroom (Visitor)	0	204	2 toilets, 2 urinals and 2 sinks	Adjacent to lobby
	Women's Restroom (Visitor)	0	240	4 toilets and 2 sinks	Adjacent to lobby
	Men's Restroom / Locker Room	0	700	2 toilets, 2 urinals and 3 lavatories, 2 showers; 20 lockers (24x18x72) for operators, mechanics, conveyance, pretreatment and storm; 5 lockers (12x18x72) for pretreatment, lab and seasonals	Adjacent to drying room
	Women's Restroom / Locker Room	0	500	3 toilets and 3 lavatories, 1 shower; 8 lockers (24x18x72) for operators, mechanics, conveyance, pretreatment and storm; 2 lockers (12x18x72) for pretreatment, lab and seasonals	Adjacent to drying room
	Mud Room	0	350	Washer and dryer (commercial grade), service sink, bench and wet weather gear storage	Adjacent to exterior and drying room
	Drying Room	0	300	Space for hanging wet clothes/gear	Adjacent to mud room and locker rooms
	Mechanical Room	0	1,400		
	Storage Room	0	300	Document storage for all work groups	Located on ground level
		0	11,029		
	Subtotal	33	30,476		
	Wall thickness		3,200		
	Total Area		33,676		

STAFFING June 5, 2023					Remarks	Adjacencies	Staffing Status
			Qty.				
			Staff				
Division/Group							
Public Works - Wastewater Services WRF							
Management							
Wastewater Services Manager		1		Manages all staff at WRF		Current	
Operations Supervisor		1		Supervises operations and maintenance staff	Adjacent to operations staff	Current	
Environmental Services Supervisor		1		Supervises pretreatment and lab staff	Adjacent to environmental services staff	Current	
Conveyance Supervisor		1		Supervises conveyance staff	Adjacent to conveyance staff	Current	
Sub-total - Current		4					
Sub-total - w/ Future		4					
Administration							
Management Support Specialist		1			Adjacent to main reception/lobby	Current	
Sub-total - Current		1					
Sub-total - w/ Future		1					
Operations							
Senior Operator		1			Adjacent to operators	Current	
Operators		4			Adjacent to senior operator	Current	
Operators (future)		2			Adjacent to senior operator	Future*	
Sub-total - Current		5					
Sub-total - w/ Future		7					
Maintenance							
Senior Mechanic		1			Adjacent to mechanics	Current	
Mechanic		2			Adjacent to senior mechanic	Current	
Mechanic (future)		1			Adjacent to senior mechanic	Future*	
Seasonals		1			Adjacent to senior mechanic		
Sub-total - Current		4					
Sub-total - Future		5					
Environmental Services - Lab							
Senior Lab Technician		1			Adjacent to lab technicians	Current	
Lab Technician		1			Adjacent to senior lab technician	Current	
Lab Technician (future)		1			Adjacent to senior lab technician	Future*	
Seasonals		1			Adjacent to senior lab technician		
Sub-total - Current		3					
Sub-total - w/ Future		4					
Environmental Services - Pretreatment							
Senior Environmental Technician		1			Adjacent to environmental technician II	Current	
Environmental Technician II		1			Adjacent to senior environmental technician	Hire Pending	
Sub-total - Current		2					
Sub-total - w/ Future		2					
Conveyance							
Senior Utility Worker		1			Adjacent to utility worker II's	Current	
Utility Worker II		4			Adjacent to senior utility worker	Current	
Sub-total - Current		5					
Sub-total - w/ Future		5					
Sub-Total Staff Count (not including Future)		24					
Sub-Total Staff Count (Including Future)		28					
Storm Utility (Possible)							
Supervisor (future)		1			Adjacent to utility worker II's	Future*	
Utility Worker II (future)		4			Adjacent to senior utility worker	Future*	
Sub-total - w/ Future		5					
Total Staff Count (Including Storm Utilities and other Future Staff)		33					



VEHICLE LIST June 5, 2023						
		Vehicle Number	Vehicle Description	Current Storage	Vehicle Size	Desiered Storage
Division/Group						
Public Works (WRF)						
Operations						
		VEH-06-11	Ford (Focus) 4-door sedan	Parked Outside	15'	Parked Under Cover
		VEH 90-11	1990 Ford (F250) 3/4 ton pickup with lift gate	Parked Outside	18'	Parked Under Cover
		VEH 08-12	2011 Ford (F650) Dumptruck	Parked in drive-thru at headworks	23'	No change
		VEH 09-15	2011 Ford (Escape) 4 Door SUV	Parked Outside	15'	Parked Under Cover
		VEH 11-13	2011 Ford (Ranger) 2 door, X-cab, 4x4 pickup	Parked Outside	17'	Parked Under Cover
		VEH 18-3	2018 Chevy (Silverado 1500) 1/2 ton, 4-door, X-cab, 4x4 pickup	Parked Outside	20'	Parked Under Cover
Maintenance						
		VEH 05-12	2005 Ford (F650) Shop truck with crane, genset, & tools	WRF Shop	26'	New WRF Maint Shop
		VEH 88-7	1988 John Deere (755) 4x4 tractor with loader and mower	Parked under portable roof	17'	No change
		VEH FORK	1995 Hyster (H60XM) Gas powered For Lift 6000 lb	WRF Shop	12'	New WRF Maint Shop
		VEH CLUBCAR	2010 Clubcar Electric cart with dump bed	WRF Shop	10'	New WRF Maint Shop
		VEH 21-GATOR	2021 John Deere (Gator TE) Electric cart with dump bed	WRF Shop	10'	New WRF Maint Shop
		VEH CUSHMAN	1996 Cushman Electric cart	WRF Shop	9'	New WRF Maint Shop
Environmental Services - Pretreatment						
		VEH 06-2	2006 GMC (Canyon) Pickup X-cab	Outside	18'	Parked Under Cover
Conveyance						
		VEH 10-12	2011 Freightliner Vac Truck	Parked in Conveyance Bldg	40 ft	Parked in New Enclosed Storage Bldg
		VEH 03-5	2003 Sterling Vac Truck	Parked in Conveyance Bldg	40 ft	Parked in New Enclosed Storage Bldg
		VEH 20-3	2020 Ford (E450) CCTV Van	Parked in Conveyance Bldg	27 ft	Parked in New Enclosed Storage Bldg
		VEH 11-2	2011 Ford (F550) Flatbed Truck	Parked in Conveyance Bldg	23 ft	Parked in New Enclosed Storage Bldg
		VEH 20-1	2020 Chevy (2500) Pickup X-cab	Parked in Conveyance Bldg	21 ft	Parked in New Enclosed Storage Bldg
		VEH96-10	1996 GMC (3500) Utility Truck	Parked in Conveyance Bldg	24 ft	Parked in New Enclosed Storage Bldg
			Hook Lift truck	Parked in Conveyance Bldg	28 ft	Parked in New Enclosed Storage Bldg
		VEH 84-1	1984 Case Backhoe	Parked in Conveyance Bldg	20 ft	Parked in New Enclosed Storage Bldg
			Dump body for hook truck		15 ft	
			Dump body for hook truck		15 ft	
			Water tank body for hook truck		16 ft	
			Manhole rehab trailer		10 ft	
			Shoring trailer		18 ft	
		VEH 10-6	2010 Kubota KX161-3 Excavator on it's trailer		26 ft	
Storm Utility (Possible)						

EQUIPMENT LIST June 5, 2023					
		Equipment Name	Equipment Description	Equipment Size	Adjacencies
Division/Group					
Public Works (WRF)					
Operations					
Maintenance					
		Generator-Mobile	2006 Kubota 20KW portable deisel Genset 460/240V	4'x7'	WRF Shop
		Generator-Mobile	2008 Honda 12000, 2KW portable gas powered genset	1.5'x2.5'	WRF Shop
		E-Pump	2010 Premier Pump DV100SAE-4, Trailer Mounted deisel pump 1000gpm	6'x15'	Area 51
		Pump	2018 Multiquip, Gas powered trash pump	2'x3'	WRF Shop
		Pump	CH&E Gas powered trash Pump	3'x4'	WRF Shop
		Plasma cutter	Miller Plasma cutter	2'x3.5'	WRF Shop
		Shop Welder	Miller Shop Welder	3'x4'	WRF Shop
		Oxy/Acet torch	Harris Oxy/Acet torch cart mounted	2'x3'	WRF Shop
		Oxy/Acet torch	Harris Oxy/Acet torch carrying case	2'x2'	WRF Shop
		Pedistal Grinder	Dayton Pedistal Grinder floor mount	3'x3'	WRF Shop
		Drill Press	Jet Drill Press floor model	4'x4'	WRF Shop
		Band Saw	Dayton 14" vertical band saw, free standing	3'x3'	WRF Shop
		Parts washer	Cuda 230V heated parts washer	4'x4'	WRF Shop
		Blast cabinet	Dayton Abrasive blast cabinet	4'x4'	WRF Shop
		Dust collector	Skat Blast Hepa dust collector	2'x2'	WRF Shop
		Hydraulic Press	Dayton 25 Ton floor mount H frame press	2'x4'	WRF Shop
		Steam Cleaner	MiTM 3000 PSI Gas powered	3'x6'	Headworks Chem Room
		Lawn Mower	Craftsman 21" lawn mower	2'x5'	WRF Shop
		Portable Crane	OTC 6000 lb Portable floor crane	4'x6'	Headworks drive thru
		Chainsaw	Stihl chainsaw		WRF Shop
		Back pack blowwer	Stihl Backpack blower		WRF Shop
		Edger	Stihl Lawn Edger		WRF Shop
		Hedger	Stihl Landscape hedger		WRF Shop
		Blower	Stihl Blower attachment		WRF Shop
		Weed Eater	Stihl Weed eater		WRF Shop
		Power broom	Stihl Power rotating broom		WRF Shop
		Table Saw	Dewalt Portable table saw	3"x3"	WRF Shop
		Belt Sander	Porter Cable Disk/Belt sander	2"x2"	WRF Shop
Environmental Services - Pretreatment					
			Canoe		
Conveyance					
		Generator	2008 Honda (i2000) 2KW gas powered generator		Conveyance shop
		Asphalt saw	2011 Edco Walk behind asphalt saw		Conveyance shop
		Cutoff saw	2009 Stihl Cutoff saw		Conveyance shop
		Cutoff saw	2018 Stihl Cutoff saw		Conveyance shop
		Trash pump	2016 Multiquip 3" trash pump		Area 51
		Jack hammer/compactor	2008 Stihl Jack hammer/compactor		Conveyance shop
		Pole hedger	2008 Stihl Pole hedger		Conveyance shop
		Pole Hedger	2016 Stihl Pole Hedger		Conveyance shop
		Welder	2017 Miller Welder		Conveyance shop
		Rolling tool chest	Rolling tool chest		Conveyance shop
		Air compressor	2017 IR Air compressor		Conveyance shop
		Floor stand drill press	1984 Floor stand drill press		Conveyance shop
		Pipe fitting storage area. Heavy steel shelving		15'x15'	Conveyance shop
		Two rows of shelving			Conveyance shop
		Pipe Patch storage shelving area.		6'x20"	Conveyance shop
		Misc plugs, firttings, blades, hoses, on shop shelving		4'x40'	Conveyance shop
		Storage room shelving for ppe, electronics, parts etc		10'x15	Conveyance shop
Storm Utility (Possible)					

MATERIAL LIST June 5, 2023							
		Material Type	Quantity	Storage Type - Current	Storage Type - Future	Location - Current	Adjacencies/Remarks
Division/Group							
Public Works (WRF)							
Operations							
Maintenance							
		Fertilizer					
Environmental Services - Pretreatment							
Conveyance							
		Metal parts and pipe				North end of WRF	
		Rock and dirt				East of WRF	
		Flex hose, tires & tubes				Old WWTP	
		Rock				PW Ops	
		Storm Man Hole & CB parts				PW Ops	
Storm Utility (Possible)							

City of McMinnville		Public Works - Operations: Existing Space Utilization					
EXISTING SPACE UTILIZATION June 5, 2023							
Division/Group				Remarks		Adjacencies	
	Qty.		Net Area				
	Staff		(SF)				
Administration (Office) Building							
Management & Administration							
Open Office	5			5 work stations			
Conference Room	0						
Restroom	0						
	5		1,600	Building size take from 2019 Facility Condition Assessment			
Shop Building							
Entry Hall	0		175	Includes misc storage			
Maintenance Office	1		137				
Men's Locker Room	0		165				
Women's Locker Room	0		197				
Storage	0		291	Has wall mounted server rack			
Men's Restroom	0		106				
Women's Restroom	0		66				
Sign Shop	0		440				
Multipurpose Room	20		909	Garage door, kitchenette with sink			
Vehicle Shop #1	0		1,318	2 bays			
Vehicle Shop #2	0		1,423	2 bays			
Compressor Room	0		56				
Hall	0		300				
	21		5,583				
Equipment Storage Building (East Bays)							
Storage (open)	0			Covered on 3 sides only			
Storage (closed)	0		320				
	0		3,625	Building size take from 2019 Facility Condition Assessment			
Equipment Storage Building (West Bays)							
Wood Shop	0		600				
Storage (open)	0			Covered on 3 sides only			
Storage (closed)	0			Enclosed storage bays below mezzanine			
	0		9,080	Building size take from 2019 Facility Condition Assessment			
Oil Storage Building							
Backpack sprayers	0						
	0		120	Building size take from 2019 Facility Condition Assessment			
HAZMAT Storage Building							
HAZMAT Storage	0			Chemicals			
	0		120				
Old WWTP Storage Building							
	0						
	0		300	Building size take from 2019 Facility Condition Assessment			
Subtotal	26		20,308				
Total Area			20,308				







VEHICLE LIST June 5, 2023		Vehicle Number	Vehicle Description	Covered	Vehicle Size	Adjacencies
Division/Group						
Public Works (Operations)						
Operations Administration						
Park Maintenance						
		84-5	Tractor, John Deere 1250			
		87-6	Mower, Hustler 340			
		88-7	Tractor, John Deere			
		90-6	Pickup, Ford Ranger			
		91-2	Pickup, Dodge 3/4 ton D250			
		93-11	Van, Chevrolet			
		96-4	Pickup, GMC 3/4 ton 2500			
		97-6	Pickup, Ford Ranger			
		98-7	Mower, Toro 580D			
		99-9	Pickup, GMC 3500			
		00-6	Utility Vehicle, John Deere Gator			
		01-11	Flatbed, GMC 3500HD			
		05-1	Pickup, Ford Ranger, 4x2			
		06-1	Pickup, GMC Sierra			
		06-6	Utility Vehicle, Toro Workman			
		06-8	Pickup, Ford F250			
		08-4	Pickup, Ford F150			
		08-5	Pickup, Ford F250			
		09-14	Pickup, Chevy Colorado			
		13-4	Mower, Toro 11' 30448M			
		15-5	Mower, Toro 5' 74267			
		09-14	Pickup, Chevy Colorado			
		13-4	Mower, Toro 11' 30448M			
		15-5	Mower, Toro 5' 74267			
		18-8	Mower, Toro 11' 30609			
		22-3	Mower, Toro 7500D			
		97-7	Trailer, Big Tex Tilt			
		00-5	Trailer, Shorelander Implement			
		04-9	Trailer, Strong Boy (Toro)			
		06-4	Trailer, Fabform Split-tilt			
		07-3	Trailer, Fabform Tilt, 20'			
		09-3	Trailer, Fabform Tilt, 18'			
Street Maintenance						
		74-6	Tractor, Case 580B			
		79-10	Flusher Truck, Ford 8000			
		83-4	Lift Truck/Versalift-SHV28, Ford			
		87-2	Dump Truck, Kenworth 10 yd			
		88-12	Pickup, Ford 3/4 ton F250			
		89-1	Dump Truck-Kodiak, Chevrolet 6 yd			
		89-10	Tractor, Ford 7710			
		89-11	Utility Bed, Ford F350, Service Veh.			
		91-10	Pickup, Ford 3/4 ton F250			
		91-11	Dump Truck, International 4900 - 5 yd			
		92-6	Van, Ford (white), IRV			
		92-10	Flatbed, Ford Super Duty			
		93-12	Dump Truck, Chevrolet 3 yd			
		93-13	Dump Truck, International 4900 - 5 yd			
		94-11	Pickup, Chevrolet 3/4 ton 2500			
		96-11	Flatbed, Chevrolet - GVW 15,000			
		98-6	Dump Truck, Chevrolet 6 yd			
		99-1	Backhoe/Loader, John Deere			
		99-10	Tractor, John Deere 5310			shared with Parks
		00-12	Sweeper, Johnston 610			
		01-04	Utility Bed, Chevrolet 3500 HD			
		05-2	Pickup, Ford F250			
		09-13	Pickup, Ford F250			
		18-4	Flatbed, Ford F450			
		19-2	Backhoe/Loader, John Deere			
		21-3	Tractor, Ventrac 4500P			
		95-5	Trailer			
		97-9	Trailer, Asphalt - Diamond Built			
		98-9	Trailer, Big Tex 8' Railed			
		08-5	Trailer, Fabform Split-Tilt, 20'			
		21-6	Trailer, Eagle Tilt 16'			
			Future Forklift			
Fleet						



EQUIPMENT LIST				
June 5, 2023		Equipment Number	Equipment Description	Equipment Size
				Adjacencies
Division/Group				
Public Works (Operations)				
Operations Administration		None	None	
Park Maintenance				
	01-7	Aerator-Walk		
	88-6	Air Compressor- Leroi		
	12-3	Air Compressor-Doosan		
	81-5	Asphalt Box		
	10-4	Auger		
	11-9	Blower-Backpack-Stihl		
	14-3	Blower-Backpack-Stihl		
	14-4	Blower-Backpack-Stihl		
	16-3	Blower-Backpack-Stihl		
	19-3	Blower-Backpack-Stihl		
	19-7	Blower-Backpack-Stihl		
	19-8	Blower-Backpack-Stihl		
	19-18	Blower-Backpack-Stihl		
	21-7	Blower-Backpack-Stihl		
	21-9	Blower-Backpack-Stihl		
	21-11	Blower-Backpack-Stihl		
	18-10	Blower-Handheld-Stihl		
	18-14	Blower-Handheld-Stihl		
	09-7	Brush Cut-Stihl		
	11-5	Brush Cut-Stihl		
	13-2	Brush Cut-Stihl		
	18-10	Brush Cut-Stihl		
	19-11	Brush Cut-Stihl		
	19-17	Brush Broom-Stihl		
	20-2	Chain Saw-32"-Stihl		
	20-7	Chain Saw-20"-Stihl		
	20-8	Chain Saw-24"-Stihl		
	20-12	Chain Saw-20"-Stihl		
	20-13	Chain Saw-18"-Stihl		
	20-14	Chain Saw-18"-Stihl		
	20-15	Chain Saw-20"-Stihl		
	20-16	Chain Saw-36"-Stihl		
	20-17	Chain Saw-20"-Stihl		
	20-18	Chain Saw-18"-Stihl		
	20-19	Chain Saw-18"-Stihl		
	20-21	Chain Saw-20"-Stihl		
	22-7	Chopper, Brush		
	00-4	Compactor Plate		
	10-5	Core Drill		
	12-7	Cracksealer		
	06-7	De-icer, Granular		
	10-10	De-icer, 150 Gal Tank		
	11-12	De-icer, 150 Gal Tank		
	17-3	De-icer, 200 Gal Tank		
	10-2	Edger-McLane		
	11-7	Edger-McLane		
	15-1	Edger-McLane		
	15-3	Edger-McLane		
	19-15	Edger-McLane		
	20-22	Edger-McLane		
	20-23	Edger-McLane		
	06-4	Edger-Pole-Stihl		
	08-5	Edger-Pole-Stihl		
	08-12	Edger-Pole-Stihl		
	11-6	Edger-Pole-Stihl		
	13-1	Edger-Pole-Stihl		
	16-2	Edger-Pole-Stihl		
	18-12	Edger-Pole-Stihl		
	98-9	Generator-Honda E22500		
	11-8	Generator-Honda EM6500		
	21-4	Generator-Craftsman 2500i		
	21-5	Generator-Craftsman 2500i		
	21-12	Generator-Honda EU2200i		
	08-2	Hedge Trimmer-Stihl		
	08-8	Hedge Trimmer-Stihl		
	11-2	Hedge Trimmer-Stihl		
	16-1	Hedge Trimmer-Stihl		
	18-11	Hedge Trimmer-Stihl		
	19-5	Hedge Trimmer-Stihl		
	20-6	Hedge Trimmer-Stihl		
	20-20	Hedge Trimmer-Stihl		
	21-8	Hedge Trimmer-Stihl		
	21-10	Hedge Trimmer-Stihl		
	11-1	Hedge Trimmer, Pole-Stihl		
	12-12	Hedge Trimmer, Pole-Stihl		
	19-13	Hedge Trimmer, Pole-Stihl		
	16-9	Ice Machine		
	96-4	Jack Hammer		
	03-3	Mower, Walk-21" Toro		
	03-4	Mower, Walk-21" Toro		
	08-6	Mower, Walk-21" Toro		
	10-3	Mower, Walk-21" Honda		
	11-10	Mower, Walk-21" Honda		
	12-8	Mower, Walk-21" Honda		
	15-2	Mower, Walk-21" Honda		
	18-1	Mower, Walk-21" Honda		
	19-0	Mower, Walk-21" Honda		
	22-4	Mower, Walk-21" Honda		
	22-5	Mower, Walk-21" Honda		
	16-7	Paint Airless		
	22-6	Paint Airless		
	97-5	Paint Striper, Kelly-Creswell		
	88-8	Post Hole Digger, 3pt		
	06-5	Pole Saw, Stihl		
	09-5	Pole Saw, Stihl		
	11-4	Pole Saw, Stihl		
	19-14	Pole Saw, Stihl		
	20-9	Pole Saw, Stihl		
	97-3	Pressure Washer, Honda (Collections)		
	89-4	Pressure Washer, Honda		
	00-3	Pressure Washer-Hot, Landa		
	08-6	Pressure Washer, Landa		
	17-1	Pressure Washer, Honda		
	83-8	Roller, Smith-Maudin		
	83-13	Sander		
	84-2	Sander		
	07-1	Sander		
	87-8	Saw, Asphalt, Walk Behind		
	22-2	Saw, Asphalt, Walk Behind		
	89-1	Saw, Cut off, Stihl		
	22-1	Saw, Cut off, Stihl		
	00-12	Snow Blower, Snapper		
	14-5	Snow Blower, Honda		
	05-11	Spreader, 3 pt, Pendulum		
	11-11	Spreader, 3 pt, Broadcast		
	06-8	Spreader, Gator		
	11-12	Spreader, Walk		
	11-13	Spreader, Walk		
	18-1	Spreader, Walk		
	90-3	Surface Scaler		
	08-4	Tiller - Stihl - Yard Boss		
	14-1	Welder		
Street Maintenance				
Fleet				

MATERIAL LIST June 5, 2022								
		Material Type	Quantity	Estimated Future Quantity	Storage Type - Current	Storage Type - Future	Location - Current	Adjacencies/Remarks
Division/Group								
Public Works (Operations)								
Park Maintenance								
		Herbicides	20 Gallons	30 Gallons			Building 7 (Hazmat Storage)	The hazmat storage bldg is filled.
		Granular Herbicides	3 Pallets	4 Pallets	Covered		Building 3	
		Turface	1 Pallet	1.5 Pallets	Covered		Building 3	
		Field Marking Chalk	1 Pallet	1.5 Pallets	Covered		Building 3	
		Field Marking Paint	1 Pallet	1.5 Pallets	Covered		Building 3	
		Fertilizer	2 Pallets (bagged)	3 Pallets (bagged)	Covered		Building 3	temperature control needed
		Grass Seed	1 Pallet (bagged)	2 Pallets (bagged)	Covered		Building 3	temperature control needed
		Arbor Chips	150 Yards	175 Yards	Open pile		Near Building 8	
		Hog Fuel	100 Yards	115 Yards	Open pile		Near Building 8	
		Decorative Bark	100 Yards	115 Yards	Open pile		Near Building 8	
		Top Soil	10 Yards	15 Yards	Open pile	Covered	SW Corner of Yard	
		Premix Concrete	1 Pallet (bagged)	1 Pallet (bagged)	Covered	Covered	Building 2	
		Absorbent	2 Pallets (bagged)	3 Pallets (bagged)	Covered		Building 2	
		Cleaning chemicals for public restrooms					Building 7 (Hazmat Storage)	
Street Maintenance								
		3/4" Minus Rock	60 Yards	75 Yards	Not covered (open bin)		SW Corner of Yard	
		Sanding Rock	100 Yards	115 Yards	1 Covered bin, 1 Open bin			
		Liquid Deicer	2,000 Gallons	2,500 Gallons	Covered, Double walled tank (with pump)		SW Corner of Yard	
		Granular Deicer	2 Pallets (bagged)	3 Pallets (bagged)	Covered		Building 2	
		Pavement Paint	400 Gallons (in 5 gallon buckets)	450 Gallons	Covered		Building 4	
		Crack (Repair) Sealant	7 Pallets (15,000 lbs)	9 Pallets (18,000 lbs)	Covered		Building 2	
		Sand (for sand bag station)	10 yards	15 Yards	Open pile (bin)		SW Corner of Yard	
		Cold Mix	3 Pallets (bagged)	4 Pallets (bagged)	Covered		Building 2	
Fleet								
		Tires			Uncovered			

# **Appendix D**

## **Site Plan for Wastewater Treatment Plant Demolition Alternatives**



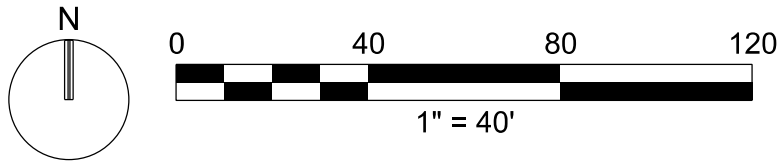
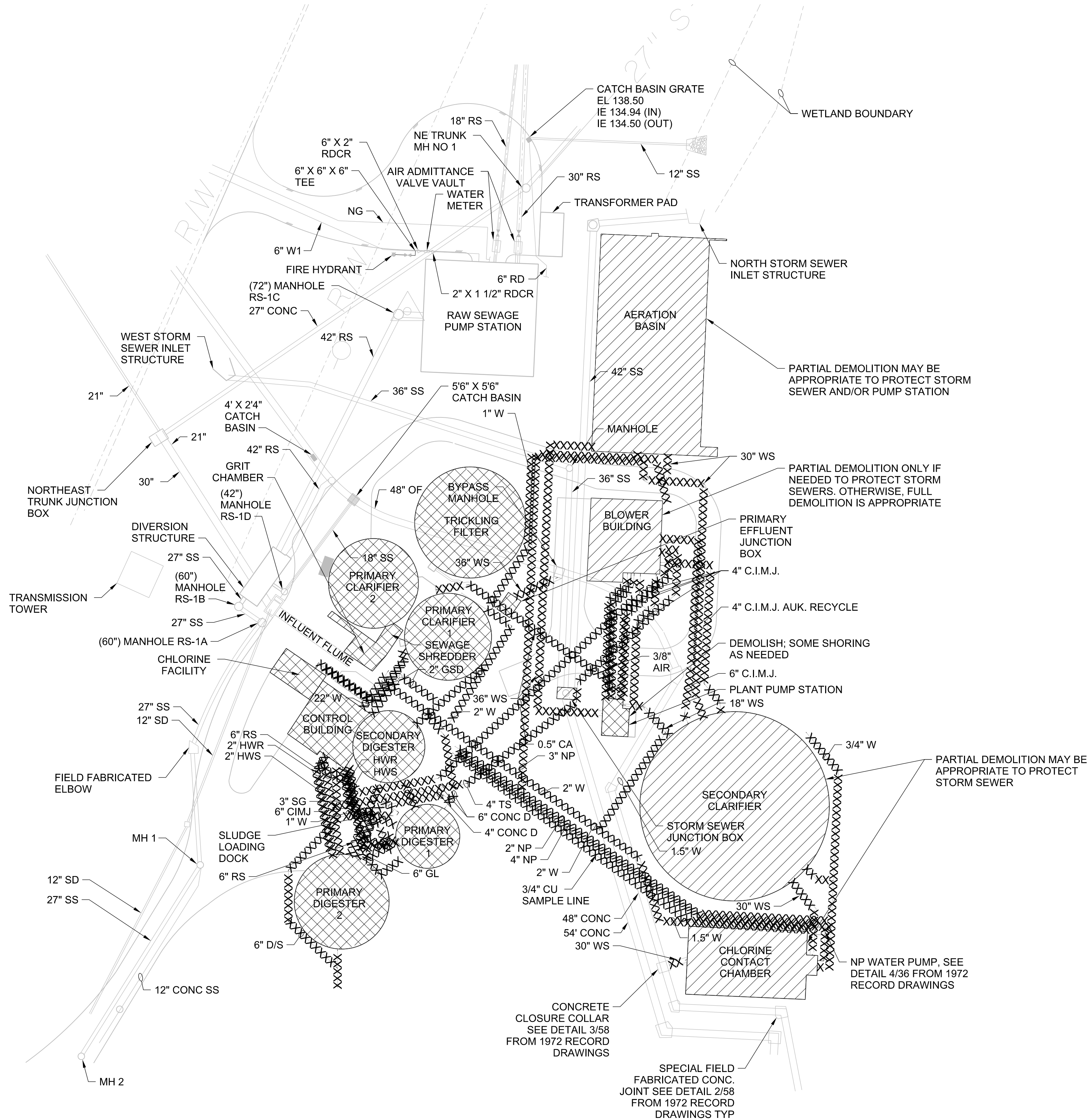
LEGEND

OR XXXXXXXXXX - DEMOLISH OR REMOVE

FULL OR PARTIAL DEMOLITION

ABBREVIATIONS

HWS - HEATING WATER SUPPLY  
HWR - HEATING WATER RETURN  
NP - NON POTABLE - PLANT EFFLUENT PROCESS WATER  
WS - WASTE ACTIVATED SLUDGE  
CIMJ - CAST IRON MECHANICAL JOINT  
OF - OUTFALL  
SS - STORM SEWER  
RS - RAW SEWAGE  
D/S - DIGESTED SLUDGE  
D - DRAIN  
W - 1 WATER - POTABLE COLD WATER (EXTERIOR)  
NG - NATURAL GAS  
CA - CONTROL AIR  
SD - STORM DRAIN



SITE PLAN  
OLD WASTEWATER TREATMENT PLANT  
McMINNVILLE, OREGON

# Appendix E

## Evaluation of Preliminary Alternatives



## Appendix E.1

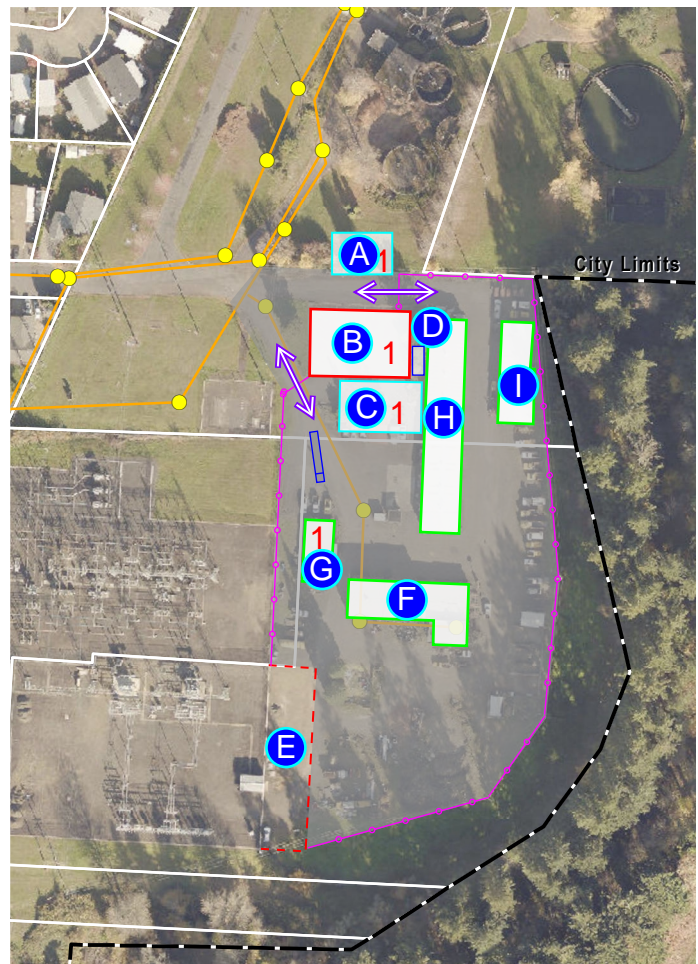
### Public Works – Operations: Alternative 1

# PUBLIC WORKS - OPERATIONS: ALTERNATIVE 1

## APPROACH:

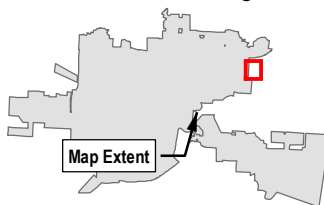
- 1) Phased building approach with combined Admin & Shared Services building, new shop, alteration of existing shop into enclosed storage and new covered storage.
- 2) Program Building Area = 29,580 sf

- A** - New PW-Ops Visitor Parking (6 stalls)
- B** - New PW-Ops Administration and Shared Spaces Building (8,100 sf)
- C** - New PW-Ops Employee Parking (18 stalls)
- D** - New Electrical Power Feed (transformer and possibly standby generator)
- E** - Possible 50 ft wide expansion to electrical substation
- F** - Existing Shop Building (5,600 sf)
- G** - Demolish Existing Administration Building (1,600 sf), at end of Phase 1
- H** - Existing West Bays (9,080 sf), includes covered and enclosed storage
- I** - Existing East Bays (3,625 sf), includes covered and enclosed storage



## PHASE 1

McMinnville, Oregon



### Legend

- SS Manholes
- SS Mainlines
- Existing Building
- New Building
- City Limits
- Tax Lots
- New Fence
- Access Gate

Notes:  
2020 Aerial Imagery



0 130 260 Feet

**McMinnville Space Planning**  
**Water Reclamation Facility**  
**Project Site**  
**City of McMinnville, OR**

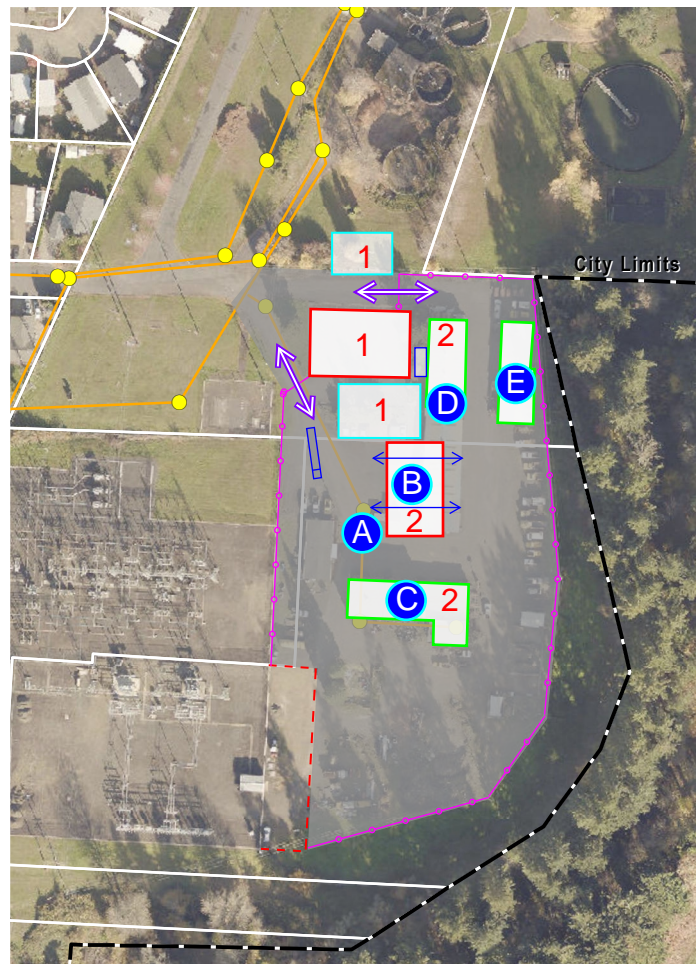
**Jacobs**

# PUBLIC WORKS - OPERATIONS: ALTERNATIVE 1

## APPROACH:

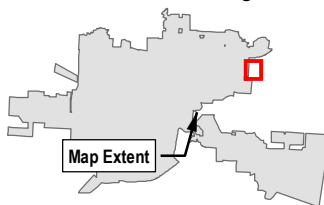
- 1) Phased building approach with combined Admin & Shared Services building, new shop, alteration of existing shop into enclosed storage and new covered storage.
- 2) Program Building Area = 29,580 sf

- A** - Demolish Existing Storage Buildings
- B** - New PW-OPS Maintenance Shop (6,500 sf)
- C** - Repurpose Existing Shop Building (5,600 sf) for Enclosed Shops & Storage (for Parks/Streets)
- D** - Existing West Bays - Partial Demo at South End (completely Demo at end of Phase 2)
- E** - Existing East Bays



## PHASE 2

McMinnville, Oregon



### Legend

- SS Manholes
- SS Mainlines
- Existing Building
- New Building
- City Limits
- Tax Lots
- New Fence
- Access Gate

Notes:  
2020 Aerial Imagery



0 130 260 Feet

**McMinnville Space Planning**  
**Water Reclamation Facility**  
**Project Site**  
**City of McMinnville, OR**

**Jacobs**



# PUBLIC WORKS - OPERATIONS: ALTERNATIVE 1

## APPROACH:

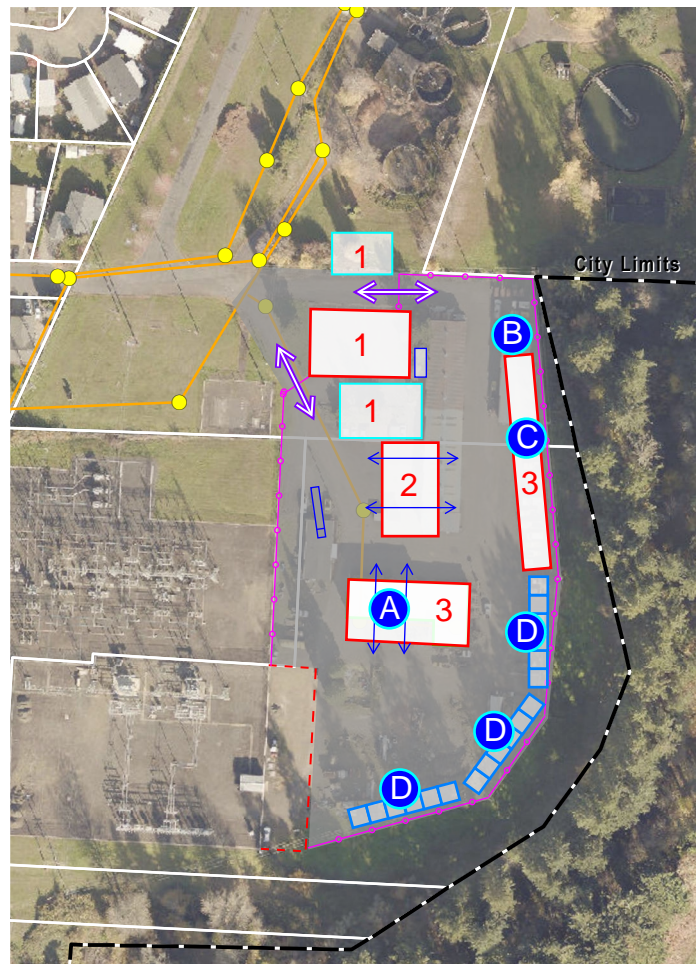
- 1) Phased building approach with combined Admin & Shared Services building, new shop, alteration of existing shop into enclosed storage and new covered storage.
- 2) Program Building Area = 29,580 sf

**A** - Expand Existing Shop Building (8,500 sf) for Improved Enclosed Shops & Storage (for Parks/Streets)

**B** - Demolish Existing East Bays

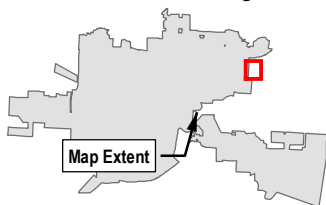
**C** - New PW-OPS Covered Storage (6,500 sf)

**D** - New PW-Ops Parks/Streets Uncovered Storage



## PHASE 3

McMinnville, Oregon



### Legend

- SS Manholes
- SS Mainlines
- Existing Building
- New Building
- City Limits
- Tax Lots
- New Fence
- Access Gate

Notes:  
2020 Aerial Imagery



0 130 260 Feet

**McMinnville Space Planning**  
**Water Reclamation Facility**  
**Project Site**  
**City of McMinnville, OR**

**Jacobs**

# PUBLIC WORKS - OPERATIONS: ALTERNATIVE 1

## APPROACH:

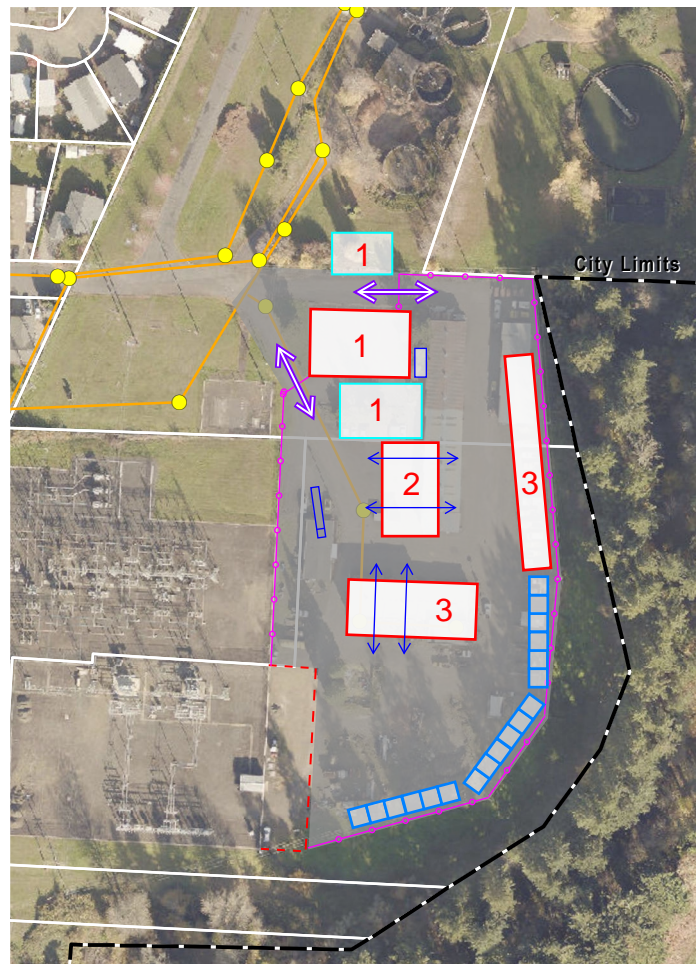
- 1) Phased building approach with combined Admin & Shared Services building, new shop, alteration of existing shop into enclosed storage and new covered storage.
- 2) Program Building Area = 29,580 sf

## PROS:

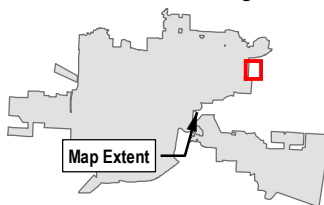
- 1) Phased approach allows PWO to remain functional during construction.
- 2) Existing Shop building can be re-purposed into Enclosed Shops and Storage reducing the total amount of new building area needed.

## CONS:

- 1) Phased construction doesn't allow for most optimal layout.
- 2) Phased construction not conducive to replacement of existing infrastructure (water, sanitary, electrical, etc.) components.
- 3) Site circulation disrupted during construction.
- 4) Phased construction could be more expensive over the course of the entire project.
- 5) Risk of not completing future phases.
- 6) Access to site has bottleneck



McMinnville, Oregon



## Legend

- SS Manholes
- SS Mainlines
- Existing Building
- New Building
- City Limits
- Tax Lots
- New Fence
- Access Gate

Notes:  
2020 Aerial Imagery



0 130 260 Feet

**McMinnville Space Planning**  
**Water Reclamation Facility**  
**Project Site**  
**City of McMinnville, OR**

**Jacobs**

## Appendix E.2

### Public Works – Operations: Alternative 2

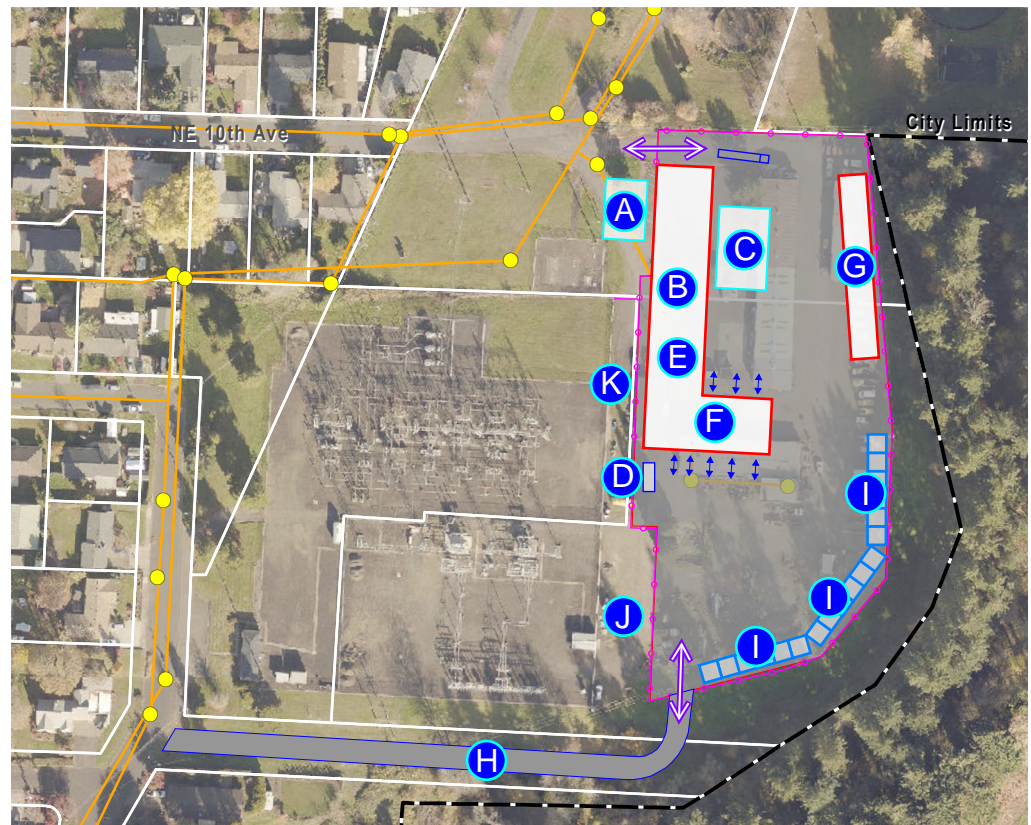


# PUBLIC WORKS - OPERATIONS: ALTERNATIVE 2

## APPROACH:

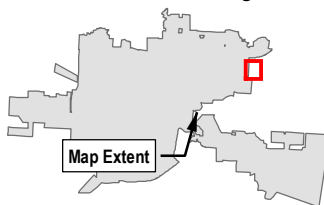
- 1) New building campus to address all space and site needs in a single phase.
- 2) Program Building Area = 29,580 sf

- A** - New PW-Ops Visitor Parking
- B** - New PW-Ops Administration and Shared Spaces (8,100 sf)
- C** - New PW-Ops Employee Parking
- D** - New Electrical Power Feed (transformer and possibly standby generator)
- E** - New PW-OPS Parks/Streets Enclosed Shops & Storage (8,500 sf)
- F** - New PW-OPS Maintenance Shop (6,500 sf)
- G** - New PW-OPS Parks/Streets Covered Storage (6,500 sf)
- H** - New Access Road from Southwest
- I** - New PW-Ops Parks/Streets Uncovered Storage
- J** - Possible 50 ft wide expansion to electrical substation
- K** - BPA Access to Substation



## PHASE 1

McMinnville, Oregon



### Legend

- SS Manholes
- SS Mainlines
- Existing Building
- New Building
- City Limits
- Tax Lots
- New Fence
- Access Gate

Notes:  
2020 Aerial Imagery



0 130 260 Feet

**McMinnville Space Planning**  
**Water Reclamation Facility**  
**Project Site**  
**City of McMinnville, OR**

**Jacobs**

# PUBLIC WORKS - OPERATIONS: ALTERNATIVE 2

## APPROACH:

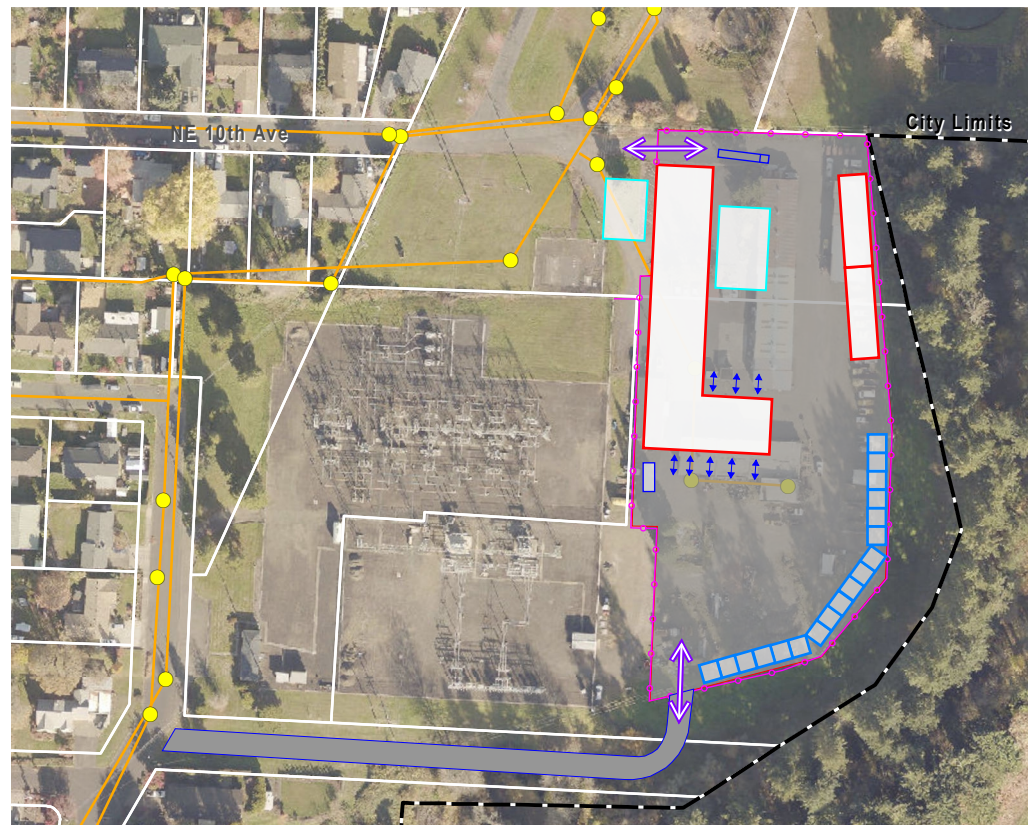
- 1) New building campus to address all space and site needs in a single phase.
- 2) Program Building Area = 29,580 sf

## PROS:

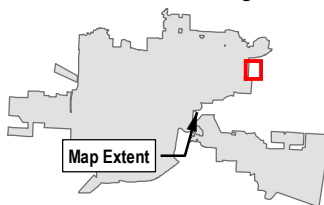
- 1) Cost savings with design/construction of single building.
- 2) Allows for "clean slate" to re-layout the PWO site for the most optimal functionality.
- 3) Allows for new infrastructure (water, sanitary, electrical, etc.) to be constructed with new buildings.
- 4) New access road from SW provides separate site access (provides redundancy in case primary access is ever blocked).

## CONS:

- 1) Disruptive to current operations; doesn't allow for phasing.
- 2) Requires temporary relocation of PW-OPS staff, equipment and materials during construction.



McMinnville, Oregon



### Legend

- |                     |             |             |
|---------------------|-------------|-------------|
| ● SS Manholes       | City Limits | New Fence   |
| — SS Mainlines      | Tax Lots    | Access Gate |
| — Existing Building |             |             |
| — New Building      |             |             |

Notes:  
2020 Aerial Imagery



0 130 260 Feet

**McMinnville Space Planning**  
**Water Reclamation Facility**  
**Project Site**  
**City of McMinnville, OR**

**Jacobs**

## Appendix E.3

### Public Works – Operations: Alternative 3

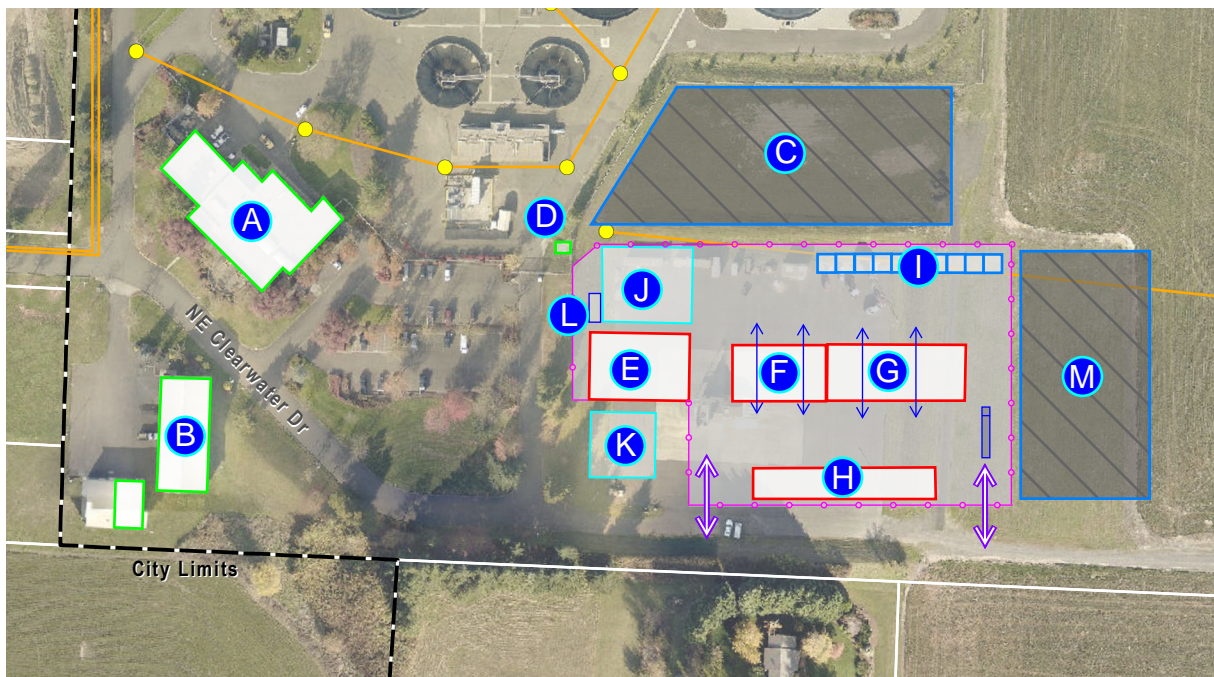


# PUBLIC WORKS - OPERATIONS: ALTERNATIVE 3

## APPROACH:

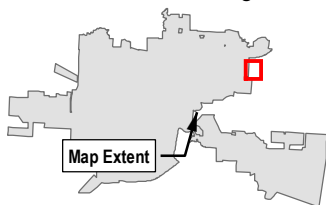
- 1) New campus for PW-Operations on WRF Site
- 2) Program Building Area = 29,580 sf

- A** - Existing WRF Administration Building
- B** - Existing WRF Conveyance Buildings
- C** - Space Reserved for Future Process Treatment
- D** - Existing Re-Use PS (Provide access buffer)
- E** - New PW-Ops Administration and Shared Spaces Building (8,100 sf)
- F** - New PW-Ops Maintenance Shop (6,500 sf)
- G** - New PW-Ops Parks/Streets Enclosed Shops & Storage (8,500 sf)
- H** - New PW-Ops Parks/Streets Covered Storage (6,500 sf)
- I** - New PW-Ops Parks/Streets Uncovered Storage
- J** - New PW-Ops Employee Parking
- K** - New PW-Ops Visitor Parking
- L** - New Electrical Power Feed (transformer and possibly standby generator)
- M** - Space for future expansion



## PHASE 1

McMinnville, Oregon



### Legend

- SS Manholes
- SS Mainlines
- Existing Building
- New Building
- City Limits
- Tax Lots
- New Fence
- Access Gate

Notes:  
2020 Aerial Imagery



0 130 260 Feet

**McMinnville Space Planning**  
**Water Reclamation Facility**  
**Project Site**  
**City of McMinnville, OR**

**Jacobs**

# PUBLIC WORKS - OPERATIONS: ALTERNATIVE 3

## APPROACH:

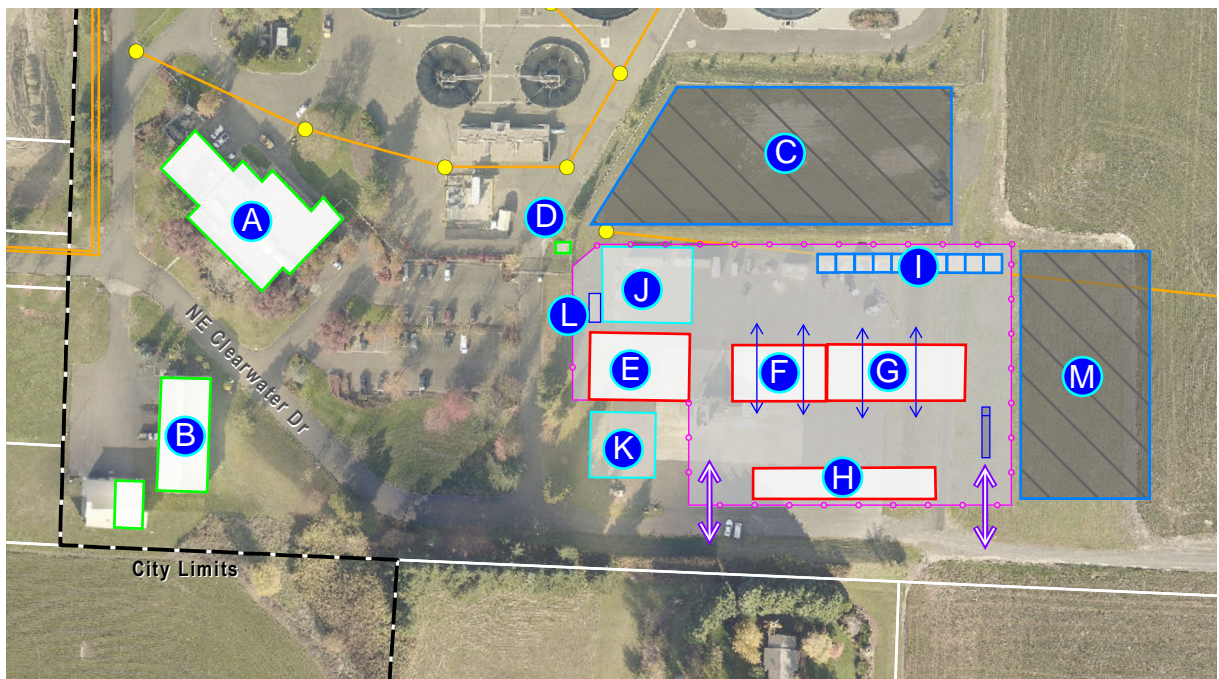
- 1) New campus for PW-Operations on WRF Site
- 2) Program Building Area = 29,580 sf

## PROS:

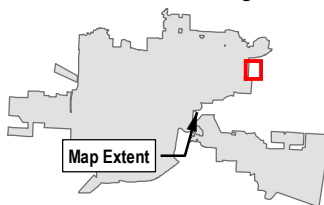
- 1) Addresses majority of project needs in Phase 1.
- 2) Allows PW-Ops to remain functional during construction.
- 3) Site allows for future expansion to the east.

## CONS:

- 1) Fire Training area to be relocated (location/cost TBD)
- 2) PW-Ops are further from City center.
- 3) Leaves existing infrastructure at old site with no purpose/use. Demo recommended to avoid additional maintenance upkeep.
- 4) Possible land use challenges



McMinnville, Oregon



## Legend

- |                   |             |             |
|-------------------|-------------|-------------|
| ● SS Manholes     | City Limits | New Fence   |
| — SS Mainlines    | Tax Lots    | Access Gate |
| Existing Building |             |             |
| New Building      |             |             |

Notes:  
2020 Aerial Imagery



0 130 260 Feet

**McMinnville Space Planning**  
**Water Reclamation Facility**  
**Project Site**  
**City of McMinnville, OR**

**Jacobs**

## Appendix E.4

### Public Works – Operations: Alternative 4

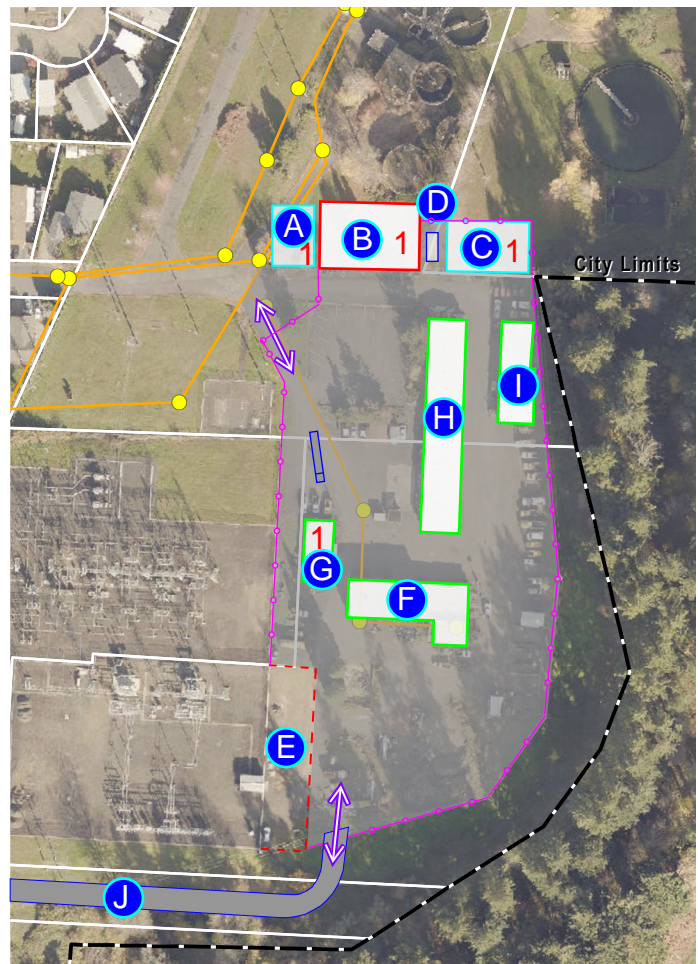


# PUBLIC WORKS - OPERATIONS: ALTERNATIVE 4

## APPROACH:

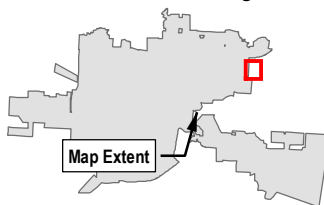
- 1) Phased building approach with combined Admin & Shared Services building, new shop, new enclosed storage and new covered storage.
- 2) Program Building Area = 29,580 sf

- A** - New PW-Ops Visitor Parking (6 stalls)
- B** - New PW-Ops Administration and Shared Spaces Building (8,100 sf)
- C** - New PW-Ops Employee Parking (18 stalls)
- D** - New Electrical Power Feed (transformer and possibly standby generator)
- E** - Possible 50 ft wide expansion to electrical substation
- F** - Existing Shop Building (5,600 sf)
- G** - Demolish Existing Administration Building (1,600 sf), at end of Phase 1
- H** - Existing West Bays (9,080 sf), includes covered and enclosed storage
- I** - Existing East Bays (3,625 sf), includes covered and enclosed storage
- J** - New Access Road from Southwest



## PHASE 1

McMinnville, Oregon



### Legend

- SS Manholes
- SS Mainlines
- Existing Building
- New Building
- City Limits
- Tax Lots
- New Fence
- Access Gate

Notes:  
2020 Aerial Imagery



0 130 260 Feet

**McMinnville Space Planning**  
**Water Reclamation Facility**  
**Project Site**  
**City of McMinnville, OR**

**Jacobs**

# PUBLIC WORKS - OPERATIONS: ALTERNATIVE 4

## APPROACH:

- 1) Phased building approach with combined Admin & Shared Services building, new shop, new enclosed storage and new covered storage. Expanding site to north to increase total overall campus area.
- 2) Program Building Area = 29,580 sf

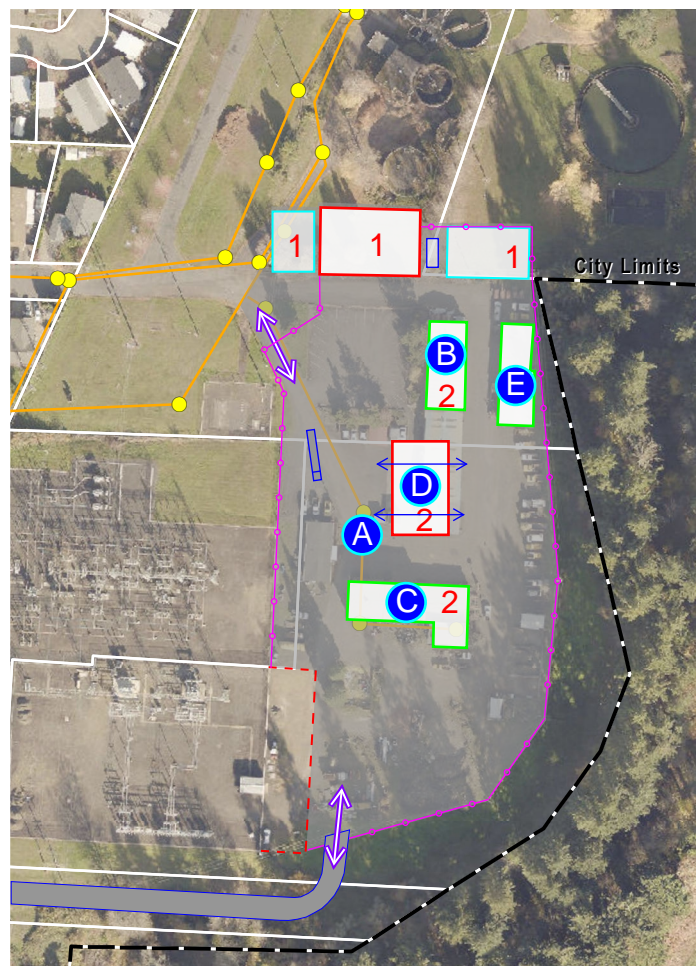
**A** - Demolish Existing Storage Buildings

**B** - Existing West Bays - Partial Demo at South End (completely Demo at end of Phase 2)

**C** - Repurpose Existing Shop Building (5,600 sf) for Temporary Enclosed Shop & Storage (for Parks/Streets)

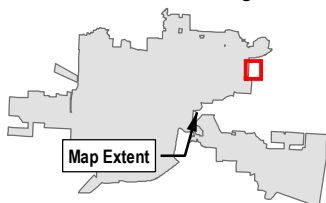
**D** - New PW-OPS Maintenance Shop (6,500 sf)

**E** - Existing East Bays



## PHASE 2

McMinnville, Oregon



### Legend

- SS Manholes
- SS Mainlines
- Existing Building
- New Building
- City Limits
- Tax Lots
- New Fence
- Access Gate

Notes:  
2020 Aerial Imagery



0 130 260 Feet

**McMinnville Space Planning**  
**Water Reclamation Facility**  
**Project Site**  
**City of McMinnville, OR**

**Jacobs**

# PUBLIC WORKS - OPERATIONS: ALTERNATIVE 4

## APPROACH:

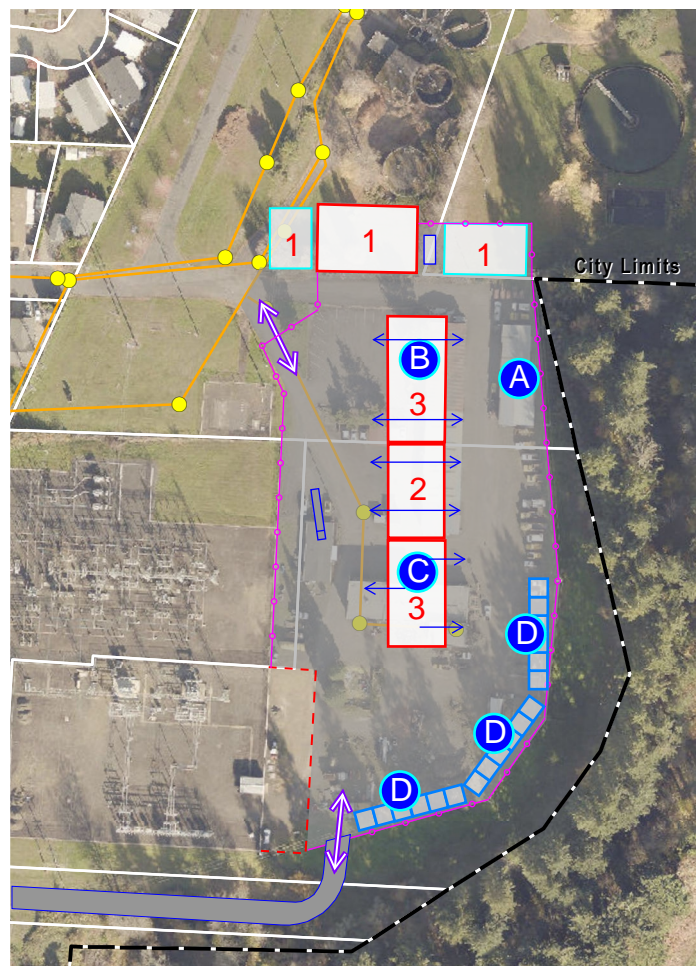
- 1) Phased building approach with combined Admin & Shared Services building, new shop, new enclosed storage and new covered storage. Expanding site to north to increase total overall campus area.
- 2) Program Building Area = 29,580 sf

**A** - Demolish Existing East Bays

**B** - New PW-OPS Parks/Streets Enclosed Shops & Storage (8,500 sf)

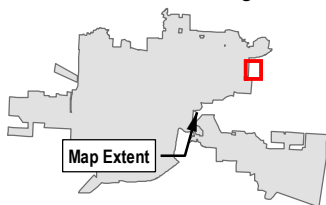
**C** - New PW-OPS Covered Storage (6,500 sf)

**D** - New PW-Ops Parks/Streets Uncovered Storage



## PHASE 3

McMinnville, Oregon



### Legend

- |                   |             |             |
|-------------------|-------------|-------------|
| ● SS Manholes     | City Limits | New Fence   |
| SS Mainlines      | Tax Lots    | Access Gate |
| Existing Building |             |             |
| New Building      |             |             |

Notes:  
2020 Aerial Imagery



0 130 260 Feet

**McMinnville Space Planning**  
**Water Reclamation Facility**  
**Project Site**  
**City of McMinnville, OR**

**Jacobs**



# PUBLIC WORKS - OPERATIONS: ALTERNATIVE 4

## APPROACH:

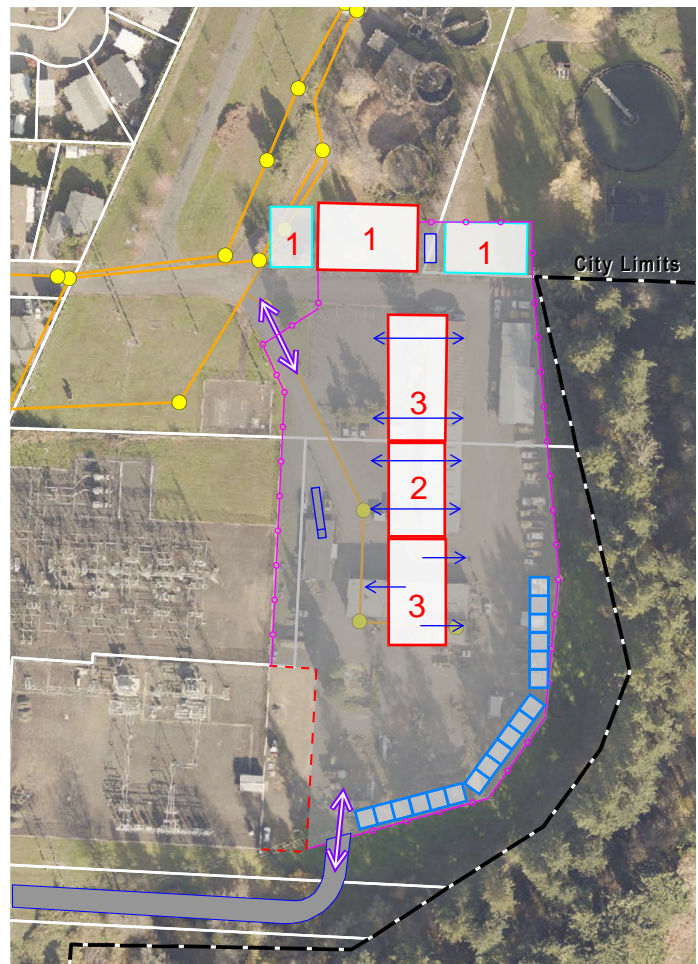
- 1) Phased building approach with combined Admin & Shared Services building, new shop, new enclosed storage and new covered storage. Expanding site to north to increase total overall campus area.
- 2) Program Building Area = 29,580 sf

## PROS:

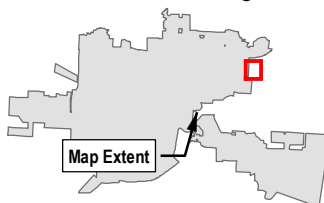
- 1) Phased approach allows PWO to remain functional during construction.
- 2) Existing Shop building can be re-purposed into Enclosed Shops and Storage reducing the total amount of new building area needed.

## CONS:

- 1) Phased construction doesn't allow for most optimal layout.
- 2) Phased construction not conducive to replacement of existing infrastructure (water, sanitary, electrical, etc.) components.
- 3) Site circulation disrupted during construction.
- 4) Phased construction could be more expensive over the course of the entire project.
- 5) Risk of not completing future phases.
- 6) Access to site has bottleneck



McMinnville, Oregon



## Legend

- SS Manholes (Yellow dot)
- SS Mainlines (Orange line)
- Existing Building (Green outline)
- New Building (Red outline)
- City Limits (Dashed line)
- Tax Lots (Grey outline)
- New Fence (Blue line)
- Access Gate (Blue double arrow)

Notes:  
2020 Aerial Imagery



0 130 260 Feet

**McMinnville Space Planning**  
**Water Reclamation Facility**  
**Project Site**  
**City of McMinnville, OR**

**Jacobs**

## **Appendix E.5**

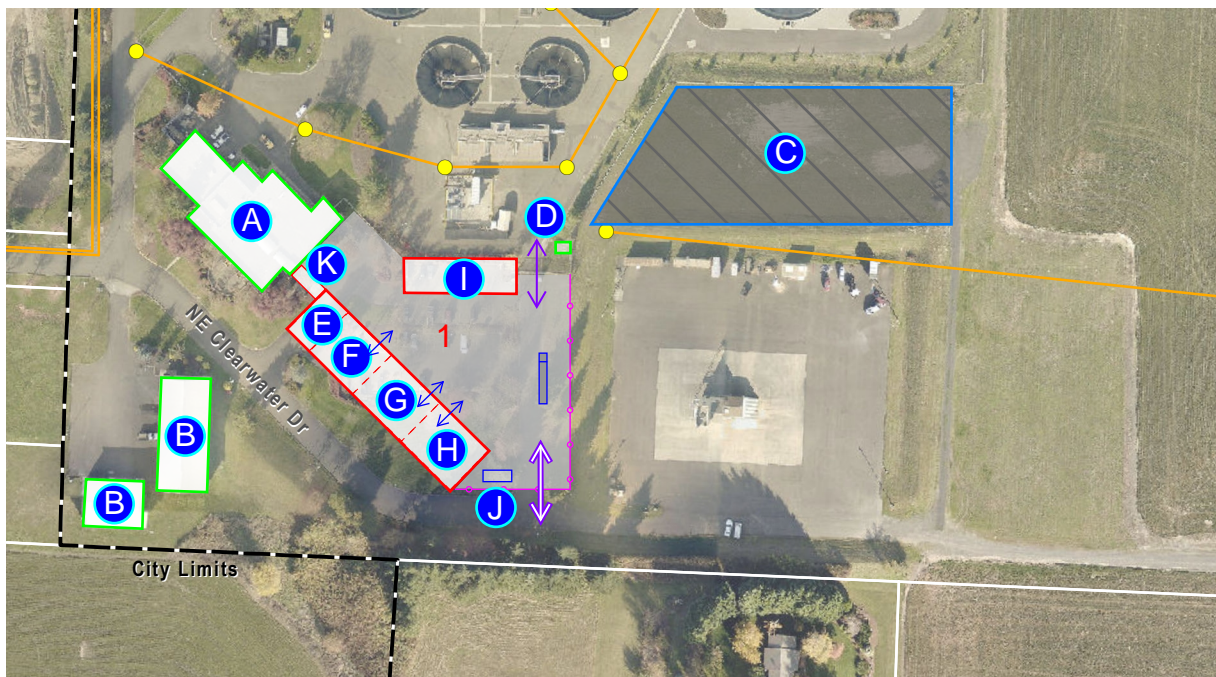
### **Public Works – Water Reclamation Facility: Alternative 1**

# PUBLIC WORKS - WRF: ALTERNATIVE 1

## APPROACH:

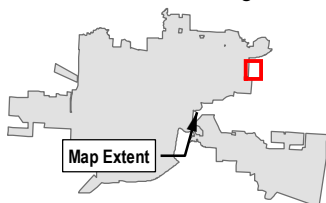
- 1) New stand alone building(s) for WRF Maintenance, Conveyance and Storm that is directly adjacent to the existing Administration Building. Reconfigure existing WRF Administration Building to meet other program needs.
- 2) Program Building Area = 33,675 sf (approx 19,600 sf of new Building Area)

- A** - Existing WRF Administration Building (15,945 sf)
- B** - Existing WRF Conveyance Building (6,530 sf) & Police Evidence Building (3,100 sf)
- C** - Space Reserved for Future Process Treatment
- D** - Existing Re-Use PS (Provide access buffer)
- E** - New WRF Shared Spaces (2,000 sf)
- F** - New WRF Maintenance Shop (4,000 sf)
- G** - New WRF Conveyance Shops and Storage (4,560 sf)
- H** - New WRF Storm Shop and Storage (4,560 sf)
- I** - New WRF Conveyance and Storm Enclosed Storage (4,480 sf)
- J** - New Electrical Power Feed (transformer and possibly standby generator)
- K** - Building "connector" between existing Admin and addition



## PHASE 1

McMinnville, Oregon



### Legend

- SS Manholes
- SS Mainlines
- Existing Building
- New Building
- City Limits
- Tax Lots
- New Fence
- Access Gate

Notes:  
2020 Aerial Imagery



0 130 260 Feet

**McMinnville Space Planning**  
**Water Reclamation Facility**  
**Project Site**  
**City of McMinnville, OR**

**Jacobs**

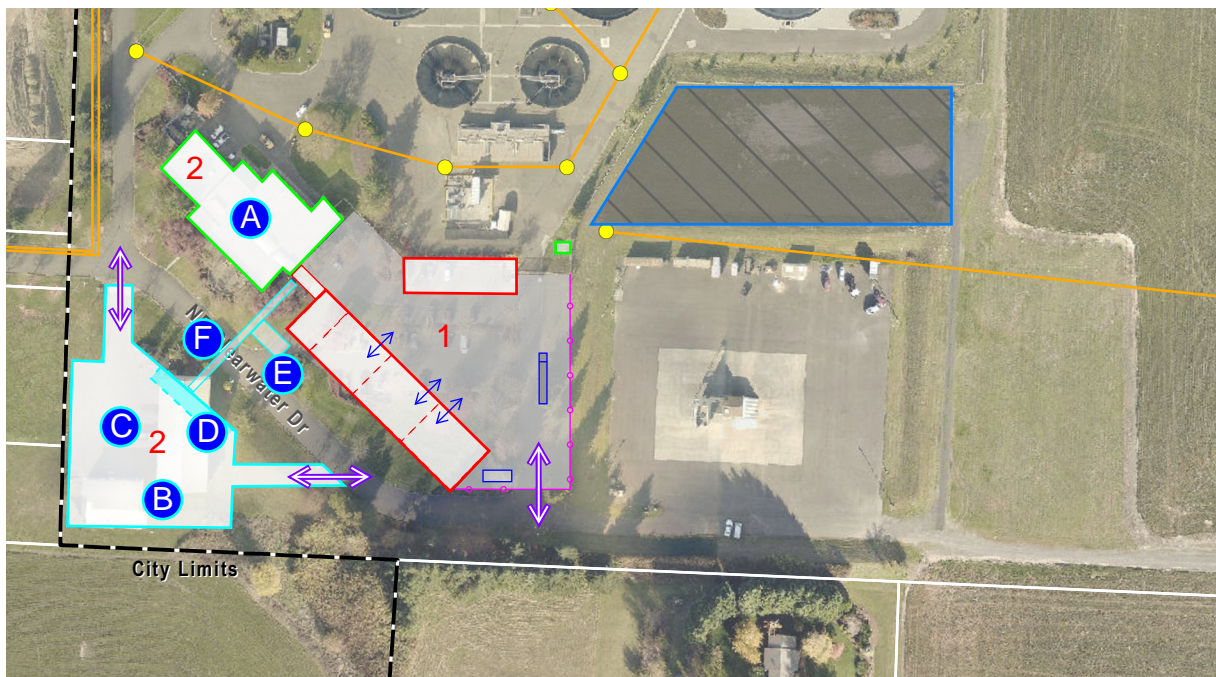


# PUBLIC WORKS - WRF: ALTERNATIVE 1

## APPROACH:

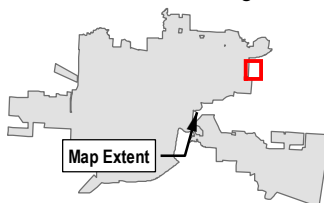
- 1) New stand alone building(s) for WRF Maintenance, Conveyance and Storm that is directly adjacent to the existing Administration Building. Reconfigure existing WRF Administration Building to meet other program needs.
- 2) Program Building Area = 33,675 sf (approx 19,600 sf of new Building Area)

- A** - Existing WRF Administration Building (15,945 sf) - Remodel interior of existing building to address remaining programmatic space needs.
- B** - Demolish Existing WRF Conveyance & Police Evidence Buildings
- C** - New Parking Lot (Employee and Visitor)
- D** - New Covered Parking (for Employees)
- E** - New ADA Parking
- F** - New Pedestrian Crosswalk



## PHASE 2

McMinnville, Oregon



### Legend

- SS Manholes
- SS Mainlines
- Existing Building
- New Building
- City Limits
- Tax Lots
- New Fence
- Access Gate

Notes:  
2020 Aerial Imagery



0 130 260 Feet

**McMinnville Space Planning**  
**Water Reclamation Facility**  
**Project Site**  
**City of McMinnville, OR**

**Jacobs**

# PUBLIC WORKS - WRF: ALTERNATIVE 1

## APPROACH:

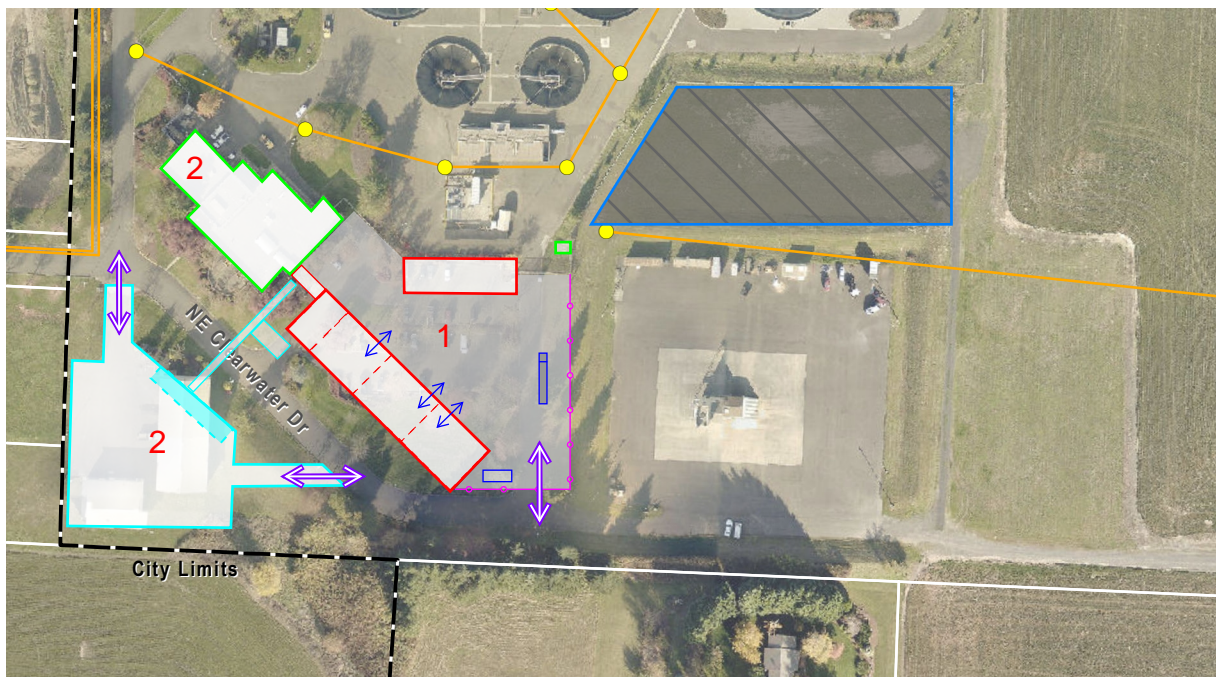
- 1) New stand alone building(s) for WRF Maintenance, Conveyance and Storm that is directly adjacent to the existing Administration Building. Reconfigure existing WRF Administration Building to meet other program needs.
- 2) Program Building Area = 33,675 sf (approx 19,600 sf of new Building Area)

## PROS:

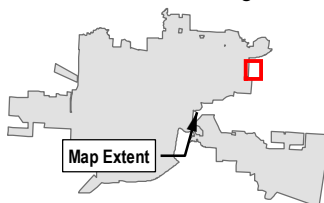
- 1) Addresses Maint/Conveyance/Storm needs first (including some shared spaces: lockers, restrooms, wet/dry rooms)
- 2) WRF changes can be phased.
- 3) Adjacent (closer) location promotes greater communication between all staff.

## CONS:

- 1) Ops/Admin facilities are addressed in 2nd phase.
- 2) Exst Conveyance & Police Evidence Bldg's have to be demolished before the end of their useful life. Therefore, this alternative requires construction of more new building area than some other options.
- 3) Requires demolition of existing conveyance building(s) and relocating parking lot (approx 60 spaces).
- 4) Police evidence function needs to be relocated.
- 5) Creates potential for some duplication of shared space.



McMinnville, Oregon



## Legend

- |                   |             |             |
|-------------------|-------------|-------------|
| ● SS Manholes     | City Limits | New Fence   |
| — SS Mainlines    | Tax Lots    | Access Gate |
| Existing Building |             |             |
| New Building      |             |             |

Notes:  
2020 Aerial Imagery



0 130 260 Feet

**McMinnville Space Planning**  
**Water Reclamation Facility**  
**Project Site**  
**City of McMinnville, OR**

**Jacobs**

## **Appendix E.6**

### **Public Works – Water Reclamation Facility: Alternative 2**

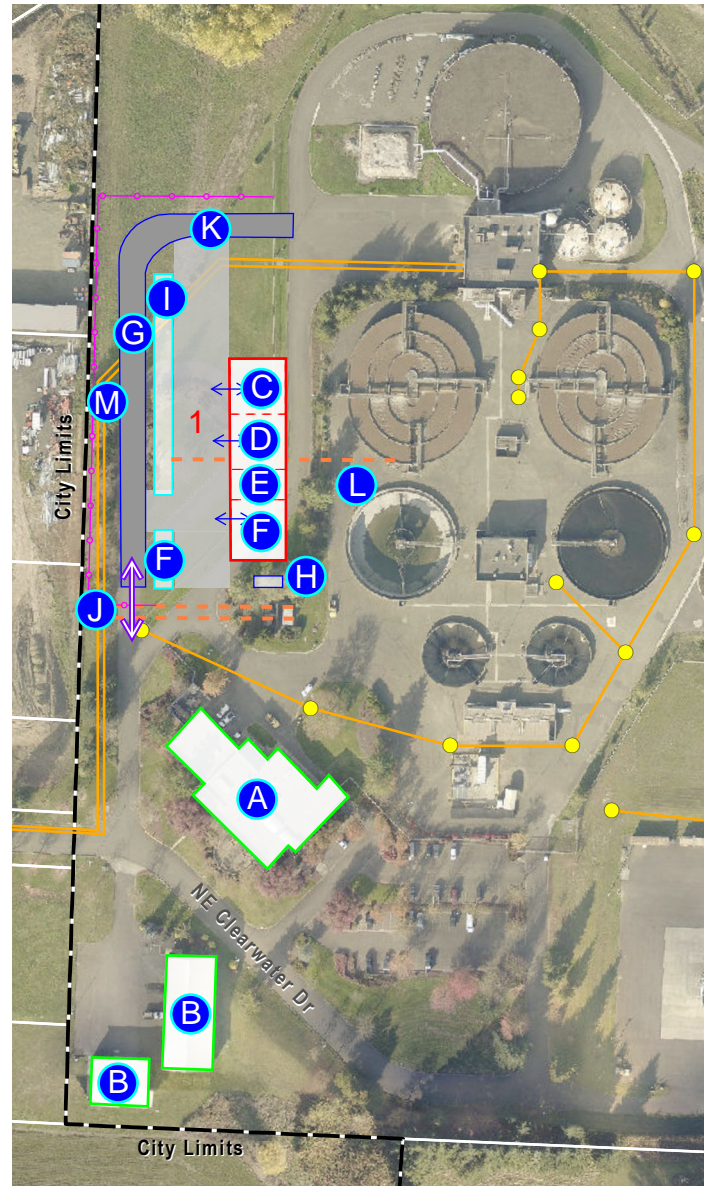


# PUBLIC WORKS - WRF: ALTERNATIVE 2

## APPROACH:

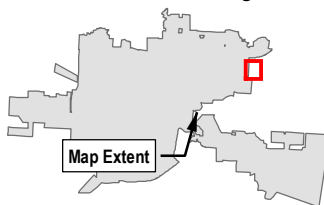
- 1) New stand alone building for WRF Maintenance, Conveyance and Storm that is NW of the existing Administration Building. Reconfigure existing WRF Administration Building to meet other program needs. Reuse existing Conveyance Building for Conveyance/Storm functions.
- 2) Program Building Area = 33,675 sf (approx 13,100 sf of new Building Area)

- A** - Existing WRF Administration Building (15,945 sf)
- B** - Existing WRF Conveyance Building (6,530 sf) and Police Evidence Building (3,100 sf)
- C** - New WRF Storm Shops and Storage (3,550 sf)
- D** - New WRF Conveyance Shops and Storage (3,550 sf)
- E** - New WRF Shared Spaces for Maint/Conv/Storm (2,000 sf)
- F** - New WRF Maintenance Shop (4,000 sf)
- G** - Rerouted Access Road
- H** - New Electrical Power Feed (transformer and possibly standby generator)
- I** - Employee Parking (partially covered)
- J** - Incoming Power Feeder from MW&L - (2) High Voltage Elec Duct Banks High Voltage Power Lines Run Along Property Line
- K** - Existing Bioswale to be Rerouted
- L** - Existing 1" W3 Pipe Serving RV Dump to be Demolished
- M** - Stormwater and Raw Sewage Foremain



## PHASE 1

McMinnville, Oregon



### Legend

- SS Manholes
- SS Mainlines
- Existing Building
- New Building
- City Limits
- Tax Lots
- New Fence
- Access Gate

Notes:  
2020 Aerial Imagery



0 130 260 Feet

**McMinnville Space Planning**  
Water Reclamation Facility  
Project Site  
City of McMinnville, OR

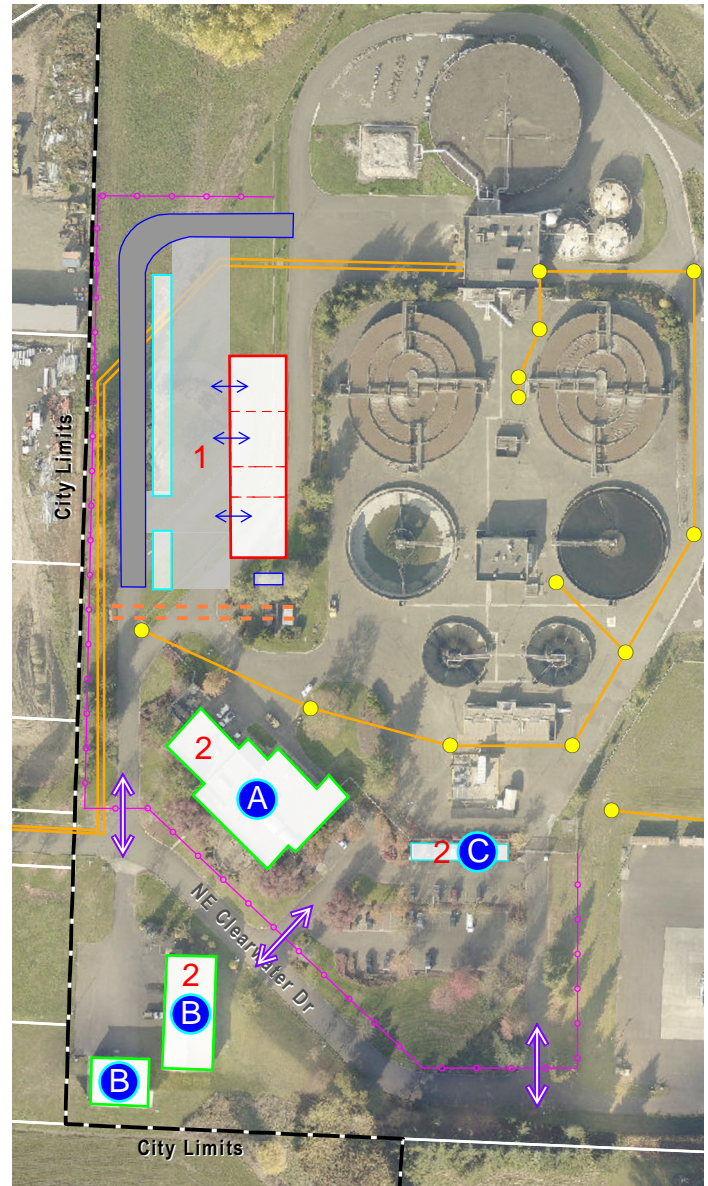
**Jacobs**

# PUBLIC WORKS - WRF: ALTERNATIVE 2

## APPROACH:

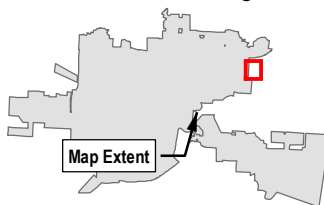
- 1) New stand alone building for WRF Maintenance, Conveyance and Storm that is NW of the existing Administration Building. Reconfigure existing WRF Administration Building to meet other program needs. Reuse existing Conveyance Building for Conveyance/Storm functions.
- 2) Program Building Area = 33,675 sf (approx 13,100 sf of new Building Area)

- A** - Existing WRF Administration Building (15,945 sf) - Remodel interior of existing building to address remaining programmatic space needs.
- B** - Existing WRF Conveyance & Police Evidence Buildings - Use existing Conveyance Building (6,530 sf) for storage of lower value equipment, tools, materials. Minor repairs & updates anticipated.
- C** - New Covered Employee Parking (12 stalls)



## PHASE 2

McMinnville, Oregon



### Legend

- SS Manholes
- SS Mainlines
- Existing Building
- New Building
- City Limits
- Tax Lots
- New Fence
- Access Gate

Notes:  
2020 Aerial Imagery



0 130 260 Feet

**McMinnville Space Planning**  
Water Reclamation Facility  
Project Site  
City of McMinnville, OR

**Jacobs**



# PUBLIC WORKS - WRF: ALTERNATIVE 2

## APPROACH:

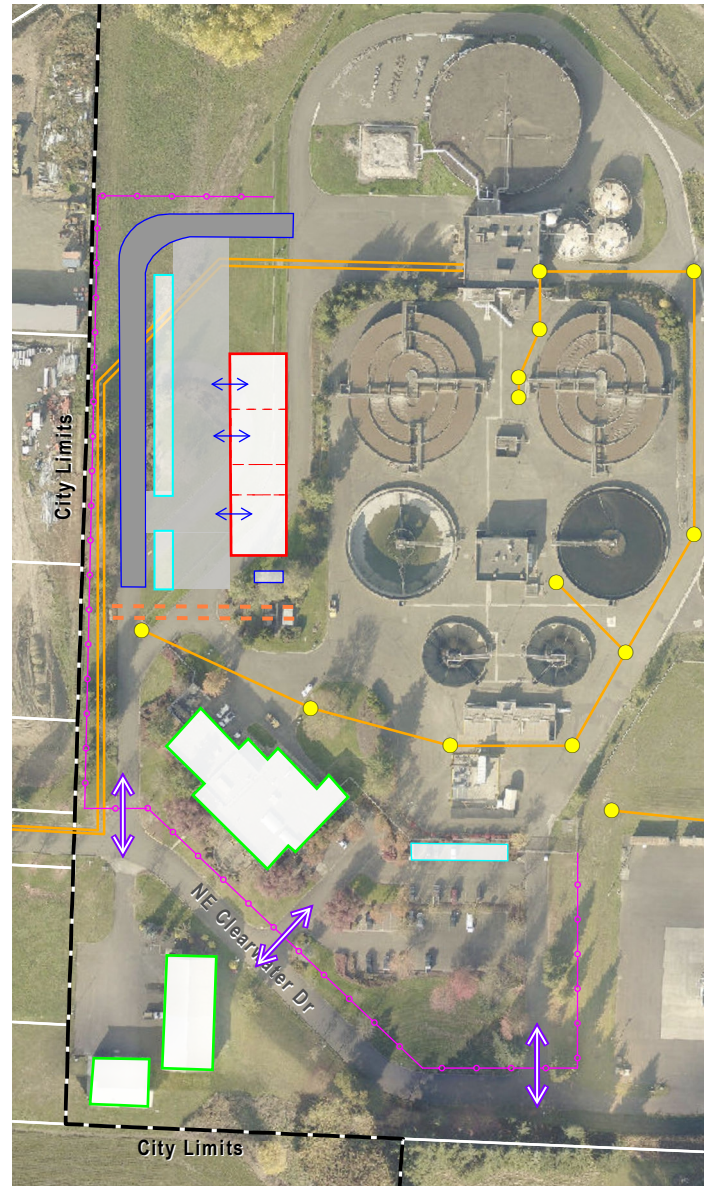
- 1) New stand alone building for WRF Maintenance, Conveyance and Storm that is NW of the existing Administration Building. Reconfigure existing WRF Administration Building to meet other program needs. Reuse existing Conveyance Building for Conveyance/Storm functions.
- 2) Program Building Area = 33,675 sf (approx 13,100 sf of new Building Area)

## PROS:

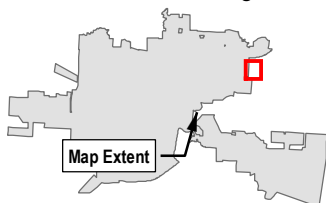
- 1) Addresses Maint/Conveyance/Storm needs first (including some shared spaces: lockers, restrooms, wet/dry rooms)
- 2) WRF changes can be phased.
- 3) Existing Conveyance Building can continue to be used thus reducing the overall demand for new building area.
- 4) Locates maintenance function close to plant facilities.
- 5) Has space for future expansion (to North)
- 6) Preserves existing parking lot.

## CONS:

- 1) Ops/Admin facilities are addressed in 2nd phase.
- 2) WRF Maint/Conv/Storm staff are remote from WRF Operations/Admin.
- 3) Creates some duplication of shared space.
- 4) Requires demo of existing RV Dump Site



McMinnville, Oregon



## Legend

- SS Manholes
- SS Mainlines
- Existing Building
- New Building
- City Limits
- Tax Lots
- New Fence
- Access Gate

Notes:  
2020 Aerial Imagery



0 130 260 Feet

**McMinnville Space Planning**  
**Water Reclamation Facility**  
**Project Site**  
**City of McMinnville, OR**

**Jacobs**



## **Appendix E.7**

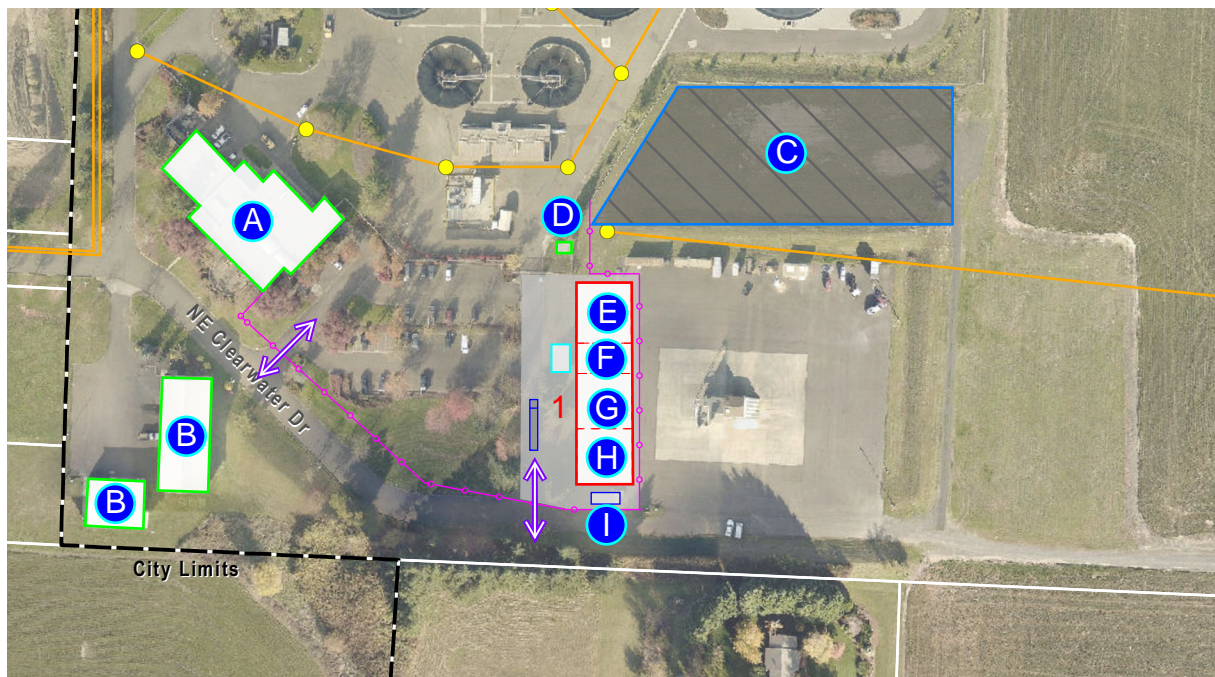
### **Public Works – Water Reclamation Facility: Alternative 3**

# PUBLIC WORKS - WRF: ALTERNATIVE 3

## APPROACH:

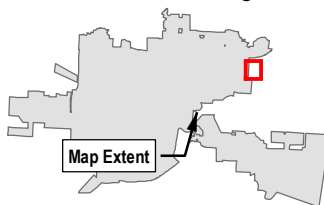
- 1) New stand alone building(s) for WRF Maintenance, Conveyance and Storm that is remote from the existing Administration Building. Reconfigure existing WRF Admin facility to meet other needs. Reuse existing Conveyance Building for Conveyance/Storm functions.
- 2) Program Building Area = 33,675 sf (approx 13,100 sf of new Building Area)

- A** - Existing WRF Administration Building (15,945 sf)
- B** - Existing WRF Conveyance Building (6,530 sf) & Police Evidence Building (3,100 sf)
- C** - Space Reserved for Future Process Treatment
- D** - Existing Re-Use PS (Provide access buffer)
- E** - New WRF Maintenance Shop (4,000 sf)
- F** - New WRF Shared Spaces for Maint/Conv/Storm (2,000 sf)
- G** - New WRF Storm Shops and Storage (3,550 sf)
- H** - New WRF Conveyance Shops and Storage (3,550 sf)
- I** - New Electrical Power Feed (transformer and possibly standby generator)



## PHASE 1

McMinnville, Oregon



### Legend

- SS Manholes
- SS Mainlines
- Existing Building
- New Building
- City Limits
- Tax Lots
- New Fence
- Access Gate

Notes:  
2020 Aerial Imagery



0 130 260 Feet

**McMinnville Space Planning**  
**Water Reclamation Facility**  
**Project Site**  
**City of McMinnville, OR**

**Jacobs**

# PUBLIC WORKS - WRF: ALTERNATIVE 3

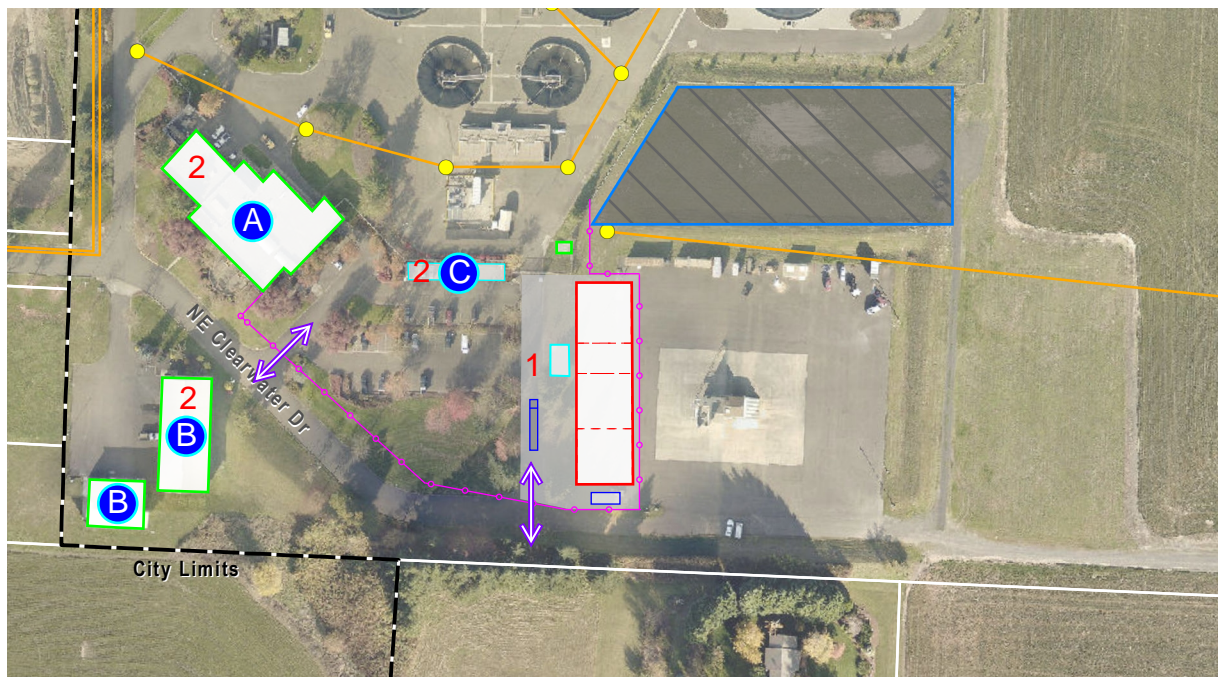
## APPROACH:

- 1) New stand alone building for WRF Maintenance, Conveyance and Storm that is remote from the existing Administration Building. Reconfigure existing WRF Administration Building to meet other program needs. Reuse existing Conveyance Building for Conveyance/Storm functions.
- 2) Program Building Area = 33,675 sf (approx 13,100 sf of new Building Area)

**A** - Existing WRF Administration Building (15,945 sf) - Remodel interior of existing building to address remaining programmatic space needs.

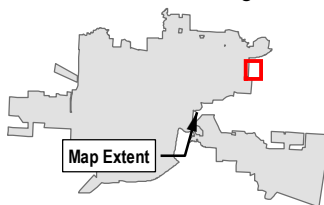
**B** - Existing WRF Conveyance & Police Evidence Buildings - Use existing Conveyance Building (6,530 sf) for storage of lower value equipment, tools, materials. Minor repairs & updates anticipated.

**C** - New Covered Employee Parking (12 stalls)



## PHASE 2

McMinnville, Oregon



### Legend

- SS Manholes
- SS Mainlines
- Existing Building
- New Building
- City Limits
- Tax Lots
- New Fence
- Access Gate

Notes:  
2020 Aerial Imagery



0 130 260 Feet

**McMinnville Space Planning**  
**Water Reclamation Facility**  
**Project Site**  
**City of McMinnville, OR**

**Jacobs**



# PUBLIC WORKS - WRF: ALTERNATIVE 3

## APPROACH:

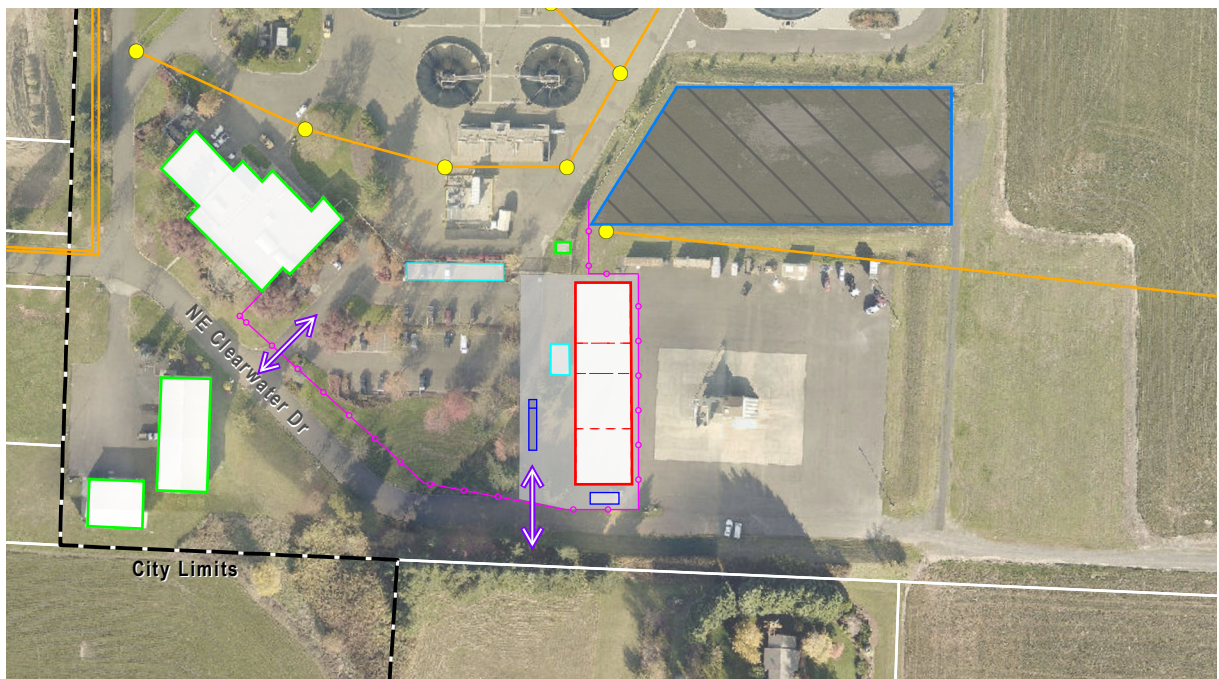
- 1) New stand alone building for WRF Maintenance, Conveyance and Storm that is remote from the existing Administration Building. Reconfigure existing WRF Administration Building to meet other program needs. Reuse existing Conveyance Building for Conveyance/Storm functions.
- 2) Program Building Area = 33,675 sf (approx 13,100 sf of new Building Area)

## PROS:

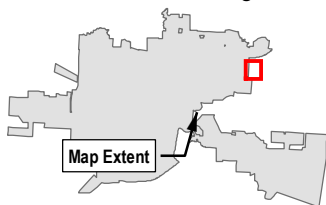
- 1) Addresses Maint/Conveyance/Storm needs first (including some shared spaces: lockers, restrooms, wet/dry rooms)
- 2) WRF changes can be phased.
- 3) Existing Conveyance Building can continue to be used thus reducing the overall demand for new building area.
- 4) Preserves existing parking lot.

## CONS:

- 1) Ops/Admin facilities are addressed in 2nd phase.
- 2) WRF Maint/Conv/Storm staff are remote from WRF Operations/Admin.
- 3) Creates some duplication of shared space.
- 4) May be too close to fire training area (if to be retained) for adequate buffer and access



McMinnville, Oregon



## Legend

- |                   |             |             |
|-------------------|-------------|-------------|
| ● SS Manholes     | City Limits | New Fence   |
| — SS Mainlines    | Tax Lots    | Access Gate |
| Existing Building |             |             |
| New Building      |             |             |

Notes:  
2020 Aerial Imagery



0 130 260 Feet

**McMinnville Space Planning**  
**Water Reclamation Facility**  
**Project Site**  
**City of McMinnville, OR**

**Jacobs**

## **Appendix E.8**

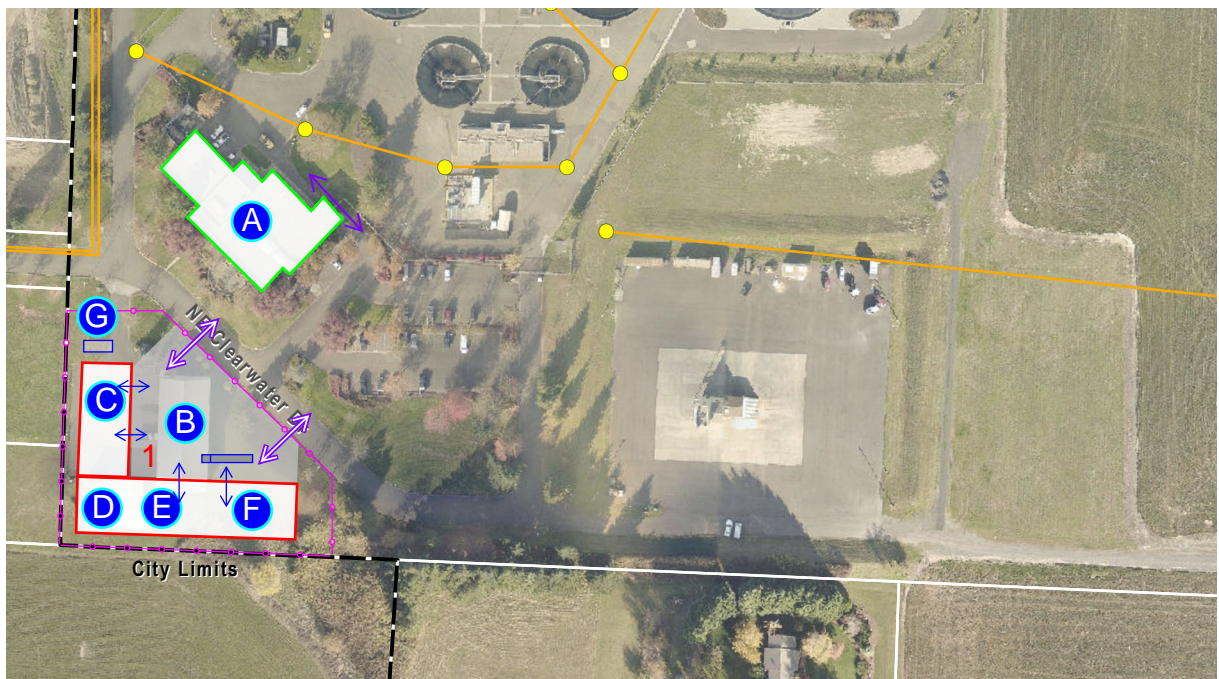
### **Public Works – Water Reclamation Facility: Alternative 4**

# PUBLIC WORKS - WRF: ALTERNATIVE 4

## APPROACH:

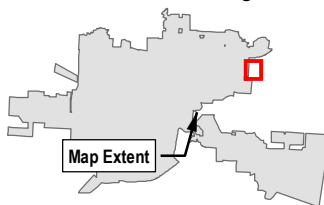
- 1) New stand alone building(s) for WRF Maintenance, Conveyance and Storm that is directly adjacent to the existing Administration Building. Reconfigure existing WRF Administration Building to meet other program needs.
- 2) Program Building Area = 33,675 sf (approx 19,600 sf of new Building Area)

- A** - Existing WRF Administration Building (15,945 sf)
- B** - Demolish Existing WRF Conveyance & Police Evidence Buildings
- C** - New WRF Storm Shop and Storage (6,800 sf)
- D** - New WRF Shared Spaces (2,000 sf)
- E** - New WRF Maintenance Shop (4,000 sf)
- F** - New WRF Conveyance Shop and Storage (6,800 sf)
- G** - New Electrical Power Feed (transformer and possibly standby generator)



## PHASE 1

McMinnville, Oregon



### Legend

- SS Manholes
- SS Mainlines
- Existing Building
- New Building
- City Limits
- Tax Lots
- New Fence
- Access Gate

Notes:  
2020 Aerial Imagery



0 130 260 Feet

**McMinnville Space Planning**  
**Water Reclamation Facility**  
**Project Site**  
**City of McMinnville, OR**

**Jacobs**



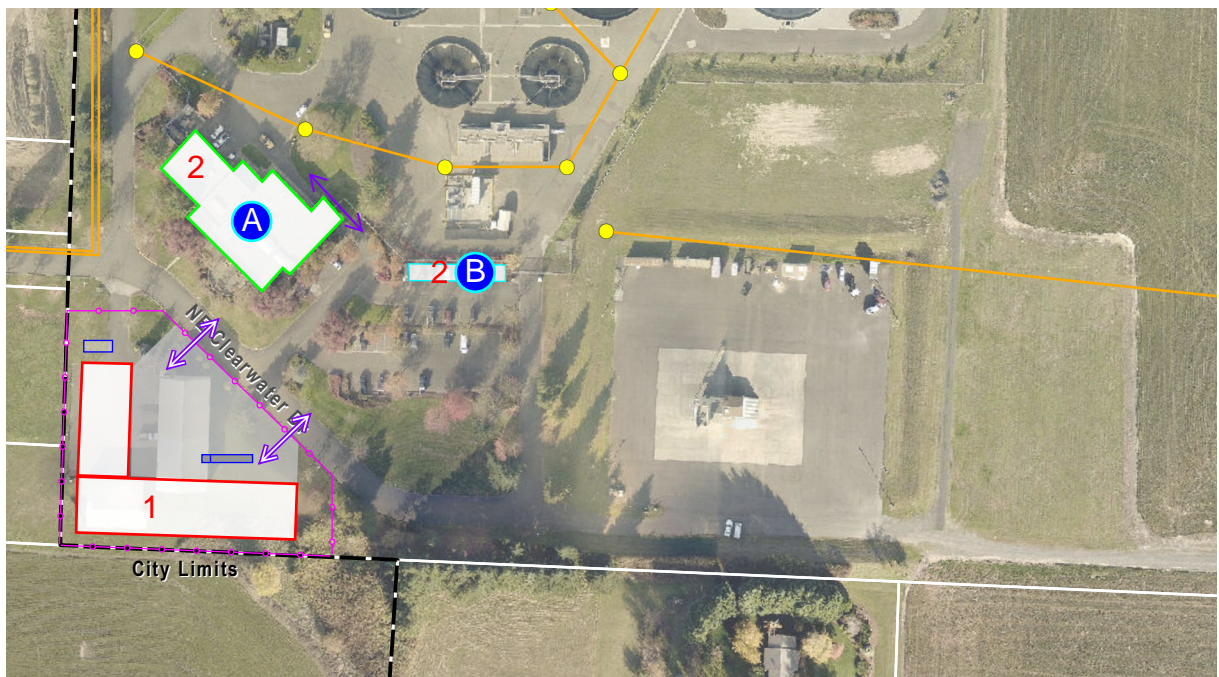
# PUBLIC WORKS - WRF: ALTERNATIVE 4

## APPROACH:

- 1) New stand alone building(s) for WRF Maintenance, Conveyance and Storm that is directly adjacent to the existing Administration Building. Reconfigure existing WRF Administration Building to meet other program needs.
- 2) Program Building Area = 33,675 sf (approx 19,600 sf of new Building Area)

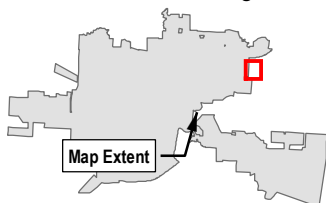
**A** - Existing WRF Administration Building (15,945 sf) - Remodel interior of existing building to address remaining programmatic space needs.

**B** - New Covered Employee Parking (12 stalls)



## PHASE 2

McMinnville, Oregon



### Legend

- SS Manholes (Yellow dot)
- SS Mainlines (Orange line)
- Existing Building (Green outline)
- New Building (Red outline)
- City Limits (Dashed orange line)
- Tax Lots (Dashed line)
- New Fence (Dashed line)
- Access Gate (Double-headed purple arrow)

Notes:  
2020 Aerial Imagery



0 130 260 Feet

**McMinnville Space Planning**  
**Water Reclamation Facility**  
**Project Site**  
**City of McMinnville, OR**

**Jacobs**

# PUBLIC WORKS - WRF: ALTERNATIVE 4

## APPROACH:

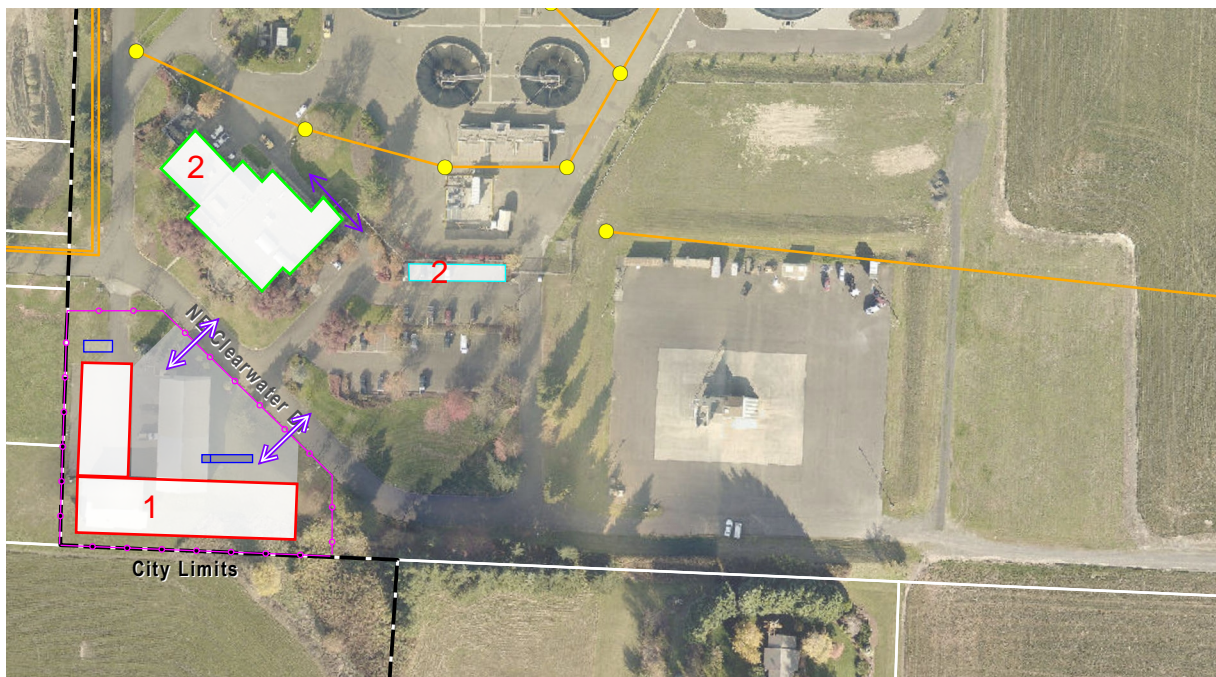
- 1) New stand alone building(s) for WRF Maintenance, Conveyance and Storm that is directly adjacent to the existing Administration Building. Reconfigure existing WRF Administration Building to meet other program needs.
- 2) Program Building Area = 33,675 sf (approx 19,600 sf of new Building Area)

## PROS:

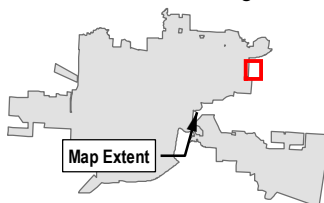
- 1) Addresses Maint/Conveyance/Storm needs first (including some shared spaces: lockers, restrooms, wet/dry rooms)
- 2) WRF changes can be phased.
- 3) Preserves existing parking lot and RV Dump Site

## CONS:

- 1) Ops/Admin facilities are addressed in 2nd phase.
- 2) WRF Maint/Conv/Storm staff are remote from WRF Operations/Admin.
- 3) Creates some duplication of shared space.
- 4) Conveyance function requires temporary facilities during Phase 1.
- 5) Requires demo of existing buildings that still have useful life. Requires relocation of Police Evidence function. Therefore, this alternative requires construction of more new building area than some other options.
- 6) Site is very constrained and has no options for future expansion.



McMinnville, Oregon



## Legend

- |                     |             |             |
|---------------------|-------------|-------------|
| ● SS Manholes       | City Limits | New Fence   |
| — SS Mainlines      | Tax Lots    | Access Gate |
| — Existing Building |             |             |
| — New Building      |             |             |

Notes:  
2020 Aerial Imagery



0 130 260 Feet

**McMinnville Space Planning**  
**Water Reclamation Facility**  
**Project Site**  
**City of McMinnville, OR**

**Jacobs**

## **Appendix E.9**

### **Public Works – Operations and Water Reclamation Facility: Alternative 1**



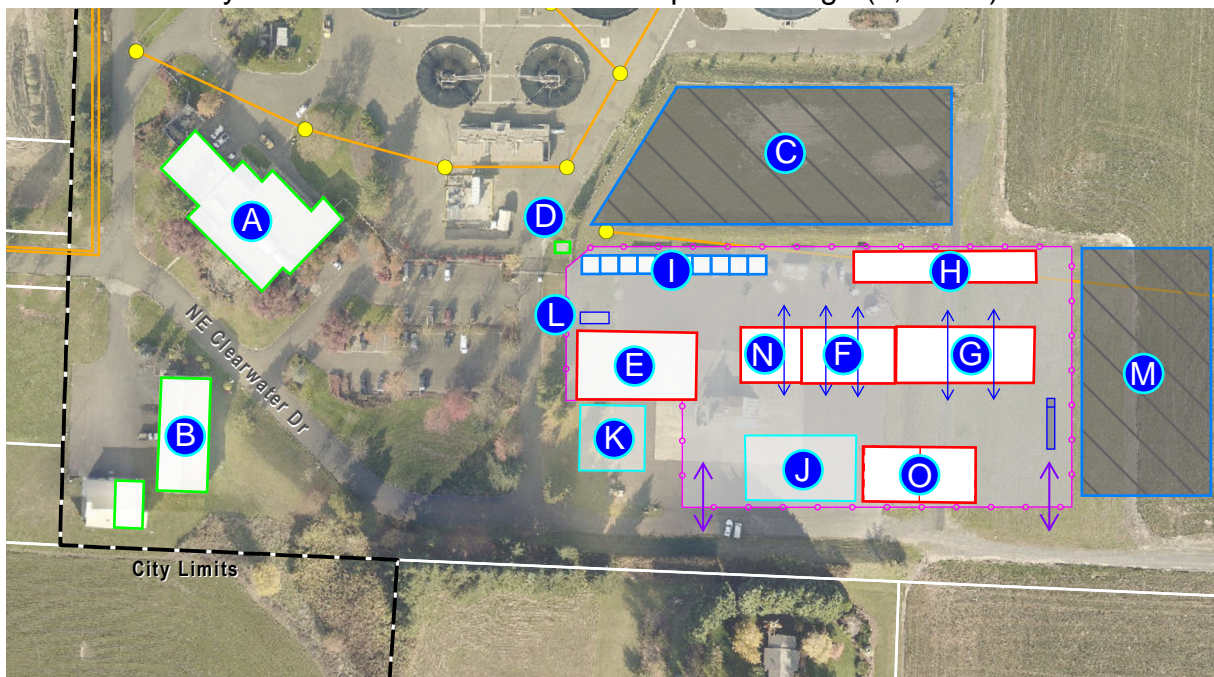
# PUBLIC WORKS - OPS & WRF: ALTERNATIVE 1

## APPROACH:

1) New campus for PW-Operations and WRF Maintenance, Conveyance, and Storm located on WRF property. Remodel the existing WRF Admin Building to address WRF Admin facility needs.

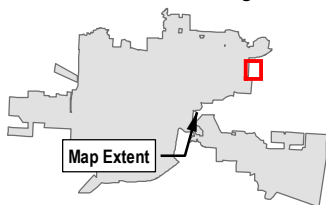
2) Program Building Area = 29,580 sf for PW-OPS & 17,820 sf for WRF  
Maint/Conveyance/Storm = 47,400 sf

- A** - Existing WRF Administration Building
- B** - Existing WRF Conveyance Buildings
- C** - Space Reserved for Future Process Treatment
- D** - Existing Re-Use PS (Provide access buffer)
- E** - New PW-Ops & WRF Administration and Shared Spaces Building (9,500 sf)
- F** - New PW-Ops Maintenance Shop (6,500 sf)
- G** - New PW-Ops Parks/Streets Enclosed Shops & Storage (8,500 sf)
- H** - New PW-Ops Parks/Streets Covered Storage (6,500 sf)
- I** - New PW-Ops Parks/Streets Uncovered Storage
- J** - New PW-Ops & WRF Employee Parking
- K** - New PW-Ops Visitor Parking
- L** - New Electrical Power Feed (transformer and possibly standby generator)
- M** - Space for future expansion
- N** - New WRF Maintenance Shop (4,000 sf)
- O** - New WRF Conveyance and Storm Enclosed Shops & Storage (7,100 sf)



## PHASE 1

McMinnville, Oregon



### Legend

- SS Manholes
- SS Mainlines
- Existing Building
- New Building
- City Limits
- Tax Lots
- New Fence
- Access Gate

Notes:  
2020 Aerial Imagery



0 130 260 Feet

**McMinnville Space Planning**  
Water Reclamation Facility  
Project Site  
City of McMinnville, OR

**Jacobs**

# PUBLIC WORKS - OPS & WRF: ALTERNATIVE 1

## APPROACH:

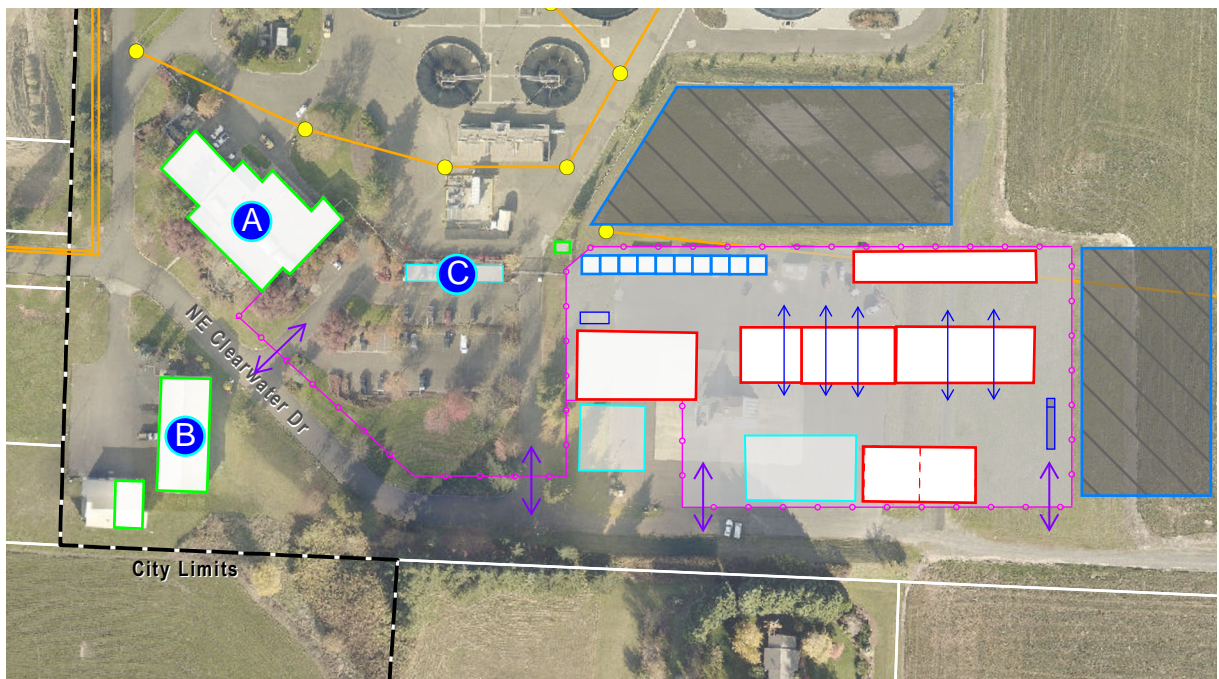
1) New campus for PW-Operations and WRF Maintenance, Conveyance, and Storm located on WRF property. Remodel the existing WRF Admin Building to address WRF Admin facility needs.

2) Program Building Area = 29,580 sf for PW-OPS & 17,820 sf for WRF  
Maint/Conveyance/Storm = 47,400 sf

**A** - Existing WRF Administration Building - Remodel interior of existing building to suit remaining space program. No addition to building footprint required.

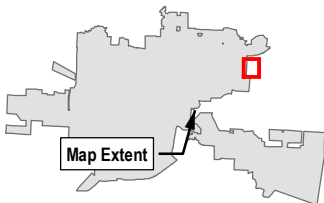
**B** - Existing WRF Conveyance Buildings - Use for storage of lower value items

**C** - New WRF covered employee parking



## PHASE 2

McMinnville, Oregon



### Legend

- SS Manholes (yellow dot)
- SS Mainlines (orange line)
- Existing Building (green outline)
- New Building (red outline)
- City Limits (dashed line)
- Tax Lots (thin black outline)
- New Fence (purple line with dots)
- Access Gate (purple double arrow)

Notes:  
2020 Aerial Imagery



0 130 260 Feet

**McMinnville Space Planning**  
**Water Reclamation Facility**  
**Project Site**  
**City of McMinnville, OR**

**Jacobs**



# PUBLIC WORKS - OPS & WRF: ALTERNATIVE 1

## APPROACH:

- 1) New campus for PW-Operations and WRF Maintenance, Conveyance, and Storm located on WRF property. Remodel the existing WRF Admin Building to address WRF Admin facility needs.
- 2) Program Building Area = 29,580 sf for PW-OPS & 17,820 sf for WRF Maint/Conv/Storm = 47,400 sf

## PROS:

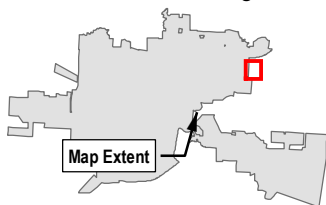
- 1) Addresses majority of project needs in Phase 1.
- 2) Allows PW-Ops to remain functional (at existing location) during construction.
- 3) WRF changes can be phased.
- 4) New PW-Ops/WRF campus has space to expand to east.
- 5) New campus would include dedicated shared spaces for some WRF work groups so there would be reduced demand in the existing WRF Admin Bldg.
- 6) Existing Conveyance Building can continue to be used thus reducing the overall demand for new building area.

## CONS:

- 1) Fire Training area to be relocated (location TBD), adding cost.
- 2) WRF Maint/Conv/Storm staff are remote from WRF Operations/Admin.
- 3) PW-Ops are further from City center.
- 4) Leaves existing infrastructure at old site with no purpose/use. Demo recommended to avoid additional maintenance upkeep.
- 5) Possible land use challenges



McMinnville, Oregon



## Legend

- |                   |             |             |
|-------------------|-------------|-------------|
| ● SS Manholes     | City Limits | New Fence   |
| — SS Mainlines    | Tax Lots    | Access Gate |
| Existing Building |             |             |
| New Building      |             |             |

Notes:  
2020 Aerial Imagery



0 130 260 Feet

**McMinnville Space Planning**  
**Water Reclamation Facility**  
**Project Site**  
**City of McMinnville, OR**

**Jacobs**

# Appendix F

## Binders for the Final Alternatives



## Appendix F.1

### Alternative 1





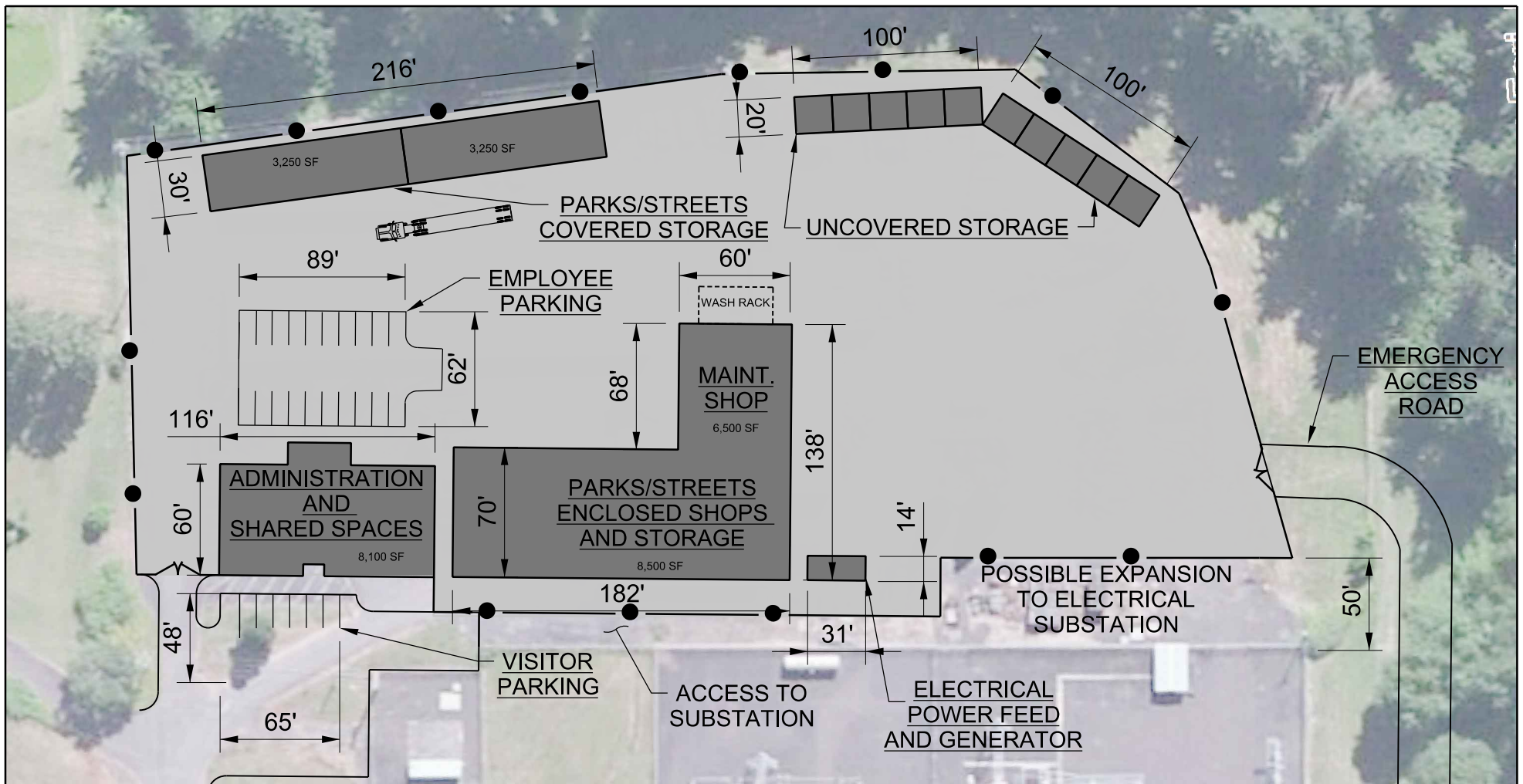
Source: Esri, Maxar, Earthstar Geographics, CN

ALTERNATIVE 1  
PRIMARY AREA  
OF PROPOSED  
UPGRADE

1. 2020 AERIAL IMAGERY.

CITY OF MCMINNVILLE  
PUBLIC WORKS - OPERATIONS  
ALTERNATIVE 1 - OVERALL

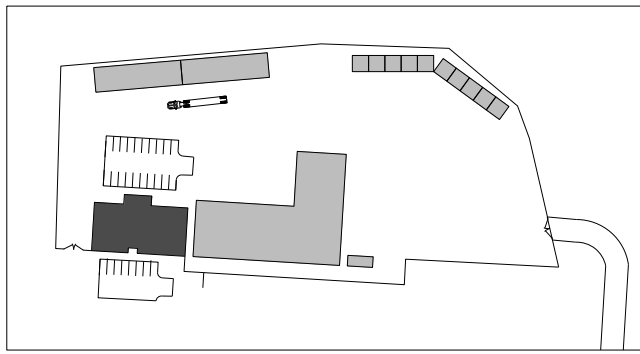




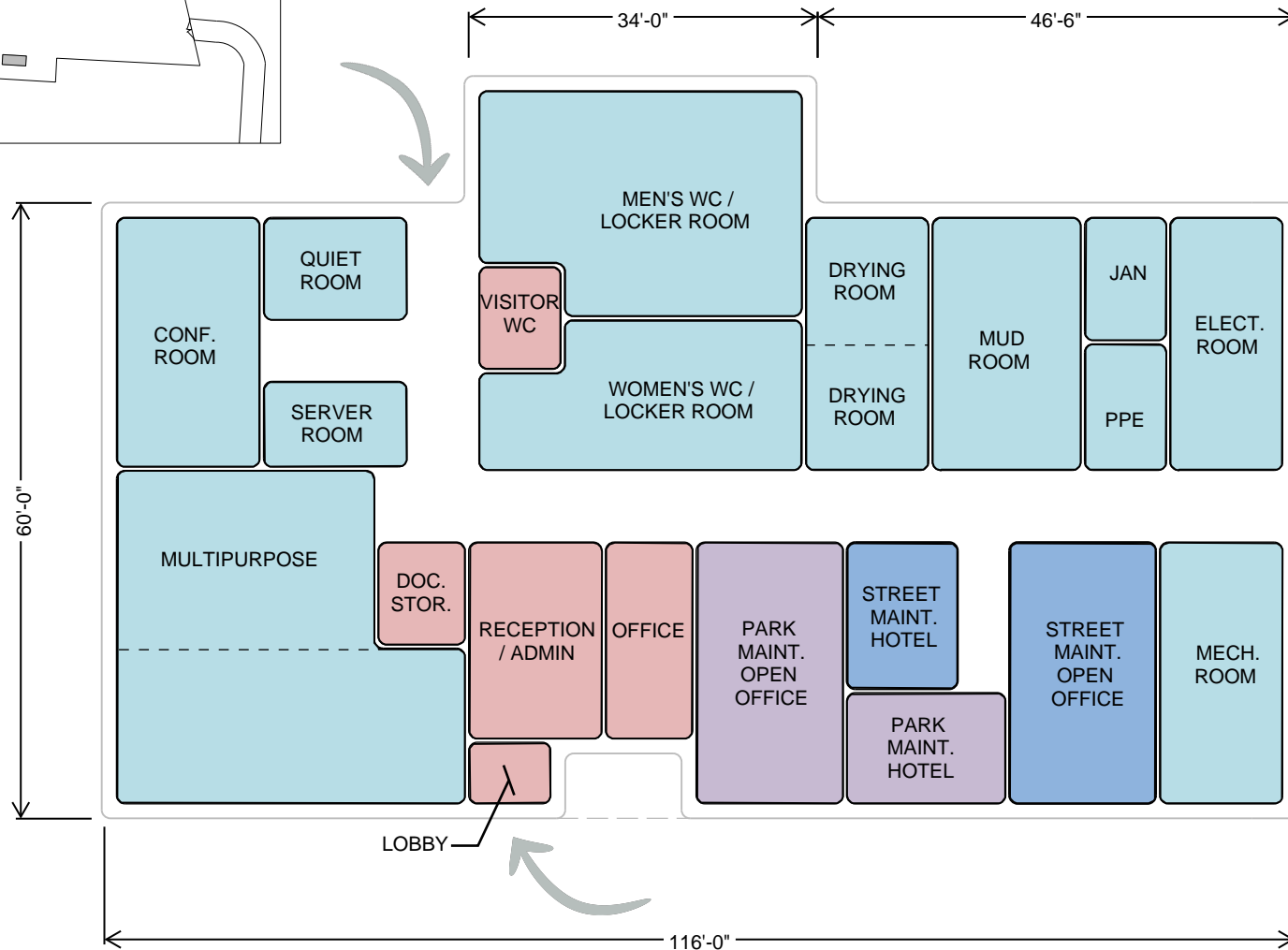
NOTES	
1. 2020 AERIAL IMAGERY.	
2. PROGRAM BUILDING AREA = 29,580 SF.	
3. SITE AREA = APPROX. 3.5 ACRES.	
LEGEND	
	NEW BUILDING
	NEW FENCE
	ACCESS GATE
	MAX DESIGN VEHICLE (WB-67)

CITY OF MCMINNVILLE  
PUBLIC WORKS - OPERATIONS  
ALTERNATIVE 1 - SITE PLAN





## KEY PLAN



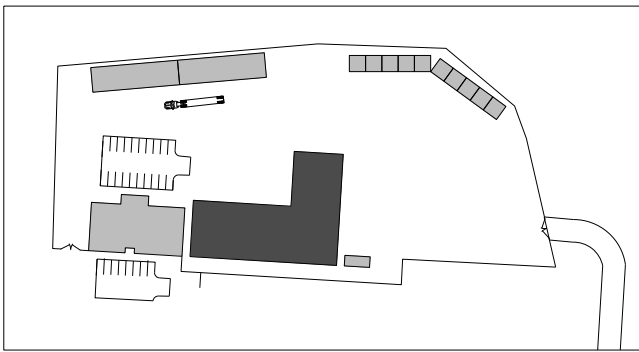
## LEGEND

- OPERATIONS ADMINISTRATION
- PARK MAINTENANCE
- STREET MAINTENANCE
- SHARED SPACES

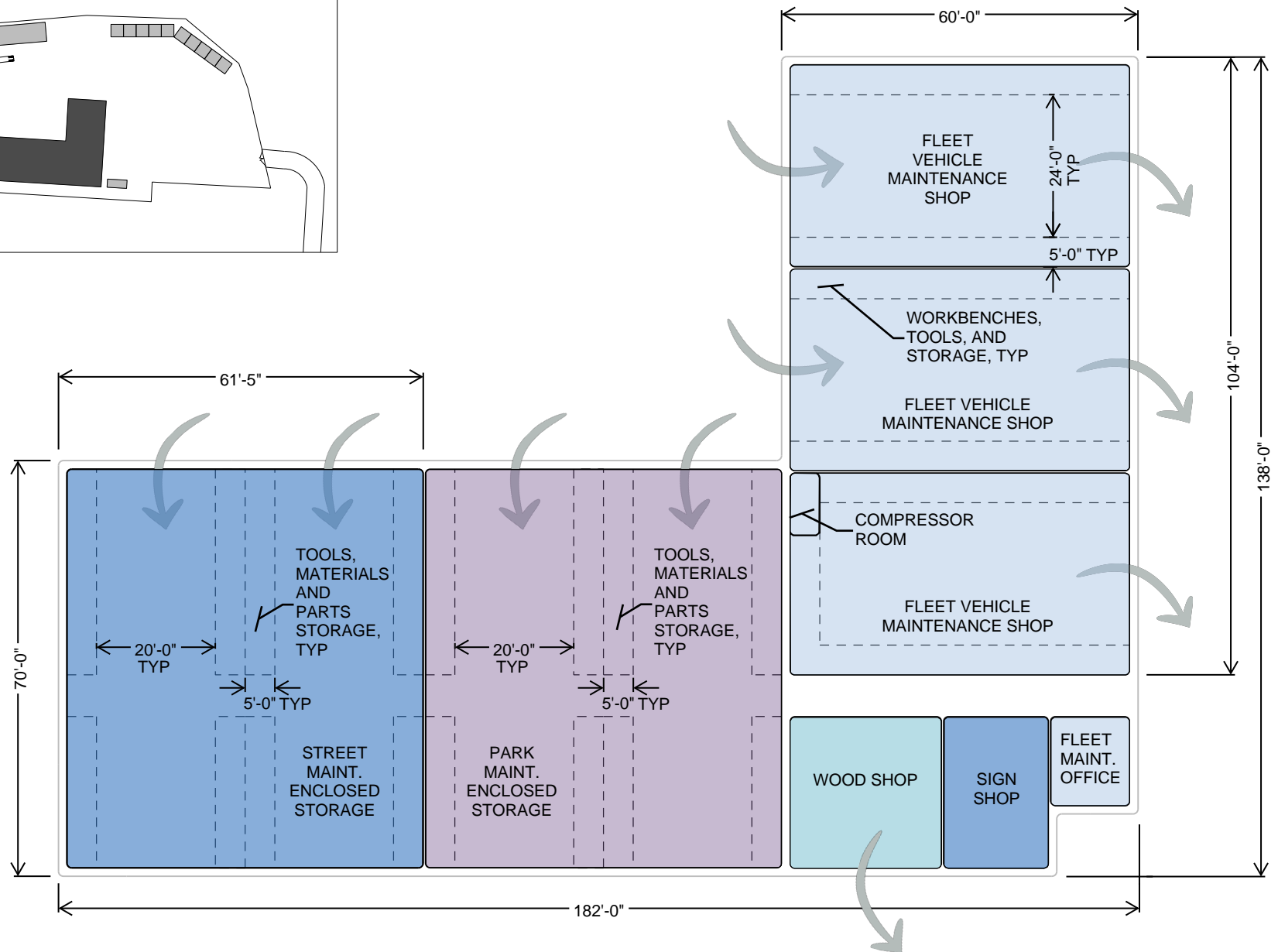
## ALTERNATIVE 1: NEW ADMINISTRATION BUILDING



CITY OF MCMINNVILLE  
PUBLIC WORKS - OPERATIONS



## KEY PLAN



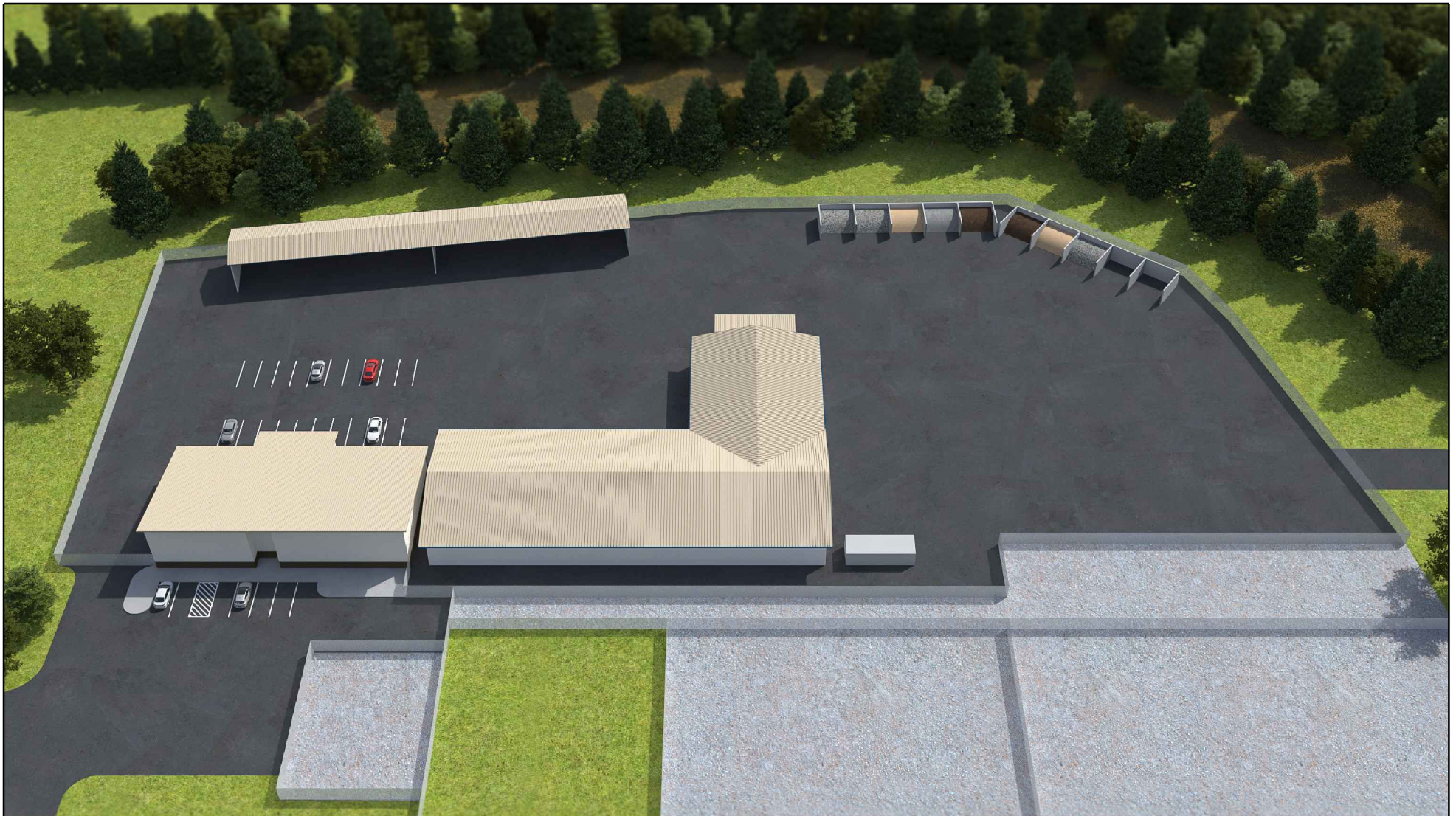
## LEGEND

- PARK MAINTENANCE
- STREET MAINTENANCE
- FLEET
- SHARED SPACES

## ALTERNATIVE 1: NEW MAINTENANCE SHOP & ENCLOSED STORAGE



CITY OF MCMINNVILLE  
PUBLIC WORKS - OPERATIONS



CITY OF MCMINNVILLE  
PUBLIC WORKS - OPERATIONS  
ALTERNATIVE 1 - RENDERING

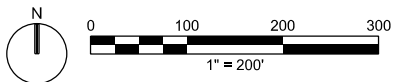
## Appendix F.2

### Alternative 2





ALTERNATIVE 2  
PRIMARY AREA OF  
PROPOSED UPGRADE

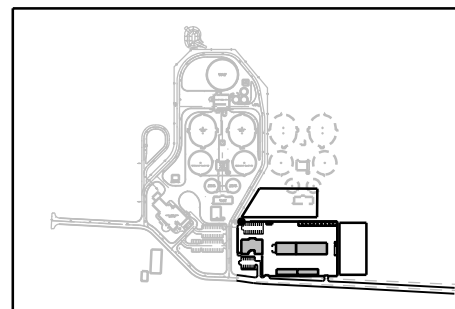
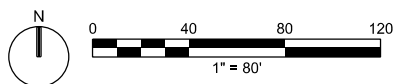
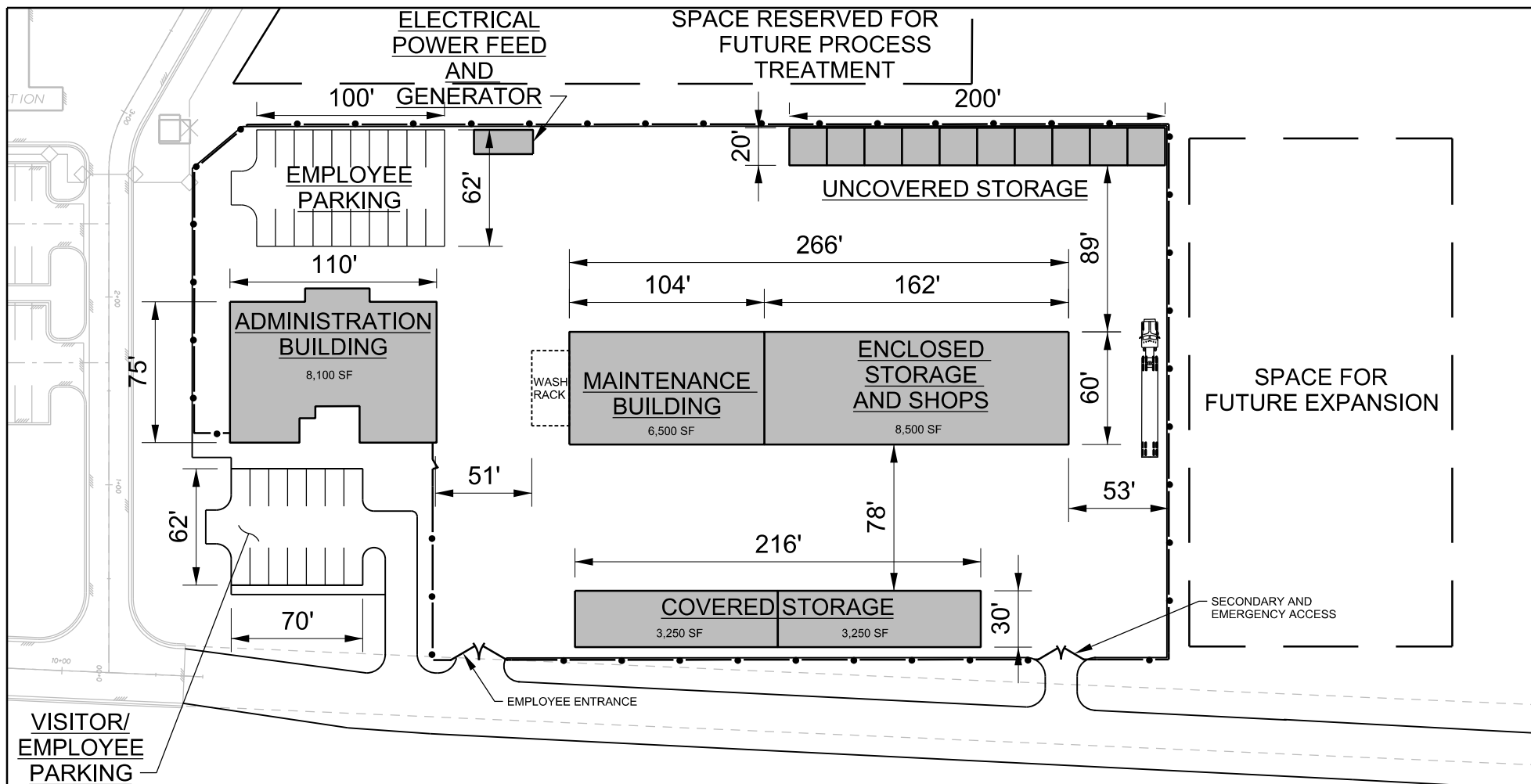


NOTES

1. 2020 AERIAL IMAGERY.

CITY OF MCMINNVILLE  
PUBLIC WORKS - OPERATIONS AND WASTEWATER SERVICES  
ALTERNATIVE 2 - OVERALL





KEY PLAN

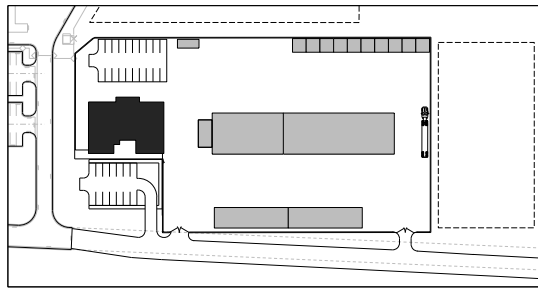
#### NOTES

1. PROGRAM BUILDING AREA = 29,580 SF.
2. SITE AREA = APPROX. 3.35 ACRES (4.25 ACRES WITH FUTURE EXPANSION).

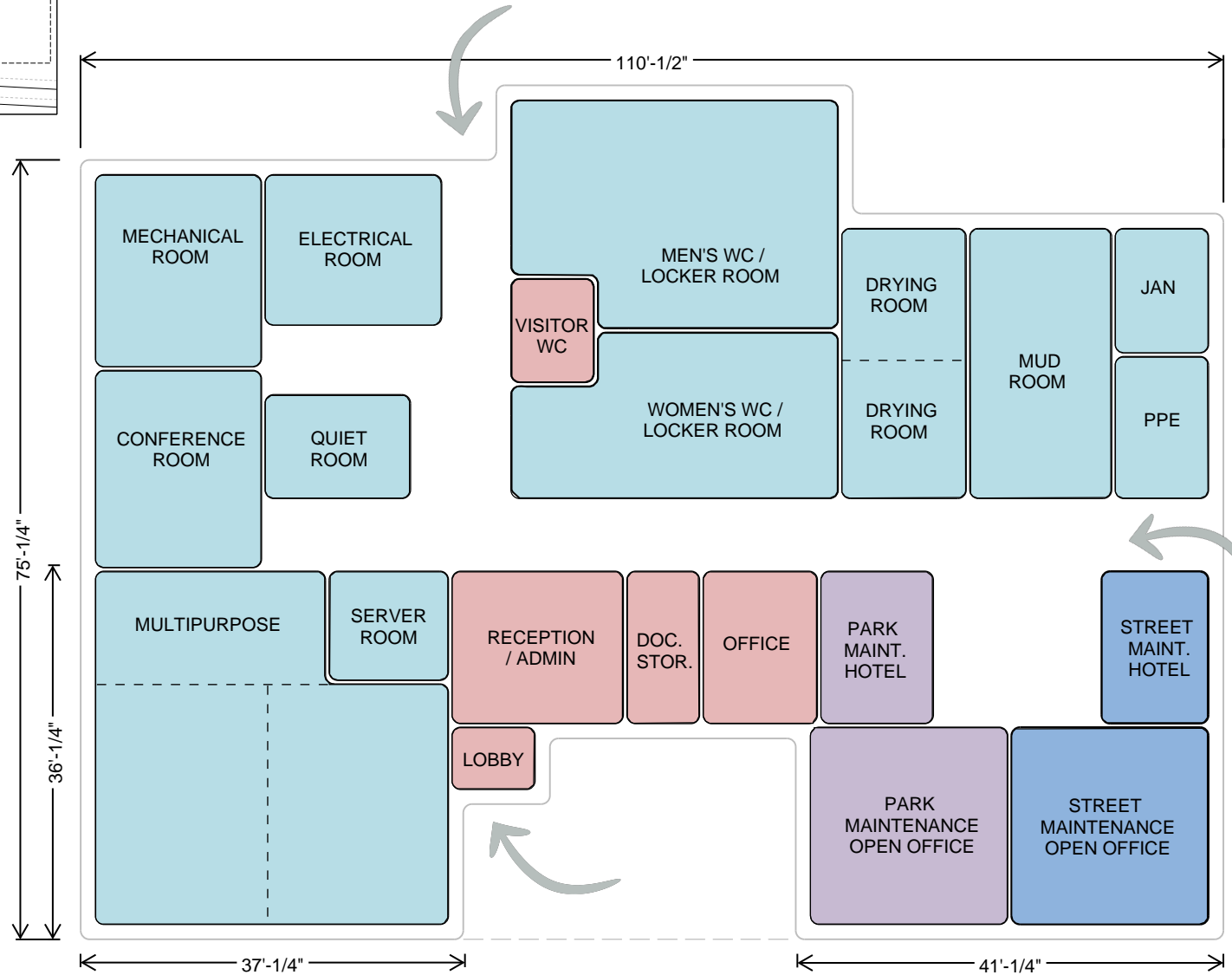
#### LEGEND

- NEW BUILDING
- EXISTING BUILDING
- NEW FENCE
- ACCESS GATE
- MAX DESIGN VEHICLE (WB-67)

## CITY OF MCMINNVILLE PUBLIC WORKS - OPERATIONS ALTERNATIVE 2 - SITE PLAN



## KEY PLAN



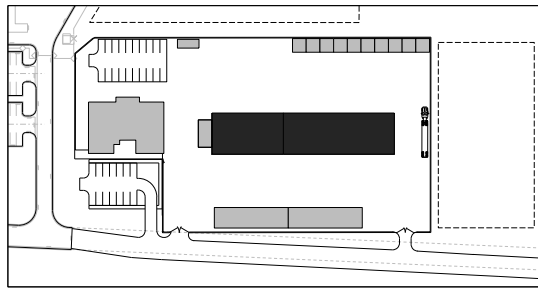
## LEGEND

- OPERATIONS ADMINISTRATION
- PARK MAINTENANCE
- STREET MAINTENANCE
- SHARED SPACES

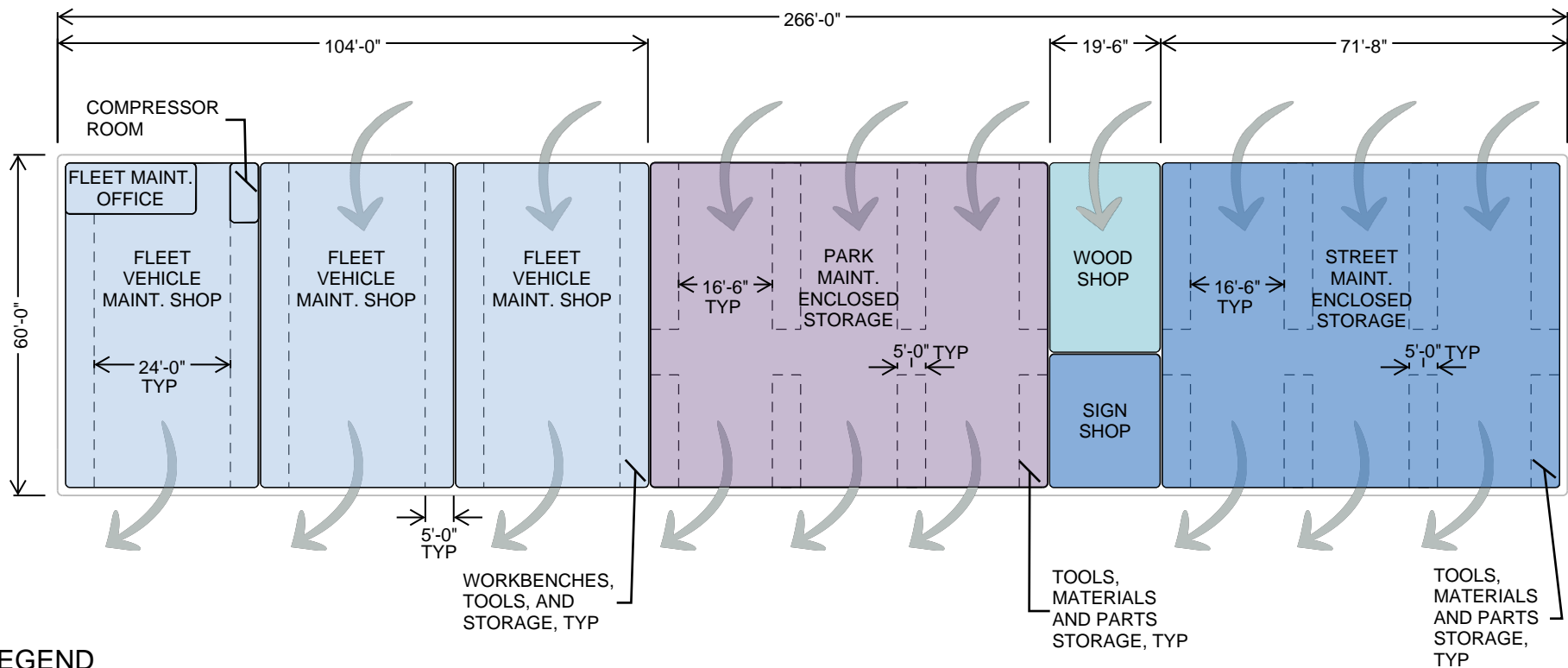
## ALTERNATIVE 2: NEW ADMINISTRATION BUILDING



CITY OF MCMINNVILLE  
PUBLIC WORKS - OPERATIONS



## KEY PLAN



## LEGEND

- PARK MAINTENANCE
- STREET MAINTENANCE
- FLEET
- SHARED SPACES

## ALTERNATIVE 2: NEW MAINTENANCE SHOP & ENCLOSED STORAGE



CITY OF MCMINNVILLE  
PUBLIC WORKS - OPERATIONS



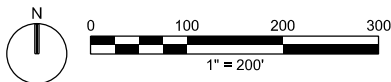
CITY OF MCMINNVILLE  
PUBLIC WORKS - OPERATIONS  
ALTERNATIVE 2 - RENDERING

## Appendix F.3

### Alternative 3



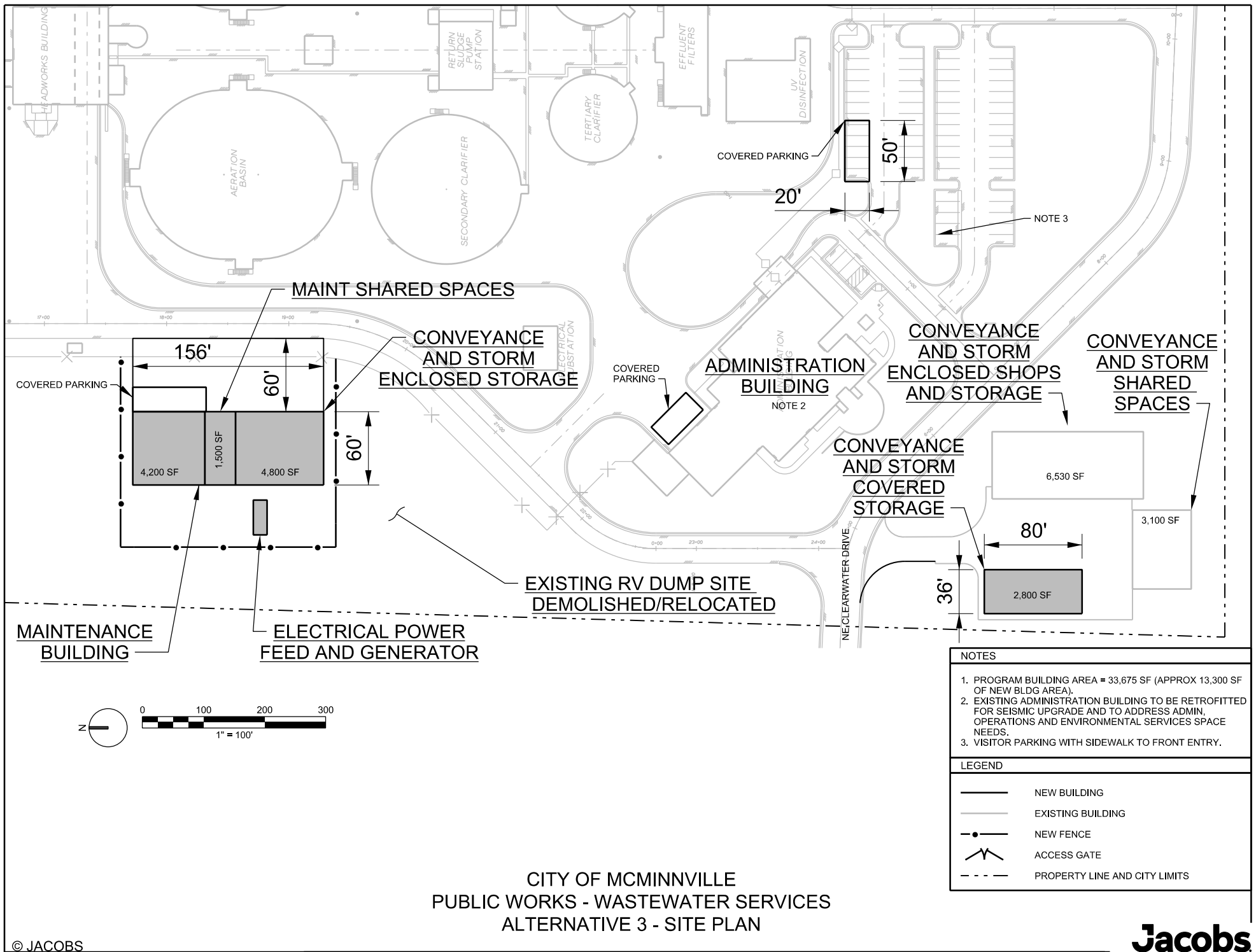


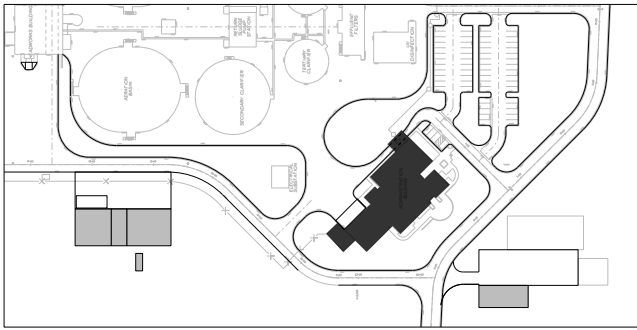


#### NOTES

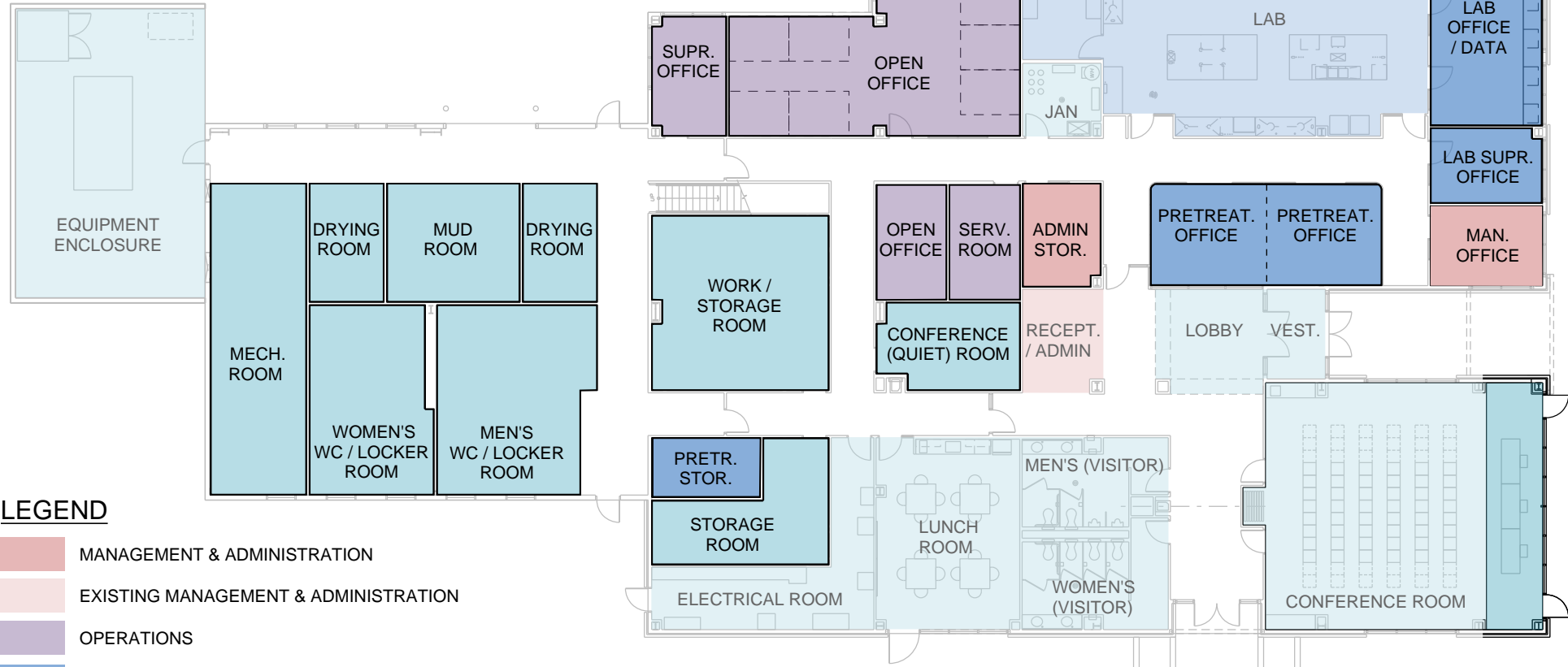
1. 2020 AERIAL IMAGERY.

## CITY OF MCMINNVILLE PUBLIC WORKS - OPERATIONS AND WASTEWATER SERVICES ALTERNATIVE 3 - OVERALL





# **KEY PLAN**



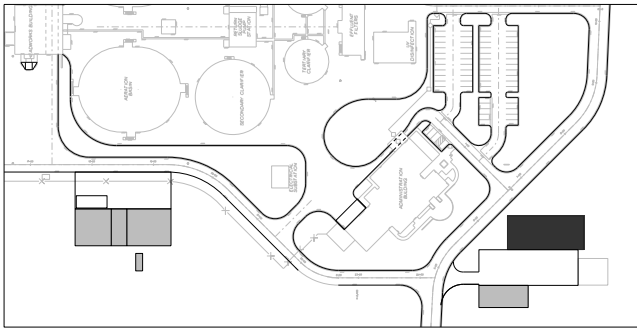
# **LEGEND**

- MANAGEMENT & ADMINISTRATION
- EXISTING MANAGEMENT & ADMINISTRATION
- OPERATIONS
- ENVIRONMENTAL SERVICES
- EXISTING ENVIRONMENTAL SERVICES
- SHARED SPACES
- EXISTING SHARED SPACES

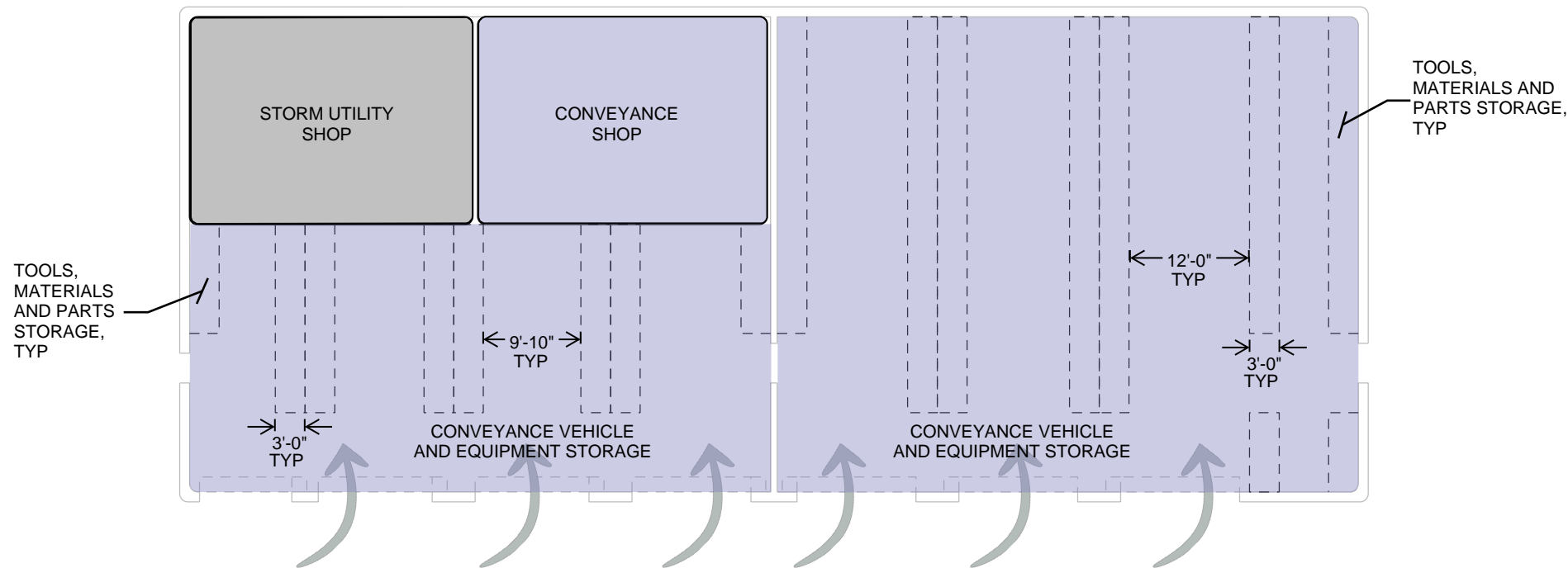
# **ALTERNATIVE 3: EXISTING WRF ADMINISTRATION BUILDING**

CITY OF MC MINNVILLE  
PUBLIC WORKS - WASTEWATER SERVICES





**KEY PLAN**



**ALTERNATIVE 3: EXISTING CONVEYANCE BUILDING -  
CONVEYANCE ENCLOSED STORAGE, CONVEYANCE SHOP, & STORM UTILITY SHOP**

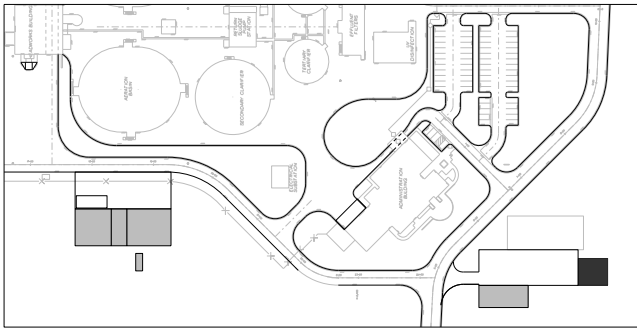
**LEGEND**

- CONVEYANCE
- STORM UTILITY

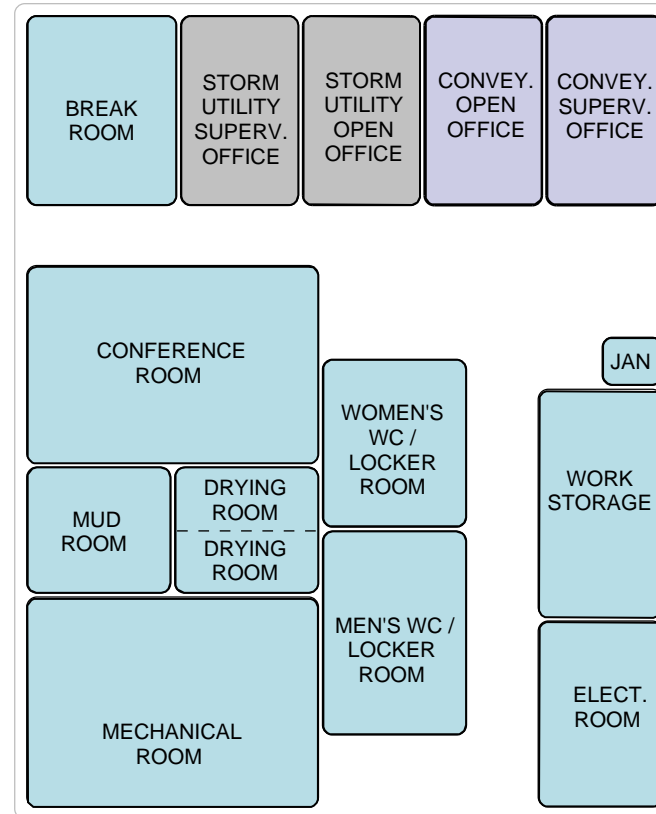


CITY OF MCMINNVILLE  
PUBLIC WORKS - WASTEWATER SERVICES

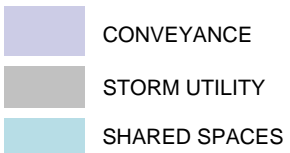




## KEY PLAN



## LEGEND

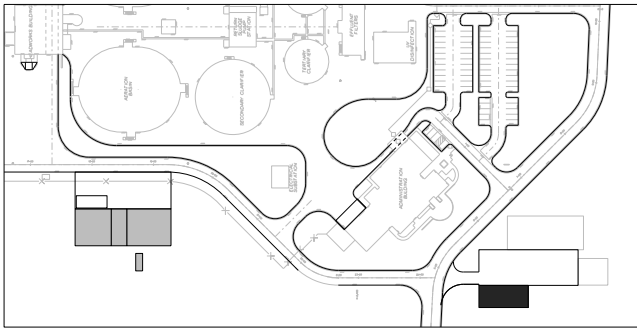


## ALTERNATIVE 3: EXISTING POLICE EVIDENCE BUILDING - SHARED SPACES FOR CONVEYANCE AND STORM UTILITY

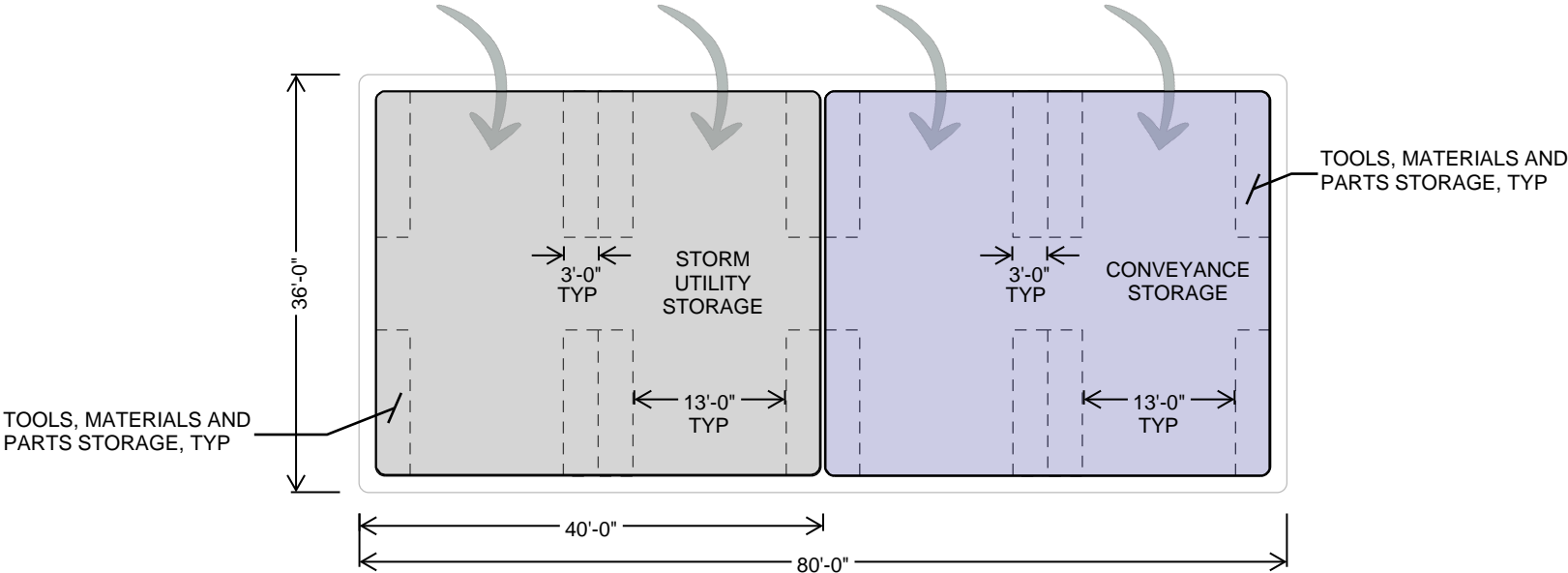


CITY OF MCMINNVILLE  
PUBLIC WORKS - WASTEWATER SERVICES





**KEY PLAN**



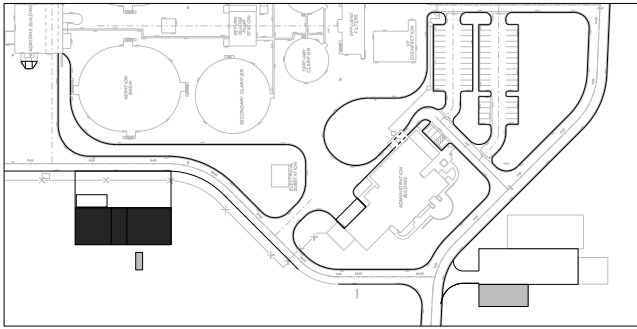
**LEGEND**

- CONVEYANCE
- STORM UTILITY

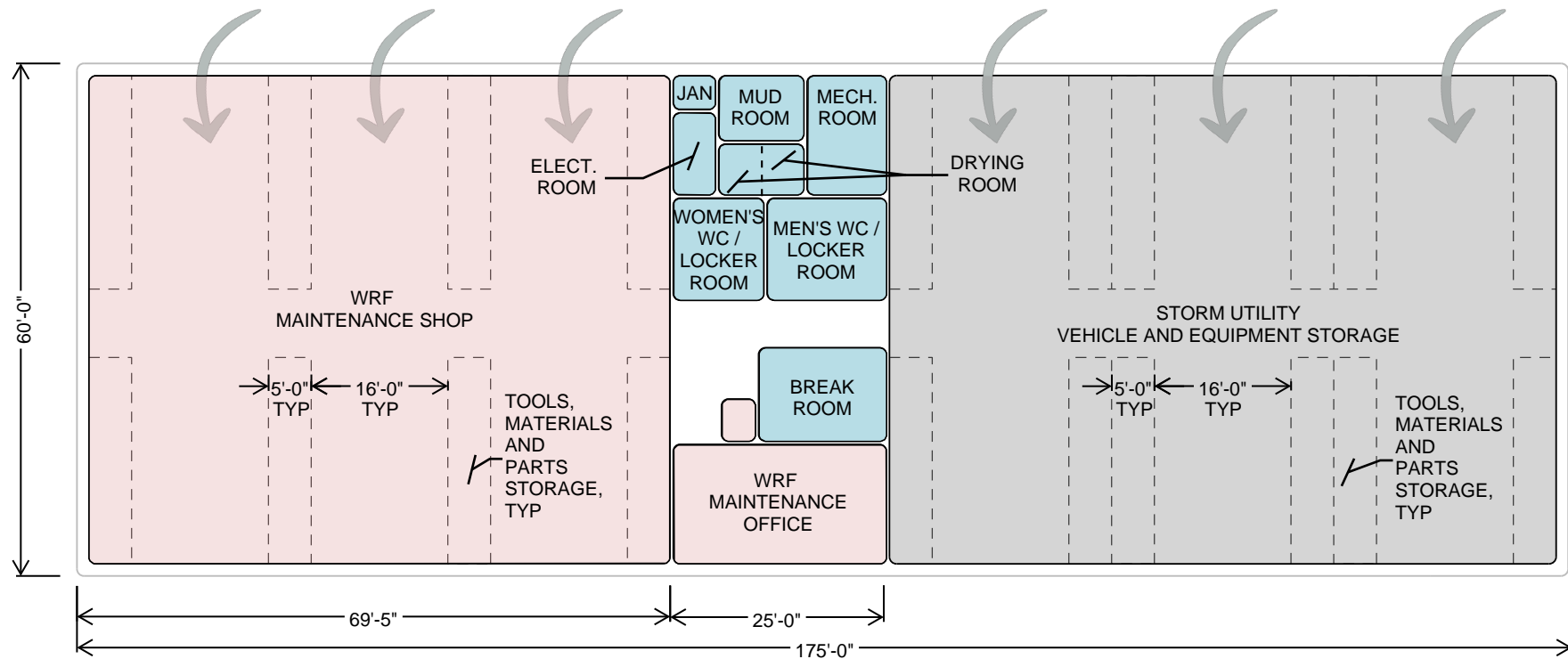
**ALTERNATIVE 3: NEW CONVEYANCE  
AND STORM UTILITY ENCLOSED STORAGE**



CITY OF MCMINNVILLE  
PUBLIC WORKS - WASTEWATER SERVICES



## KEY PLAN




## LEGEND

- (WRF) MAINTENANCE
- STORM UTILITY
- SHARED SPACES

## ALTERNATIVE 3: NEW ENCLOSED STORM UTILITY STORAGE & WRF MAINTENANCE SHOP

CITY OF MCMINNVILLE  
PUBLIC WORKS - WASTEWATER SERVICES



 CITY OF MCMINNVILLE  
PUBLIC WORKS - OPERATIONS  
ALTERNATIVE 3 - RENDERING

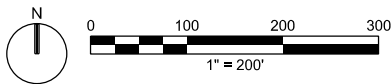
## Appendix F.4

### Alternative 4



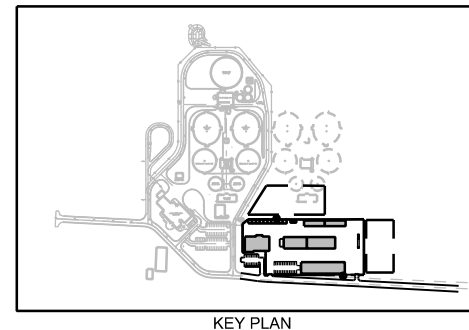
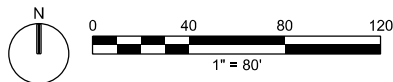
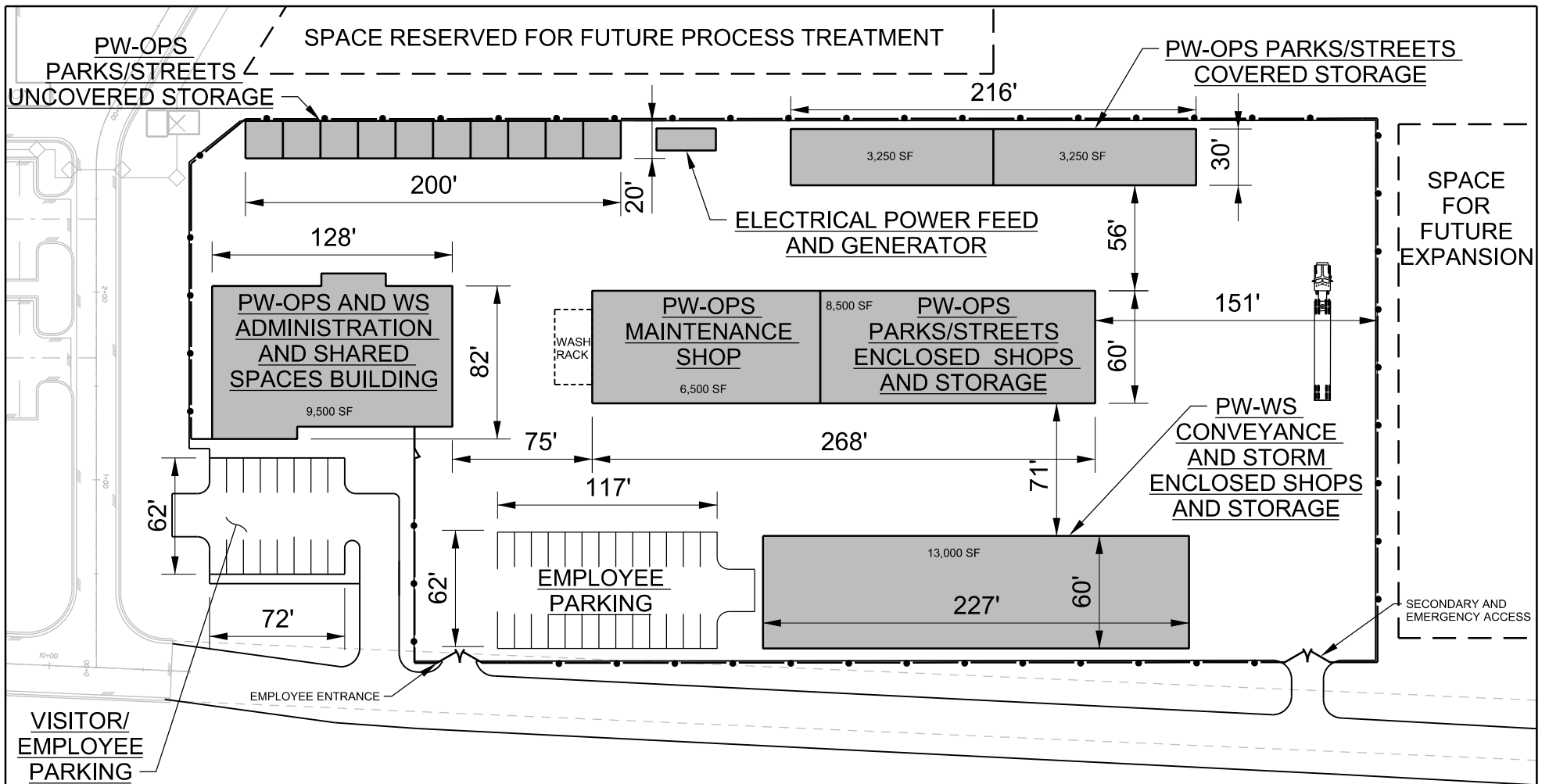


NOTES
1. 2020 AERIAL IMAGERY.



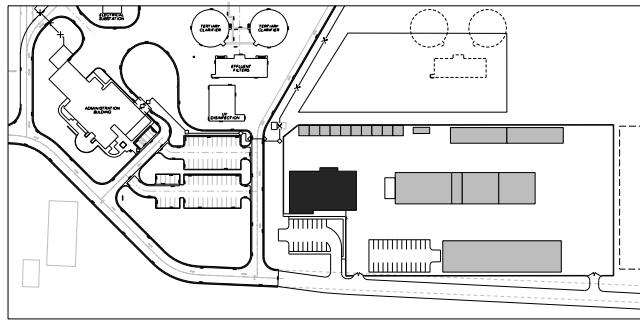
CITY OF MCMINNVILLE  
PUBLIC WORKS - OPERATIONS AND WASTEWATER SERVICES  
ALTERNATIVE 4 - OVERALL





NOTES	
1.	PROGRAM BUILDING AREA = 29,580 SF FOR PW-OPS AND 17,820 SF FOR PW-WS.
2.	EXISTING PW-WS ADMINISTRATION AND CONVEYANCE BUILDINGS NOT SHOWN.
3.	SITE AREA = APPROX. 4.20 ACRES (5.10 ACRES WITH FUTURE EXPANSION).
LEGEND	
	NEW BUILDING
	EXISTING BUILDING
	NEW FENCE
	ACCESS GATE
	MAX DESIGN VEHICLE (WB-67)

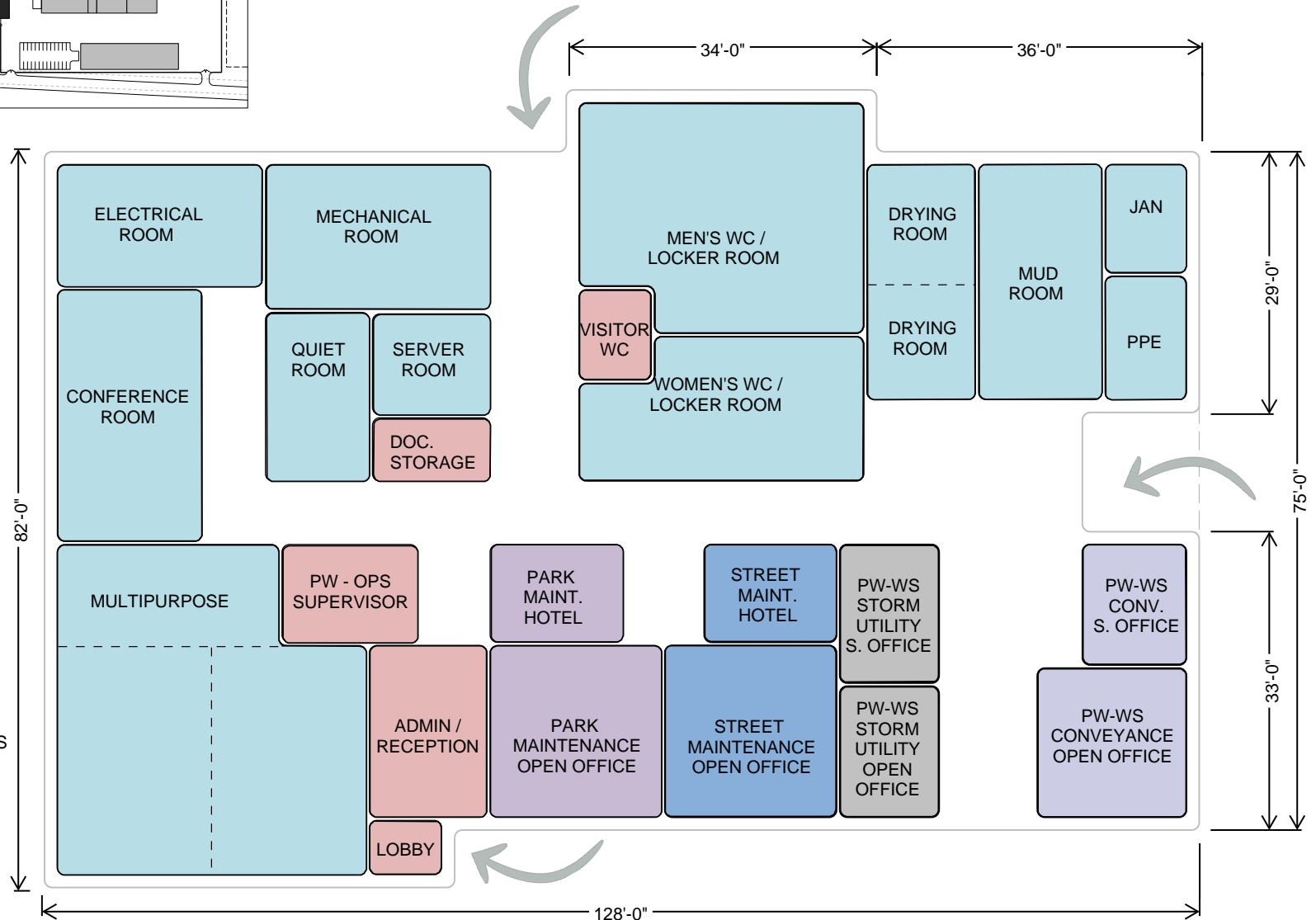
CITY OF MCMINNVILLE  
PUBLIC WORKS - OPERATIONS AND WASTEWATER SERVICES  
ALTERNATIVE 4 - SITE PLAN



## KEY PLAN

## LEGEND

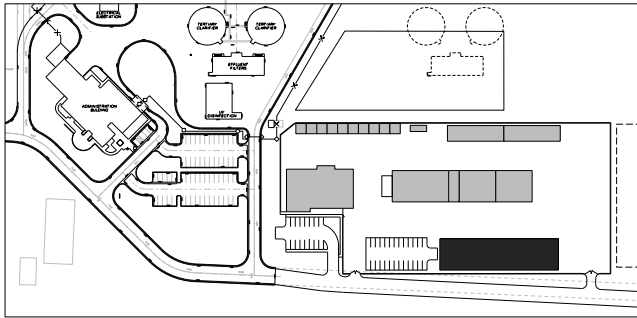
- (PW-OPS) OPERATIONS ADMINISTRATION
- (PW-OPS) PARK MAINTENANCE
- (PW-OPS) STREET MAINTENANCE
- (PW-OPS) FLEET
- SHARED SPACES
- (WRF) CONVEYANCE
- (WRF) STORM UTILITY



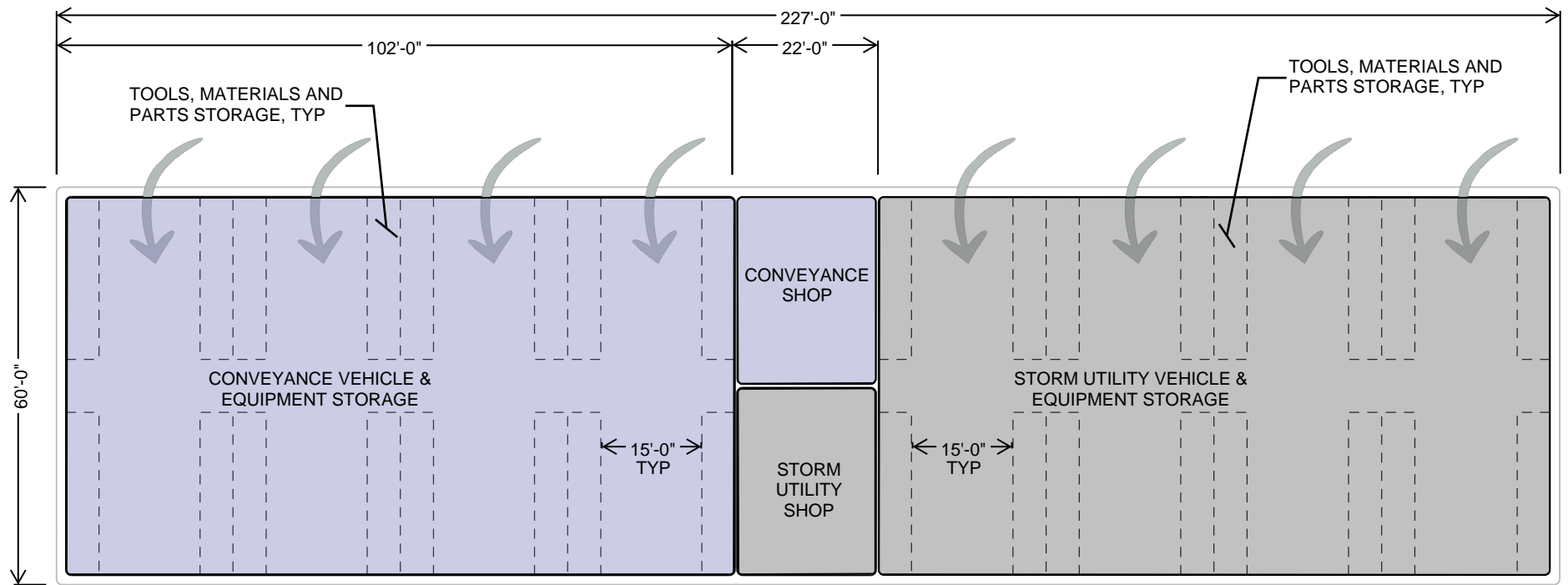
## ALTERNATIVE 4: NEW ADMINISTRATION BUILDING

CITY OF MCMINNVILLE  
PUBLIC WORKS - OPERATIONS & WASTEWATER SERVICES





## KEY PLAN



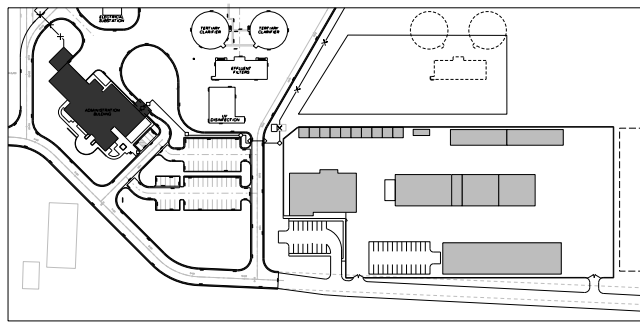
## LEGEND

- CONVEYANCE
- STORM UTILITY

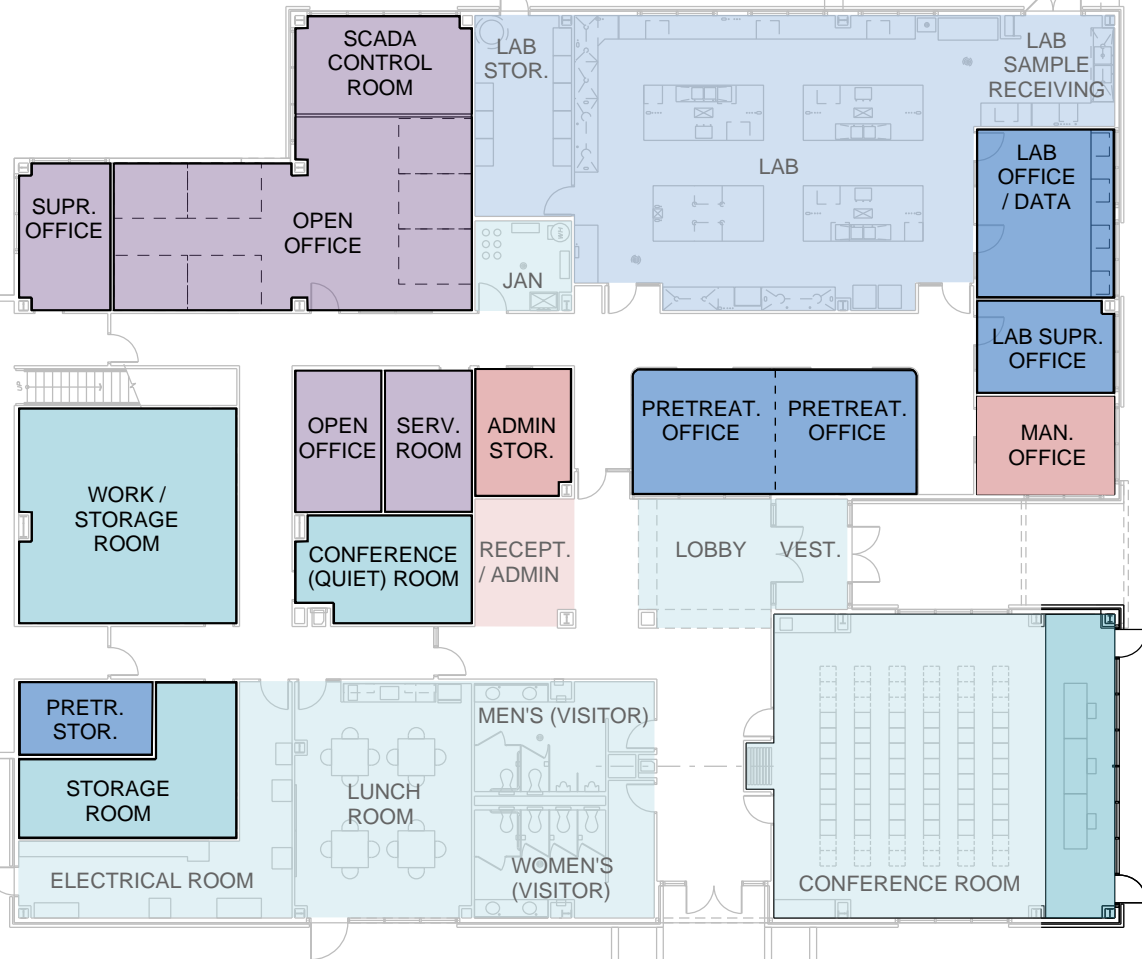
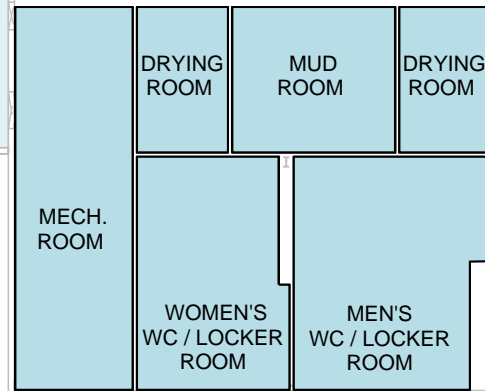
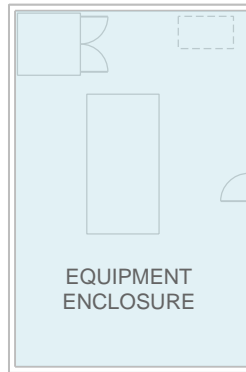


## ALTERNATIVE 4: NEW CONVEYANCE AND STORM UTILITY ENCLOSED SHOPS & STORAGE

CITY OF MCMINNVILLE  
PUBLIC WORKS - WASTEWATER SERVICES



## KEY PLAN



## LEGEND

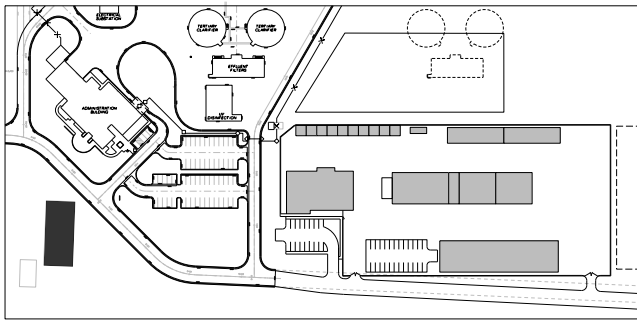
- MANAGEMENT & ADMINISTRATION
- EXISTING MANAGEMENT & ADMINISTRATION
- OPERATIONS
- ENVIRONMENTAL SERVICES
- EXISTING ENVIRONMENTAL SERVICES
- SHARED SPACES
- EXISTING SHARED SPACES



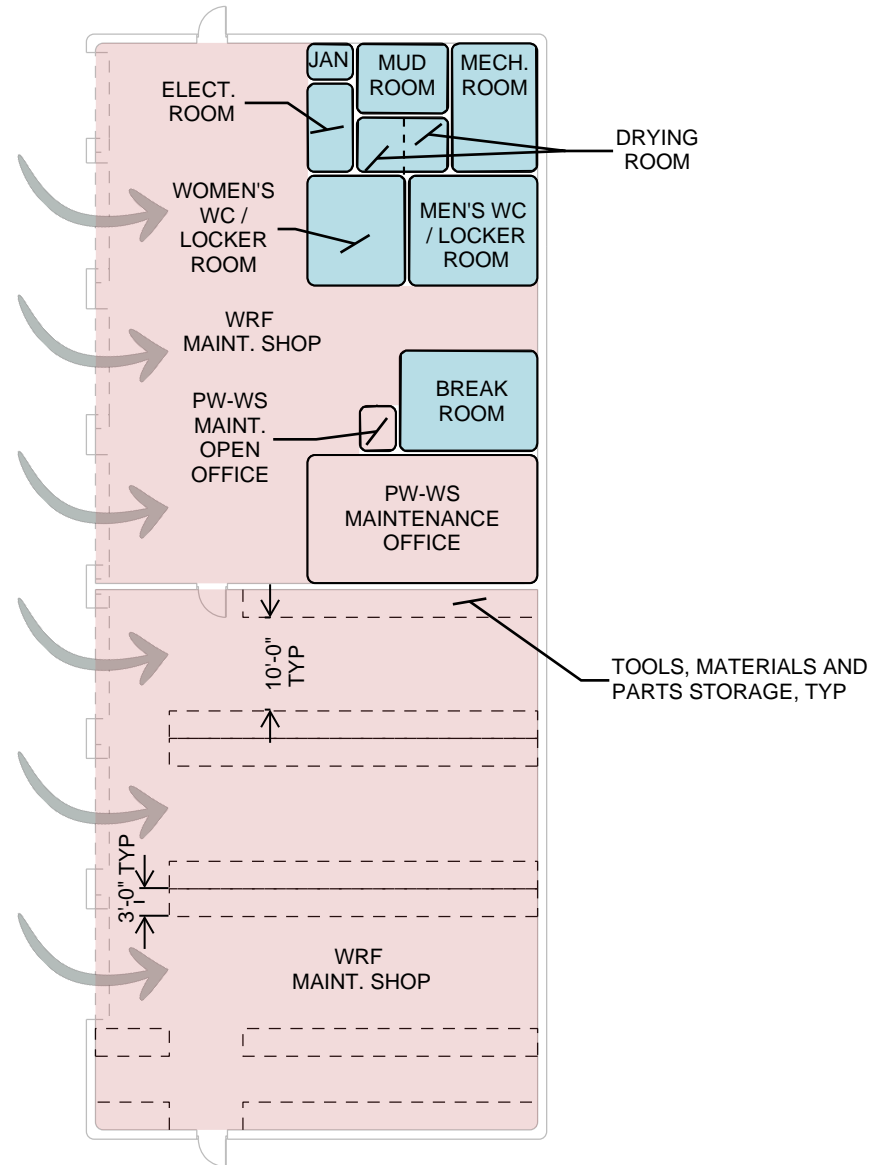
## ALTERNATIVE 4: EXISTING WRF ADMINISTRATION BUILDING

CITY OF MCMINNVILLE  
PUBLIC WORKS - WASTEWATER SERVICES





## KEY PLAN



## LEGEND

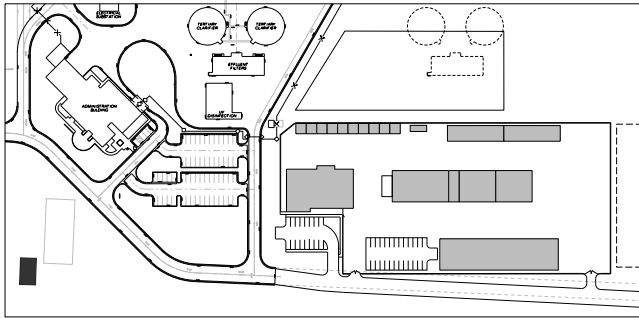
- (WRF) MAINTENANCE
- SHARED SPACES



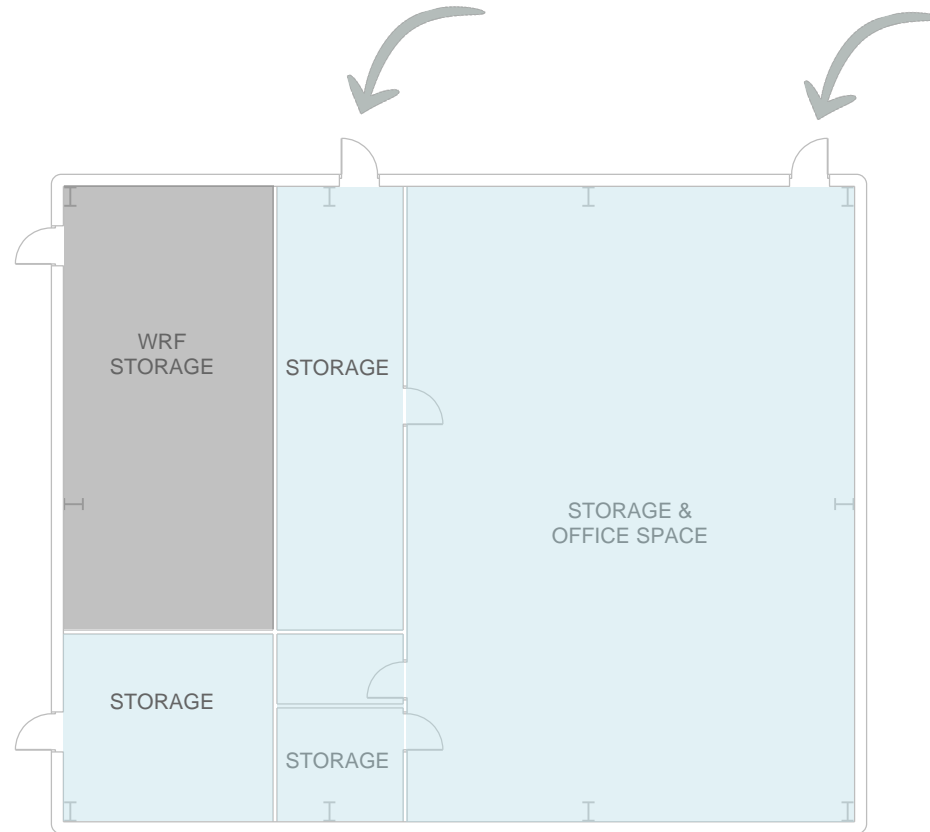
## ALTERNATIVE 4: EXISTING CONVEYANCE BUILDING

CITY OF MCMINNVILLE  
PUBLIC WORKS - WASTEWATER SERVICES





## KEY PLAN



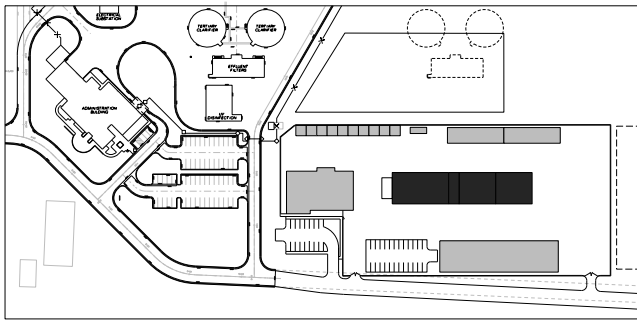
## LEGEND

- (PW-WS) GENERAL STORAGE
- POLICE EVIDENCE STORAGE

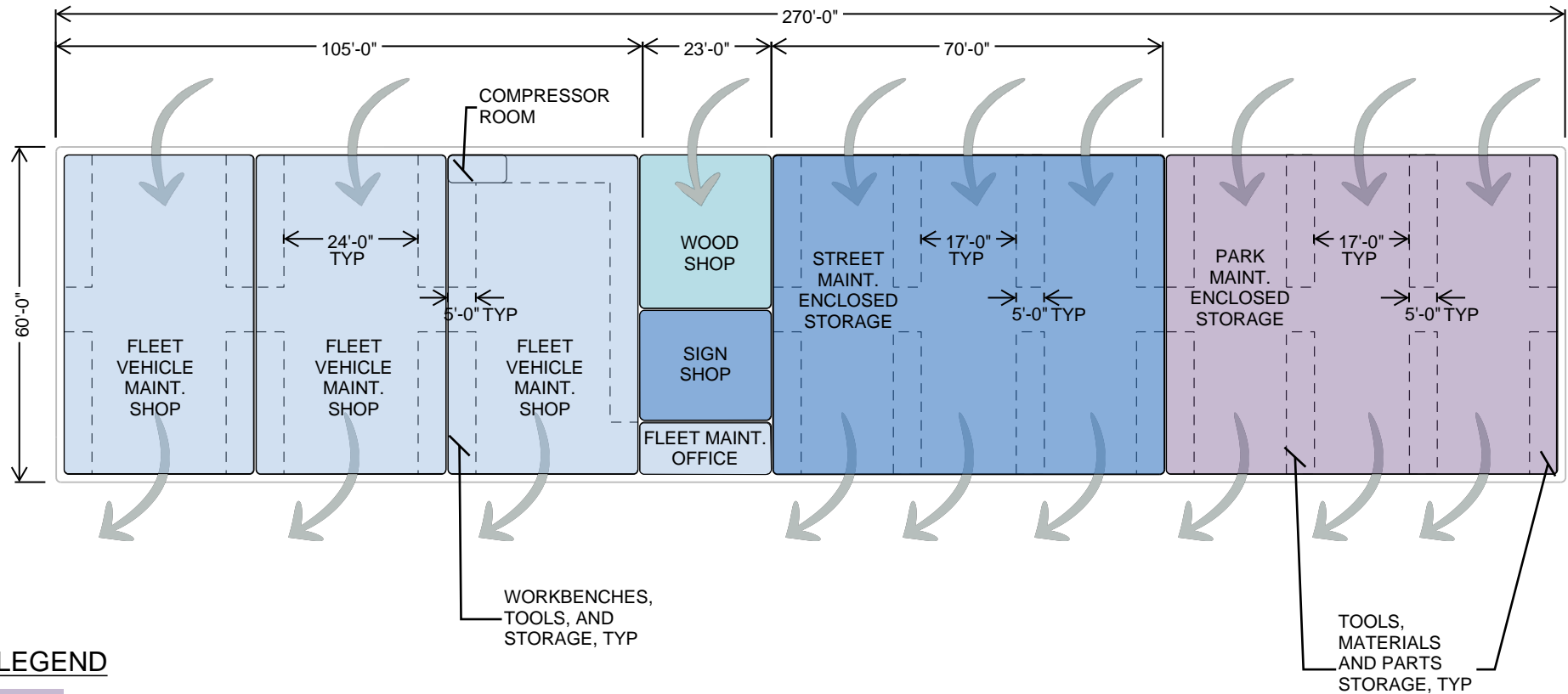


## ALTERNATIVE 4: EXISTING POLICE EVIDENCE BUILDING

CITY OF MCMINNVILLE  
PUBLIC WORKS - WASTEWATER SERVICES



## KEY PLAN



## LEGEND

- (PW) PARK MAINTENANCE
- (PW) STREET MAINTENANCE
- (PW) FLEET
- SHARED SPACES



## ALTERNATIVE 4: NEW ENCLOSED STORAGE, SHOPS & MAINTENANCE SHOP

CITY OF MCMINNVILLE  
PUBLIC WORKS - OPERATIONS



CITY OF MCMINNVILLE  
PUBLIC WORKS - OPERATIONS  
ALTERNATIVE 4 - RENDERING

# Appendix G

## Cost Estimating Report

BASIS OF ESTIMATE  
*Conceptual Cost Estimate*

# Public Works - Operations

*Prepared for*

City of McMinnville  
McMinnville, OR

July 2023

# Jacobs

1100 NE Circle Blvd Suite 300  
Corvallis, OR 97330-3538  
US  
(541) 752-4271



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1.2 Overall Costs .....	1-1
<b>Estimate Information .....</b>	<b>2-1</b>
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2.2 Estimate WBS and General Scope .....	2-1
2.3 Estimate Classification .....	2-1
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A Cost Estimate	
• Alternate # 1	
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B AACEI Classification	

# Acronyms and Abbreviations

AACEI	Association for the Advancement of Cost Engineering International
CAV	Combination Air Valve
CLSM	Controlled Low Strength Material
CY	Cubic Yard
DI	Ductile Iron
EA	Each
ID	Interior Diameter
GC	General Conditions or General Contractor
LF	Linear Feet
NTP	Notice to Proceed
SF	Square Foot
SY	Square Yard
WBS	Work Breakdown Structure
VE	Value Engineering

# Executive Summary

## 1.1 Project Overview

This Cost Estimate is for the purpose of evaluating the costs for the City of McMinnville Public Works Operations and Wastewater Service.

**Table 1.1 Project Overview**

*Estimate Information*

Estimate Classification:	Class 5
Requested By:	Geoff Kirsten
Estimated By:	Maurice A. Touzard
Estimate Date:	July 27, 2023

## 1.2 Overall Costs

This executive summary provides an overview of the Cost Estimate. Reliance on this information is advised to be in consideration of the full context of this report.

The cost estimate has been prepared for guidance in project evaluation and implementation from the information available at the time of the estimate. The final costs of the project will depend on actual labor and material costs, competitive market conditions, final project costs, implementation schedule and other variable factors. As a result, the final project costs will vary from the estimate presented herein. The following is a summary breakdown of the cost (rounded to the nearest \$10,000).

**Table 1.2 Overall Costs**

*Estimate Summary*

	Low Range [-30%]	Estimated Costs <sup>a</sup>	High Range [+50%]
Alternate # 1	\$ 13,110,184	\$18, 728,834	\$ 28,093,251
Alternate # 2	\$ 13,879,465	\$ 19,827,807	\$ 29,741,710
Alternate # 3	\$ 8,171,889	\$ 11,674,127	\$ 17,511,191
Alternate # 4	\$ 15,792,911	\$ 22,561,302	\$ 33,841,953

<sup>a</sup> See Appendix A for cost estimate details

# Estimate Information

## 2.1 Purpose of Estimate

The purpose of this cost estimate is to provide the engineer's opinion of cost for the construction of this project based upon the conceptual narrative and sketches.

## 2.2 Estimate WBS and General Scope

The detailed cost estimate is organized by the following Work Breakdown Structure (WBS).

- Level 1 – Facility
  - Level 2 – Work Activity
    - Level 3 – Work Package
      - Level 5 – Unit Price

The estimate includes the following Level 1 – Facilities for this project:

- 01.0 – Alternate # 1
- 02.0 – Alternate # 2
- 03.0 – Alternate # 3
- 04.0 – Alternate # 4

## 2.3 Estimate Classification

This cost estimate prepared is considered a Concept Screening or Class 5 estimate as defined by the Association for the Advancement of Cost Engineering International (AACEI). Refer to Appendix B for more definition.

Project feasibility and funding needs must be carefully reviewed prior to making specific financial decisions to help ensure proper project evaluation and adequate funding. Our estimate is based on material, equipment, and labor pricing as of July 2023.

This Cost Estimate is based on the use of conceptual and stochastic costs and detailed items using separate Labor, Materials and Equipment costs. The estimate uses parametric costs where design information or details are insufficient to allow a detailed item method. Quotations, allowances, and other costs are as described in Section 3.

# Basis of Estimate

## 3.1 Basis Documents

The cost estimate is based upon the follow project documents:

- Alternative 1, Appendix F.1
- Alternative 2, Appendix F.2
- Alternative 3, Appendix F.3
- Alternative 4, Appendix F.4

## 3.2 Estimate Methodology

This cost estimate is considered a bottom rolled up type estimate with cost items and breakdown of Labor, Materials and Equipment.

For the development of this cost estimate, there may be systems that have yet to be defined enough on which to base a scope of work for estimating purposes. JACOBS estimating provides parametric costing based on a unit of measurement (i.e. cost per square foot or cost per unit). The cost is assigned per unit and typically is developed by averaging similar projects and analysis of historic costs. Using this approach, JACOBS parametric estimators strive to generate a basic system design fitting the parameters of the structure and its proposed function.

Finally, pricing is geographically adjusted to reflect local labor and material rates and job site conditions and requirements. As the design process progresses and the details have increased the parametric costing can be replaced with a detailed takeoff and estimated accordingly.

## 3.3 Estimate Exclusions

The cost estimate excludes the following costs:

- Non-construction or soft costs for design, services during construction, land, legal and owner administration costs
- Material Adjustment allowances above and beyond what is included at the time of the cost estimate
- Excavation or removal of contaminated soil.

## 3.4 Project Delivery and Methodology

It is assumed that this project will be procured using the traditional Design/Bid/Build method. The general contractor will contract directly with the owner.

The estimate is based on the assumption the work will be done on a competitive bid basis and the contractor will have a reasonable amount of time to complete the work. All contractors are equal, with a reasonable project schedule, constructed as under a single contract. Overtime is expected due to the complex, remodel nature of the project.



## 3.5 Assumptions and Clarifications

The cost estimate includes the following major assumptions and clarifications:

- None.

## 3.6 Labor, Material, Subcontracts and Other Direct Costs

### 3.6.1 Labor

The estimate has been adjusted for local area labor rates, based upon 2022 national rates. A Location Adjustment Factor of 101.5 (1.5%) was used based on RS Means 2023 City Cost Index, Weighted Average for Portland, Oregon.

Labor unit prices reflect a burdened rate, including workers compensation, unemployment taxes, Fringe Benefits, and medical insurance.

### 3.6.2 Material

Materials pricing is national average as determined by RS Means or other data sources. Quotes on certain items may have been obtained and included in this estimate. Many quotes given for engineering estimates are budgetary and may not reflect actual contractor pricing.

### 3.6.3 Subcontracts

It is assumed that General Contractors will subcontract a portion of the work. Items listed in the cost estimate as subcontractor includes all anticipated markups that a general contractor would receive.

(See Estimate Totals in the Detailed Cost Estimate for Trades assumed to be subcontracted.)

### 3.6.4 Construction Equipment

Equipment items listed in this cost estimate are for the construction equipment necessary for the installation of the work. Equipment rates in this estimate are assumed to be 100% of 2023 Blue Book value. This is to account for contractor owned equipment or discounted rental equipment. A Location Adjustment Factor of 101.5 (1.5%) was used based on RS Means 2023 City Cost Index, Weighted Average for Portland, Oregon.

## 3.7 Escalation Costs

This estimate includes Escalation assuming construction will begin in January 2025 and be completed by May 2025. Escalation will be to Midpoint of Construction. Current escalation is assumed at a current approximate rate of 5% per year.

Alternate # 1: Start on January 1, 2025, and Ends on Jan. 30, 2028 (16.28% to MP construction)

Alternate # 2, # 3, & # 4: Start on January 1, 2025, and Ends on Jan. 30, 2027 (13.5% to MP construction)

This JACOBS escalation forecast is based upon economic data from Global Insight, Inc. and the United States Bureau of Labor Statistics.

## 3.8 Markups, Taxes, and Other Indirect Costs

It is assumed that this project will be procured using the traditional Design/Bid/Build method. The general contractor will contract directly with the owner.

**Table 3.8 Markups, Taxes, and Other Indirect Costs**

*Estimate Totals Markups*

Item	Unit	Comments
Location Factor	1.5%	Applied to Labor and Construction Equipment items
Subcontractor OH&P	25.00%	Applied to anticipated Subcontracted Items
General Conditions	25.00%	
Mob/Bonds/Permits/Insurance	3.00%	
Fee and Overhead	8.00%	
Phasing	5.00%	
Contingency	30.00%	
Escalation	16.28%	to 13.5%
Professional Services	25.00%	Includes Design Fee
Temporary Facilities	10.00%	

<sup>a</sup> See Appendix A for cost estimate details

## 3.9 Market Conditions

During volatile economic conditions, an estimate may have a Market Conditions amount applied. This adjustment is done to account for the current volatility in the construction market and/or the location of a project.

## 3.10 Cost Resources

The following is a list of the various cost resources used in the development of the cost estimate:

- R.S. Means Data
- JACOBS Historical Data
- Vendor Quotes where available.
- Estimator Judgment

## 3.11 Disclaimer

The opinions of cost (estimates) shown, and any resulting conclusions on project financial or economic feasibility or funding requirements, have been prepared for guidance in project evaluation and

implementation from the information available at the time the opinion was prepared. The final costs of the project and resulting feasibility will depend on actual labor and material costs, competitive market conditions, actual site conditions, final project scope, implementation schedule, continuity of personnel and engineering, and other variable factors.

The repercussions of the current global economic volatility and supply chain issues have not been accounted for within this estimate. The client is cautioned that the current bidding environment is volatile and unpredictable which could result in significantly higher bid prices or longer schedules than Jacobs is presenting.

As a result, the final project costs will vary from the opinions of cost presented herein. Because of these factors, project feasibility, benefit/cost ratios, risks, and funding needs must be carefully reviewed prior to making specific financial decisions or establishing project budgets to help ensure proper project evaluation and adequate funding.

# Appendix A: Cost Estimate

Alternate # 1



City of McMinnville  
**Public Works Alternates**  
**Cost Estimate\_Alternative # 1**

Project #202318

Date: 7/27/2023

Spreadsheet Level	Takeoff Quantity	Total Cost/Unit	Total Amount
<b>01 PUBLIC WORKS - OPERATIONS: Alternative 1</b>			
<i>A New PW-Ops Visitor Parking</i>	<i>3,982.00 SF</i>	<i>33.30 /SF</i>	<i>132,612</i>
<i>B New PW-Ops Administration and Shared Spaces</i>	<i>8,100.00 SF</i>	<i>243.93 /SF</i>	<i>1,975,862</i>
<i>C New PW-Ops Employee Parking</i>	<i>6,177.00 SF</i>	<i>32.30 /SF</i>	<i>199,528</i>
<i>D New Electrical Power Feed</i>	<i>1.00 LS</i>	<i>279,041.10 /LS</i>	<i>279,041</i>
<i>E New PW-OPS Parks/Streets Enclosed Shops &amp; Storage</i>	<i>8,500.00 SF</i>	<i>246.40 /SF</i>	<i>2,094,414</i>
<i>F New PW-OPS Maintenance Shop</i>	<i>6,500.00 SF</i>	<i>279.68 /SF</i>	<i>1,817,890</i>
<i>G New PW-OPS Parks/Streets Covered Storage</i>	<i>6,500.00 SF</i>	<i>230.26 /SF</i>	<i>1,496,716</i>
<i>H New Access Road from Southwest</i>	<i>17,460.00 SF</i>	<i>21.05 /SF</i>	<i>367,458</i>
<i>I New PW-Ops Parks/Streets Uncovered Storage</i>	<i>4,000.00 SF</i>	<i>30.10 /SF</i>	<i>120,383</i>
<i>L Site Work</i>	<i>1.00 LS</i>	<i>338,800.00 /LS</i>	<i>338,800</i>
<b>01 PUBLIC WORKS - OPERATIONS: Alternative 1</b>	<b>60,369.00 SF</b>	<b>146.15 /SF</b>	<b>8,822,703</b>

**Estimate Totals**

Description	Rate	Amount	Totals
Labor		2,864,742	
Material		4,125,335	
Subcontract		738,998	
Equipment		761,431	
Other		332,198	
<b>Direct Cost</b>		<b>8,822,704</b>	<b>8,822,704</b>
General Conditions	15.000 %	1,323,405	
Mob/Bonds/Permits/Insurance	3.000 %	264,681	
Fee & Overhead	8.000 %	705,816	
Phasing	5.000 %	441,135	
Contingency	30.000 %	2,646,811	
Escalation to MP	16.280 %	1,436,336	
Professional Services	25.000 %	2,205,676	
Temp Facilities	10.000 %	882,270	
<b>Indirect Cost</b>		<b>9,906,130</b>	<b>18,728,834</b>
<b>Total</b>			<b>18,728,834</b>



City of McMinnville  
**Public Works Alternates**  
**Cost Estimate Alternative # 1**

Project #202318

Date: 7/27/2023

Spreadsheet Level	Takeoff Quantity	Total Cost/Unit	Total Amount
<b>01 PUBLIC WORKS - OPERATIONS: Alternative 1</b>			
<b>A New PW-Ops Visitor Parking</b>			
10 Site Work	1.00 LS	132,612.08 /LS	132,612
A New PW-Ops Visitor Parking	3,982.00 SF	33.30 /SF	132,612
<b>B New PW-Ops Administration and Shared Spaces</b>			
10 Site Work	1.00 LS	254,327.39 /LS	254,327
20 Interior Fit-out	8,100.00 SF	157.53 /SF	1,276,031
30 MEP Systems	8,100.00 SF	55.00 /SF	445,503
B New PW-Ops Administration and Shared Spaces	8,100.00 SF	243.93 /SF	1,975,862
<b>C New PW-Ops Employee Parking</b>			
10 Site Work	1.00 LS	199,527.95 /LS	199,528
C New PW-Ops Employee Parking	6,177.00 SF	32.30 /SF	199,528
<b>D New Electrical Power Feed</b>			
10 Site Work	1.00 LS	279,041.10 /LS	279,041
D New Electrical Power Feed	1.00 LS	279,041.10 /LS	279,041
<b>E New PW-OPS Parks/Streets Enclosed Shops &amp; Storage</b>			
10 Site Work	1.00 LS	238,985.75 /LS	238,986
20 Interior Fit-out	8,500.00 SF	164.29 /SF	1,396,427
30 MEP Systems	8,500.00 SF	54.00 /SF	459,001
E New PW-OPS Parks/Streets Enclosed Shops & Storage	8,500.00 SF	246.40 /SF	2,094,414
<b>F New PW-OPS Maintenance Shop</b>			
10 Site Work	1.00 LS	243,694.78 /LS	243,695
20 Interior Fit-out	6,500.00 SF	188.18 /SF	1,223,194
30 MEP Systems	6,500.00 SF	54.00 /SF	351,001
F New PW-OPS Maintenance Shop	6,500.00 SF	279.68 /SF	1,817,890
<b>G New PW-OPS Parks/Streets Covered Storage</b>			
10 Site Work	1.00 LS	235,694.78 /LS	235,695
20 Interior Fit-out	6,500.00 SF	140.00 /SF	910,020
30 MEP Systems	6,500.00 SF	54.00 /SF	351,001
G New PW-OPS Parks/Streets Covered Storage	6,500.00 SF	230.26 /SF	1,496,716
<b>H New Access Road from Southwest</b>			
10 Site Work	1.00 LS	367,457.57 /LS	367,458



City of McMinnville  
**Public Works Alternates**  
**Cost Estimate Alternative # 1**

Project #202318

Date: 7/27/2023

Spreadsheet Level	Takeoff Quantity	Total Cost/Unit	Total Amount
<i>H New Access Road from Southwest</i>	<i>17,460.00 SF</i>	<i>21.05 /SF</i>	<i>367,458</i>
<i>I New PW-Ops Parks/Streets Uncovered Storage</i>			
<i>10 Site Work</i>	<i>1.00 LS</i>	<i>11,581.58 /LS</i>	<i>11,582</i>
<i>20 Interior Fit-out</i>	<i>8,532.00 SF</i>	<i>12.75 /SF</i>	<i>108,801</i>
<i>I New PW-Ops Parks/Streets Uncovered Storage</i>	<i>4,000.00 SF</i>	<i>30.10 /SF</i>	<i>120,383</i>
<i>L Site Work</i>			
<i>10 Site Work</i>	<i>1.00 LS</i>	<i>338,800.00 /LS</i>	<i>338,800</i>
<i>L Site Work</i>	<i>1.00 LS</i>	<i>338,800.00 /LS</i>	<i>338,800</i>
<i>01 PUBLIC WORKS - OPERATIONS: Alternative 1</i>	<i>60,369.00 SF</i>	<i>146.15 /SF</i>	<i>8,822,703</i>

**Estimate Totals**

Description	Rate	Amount	Totals
Labor		2,864,742	
Material		4,125,335	
Subcontract		738,998	
Equipment		761,431	
Other		332,198	
<b>Direct Cost</b>		<b>8,822,704</b>	<b>8,822,704</b>
General Conditions	15.000 %	1,323,405	
Mob/Bonds/Permits/Insurance	3.000 %	264,681	
Fee & Overhead	8.000 %	705,816	
Phasing	5.000 %	441,135	
Contingency	30.000 %	2,646,811	
Escalation to MP	16.280 %	1,436,336	
Professional Services	25.000 %	2,205,676	
Temp Facilities	10.000 %	882,270	
<b>Indirect Cost</b>		<b>9,906,130</b>	<b>18,728,834</b>
<b>Total</b>			<b>18,728,834</b>

## Alternate # 2

City of McMinnville  
**Public Works Alternates**  
**Cost Estimate\_Alternative # 2**

Project #202318

Date: 7/27/2023

Spreadsheet Level	Takeoff Quantity	Total Cost/Unit	Total Amount
<b>01 PUBLIC WORKS - OPERATIONS: Alternative 2</b>			
<i>E New PW-Ops Administration and Shared Spaces Building</i>	<i>8,100.00 SF</i>	<i>235.56 /SF</i>	<i>1,908,073</i>
<i>F New PW-Ops Maintenance Building</i>	<i>6,500.00 SF</i>	<i>299.06 /SF</i>	<i>1,943,858</i>
<i>G New PW-Ops Parks/Streets Enclosed Storage &amp; Shops</i>	<i>8,500.00 SF</i>	<i>272.64 /SF</i>	<i>2,317,421</i>
<i>H New PW-Ops Parks/Streets Covered Storage</i>	<i>6,500.00 SF</i>	<i>225.76 /SF</i>	<i>1,467,468</i>
<i>I New PW-Ops Parks/Streets Uncovered Storage</i>	<i>4,000.00 SF</i>	<i>27.11 /SF</i>	<i>108,422</i>
<i>J New PW-Ops Employee Parking</i>	<i>6,571.00 SF</i>	<i>32.81 /SF</i>	<i>215,574</i>
<i>K New PW-Ops Visitor Parking</i>	<i>6,294.00 SF</i>	<i>34.42 /SF</i>	<i>216,613</i>
<i>L New Electrical Power Feed</i>	<i>1.00 LS</i>	<i>286,917.64 /LS</i>	<i>286,918</i>
<i>N Site Work</i>	<i>1.00 LS</i>	<i>750,000.00 /LS</i>	<i>750,000</i>
<i>O Fire Training Area to be Relocated</i>	<i>1.00 LS</i>	<i>250,000.00 /LS</i>	<i>250,000</i>
<b>01 PUBLIC WORKS - OPERATIONS: Alternative 2</b>	<b>46,465.00 SF</b>	<b>203.69 /SF</b>	<b>9,464,347</b>

**Estimate Totals**

Description	Rate	Amount	Totals
Labor		2,983,307	
Material		4,098,104	
Subcontract		1,398,600	
Equipment		665,736	
Other		318,600	
<b>Direct Cost</b>		<b>9,464,347</b>	<b>9,464,347</b>
General Conditions	15.000 %	1,419,652	
Mob/Bonds/Permits/Insurance	3.000 %	283,930	
Fee & Overhead	8.000 %	757,148	
Phasing	5.000 %	473,217	
Contingency	30.000 %	2,839,304	
Escalation to MP	13.500 %	1,277,687	
Professional Services	25.000 %	2,366,087	
Temp Facilities	10.000 %	946,435	
<b>Indirect Cost</b>		<b>10,363,460</b>	<b>19,827,807</b>
<b>Total</b>			<b>19,827,807</b>





City of McMinnville  
**Public Works Alternates**  
**Cost Estimate Alternative # 2**

Project #202318

Date: 7/27/2023

Spreadsheet Level	Takeoff Quantity	Total Cost/Unit	Total Amount
<b>01 PUBLIC WORKS - OPERATIONS: Alternative 2</b>			
<b>E New PW-Ops Administration and Shared Spaces Building</b>			
10 Site Work	1.00 LS	238,327.40 /LS	238,327
20 Interior Fit-out	8,100.00 SF	154.14 /SF	1,248,544
30 MEP cost	8,100.00 SF	52.00 /SF	421,201
<b>E New PW-Ops Administration and Shared Spaces Building</b>	<b>8,100.00 SF</b>	<b>235.56 /SF</b>	<b>1,908,073</b>
<b>F New PW-Ops Maintenance Building</b>			
10 Site Work	1.00 LS	243,694.78 /LS	243,695
20 Interior Fit-out	6,500.00 SF	209.56 /SF	1,362,162
30 MEP cost	6,500.00 SF	52.00 /SF	338,001
<b>F New PW-Ops Maintenance Building</b>	<b>6,500.00 SF</b>	<b>299.06 /SF</b>	<b>1,943,858</b>
<b>G New PW-Ops Parks/Streets Enclosed Storage &amp; Shops</b>			
10 Site Work	1.00 LS	238,985.75 /LS	238,986
20 Interior Fit-out	8,500.00 SF	192.52 /SF	1,636,434
30 MEP cost	8,500.00 SF	52.00 /SF	442,001
<b>G New PW-Ops Parks/Streets Enclosed Storage &amp; Shops</b>	<b>8,500.00 SF</b>	<b>272.64 /SF</b>	<b>2,317,421</b>
<b>H New PW-Ops Parks/Streets Covered Storage</b>			
10 Site Work	1.00 LS	235,694.78 /LS	235,695
20 Interior Fit-out	6,500.00 SF	137.50 /SF	893,772
30 MEP cost	6,500.00 SF	52.00 /SF	338,001
<b>H New PW-Ops Parks/Streets Covered Storage</b>	<b>6,500.00 SF</b>	<b>225.76 /SF</b>	<b>1,467,468</b>
<b>I New PW-Ops Parks/Streets Uncovered Storage</b>			
10 Site Work	1.00 LS	8,595.58 /LS	8,596
20 Interior Fit-out	5,250.00 SF	19.01 /SF	99,826
<b>I New PW-Ops Parks/Streets Uncovered Storage</b>	<b>4,000.00 SF</b>	<b>27.11 /SF</b>	<b>108,422</b>
<b>J New PW-Ops Employee Parking</b>			
10 Site Work	1.00 LS	215,574.46 /LS	215,574
<b>J New PW-Ops Employee Parking</b>	<b>6,571.00 SF</b>	<b>32.81 /SF</b>	<b>215,574</b>
<b>K New PW-Ops Visitor Parking</b>			
10 Site Work	1.00 LS	216,613.30 /LS	216,613
<b>K New PW-Ops Visitor Parking</b>	<b>6,294.00 SF</b>	<b>34.42 /SF</b>	<b>216,613</b>
<b>L New Electrical Power Feed</b>			



City of McMinnville  
**Public Works Alternates**  
**Cost Estimate Alternative # 2**

Project #202318

Date: 7/27/2023

Spreadsheet Level	Takeoff Quantity	Total Cost/Unit	Total Amount
<i>10 Site Work</i>	<i>1.00 LS</i>	<i>286,917.64 /LS</i>	<i>286,918</i>
<i>L New Electrical Power Feed</i>	<i>1.00 LS</i>	<i>286,917.64 /LS</i>	<i>286,918</i>
<b>N Site Work</b>			
<i>10 Site Work</i>	<i>1.00 LS</i>	<i>750,000.00 /LS</i>	<i>750,000</i>
<i>N Site Work</i>	<i>1.00 LS</i>	<i>750,000.00 /LS</i>	<i>750,000</i>
<b>O Fire Training Area to be Relocated</b>			
<i>10 Site Work</i>	<i>1.00 LS</i>	<i>250,000.00 /LS</i>	<i>250,000</i>
<i>O Fire Training Area to be Relocated</i>	<i>1.00 LS</i>	<i>250,000.00 /LS</i>	<i>250,000</i>
<b>01 PUBLIC WORKS - OPERATIONS: Alternative 2</b>	<b>46,465.00 SF</b>	<b>203.69 /SF</b>	<b>9,464,347</b>

**Estimate Totals**

Description	Rate	Amount	Totals
Labor		2,983,307	
Material		4,098,104	
Subcontract		1,398,600	
Equipment		665,736	
Other		318,600	
<b>Direct Cost</b>		<b>9,464,347</b>	<b>9,464,347</b>
General Conditions	15.000 %	1,419,652	
Mob/Bonds/Permits/Insurance	3.000 %	283,930	
Fee & Overhead	8.000 %	757,148	
Phasing	5.000 %	473,217	
Contingency	30.000 %	2,839,304	
Escalation to MP	13.500 %	1,277,687	
Professional Services	25.000 %	2,366,087	
Temp Facilities	10.000 %	946,435	
<b>Indirect Cost</b>		<b>10,363,460</b>	<b>19,827,807</b>
<b>Total</b>			<b>19,827,807</b>

Alternate # 3

City of McMinnville  
**Public Works Alternates**  
**Cost Estimate\_Alternative # 3**

Project #202318

Date: 7/27/2023

Spreadsheet Level	Takeoff Quantity	Total Cost/Unit	Total Amount
<b>01 PUBLIC WORKS - WWS: Alternative 3</b>			
<i>A Existing WRF Administration Building</i>	<i>10,300.00 SF</i>	<i>111.07 /SF</i>	<i>1,144,057</i>
<i>B New Maint Bldg, Shared Spaces, Convey/Strm Enclosed Storage (60' x 156')</i>	<i>10,500.00 SF</i>	<i>93.44 /SF</i>	<i>981,122</i>
<i>C Retrofit WRF Conveyance &amp; Storm Enclosed Shops &amp; Storage</i>	<i>6,530.00 SF</i>	<i>102.27 /SF</i>	<i>667,796</i>
<i>D New WRF Conveyance &amp; Storm Covered Storage (36' x 80')</i>	<i>2,800.00 SF</i>	<i>434.87 /SF</i>	<i>1,217,637</i>
<i>E Retrofit WRF Conveyance &amp; Storm Shared Spaces (50' x 62')</i>	<i>3,100.00 SF</i>	<i>114.16 /SF</i>	<i>353,905</i>
<i>H New Electrical Power Feed</i>	<i>1.00 LS</i>	<i>279,416.16 /LS</i>	<i>279,416</i>
<i>I Covered Parking (3 - 20' x 50')</i>	<i>3,000.00 SF</i>	<i>64.11 /SF</i>	<i>192,320</i>
<i>L Existing 1" W3 Pipe Serving RV Dump to be Demolished</i>	<i>1.00 LS</i>	<i>15,000.00 /LS</i>	<i>15,000</i>
<i>N Site Work</i>	<i>1.00 LS</i>	<i>671,123.08 /LS</i>	<i>671,123</i>
<i>O Requires Demo of Existing RV Dump</i>	<i>1.00 ls</i>	<i>50,000.00 /ls</i>	<i>50,000</i>
<b>01 PUBLIC WORKS - WWS: Alternative 3</b>	<b>34,930.00 SF</b>	<b>159.53 /SF</b>	<b>5,572,375</b>

**Estimate Totals**

Description	Rate	Amount	Totals
Labor		1,923,749	
Material		2,535,501	
Subcontract		720,356	
Equipment		291,813	
Other		100,956	
<b>Direct Cost</b>		<b>5,572,375</b>	<b>5,572,375</b>
General Conditions	15.000 %	835,856	
Mob/Bonds/Permits/Insurance	3.000 %	167,171	
Fee & Overhead	8.000 %	445,790	
Phasing	5.000 %	278,619	
Contingency	30.000 %	1,671,713	
Escalation to MP	13.500 %	752,271	
Professional Services	25.000 %	1,393,094	
Temp. Facilities	10.000 %	557,238	
<b>Indirect Cost</b>		<b>6,101,752</b>	<b>11,674,127</b>
<b>Total</b>			<b>11,674,127</b>



City of McMinnville  
**Public Works Alternates**  
**Cost Estimate Alternative # 3**

Project #202318

Date: 7/27/2023

Spreadsheet Level	Takeoff Quantity	Total Cost/Unit	Total Amount
<b>01 PUBLIC WORKS - WWS: Alternative 3</b>			
<b>A Existing WRF Administration Building</b>			
20 Interior Fit-out	10,300.00 SF	76.32 /SF	786,130
30 MEP cost	10,300.00 SF	34.75 /SF	357,927
<b>A Existing WRF Administration Building</b>	<b>10,300.00 SF</b>	<b>111.07 /SF</b>	<b>1,144,057</b>
<b>B New Maint Bldg, Shared Spaces, Convey/Strm Enclosed Storage (60' x 156')</b>			
20 Interior Fit-out	10,500.00 SF	41.44 /SF	435,121
30 MEP cost	10,500.00 SF	52.00 /SF	546,001
<b>B New Maint Bldg, Shared Spaces, Convey/Strm Enclosed Storage (60' x 156')</b>	<b>10,500.00 SF</b>	<b>93.44 /SF</b>	<b>981,122</b>
<b>C Retrofit WRF Conveyance &amp; Storm Enclosed Shops &amp; Storage</b>			
10 Site Work	1.00 LS	79,499.99 /LS	79,500
20 Interior Fit-out	6,530.00 SF	69.09 /SF	451,164
30 MEP cost	6,530.00 SF	21.00 /SF	137,132
<b>C Retrofit WRF Conveyance &amp; Storm Enclosed Shops &amp; Storage</b>	<b>6,530.00 SF</b>	<b>102.27 /SF</b>	<b>667,796</b>
<b>D New WRF Conveyance &amp; Storm Covered Storage (36' x 80')</b>			
10 Site Work	1.00 LS	73,006.87 /LS	73,007
20 Interior Fit-out	2,800.00 SF	287.52 /SF	805,069
30 MEP cost	2,800.00 SF	121.27 /SF	339,561
<b>D New WRF Conveyance &amp; Storm Covered Storage (36' x 80')</b>	<b>2,800.00 SF</b>	<b>434.87 /SF</b>	<b>1,217,637</b>
<b>E Retrofit WRF Conveyance &amp; Storm Shared Spaces (50' x 62')</b>			
10 Site Work	1.00 LS	69,750.12 /LS	69,750
20 Interior Fit-out	3,100.00 SF	70.66 /SF	219,055
30 MEP cost	3,100.00 SF	21.00 /SF	65,100
<b>E Retrofit WRF Conveyance &amp; Storm Shared Spaces (50' x 62')</b>	<b>3,100.00 SF</b>	<b>114.16 /SF</b>	<b>353,905</b>
<b>H New Electrical Power Feed</b>			
10 Site Work	1.00 LS	279,416.16 /LS	279,416
<b>H New Electrical Power Feed</b>	<b>1.00 LS</b>	<b>279,416.16 /LS</b>	<b>279,416</b>
<b>I Covered Parking (3 - 20' x 50')</b>			
10 Site Work	1.00 LS	192,319.72 /LS	192,320
<b>I Covered Parking (3 - 20' x 50')</b>	<b>3,000.00 SF</b>	<b>64.11 /SF</b>	<b>192,320</b>
<b>L Existing 1" W3 Pipe Serving RV Dump to be Demolished</b>			
10 Site Work	1.00 LS	15,000.00 /LS	15,000





City of McMinnville  
**Public Works Alternates**  
**Cost Estimate Alternative # 3**

Project #202318

Date: 7/27/2023

Spreadsheet Level	Takeoff Quantity	Total Cost/Unit	Total Amount
<i>L Existing 1" W3 Pipe Serving RV Dump to be Demolished</i>	<i>1.00 LS</i>	<i>15,000.00 /LS</i>	<i>15,000</i>
<b>N Site Work</b>			
<i>10 Site Work</i>	<i>1.00 LS</i>	<i>671,123.08 /LS</i>	<i>671,123</i>
<i>N Site Work</i>	<i>1.00 LS</i>	<i>671,123.08 /LS</i>	<i>671,123</i>
<b>O Requires Demo of Existing RV Dump</b>			
<i>10 Site Work</i>	<i>1.00 LS</i>	<i>50,000.00 /LS</i>	<i>50,000</i>
<i>O Requires Demo of Existing RV Dump</i>	<i>1.00 ls</i>	<i>50,000.00 /ls</i>	<i>50,000</i>
<b>01 PUBLIC WORKS - WWS: Alternative 3</b>	<b>34,930.00 SF</b>	<b>159.53 /SF</b>	<b>5,572,375</b>

**Estimate Totals**

Description	Rate	Amount	Totals
Labor		1,923,749	
Material		2,535,501	
Subcontract		720,356	
Equipment		291,813	
Other		100,956	
<b>Direct Cost</b>		<b>5,572,375</b>	<b>5,572,375</b>
General Conditions	15.000 %	835,856	
Mob/Bonds/Permits/Insurance	3.000 %	167,171	
Fee & Overhead	8.000 %	445,790	
Phasing	5.000 %	278,619	
Contingency	30.000 %	1,671,713	
Escalation to MP	13.500 %	752,271	
Professional Services	25.000 %	1,393,094	
Temp. Facilities	10.000 %	557,238	
<b>Indirect Cost</b>		<b>6,101,752</b>	<b>11,674,127</b>
<b>Total</b>			<b>11,674,127</b>

## Alternate # 4

**City of McMinnville**  
**Public Works Alternates**  
**Cost Estimate\_Alternative # 4**

Project #202318

Date: 7/27/2023

Spreadsheet Level	Takeoff Quantity	Total Cost/Unit	Total Amount
<b>01 PUBLIC WORKS - OPS/WWS: Alternative 4</b>			
<i>A Exist Admin Building (Retrofit)</i>	<i>10,300.00 SF</i>	<i>100.82 /SF</i>	<i>1,038,487</i>
<i>B New PW-WS Conveyance &amp; Storm Enclosed Shops &amp; Storage</i>	<i>13,000.00 SF</i>	<i>119.30 /SF</i>	<i>1,550,962</i>
<i>C Retrofit PW/WS Maintenance Shop</i>	<i>6,530.00 SF</i>	<i>102.27 /SF</i>	<i>667,796</i>
<i>D New PW/OPS Maintenance Shop/Parks/Street Enclosed Shops/Storage</i>	<i>15,000.00 SF</i>	<i>118.22 /SF</i>	<i>1,773,233</i>
<i>E New PW-WS/PW-OPS Admin and Shared Spaces Bldg</i>	<i>9,500.00 SF</i>	<i>221.75 /SF</i>	<i>2,106,666</i>
<i>H New PW-OPSPark/Streets Covered storage</i>	<i>6,500.00 SF</i>	<i>311.34 /SF</i>	<i>2,023,722</i>
<i>I New PW-OPS Park/Streets Uncovered storage</i>	<i>4,000.00 SF</i>	<i>17.08 /SF</i>	<i>68,324</i>
<i>J New PW-OPS employee parking</i>	<i>7,911.00 SF</i>	<i>34.59 /SF</i>	<i>273,608</i>
<i>K New PW-OPS visitor parking</i>	<i>7,228.00 SF</i>	<i>22.24 /SF</i>	<i>160,769</i>
<i>L New power feed</i>	<i>1.00 LS</i>	<i>318,048.74 /LS</i>	<i>318,049</i>
<i>P Site Work</i>	<i>1.00 LS</i>	<i>787,500.00 /LS</i>	<i>787,500</i>
<b>01 PUBLIC WORKS - OPS/WWS: Alternative 4</b>	<b>72,519.00 SF</b>	<b>148.50 /SF</b>	<b>10,769,117</b>

**Estimate Totals**

Description	Rate	Amount	Totals
Labor		3,440,834	
Material		4,874,503	
Subcontract		1,382,476	
Equipment		673,829	
Other		397,476	
<b>Direct Cost</b>		<b>10,769,118</b>	<b>10,769,118</b>
General Conditions	15.000 %	1,615,368	
Mob/Bonds/Permits/Insurance	3.000 %	323,074	
Fee & Overhead	8.000 %	861,529	
Phasing	5.000 %	538,456	
Contingency	30.000 %	3,230,735	
Escalation to MP	13.500 %	1,453,831	
Profesional Services	25.000 %	2,692,279	
Temp Facilities	10.000 %	1,076,912	
<b>Indirect Cost</b>		<b>11,792,184</b>	<b>22,561,302</b>
<b>Total</b>			<b>22,561,302</b>



City of McMinnville  
**Public Works Alternates**  
**Cost Estimate Alternative # 4**

Project #202318

Date: 7/27/2023

Spreadsheet Level	Takeoff Quantity	Total Cost/Unit	Total Amount
<b>01 PUBLIC WORKS - OPS/WWS: Alternative 4</b>			
<b>A Exist Admin Building (Retrofit)</b>			
20 Interior Fit-out	10,300.00 SF	79.07 /SF	814,458
30 MEP cost	10,300.00 SF	21.75 /SF	224,029
<b>A Exist Admin Building (Retrofit)</b>	<b>10,300.00 SF</b>	<b>100.82 /SF</b>	<b>1,038,487</b>
<b>B New PW-WS Conveyance &amp; Storm Enclosed Shops &amp; Storage</b>			
10 Site Work	1.00 LS	111,382.89 /LS	111,383
20 Interior Fit-out	13,000.00 SF	58.74 /SF	763,577
30 MEP cost	13,000.00 SF	52.00 /SF	676,002
<b>B New PW-WS Conveyance &amp; Storm Enclosed Shops &amp; Storage</b>	<b>13,000.00 SF</b>	<b>119.30 /SF</b>	<b>1,550,962</b>
<b>C Retrofit PW/WS Maintenance Shop</b>			
10 Site Work	1.00 LS	79,499.99 /LS	79,500
20 Interior Fit-out	6,530.00 SF	69.09 /SF	451,164
30 MEP cost	6,530.00 SF	21.00 /SF	137,132
<b>C Retrofit PW/WS Maintenance Shop</b>	<b>6,530.00 SF</b>	<b>102.27 /SF</b>	<b>667,796</b>
<b>D New PW/OPS Maintenance Shop/Parks/Street Enclosed Shops/Storage</b>			
10 Site Work	1.00 LS	114,671.87 /LS	114,672
20 Interior Fit-out	15,000.00 SF	58.57 /SF	878,559
30 MEP cost	15,000.00 SF	52.00 /SF	780,002
<b>D New PW/OPS Maintenance Shop/Parks/Street Enclosed Shops/Storage</b>	<b>15,000.00 SF</b>	<b>118.22 /SF</b>	<b>1,773,233</b>
<b>E New PW-WS/PW-OPS Admin and Shared Spaces Bldg</b>			
10 Site Work	1.00 LS	105,625.35 /LS	105,625
20 Interior Fit-out	9,500.00 SF	158.64 /SF	1,507,039
30 MEP cost	9,500.00 SF	52.00 /SF	494,002
<b>E New PW-WS/PW-OPS Admin and Shared Spaces Bldg</b>	<b>9,500.00 SF</b>	<b>221.75 /SF</b>	<b>2,106,666</b>
<b>H New PW-OPSPark/Streets Covered storage</b>			
10 Site Work	1.00 LS	235,694.78 /LS	235,695
20 Interior Fit-out	6,500.00 SF	223.08 /SF	1,450,026
30 MEP cost	6,500.00 SF	52.00 /SF	338,001
<b>H New PW-OPSPark/Streets Covered storage</b>	<b>6,500.00 SF</b>	<b>311.34 /SF</b>	<b>2,023,722</b>
<b>I New PW-OPS Park/Streets Uncovered storage</b>			
10 Site Work	1.00 LS	7,073.78 /LS	7,074



City of McMinnville  
**Public Works Alternates**  
*Cost Estimate Alternative # 4*

Project #202318

Date: 7/27/2023

Spreadsheet Level	Takeoff Quantity	Total Cost/Unit	Total Amount
<i>20 Interior Fit-out</i>	<i>5,250.00 SF</i>	<i>11.67 /SF</i>	<i>61,251</i>
<i>I New PW-OPS Park/Streets Uncovered storage</i>	<i>4,000.00 SF</i>	<i>17.08 /SF</i>	<i>68,324</i>
J New PW-OPS employee parking			
<i>10 Site Work</i>	<i>1.00 LS</i>	<i>273,608.24 /LS</i>	<i>273,608</i>
<i>J New PW-OPS employee parking</i>	<i>7,911.00 SF</i>	<i>34.59 /SF</i>	<i>273,608</i>
K New PW-OPS visitor parking			
<i>10 Site Work</i>	<i>1.00 LS</i>	<i>160,769.49 /LS</i>	<i>160,769</i>
<i>K New PW-OPS visitor parking</i>	<i>7,228.00 SF</i>	<i>22.24 /SF</i>	<i>160,769</i>
L New power feed			
<i>10 Site Work</i>	<i>1.00 LS</i>	<i>318,048.74 /LS</i>	<i>318,049</i>
<i>L New power feed</i>	<i>1.00 LS</i>	<i>318,048.74 /LS</i>	<i>318,049</i>
P Site Work			
<i>10 Site Work</i>	<i>1.00 LS</i>	<i>787,500.00 /LS</i>	<i>787,500</i>
<i>P Site Work</i>	<i>1.00 LS</i>	<i>787,500.00 /LS</i>	<i>787,500</i>
<b>01 PUBLIC WORKS - OPS/WWS: Alternative 4</b>	<b>72,519.00 SF</b>	<b>148.50 /SF</b>	<b>10,769,117</b>

**Estimate Totals**

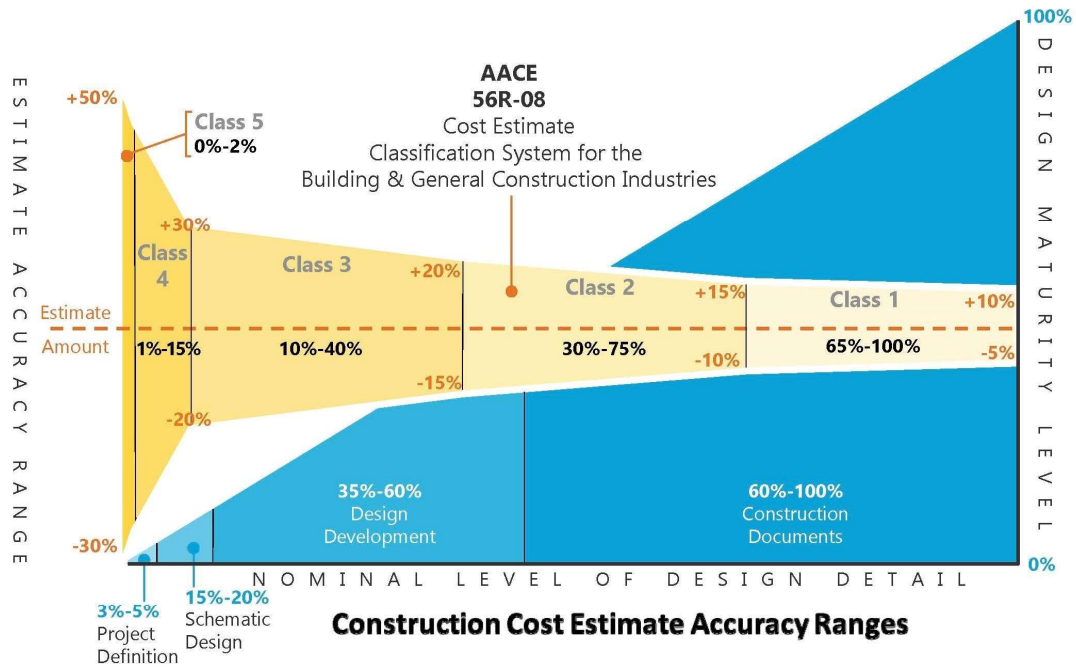
Description	Rate	Amount	Totals
Labor		3,440,834	
Material		4,874,503	
Subcontract		1,382,476	
Equipment		673,829	
Other		397,476	
<b>Direct Cost</b>		<b>10,769,118</b>	<b>10,769,118</b>
General Conditions	15.000 %	1,615,368	
Mob/Bonds/Permits/Insurance	3.000 %	323,074	
Fee & Overhead	8.000 %	861,529	
Phasing	5.000 %	538,456	
Contingency	30.000 %	3,230,735	
Escalation to MP	13.500 %	1,453,831	
Profesional Services	25.000 %	2,692,279	
Temp Facilities	10.000 %	1,076,912	
<b>Indirect Cost</b>		<b>11,792,184</b>	<b>22,561,302</b>
<b>Total</b>			<b>22,561,302</b>

Added on 03.08.2024  
193 of 195

Revised on 03.08.24  
235 of 290



## Appendix B: AAEI Classification



**JACOBS**



## Staff Report

**DATE:** February 28, 2024  
**TO:** Mayor and City Councilors  
**FROM:** Jeff Towery, City Manager  
**SUBJECT:** Appointment of new City Attorney and new Public Works Director

---

### **Report in Brief:**

This is the consideration of Resolution No. 2024-12, appointing the new City Attorney and new Public Works Director of Section 11 of Chapter 3 of the McMinnville City Charter.

### **Background:**

The City of McMinnville went through an in-depth recruitment process that began in June 2023. On October 30, 2023, City Manager Jeffrey Towery appointed David Ligtenberg as the new City Attorney for the City of McMinnville.

The City of McMinnville went through an in-depth recruitment process that began in November 2024. On February 23, 2024, City Manager Jeffrey Towery appointed David Ligtenberg as the new City Attorney for the City of McMinnville.

Per Section 11 of the City of McMinnville City Charter City Manager Jeffrey Towery recommends the City Council approve his recommended appointments.

### **Attachments:**

- Resolution No. 2024-12: Resolution Approving the Appointment of a new City Attorney and new Public Works Director.

### **Recommendation:**

Staff recommends that the Council adopt the attached Resolution, making these appointments.

## RESOLUTION NO. 2024-12

A Resolution Approving the Appointment of a new City Attorney and new Public Works Director.

### RECITALS:

**WHEREAS**, City Manager Jeffrey R. Towery appointed David Ligtenberg as City Attorney with service commencing on October 30, 2023; and

**WHEREAS**, City Manager Jeffrey R. Towery appointed Geoffrey Hunsaker as Public Works Director with service commencing on February 23, 2024; and

**WHEREAS**, City Manager Towery has recommended that the City Council approve his recommended appointments as provided by Section 11 of the City Charter.

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

1. City Manager Towery's recommended appointment of David Ligtenberg with service commencing on October 30, 2023, is hereby approved.
2. City Manager Towery's recommended appointment of Geoggrey Hunsaker with service commencing on February 23, 2024, is hereby approved.
3. This Resolution will take effect immediately upon passage and shall continue in full force and effect until revoked or replaced.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 12<sup>th</sup> day of March, 2024, by the following votes:

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

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

Abstain: \_\_\_\_\_

Approved this 12<sup>th</sup> day of March 2024.

\_\_\_\_\_  
MAYOR

Approved as to form:

Attest:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
City Recorder

## Liquor License Recommendation

BUSINESS NAME / INDIVIDUAL: Nick's Italian Restaurant

BUSINESS LOCATION ADDRESS: 521 NE 3<sup>rd</sup> Street

LIQUOR LICENSE TYPE: Commercial Full on-premises

Is the business at this location currently licensed by OLCC

Yes

No



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

-----

Hours of operation: N/A

Entertainment: N/A

Hours of Music: N/A

Seating Count: N/A

EXEMPTIONS:

(list any exemptions)

Tritech Records Management System Check: Yes ☒ No ☐

Criminal Records Check: Yes ☐ No ☒

Recommended Action: Approve ☒ Disapprove ☐



Chief of Police / Designee

City Manager / Designee





## OREGON LIQUOR & CANNABIS COMMISSION LIQUOR LICENSE APPLICATION

### Instructions

1. **Complete and sign** this application.
2. Prior to submitting this application to the OLCC, send the completed application to **the local government for the premises address** to obtain a recommendation.
  - If the premises street address is within a city's limits, the local government is the city.
  - If the premises street address is not within a city's limits, the local government is the county.
3. You can submit the application to the OLCC if:
  1. You have **WRITTEN** documentation showing the date the local government received the application or;
  2. The local government has provided you their recommendation.

**ALL forms and documents must be a PDF attachment**

4. **Email the PDF application that contains the local government recommendation or proof of submission** to: [OLCC.LiquorLicenseApplication@oregon.gov](mailto:OLCC.LiquorLicenseApplication@oregon.gov).
5. **Do not** include any license fees with your application packet (fees will be collected at a later time).  
*When it's time to pay the license fee you must pay the full yearly fee for the current license year (the license fee will not be prorated). If you pay in the last quarter of your license year you must also pay the yearly fee for the next license year.*

**License Request Options** - Please see the general definitions of the license request options below:

- **New Outlet:** The licensing of a business that does not currently hold an active liquor license.
- **Change of Ownership:** The request to completely change the licensee of record at a licensed business.
- **Greater Privilege:** The request to change from an Off-Premises to a Limited or Full On-Premises Sales license **OR** from a Limited to Full On-Premises Sales license.
- **Additional Privilege:** The licensee currently holds an active liquor license at the premises and that same licensee would like to request to add an **additional** different liquor license type at that same premises location.

### Additional Information

**Applicant Identification:** Please review [OAR 845-006-0301](#) for the definitions of "applicant" and "licensee" and [OAR 845-005-0311](#) to confirm that all individuals or entities with an ownership interest (other than a waivable ownership interest, per OAR 845-005-0311[6]) in the business have been identified as license applicants on this document. If you have a question about whether an individual or entity needs to be listed as an applicant for the license, discuss this with the OLCC staff person assigned to your application.

**Premises Address:** This is the physical location of the business and where the liquor license will be posted.

**Applicant Signature(s):** Each individual listed in the applicant information box on page 2 (entity or individuals applying for the license) must sign the application.

If an applicant listed in the applicant information box on page 2 is an entity (such as a corporation or limited liability company), at least one member or officer of the entity must sign the application.

**Applicant/Licensee Representative(s):** In order to make changes to a license or application or to receive information about a license or application by someone other than the applicant/licensee you must:

- Complete the [Authorized Representative Form](#) designating a person/entity to act on your behalf and submit with the application.

For help with this application or any related documents or processes, email [olcc.alcohollicensing@oregon.gov](mailto:olcc.alcohollicensing@oregon.gov).

# LIQUOR LICENSE APPLICATION

Page 1 of 4

Check the appropriate license request option:

☐ [New Outlet](#) | ☐ [Change of Ownership](#) | ☐ [Greater Privilege](#) | ☐ [Additional Privilege](#)

Select the license type you are applying for.

More information about all license types is available [online](#).

## Full On-Premises

- ☐ Commercial
- ☐ Caterer
- ☐ Public Passenger Carrier
- ☐ Other Public Location
- ☐ For Profit Private Club
- ☐ Nonprofit Private Club

## Winery

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th

## Brewery

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

## Brewery-Public House

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

## Grower Sales Privilege

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

## Distillery

- ☐ Primary location
- Additional tasting locations: (Use the DISTT form [HERE](#))

## ☐ Limited On-Premises

## ☐ Off Premises

## ☐ Warehouse

## ☐ Wholesale Malt Beverage and Wine

## LOCAL GOVERNMENT USE ONLY

### LOCAL GOVERNMENT

After providing your recommendation, return this form to the applicant **WITH** the recommendation marked below

Name of City OR County (not both)

Please make sure the name of the Local Government is printed legibly or stamped below

Date application received: February 21, 2024

Optional: Date Stamp Received Below

- ☐ Recommend this license be granted
- ☐ Recommend this license be denied
- ☐ No Recommendation/Neutral

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Trade Name

CITY OF McMinnville  
MINUTES OF CITY COUNCIL WORK SESSION  
Held via Zoom Video Conference and at the Kent L. Taylor Civic Hall on Gormley Plaza  
McMinnville, Oregon

Tuesday, February 9, 2021 at 6:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Claudia Cisneros

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Remy Drabkin, Council President	
	Adam Garvin	
	Zack Geary	
	Kellie Menke	
	Sal Peralta	
	Chris Chenoweth	

Also present were City Manager Jeff Towery, City Attorney Amanda Guile-Hinman, Police Chief Matt Scales, City Recorder Claudia Cisneros, Finance Director Jennifer Cuellar, Information System Director Scott Burke, Library Director Jenny Berg, Human Resources Manager Kylie Bayer, Parks and Recreation Director Susan Muir, Planning Director Heather Richards, and Senior Planner Tom Schauer, Fair Housing Council of Oregon Education Outreach Coordinator Jamie Gatewood, Director of Education and Outreach Director Shyle Reuter, and Program Assistant/(AFFH) Coordinator Sam Goldberg, Education Outreach Specialist Dario Hunter; *and members of the News Media Jerry Eichten, McMinnville Community Media and Dora Totoian, News-Register.*

1. CALL TO ORDER: Mayor Hill called the meeting to order at 5:34 p.m. and welcomed all in attendance.
2. PRESENTATION:
- 2.a. A FAIR HOUSING COUNCIL OF OREGON PRESENTATION BY SHYLE REUTER AND JAMIE GATEWOOD, "THE GHOSTS OF OUR PAST AND THE CHALLENGES OF TODAY"

Education Outreach Coordinator Gatewood, Director of Education Outreach Director Reuter, and Program Assistant Goldberg introduced the Fair Housing Council of Oregon, its mission, then shared an educational PowerPoint presentation. The presentation gave a history of racially and religiously discriminatory laws, examples of violence against minorities in Oregon that created and supported the lack of diversity that continues today, the wealth gap, and defined the protected classes. They also provided information on examples of housing discrimination, how to

report it to the Fair Housing Council, their role in investigations, and related their work to the McMinnville Plan for housing.

Discussion included gratitude for the informative and applicable presentation and concerns about McMinnville's affordable housing situation.

There was support for incorporating the information into work for the new Diversity Equity and Inclusion Committee and Council decision making.

3. ADJOURNMENT: Mayor Hill adjourned the Work Session at 7:00 pm.

---

Claudia Cisneros, City Recorder



CITY OF McMinnville  
MINUTES OF CITY COUNCIL REGULAR SESSION  
Held via Zoom Video Conference and at the Kent L. Taylor Civic Hall on Gormley Plaza  
McMinnville, Oregon

Tuesday, February 09, 2021 at 7:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Claudia Cisneros

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Remy Drabkin, Council President	
	Adam Garvin	
	Zack Geary	
	Kellie Menke	
	Sal Peralta	
	Chris Chenoweth	

Also present were City Manager Jeff Towery, City Attorney Amanda Guile-Hinman, Police Chief Matt Scales, City Recorder Claudia Cisneros, Finance Director Jennifer Cuellar, Information System Director Scott Burke, Library Director Jenny Berg, Human Resources Manager Kylie Bayer, Parks and Recreation Director Susan Muir, Planning Director Heather Richards, and Senior Planner Tom Schauer, and *members of the News Media Jerry Eichten, McMinnville Community Media and Dora Totoian, News-Register.*

1. CALL TO ORDER: Mayor Hill called the meeting to order at 7:00 p.m. and welcomed all in attendance.

2. PLEDGE OF ALLEGIANCE

Councilor Geary led the Pledge of Allegiance.

3. PROCLAMATION

Human Resources Manager Kylie Bayer noted the importance of Black History Month and the City's diversity, equity and inclusion efforts.

Mayor Hill read the proclamation declaring February as Black History Month in McMinnville.

4. INVITATION TO CITIZENS FOR PUBLIC COMMENT: Mayor Hill invited the public to comment. There were no public comments.

Tynan Pierce, McMinnville resident, thought the Council should officially condemn the attacks on the Capitol and white supremacy.



5. ADVICE/ INFORMATION ITEMS

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

Councilor Peralta reported that committees had not met since the last City Council meeting.

Councilor Garvin reported Yamhill Communications Agency (YCOM) meeting was scheduled for this Thursday. He hoped the Airport Commission would have the airport rules and minimum standards before the Council soon.

Councilor Geary reported that the Landscape Review Committee held a meeting. The MacPAC also met and voted to recommend the Linfield site for the project. MacPAC's pool subcommittee also discussed natatorium and aquatic offerings, and toured pools in Newberg and Corvallis. The Oregon Climate Friendly and Equitable Community Rule-Making Committee is in between meetings and the McMinnville Active Transportation Concept Plan meeting is scheduled for February 18th.

Councilor Chenoweth reported on the Historic Landmarks Committee, which elected a new chair and vice chair. Additionally, the Historic Landmarks Work Plan for 2021 was discussed and approved. He stated the Economic Vitality Leadership Council did not meet.

Councilor Menke reported that the Visit McMinnville meeting will be held next Wednesday.

Councilor Drabkin reported on the Regional Leadership Meeting, where she and Councilor Menke discussed affordable housing in McMinnville with City Staff, representatives from Senators Wyden's and Merkley's staff as well as representatives from Oregon Housing and Community Services (OHCS), Department of Housing and Urban Development (HUD), and United States Department of Agriculture (USDA).

Mayor Hill reported on the McMinnville Urban Renewal Advisory Committee, where they discussed COVID recovery façade improvement grants and reviewed the Financial Report and Budget. The Mid-Willamette Valley Advisory Transportation Committee reviewed the letter from MWAC to the Oregon Transportation Committee (OTC) regarding the Donald Aurora Bypass and watched a presentation on the Oregon Department of Transportation (ODOT) Strategic Action Plan.

5.b. Department Head Reports

Human Resources Manager Bayer shared there is a local government holiday on January 13th, Galantine's Day, to celebrate all the women working in local government.

City Attorney Guile-Hinman reported she participated in the public interest law fair on Saturday. She clarified that at the Historic Landmarks Committee meeting, there was no statement of impropriety about the past Chair and she had properly recused herself.

Parks and Recreation Director Muir reported on youth soccer, the partnership with the Library and School District to provide book and craft kits, the free walking club, crafter noon at the Community Center, and the County Health partnership to help distribute over 300 activity packs, masks, and face shields as part of the covid testing and flu shot clinics. She confirmed the pool and indoor activities will not be restarted while the region is in the Extreme Risk category for COVID.

Library Director Berg reported home delivery requests for library materials continue to increase. The library is managing a program where AARP volunteers can offer free tax assistance, and the Mac Reads collaboration focuses on a documentary series and two books, with discussion sessions. Unfortunately, the first session had major technical difficulties, but future sessions had been scheduled.

Information System Director Burke had nothing to report.

Finance Director Cuellar had nothing to report.

Planning Director Richards thanked the Council for the presentation during the Work Session and reported they are working on gathering related data.

Fire Chief Leipfert shared that he was in Lafayette in late January to participate in the awarding of the Fire Department Chain of Survival Coin recognizing three Fire District personnel.

Police Chief Scales had nothing to report.

City Manager Jeff Towery reminded the annual State of the City and Mayor's Awards program would be this Thursday at 5:30 pm on Zoom. A team building session for the Council, City Attorney, City Manager, and City Recorder would be on Friday.

Discussion included Mayor Hill recognizing Noelle, Nic, City Recorder Cisneros, Library Director Berg, Information System Director Burke, and his team, and MCM for their work on the awards presentation.

6. CONSENT AGENDA

- a. Consider request from Bitter Bars LLC DBA The Bitter Monk for Limited On-Premises and Off Premises OLCC Liquor License located at 250 NE 3rd Street.

*Council Chenoweth MOVED to adopt the consent agenda as presented; SECONDED by Councilor Geary. Motion PASSED unanimously.*

7. NEW BUSINESS (ACTION ITEMS)

7.a. McMinnville Water & Light Commission Appointment

Mayor Hill recommended appointing Kathy Tate, President of Online Northwest, as a Commissioner and gave an overview of her qualifications.

Kathy Tate introduced herself to the Council.

Councilor Peralta asked that there be a review of the McMinnville Water and Light Charter to see if there is anything that limits the ability to appoint diverse members to the Commission.

*Council President Drabkin MOVED to appoint Kathy Tate to a four-year term on the McMinnville Water & Light Commission; SECONDED by Councilor Peralta. Motion PASSED unanimously.*

7.b. 2020 SAFER Grant

Fire Chief Leipfert presented the background, grant application process, costs, challenges, and requirements for the federal grant. There were no matching costs, and it is a three-year grant. Chief Leipfert is recommending Option 3 which would allow the Fire Department to hire five personnel because the costs are minimal to the City, it balances the relationship with other District members, and allows the City to apply for grants in the future.

Discussion included Chief Leipfert's confirmation for the Council that the grant application will include the safety attribute as well as improved call response. A public safety grant writing company will be used to write the grant application. McMinnville is the only city within the Fire District currently pursuing the SAFER Grant, so they are not in competition with District partners.

*Councilor Garvin MOVED to authorize Fire Chief Leipfert to move forward with the application for the 2020 SAFER Grant; SECONDED by Council President Drabkin. Motion PASSED unanimously.*

8. RESOLUTION

8.a. Consider **Resolution 2021-03**: A Resolution Appointing Members to the Diversity Equity and Inclusion Committee.

Human Resources Manager Bayer shared this is a new Committee for the City of McMinnville. The applications for the seven recommended appointees were included in the packet.

There was discussion regarding the process for selection and a direction to shine a light on all aspects of the City work.

Councilors expressed their thanks to all applicants. There was support expressed for the candidates for appointment.

*Councilor Peralta MOVED to adopt Resolution 2021-03: A Resolution Appointing Members to the Diversity Equity and Inclusion Committee; SECONDED by Councilor Menke. Motion PASSED unanimously.*

- 8.b. Consider **Resolution 2021-06**: A Resolution Approval of Personal Services Agreement with ESCI for Cost Budget Analysis and Standards of Cover. A Resolution authorizing the City Manager to enter into a Personal Services Agreement with Emergency Services Consulting International (ESCI) for a Cost /Budget Analysis & Standards of Cover for work related to the Fire Department Consolidation Efforts.

Fire Chief Leipfert advised that this was the second part of the study assessing service level requirements throughout the District. This item, on its own does not require Council approval, however it is being brought to Council because the total cost for this with the previous contracts brings it to the level where review and approval are needed. t.

*Councilor Peralta MOVED to adopt Resolution 2021-06: A Resolution Approval of Personal Services Agreement with ESCI for Cost Budget Analysis and Standards of Cover. A Resolution authorizing the City Manager to enter into a Personal Services Agreement with Emergency Services Consulting International (ESCI) for a Cost /Budget Analysis & Standards of Cover for work related to the Fire Department Consolidation Efforts; SECONDED by Councilor Menke. Motion PASSED unanimously.*

9. ADJOURNMENT: Mayor Hill adjourned the Regular City Council Meeting at 8:18 p.m.

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Claudia Cisneros, City Recorder

CITY OF McMinnville  
MINUTES OF CITY COUNCIL WORK SESSION  
Held via Zoom Video Conference and at the Kent L. Taylor Civic Hall on Gormley Plaza  
McMinnville, Oregon

Tuesday, February 23, 2021 at 5:30 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Claudia Cisneros

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Remy Drabkin, Council President	
	Adam Garvin	
	Zack Geary	
	Kellie Menke	
	Sal Peralta	
	Chris Chenoweth	

Also present were City Manager Jeff Towery, City Attorney Amanda Guile-Hinman, Police Chief Matt Scales, City Recorder Claudia Cisneros, Information System Director Scott Burke, Parks and Recreation Director Susan Muir, Human Resources Manager Kylie Bayer, Planning Director Heather Richards, Presenter Wendy Stassens, and *members of the News Media Phil Guzzo, McMinnville Community Media and Dora Totoian, News-Register.*

1. CALL TO ORDER: Mayor Hill called the meeting to order at 5:32 p.m. and welcomed all in attendance.

2. PRESENTATION/DISCUSSION:

2.a. CONTINUED GOAL SETTING WITH WENDY STASSENS.

Ms. Stassens continued Council's goal-setting discussion via PowerPoint, reviewing the process, timeline, and progress made from the prior two goal-setting work sessions and after input from Council and Department heads, which included missing items and ultimately resulted in six top priorities based on Council votes and the Executive Team's ranking. Further input was requested about each goal's appropriate level of abstraction and if any related gap in performance was due to a lack of policy or method implementation or the need to create new policies and methods. Staff sought approval on the final list of priorities to develop a plan for making each a Specific, Measurable, Attainable, Realistic, and Time Coupled (SMART) Goal, within Council's one-year time frame. (Spreadsheets, Page 4-8, Amended Packet)

Following a detailed discussion on each priority, no amendments or changes were made to the updated City Council Priority list, and Council



agreed upon the final steps, directing Department heads to create proposed SMART goals from the list.

3. ADJOURNMENT: Mayor Hill adjourned the Work Session at 6:53 pm.

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Claudia Cisneros, City Recorder

DRAFT

CITY OF McMinnville  
MINUTES OF CITY COUNCIL REGULAR SESSION  
Held via Zoom Video Conference and at the Kent L. Taylor Civic Hall on Gormley Plaza  
McMinnville, Oregon

Tuesday, February 23, 2021 at 7:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Claudia Cisneros

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Remy Drabkin, Council President	
	Adam Garvin	
	Zack Geary	
	Kellie Menke	
	Sal Peralta	
	Chris Chenoweth	

Also present were City Manager Jeff Towery, City Attorney Amanda Guile-Hinman, Police Chief Matt Scales, City Recorder Claudia Cisneros, Finance Director Jennifer Cuellar, Asst Chief/Fire Marshal Debbie McDermott, Human Resources Manager Kylie Bayer, Parks and Recreation Director Susan Muir, Planning Director Heather Richards, and Community Engagement Specialist Noelle Amaya, and *members of the News Media Jerry Eichten, McMinnville Community Media and Dora Totoian, News-Register.*

1. CALL TO ORDER: Mayor Hill called the meeting to order at 7:00 p.m. and welcomed all in attendance.
2. PLEDGE OF ALLEGIANCE  
  
Council President Drabkin led the Pledge of Allegiance.
3. PRESENTATION
- 3.a. Climate Plans – Reducing Emissions & Adapting to the Future by Josh Proudfoot, Principal of Good Company

Josh Proudfoot, Principal, Good Company presented Climate Plans- Reducing Emissions & Adapting to the Future via PowerPoint, reviewing climate change predictions and several initiatives to reduce greenhouse gases and adapt to future conditions. He addressed questions from Council, noting changes both citizens and the City through its operations could do to improve the climate, and that several programs were available for receiving refunds and credits. He advised on ways to implement the

Climate Action Plan, protect McMinnville's watershed, which involved multiple people and interdependencies.

McMinnville had the second lowest electric rates in the state, in part because heat pumps are common and the grant two years ago through Bonneville Power Administration (BPA) where 700 homes got LED lights. Take the assessment of what the City is doing right to find the starting point for further changes.

4. DISCUSSION ON CITY MANAGER EVALUATION, Renata Wakeley, Community Development Director of Mid-Willamette Valley Council of Governments (MWVCOG).

Ms. Wakeley led the review of City Manager Towery's reviews by the Council members and his self-assessment. The survey results began on Page 22 of the Agenda Packet. The same questions were asked of all Councilors and City Manager Towery. The review process was modeled after the International City-County Managers Association (ICMA) Manager Evaluations Handbook. The Council had a very positive review. There were no areas where the City Manager was ranked below average. His performance was in line with the Council's expectations, and he was delivering on the priorities and goals he was given.

Mr. Towery shared he was honored and humbled to serve the community and the City as the City Manager.

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

Emails were received from Jared Harney addressing bottle redemption sites and Tynan Pierce regarding issues on the agenda which were read into the record. Both were included in the amended meeting packet.

Ukiah Halloran-Steiner, a McMinnville community member thanked the Council for hosting Mr. Proudfoot's presentation and leading the way with the climate change action.

Sophia Hampton, a McMinnville community member expressed gratitude to Councilor Geary and City Manager Towery for their ongoing communication with the youth. She thanked Council for the Climate Action Plan, which would benefit not only McMinnville but the entire world.

6. ADVICE/ INFORMATION ITEMS

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

1. Approve updated City Council priorities list as presented in the Work Session.

*Council Geary MOVED to approve the updated City Council priorities list as presented during the Work Session; SECONDED by Councilor Chenoweth. Motion PASSED unanimously.*

2. Approve the final steps to move forward with the 2021 Goal Setting work as presented in the Work Session.

*Council Geary MOVED to approve the final steps to move forward with the 2021 Goal Setting work as presented in the Work Session; SECONDED by Councilor Garvin. Motion PASSED unanimously.*

Councilor Chenoweth had nothing new to report, noting no meetings were held.

Councilor Geary reported that the Landscape Review Committee had two Landscape Plan Review submissions that brought up acceptability for plan submission to the Committee. They approved a work plan that included prioritizing media work this year and cataloging Heritage Trees. Pool and Aquatics Subcommittee formalized their recommendation which will go to the full MacPAC for discussion and adoption. Also planned for discussion at the next MacPAC Subcommittee meeting are issues related to the library and senior center. Councilor Geary, Co-Chair Maxfield and Staff were going out to speak to local service groups and clubs to talk about MacPAC and its' service plans. State-level Climate Friendly and Equitable Communities advisory committee discussed context of the committee and success markers. McMinnville Active Transportation Concept Plan advisory committee discussed the Highway 99 couplet and how dangerous it is for non-motorized traffic and what could be done to make it safer for bicycles and pedestrians. There will be a web-based open house February 25 through March 11 to read the recommendations; a live stream will be held March 4 from 6:30 p.m. to 8:00 p.m. which will be recorded and posted to the website. He and Jared Harney sat with Eric Chambers from the Oregon Bottle Redemption Center to discuss how to get a bottle redemption center in McMinnville and shared information about the different programs.

Council President Drabkin reported the McMinnville Affordable Housing Task Force meets tomorrow. Finalizing a recommendation for a single-room occupancy development to go to the Planning Commission is one item on that agenda. The Task Force now opens each meeting with agency reports from Yamhill Community Action Partnership (YCAP), the Housing Authority of Yamhill County, and Champion Team, the three major service providers to the unhoused community. The first Diversity, Equity and Inclusion (DEI) Advisory Committee meeting is set for March. She moderated an event on DEI and presented the first diversity survey. Portland General Electric reported that less than 500 people in Yamhill County were without power and they were still working around the clock to restore power.

Councilor Garvin reported that they haven't had Airport Commission or YCOM meetings due to an expected influx of calls caused by the ice storms. There was an email update that PulsePoint was in final phase and expected to go live throughout the YCOM partners. The cost was a little more than \$20,000, which was covered in the 2021 budget. There are 42 terabyte storage servers that need to be replaced; two of those cost \$130,000. Airport Commission will meet next week on the second with the normal meeting and discussion regarding updating standards.

Councilor Peralta reported that the ice storm caused the annual Council of Governments (COG) meeting to be rescheduled for March 10 at 6:00 p.m. He asked Mayor Hill if the City of McMinnville was included in the Governor's Emergency Declaration. Mayor Hill stated it was not discussed regarding the ice storm. Mayor Hill reported he visited several of the parks where known 400-year-old Oak trees are down and there is substantial damage. He noted that once some accounting could be done, they would pursue federal funds, if applicable..

Mayor reported that he attended the League of Oregon Cities (LOC) Transportation Committee meeting last Friday where they received information that Oregon was to receive roughly \$55,000,000 in reimbursement for COVID, as it relates to transportation and \$28,000,000 that will go to large and small Metropolitan Planning Organization (MPO) and Safe Routes for Schools. The remaining \$27,000,000 will go to smaller cities and counties, McMinnville among them. During a leadership call earlier today, they learned that Yamhill, Polk and Marion Counties will be moving from Extreme Risk to High Risk, as well as reports from Senator Wyden's office about the work they are doing related to housing.

5.b. Department Head Reports

City Attorney Guile-Hinman had nothing to report.

Human Resources Manager Bayer had nothing to report.

Planning Director Richards said the Planning Committee will be sending out a press release requesting volunteers to sit on a committee to discuss and evaluate a rental inspection program and bring back a recommendation to Council. The committee is the result of Council direction last October and would also look at best practices in other communities, local issues and then draft a program for Council to consider.

Finance Director Cuellar said they are in the budget development process. She referred to Mr. Proudfoot's presentation and his statement regarding the total cost of ownership, which was something they are looking into.

Asst Chief/Fire Marshal McDermott wanted to give credit to the staff who were working 24 hours a day due to the ice storm, and to the volunteers

who help provide service to the residents. She reported that between February 12 to February 15, they ran 167 calls for service where 59 were power line or electrical problems, three structure weakness or collapse, one transformer explosion, 71 emergency medical calls, and 31 miscellaneous fire calls. They had increased staffing, knowing the storms were coming.

Police Chief Scales had nothing to report.

City Manager Towery responded to Councilor Peralta's question and reported they are still assessing damages and would get a final report to Council in the next few days. The State technically extended the duration of the emergency which the City can use to request reimbursement. His office was working on a draft of a Memorandum of Understanding with Linfield College and hoped to have specific information soon. The Council team building activity was rescheduled due to the ice storm to next Friday 1:00p.m. to 4:00 p.m.

7. CONSENT AGENDA

a. Consider **Resolution No. 2021-07**: A Resolution for City of McMinnville, Oregon Extending the City's Declaration of State of Emergency Expressed in Resolution 2020-18

b. Consider request from Columbia Hills Winery LLC DBA: Jacob Williams Winery for Winery 1st Location OLCC Liquor License located at 232 NE 3rd Street.

*Council Peralta MOVED to adopt the consent agenda as presented; SECONDED by Councilor Geary. Motion PASSED unanimously.*

8. ORDINANCES

8.a. Consider first reading with possible second reading of Ordinance No. 5100: An Ordinance Amending the McMinnville City Code to Add Chapter 2.31, Establishing the McMinnville Affordable Housing Committee as a Permanent Standing Committee and Specifying Its Operating Provisions.

Mayor Hill asked if any Councilor needed to declare any actual or potential conflicts of interest or recuse themselves regarding this ordinance. There was none.

Ms. Richards reported that the Ordinance was coming from the Affordable Housing Task Force. The Task Force has been in effect for four years, the problem is not temporary, and they had discussed the need to add two members and decrease the specificity to meet the needed membership composition. The Ordinance meets the structure of other committee Ordinances in the Code. However, it requires that two City Councilors be



members, which is different from other committees but carries forward what was in Resolution 2016.

Councilor Chenoweth questioned the language in 2.3.2.070 Special Provisions Section A. Ms. Richards responded that it is a historical carryover for committees and in Zoning Ordinance. Ms. Guile-Hinman added the City has an obligation to comply with federal and state laws so the regulation just reflects that requirement. “Regulations” would be preferred over “Guidelines”. He also asked about the lack of faith-based or drug and alcohol groups on the list of included organizations. Council President Drabkin and Councilor Menke noted there have been multiple outreaches, and there are some faith-based organizations that do participate. Ms. Richards added that the organizations listed in Section 2.32c3 are ones whose primary service level is providing housing for lower and moderate-income persons or mental health services.

City Attorney Guile-Hinman read by title only Ordinance No. 5100.

*Councilor Peralta MOVED to pass Ordinance No. 5100 to a second reading as amended both 030c or 030 c3 and also Guideline to Regulation; SECONDED by Councilor Menke. Motion PASSED 6-0 by the following vote:*

*Aye – Councilors Drabkin, Garvin, Geary, Payne, Menke, and Chenoweth  
Nay – None*

City Attorney Guile-Hinman read by title only for a second time Ordinance No. 5100.

*Council President Drabkin MOVED to adopt Ordinance No. 5100, with the proposed amended language Section 2.31.0303 previously provided by Staff and the change of language from Guidelines to Regulation; SECONDED by Councilor Menke. Motion PASSED 6-0 by the following vote:*

*Aye – Councilors Drabkin, Garvin, Geary, Payne, Menke, and Chenoweth  
Nay – None*

9. RESOLUTION

9.a. Consider **Resolution 2021-08**: A Resolution Appointing a Member to the Affordable Housing Task Force.

Ms. Richards noted the language of the Resolution needed to be amended from Task Force to Committee. The Resolution was to appoint Yuya Matsuda to the Affordable Housing Committee. Council President Drabkin spoke in favor of Mr. Matsuda

*Councilor Menke MOVED to approve Resolution 2021-03: A Resolution Appointing a Member to the Affordable Housing Task Force, with the amendment recommended by Staff; SECONDED by Councilor Peralta. Motion PASSED unanimously.*

- 9.b. Consider **Resolution 2021-09**: A Resolution to Submit a Letter of Support for The Housing Authority of Yamhill County's Funding Request to Oregon Housing and Community Services for Affordable Housing in McMinnville.

Ms. Richards said it was very important, with competitive funding programs to have local government support. The project is called Stratus Village. It is a proposed project of 200 units of affordable housing sited on seven acres on the south side of Highway 18. The property was owned by the Oregon Housing Authority.

There was discussion regarding availability of services to the location, equity in accessibility to the units, and support from the Council. Mike Andrews, a Development Consultant with Structured Development Advisors added that the project would entail a series of three-story apartment buildings intended for multi-family residential living, which would be spread out evenly across the property. There would be a range of sizes from studio up to four bedrooms, with more smaller-sized apartments than larger, based on current waitlists. The design was envisioned with gabled roofs, curb appeal that reflects the context of the city, and open spaces. There would be a community building which would be lower, have an agricultural look, and big porches. They hoped to have a flex space where providers could come and go to provide services. He noted there was a bus stop nearby.

*Councilor President Drabkin MOVED to approve Resolution 2021-09: A Resolution to Submit a Letter of Support for The Housing Authority of Yamhill County's Funding Request to Oregon Housing and Community Services for Affordable Housing in McMinnville; SECONDED by Councilor Chenoweth. Motion PASSED unanimously.*

9. ADJOURNMENT: Mayor Hill adjourned the Regular City Council Meeting at 9:32 p.m.

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Claudia Cisneros, City Recorder

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

Tuesday, March 9, 2021 at 7:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Claudia Cisneros

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Remy Drabkin	Sal Peralta
	Adam Garvin	
	Zack Geary	
	Kellie Menke	
	Chris Chenoweth	

Also present were City Manager Jeff Towery, City Attorney Amanda Guile-Hinman, Police Chief Matt Scales, City Recorder Claudia Cisneros, Finance Director Jennifer Cuellar, Planning Director Heather Richards, Parks and Recreation Director Susan Muir, Human Resources Manager Kylie Bayer, Library Director Jenny Berg, Community Development Director Mike Bisset, Information System Director Scott Burke, Fire Chief Rich Leipfert, Fire Operations Chief Amy Hanifan, Assistant Chief/Fire Marshal Debbie McDermott, Community Engagement Specialist Noelle Amaya, and *members of the News Media Phil Guzzo, McMinnville Community Media and Dora Totoian, News-Register.*

1. CALL TO ORDER: Mayor Hill called the meeting to order at 7:01 p.m. and welcomed all in attendance.
2. PLEDGE OF ALLEGIANCE  
Councilor Chenoweth led the pledge of allegiance.
3. PROCLAMATIONS & AWARDS
  - 3.a. Women's History Month Proclamation  
Mayor Hill read the proclamation declaring March 2021 as Women's History Month.
  - 3.b. Fire Department Response Recognition Award Presentation

Fire Chief Leipfert recognized public safety partners and fire fighters who responded to an apartment fire in November. He presented Fire Department Meritorious Service, Fire Department Outstanding Service, and Fire Department Life Saving Awards.

The Council congratulated these fire fighters.

4. INVITATION TO CITIZENS FOR PUBLIC COMMENT

Mayor Hill recognized a written public comment from Andrea Kennedy Smith regarding parking violations.

5. ADVICE/ INFORMATION ITEMS

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

Councilor Geary reported on MacPac who approved the Pool and Library subcommittees recommendations. He also reported on the digital open house for the Active Transportation Concept Plan.

Councilor President Drabkin reported on the DEI Advisory Committee and Affordable Housing Committee meetings.

Councilor Garvin reported on the Airport Commission and YCOM meetings.

Mayor Hill read the memo from the governor about Yamhill County moving from high to moderate risk for Covid guidelines. He reported on the MURAC meeting, letter regarding HB 2001, funding for the Bypass, and campaign financing ordinance.

There was consensus for staff to report back on the pros and cons of the ordinance.

5.b. Department Head Reports

Finance Director Cuellar said she was working on the FY20 audit and FY22 budget process. She had attended the Government Finance Officers Association bi-annual meeting.

Human Resources Manager Bayer discussed the first DEI Advisory Committee meeting.

Parks and Recreation Director Muir discussed the facilities that were now open.

Planning Director Richards discussed the Active Transportation Concept Plan for 99W.

City Manager Towery reported on the General Fund budget, funding shortfall, and upcoming budget process.

City Attorney Guile-Hinman would be attending a continuing education seminar on ADA compliance, conducting training to the HLC and DEI Committees, and attending another seminar on local government law. She discussed a settlement agreement of QM vs. City of McMinnville.

Councilor Chenoweth MOVED to authorize the City Manager to execute the release and settlement agreement on behalf of the City of McMinnville; SECONDED by Councilor Menke. Motion PASSED unanimously.

6. PUBLIC HEARINGS

6.a. Public Hearing regarding the Planning Fee Schedule; Resolution 2021-12: A Resolution adopting a Planning Fee Schedule and repealing all previous resolutions adopting planning fee schedules at the time this fee schedule becomes effective.

6.b. Public Hearing regarding the Building Fee Schedule; Resolution 2021-13: A Resolution preliminarily approving a Building Fee Schedule and repealing all previous resolutions adopting building fee schedules on the effective date of this fee schedule.

Mayor Hill opened the public hearings and read the hearing statement.

Planning Director Richards presented the staff report. These resolutions would update both the planning fee schedule and building fee schedule which would take effect July 1, 2021. The planning fee was proposed to increase by 13% except for sign permits and appeals, which would provide full cost recovery catch-up directed by Council in 2018 plus CPI. She discussed current cost recovery and comparison with other cities. The building fee was proposed to increase by 3% due to the costs of inflation to deliver the program. She discussed comparison with other cities, affordable housing, public engagement, and next steps.

There was discussion regarding financing SDCs, the difference between ordinances and resolutions, and Council direction for cost recovery catch-up.

There was no public testimony.

Mayor Hill closed the public hearings.

7. RESOLUTIONS

- 7.a. Consider **Resolution No. 2021-10**: A Resolution Establishing Revised System Development Charges (SDCs) Pertaining to Parks and Recreation, Sanitary Sewer, and Transportation; and Repealing Resolution No. 2020-14.

Community Development Director Bisset said this was an annual adjustment to the SDCs that reflected recent construction costs. It would be a 6% increase in the transportation, sanitary sewer, and parks SDCs. There were some recent projects where they allowed deferred payment of the SDCs until occupancy and the code allowed financing of the SDCs over a period of time, but it had not been used before. They waived transportation and wastewater SDCs for affordable housing projects.

There was discussion regarding adding park SDCs on commercial projects in the new Parks and Recreation Master Plan.

*Councilor Menke MOVED to approve Resolution 2021-10: A Resolution Establishing Revised System Development Charges (SDCs) Pertaining to Parks and Recreation, Sanitary Sewer, and Transportation; and Repealing Resolution No. 2020-14; SECONDED by Councilor Geary. Motion PASSED unanimously 5-0.*

- 7.b. Consider **Resolution No. 2021-11**: A Resolution Amending the Contract for Personal Services to Century West Engineering, Inc. for the Apron & Taxilane Rehabilitation Project at the McMinnville Municipal Airport, Project No. 2017-10.

Community Development Director Bisset said the existing contract took the City through the bidding of the project, and this amendment would carry them through to the end of construction. They had a federal grant to completely fund the project, and there were specific requirements related to the construction. Century West was an expert on those requirements. They had done an independent fee estimate of the scope of services which had been approved by the FAA. No wildlife had been identified near this area of the airport and he did not expect any delays.

There was discussion regarding bird and butterfly species that were protected at the airport.

*Councilor Chenoweth MOVED to approve Resolution 2021-11: A Resolution Amending the Contract for Personal Services to Century West Engineering, Inc. for the Apron & Taxilane Rehabilitation Project at the*



*McMinnville Municipal Airport, Project No. 2017-10; SECONDED by Councilor Garvin. Motion PASSED unanimously 5-0.*

- 7.c. Consider **Resolution No. 2021-12**: A Resolution adopting a Planning Fee Schedule and repealing all previous resolutions adopting planning fee schedules at the time this fee schedule becomes effective.

Planning Director Richards suggested two amendments to the planning fee schedule. One was for appealing a Planning Commission decision and the proposed fee should be \$1,033 and the other was the land use compatibility statement for marijuana which should be \$1,931.25 to capture the 3% CPI.

Councilor Chenoweth pointed out another amendment regarding the subdivision fees. There was no fee for 10 lots, it just said less than or more than 10 units had a certain fee. It should say 10 units or more would be a certain fee.

There was discussion regarding staff time to review the land use compatibility statements for marijuana.

*Councilor Menke MOVED to approve Resolution 2021-12: Resolution adopting a Planning Fee Schedule and repealing all previous resolutions adopting planning fee schedules at the time this fee schedule becomes effective. as amended; SECONDED by Council President Drabkin. Motion PASSED 3-2 with Councilors Chenoweth and Garvin opposed.*

- 7.d. Consider **Resolution No. 2021-13**: A Resolution preliminarily adopting approving a Building Fee Schedule and repealing all previous resolutions adopting building fee schedules on the effective date of this fee schedule.

Planning Director Richards said this would be a standard 3% increase to the building fee schedule.

*Council President Drabkin MOVED to adopt Resolution 2021-13: A Resolution preliminarily adopting approving a Building Fee Schedule and repealing all previous resolutions adopting building fee schedules on the effective date of this fee schedule; SECONDED by Councilor Menke. Motion PASSED unanimously 5-0.*

## 8. ORDINANCES

- 8.a. Consider first reading with possible second reading of **Ordinance No. 5101**: An Ordinance Amending Ordinance No. 4131 As Amended by Ordinance 4572, Three Mile Lane Planned Development Overlay For Drive-Up Signage In Zone 2.

- 8.b. Consider first reading with possible second reading of **Ordinance No. 5102**: An Ordinance Approving TML 2-20, A Three Mile Lane Design Review For Drive-Up Signage At 225 Ne Norton Lane, McDonald's Restaurant.

Planning Director Richards presented the staff report for both Ordinance 5101 and 5102 to add a second drive-thru lane to the McDonalds on Norton Lane. She explained the land use applications, City Council process, and project request to amend the planned development overlay ordinance for Zone 2 to allow additional freestanding signs for businesses that employed drive-up service. She reviewed Ordinance 4131 which was adopted in 1981 and created the planned development overlay for the Three Mile Lane area, Comprehensive Plan Map and Zoning Map for the Three Mile Lane area, Ordinance 4572 which was adopted in 1994 that created three zones in the planned development overlay, Zone 2 affected area, amended language to allow additional freestanding signs in Zone 2, and applicable criteria. The Planning Commission voted unanimously to recommend approval of the zoning text amendment.

The second request was the Three Mile Lane design review to allow for the signage to add the second drive-thru service lane, which could only be approved if the zoning text amendment was approved. She described the existing site, proposed site plan, proposed signage, public testimony, and traffic impact. The Planning Commission voted unanimously to recommend approval of the Three Mile Lane Design Review.

City Attorney Guile-Hinman asked if any Councilor had ex parte contacts to declare. There was none.

There was discussion regarding review by the Landscape Review Committee, how the improvement was needed, and whether this should go to a public hearing or first reading. There was consensus to go to first readings.

No Councilor present requested that the Ordinances be read in full.

City Attorney Guile-Hinman read by title only Ordinance No. 5101 amending Ordinance No. 4131 as amended by Ordinance 4572, Three Mile Lane Planned Development Overlay for drive-up signage in Zone 2.

City Attorney Guile-Hinman read by title only Ordinance No. 5102 approving TML 2-20, a Three Mile Lane Design Review for drive-up signage at 225 NE Norton Lane, McDonald's Restaurant.

*Councilor Geary MOVED to pass Ordinance No. 5101 and Ordinance No. 5102 to a second reading; SECONDED by Councilor Garvin. Motion PASSED unanimously 5-0.*

City Attorney Guile-Hinman read by title only for a second time  
Ordinance No. 5101.

*Councilor Menke MOVED to adopt Ordinance No. 5101 amending Ordinance No. 4131 as amended by Ordinance 4572, Three Mile Lane Planned Development Overlay for drive-up signage in Zone 2; SECONDED by Council President Drabkin. PASSED by a unanimous roll-call vote of 5-0.*

City Attorney Guile-Hinman read by title only for a second time  
Ordinance No. 5102.

*Councilor Chenoweth MOVED to adopt Ordinance No. 5102 approving TML 2-20, a Three Mile Lane Design Review for drive-up signage at 225 NE Norton Lane, McDonald's Restaurant; SECONDED by Councilor Menke. PASSED by a unanimous roll-call vote of 5-0.*

9. ADJOURNMENT: Mayor Hill adjourned the Regular City Council Meeting at 9:18 p.m.

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Claudia Cisneros, City Recorder

Final Action:

Approved ☐ Disapproved ☐

## Liquor License Recommendation

BUSINESS NAME / INDIVIDUAL: Hooligan Juice Club LLC  
BUSINESS LOCATION ADDRESS: 1445 NE Miller Street Bldg D Suite 1  
LIQUOR LICENSE TYPE: Winery primary location

Is the business at this location currently licensed by OLCC

Yes



No



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

-----

Hours of operation: N/A

Entertainment: N/A

Hours of Music: N/A

Seating Count: N/A

EXEMPTIONS:

(list any exemptions)

Tritech Records Management System Check: Yes ☒ No ☐

Criminal Records Check: Yes ☐ No ☒

Recommended Action: Approve ☒ Disapprove ☐



Chief of Police / Designee

City Manager / Designee

# LIQUOR LICENSE APPLICATION

Page 1 of 4

Check the appropriate license request option:

☒ [New Outlet](#) | ☐ [Change of Ownership](#) | ☐ [Greater Privilege](#) | ☐ [Additional Privilege](#)

Select the license type you are applying for.

More information about all license types is available [online](#).

## Full On-Premises

- ☐ Commercial
- ☐ Caterer
- ☐ Public Passenger Carrier
- ☐ Other Public Location
- ☐ For Profit Private Club
- ☐ Nonprofit Private Club

## Winery

- ☒ Primary location
- Additional locations: ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th

## Brewery

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

## Brewery-Public House

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

## Grower Sales Privilege

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

## Distillery

- ☐ Primary location
- Additional tasting locations: (Use the DISTT form [HERE](#))

## ☐ Limited On-Premises

## ☐ Off Premises

## ☐ Warehouse

## ☐ Wholesale Malt Beverage and Wine

## LOCAL GOVERNMENT USE ONLY

### LOCAL GOVERNMENT

After providing your recommendation, return this form to the applicant **WITH** the recommendation marked below

Name of City OR County (not both)

Please make sure the name of the Local Government is printed legibly or stamped below

Date application received: 2/27/24

Optional: Date Stamp Received Below

- ☐ Recommend this license be granted
- ☐ Recommend this license be denied
- ☐ No Recommendation/Neutral

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Hooligan Juice Club

Trade Name



**City of McMinnville**  
**Public Works Department**  
Wastewater Services Division  
3500 NE Clearwater Drive  
McMinnville, OR 97128  
(503) 434-7313  
[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

# STAFF REPORT

**DATE:** March 12, 2024  
**TO:** Jeff Towery, City Manager  
**FROM:** Leland Koester, Wastewater Services Manager  
**SUBJECT:** Wastewater Financial Plan Review

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## **Report in Brief:**

In 2022 the City of McMinnville last completed a sanitary sewer rate analysis. We contacted Deb Galardi to conduct a review of our current rates and review the needs of our wastewater financial plan.

## **Background:**

The City had been on track to increase sewer rates every year at a rate of 2.5%: With the onset of the COVID-19 Pandemic it was decided to freeze the sewer rates. For 2020 through 2021 rates did not increase. In 2022, Deb Galardi was contacted to do a review of our Wastewater Financial Plan. She reviewed the current rate structure and an updated Wastewater Financial Plan with the new costs of our Solids handling changes figured in.

Based on this information it was determined that the financial plan would be able to remain at the present rates until July of 2023. At this point we would need to continue the 2.5% rate increases to support the needs of the Wastewater Financial Plan.

With the 1% increase to the WW Franchise fee, and the 1% increase to the billing fee from Water & Light. We will increase rates by 3.5% July 1, 2023, and 3.5% July 1, 2024. We will then continue with the rates recommended by Deb Galardi, 2.5% in July of 2025 going forward.

## **Attachments:**

1. 2022 Rate Update Memo
2. Resolution No. 2024-13.

## **Recommendation:**

Staff recommends that the City Council raise the Wastewater Sewer rates by 3.5% for the 2024/25 fiscal year to cover the increased Wastewater Billing Fee and support the needs of the Wastewater Financial Plan.





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**MEMORANDUM**

**PREPARED FOR:** Leland Koester, Wastewater Services Manager  
**PREPARED BY:** Deb Galardi, Galardi Rothstein Group  
**SUBJECT:** Fiscal Year 2021-22 Wastewater Rate Study Findings  
**DATE:** March 9, 2022

## Introduction

The City of McMinnville (the “City”) has a long-standing practice of reviewing wastewater rates every two years and implementing rate increases to keep pace with cost escalation and system investment needs. The last rate analysis was conducted in Fiscal Year (FY) 2019-20. Based on the prior study findings, annual rate increases of 2.5 percent were recommended for the five-year period FY 2021-22 through FY 2025-26. However, in response to affordability concerns brought on by the COVID-19 pandemic, the City has not raised rates since July 1, 2019.<sup>1</sup>

This memorandum presents the findings of the FY 2021-22 rate analysis for the wastewater system. The financial analysis provides the framework from which to estimate future rate changes needed to support continued implementation of the wastewater system Capital Improvement Plan (CIP), and to fund ongoing operations, maintenance, and capital replacement costs. The rate increases identified in this memorandum are assumed to be applied across-the-board to the City’s current wastewater rate structure. The rate structure was developed in 2015 as a result of a comprehensive rate equity review. The recommendations from the equity review were phased in over multiple years, with the final changes reflected in the FY 2018-19 rates.

## Financial Plan Development

The building blocks of the financial analysis are the projections of costs or “revenue requirements” that the wastewater system will incur during the 10-year planning period (FY 2021-22 through FY 2030-31, and the revenues under existing rates projected during the same period.

### ***Revenue Requirements***

The primary components of revenue requirements are:

- Operation and maintenance (O&M) costs – Ongoing personnel and other costs associated with system operation and routine facility maintenance, and equipment replacement costs.

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<sup>1</sup> City of McMinnville Resolution 2019-08.

- Capital Transfers - Annual capital improvement projects funded by rates and reserves.

In addition, annual requirements include operating contingencies equal to 120 days of O&M (personnel and materials and services) costs. However, 100 percent of annual contingencies are assumed to be unspent and roll forward to subsequent year beginning balances.

## Assumptions

Revenue requirements were projected based on data provided by the City, including actual expenses for FY 2019-20 and FY 2020-21, and budgeted expenses for FY 2021-22. Future year projections are based on assumptions related to customer growth, inflation, and other factors, as well as the specific phasing of the wastewater system CIP.

The following general assumptions were used in developing the wastewater system financial plan:

- Customer growth will occur at an average rate of 0.4 percent annually.
- Operation and maintenance costs will escalate at annual rates of 3-6 percent, based on projected inflation, system growth, and historical trends. Specific escalation factors used are:
  - Salaries & Wages – 5.5% (FY 2022-23); 4% in subsequent years
  - Benefits – 6%
  - Materials and Services – 4%
  - Insurance & Utilities – 5%
- Interest earnings accrue at an average annual rate of 1.0%.
- Average annual SDC revenue = \$325,000.
- Capital costs escalate at an average annual rate of 4%.

Beyond the base escalation factors for salaries and benefits for existing personnel, the financial forecast includes the following additional staff positions:

- Pretreatment or lab FY 2021-22
- Operator II FY 2022-23
- Facility maintenance FY 2024-25
- Pretreatment or lab FY 2025-26
- Operator II FY 2027-28

## Operation and Maintenance Costs

Table 1 shows actual O&M costs for the wastewater system for FY 2019-20 and FY 2020-21, as well as estimated costs for the budget year (FY 2021-22).

**Table 1**

Wastewater Financial Plan  
*Operations and Maintenance Costs*

Item	Actual 2019-20	Actual 2020-21	Budget 2021-22
Personnel Services	\$2,044,366	\$2,192,813	\$2,311,191
Material & Services	1,394,563	1,437,388	1,709,264
Other Expenditures			
Franchise Fees	541,666	522,027	524,835
Transfers (General Fund)	378,648	405,363	415,573
Capital Outlay	168,100	60,643	127,826
<b>Total O&amp;M Costs</b>	<b>\$4,527,343</b>	<b>\$4,618,234</b>	<b>\$5,088,689</b>

Projections of O&M costs are shown in Attachment 1 and include general cost escalation discussed previously.

## Capital Improvement Plan

The 10-year CIP is summarized in **Table 2**. The total projected improvement costs are about \$75.0 million, including inflation. The first half of the plan includes about two-thirds of the anticipated spending driven by the administration building improvements, next generation autothermal thermophilic aerobic digestion (ATAD), and ongoing system rehabilitation. The City plans to update the wastewater facility plan over the next couple of years which is likely to result in identification of improvements at the end of the planning period. The current CIP includes potential expenditures of \$10-\$15 million in FY 2030-31 pending completion of the updated plan.

**Table 2**

Wastewater Financial Plan  
*Summary of Capital Projects (FY2019/20 - FY2028/29)*

Item	Total
<b>Collection System</b>	
Buildout Rehabilitation	\$13,727,659
3ml Ln Bridge Force Main	75,000
<b>WRF - Liquids</b>	
Administration Building <sup>1</sup>	12,984,192
Pre-Screening Structure/ Diversion Structure	3,442,084
<b>WRF - Solids</b>	
Next Generation ATAD	21,078,656
Dewatering Process (Equipment and Building)	1,423,312
Odor Control	540,800
Facility Plan Projects (TBD)	14,233,118
<b>Investigation and Consultant Services</b>	
Model / master plan updates	1,452,400
<b>Equipment Replacement</b>	
Miscellaneous Treatment and Pump Stations	6,179,625
<b>TOTAL</b>	<b>\$75,136,845</b>

<sup>1</sup>Total estimated costs (includes some funding from other city funds).

The following key assumptions were made with respect to capital funding:

- The City will spend available system development charge (SDC) revenues on eligible capital projects, estimated to total about \$3.3 million through the study period.
- Annual revenue from rates available for capital expenditures will average about \$5.6 million (\$56 million total) over the study period.
- A portion of the administrative building will be funded by other City departments through a loan from the wastewater fund.
- The remainder of CIP funding will come from interest earnings and capital reserves (which as of July 1, 2021, were about \$36.1 million).

As in prior plans, the City anticipates continuing to fund the CIP on a pay-as-you-go basis, with no debt financing.

## ***Projected Revenue and Rates***

**Figure 1** shows the projections of revenues and requirements from rates by major expense component for the current year and first five years of the financial forecast. Projected ending fund balances for the wastewater fund (Fund 75) are also shown.

In FY 2021-22, revenue from existing rates is estimated to be about \$10.5 million. This estimate is based on the City's existing rate schedule and the current billing units (accounts and estimated billed water volumes) by customer class reported by McMinnville Water and Light's billing system. The number of accounts in the billing system for FY 2021-22 is approximately 11,300. As the system grows, wastewater sales revenues at existing rates are projected to be slightly above \$11.0 million by FY 2025-26, assuming continued modest customer growth and stable industrial revenue.<sup>2</sup>

## **Rate Increases**

In order to fund the projected revenue requirements shown in Figure 1, and to maintain cash reserves consistent with past practices, rate recommendations are as follows:

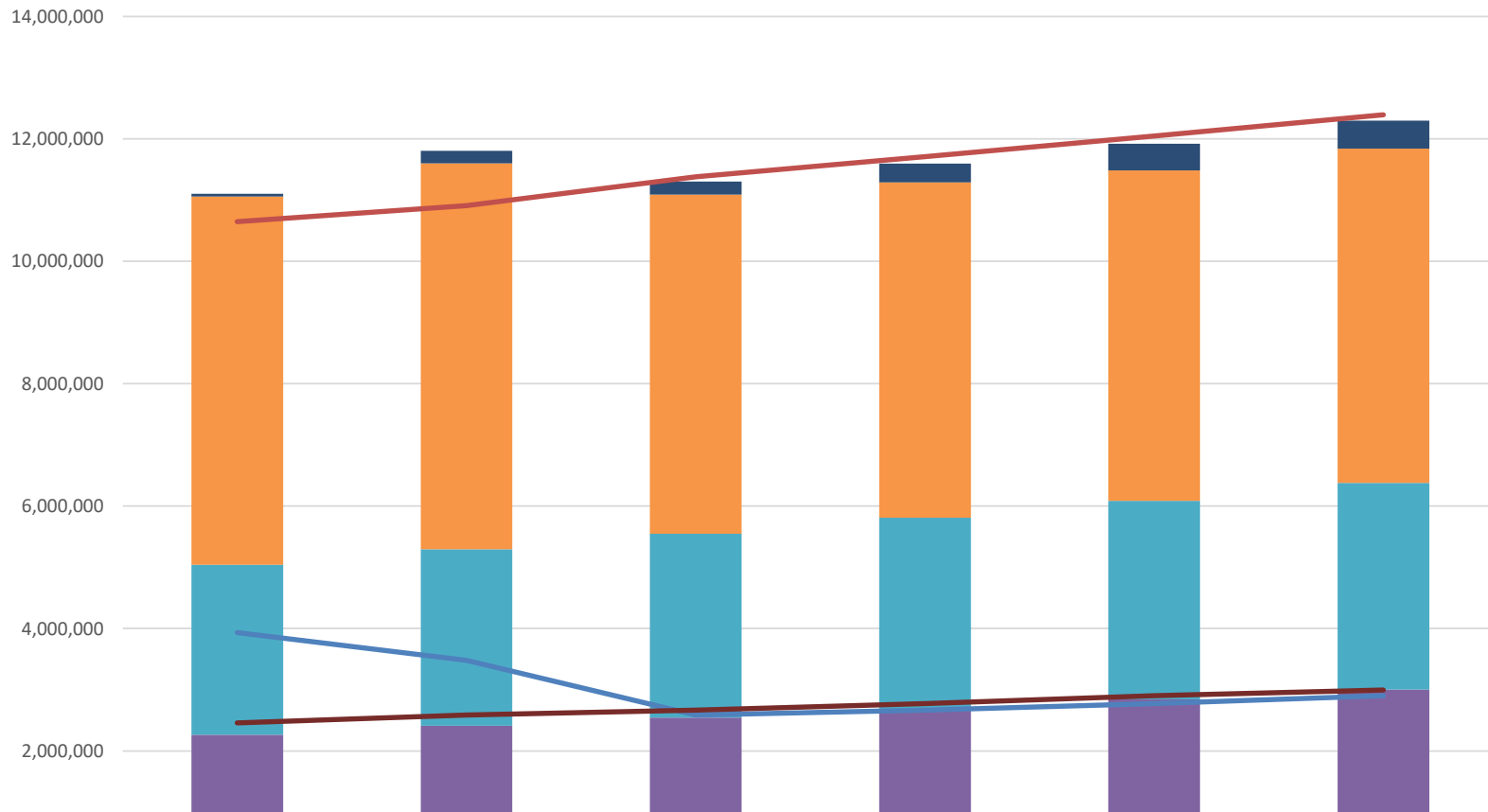
- FY 2021-22 and FY 2022-23: no rate increases
- Beginning July 1, 2023 (FY 2023-24) and annually thereafter: 2.5 percent rate increases

The current analysis indicates that the City has flexibility to continue without a rate increase through FY 2022-23, due to both: (1) higher than projected water sales and customer growth, and (2) an overall reduction in projected capital and O&M expenses, compared to the prior plan. Updated expenses are projected to be about \$17 million lower over the FY 2020-21 to FY 2028-29 period (the common years of the two plans). In the short-run O&M "savings" resulted from deferred increases in staffing positions and reduced routine capital and vehicle replacements. More significantly, while the current CIP is higher in the first five years, it is about \$13 million lower overall compared to the prior plan.

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<sup>2</sup> The financial plan considers a reduction in production at one of the City's largest industrial customers (Organic Valley) in FY 2021-22; however, wastewater flows are assumed to return to pre-2022 levels by FY 2023-24.

Figure 1 -- Forecast Rate Revenue, Requirements and Wastewater Fund Balances



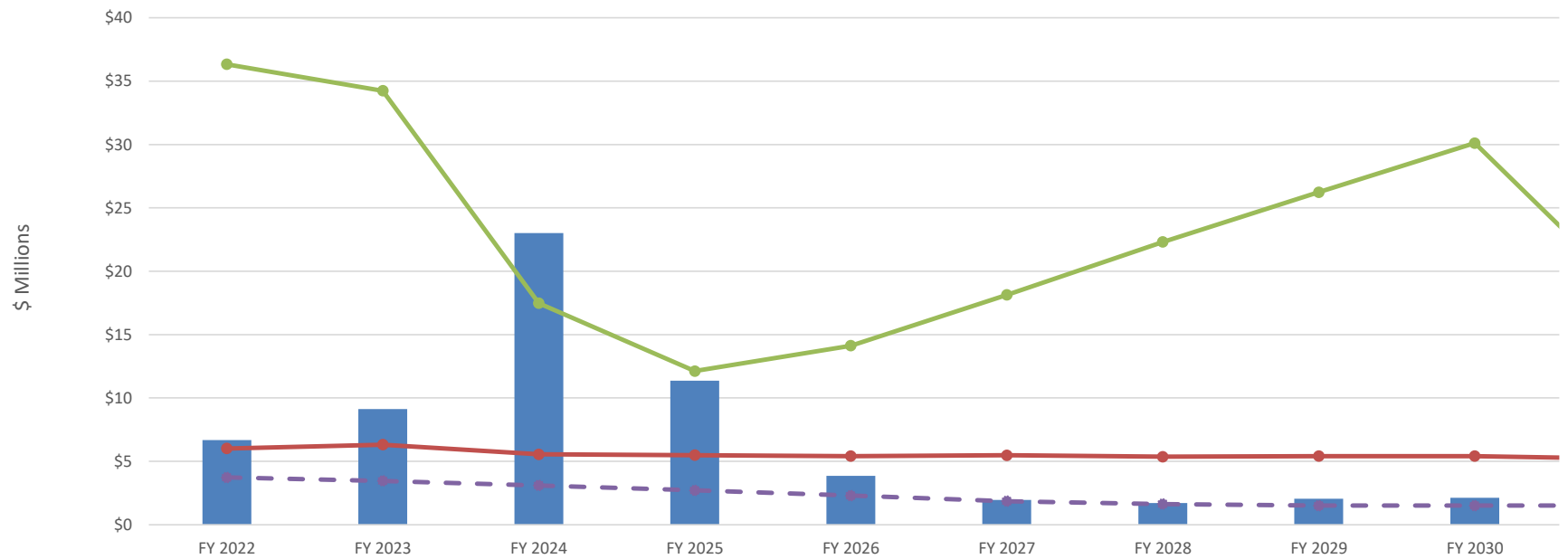
It is recommended that annual inflationary-level increases resume in FY 2023-24 years to keep pace with general cost inflation, and to maintain capacity in the rates to fund future capital improvements. Future rate increases should be further evaluated in the context of continued expense and revenue growth, and the results of the upcoming facility plan update.

**Figure 2** shows projected CIP costs, designated reserves, and ending fund balances for the City's capital projects fund (Fund 77) over the planning period. Reserves include required balances associated with the City's Public Employee Retirement System (PERS) obligations (which decrease over the planning period), as well as a \$1.5 million capital contingency.

Based on the projected CIP phasing and wastewater fund transfers, the capital projects fund balance is projected to fluctuate significantly throughout the plan. While the projected fund balance at the end of the plan is \$20 million lower than current levels, it is within the range historically maintained by the City, and at a level sufficient to provide flexibility for cash funding large capital projects. However, rate increases and capital reserve targets should be considered further following refinement of the administrative building cost estimate and funding contributions from other City departments, and completion of the wastewater facilities plan update which will result in an updated long-term CIP.



Figure 2 - Projected Capital Costs and Reserves



## Rates

**Table 2** provides the City's existing rate schedule and recommended rates for FY 2022-23 (no increase) and FY 2023-24 (including a 2.5 percent increase). Rates are based on a fixed monthly charge (assessed per equivalent dwelling unit) and volume rate applied to billable water volumes (winter water use for all residential and some commercial customers). Industrial customers are charged based on their strength class which is determined for each customer from wastewater sampling data.

**Table 2**  
City of McMinnville  
Wastewater System Plan  
Rate Schedule

	FY 2021-22	FY 2022-23	FY2023-24
<b>Customer Charge (\$/month)</b>			
Residential	\$22.38	\$22.38	\$22.94
Residential Flat	\$64.86	\$64.86	\$66.48
Commercial	\$22.38	\$22.38	\$22.94
Industrial	\$22.38	\$22.38	\$22.94
<b>Volume Charge (\$/ccf)</b>			
Residential	\$6.07	\$6.07	\$6.22
Commercial	\$7.51	\$7.51	\$7.70
Industrial Low	\$6.24	\$6.24	\$6.39
Industrial Medium	\$7.52	\$7.52	\$7.71
Industrial High	\$9.70	\$9.70	\$9.95
Industrial Very High	\$11.42	\$11.42	\$11.71
Industrial Super High	\$14.43	\$14.43	\$14.79

## Conclusions

The financial analysis is based on available information on revenue, expenditures, customer accounts, and water use as of December 2021. There will usually be differences between assumed and actual conditions because events and circumstances frequently do not occur as expected, and those differences may be significant. Among the variables that could impact future rate increases are changes in customer growth and economic and other factors impacting water consumption patterns.

Furthermore, any changes to capital improvement funding or other key assumptions would likely necessitate changes to the recommended rate increases. Therefore, it is important that the City continue to update the financial plan every two years and revise as needed.

**Attachment 1**

Wastewater Fund Forecast Source:

Fund 75 - Wastewater Fund

	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31
<b>Sources of Funds</b>										
Beginning Fund Balance	\$3,934,952	\$3,479,641	\$2,586,443	\$2,664,522	\$2,774,957	\$2,900,375	\$2,995,678	\$3,128,833	\$3,236,969	\$3,351,361
Property Rentals House	13,200	13,200	13,200	13,200	13,200	13,200	13,200	13,200	13,200	13,200
Property Rentals Farm	13,128	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000
Sewer User Charges	10,494,927	10,756,539	11,233,246	11,558,214	11,892,527	12,236,804	12,591,005	12,955,446	13,331,153	13,717,757
Septage Fees	90,000	90,000	92,250	94,556	96,920	99,343	101,827	104,372	106,982	109,656
Interest	20,000	34,796	25,864	26,645	27,750	29,004	29,957	31,288	32,370	33,514
Other Income	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Transfers In Insurance Services	14,442	-	-	-	-	-	-	-	-	-
<b>Total Sources of Funds</b>	<b>\$14,581,649</b>	<b>\$14,388,177</b>	<b>\$13,965,004</b>	<b>\$14,371,138</b>	<b>\$14,819,354</b>	<b>\$15,292,726</b>	<b>\$15,745,666</b>	<b>\$16,247,139</b>	<b>\$16,734,674</b>	<b>\$17,239,488</b>
<b>Uses of Funds</b>										
Salary Expenses	\$1,406,028	\$1,637,109	\$1,704,625	\$1,860,145	\$2,050,077	\$2,136,451	\$2,325,130	\$2,423,940	\$2,526,993	\$2,778,747
Benefits	905,163	976,337	1,053,467	1,137,080	1,227,750	1,326,106	1,432,831	1,548,676	1,674,460	1,811,076
Material & Services	1,709,264	1,775,635	1,846,660	1,920,526	1,997,347	2,077,241	2,160,331	2,246,744	2,336,614	2,430,079
Franchise Fees	524,746	537,827	561,662	577,911	594,626	611,840	629,550	647,772	666,558	685,888
Capital Outlays	127,826	132,939	138,257	143,787	149,538	155,520	161,741	168,210	174,939	181,936
Transfers Out General Fund	361,697	379,782	398,771	418,709	439,645	461,627	484,709	508,944	534,391	561,111
Transfers Out Wastewater Capital	6,013,408	6,305,535	5,537,642	5,475,654	5,394,509	5,459,502	5,350,343	5,390,074	5,389,759	5,187,207
Transfers Out Information Systems	53,876	56,570	59,398	62,368	65,487	68,761	72,199	75,809	79,599	83,579
Ending Fund Balance -- June 30										
Fund Balance	1,021,221	-	-	(0)	-	-	-	0	-	-
Contingency (120 Days)	1,458,420	1,586,443	1,664,522	1,774,957	1,900,375	1,995,678	2,128,833	2,236,969	2,351,361	2,519,866
Reserves	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
<b>Total Uses of Funds</b>	<b>\$14,581,649</b>	<b>\$14,388,177</b>	<b>\$13,965,004</b>	<b>\$14,371,138</b>	<b>\$14,819,354</b>	<b>\$15,292,726</b>	<b>\$15,745,666</b>	<b>\$16,247,139</b>	<b>\$16,734,674</b>	<b>\$17,239,488</b>

## RESOLUTION NO. 2024-13

A Resolution establishing revised sanitary sewer user fees; and repealing Resolution 2023-27.

### RECITALS:

**WHEREAS**, The enactment of the fee schedule as herein set forth is required to comply with the standards issued by the Oregon State Department of Environmental Quality; and

**WHEREAS**, In 2022, The City of McMinnville completed a sanitary sewer rate analysis. The findings from that work indicated that revenues from user fees need to increase 2.5 percent per fiscal year starting July 1, 2023, and annually thereafter to cover the costs of planned capital improvements and operating costs. With the new Water & Light Billing Fees which increased by 1 percent, the July 1, 2024, rate increase will include this fee on top of the 2.5 percent for a total of a 3.5% increase, and

**WHEREAS**, Resolution 2023-27 is repealed by this resolution. Future rates will be adjusted by City Council action, and the City will continue to complete biennial reviews of the actual revenues and expenses to verify that needs are being met.

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

### **SANITARY SEWER FEE SCHEDULE**

#### **Sewer User Fees.**

A. Customer Service Charge. Water meters serving individual single-family living units, multiple single-family living units, and individual commercial or industrial customers shall be charged the Customer Service Charge for each unit that has access to water. Multi-family, duplex, and manufactured home parks comprised of individual single-family units or mixed-use structures (such as residential and commercial) shall be charged on the basis of the total number of single-family living units and/or individual commercial units that receive water service from one meter as permitted by the City. The Customer Service Charge shall be:

1. Residential- \$23.97 per living unit
2. Commercial/Industrial- \$23.97 per account

B. Volume Charge. Residential customers are charged a volume charge based on actual water consumption in the winter months of December, January, February and March billing periods. The remaining eight months, the volume charge is based on the lesser of actual consumption or the average of the winter months' water use.

Commercial and Industrial customers are generally billed a volume charge on actual water use throughout the year. Some commercial customers that do not use water in their commercial enterprise, and that do not have an isolated water service for irrigation uses, can be billed the volume charge based on the lesser of actual consumption or the average of the winter month's water use.

New residential customers without a winter average billing history will be assigned a 500 cubic feet winter average volume. New commercial and industrial customers who are eligible and do not have a winter average billing history will be assigned a winter average volume consistent with the service location's historical winter average volume.

Residential service locations that are vacant during the winter months or have zero water consumption shall be assigned a 500 cubic feet winter average volume.

When a service location experiences a water leak that does not flow into the sanitary sewer system, customers may be eligible for an adjustment based upon the customer's water consumption patterns prior to, and/or after, the leak is repaired.

1. Residential- \$6.50 per hundred cubic feet of water
2. Non-monitored Commercial/Industrial- \$8.05 per hundred cubic feet of water
3. Monitored Commercial/Industrial classifications:
  - Low strength - \$6.68 per hundred cubic feet of water
  - Medium strength- \$8.06 per hundred cubic feet of water
  - High strength - \$10.39 per hundred cubic feet of water
  - Very high strength- \$12.23 per hundred cubic feet of water
  - Super high strength- \$15.46 per hundred cubic feet of water

C. Flat-rate Customers. Residential Customers that are connected to the sanitary sewer system, but are not on a metered water system, shall pay for sanitary sewer service on a fixed monthly rate per living unit or account at the following rate:

1. Residential - \$69.48 per living unit

D. Residential Septic Waste. Residential waste from septic tanks is hauled by commercial service providers and is discharged at the Water Reclamation Facility.

Residential Septic Waste- \$0.15 per gallon.

E. Franchise Fee. A franchise fee in the amount of six percent (6%) is assessed on all wastewater revenues generated from the user fees set forth in this resolution, which shall be transferred to the General Fund for appropriation by the City Council.

**EFFECTIVE DATE**

The effective date of this Resolution shall be July 1, 2024, at which time Resolution 2023-27 shall be repealed.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 12th day of March, 2024 by the following votes:

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

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

Approved this 12<sup>th</sup> day of March 2024.

\_\_\_\_\_  
MAYOR

Approved as to form:

Attest:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
City Recorder





**City of McMinnville**  
**Municipal Airport**  
231 NE 5<sup>th</sup> Street  
McMinnville, OR 97128  
(971) 387-1125  
[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

## STAFF REPORT

**DATE:** March 1, 2024  
**TO:** Jeff Towery, City Manager  
**FROM:** Willy Williamson, Airport Administrator  
**SUBJECT:** Appointment and Reappointment of Airport Commissioners

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### **Report in Brief:**

This action is the consideration of a resolution to appoint one member to the Airport Commission.

### **Background:**

There is one vacancy on the Airport Commission that needs to be filled. Airport Commissioners typically hold a 4-year term (full term), and may be reappointed for an additional 2 terms, with 3 terms being the maximum.

There is one full term vacancy on the Airport Commission that was vacated in the past year through resignation. This vacancy will be filled for a full 4-year term. The person who is appointed will be eligible for reappointment at the end of this term.

There were a total of 4 applicants for the open position on the Airport Commission and all 4 applicants were interviewed. The interview panel selected the applicant for a full term. The panel did not select any alternate.

### **Attachments:**

1. Resolution 2024-14
2. Application and resume for the selected applicant
3. Ordinance 4933, Airport Commission

### **Recommendation:**

Staff recommends that the City Council adopt the attached resolution, appointing one applicant to the Airport Commission.

# City of McMinnville Oregon

## APPLICATION FOR SERVICE ON BOARD OR COMMISSION

Thank you for your interest in serving your community. The information on this form will help the Mayor and City Council learn about the background of persons interested in serving on a particular board or commission.

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

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

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Board, Commission or Committee for which you are an applicant:

- |   |   |
|---|---|
| <input type="checkbox"/> Affordable Housing Committee                       | <input type="checkbox"/> Economic Vitality Leadership Council |
| <input type="checkbox"/> Airport Commission                                 | <input type="checkbox"/> Historic Landmark Committee          |
| <input type="checkbox"/> Budget Committee                                   | <input type="checkbox"/> Landscape Review Committee           |
| <input type="checkbox"/> Diversity, Equity and Inclusion Advisory Committee | <input type="checkbox"/> Planning Commission                  |
|   | <input type="checkbox"/> Urban Renewal Advisory Committee     |

Ward in which you reside (if applicable): \_\_\_\_\_

How many years have you lived in McMinnville? \_\_\_\_\_

Educational and occupational background: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Why are you interested in serving? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Please return to staff liaison assigned to the specific Board, Commission, Committee applying for or  
City Hall, 230 NE Second Street, McMinnville, OR 97128*

## Executive Director

*20+ years' success leading business and government operations.*

Accomplished, visionary team builder and public relations professional with advanced entrepreneurial experience. Community Economic Development leader with strong business acumen to build resilient stakeholder engagement strategies for governments and corporations. Articulate spokeswoman and civic leader qualified in executing multifaceted community and government relations. Seeking to apply diverse career knowledge as a Director at a high-growth organization.

### Highlights of Expertise

- Strategic Business Planning
- Risk Management
- Mediation & Conflict Resolution
- Financial Statements
- Program Administration
- Business Management
- Executive Management
- External Affairs/Public Relations
- MS Office (Word, Excel, PowerPoint)
- Stakeholder Engagement

## Career Experience

McMinnville Economic Development Partnership, McMinnville, Oregon

*Executive Director of McMinnville Economic Development Partnership leading overall strategic and operational responsibility. Lead, nurture, and grow economic vitality in the City of McMinnville. Promote job creation, business retention, new investment, talent attraction, workforce development, innovation, and entrepreneurship.*

### **EXECUTIVE DIRECTOR** (January 2022 to Present)

Implement programs to promote community economic development initiatives, facilitate, communicate, and liaison with traded sector industry partners.

- ♦ Key point of contact for community business recruitment, retention, expansion, and development programs.
- ♦ Represent MEDP at National, State, and regional forums, committees, and advisory panels.
- ♦ Maintain contacts with House and Senate staff and committee staff on community issues and concerns.
- ♦ Support job creation, business retention, new investment, talent attraction, workforce development, and supporting innovation and entrepreneurship in McMinnville.
- ♦ Communicates MEDP Board views to the Governor and appropriate staff. Arranges meetings between local community partners and legislators and candidates.
- ♦ Develop and implement inclusive economic development strategies to expand entrepreneurial ecosystem.
- ♦ Advance necessary and appropriate changes in law, regulation, or process for rural economies.
- ♦ Foster and maintain relationships with site selectors, consultants, and project managers to advance economic development.

State of Nevada, Governor's Office of Economic Development, Carson City, Nevada

*Director of Rural Economic and Community Development leading initiatives related to rural economic development, community prosperity, and inclusion, in coordination with regional development authorities, GOED industry specialists, industry, and state/regional partners.*

### **DIRECTOR, RURAL ECONOMIC AND COMMUNITY DEVELOPMENT** (August 2018 to November 2021)

Lead rural economic development through new primary employer recruiting and existing primary employer expansions of operations in Nevada.

- ♦ Oversee administration of Community Development Block Grant (CDBG) program.
- ♦ Administer State Small Business Credit Initiative (SSBCI) and Collateral Support Program providing access to capital for minority, women, and disadvantaged business owners.
- ♦ Direct Nevada Main Street Program including contract management with National Main Street.
- ♦ Develop and implement inclusive economic development strategies to expand entrepreneurial ecosystem.
- ♦ Advance necessary and appropriate changes in law, regulation, or process for rural economies.
- ♦ Provide advice, expertise, and recommendations to Governor's Office of Economic Development Executive Director and board members.

Gholdenphish, Inc. dba Global Coffee, Winnemucca, Nevada

*Owner of Global Coffee, a neighborhood coffee shop and restaurant in Winnemucca, Nevada since 1998. Expanded to a second location in January 2016 in downtown Reno, Nevada at the historic United States Post Office.*

### **MANAGING DIRECTOR** (July 2006 to November 2020)

Control daily business operations for Nevada coffee shop locations, while managing 15 direct-reporting staff members.

- ♦ Spearhead the logistics of the company's working capital and personnel efficiency. Regulate quality assurance measures and expenditures to optimize the production of goods and services.
- ♦ Direct talent acquisition and the hiring process, as well as training, career development, and package compensation. Manage the accounting, banking, and financial analysis process utilizing QuickBooks, Microsoft Office, Windows, and Macintosh.
- ♦ Engage and lead personnel in social responsibility efforts by volunteering for activities such as the US Forest Service Humboldt (NV) Resource Advisory Committee and the Tahoe Rim Trail Association (2013), which involved volunteer trail repair and maintenance.
- ♦ Awarded the "Patriotic Employer" Award by the Office of Secretary of Defense, Employer Support of the Guard and Reserve.

Newmont Mining Corporation- Nevada, Elko, Nevada

*Established External Relations programs for three communities which aided in circulating the strategy of one of the world's largest gold producers in the mining industry. Implemented media relations programs that fostered a positive image for the organization and nurtured alliances with stockholders.*

### **SENIOR REPRESENTATIVE EXTERNAL RELATIONS** (October 2000 to July 2006)

Served as consultant to C-level executives regarding external relations matters and managed department staff members. Collaborated with lobbyists to influence the laws and regulations in their territories.

- ♦ Implemented strategic stakeholder engagement management plan, as well as corporate social initiatives. Streamlined community risk management analysis and initiated community investments for the organization. Initiated integrated management system for health and safety, environment, and community relations.
- ♦ Led strategic media crisis communication and public relations correspondence. Administered External Relations training program for 1,500 employees encouraging cross-team collaboration and optimizing efficiency.
- ♦ Lead community relations efforts by engaging in volunteer activities like the United Way of the Great Basin (President 2003-2005), American Red Cross Advisory Board, Nevada Small Business Development Center Advisory Board, and the Nevada Mining Association Education Committee (Chairman 2005).

## **Political Offices**

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City of Winnemucca, Winnemucca, Nevada

*Served 13 years as Councilwoman in the governing body of the City of Winnemucca, Nevada. Elected three times in June 1997, June 2001, and November 2006, the term maximum.*

### **NEVADA COUNCILMAN** (June 1997 – March 2010)

Conducted City business within Winnemucca's City Council for the purpose of making and amending City laws and ordinances, developing policy, and making decisions for governing the city. Possessed and broadened political acumen of city laws, legal codes, lobbying, government regulations, and agency rules.

#### **City & Federal Appointments:**

- ♦ Nevada League of Cities Youth award
- ♦ Great Basin Development Association
- ♦ G48 Economic Development Forum
- ♦ Humboldt Pershing Sustainable Development Committee
- ♦ Winnemucca Workforce Housing Committee

## PATRICIA HERZOG

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- ♦ Winnemucca Convention and Visitors Authority.
- ♦ United States Bureau of Land Management Sierra Front-Northwestern Great Basin Resource Advisory Council (Vice Chair 2009-2010).

Humboldt County Regional Planning Commission, Winnemucca, Nevada

Presided as Chairman over the Board of Commissioners. Also served as Commissioner and Interim Planning Director.

### **COMMISSIONER/CHAIRMAN/INTERIM PLANNING DIRECTOR** (September 1993 - June 1997)

Directed the Commission's strategic and long-range goal planning. Analyzed and proposed expansion opportunities, viability of outside business partners, venture capital sources, internal business performance, and business process improvement.

- ♦ Audited site plan applications, community master plan, special use/conditional use permits, home-based business permits, zone changes, subdivision maps, parcel maps, master plan amendments, and ordinance revisions.
- ♦ Conducted public meetings as Chairman and interacted with the public and media. Resolved escalated issues arising from planning matters requiring collaboration with other board members.
- ♦ Honored by the American Planning Association in 1997 as the Nevada *"Planning Commissioner of the Year."*

## Education & Credentials

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Certificate in Beginning Mediation and Conflict Resolution

*University of Nevada-Reno, Reno, Nevada*

Bachelor of Applied Science in Business Management (Honors)

*Great Basin College, Elko, Nevada*

## Community Leadership

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Nevada Dispute Resolution Coalition, Reno, Nevada

### **TREASURER** (March 2015 – November 2017)

- ♦ Served as board member for professional mediator organization.
- ♦ Prepared and generated financial statements.

Reno Neighborhood Mediation Center, Reno, Nevada

### **COURT COORDINATOR** (August 2014 – January 2016)

- ♦ Served as Co-Coordinator and Policy Advisor for the Reno Justice Court Mandatory Mediation Program during its establishment. Managed and trained volunteers while providing program management.
- ♦ Presided as mediator for small claims cases at Reno and Sparks Justice Courts.

Audacity Institute, Reno Nevada

### **Advisory Committee Member** (November 2019 - November 2021)

- ♦ Economic Empowerment

Community Foundation of Northern Nevada

### **Advisory Board Member** (July 2021 - November 2021)

- ♦ Philanthropy and leadership connecting people who care with causes that matter.

## RESOLUTION NO. 2024 – 14

A Resolution appointing a member to the City's Airport Commission.

### RECITALS:

**WHEREAS**, the City of McMinnville has an Airport Commission made up of volunteers; and

**WHEREAS**, the City Council is responsible for making appointments and reappointments; and

**WHEREAS**, an interview panel has selected a candidate for appointment.

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

1. The City Council appoints the following volunteer to the Airport Commission.
  - Patty Herzog (full term) Expires December 31, 2027
2. This Resolution and this appointment will take effect March 12, 2024.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 12th day of March, 2024 by the following votes:

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

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

Approved this 12<sup>th</sup> day of March 2024.

\_\_\_\_\_  
MAYOR

Approved as to form:

Attest:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
City Recorder



ORDINANCE NO. 4933

An Ordinance amending McMinnville Municipal Code (MMC) Chapter 2.28 as created by Ordinance No. 2145 and amended by Ordinance No. 3200 and Ordinance No. 4387.

RECITALS

The McMinnville Airport Commission was created in 1945 by Ordinance No. 2145. The ordinance also provided duties, powers, and authority for the Commission and its members.

In 1965, Ordinance No. 3200 amended Ordinance No. 2145 by changing the clerk of the Commission from the City Recorder to the City Administrator.

In 1986, Ordinance 4387 amended Ordinance No. 2145 by changing the meeting dates from monthly to quarterly.

No other amendments have been made to the ordinances setting out the duties, powers, and authority of the Commission. However, within the last year, members of the current Commission requested various modifications to the ordinances, both to enact changes which the members felt were valuable and to bring the requirements of the ordinances in line with current practices.

On November 9, 2010, the Commission voted to recommend to the City Council that the Council approve revisions to MMC Chapter 2.28. The revisions consist of a) increasing the number of Commissioners from five to seven, b) allowing two of the Commissioners to be non-residents of the City provided they are Yamhill County residents (whereas, before, all Commissioners had to be City residents), c) allowing the Mayor to name either him/herself to the Commission or to name a City Councilor in his/her place (whereas, before, the Mayor was named in the Code as being one of the Commissioners), d) placing a term limit of three full terms on all Commissioners (except the Mayor or City Councilor position), e) naming the Airport Manager (rather than the City Manager) to be the clerk of the Commission, f) naming the staff of the Community Development Department to assist and coordinate services for the Commission, g) establishing a meeting schedule of every two months (rather than quarterly), h) creating a position of vice chairperson, and i) establishing that the Commission has the power and authority to make a variety of recommendations to the City Council (rather than the Commission having the power and authority to do all things necessary for the operation and maintenance of the airport).

Now, therefore, THE CITY OF McMINNVILLE ORDAINS AS FOLLOWS:

Section 1. The McMinnville Municipal Code Chapter 2.28 is hereby amended to read as follows:

Chapter 2.28

AIRPORT COMMISSION

Sections:

- 2.28.010      Creation, Membership, Terms of Office
- 2.28.020      Organization and Meetings
- 2.28.030      Powers and Duties Generally
- 2.28.040      Financial Responsibilities

2.28.010      Creation, Membership, Terms of Office

- A.      The Airport Commission was created by Ordinance 2145 in 1945, under the authority of ORS 492.330 (renumbered 836.210 in 1989) and has continued in existence since that time.
- B.      The Commission consists of seven Commissioners: six public members and one liaison member. A minimum of four public member Commissioners shall be citizens, residents, and taxpayers of the City. A maximum of two public member Commissioners may be non-residents of the City, but must be residents of Yamhill County. The Mayor of the City, or, at the Mayor's direction, a City Councilor, shall be the liaison member Commissioner, and shall have full voting rights.
- C.      The public member Commissioners shall be appointed by the Mayor with confirmation by the City Council. The public member Commissioners' terms shall be four years and shall be staggered so that two Commissioners' terms end on December 31 each even numbered year and one Commissioner's term ends on December 31 each odd numbered year. The liaison member Commissioner's term shall be determined by the Mayor. Upon the expiration of the term of any Commissioner, the Mayor shall either re-appoint that Commissioner or shall appoint a successor. No Commissioner may serve more than three full terms. Each Commissioner shall hold office until his or her successor is appointed and qualified. Vacancies on the Commission shall be filled by appointment to be made by the Mayor for the unexpired term, which appointment shall also be confirmed by the City Council. The Commissioners shall serve without compensation.
- D.      The Airport Manager shall be the clerk of the Commission. The staff of the Community Development Department shall provide assistance and coordination services for the Commission, including all budget and document preparation.

E. Any Commissioner may be removed for cause by the Mayor. The Mayor shall present written findings showing cause to the Commissioner to be removed. The Commissioner being removed may appeal his or her removal to the City Council.

#### 2.28.020 Organization and Meetings

A. Airport Commission meetings are public meetings and shall conform to the requirements of the Oregon Public Meetings Law. The Commission shall meet every two months and may hold special meetings as deemed necessary, advisable, or convenient at the discretion of the Commission. Special meetings may be called upon the request of the chairperson or any member of the Commission.

B. Four Commissioners shall constitute a quorum for the transaction of business.

C. Each Commissioner, including the chairperson, shall have one vote on matters before the Airport Commission.

D. At its first meeting each year, the Commission shall elect from among its members a chairperson and a vice chairperson. The chairperson shall preside over all meetings and shall sign the minutes. The chairperson may not delegate the duties of the position but may assign administrative tasks to others. The vice chairperson shall have all the authority of the chairperson in the absence of the chairperson.

#### 2.28.030 Powers and Duties Generally

A. The City Council has delegated to the Airport Commission the power and authority to make recommendations to the City Council on:

1. All necessary rules and regulations for the conduct, management, and operation of the Airport;
2. All charges, fees, and tolls for the use of the Airport;
3. Leasing the Airport or any part thereof and on entering into contracts for the operation and management thereof upon such terms and conditions and for such a length of time as the Airport Commission shall deem best for the benefit of the inhabitants of the City and the public generally.
4. The annual budget for the Airport. Consideration and a recommendation on the budget shall take place in a manner that results in the City Council having the recommendation in time to incorporate the Airport budget into the City budget.

B. The City Council has delegated to the Airport Commission the power and authority to promulgate and enforce police regulations at the Airport and provide for civil penalties for the violations of these regulations.

Section 2. This Ordinance shall become effective thirty days after passage by the City Council.

Passed by the Council this 14<sup>th</sup> day of December 2010, by the following votes:

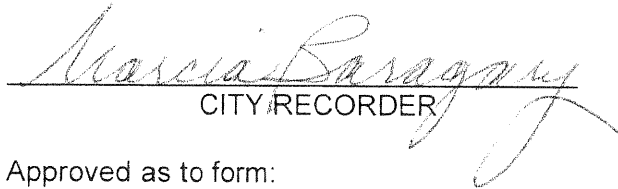
Ayes: Hansen, Hill, Jeffries, May, Menke, Yoder

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

Approved this 14<sup>th</sup> day of December 2010.

  
COUNCIL PRESIDENT

Attest:

  
CITY RECORDER

Approved as to form:

  
CITY ATTORNEY