



**City Council Meeting Agenda
Tuesday, October 28, 2025
7:00 p.m. – City Council Regular Meeting**

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 four ways:

- *Attend in person and fill out a public comment card*
- *Email at any time up to **noon on Monday, October 27th** to CityRecorderTeam@mcminnvilleoregon.gov*
- *If appearing via telephone or ZOOM, please sign up prior by **noon on Monday, October 27th** by emailing the City Recorder at CityRecorderTeam@mcminnvilleoregon.gov as the chat function is not available when calling in Zoom; **You will need to provide the City Recorder with your First and Last name, Address, and contact information (email or phone) for a public comment card.***

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

CITY COUNCIL REGULAR MEETING:

You may join online via Zoom Webinar Meeting:

<https://mcminnvilleoregon.zoom.us/j/81066342272?pwd=a8ww3vzfal92C7faJBmotfLnvQus5W.1>

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

Webinar ID: 810 6634 2272

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 any interested audience members are invited to provide comments. Anyone may speak on any topic other than: a matter in litigation, a quasi-judicial land use matter; or a matter scheduled for public hearing at some future date. The Mayor may limit comments to 4 minutes per person for a total of 32 minutes. The Mayor will read comments emailed to the City Recorder and then call on anyone who has signed up to provide public comment.

4. ADVICE/ INFORMATION ITEMS

- a. Reports from Councilors on Committee & Board Assignments
- b. Department Head Reports
- c. May, June, July & August 2025 Cash and Investment Report (in packet)

5. CONSENT AGENDA

- a. Consider **Resolution No. 2025-59:** A Resolution awarding the contract for the Linear Parks Irrigation Renovation Project.
- b. Consider the request from Oregon Wine Services and Storage, LLC dba: wineshipping for Distillery (for taxpaid bottled storage and delivery of distilled spirits), OLCC Liquor License located at 2803 NE Orchard Ave.
- c. Consider **Resolution No. 2025-61:** A Resolution authorizing the City Manager to execute a contract for the Manhole Rehabilitation Services project, Project 2025-6, with Underground Tech, Inc.

6. RESOLUTION

- a. Consider **Resolution No. 2025-60**: A Resolution to support a technical assistance grant application to the Oregon Department of Land Conservation and Development for the purpose of supporting economic development and housing production.

7. ADJOURNMENT OF REGULAR MEETING

From: [Brian Wicks](#)
To: [Claudia Cisneros](#)
Subject: MLRC
Date: Wednesday, October 22, 2025 8:47:09 AM
Attachments: [Outlook-hldqo4cj.png](#)
[Outlook-1dnqpiuh.png](#)

This message originated outside of the City of McMinnville.

Claudia, I believe this is the proper channel to get this letter to the city council. Would you please share it with them or direct me in the right direction if I am wrong.
Thanks, Brian

Dear Mayor and City Council Members

I was surprised by the direction of the recent council discussion regarding the future of the MLRC. Prior to joining the committee in 2021, I had extensive experience with the landscape review process. Since becoming a member, I've seen consistent efforts to clarify expectations for the plans submitted to us. These efforts have focused on ensuring that plans include meaningful details: scale, size, genus of proposed plant material, compass orientation, and other elements that help us visualize how a landscape will evolve over time.

Alongside these improvements, I understood that the simplification of the street tree replacement process was also under consideration for approval. Both initiatives seemed aligned with our goal of making the review process more transparent and effective.

However, I would caution against reducing the landscape plan approval process to a rigid, one-size-fits-all template. Landscapes are inherently dynamic, shaped by time, climate, and ecological change. A static checklist cannot anticipate the nuances of evolving conditions, especially in the face of challenges like invasive species or shifting weather patterns.

The MLRC benefits from the voluntary expertise of designers, nurserymen, landscapers, and gardeners, who generously contribute their time to help shape a city that will remain beautiful for decades to come. To dismiss that collaborative wisdom in favor of a fixed set of criteria risks undermining the very adaptability and foresight that landscape planning requires.

I urge the council to consider the long-term implications of these changes and to preserve the flexibility and expertise that have guided the MLRC's work thus far.

Brian Wicks - President
CASCADIA LANDSCAPING
PO Box 515
McMinnville, OR 97128
[REDACTED]
(F) 503-472-0693

brian@cascadialandscaping.com



From: [Lee McCollins](#)
To: [Claudia Cisneros](#)
Cc: [REDACTED] [Brian Wicks](#)
Subject: Changes to Landscape Review Committee
Date: Wednesday, October 22, 2025 12:44:53 PM

This message originated outside of the City of McMinnville.

Hello Claudia,

Please share the following comments with the City Councilors for the official record.

Dear Mayor Morris and City Councilors,

As a member of the City of McMinnville Landscape Review Committee (LRC), I want to share some thoughts before the November 12 work session.

Since the council approved the first phase of changes in May, the LRC's role in the planning process has been unclear. Planning staff have provided minimal information, so we lack a clear understanding of the changes and how our committee should operate within them. I was surprised to learn about pending changes from the October 14 City Council Meeting via the News Register and not from the Planning Department directly.

My main concern is that both Planning and the LRC are operating without detailed, enforceable landscape design standards. This lack of clarity creates inconsistency and pressures staff to approve plans that may not benefit the city long-term. Developers naturally prioritize their interests, and without strong code and clear oversight, they can easily overstep boundaries.

This is not to assign blame; Planning staff work hard and manage a significant workload. My concern is that they are being asked to make complex landscape decisions without the necessary standards or support. The LRC can be a partner in this process, providing checks and balances to protect the city's environmental goals, design quality, and long-term livability. Our role should go beyond organizing Arbor Day events, which seems to be the current focus.

The LRC does not aim to hinder development. We are here to help McMinnville grow thoughtfully, resiliently, and in line with community values. Adopting clear standards and communication would protect everyone involved and allow us to focus our energy on complex projects, design quality, and sustainability.

Thank you for your time. I look forward to the discussion.

Best,
Lee McCollins
Landscape Review Committee

Lee McCollins
Proprietor • Berry Creek Garden
[REDACTED]





City of McMinnville

May 2025

CASH AND INVESTMENT BY FUND

FUND #	FUND NAME	GENERAL OPERATING		
		CASH IN BANK	INVESTMENT	TOTAL
01	General	\$2,523,334.46	\$9,934,943.65	\$12,458,278.11
05	Grants & Special Assessment	\$402.29	\$647,057.52	\$647,459.81
07	Transient Lodging Tax	\$344.22	(\$7,000.00)	(\$6,655.78)
08	Affordable Housing	\$830.11	\$978,000.00	\$978,830.11
10	Telecommunications	\$196.24	\$2,030.00	\$2,226.24
15	Emergency Communications	\$798.42	\$172,094.81	\$172,893.23
20	Street (State Tax)	\$663.50	\$1,702,671.44	\$1,703,334.94
25	Airport Maintenance	\$360.83	\$1,129,749.03	\$1,130,109.86
45	Transportation	\$894.06	\$7,042,494.92	\$7,043,388.98
50	Park Development	\$508.83	\$3,457,441.49	\$3,457,950.32
58	Urban Renewal	\$0.00	\$0.00	\$0.00
59	Urban Renewal Debt Service	\$473.37	\$1,561,670.25	\$1,562,143.62
60	Debt Service	\$631.33	\$140,940.55	\$141,571.88
70	Building	\$557.95	\$2,295,240.37	\$2,295,798.32
75	Wastewater Services	\$156.36	\$1,421,700.37	\$1,421,856.73
77	Wastewater Capital	\$953.79	\$29,721,103.65	\$29,722,057.44
80	Information Systems & Services	\$327.07	\$216,742.38	\$217,069.45
85	Insurance Reserve	\$435.03	\$270,290.54	\$270,725.57
CITY TOTALS		2,531,867.86	60,687,170.97	63,219,038.83

MATURITY				
DATE	INSTITUTION	TYPE OF INVESTMENT	INTEREST RATE	CASH VALUE
N/A	Key Bank of Oregon	Checking & Repurchase Sweep Account	0.65%	\$2,531,867.86
N/A	Key Bank of Oregon	Money Market Savings Account		\$0.00
N/A	State of Oregon	Local Government Investment Pool (LGIP)	4.60%	\$49,685,017.53
N/A	Umpqua Bank	Money Market Savings Account	4.49%	\$11,002,153.44
Acct closed	Umpqua Bank	Certificate of Deposit	0.00%	\$0.00
				<u>\$63,219,038.83</u>



City of McMinnville

June 2025

CASH AND INVESTMENT BY FUND

FUND #	FUND NAME	GENERAL OPERATING		
		CASH IN BANK	INVESTMENT	TOTAL
01	General	\$2,085,310.91	\$9,242,082.37	\$11,327,393.28
05	Grants & Special Assessment	\$513.84	\$682,057.52	\$682,571.36
07	Transient Lodging Tax	\$687.90	(\$171,000.00)	(\$170,312.10)
08	Affordable Housing	\$948.04	\$1,227,000.00	\$1,227,948.04
10	Telecommunications	\$204.37	\$2,030.00	\$2,234.37
15	Emergency Communications	\$221.99	\$173,094.81	\$173,316.80
20	Street (State Tax)	\$65.13	\$1,721,746.50	\$1,721,811.63
25	Airport Maintenance	\$801.40	\$1,113,749.03	\$1,114,550.43
45	Transportation	\$31.22	\$6,911,494.92	\$6,911,526.14
50	Park Development	\$29.94	\$3,464,441.49	\$3,464,471.43
58	Urban Renewal	\$546.04	\$12,000.00	\$12,546.04
59	Urban Renewal Debt Service	\$296.33	\$1,467,642.58	\$1,467,938.91
60	Debt Service	\$304.13	\$189,688.54	\$189,992.67
70	Building	\$451.57	\$2,305,240.37	\$2,305,691.94
75	Wastewater Services	\$462.81	\$1,433,001.90	\$1,433,464.71
77	Wastewater Capital	\$661.44	\$29,960,103.65	\$29,960,765.09
80	Information Systems & Services	\$865.99	\$312,742.38	\$313,608.37
85	Insurance Reserve	\$75.83	\$272,290.54	\$272,366.37
CITY TOTALS		2,092,478.88	60,319,406.60	62,411,885.48

MATURITY

DATE	INSTITUTION	TYPE OF INVESTMENT	INTEREST RATE	CASH VALUE
N/A	Key Bank of Oregon	Checking & Repurchase Sweep Account	0.65%	\$2,092,478.88
N/A	State of Oregon	Local Government Investment Pool (LGIP)	4.60%	\$49,277,464.57
N/A	Umpqua Bank	Money Market Savings Account	4.49%	\$11,041,942.03
				<u>\$62,411,885.48</u>



City of McMinnville

July 2025

CASH AND INVESTMENT BY FUND

FUND #	FUND NAME	GENERAL OPERATING		
		CASH IN BANK	INVESTMENT	TOTAL
01	General	\$3,051,212.01	\$7,044,618.94	\$10,095,830.95
05	Grants & Special Assessment	\$793.54	\$683,057.52	\$683,851.06
07	Transient Lodging Tax	\$650.70	(\$6,000.00)	(\$5,349.30)
08	Affordable Housing	\$896.98	\$1,222,000.00	\$1,222,896.98
10	Telecommunications	\$212.73	\$2,030.00	\$2,242.73
15	Emergency Communications	\$486.09	\$296,094.81	\$296,580.90
20	Street (State Tax)	\$696.44	\$1,680,526.66	\$1,681,223.10
25	Airport Maintenance	\$694.13	\$1,053,749.03	\$1,054,443.16
45	Transportation	\$949.09	\$6,776,494.92	\$6,777,444.01
50	Park Development	\$601.43	\$3,462,441.49	\$3,463,042.92
58	Urban Renewal	\$765.96	\$12,000.00	\$12,765.96
59	Urban Renewal Debt Service	\$660.41	\$1,469,237.71	\$1,469,898.12
60	Debt Service	\$963.24	(\$16,655.51)	(\$15,692.27)
70	Building	\$215.83	\$2,285,240.37	\$2,285,456.20
71	Stormwater Operations	\$0.00	\$0.00	\$0.00
72	Stormwater Capital	\$0.00	\$0.00	\$0.00
75	Wastewater Services	\$68.97	\$604,833.29	\$604,902.26
77	Wastewater Capital	\$7.89	\$30,276,103.65	\$30,276,111.54
80	Information Systems & Services	\$116.25	\$390,742.38	\$390,858.63
85	Insurance Reserve	\$592.10	\$329,290.54	\$329,882.64
CITY TOTALS		3,060,583.79	57,565,805.80	60,626,389.59

MATURITY

DATE	INSTITUTION	TYPE OF INVESTMENT	INTEREST RATE	CASH VALUE
N/A	Key Bank of Oregon	Checking & Repurchase Sweep Account	0.65%	\$3,060,583.79
N/A	State of Oregon	Local Government Investment Pool (LGIP)	4.60%	\$46,482,600.20
N/A	Umpqua Bank	Money Market Savings Account	4.49%	\$11,083,205.60
				<u>\$60,626,389.59</u>



City of McMinnville

August 2025

CASH AND INVESTMENT BY FUND

FUND #	FUND NAME	GENERAL OPERATING		
		CASH IN BANK	INVESTMENT	TOTAL
01	General	\$2,439,873.61	\$6,467,386.03	\$8,907,259.64
05	Grants & Special Assessment	\$707.19	\$792,057.52	\$792,764.71
07	Transient Lodging Tax	\$760.84	(\$7,000.00)	(\$6,239.16)
08	Affordable Housing	\$673.14	\$1,227,000.00	\$1,227,673.14
10	Telecommunications	\$221.14	\$2,030.00	\$2,251.14
15	Emergency Communications	\$245.66	\$183,094.81	\$183,340.47
20	Street (State Tax)	\$125.09	\$1,475,962.34	\$1,476,087.43
25	Airport Maintenance	\$497.01	\$1,065,749.03	\$1,066,246.04
45	Transportation	\$739.41	\$6,468,494.92	\$6,469,234.33
50	Park Development	\$143.17	\$3,411,441.49	\$3,411,584.66
58	Urban Renewal	\$0.00	\$0.00	\$0.00
59	Urban Renewal Debt Service	\$501.54	\$1,259,264.71	\$1,259,766.25
60	Debt Service	\$963.24	(\$1,225.63)	(\$262.39)
70	Building	\$125.70	\$2,275,240.37	\$2,275,366.07
71	Stormwater Operations	\$0.00	\$0.00	\$0.00
72	Stormwater Capital	\$453.27	(\$243,000.00)	(\$242,546.73)
75	Wastewater Services	\$796.39	\$1,182,978.95	\$1,183,775.34
77	Wastewater Capital	\$128.11	\$29,923,103.65	\$29,923,231.76
80	Information Systems & Services	\$630.40	\$335,742.38	\$336,372.78
85	Insurance Reserve	\$175.15	\$365,290.54	\$365,465.69
CITY TOTALS		2,447,760.06	56,183,611.11	58,631,371.17

MATURITY

DATE	INSTITUTION	TYPE OF INVESTMENT	INTEREST RATE	CASH VALUE
N/A	Key Bank of Oregon	Checking & Repurchase Sweep Account	0.65%	\$2,447,760.06
N/A	State of Oregon	Local Government Investment Pool (LGIP)	4.60%	\$45,058,987.73
N/A	Umpqua Bank	Money Market Savings Account	4.49%	\$11,124,623.38
				<u>\$58,631,371.17</u>

STAFF REPORT

DATE: October 9, 2025
TO: Adam Garvin, Interim City Manager
FROM: David Renshaw, PW Operations Supt.
Liz Fliszar, Park Maintenance Supervisor
SUBJECT: Linear Parks Irrigation Renovation contract award

Report in Brief:

This action is the consideration of a resolution to award a contract for the Linear Parks Irrigation Renovation project, to C & D Landscaping, for a not to exceed amount of \$75,000.

Background:

The Linear Park system, sometimes referred to as the McMinnville Westside trail system, extends from Westvale Street east to the Goucher Street ROW, and then north to 2nd Street (see attached map). North of Apperson the system is simply a 10' wide pedestrian path. South of Apperson and then east to Westvale, the system includes irrigated turf, asphalt path, benches, lighting, play equipment and a small basketball court. The system is comprised of seven distinct irrigation systems, each with a controller, valves, control wiring, sprinkler heads and associated mainline and lateral line piping.

Since 2013, these irrigation systems have not been used regularly due to resource constraints requiring mowing reductions. These systems are original and installed in the late 1980's and early 1990's. This project is an effort to renovate these 35 to 40-year-old systems to allow these turf stand to be irrigated.

The FY 25-26 Budget allocated \$125,000 for park irrigation renovations system wide. Staff have slotted \$75,000 of that allocation for this project, in an effort to spread the funding as far as possible across the park system. Given the budget constraints and the potential for dealing with unknown repair and sprinkler head replacement needs, City staff have elected to split this project into phases. This allows the City to prioritize renovation of the most critical elements of the systems first (base quote-Phase 1) and give the City the option to release subsequent phases (phases 2-8) for completion once we know more about the repair/replacement needs overall. If those needs are minimal, the project could have enough remaining budget to fully renovate all areas. If those needs are more significant, remaining renovation needs (sprinkler head replacement) may need to be completed by City staff when the systems are started up in the spring. The phases are as follows:

Base quote: this element was comprised of replacing the major components of the system (controllers and valves), repairing pipe breaks (known and unknown), testing and repairing control wiring and finally running each system and providing the City a report detailing system performance and head replacement needs. This element represents the minimum work that needs to be funded to make the systems operational and allowing testing to evaluate sprinkler head replacement needs. Thus, the Base Quote was considered the basis of award, so the City could then know how much of the \$75,000 funding would be available for the remaining phases, which are comprised of individual sprinkler head replacement.

Phases 2-8: These phases are comprised of replacing individual sprinkler heads in each of the seven distinct areas on a prioritized basis. Given that there are over 700 sprinkler heads in these systems and that key parts of these systems are non-functional for testing purposes, the exact number of heads to be replaced is uncertain. For quoting purposes, the City conservatively estimated that 60% of the existing heads will need to be replaced. These areas are identified on the attached vicinity map as phases 2-8.

Since this project is considered a “public improvement” the City’ procurement policy requires Council approval of a contract more than \$50,000.

Discussion:

The City solicited competitive quotes for the project, and quote requirements were sent to six landscaping firms (including four local firms; see attached quote results). Two quotes were received:

Firm	Base Quote*	Phases 2-8	Total Quote
C & D Landscaping	\$52,686.00	\$45,210.00	\$97,896.00
Solitude Landscaping	\$56,501.00	\$28,516.00	\$85,017.00

****Basis of award***

The base quote from C & D Landscaping, in the amount of \$52,686 was the lower of the two quotes relative to the basis of award. Solitude provided a lower quote on phases 2-8, and thus a lower overall total quote. However, based on how the quote was structured to prioritize the base quote elements in order to get the systems operational, the C & D Landscaping quote is considered the lowest responsible and responsive quote. That results in about \$23,314 being available for head replacement. Based on that pricing, the remaining funds will allow for approximately 30% of the existing heads to be replaced. Head replacement needs beyond that will be completed by Parks staff during spring startups.

Attachments:

1. Resolution No. 2025-59
2. Quote Requirements

3. Contract
4. Quote results
5. Vicinity map

Fiscal Impact:

Funding for this project is included in the FY 2025-26 budget.

Recommendation:

Staff recommends that the City Council adopt the attached resolution awarding the public improvement contract for construction of Linear Parks Irrigation Renovation Project for a not to exceed amount of \$75,000.

RESOLUTION NO. 2025-59

A Resolution awarding the contract for the Linear Parks Irrigation Renovation Project.

RECITALS:

Whereas, At 12:00 pm on September 11, 2025, two (2) quotes for the Linear Parks Irrigation Renovation project were received out of six (6) quotes solicited; and

Whereas, the apparent low quote from C & D Landscaping met all of the quote requirements, and should be considered the lowest responsive and responsible quote; and

Whereas, Funding for this project is included in the FY 2025-26 budget.

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

1. That entry into a public improvement contract with Contractor, for a not to exceed amount of \$75,000, with a substantial completion date of April 30, 2026, for the Linear Parks Irrigation Renovation project, is hereby approved.
2. That the City Manager is hereby authorized and directed to execute the public improvement contract.
3. That this resolution shall take effect immediately upon passage and shall continue in full force and effect until modified, revoked, or replaced.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 28th day of October 2025 by the following votes:

Ayes: _____

Nays: _____

Approved this 28th day of October 2025.

MAYOR

Approved as to form:

Attest:

City Attorney

City Recorder

Linear Parks Irrigation Renovations 2025

Project Title: Linear Parks Irrigation Renovations 2025

Owner: City of McMinnville **Project Location:** Linear parks, Westvale-Goucher

1. Project Summary

The project area covers approximately 14.2 acres within the West McMinnville Linear Park. The budget for this project is \$75,000. The base quote (Phase 1) will focus on replacing existing irrigation controllers (7), replacing existing valves (58), repairing known main and lateral breaks, troubleshooting and repairing control wiring issues, flushing and testing all zones in each system, repairing any unknown issues uncovered during testing, and identifying head replacement needs. Once the systems are repaired and operational, existing heads in each area will be replaced as needed and as remaining funding allows on a prioritized, phased basis to ensure appropriate coverage of turf and landscaped areas. The Linear Park Irrigation Improvement Project will include seven City owned irrigated parks, and 58 irrigation zones. There are approximately 758 sprinkler heads of various styles in phases 2-8. Phases 2-8 assume that approximately 60% of those heads will need to be replaced. It is anticipated that the project will begin October 1, 2025 with substantial completion by March 31, 2026, and final completion by April 30, 2026.

Quotes are due Thursday, Sept. 11, 2025, at 12:00pm.

2. Scope of Work

The contractor shall provide all labor, supervision, materials, equipment, and incidentals necessary to complete the base bid. All equipment and materials need to be installed and used in strict accordance with the manufacturer's recommendations. Provide protection at all times to keep dirt, rock, gravel, debris and all other foreign material from entering piping, valves and other irrigation equipment.

Base Quote

1. **Replace seven (7) irrigation controllers, including one (1) cabinet.** Replacement shall include controller and all necessary modules to ensure that each controller has at least the zone capacity as the existing controllers. Controller equipment shall be as follows:
 - a. Cabinets: Rain Bird LXMM metal cabinet. See replacements on Exhibit B.
 - b. Controllers: Rain Bird ESP ME3 with LNK2 WiFi module upgrade, or approved equal.

- c. Station Extension modules:
 - i. Rain Bird ESP SM3 or approved equal
 - ii. Rain Bird ESP SM6 or approved equal
- d. Controller configurations (cabinet, controller, extension modules) shall be as noted on Exhibit B.
- e. Execution:
 - Install as per manufacturer's recommendations.
 - Install extension modules as noted in Exhibit B.
 - Follow manufacturer's instructions for wire hookups.
 - Verify zone organization with City prior to completion
 - Provide electrical storm protection as specified by the manufacturer to protect the controller.

Provide City with 2 sets of keys for new controller cabinet.

2. Replace all valves as per specifications. Valves shall be:

- a. Materials
 - i. 1" valves: Rain Bird PEB or approved equal
 - ii. 1 ½" valves: Rain Bird PEB or approved equal
 - iii. 2" valves: Rain Bird PEB or approved equal
 - iv. 2 ½" valves: Rain Bird PEB or approved equal
 - v. Splices: #M DBY and DBR or approved equal
- b. Execution:
 - Excavate and remove existing valve boxes as required to install new valve
 - Provide Schedule 80 threaded nipples and unions on both sides of each control valve.
 - Thoroughly flush all supply lines before installing valve.
 - Connect control wiring to valves as per manufacturer's recommendations
 - Re-install valve boxes flush to grade. Replace valve boxes as necessary. **City to provide replacement valve boxes.**

3. Conduct repair of known mainline and lateral lines breaks.

Material:

- a. Mainline pipe: ASTM D-1785, Schedule 40
- b. Lateral pipe: ASTM D-2241, SDR 21, 200 PSI minimum
- c. Pipe Joining Materials:
 - i. Pipe solvent cement

1. PVC Solvent cement, ASTM D-2564
 2. IPS 705 for pipe sizes up to 2" diameter
 3. IPS 711 cement with P70 primer for pipe sizes 2 ½" and larger
 - ii. PVC Primer
 1. ASTM F-656, IPS P-70.
 - iii. PVC Cleaner
 1. SCAQMD 1168, Low VOC IPS C-65
- d. Execution:
 - All excavations shall be barricaded and covered with plywood at the end of shift.
 - Do not use solvent cement on threaded joints. Wrap joints with a minimum of three wraps of Teflon tape.
 - PVC pipe joints to be solvent welded. No slip fixes shall be used. Cut pipes square, deburr, wipe surface clean, clean pipe with pipe cleaner, apply primer and solvent cement.
 - For 90 degree turns in mainline, install 2 45-degree fittings.
 - Do not solvent weld pipe when raining or when temperature is below 40 degrees F.
 - Install thrust blocks at all changes of direction for mainline pipe 2 ½" or greater in diameter. Place a minimum of 1 cubic foot of full mixed concrete against the pipe and firm, undisturbed soil.
 - Backfill repair excavations with clean sand or approved backfill material 3" below and 6" above the pipe. Fill the remainder of the excavation with approved material, free of rocks and debris capable of damaging pipe. Compact to adjacent soil density and grade in 6" lifts. **City shall seed all turf excavations.**

4. Flush and test all systems for correct controller and valve operation

- a. Execution
 - i. Flush all mainlines prior to testing
 - ii. Verify each controller has 120V power and is ready to operate.
 - iii. Operate each zone (58) from each controller (7) and verify correct valve operation
 - iv. Identify zones that do not operate correctly and note the need for further testing.

5. Control Wire Troubleshooting and Repair

- a. Material
 - i. Wire: use standard irrigation control wire, match size of existing

- ii. Wire splices shall be waterproof, and shall be UL approved for such use
- b. Execution
 - i. Verify correct signal voltage is being delivered from controller to each valve.
 - ii. Verify correct valve operation (opens, closes)
 - iii. Identify and isolate wiring faults, including cut wires, faulty splices and poor connections
 - iv. Perform wire repairs and reconnections as needed

6. Conduct repair of unknown mainline and lateral lines breaks, including swing joints

Material:

- a. Mainline pipe: ASTM D-1785, Schedule 40
- b. Lateral pipe: ASTM D-2241, SDR 21, 200 PSI minimum
- c. Pipe Joining Materials:
 - i. Pipe solvent cement
 - 1. PVC Solvent cement, ASTM D-2564
 - 2. IPS 705 for pipe sizes up to 2" diameter
 - 3. IPS 711 cement with P70 primer for pipe sizes 2 ½" and larger
 - ii. PVC Primer
 - 1. ASTM F-656, IPS P-70.
 - iii. PVC Cleaner
 - 1. SCAQMD 1168, Low VOC IPS C-65
- d. Execution:
 - All excavations shall be barricaded and covered with plywood at the end of shift.
 - Do not use solvent cement on threaded joints. Wrap joints with a minimum of three wraps of Teflon tape.
 - PVC pipe joints to be solvent welded. No slip fixes shall be used. Cut pipes square, deburr, wipe surface clean, clean pipe with pipe cleaner, apply primer and solvent cement.
 - For 90 degree turns in mainline, install 2 45-degree fittings.
 - Do not solvent weld pipe when raining or when temperature is below 40 degrees F.
 - Install thrust blocks at all changes of direction for mainline pipe 2 ½" or greater in diameter. Place a minimum of 1 cubic foot of full mixed concrete against the pipe and firm, undisturbed soil.

- Existing swing joints shall remain in place unless there is visible damage or obvious leaking. At such locations, excavate down to the lateral pipe and replace the swing joint.
- Backfill repair excavations with clean sand or approved backfill material 3" below and 6" above the pipe. Fill the remainder of the excavation with approved material, free of rocks and debris capable of damaging pipe. Compact to adjacent soil density and grade in 6" lifts. **City shall seed all turf excavations.**

Phases 2-8

7. Replace Sprinkler Heads in Phases 2-8 (*Note: Heads will be replaced in each phase, in order, as necessary, up to 100% of the heads. Contractor NOT to conduct work in any phase 2-8 without prior approval from the City. City anticipates about 60% of the heads will need to be replaced and understands that funding constraints may result in not all phased locations having all heads replaced.*)
 - a. Materials:
 - i. Turf heads
 1. Hunter I-20 or approve equal
 2. Hunter I-25 or approved equal
 - ii. Shrub heads
 1. Rainbird 1806, VAN nozzles, or approved equal
 - b. Execution
 - i. Replace heads identified during testing as non-working, leaking or damaged.
 - ii. Verify that there is freedom of movement at all swing and swivel joints.
 - iii. Locate heads adjacent to planters, mow strips, pavement and curbs with a 1" minimum and a 3" maximum clearance between the head and hard surface
 - iv. Adjust and set for optimal performance.

Material Handling and Cleanup

- Active works sites should be kept to 2-3 at a time. Contractor to complete thorough cleaning and trash disposal to leave all sites in a useable condition.

3. General Requirements

- Coordinate with the City of McMinnville for scheduling and access.
- Maintain safe access and clear signage within work zones.

4. Project Schedule

- Working hours: 7:00 AM to 6:00 PM, Monday through Saturday.
 - Alternate hours may be approved in writing.
 - Project start date: October 1, 2025 (tentative, based on contract award).
 - Project Completion Dates:
 - Substantial Completion: March 31, 2026
 - Final Completion: April 30, 2026
-

5. Contractor Responsibilities

- Provide insurance as per contract requirements (sample contract attached).
 - Supply all necessary permits (if applicable).
 - Submit product data sheets and MSDS prior to installation.
 - Perform a final walkthrough with the City's Project Manager.
-

6. Payment and Change Orders

- Time & Materials (T&M) billing for work outside initial scope with approved change order.
 - Hourly labor rates must be submitted with bid but will not be part of the basis of award.
-

7. Warranty

- Minimum 1-year warranty on workmanship. Workmanship warranty items include but are not limited to sprinklers, nozzles, controller boards and parts provided by the Contractor; contractor repaired pipelines and fittings only, not the entire system; wire runs, splices, connections at controllers and valves, that were made by the Contractor; trench and excavation settlement resulting from Contractor work
 - Manufacturer's warranty to apply to all materials installed.
-

8. Acceptance and Closeout

- Final inspection and punch list to be completed with the City.
 - All deficiencies must be corrected prior to final acceptance.
-

9. Quote Requirements

- Quotes are due by **Thursday, Sept. 11, 2025 at 12pm**. Quotes may be submitted via email regular mail, or dropped off at 1900 NE Riverside Drive, McMinnville. Quotes received after the deadline will not be considered. Please note the contact information below.
- ANY EXCEPTIONS TO THE QUOTE SPECIFICATIONS SHALL BE NOTED ON THE QUOTE SHEET (ATTACHMENT #1)
- Submittals shall include a completed proposal sheet, including contractor information addendum acknowledgement, and a completed equipment submittal sheet.
- Work may commence upon award and a signed contract (sample contract attached)
- Substantial completion by March 31, 2026, Final completion by April 30, 2026.
- Site visits may be arranged upon request. See contact below.
- Direct all questions to the City's Project Manager. See contact below.
- Contacts: Liz Fliszar, Park Maintenance Supervisor
1900 NE Riverside Drive
McMinnville OR 97128
503.434.7316 (office)
liz.fliszar@mcminnvilleoregon.gov

Attachments:

- A. Exhibit A: vicinity map
- B. Exhibit B: Park area equipment and repair listing
- C. Exhibit C: Contract
- D. Exhibit D: Area as-builts

Prevailing Wage Oregon BOLI prevailing wage rates shall apply.

CITY OF McMinnville, Oregon

Linear Park Irrigation Renovations 2025

QUOTE

This quote is submitted as an offer by the undersigned, to enter into a Public Improvement Contract with the City of McMinnville to furnish all labor, materials and equipment, and to perform all work necessary to complete this project in accordance with the Contract Documents, in consideration of the amounts stated in the quote.

QUOTE AMOUNTS:

Project Phase 1-Base Quote

BID SCHEDULE					
Item No.	Description	Unit	Estimated Quantity	Unit Price	Estimated Total Price
10	Westvale Controller, as per specifications, installed	EA	1	\$	\$
11	Jandina III Controller, as per specifications, installed	EA	1	\$	\$
12	Jandina Controller, installed as per specifications	EA	1	\$	\$
13	James Addition Controller, installed as per specifications	EA	1	\$	\$
14	Ash Meadows Controller, installed as per specifications	EA	1	\$	\$
15	Goucher South Controller, installed as per specifications	EA	1	\$	\$
16	Gouch North Controller, installed as per specifications + cabinet	EA	1	\$	\$
20	1" Rain Bird PEB valve as per specifications, installed	EA	6	\$	\$
21	1.5" Rain Bird PEB valve as per specifications, installed	EA	17	\$	\$
22	2" Rain Bird PEB valve, as per specifications, installed	EA	23	\$	\$
23	2.5" Rain Bird PEB valve, as per specifications, installed	EA	12	\$	\$
30	Mainline repairs, parts and labor, as identified, as per specification	EA	1	\$	\$
31	Lateral Repairs as identified, as per specification	EA	10	\$	\$

40	Control Wire troubleshooting and repair, labor	HR	10	\$	\$
50	Unknown lateral repairs, labor	HR	20	\$	\$
60	Flush and test systems, report heads replacement need by phase	LS	1	\$	\$

PHASE 1 TOTAL QUOTE \$ _____

**Project Phase 2
Westvale Head Replacement**

BID SCHEDULE					
Item No.	Description	Unit	Estimated Quantity	Unit Price	Estimated Total Price
220	Hunter I-25, installed as per specification	EA	35	\$	\$

PHASE 2 TOTAL QUOTE \$ _____

**Project Phase 3
Jandina III**

BID SCHEDULE					
Item No.	Description	Unit	Estimated Quantity	Unit Price	Estimated Total Price
310	Hunter I-20, installed as per specification	EA	93	\$	\$

PHASE 3 TOTAL QUOTE \$ _____

**Project Phase 4
Jandina**

BID SCHEDULE					
Item No.	Description	Unit	Estimated Quantity	Unit Price	Estimated Total Price
410	Hunter I-20, installed as per specification	EA	36	\$	\$

PHASE 4 TOTAL QUOTE \$ _____

**Project Phase 5
James Addition**

BID SCHEDULE					
Item No.	Description	Unit	Estimated Quantity	Unit Price	Estimated Total Price
520	Hunter I-25, installed as per specification	EA	19	\$	\$
530	Rainbird 1806 w/VAN nozzles, installed as per specification	EA	17	\$	\$

PHASE 5 TOTAL QUOTE \$ _____

**Project Phase 6
Goucher North**

BID SCHEDULE					
Item No.	Description	Unit	Estimated Quantity	Unit Price	Estimated Total Price
610	Hunter I-20, installed as per specification	EA	34	\$	\$
630	Rainbird 1806 w/VAN nozzles, installed as per specification	EA	35	\$	\$

PHASE 6 TOTAL QUOTE \$ _____

**Project Phase 7
Goucher South**

BID SCHEDULE					
Item No.	Description	Unit	Estimated Quantity	Unit Price	Estimated Total Price
810	Hunter I-20, installed as per specification	EA	48	\$	\$
830	Rainbird 1806 w/VAN nozzles, installed as per specification	EA	73	\$	\$

PHASE 7 TOTAL QUOTE \$ _____

**Project Phase 8
Ash Meadows**

BID SCHEDULE					
Item No.	Description	Unit	Estimated Quantity	Unit Price	Estimated Total Price
310	Hunter I-20, installed as per specification	EA	11	\$	\$
320	Hunter I-25, installed as per specification	EA	7	\$	\$
330	Rainbird 1806 w/VAN nozzles, installed as per specification	EA	29	\$	\$

PHASE 8 TOTAL QUOTE \$ _____

ALL PHASES TOTAL QUOTE \$ _____

**Hourly Rate Outside of Project Scope and Material Mark Up
INFORMATIONAL ONLY**

Item No.	Description	Unit	Unit Price	Comments
4	Hourly rate, normal business hours	Hour	\$	

Exceptions:

BASIS OF AWARD TO BE LOW PRICE OF BASE BID \$ _____

All blanks on the Quote must be completed by clearly printing in ink or by typewriter. Changes may be made provided that the Bidder initials all changes.

All items in the Quote form shall be completed in full showing a unit or lump sum price or prices for each and every item. The price per item shall be clearly shown in the space provided. The pricing shall be extended to show the total when required.

The extensions in the column headed "TOTAL COST" are made for the sole purpose of facilitating Quote comparisons and if there are any discrepancies between the unit prices and the total amount shown, the unit prices shall govern.

NON-DISCRIMINATION STATEMENT:

By signing and submitting a Quote to the City, Submitter certifies that Submitter has not discriminated and will not discriminate against a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business in awarding a subcontract.

ADDENDA:

By signing and submitting this Quote to the City, Submitter represents that it has examined and carefully studied the Contract Documents, and other data identified in the Contract Documents, and the following Addenda, receipt of which is hereby acknowledged:

<i>ADDENDUM NO.</i>	<i>ADDENDUM DATE</i>

SIGNATURE OF BIDDER:

Name of Bidder: _____

Signature of Authorized Agent: _____ (Date)

Title: _____

(SEAL) Business Address: _____

Phone #: _____

Construction Contractors Board Registration No.: _____

Workers Comp. Insurance Company: _____

Workers Comp. Policy/Binder Number: _____

CITY OF McMinnville, Oregon

Linear Parks Irrigation Renovations 2025

PREVAILING WAGES

This Public Works Project is subject to the applicable prevailing wage rates. If a contractor fails to pay for labor and services, the City can withhold these amounts from payments due the contractor.

Prevailing Wages applicable to this project are set forth in the following publications:

Prevailing Wage Rates for Public Works Contracts in Oregon - 2025

Prevailing Wage Rate effective July 5, 2025

<https://www.oregon.gov/boli/workers/Prevailing%20Wage%20Rate%20Books/BOLI%20July%205,%202025%20Prevailing%20Wage%20Rate%20Book.pdf>

Prevailing Wage Rates State Apprenticeship Rates - 2025

Prevailing Wage Rate Apprenticeship effective July 5, 2025

<https://www.oregon.gov/boli/workers/Prevailing%20Wage%20Rate%20Books/PWR%20Apprentice%20Rates%20Effective%20July%205,%202025.pdf>

These publications can found electronically at:

<https://www.oregon.gov/boli/employers/Pages/prevailing-wage-rates.aspx>

SUBMITTALS
Linear Parks Irrigation Renovations 2025

Turf Heads As Per Specification (Hunter I-20 or approved equal):

Manufacturer:_____

Model:_____

Turf Heads as Per Specification (Hunter I-25 or approved equal):

Manufacturer:_____

Model:_____

Shrub Heads as Per Specification (Rain Bird 1806, VAN nozzle or approved equal):

Manufacturer:_____

Model:_____

Controllers (Rain Bird ESP ME3 with LNK2 WiFi module upgrade or approved equal) :

Manufacturer:_____

Model:_____

3 Station Expansion Modules (Rain Bird ESP SM3 or approved equal):

Manufacturer:_____

Model:_____

6 Station Expansion Modules (Rain Bird ESP SM3 or approved equal):

Manufacturer:_____

Model:_____

Control Valves, 1” through 2 ½” (Rain Bird PEB):

Manufacturer:_____

Model:_____

Exceptions:

**CITY OF McMinnville
CONSTRUCTION CONTRACT**

This Construction Contract (“Contract”) for the **Linear Parks Irrigation Renovations 2025 Project** (“Project”) is made and entered into on this ____ day of _____ 2025 (“Effective Date”) by and between the **City of McMinnville**, a municipal corporation of the State of Oregon (hereinafter referred to as the “City”), and _____, a(n) _____ [state] _____ [corporation/limited liability company, etc.] (hereinafter referred to as “Contractor”).

RECITALS

WHEREAS, the City issued a Request for Quotes for the Project described herein; and

WHEREAS, the City requires construction services which Contractor is capable of providing, under terms and conditions hereinafter described; and

WHEREAS, Contractor represents that Contractor is qualified to perform the construction services described herein on the basis of specialized experience and technical expertise; and

WHEREAS, after reviewing all quotes submitted in accordance with the Request for Quotes, the City has determined this Contract shall be awarded to Contractor; and

WHEREAS, Contractor is prepared to provide such services, as the City does hereinafter require.

NOW, THEREFORE, in consideration of these mutual promises and the terms and conditions set forth herein, the parties agree as follows:

AGREEMENT

Section 1. Contract Documents

This Contract includes and incorporates by reference all of the foregoing Recitals and all of the following additional “Contract Documents”: Request for Quotes documents and Contractor’s Quote submitted in response thereto; Contractor must be familiar with all of the foregoing and comply with them. Any conflict or inconsistency between the Contract Documents shall be called to the attention of the City by Contractor before proceeding with affected Work. All Contract Documents should be read in concert and Contractor is required to bring any perceived inconsistencies to the attention of the City before executing this Contract. In the event a provision of this Contract conflicts with standards or requirements contained in any of the foregoing Contract Documents, the provision that is more favorable to the City, as determined by the City, will apply.

Section 2. Term

The term of this Contract shall be from the Effective Date until all work required to be performed hereunder (“Work”) is completed and accepted, or no later than **April 30, 2026**, whichever occurs first, unless earlier terminated in accordance herewith or an extension of time is agreed to, in writing, by the City. Contractor shall diligently perform the Work according to the requirements identified in the Scope of Work. All Work must be at Substantial Completion by no later than **March 31, 2026**, and at Final Completion by **April 30, 2026**. See **Section 23** for the definitions of Substantial Completion and Final Completion.

Section 3. Contractor’s Work

3.1. Contractor will perform the Scope of Work as more particularly described herein and in the other Contract Documents for the Project.

3.1.1. This work will be completed in phases which are defined in the Scope of Work. There is an unknown, potentially variable amount of sprinkler heads to be replaced within the scope of work, specifically in phases 2 through 8, and the actual number could be more or less than the identified amount in the bid item for phases 2 through 8. The contractor will complete all the work items in Phase 1 of the scope of work, including testing each system and identifying the actual number of sprinkler heads that require replacement in each phase. Following the completion of Phase 1, the City will authorize the Contractor to proceed with phases 2 through 8. City authorization of Phases past Phase 1 will be in writing and will be dependent on remaining budget. The City also reserves the right to authorize portions of Phases 2 through 8 depending on remaining budget amount.

3.2. All written documents, drawings, and plans submitted by Contractor in conjunction with the Work shall bear the signature, stamp, or initials of Contractor’s authorized Project Manager. Any documents submitted by Contractor that do not bear the signature, stamp, or initials of Contractor’s authorized Project Manager, will not be relied upon by the City. Interpretation of plans and answers to questions regarding the Work or Scope of Work given by Contractor’s Project Manager may be verbal or in writing, and may be relied upon by the City, whether given verbally or in writing. If requested by the City to be in writing, Contractor’s Project Manager will provide such written documentation.

3.3. The existence of this Contract between the City and Contractor shall not be construed as the City’s promise or assurance that Contractor will be retained for future services beyond the Scope of Work described herein.

3.4. Contractor shall maintain the confidentiality of any confidential information that is exempt from disclosure under state or federal law to which Contractor may have access by reason of this Contract. Contractor warrants that Contractor’s employees assigned to perform any of the Work provided in this Contract shall be clearly instructed to maintain this confidentiality. All agreements with respect to confidentiality shall survive the termination or expiration of this Contract.

Section 4. Contract Sum, and Payment

4.1. Except as otherwise set forth in this **Section 4**, the City agrees to pay Contractor a not-to-exceed amount of _____ DOLLARS (\$_____) for performance of the Work (“Contract Sum”). Any compensation in excess of the Contract Sum will require an express written Change Order between the City and Contractor.

4.2. During the course of Contractor’s performance, if the City, through its Project Manager, specifically requests Contractor to provide additional services that are beyond the Scope of Work described in the Contract Documents, Contractor shall provide such additional services and bill the City a reasonable agreed upon fee, pursuant to a written Change Order, executed in compliance with the provisions of **Section 26**.

4.3. Contractor will be paid for Work for which an itemized invoice is received by the City within thirty (30) days of receipt, unless the City disputes such invoice. In that instance, the undisputed portion of the invoice will be paid by the City within the above timeframe. The City will set forth its reasons for the disputed claim amount and make good faith efforts to resolve the invoice dispute with Contractor as promptly as is reasonably possible. Final payment will be held until completion of the final walkthrough, as described in **Section 25**.

4.4. Except as provided in **Section 8.2**, the Contract Sum includes the cost of all required fees payable to governmental agencies, including but not limited to plan checking, land use, zoning, permitting, and all other similar fees required to perform the Work on the Project.

4.5. Contractor’s unit prices and Contract Sum are all inclusive and include, but are not limited to, all work-related costs, expenses, salaries or wages, plus fringe benefits and contributions, including payroll taxes, workers compensation insurance, liability insurance, profit, pension benefits, and all other contributions and benefits, travel expenses, mileage, and all other indirect and overhead charges.

4.6. Contract provisions regarding payment policies, progress payments, interest etc. are as outline in Section 1 and in ORS 279C.570.

Section 5. Prevailing Wages

This is a Contract for a Public Works Project, subject to ORS 279C.800 to 279C.870. Therefore, not less than the current applicable state prevailing wage must be paid on this Project. Wage rates for this project are those published by the Bureau of Labor and Industries (BOLI), effective July 1, 2021, and all subsequent amendments. The BOLI prevailing wage rate for public works contracts can be found at the following website: http://www.oregon.gov/boli/WHD/PWR/Pages/pwr_state.aspx. Because this is a public works contract subject to payment of prevailing wages, each worker in each trade or occupation employed in the performance of the Work, either by Contractor, a subcontractor, or other person doing or contracting to do, or contracting for the whole or any part of the Work, must be paid not less than the applicable state prevailing wage for an hour’s work in the same trade or

occupation in the locality where such labor is performed, in accordance with ORS 279C.838 and 279C.840, if applicable. Contractor must comply with all public contracting wages required by law. Contractor and any subcontractor, or their sureties, shall file a certificate of rate of wage as required by ORS 279C.845. If the City determines at any time that the prevailing rate of wages has not been or is not being paid as required herein, it may retain from the moneys due to Contractor an amount sufficient to make up the difference between the wages actually paid and the prevailing rate of wages, and may also cancel the Contract for breach. Contractor shall be liable to the workers affected for failure to pay the required rate of wage, including all fringe benefits under ORS 279C.840(5). Contractor must include a contract provision in compliance with this paragraph in every subcontract and shall require each subcontractor to include it in subcontract(s).

See **Contractor's Responsibilities** below and other Contract Documents for additional requirements and responsibilities regarding compliance with wage and hour laws and regulations.

Section 6. Filing of Certified Statement

As required in ORS 279C.845(7), the City will retain twenty-five percent (25%) of any amount earned by Contractor under the Contract until Contractor has filed the certified statements required in ORS 279C.845(1). The City will pay to Contractor the amount withheld within fourteen (14) days after Contractor files the required certified statements. As required in ORS 279C.845(8), Contractor shall retain twenty-five percent (25%) of any amount earned by a first-tier subcontractor on the Project until the first-tier subcontractor has filed with the City the certified statements required in ORS 279C.845(1). Before paying any amount withheld, Contractor shall verify that the first-tier subcontractor has filed the certified statement. Within fourteen (14) days after the first-tier subcontractor files the required certified statement, Contractor shall pay the first-tier subcontractor any amount withheld. Contractor shall require all other sub-subcontractors to file certified statements regarding payment of prevailing wage rates with the City.

Section 7. Reports to Department of Revenue

When a public contract is awarded to a nonresident bidder and the contract sum exceeds Ten Thousand Dollars (\$10,000), Contractor shall promptly report to the Department of Revenue, on forms to be provided by the Department, the total contract sum, terms of payment, length of contract, and such other information as the Department may require, before the City will make final payment on the Contract.

Section 8. City's Rights and Responsibilities

8.1. The City will designate a Project Manager to facilitate day-to-day communication between Contractor and the City, including timely receipt and processing of invoices, requests for information, and general coordination of City staff to support the Project.

8.2. If applicable, the City will pay the required Bureau of Labor and Industries fee of one/tenth of one percent (0.1%) of the Contract Sum, or as required by statute.

8.3. The City reserves the right to reject any bid or to refuse delivery of materials or services at or from any manufacturer, supplier, or contractor with which the City has reasonable grounds to believe is or may be operating in violation of any local, state, or federal law or which is the subject of pending litigation.

8.4. If Contractor fails, neglects, or refuses to make prompt payment of any claim for labor or services furnished to Contractor or a subcontractor by any person in connection with the Contract as such claim becomes due, the City may, but shall not be obligated to, pay such claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due Contractor by reason of the Contract. The payment of a claim in the manner authorized hereby shall not relieve Contractor or its surety from the obligation with respect to any unpaid claim. If the City is unable to determine the validity of any claim for labor or services furnished, the City may withhold from any current payment due Contractor an amount equal to said claim until its validity is determined, and the claim, if valid, is paid by Contractor or the City. There shall be no final acceptance of the Work under the Contract until all such claims have been resolved.

8.5. Award of this Contract is subject to budget appropriation. Funds are approved for Fiscal Year 2025-26. If not completed within this fiscal year, funds may not be appropriated for the next fiscal year. The City also reserves the right to terminate this Contract early, as described in **Section 22**.

Section 9. City's Project Manager

The City's Project Manager is **Liz Fliszar, Park Maintenance Supervisor**. The City shall give Contractor prompt written notice of any re-designation of its Project Manager.

Section 10. Contractor's Project Manager

Contractor's Project Manager is _____. In the event that Contractor's Project Manager is changed, Contractor shall give the City prompt written notification of such re-designation. Recognizing the need for consistency and knowledge in the administration of the Project, Contractor's Project Manager will not be changed without the written consent of the City, which consent shall not be unreasonably withheld. In the event the City receives any communication from Contractor that is not from Contractor's Project Manager, the City may request verification by Contractor's Project Manager, which verification must be promptly furnished.

Section 11. Project Information

Except for confidential information designated by the City as information not to be shared, Contractor agrees to share Project information with, and to fully cooperate with, those corporations, firms, contractors, public utilities, governmental entities, and persons involved in

the Project. No information, news, or press releases related to the Project, whether made to representatives of newspapers, magazines, or television and radio stations, shall be made without the written authorization of the City's Project Manager.

Section 12. Duty to Inform

If at any time during the performance of this Contract, Contractor becomes aware of actual or potential problems, faults, environmental concerns, or defects in the Project or Scope of Work, or any portion thereof; or of any nonconformance with federal, state, or local laws, rules, or regulations; or if Contractor has any objection to any decision or order made by the City with respect to such laws, rules, or regulations, Contractor shall give prompt written notice thereof to the City's Project Manager. Any delay or failure on the part of the City to provide a written response to Contractor shall neither constitute agreement with nor acquiescence to Contractor's statement or claim, nor constitute a waiver of any of the City's rights.

Section 13. Subcontractors and Assignments

13.1. Unless expressly authorized in writing by the City, pursuant to **Subsection 14.3**, Contractor shall not subcontract with others for any of the Work prescribed herein. Contractor shall not assign any of Contractor's rights acquired hereunder without obtaining prior written approval from the City. Some Work may be performed by persons other than Contractor, provided Contractor advises the City of the names of such subcontractors and the services which they intend to provide, and the City specifically agrees, in writing, to such subcontracting. Contractor acknowledges such services will be provided to the City pursuant to a subcontract(s) between Contractor and subcontractor(s) and no privity of contract exists between the City and the subcontractor(s). Unless otherwise specifically provided by this Contract, the City incurs no liability to third persons for payment of any compensation provided herein to Contractor. Any attempted assignment of this Contract without the written consent of the City shall be void. Except as otherwise specifically agreed, all costs for services performed by others on behalf of Contractor shall not be subject to additional reimbursement by the City.

13.2. The City shall have the right to enter into other agreements for the Project, to be coordinated with this Contract. Contractor shall cooperate with the City and other firms, engineers, or subcontractors on the Project so that all portions of the Project may be completed in the least possible time and within normal working hours. Contractor shall furnish other engineers, subcontractors, and affected public utilities, whose designs are fitted into Contractor's design, detail drawings giving full information so that conflicts can be avoided.

Section 14. Contractor's Responsibilities

This Contract is a public works contract governed by the laws found at ORS Chapter 279C, which the Contractor must be familiar with and adhere to. Those required provisions include but are not limited to the following:

14.1. Except as otherwise provided under ORS 30.265, the performance of Work under this Contract is at Contractor's sole risk. All damages or loss to Work, equipment, or

materials incurred during the performance of the Work shall be at Contractor's sole risk. Any injury to persons or property incurred during the performance of the Work shall be at Contractor's sole risk. The service or services to be rendered under the Contract are those of an independent contractor who is not an officer, employee, or agent of the City, as those terms are used in ORS 30.265. Notwithstanding the Oregon Tort Claims Act or provisions of any other contract, Contractor is acting as and assumes liability of an independent contractor as to claims between the City and Contractor. Contractor is solely liable for any workers compensation coverage, social security, unemployment insurance or retirement payments, and federal or state taxes due as a result of payments under the Contract. Any subcontractor hired by Contractor shall be similarly responsible. Contractor shall be liable to the City for any failure of any subcontractor(s) to comply with the terms of the Contract.

14.2. Contractor is an independent contractor for all purposes and shall be entitled to no compensation other than the Contract Sum provided for under **Section 4** of this Contract. Contractor will be solely responsible for determining the manner and means of accomplishing the end result of Contractor's Work. The City does not have the right to control or interfere with the manner or method of accomplishing said Work. The City, however, will have the right to specify and control the results of Contractor's Work so such Work meets the requirements of the Project.

14.3. The City understands and agrees that Contractor may request that some Work be performed on the Project by persons or firms other than Contractor, through a subcontract with Contractor. Contractor acknowledges that if such Work is provided to the City pursuant to a subcontract(s) between Contractor and those who provide such services, Contractor may not utilize any subcontractor(s), or in any way assign its responsibility under this Contract, without first obtaining the express written consent of the City. In all cases, processing and payment of billings from subcontractors is solely the responsibility of Contractor. References to "subcontractor" in this Contract mean a subcontractor at any tier.

14.4. Contractor shall be responsible for, and defend, indemnify, and hold the City harmless against, any liability, cost, or damage arising out of Contractor's use of such subcontractor(s) and subcontractor's negligent acts, errors, or omissions. Unless otherwise agreed to, in writing, by the City, Contractor shall require that all of Contractor's subcontractors also comply with, and be subject to, the provisions of this **Section 14** and meet the same insurance requirements of Contractor under this Contract.

14.5. Contractor must make prompt payment for any claims for labor, materials, or services furnished to Contractor by any person in connection with this Contract as such claims become due. Contractor shall not permit any liens or claims to be filed or prosecuted against the City on account of any labor or material furnished to or on behalf of Contractor. If Contractor fails, neglects, or refuses to make prompt payment of any such claim, the City may pay such claim to the person furnishing the labor, materials, or services, and offset the amount of the payment against funds due, or to become due, to Contractor under this Contract. The City may also recover any such amounts directly from Contractor.

14.6. Contractor must comply with all Oregon and federal wage and hour laws, including BOLI wage requirements, if applicable. Contractor shall make all required workers compensation and medical care payments on time. Contractor shall be fully responsible for payment of all employee withholdings required by law, including but not limited to taxes, including payroll, income, Social Security (FICA), and Medicaid. Contractor shall also be fully responsible for payment of salaries, benefits, taxes, and all other charges due on account of any employees. Contractor shall pay all contributions or amounts due the Industrial Accident Fund from Contractor or subcontractor incurred in the performance of this Contract. Contractor shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167. All costs incident to the hiring of subcontractors or employees shall be Contractor's responsibility. Contractor shall defend, indemnify, and hold the City harmless from claims for payment of all such expenses.

14.7. No person shall be discriminated against by Contractor or any subcontractor in the performance of this Contract on the basis of sex, gender, race, color, creed, religion, marital status, age, disability, sexual orientation, gender identity, or national origin. Any violation of this provision shall be grounds for cancellation, termination, or suspension of the Contract, in whole or in part, by the City. Contractor shall comply with all federal, state, and local laws, regulations, executive orders, and ordinances applicable to the Contract or to the implementation of the Project. Without limiting the generality of the foregoing, Contractor expressly agrees to comply with the following laws, regulations, and executive orders to the extent they are applicable to the Contract or the implementation of the Project: (a) all applicable requirements of state civil rights and rehabilitation statutes, rules, and regulations; (b) Titles VI and VII of the Civil Rights Act of 1964, as amended; (c) Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; (d) the Americans with Disabilities Act of 1990, as amended, and ORS 659A.142; (e) Executive Order 11246, as amended; (f) the Health Insurance Portability and Accountability Act of 1996; (g) the Age Discrimination in Employment Act of 1967, as amended, and the Age Discrimination Act of 1975, as amended; (h) the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended; (i) all regulations and administrative rules established pursuant to the foregoing laws; and (j) all other applicable requirements of federal civil rights and rehabilitation statutes, rules, and regulations.

14.8. Contractor certifies that Contractor has not discriminated against minority, women, or small business enterprises in obtaining any subcontract.

14.9. Pursuant with ORS 279C.505(2), by execution of this Contract, Contractor agrees to have an employee drug testing program in place at the time of executing the Contract, acknowledges that such a program will be maintained throughout the Contract period, including any extensions, and shall demonstrate to the City that such drug testing program is in place. The failure of Contractor to have, or to maintain, such a drug-testing program is grounds for immediate termination of the Contract. Contractor shall require each subcontractor providing labor for the Project to also comply with this drug testing program requirement.

14.10. Contractor agrees that the City shall not be liable, either directly or indirectly, in any dispute arising out of the substance or procedure of Contractor's drug testing program. Nothing in this drug testing provision shall be construed as requiring Contractor to violate any

legal, including constitutional, rights of any employee, including but not limited to selection of which employees to test and the manner of such testing. The City shall not be liable for Contractor's negligence in establishing or implementing, or failure to establish or implement, a drug testing policy or for any damage or injury caused by Contractor's employees acting under the influence of drugs while performing Work covered by the Contract. These are Contractor's sole responsibilities, and nothing in this provision is intended to create any third party beneficiary rights against the City.

14.11. Contractor is solely responsible for ensuring that any subcontractor selection and substitution is in accordance with all legal requirements. The City shall not be liable, either directly or indirectly, in any dispute arising out of Contractor's actions with regard to subcontractor selection and/or substitution.

14.12. Contractor shall make payment promptly, as due, to all parties supplying to such Contractor labor or material for the prosecution of the Work provided for in the Contract and shall be responsible for payment to such persons supplying labor or material to any subcontractor.

14.13. By execution of this Contract, as required by ORS 305.385(6), Contractor certifies under penalty of perjury that to the best of Contractor's knowledge, Contractor is not in violation of any tax laws described in ORS 305.380(4).

14.14. Contractor agrees that if Contractor or a first-tier subcontractor fails, neglects, or refuses to make payment to a person furnishing labor or materials in connection with this Contract within thirty (30) days after receiving payment from the City or a contractor, Contractor or the first-tier subcontractor shall owe the person the amount due plus interest charges commencing at the end of the ten (10) day period within which payment is due under ORS 279C.580(3)(a) and ending upon final payment, unless payment is subject to a good faith dispute as defined in ORS 279C.580. The rate of interest on the amount due shall be calculated in accordance with ORS 279C.515(2). The amount of interest may not be waived.

14.15. Contractor agrees that if Contractor or a subcontractor fails, neglects or refuses to make payment to a person furnishing labor or materials in connection with this Contract, the person may file a complaint with the Construction Contractors Board, unless payment is subject to a good faith dispute as defined in ORS 279C.580.

14.16. Contractor shall make payment promptly, as due, to any party furnishing medical, surgical, hospital, or other needed care and attention, incident to sickness or injury, to the employees of Contractor, of all sums which Contractor agreed to pay or collected or deducted from the wages of employees pursuant to any law, contract, or agreement for the purpose of providing payment for such service.

14.17. Contractor and all subcontractors shall comply with the provisions of ORS 279C.540 pertaining to maximum hours, holidays, and overtime. With certain exceptions listed below, Contractor shall not require or permit any person to work more than ten (10) hours in any one (1) day, or forty (40) hours in any one (1) week, except in case of necessity,

emergency, or where public policy requires it, and in such cases the person shall be paid at least time and a half for:

14.17.1. All overtime in excess of eight (8) hours in any one (1) day or forty (40) hours in any one (1) week when the work week is five (5) consecutive days, Monday through Friday; or

14.17.2. All overtime in excess of ten (10) hours in any one (1) day or forty (40) hours in any one (1) week when the work week is four (4) consecutive days, Monday through Friday; and

14.17.3. All work performed on the days specified in ORS 279C.540(1)(b) for public improvement contracts.

14.18. Contractor and all subcontractors shall comply with the provisions of ORS 279C.545 pertaining to time limitation on claims for overtime and requirements for posting circulars containing said provisions.

14.19. For personal/professional service contracts, as designated under ORS 279A.055, instead of 14.17.1, 14.17.2, and 14.17.3 above, a laborer shall be paid at least time and a half for all overtime worked in excess of forty (40) hours in any one (1) week, except for individuals under these contracts who are excluded under ORS 653.010 to 653.261 or under 29 USC §§ 201 to 209 from receiving overtime.

14.20. Contractor shall follow all other exceptions, pursuant to ORS 279B.235 (for non-public improvement contracts) and ORS 279C.540 (for public improvement contracts), including contracts involving a collective bargaining agreement, contracts for services, and contracts for fire prevention or suppression.

14.21. Contractor must give notice to employees who work on a public contract, in writing, either at the time of hire or before commencement of Work on the Contract, or by posting a notice in a location frequented by employees, of the number of hours per day and days per week that the employees may be required to work.

14.22. The hourly rate of wage to be paid by any Contractor or subcontractor to employed workers or other persons doing or contracting to do all or part of the work contemplated by a public contract shall be not less than the applicable wage required by law.

14.23. Contractor, its subcontractors, and all employers working under the Contract are subject employers under the Oregon Workers Compensation Law and shall comply with ORS 656.017 and provide the required workers compensation coverage, unless otherwise exempt under ORS 656.126. Contractor shall ensure that each of its subcontractors complies with these requirements.

14.24. In the performance of this Contract, Contractor shall comply with all applicable federal, state, and local laws, municipal codes, regulations, rules, and ordinances, including but

not limited to those dealing with public contracts (ORS Chapter 279C) and with the prevention of environmental pollution and the preservation of natural resources (and avoidance of natural resource damages) in the performance of the Contract, including but not limited to ORS 279C.525. To the extent that known environmental and natural resource risks are specifically noted, shown, or specified in the Contract Documents or on the construction drawings, such risks are allocated to Contractor pursuant with ORS 279C.525(8)(a). If new or amended statutes, ordinances, rules, or regulations are adopted, or Contractor encounters a condition not referred to in this Contract, not caused by Contractor, and that was not discoverable by reasonable site inspection which requires compliance with federal, state, or local laws, codes, or regulations dealing with the preservation of the environment, both the City and Contractor shall have all the rights and obligations set forth in ORS 279C.525.

14.25. Contractor shall be liable for any fine imposed against Contractor, the City or the 'Project' as a result of a violation of any laws or permitting requirements by Contractor or any of its subcontractors or their sub-subcontractors or any suppliers.

Section 15. Subcontractor Requirements

15.1. If subcontractors are permitted, Contractor's relations with subcontractors shall comply with ORS 279C.580. Pursuant with ORS 279C.580(3), each subcontract for property or services that Contractor enters into with a first-tier subcontractor, including a material supplier, for the purpose of performing a construction contract, shall include:

15.1.1. A payment clause that obligates Contractor to pay the first-tier subcontractor for satisfactory performance under the subcontract within ten (10) days out of such amounts as are paid to Contractor by the City under the public improvement contract; and

15.1.2. An interest penalty clause that obligates Contractor, if payment is not made within 30 days after receipt of payment from the City, to pay to the first-tier subcontractor an interest penalty on amounts due in the case of each payment not made in accordance with the payment clause outlined in **Subsection 15.1.1** above. A contractor or first-tier subcontractor may not be obligated to pay an interest penalty if the only reason that the contractor or first-tier subcontractor did not make payment when payment was due is that the contractor or first-tier subcontractor did not receive payment from the City or Contractor when payment was due. The interest penalty period shall begin on the day after the required payment date and end on the date on which payment of the amount due is made and shall be computed at the rate specified in ORS 279C.515(2).

15.2. Contractor must include in each subcontract, as a condition of performance of such contract, a provision requiring the first-tier subcontractor to include a payment clause and interest penalty clause, conforming to the standards set forth in **Subsections 15.1.1 and 15.1.2** above, in each of its subcontracts and requiring that the same clauses be included in any of the first-tier subcontractors' subcontracts with a lower-tier subcontractor or supplier.

15.3. Contractor shall certify that all subcontractors, as described in ORS 701.005(2), will be registered with the Construction Contractors Board or licensed by the State Landscape Contractors Board in accordance with ORS 701.035 or 701.026, respectively, before the subcontractors commence Work under the Contract.

15.4. In no event shall any subcontract be awarded to any person or entity debarred, suspended, or disqualified from federal, state, or municipal contracting.

15.5. Contractor shall include this Contract by reference in any subcontract and require subcontractors to perform in strict compliance with this Contract.

Section 16. Environmental Laws

16.1. Although the City is not aware of any of the following, before beginning construction, Contractor shall determine if there is any asbestos, lead paint or other hazardous materials that will be removed or disturbed as part of the Project. If disturbance or removal is required, Contractor will advise the City, in writing, and will provide the City with a detailed written supplemental Scope of Work concerning who such disturbance or removal will be accomplished and how materials, if any, will be disposed of, all in accordance with State and Federal environmental laws. Work required due to the finding of any such hazardous materials will require a written Change Order.

16.2. In compliance with the provisions of ORS 279C.525, the following is a list of federal, state, and local agencies, of which the City has knowledge, that have enacted ordinances or regulations dealing with the prevention of environmental pollution and the preservation of natural resources that may affect the performance of the Contract:

FEDERAL AGENCIES:

Forest Service
Defense, Department of
Environmental Protection Agency
Bureau of Sport Fisheries and Wildlife
Bureau of Land Management
Bureau of Reclamation
Occupational Safety and Health Administration
Coast Guard

Agriculture, Department of
Soil Conservation Service
Army Corps of Engineers
Interior, Department of
Bureau of Outdoor Recreation
Bureau of Indian Affairs
Labor, Department of
Transportation, Department of
Federal Highway Administration

STATE AGENCIES:

Environmental Quality, Department of
Forestry, Department of
Human Resources, Department of
Soil and Water Conservation Commission
State Land Board

Agriculture, Department of
Fish and Wildlife, Department of
Geology and Mineral Industries, Department of
Land Conservation and Development Commission
National Marine Fisheries Service (NMFS)
State Engineer
Water Resources Board

LOCAL AGENCIES:

County Courts
Port Districts
County Service Districts
Water Districts

City Council
County Commissioners, Board of
Metropolitan Service Districts
Sanitary Districts
Fire Protection Districts

This list may not be all-inclusive, and it is the responsibility of Contractor to know all applicable laws and to comply with them in the performance of this Contract.

16.3. Pursuant with ORS 279C.510(1), if this Contract calls for demolition work, Contractor shall salvage or recycle construction and demolition debris, if feasible and cost-effective.

16.4. Pursuant with ORS 279C.510(2), if this Contract calls for lawn or landscape maintenance, Contractor shall compost or mulch yard waste material at an approved site, if feasible and cost-effective.

16.5. Contractor shall be responsible for the immediate clean-up, remediation, reporting, and payment of fines, if any, related to the release of any hazardous substance or material by Contractor or any subcontractor.

Section 17. Indemnity

17.1. Indemnification. Contractor acknowledges responsibility for liability arising out of the performance of this Contract, and shall defend, indemnify, and hold the City harmless from any and all liability, settlements, loss, costs, and expenses in connection with any action, suit, or claim resulting or allegedly resulting from Contractor's negligent acts, omissions, errors, or willful or reckless misconduct pursuant to this Contract, or from Contractor's failure to perform its responsibilities as set forth in this Contract. The review, approval, or acceptance by the City, its Project Manager, or any City employee of documents or other work performed, prepared, or submitted by Contractor shall not be considered a negligent act, error, omission, or willful misconduct on the part of the City, and none of the foregoing shall relieve Contractor of its responsibility to perform in full conformity with the City's requirements, as set forth in this Contract, and to indemnify the City as provided above and to reimburse the City for any and all costs and damages suffered by the City as a result of Contractor's negligent performance of this Contract, failure of performance hereunder, violation of state or federal laws, or failure to adhere to the standards of performance and care described in **Subsection 17.2**. Contractor shall defend the City (using legal counsel reasonably acceptable to the City) against any claim that alleges negligent acts, omissions, errors, or willful or reckless misconduct by Contractor. As used herein, the term "Contractor" applies to Contractor and its own agents, employees, and suppliers and to all of Contractor's subcontractors, including their agents, employees, and suppliers.

17.2. Standard of Care. In the performance of the Work, Contractor agrees to use at least that degree of care and skill exercised under similar circumstances by reputable members of Contractor's profession practicing in the Portland metropolitan area. Contractor will re-perform any Work not meeting this standard without additional compensation. Contractor's re-

performance of any Work, even if done at the City's request, shall not be considered as a limitation or waiver by the City of any other remedies or claims it may have arising out of Contractor's failure to perform in accordance with the applicable standard of care of this Contract and within the prescribed timeframe.

Section 18. Insurance

18.1. Insurance Requirements. Contractor must maintain insurance coverage acceptable to the City in full force and effect throughout the term of this Contract. Such insurance shall cover all risks arising directly or indirectly out of Contractor's activities or work hereunder. Any and all agents or subcontractors with which Contractor contracts for any portion of the Work must have insurance that conforms to the insurance requirements in this Contract. Additionally, if a subcontractor is an engineer, architect, or other professional, Contractor must require the subcontractor to carry Professional Errors and Omissions insurance and must provide to the City proof of such coverage. The amount of insurance carried is in no way a limitation on Contractor's liability hereunder. The policy or policies maintained by Contractor shall provide at least the following minimum limits and coverages at all times during performance of this Contract:

18.1.1. Commercial General Liability Insurance. Contractor and all subcontractors shall obtain, at each of their own expense, and keep in effect during the term of this Contract, comprehensive Commercial General Liability Insurance covering Bodily Injury and Property Damage, written on an "occurrence" form policy. This coverage shall include broad form Contractual Liability insurance for the indemnities provided under this Contract and shall be for the following minimum insurance coverage amounts: The coverage shall be in the amount of **\$2,000,000** for each occurrence and **\$3,000,000** general aggregate and shall include Products-Completed Operations Aggregate in the minimum amount of **\$2,000,000** per occurrence, Fire Damage (any one fire) in the minimum amount of **\$50,000**, and Medical Expense (any one person) in the minimum amount of **\$10,000**. All of the foregoing coverages must be carried and maintained at all times during this Contract.

Work covered by this Contract, and coverage will remain in force for a period of at least three (3) years after termination of the Contract.

18.1.2. Business Automobile Liability Insurance. If Contractor or any subcontractors will be using a motor vehicle in the performance of the Work herein, Contractor shall provide the City a certificate indicating that Contractor and its subcontractors have business automobile liability coverage for all owned, hired, and

18.1.3. Workers Compensation Insurance. Contractor, its subcontractors, and all employers providing work, labor, or materials under this Contract that are subject employers under the Oregon Workers Compensation Law shall comply with ORS 656.017, which requires them to provide workers compensation coverage that satisfies Oregon law for all their subject workers under ORS 656.126. Out-of-state employers must provide Oregon workers compensation coverage for their workers who

work at a single location within Oregon for more than thirty (30) days in a calendar year. Contractors who perform work without the assistance or labor of any employee need not obtain such coverage. This shall include Employer's Liability Insurance with coverage limits of not less than **\$500,000** each accident.

18.1.4. Insurance Carrier Rating. Coverages provided by Contractor and its subcontractors must be underwritten by an insurance company deemed acceptable by the City, with an AM Best Rating of A or better. The City reserves the right to reject all or any insurance carrier(s) with a financial rating that is unacceptable to the City.

18.1.5. Additional Insured and Termination Endorsements. The City will be named as an additional insured with respect to Contractor's liabilities hereunder in insurance coverages. Additional Insured coverage under Contractor's Commercial General Liability, Automobile Liability, and Excess Liability Policies, as applicable, will be provided by endorsement. Additional insured coverage shall be for both ongoing operations via ISO Form CG 2010 or its equivalent, and products and completed operations via ISO Form CG 2037 or its equivalent. Coverage shall be Primary and Non-Contributory. Waiver of Subrogation endorsement via ISO Form CG 2404 or its equivalent shall be provided. The following is included as additional insured: "The City of McMinnville, its elected and appointed officials, officers, agents, employees, and volunteers." An endorsement shall also be provided requiring the insurance carrier to give the City at least thirty (30) days' written notification of any termination or major modification of the insurance policies required hereunder. Contractor must be an additional insured on the insurance policies obtained by its subcontractors performing any of the Work contemplated under this Contract.

18.1.6. Certificates of Insurance. As evidence of the insurance coverage required by this Contract, Contractor shall furnish a Certificate of Insurance to the City. This Contract shall not be effective until the required certificates and the Additional Insured Endorsements have been received and approved by the City. Contractor agrees that it will not terminate or change its coverage during the term of this Contract without giving the City at least thirty (30) days' prior advance notice and Contractor will obtain an endorsement from its insurance carrier, in favor of the City, requiring the carrier to notify the City of any termination or change in insurance coverage, as provided above.

18.2. Primary Coverage. The coverage provided by these policies shall be primary, and any other insurance carried by the City is excess. Contractor shall be responsible for any deductible amounts payable under all policies of insurance. If insurance policies are "Claims Made" policies, Contractor will be required to maintain such policies in full force and effect throughout any warranty period.

Section 19. Bonding Requirements

19.1. Payment and Performance Bonds. No payment or performance bonds are required for this Contract.]

[INCLUDE IF PREVAILING WAGES REQUIRED:]

19.2. Public Works Bond. Pursuant to ORS 279C.830(2), before starting work on this Contract or any subcontract hereunder, Contractor and all subcontractors, unless exempt under ORS 279C.836(4), (7), (8), or (9), must have on file with the Construction Contractors Board a public works bond with a corporate surety authorized to do business in the State of Oregon in the minimum amount of **\$30,000**. The bond must provide that the Contractor or subcontractor will pay claims ordered by the Bureau of Labor and Industries to workers performing labor upon public works projects. The bond must be a continuing obligation, and the surety's liability for the aggregate of claims that may be payable from the bond may not exceed the penal sum of the bond. The bond must remain in effect continuously until depleted by claims paid under ORS 279C.836, unless the surety sooner cancels the bond. Contractor further certifies that Contractor will include in every subcontract a provision requiring a subcontractor to have a public works bond filed with the Construction Contractors Board before starting work on the Project, unless exempt under ORS 279C.836(4), (7), (8), or (9).

19.3. Bond Claims. Any notice of claim on a public works bond shall comply with the requirements of ORS 279C.605.

Section 20. Warranty

Warranties are as set forth in the City of McMinnville Special Provisions of the Contract Documents.

Section 21. Early Termination; Default

21.1. This Contract may be terminated prior to the expiration of the agreed upon terms:

21.1.1. By mutual written consent of the parties;

21.1.2. By the City, for any reason, and within its sole discretion, effective upon delivery of written notice to Contractor by mail or in person. The City retains the right to elect whether or not to proceed with actual construction of the Project; or

21.1.3. By the City if Contractor breaches this Contract and fails to cure the breach within ten (10) days of receipt of written notice of the breach from the City.

21.2. If the City terminates this Contract in whole or in part, due to default or failure of Contractor to perform Work in accordance with the Contract, the City may procure, upon reasonable terms and in a reasonable manner, services similar to those so terminated. In addition to any other remedies the City may have, both at law and in equity, for breach of contract, Contractor shall be liable for all costs and damages incurred by the City as a result of the default by Contractor, including, but not limited to all costs incurred by the City in procuring services from others as needed to complete this Contract. This Contract shall be in

full force to the extent not terminated by written notice from the City to Contractor. In the event of a default, the City will provide Contractor with written notice of the default and a period of ten (10) days to cure the default. If Contractor notifies the City that it wishes to cure the default but cannot, in good faith, do so within the ten (10) day cure period provided, then the City may elect, in its sole discretion, to extend the cure period to an agreed upon time period, or the City may elect to terminate this Contract and seek remedies for the default, as provided above.

21.3. If the City terminates this Contract for its own convenience not due to any default by Contractor, payment of Contractor shall be prorated to, and include the day of, termination and shall be in full satisfaction of all claims by Contractor against the City under this Contract.

21.4. Termination under any provision of this section shall not affect any right, obligation, or liability of Contractor or the City that accrued prior to such termination. Contractor shall surrender to the City items of work or portions thereof, referred to in **Section 29**, for which Contractor has received payment or the City has made payment.

Section 22. Suspension of Work

The City may suspend, delay, or interrupt all or any part of the Work for such time as the City deems appropriate for its own convenience by giving written notice thereof to Contractor. An adjustment in the time of performance or method of compensation shall be negotiated as a result of such delay or suspension, unless the reason for the delay was within Contractor's control. The City shall not be responsible for Work performed by any subcontractors after notice of suspension is given by the City to Contractor.

Section 23. Substantial Completion, Final Completion, and Liquidated Damages

23.1. Contractor's Project Manager and City's Project Manager shall conduct a final inspection of the Project when Contractor believes the Work is substantially complete and create a project corrections list ("punch list") of items to be completed before final payment will be made. Substantial Completion means that the Work is completed and irrigation systems are functional and may be utilized with only minor punch list items remaining that do not significantly impact public use. Unless otherwise agreed to, in writing, by both parties, the punch list items will be completed within thirty (30) days thereof, and then a final walk-through will occur to confirm all punch list items have been completed. Final payment will occur upon completion of all punch list items ("Final Completion") as determined by final acceptance by the City ("Final Acceptance"). Substantial Completion must occur on or before April 30, 2026 or liquidated damages will apply. The parties agree that delay damages can be significant but are often difficult to quantify and costly to litigate; therefore the Contractor and the City agree that the sums set forth below in **Section 25.4** and **Section 25.5** shall apply as liquidated damages for every day the Project is not completed beyond the Substantial Completion and Final Completion dates.

23.2. The City and Contractor recognize that time is of the essence of this Contract and that the City will suffer financial loss and public detriment if the Work is not substantially completed within the time specified in the paragraph above, plus any extensions thereof granted, in writing, by the City. Both parties also recognize the delays, expenses, and difficulties involved in proving in a legal proceeding the actual loss suffered by the City if the Work is not substantially completed on time. Accordingly, instead of requiring any such proof, the City and Contractor agree that, as liquidated damages for delay (but not as a penalty), Contractor shall pay the City the amounts listed below for each and every day that expires after the time specified for Substantial and Final Completion.

23.3. If Contractor shall neglect, fail, or refuse to complete the remaining Work on the punch list by the Final Completion date of May 31, 2025, or any written extension thereof granted by the City, Contractor shall pay the City Five Hundred Dollars (\$500) for each day that expires after the time specified above for the Work to reach Final Completion and be ready for final payment. Retainage will not be released before Final Completion is established.

23.4. The parties further agree that this amount of liquidated damages is a reasonable forecast of just compensation for the harm caused by any breach and that this harm is one which is impossible or very difficult to estimate. In addition to the liquidated damages above, Contractor shall reimburse the City for all costs incurred by the City for engineering, inspection, and project management services required beyond the time specified for Substantial Completion. Contractor shall also reimburse the City for all costs incurred for inspection and project management services required due to punch list items not completed within the time allotted for Final Completion. If Contractor fails to reimburse the City directly, the City will deduct the cost from Contractor's final pay request.

23.5. Contractor will not be responsible for liquidated damages or be deemed to be in default by reason of delays in performance due to circumstances beyond Contractor's reasonable control, including but not limited to strikes, lockouts, severe acts of nature, or actions of unrelated third parties not under Contractor's direction and control that would preclude any reasonable Contractor from performing the Work ("Force Majeure"). In the case of the happening of any Force Majeure event, the time for completion of the Work will be extended accordingly and proportionately by the City, in writing. Poor weather conditions, unless extreme, lack of labor, supplies, materials, or the cost of any of the foregoing shall not be deemed a Force Majeure event.

Section 24. Contract Modification; Change Orders

Any modification of the provisions of this Contract shall not be enforceable or binding unless reduced to writing and signed by both the City and Contractor. A modification is a written document, contemporaneously executed by the City and Contractor, which increases or decreases the cost to the City over the agreed Contract Sum in **Section 4** of this Contract, or changes or modifies the Scope of Work or the time for performance. In the event Contractor receives any communication of whatsoever nature from the City, which communication Contractor contends gives rise to any modification of this Contract, Contractor shall, within

five (5) days after receipt, make a written request for modification to the City's Project Manager in the form of a Change Order. Contractor's failure to submit such written request for modification in the form of a Change Order shall be the basis for refusal by the City to treat said communication as a basis for modification or to allow such modification. In connection with any modification to this Contract affecting any change in price, Contractor shall submit a complete breakdown of labor, material, equipment, and other costs. If Contractor incurs additional costs or devotes additional time on Project tasks, the City shall be responsible for payment of only those additional costs for which it has agreed to pay under a signed Change Order. To be enforceable, the Change Order must describe with particularity the nature of the change, any delay in time the Change Order will cause, or any increase or decrease in the Contract Sum. The Change Order must be signed and dated by both Contractor and the City before the Change Order may be implemented.

Section 25. Dispute Resolution

In the event of a dispute concerning performance of this Contract, the parties agree to meet to negotiate the problem. If such negotiation fails, the parties will mediate the dispute using a professional mediator, and the parties will split the cost. If the dispute cannot be resolved in either of the foregoing ways within thirty (30) days, either party may file suit in Yamhill County Circuit Court. In the alternative, at the City's election, the parties may follow the dispute resolution procedures found in the Special Provisions.

Section 26. Access to Records

The City shall have access, upon request, to such books, documents, receipts, papers, and records of Contractor as are directly pertinent to this Contract for the purpose of making audit, examination, excerpts, and transcripts during the term of this Contract and for a period of four (4) years after termination of the Contract, unless the City specifically requests an extension. This clause shall survive the expiration, completion, or termination of this Contract.

Section 27. Property of the City

27.1. Originals or certified copies of the original work forms, including but not limited to documents, drawings, tracings, surveying records, mylars, spreadsheets, charts, graphs, modeling, data generation, papers, diaries, inspection reports, and photographs, performed or produced by Contractor under this Contract shall be the exclusive property of the City and shall be delivered to the City prior to final payment. Any statutory or common law rights to such property held by Contractor as creator of such work shall be conveyed to the City upon request without additional compensation.

27.2. Contractor shall not be held liable for any damage, loss, increased expenses, or otherwise, caused by or attributed to the reuse by the City or its designees of all Work performed by Contractor pursuant to this Contract without the express written permission of Contractor.

Section 28. Notices

Any notice required or permitted under this Contract shall be in writing and shall be given when actually delivered in person or forty-eight (48) hours after having been deposited in the United States mail as certified or registered mail, addressed to the addresses set forth below, or to such other address as one party may indicate by written notice to the other party.

To City: City of McMinnville
Liz Fliszar, Park Maintenance Supervisor
230 NE Second Street
McMinnville, OR 97128

To Contractor: _____
Attn: _____

Section 29. Miscellaneous Provisions

29.1. Integration. This Contract, including all exhibits attached hereto, contains the entire and integrated agreement between the parties and supersedes all prior written or oral discussions, representations, or agreements. In case of conflict among these documents, the provisions of this Contract shall control.

29.2. Legal Effect and Assignment. This Contract shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, personal representatives, successors, and assigns. This Contract may be enforced by an action at law or in equity.

29.3. No Assignment. Contractor may not assign this Contract, nor delegate the performance of any obligations hereunder, unless agreed to in advance and in writing by the City.

29.4. Adherence to Law. This Contract shall be subject to, and Contractor shall adhere to, all applicable federal, state, and local laws (including the McMinnville Code and Public Works Standards), including but not limited to laws, rules, regulations, and policies concerning employer and employee relationships, workers compensation, and minimum and prevailing wage requirements. Any certificates, licenses, or permits that Contractor is required by law to obtain or maintain in order to perform the Work described in this Contract shall be obtained and maintained throughout the term of this Contract.

29.5. Governing Law. This Agreement shall be construed in accordance with and governed by the laws of the State of Oregon, regardless of any conflicts of laws. All contractual provisions required by ORS Chapters 279A, 279B, 279C, and related Oregon Administrative Rules to be included in public agreements are hereby incorporated by reference and shall become a part of this Agreement as if fully set forth herein.

29.6. Jurisdiction. Venue for any dispute will be in Yamhill County Circuit Court.

29.7. Legal Action/Attorney Fees. If a suit, action, or other proceeding of any nature whatsoever (including any proceeding under the U.S. Bankruptcy Code) is instituted in connection with any controversy arising out of this Contract or to interpret or enforce any rights or obligations hereunder, the prevailing party shall be entitled to recover attorney, paralegal, accountant, and other expert fees and all other fees, costs, and expenses actually incurred and reasonably necessary in connection therewith, as determined by the court or body at trial or on any appeal or review, in addition to all other amounts provided by law. If the City is required to seek legal assistance to enforce any term of this Contract, such fees shall include all of the above fees, whether or not a proceeding is initiated. Payment of all such fees shall also apply to any administrative proceeding, trial, and/or any appeal or petition for review.

29.8. Nonwaiver. Failure by either party at any time to require performance by the other party of any of the provisions of this Contract shall in no way affect the party's rights hereunder to enforce the same, nor shall any waiver by the party of the breach hereof be held to be a waiver of any succeeding breach or a waiver of this nonwaiver clause.

29.9. Severability. If any provision of this Contract is found to be void or unenforceable to any extent, it is the intent of the parties that the rest of the Contract shall remain in full force and effect, to the greatest extent allowed by law.

29.10. Modification. This Contract may not be modified except by written instrument executed by Contractor and the City.

29.11. Time of the Essence. Time is expressly made of the essence in the performance of this Contract.

29.12. Calculation of Time. Except where the reference is to business days, all periods of time referred to herein shall include Saturdays, Sundays, and legal holidays in the State of Oregon, except that if the last day of any period falls on any Saturday, Sunday, or legal holiday observed by the City, the period shall be extended to include the next day which is not a Saturday, Sunday, or legal holiday. Where the reference is to business days, periods of time referred to herein shall exclude Saturdays, Sundays, and legal holidays observed by the City. Whenever a time period is set forth in days in this Contract, the first day from which the designated period of time begins to run shall not be included.

29.13. Headings. Any titles of the sections of this Contract are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

29.14. Number, Gender and Captions. In construing this Contract, it is understood that, if the context so requires, the singular pronoun shall be taken to mean and include the plural, the masculine, the feminine and the neuter, and that, generally, all grammatical changes shall be made, assumed, and implied to individuals and/or corporations and partnerships. All captions and paragraph headings used herein are intended solely for convenience of reference and shall in no way limit any of the provisions of this Contract.

29.15. Good Faith and Reasonableness. The parties intend that the obligations of good faith and fair dealing apply to this Contract generally and that no negative inferences be drawn by the absence of an explicit obligation to be reasonable in any portion of this Contract. The obligation to be reasonable shall only be negated if arbitrariness is clearly and explicitly permitted as to the specific item in question, such as in the case of where this Contract gives the City “sole discretion” or the City is allowed to make a decision in its “sole judgment.”

29.16. Other Necessary Acts. Each party shall execute and deliver to the other all such further instruments and documents as may be reasonably necessary to carry out this Contract in order to provide and secure to the other parties the full and complete enjoyment of rights and privileges hereunder.

29.17. Interpretation. As a further condition of this Contract, the City and Contractor acknowledge that this Contract shall be deemed and construed to have been prepared mutually by each party and it shall be expressly agreed that any uncertainty or ambiguity existing therein shall not be construed against any party. In the event that any party shall take an action, whether judicial or otherwise, to enforce or interpret any of the terms of the contract, the prevailing party shall be entitled to recover from the other party all expenses which it may reasonably incur in taking such action, including attorney fees and costs, whether incurred in a court of law or otherwise.

29.18. Defined Terms. Capitalized terms not otherwise defined herein shall have the meaning given to them in the Request for Quotes and Contract Documents.

29.19. Entire Agreement. This Contract, all documents attached to this Contract, and all Contract Documents and laws and regulations incorporated by reference herein, represent the entire agreement between the parties.

29.20. Counterparts. This Contract may be executed in one or more counterparts, each of which shall constitute an original Contract but all of which together shall constitute one and the same instrument.

29.21. Authority. Each party signing on behalf of Contractor and the City hereby warrants actual authority to bind their respective party.

The Contractor and the City hereby agree to all provisions of this Contract.

CONTRACTOR:

CITY:

CITY OF McMINNVILLE

By: _____

By: _____

Print Name: _____

Print Name: _____

As Its: _____

As Its: _____

Employer I.D. No. _____

APPROVED AS TO FORM:

David Ligtenberg, City Attorney
City of McMinnville, Oregon

Quote Results

Linear Park Irrigation Renovations



September 11, 2025
Quotes Due: 12:00 pm

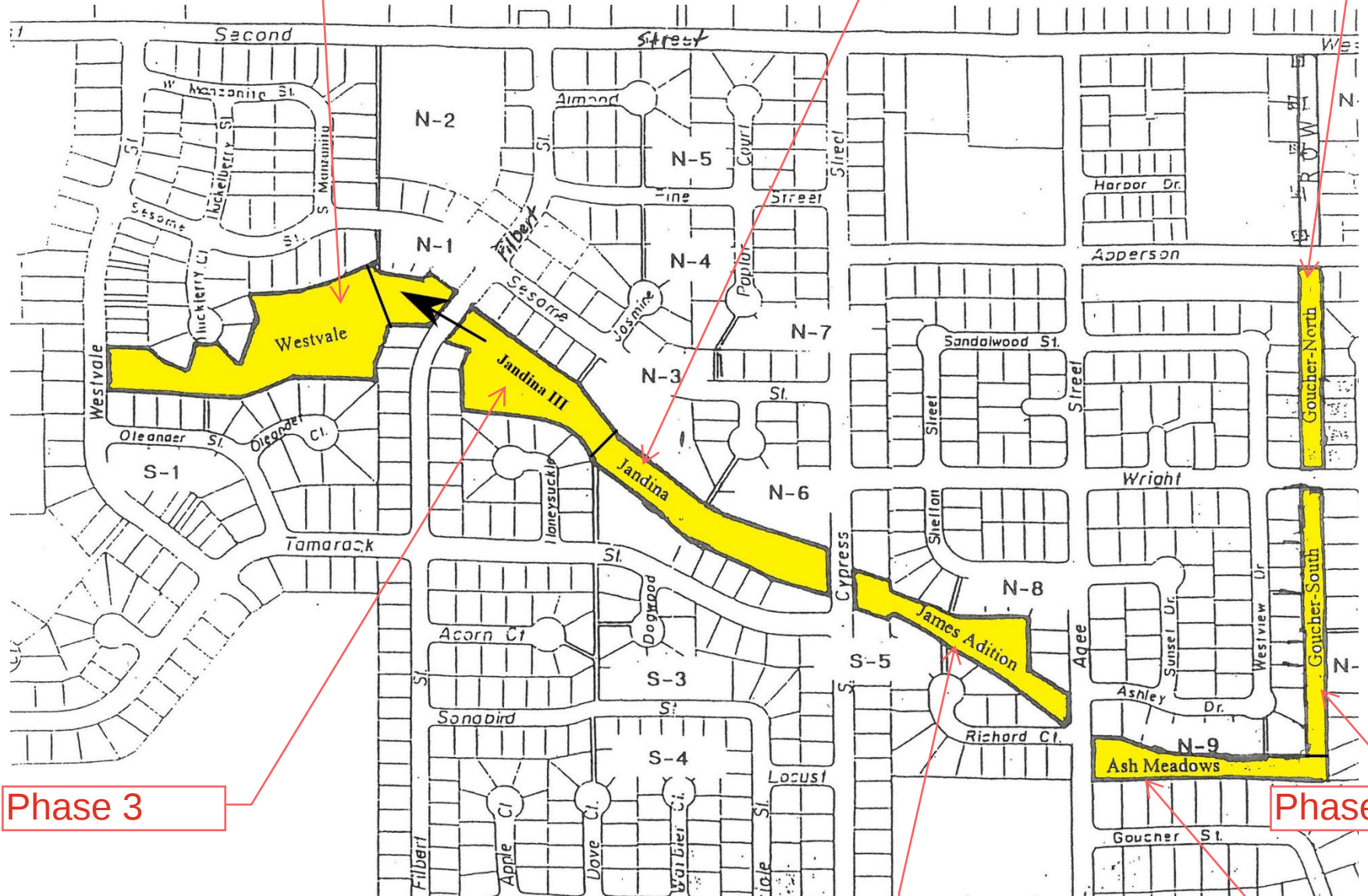
BIDDER NAME	BASE QUOTE AMOUNT- BASIS of AWARD	PHASES 2-8	TOTAL QUOTE AMOUNT	QUOTE SIGNED?	ADDENDA ACKNOLWEDGED?	BID BOND?	1ST TIER?
C & D Landscaping	\$52,686.00	\$45,210.00	\$97,896.00	X	X	NA	NA
Cascadia Landscaping-did not quote	\$	\$	\$			NA	NA
Fox Erosion Control-did not quote	\$	\$	\$				
Solitude Landscaping	\$56,501.00	\$28,516.00	\$85,017.00	X	X	NA	NA
AR Landscaping-did not quote	\$	\$	\$				
Oregon Sprinkler-did not quote	\$	\$	\$				
	\$	\$	\$				
	\$	\$	\$				
	\$	\$	\$				

Phase 2

Phase 4

Phase 6

EXHIBIT A: VICINITY MAP



Phase 3

Phase 5

Phase 8

Phase 7

Liquor License Recommendation

BUSINESS NAME / INDIVIDUAL: Oregon Wine Services & Storage LLC dbc: Wineshipping
BUSINESS LOCATION ADDRESS: 2803 NE Orchard AV
LIQUOR LICENSE TYPE: Distillery (for taxpaid bottled storage and delivery of distilled spirits)

Is the business at this location currently licensed by OLCC

☒ Yes ☐ No

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

Oregon Wine Services

Proposed business operations:

Tax paid bottles storage of distilled spirits

Tritech Records Management System Check: Yes ☒ No ☐

Criminal Records Check: Yes ☐ No ☒

Recommended Action: Approve ☒ Disapprove ☐

Scott Fessler, Captain

Chief of Police / Designee

City Manager / Designee



Local Government Recommendation – Liquor License

Per OAR 845-005-0304(3): The Commission requires an applicant for issuance of a new license issued under ORS chapter 471, to provide written notice of the application to the local government in the form of a complete, accurate, and legible Commission form.

The local government is as follows:

- (a) If the address of the premises proposed to be licensed is within a city's limits, the local government is the city.
- (b) If the address of the premises proposed to be licensed is not within a city's limits, the local government is the county.

INSTRUCTIONS:

Step 1: Applicant completes all of Section 1 (including top of Page 2).

Step 2: Applicant submits both pages of the form to the appropriate local government. NOTE: The local government may require additional forms and/or fees.

Step 3: Local government completes at least Section 2 and returns all pages of the form, or a copy thereof, to the applicant. The local government is allowed up to 45 days to complete Section 3.

Step 4: Applicant takes the form with at least Sections 1 and 2 completed and includes it with their CAMP application to meet the Local Government Recommendation document requirement. Submissions that do not have at least Sections 1 and 2 completed will not be accepted.

Step 5: The local government issues its final recommendation in Section 3 and returns the completed form to the applicant. If the applicant has already submitted their initial application via CAMP, they hold on to the final recommendation and provide it to their investigator, when requested. If they have not already submitted their application, they upload the fully completed Local Government Recommendation form with their initial application submission.

Applicants within the city of Portland ONLY: After completing the attached form, please follow these steps to complete the Local Government Recommendation process:

- Apply via the [City of Portland website](#).
- Once you have completed the application with the City of Portland, you will receive an email notifying you that your application has been accepted, usually within two business days. The email will contain an attachment titled "ABC Public Notice."
- Upload the ABC Public Notice document with your CAMP application to meet the Local Government Recommendation document requirement.

NOTE: This document only provides proof of submission. Once you receive your final recommendation from the City of Portland, you will need to provide that to your assigned OLCC investigator.



OREGON LIQUOR & CANNABIS COMMISSION
Local Government Recommendation – Liquor License

Annual Liquor License Types

Off-Premises Sales	Brewery-Public House
Limited On-Premises Sales	Brewery
Full On-Premises, Caterer	Distillery
Full On-Premises, Commercial	Grower Sales Privilege
Full On-Premises, For Profit Private Club	Winery
Full On-Premises, Non Profit Private Club	Wholesale Malt Beverage & Wine
Full On-Premises, Other Public Location	Warehouse
Full On-Premises, Public Passenger Carrier	

Section 1 – Submission – To be completed by Applicant:

License Information

Legal Entity/Individual Applicant Name(s): Oregon Wine Services and Storage, LLC

Proposed Trade Name: Wineshipping

Premises Address: 2803 NE Orchard Ave.

Unit:

City: McMinnville

County: Yamhill

Zip: 97128-9378

Application Type: ☒ New License Application ☐ Change of Ownership ☐ Change of Location

License Type: Distillery (for taxpaid bottled storage and delivery of distilled spirits) ☐ Additional Location for an Existing License

Oregon Wine Services and Storage, LLC has been issued a Warehouse license at this location.

Application Contact Information

Contact Name: Linda Gago-Seco, Paralegal

Phone: [REDACTED]

Mailing Address: [REDACTED]

City: San Francisco

State: CA

Zip: 94105

Email Address: [REDACTED]

Business Details

Please check all that apply to your proposed business operations at this location:

- ☐ Manufacturing/Production taxpaid bottled storage of distilled spirits
- ☐ Retail Off-Premises Sales
- ☐ Retail On-Premises Sales & Consumption

If there will be On-Premises Consumption at this location:

- ☐ Indoor Consumption ☐ Outdoor Consumption

- ☐ Proposing to Allow Minors

Section 1 continued on next page



Local Government Recommendation – Liquor License

Section 1 Continued – Submission - To be completed by Applicant:

Legal Entity/Individual Applicant Name(s): Oregon Wine Services and Storage, LLC

Proposed Trade Name: Wineshipping

IMPORTANT: You MUST submit this form to the local government PRIOR to submitting to OLCC.
Section 2 must be completed **by the local government** for this form to be accepted
with your CAMP application.

Section 2 – Acceptance - To be completed by Local Government:

Local Government Recommendation Proof of Acceptance

After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name: McMinnville

Optional Date Received Stamp

Date Application Received: October 1, 2025

Received by: Tim Symons

Section 3 – Recommendation - To be completed by Local Government:

- ☐ **Recommend this license be granted**
- ☐ **Recommend this license be denied** (Please include documentation that meets [OAR 845-005-0308](#))
- ☐ **No Recommendation/Neutral**

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.



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

STAFF REPORT

DATE: October 16, 2025
TO: Adam Garvin, Interim City Manager
CC: Geoffrey Hunsaker, Public Works Director
James Lofton, City Engineer
Leland Koester, Wastewater Services Manager
FROM: Matt Bernards, Project Manager
SUBJECT: Manhole Rehabilitation Services Contract Award

Report in Brief:

This action is the consideration of a resolution to award a Goods & Services Contract in the amount of up to \$100,000.00 per year over a three-year contract, for a contract total of \$300,000.00, to Underground Tech, Inc for the Manhole Rehabilitation Services project, Project 2025-6.

Background:

In a continuing effort to reduce the amount of infiltration into the sanitary sewer system and reduce the chance of Sanitary Sewer Overflows (SSO's), the City is looking to contract the rehabilitation of sanitary sewer manholes within our conveyance system. The Scope of Work entails removing failing grout, rechanneling manholes, stopping infiltration, and coating the interior of manholes in need of repair. City staff decided to advertise and award the contract on a Qualification Based Selection (QBS) to ensure the workmanship performed within the contract will be of high quality and meet an extended warranty requirement.

Discussion:

On September 25, 2025, four proposals were submitted for review. The proposals were evaluated by City staff and the top three proposers were interviewed, as their scores were close. On Thursday, October 16, 2025, Underground Tech, Inc. was chosen by staff as the most qualified contractor.

Attachments:

1. Resolution 2025-61
2. Manhole rehabilitation Services Scoring Matrix
3. Construction Contract

Fiscal Impact:

Project funding is included in the FY25-26 Wastewater Services Fund (75-78-320.9110-05) budget for the projected work. Funds would need to be included in future fiscal budgets for Council consideration during the term of this contract.

Recommendation:

Staff recommends that the City Council adopt the attached resolution awarding the Goods & Services Contract for the Manhole rehabilitation Services project, Project 2025-6 to Underground Tech, Inc.

RESOLUTION NO. 2025 - 61

A Resolution authorizing the City Manager to execute a contract for the Manhole Rehabilitation Services project, Project 2025-6, with Underground Tech, Inc.

RECITALS:

Whereas, in a continuing effort to reduce the amount of infiltration into the sanitary sewer system and reduce the chance of Sanitary Sewer Overflows (SSOs), the City is looking to contract with an outside party for the rehabilitation of sanitary sewer manholes within our conveyance system; and

Whereas, on September 25, 2025, four proposals were received by the City, which were then reviewed and evaluated by City staff; and

Whereas, on Thursday, October 16, 2025, Underground Tech, Inc. was identified by City staff as the most qualified contractor; and

Whereas, project funding is included in the proposed FY25-26 Wastewater Services Fund (75-78-320.9110-05) budget for the projected work.

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

1. That entry into a Goods & Services Contract with Underground Tech, Inc. in the amount of \$300,000.00 over three years for the Manhole Rehabilitation Services project, Project 2025-6, is hereby approved.
2. That the City Manager is hereby authorized and directed to execute the Goods & Services Contract.
3. That this resolution shall take effect immediately upon passage and shall continue in full force and effect until revoked or replaced.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 28th day of October, 2025, by the following votes:

Ayes: _____

Nays: _____

Approved this 28th day of October 2025.

MAYOR

Approved as to form:

Attest:

City Attorney

City Recorder

Manhole Rehabilitation Services RFP, October 2025

			Score		Score		Score	
Contractor Name	Average Total Score	Project Understanding		Project Approach		Proposer's Experience		NOTES
Lawson Corp	43.25	MAXIMUM 20 POINTS	8.25	MAXIMUM 50 POINTS	22.5	MAXIMUM 30 POINTS	12.5	
Molecular	77.5	MAXIMUM 20 POINTS	16	MAXIMUM 50 POINTS	40.25	MAXIMUM 30 POINTS	21.25	
Pro-Vac	72.5	MAXIMUM 20 POINTS	16	MAXIMUM 50 POINTS	34.5	MAXIMUM 30 POINTS	22	
Underground Tech	79.75	MAXIMUM 20 POINTS	16.25	MAXIMUM 50 POINTS	42.25	MAXIMUM 30 POINTS	21.25	

Total score is out of 100 points

CITY OF McMinnville
GOODS AND SERVICES CONTRACT
MANHOLE REHABILITATION SERVICES
PROJECT 2025-6

This Goods and Services Contract (“Contract”) for the Manhole Rehabilitation Services Project (“Project”) is made and entered into on this _____ day of _____ 2025 (“Effective Date”) by and between the **City of McMinnville**, a municipal corporation of the State of Oregon (hereinafter referred to as the “City”), and **Underground Tech, Inc.**, an Oregon corporation (hereinafter referred to as “Contractor”).

RECITALS

WHEREAS, the City requires services which Contractor is capable of providing, under terms and conditions hereinafter described; and

WHEREAS, Contractor represents that Contractor is qualified to perform the services described herein on the basis of specialized experience and technical expertise; and

WHEREAS, Contractor is prepared to provide such services, as the City does hereinafter require.

NOW, THEREFORE, in consideration of these mutual promises and the terms and conditions set forth herein, the parties agree as follows:

AGREEMENT

Section 1. Scope of Work

Contractor will perform the Manhole Rehabilitation Services, as more particularly described in the Scope of Work for the Project, attached hereto as **Exhibit A** and incorporated by reference herein (the “Work”). The City will give the Contractor a list of manholes with the rehabilitation needs included, the Contractor will provide costs for the Work required, and the City will issue a Task Order to authorize the Work to be completed, the form of which is attached hereto as **Exhibit B**.

Section 2. Term

The term of this Contract shall be from the Effective Date for a period of three (3) years (“Term”) or until the Compensation Amount is exhausted, whichever occurs first, unless earlier terminated in accordance herewith or an extension of time is agreed to, in writing, by the City. Contractor shall diligently perform the Work according to the requirements identified in the Scope of Work and Task Order. The City reserves the right to extend the Contract for a period of up to two (2) years in one (1)-year increments. Such 1-year extensions shall be in writing with terms acceptable to both parties.

Section 3. Contract Sum/Project Scope

3.1. Except as otherwise set forth in this **Section 3**, the City agrees to pay Contractor a not-to-exceed amount of ONE HUNDRED THOUSAND DOLLARS (\$100,000.00) per Fiscal Year, for a total of THREE HUNDRED THOUSAND DOLLARS (\$300,000.00), for performance of the Work ("Contract Sum"). Any compensation in excess of the Contract Sum will require an express written Change Order between the City and Contractor.

3.2. Contractor's Contract Sum is all inclusive and includes, but is not limited to, all work-related costs, expenses, salaries or wages, plus fringe benefits and contributions, including payroll taxes, workers compensation insurance, liability insurance, profit, pension benefits, and all other contributions and benefits, office expenses, travel expenses, mileage, and all other indirect and overhead charges.

3.3. Contractor will be paid for Work upon completion of the Work and within thirty (30) days of receipt of an itemized invoice, unless the City disputes such invoice. In that instance, the undisputed portion of the invoice will be paid by the City within the above timeframe. The City will set forth its reasons for the disputed claim amount and make good faith efforts to resolve the invoice dispute with Contractor as promptly as is reasonably possible.

Section 4. Prevailing Wages

This is a Contract for a Public Works Project, subject to ORS 279C.800 to 279C.870. Therefore, not less than the current applicable state prevailing wage must be paid on this Project. Wage rates for this project are those published by the Bureau of Labor and Industries (BOLI), effective July 1, 2021, and all subsequent amendments. The BOLI prevailing wage rate for public works contracts can be found at the following website: http://www.oregon.gov/boli/WHI/PWR/Pages/pwr_state.aspx. Because this is a public works contract subject to payment of prevailing wages, each worker in each trade or occupation employed in the performance of the Work, either by Contractor, a subcontractor, or other person doing or contracting to do, or contracting for the whole or any part of the Work, must be paid not less than the applicable state prevailing wage for an hour's work in the same trade or occupation in the locality where such labor is performed, in accordance with ORS 279C.838 and 279C.840, if applicable. Contractor must comply with all public contracting wages required by law. Contractor and any subcontractor, or their sureties, shall file a certificate of rate of wage as required by ORS 279C.845. If the City determines at any time that the prevailing rate of wages has not been or is not being paid as required herein, it may retain from the moneys due to Contractor an amount sufficient to make up the difference between the wages actually paid and the prevailing rate of wages, and may also cancel the Contract for breach. Contractor shall be liable to the workers affected for failure to pay the required rate of wage, including all fringe benefits under ORS 279C.840(5). Contractor must include a contract provision in compliance with this paragraph in every subcontract and shall require each subcontractor to include it in subcontract(s).

Section 5. City's Rights and Responsibilities

5.1. The City will designate a Project Manager to facilitate day-to-day communication between Contractor and the City, including timely receipt and processing of invoices, requests for information, and general coordination of City staff to support the Project.

5.2. Award of this Contract is subject to budget appropriation. Funds are approved for each Fiscal Year. If not completed within the fiscal year, funds may not be appropriated for the next fiscal year. The City also reserves the right to terminate this Contract early, as described in **Section** Error! Reference source not found..

Section 6. Project Managers

The City's Project Manager is Matt Bernards. Contractor's Project Manager is Doug Troyer.

Section 7. Subcontractors and Assignments

Contractor shall not subcontract with others for any of the Work prescribed herein. Contractor shall not assign any of Contractor's rights acquired hereunder without obtaining prior written approval from the City, which approval may be granted or denied in the City's sole discretion.

Section 8. Contractor Is Independent Contractor

Except as otherwise mandated by state law, the performance of Work under this Contract is at Contractor's sole risk. All damages or loss to Work, equipment, or materials incurred during the performance of the Work shall be at Contractor's sole risk. Contractor is an independent contractor for all purposes and shall be entitled to no compensation other than the Contract Sum provided for under **Section 3** of this Contract. Contractor will be solely responsible for determining the manner and means of accomplishing the end result of Contractor's Work. The City does not have the right to control or interfere with the manner or method of accomplishing said Work. The City, however, will have the right to specify and control the results of Contractor's Work so such Work meets the requirements of the Project.

Section 9. Contractor's Responsibilities

9.1. Contractor must comply with all applicable Oregon and federal wage and hour laws. Contractor shall make all required workers compensation and medical care payments on time. Contractor shall be fully responsible for payment of all employee withholdings required by law, including but not limited to taxes, including payroll, income, Social Security (FICA), and Medicaid. Contractor shall also be fully responsible for payment of salaries, benefits, taxes, Industrial Accident Fund contributions, and all other charges on account of any employees. Contractor shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.

9.2. No person shall be discriminated against by Contractor in the performance of this Contract on the basis of sex, gender, race, color, creed, religion, marital status, age, disability,

sexual orientation, gender identity, or national origin. Any violation of this provision shall be grounds for cancellation, termination, or suspension of the Contract, in whole or in part, by the City. Contractor shall comply with all federal, state, and local laws, regulations, executive orders, and ordinances applicable to the Contract or to the implementation of the Project. Without limiting the generality of the foregoing, Contractor expressly agrees to comply with the following laws, regulations, and executive orders to the extent they are applicable to the Contract or the implementation of the Project: (a) all applicable requirements of state civil rights and rehabilitation statutes, rules, and regulations; (b) Titles VI and VII of the Civil Rights Act of 1964, as amended; (c) Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; (d) the Americans with Disabilities Act of 1990, as amended, and ORS 659A.142; (e) Executive Order 11246, as amended; (f) the Health Insurance Portability and Accountability Act of 1996; (g) the Age Discrimination in Employment Act of 1967, as amended, and the Age Discrimination Act of 1975, as amended; (h) the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended; (i) all regulations and administrative rules established pursuant to the foregoing laws; and (j) all other applicable requirements of federal civil rights and rehabilitation statutes, rules, and regulations.

9.3. Contractor shall make payment promptly, as due, to all parties supplying to such Contractor labor or material for the prosecution of the Work provided for in the Contract.

9.4. Contractor shall make payment promptly, as due, to any party furnishing medical, surgical, hospital, or other needed care and attention, incident to sickness or injury, to the employees of Contractor, of all sums which Contractor agreed to pay or collected or deducted from the wages of employees pursuant to any law, contract, or agreement for the purpose of providing payment for such service.

9.5. With certain exceptions listed below, Contractor shall not require or permit any person to work more than ten (10) hours in any one (1) day, or forty (40) hours in any one (1) week, except in case of necessity, emergency, or where public policy requires it, and in such cases the person shall be paid at least time and a half for:

9.5.1. All overtime in excess of eight (8) hours in any one (1) day or forty (40) hours in any one (1) week when the work week is five (5) consecutive days, Monday through Friday; or

9.5.2. All overtime in excess of ten (10) hours in any one (1) day or forty (40) hours in any one (1) week when the work week is four (4) consecutive days, Monday through Friday; and

9.5.3. All work performed on the days specified in ORS 279B.020(1)(b) for public contracts.

9.6. Contractor must give notice to employees who work on a public contract, in writing, either at the time of hire or before commencement of Work on the Contract, or by posting a notice in a location frequented by employees, of the number of hours per day and days per week that the employees may be required to work.

9.7. The hourly rate of wage to be paid by any Contractor to employed workers or other persons doing or contracting to do all or part of the work contemplated by a public contract shall be not less than the applicable wage required by law.

9.8. Contractor, and all employers working under the Contract, are subject employers under the Oregon Workers Compensation Law and shall comply with ORS 656.017 unless otherwise exempt under ORS 656.126.

9.9. In the performance of this Contract, Contractor shall comply with all applicable federal, state, and local laws and regulations, including but not limited to those dealing with the prevention of environmental pollution and the preservation of natural resources (and avoidance of natural resource damages) in the performance of the Contract, including but not limited to ORS 279C.525. If new or amended statutes, ordinances, or regulations are adopted, or Contractor encounters a condition not referred to in this Contract, not caused by Contractor, and that was not discoverable by reasonable site inspection, which requires compliance with federal, state, or local laws or regulations dealing with the preservation of the environment, both the City and Contractor shall have all the rights and obligations set forth in ORS 279C.525.

9.10. Contractor shall be liable for any fine imposed against Contractor, the City or the 'Project' as a result of a violation of any laws or permitting requirements by Contractor or any suppliers.

Section 10. Indemnity

10.1. Indemnification. Contractor acknowledges responsibility for liability arising out of the performance of this Contract, and shall defend, indemnify, and hold the City harmless from any and all liability, settlements, loss, costs, and expenses in connection with any action, suit, or claim resulting or allegedly resulting from Contractor's negligent acts, omissions, errors, or willful or reckless misconduct pursuant to this Contract, or from Contractor's failure to perform its responsibilities as set forth in this Contract. The review, approval, or acceptance by the City, its Project Manager, or any City employee of documents or other work performed, prepared, or submitted by Contractor shall not be considered a negligent act, error, omission, or willful misconduct on the part of the City, and none of the foregoing shall relieve Contractor of its responsibility to perform in full conformity with the City's requirements, as set forth in this Contract, and to indemnify the City as provided above and to reimburse the City for any and all costs and damages suffered by the City as a result of Contractor's negligent performance of this Contract, failure of performance hereunder, violation of state or federal laws, or failure to adhere to the standards of performance and care described in **Subsection 10.2**. Contractor shall defend the City (using legal counsel reasonably acceptable to the City) against any claim that alleges negligent acts, omissions, errors, or willful or reckless misconduct by Contractor. As used herein, the term "Contractor" applies to Contractor and its own agents, employees, and suppliers.

10.2. Standard of Care. In the performance of the Work, Contractor agrees to use at least that degree of care and skill exercised under similar circumstances by reputable members of Contractor's profession practicing in the Portland metropolitan area. Contractor will re-perform any Work not meeting this standard without additional compensation. Contractor's re-

performance of any Work, even if done at the City's request, shall not be considered as a limitation or waiver by the City of any other remedies or claims it may have arising out of Contractor's failure to perform in accordance with the applicable standard of care of this Contract and within the prescribed timeframe.

Section 11. Insurance

11.1. Insurance Requirements. Contractor must maintain insurance coverage acceptable to the City in full force and effect throughout the term of this Contract. Such insurance shall cover all risks arising directly or indirectly out of Contractor's activities or work hereunder. The amount of insurance carried is in no way a limitation on Contractor's liability hereunder. The policy or policies of insurance maintained by Contractor shall provide at least the following minimum limits and coverages at all times during performance of this Contract:

11.1.1. Commercial General Liability Insurance. Contractor shall obtain, at Contractor's expense, and keep in effect during the term of this Contract, comprehensive Commercial General Liability Insurance covering Bodily Injury and Property Damage, written on an "occurrence" form policy. This coverage shall include broad form Contractual Liability insurance for the indemnities provided under this Contract and shall be for the following minimum insurance coverage amounts: The coverage shall be in the amount of **\$2,000,000** for each occurrence and **\$3,000,000** general aggregate and shall include Products-Completed Operations Aggregate in the minimum amount of **\$2,000,000** per occurrence, Fire Damage (any one fire) in the minimum amount of **\$50,000**, and Medical Expense (any one person) in the minimum amount of **\$10,000**. All of the foregoing coverages must be carried and maintained at all times during this Contract.

11.1.2. Business Automobile Liability Insurance. If Contractor will be using a motor vehicle in the performance of the Work herein, Contractor shall provide the City a certificate indicating that Contractor has business automobile liability coverage for all owned, hired, and non-owned vehicles. The Combined Single Limit per occurrence shall not be less than **\$2,000,000**.

11.1.3. Workers Compensation Insurance. Contractor and all employers providing work, labor, or materials under this Contract that are subject employers under the Oregon Workers Compensation Law shall comply with ORS 656.017, which requires them to provide workers compensation coverage that satisfies Oregon law for all their subject workers under ORS 656.126. Out-of-state employers must provide Oregon workers compensation coverage for their workers who work at a single location within Oregon for more than thirty (30) days in a calendar year. Contractors who perform work without the assistance or labor of any employee need not obtain such coverage. This shall include Employer's Liability Insurance with coverage limits of not less than **\$500,000** each accident.

11.1.4. Insurance Carrier Rating. Coverages provided by Contractor must be underwritten by an insurance company deemed acceptable by the City, with an AM Best

Rating of A or better. The City reserves the right to reject all or any insurance carrier(s) with a financial rating that is unacceptable to the City.

11.1.5. Additional Insured & Termination Endorsements. Additional Insured coverage under Contractor's Commercial General Liability, Automobile Liability, and Excess Liability Policies, as applicable, will be provided by endorsement. Additional insured coverage shall be for both ongoing operations via ISO Form CG 2010 or its equivalent, and products and completed operations via ISO Form CG 2037 or its equivalent. Coverage shall be Primary and Non-Contributory. Waiver of Subrogation endorsement via ISO Form CG 2404 or its equivalent shall be provided. The following is included as additional insured: "The City of McMinnville, its elected and appointed officials, officers, agents, employees, and volunteers." An endorsement shall also be provided requiring the insurance carrier to give the City at least thirty (30) days' written notification of any termination or major modification of the insurance policies required hereunder.

11.1.6. Certificates of Insurance. As evidence of the insurance coverage required by this Contract, Contractor shall furnish a Certificate of Insurance to the City. This Contract shall not be effective until the required certificates and the Additional Insured Endorsements have been received and approved by the City. Contractor agrees that it will not terminate or change its coverage during the term of this Contract without giving the City at least thirty (30) days' prior advance notice and Contractor will obtain an endorsement from its insurance carrier, in favor of the City, requiring the carrier to notify the City of any termination or change in insurance coverage, as provided above.

11.2. Primary Coverage. The coverage provided by these policies shall be primary, and any other insurance carried by the City is excess. Contractor shall be responsible for any deductible amounts payable under all policies of insurance. If insurance policies are "Claims Made" policies, Contractor will be required to maintain such policies in full force and effect throughout any warranty period.

Section 12. Warranty

12.1. In addition to, and not in lieu of, any other warranties provided by various manufacturers and suppliers, Contractor fully warrants all Work and materials for a period of three (3) years from the date of Final Acceptance of the Work and shall make all necessary repairs and replacements to remedy, in a manner satisfactory to the City's Project Manager and at no cost to the City, any and all defects, breaks, or failures of the Work or materials occurring within three (3) years following the date of completion due to faulty or inadequate materials or workmanship. Repair of damage or disturbances to other improvements under, within, or adjacent to the Work, whether or not caused by settling, washing, or slipping, when such damage or disturbance is caused, in whole or in part, from activities of Contractor in performing his/her duties and obligations under this Contract, is also covered by the warranty when such defects or damage occur within the warranty period. The three (3) year warranty period shall, with relation to such required repair, be extended one (1) year from the date of completion of such repair.

12.2. Contractor warrants to the City that any materials and equipment furnished under this Contract will be new and of good quality, unless otherwise required or permitted by the City's Project Manager, that the Services will be free from defects, and that the Services will conform to the requirements of this Contract. Services not conforming to these requirements, including substitutions not properly approved and authorized in writing by the City, may be considered defective.

Section 13. Suspension

The City may suspend, delay, or interrupt all or any part of the Services for such time as the City deems appropriate for its own convenience by giving written notice thereof to Contractor. An adjustment in the time of performance or method of compensation shall be negotiated as a result of such delay or suspension, unless the reason for the delay was within Contractor's control.

Section 14. Early Termination; Default

14.1. This Contract may be terminated prior to the expiration of the agreed upon terms:

14.1.1. By mutual written consent of the parties;

14.1.2. By the City, for any reason, and within its sole discretion, effective upon delivery of written notice to Contractor by mail or in person; or

14.1.3. By Contractor, effective upon seven (7) days' prior written notice, in the event of substantial failure by the City to perform in accordance with the terms through no fault of Contractor, where such default is not cured within the seven (7) day period by the City. Withholding of disputed payment is not a default by the City.

14.2. If the City terminates this Contract in whole or in part, due to default or failure of Contractor to perform Work in accordance with the Contract, the City may procure, upon reasonable terms and in a reasonable manner, services similar to those so terminated. In addition to any other remedies the City may have, both at law and in equity, for breach of contract, Contractor shall be liable for all costs and damages incurred by the City as a result of the default by Contractor, including, but not limited to all costs incurred by the City in procuring services from others as needed to complete this Contract. This Contract shall be in full force to the extent not terminated by written notice from the City to Contractor. In the event of a default, the City will provide Contractor with written notice of the default and a period of three (3) days to cure the default. If Contractor notifies the City that it cannot, in good faith, do so within the three (3) day cure period provided, then the City may elect, in its sole discretion, to extend the cure period to an agreed upon time period, or the City may elect to terminate this Contract and seek remedies for the default, as provided above.

14.3. If the City terminates this Contract for its own convenience not due to any default by Contractor, payment of Contractor shall be prorated to, and include the day of, termination and shall be in full satisfaction of all claims by Contractor against the City under this Contract.

14.4. Termination under any provision of this **Section Error! Reference source not found.** shall not affect any right, obligation, or liability of Contractor or the City that accrued prior to such termination. Contractor shall surrender to the City items of work or portions thereof, for which Contractor has received payment or the City has made payment.

Section 15. Contract Modification; Change Orders

Any modification of the provisions of this Contract shall not be enforceable or binding unless reduced to writing and signed by both the City and Contractor.

Section 16. Notices

Any notice required or permitted under this Contract shall be in writing and shall be given when actually delivered in person or forty-eight (48) hours after having been deposited in the United States mail as certified or registered mail, addressed to the addresses set forth below, or to such other address as one party may indicate by written notice to the other party.

To City: City of McMinnville
 Attn: Matt Bernards
 231 NE Fifth Street
 McMinnville, OR 97128

To Contractor: Underground Tech, Inc.
 Attn: Doug Troyer
 1901 Strawberry Lane
 Lebanon, OR 97355

Section 17. Miscellaneous Provisions

17.1. Integration. This Contract, including all exhibits attached hereto, contains the entire and integrated agreement between the parties and supersedes all prior written or oral discussions, representations, or agreements. In case of conflict among these documents, the provisions of this Contract shall control.

17.2. Legal Effect and Assignment. This Contract shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, personal representatives, successors, and assigns. This Contract may be enforced by an action at law or in equity.

17.3. No Assignment. Contractor may not assign this Contract, nor delegate the performance of any obligations hereunder, unless agreed to in advance and in writing by the City.

17.4. Adherence to Law. This Contract shall be subject to, and Contractor shall adhere to, all applicable federal, state, and local laws (including the McMinnville Code and Public Works Standards), including but not limited to laws, rules, regulations, and policies concerning employer and employee relationships, workers compensation, and minimum and prevailing wage requirements. Any certificates, licenses, or permits that Contractor is required by law to obtain

or maintain in order to perform the Work described in this Contract shall be obtained and maintained throughout the term of this Contract.

17.5. Governing Law. This Contract shall be construed in accordance with and governed by the laws of the State of Oregon, regardless of any conflicts of laws. All contractual provisions required by ORS Chapters 279A, 279B, 279C, and related Oregon Administrative Rules to be included in public agreements are hereby incorporated by reference and shall become a part of this Contract as if fully set forth herein.

17.6. Jurisdiction. Venue for any dispute will be in Yamhill County Circuit Court.

17.7. Legal Action/Attorney Fees. If a suit, action, or other proceeding of any nature whatsoever (including any proceeding under the U.S. Bankruptcy Code) is instituted in connection with any controversy arising out of this Contract or to interpret or enforce any rights or obligations hereunder, the prevailing party shall be entitled to recover attorney, paralegal, accountant, and other expert fees and all other fees, costs, and expenses actually incurred and reasonably necessary in connection therewith, as determined by the court or body at trial or on any appeal or review, in addition to all other amounts provided by law. If the City is required to seek legal assistance to enforce any term of this Contract, such fees shall include all of the above fees, whether or not a proceeding is initiated. Payment of all such fees shall also apply to any administrative proceeding, trial, and/or any appeal or petition for review.

17.8. Nonwaiver. Failure by either party at any time to require performance by the other party of any of the provisions of this Contract shall in no way affect the party's rights hereunder to enforce the same, nor shall any waiver by the party of the breach hereof be held to be a waiver of any succeeding breach or a waiver of this nonwaiver clause.

17.9. Severability. If any provision of this Contract is found to be void or unenforceable to any extent, it is the intent of the parties that the rest of the Contract shall remain in full force and effect, to the greatest extent allowed by law.

17.10. Modification. This Contract may not be modified except by written instrument executed by Contractor and the City.

17.11. Time of the Essence. Time is expressly made of the essence in the performance of this Contract.

17.12. Calculation of Time. Except where the reference is to business days, all periods of time referred to herein shall include Saturdays, Sundays, and legal holidays in the State of Oregon, except that if the last day of any period falls on any Saturday, Sunday, or legal holiday observed by the City, the period shall be extended to include the next day which is not a Saturday, Sunday, or legal holiday. Where the reference is to business days, periods of time referred to herein shall exclude Saturdays, Sundays, and legal holidays observed by the City. Whenever a time period is set forth in days in this Contract, the first day from which the designated period of time begins to run shall not be included.

17.13. Headings. Any titles of the sections of this Contract are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

17.14. Number, Gender and Captions. In construing this Contract, it is understood that, if the context so requires, the singular pronoun shall be taken to mean and include the plural, the masculine, the feminine and the neuter, and that, generally, all grammatical changes shall be made, assumed, and implied to individuals and/or corporations and partnerships. All captions and paragraph headings used herein are intended solely for convenience of reference and shall in no way limit any of the provisions of this Contract.

17.15. Good Faith and Reasonableness. The parties intend that the obligations of good faith and fair dealing apply to this Contract generally and that no negative inferences be drawn by the absence of an explicit obligation to be reasonable in any portion of this Contract. The obligation to be reasonable shall only be negated if arbitrariness is clearly and explicitly permitted as to the specific item in question, such as in the case of where this Contract gives the City “sole discretion” or the City is allowed to make a decision in its “sole judgment.”

17.16. Other Necessary Acts. Each party shall execute and deliver to the other all such further instruments and documents as may be reasonably necessary to carry out this Contract in order to provide and secure to the other parties the full and complete enjoyment of rights and privileges hereunder.

17.17. Interpretation. As a further condition of this Contract, the City and Contractor acknowledge that this Contract shall be deemed and construed to have been prepared mutually by each party and it shall be expressly agreed that any uncertainty or ambiguity existing therein shall not be construed against any party. In the event that any party shall take an action, whether judicial or otherwise, to enforce or interpret any of the terms of the contract, the prevailing party shall be entitled to recover from the other party all expenses which it may reasonably incur in taking such action, including attorney fees and costs, whether incurred in a court of law or otherwise.

17.18. Entire Agreement. This Contract, all documents attached to this Contract, and all Contract Documents and laws and regulations incorporated by reference herein represent the entire agreement between the parties.

17.19. Counterparts. This Contract may be executed in one or more counterparts, each of which shall constitute an original Contract but all of which together shall constitute one and the same instrument.

17.20. Authority. Each party signing on behalf of Contractor and the City hereby warrants actual authority to bind their respective party.

The Contractor and the City hereby agree to all provisions of this Contract.

CONTRACTOR:

UNDERGROUND TECH, INC.

CITY:

CITY OF McMINNVILLE

By: _____

Print Name: _____

As Its: _____

Employer I.D. No. _____

By: _____

Print Name: _____

As Its: _____

APPROVED AS TO FORM:

David Ligtenberg, City Attorney
City of McMinnville, Oregon

Exhibit A

Scope of Work

Manhole Rehabilitation Services

- The City will provide the Contractor with a list of manholes with the rehabilitation needs included, which may include, but not be limited to:
 - 1) Removing loose and/or failing grout
 - 2) Rechanneling manholes using concrete as much as possible. If using grout, follow the manufacturer's directions appropriately.
 - 3) Stop infiltration from entering manholes. The preferred method is using expanding foam on the exterior of the manhole. Minor leaks may be stopped by using grout on the interior, following manufacturer's directions appropriately.
 - 4) Seal interior of designated manholes from top to flow line.
 - 5) Any other rehabilitation work as directed by the City.
- The Contractor will examine and evaluate the list of manholes and provide costs for the listed repairs to each manhole.
- The City will create a Task Order identifying which manholes the Contractor is authorized to work on.
- The totals for all Task Orders each Fiscal Year (July 1 to June 30) must not exceed \$100,00.00.

Exhibit B
TASK ORDER # ____
Manhole Rehabilitation Services
(No Federal Funds)

DATE: _____ City Reference #: _____

This Task Order is executed pursuant to a Goods and Services Contract for **Manhole Rehabilitation Services** ("Contract"), by and between _____ (Consultant) and the City of McMinnville (City), dated _____, 20____. All Terms and Conditions of the Agreement shall remain in full force and effect during performance of this Task Order, except as otherwise specifically identified below:

Not Applicable

Scope of Services

Consultant shall perform all of the Tasks on a Unit Price basis, according to Consultant's Unit Pricing attached hereto as Exhibit B-1. The Total Task Order Not-to-Exceed Price is \$_____.

Term

This Task Order commences on the date shown above, and must be completed on or before _____, 20____. All Services shall be completed by said date, unless extended by the parties, in writing.

Consultant

City of McMinnville

Signature

Signature

Printed Name and Title

Printed Name and Title

Exhibit B-1

Manholes to Rehabilitate

	Manhole ID	Cost to Repair
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		

STAFF REPORT

DATE: October 28, 2025
TO: Mayor and City Councilors
FROM: Heather Richards, Community Development Director
SUBJECT: Resolution No. 2025-60 for DLCD Housing Technical Assistance Grants

STRATEGIC PRIORITY & GOAL:



ECONOMIC PROSPERITY

Provide economic opportunity for all residents through sustainable growth across a balanced array of traditional and innovative industry sectors.

OBJECTIVE/S: Accelerate growth in living wage jobs across a balanced array of industry sectors

Report in Brief:

This is the consideration of Resolution No. 2025-60, supporting a technical assistance grant application to the Oregon Department of Land Conservation and Development for support of streamlining permitting and approval processes (application pathways, reviews, and implementation), and develop appropriate materials that communicate the processes with easy to understand flowcharts and checklists to facilitate end-to-end development ease. (Please see attached Resolution No. 2025-60).

Background:

In McMinnville's adopted economic development strategy (MAC Town 2032 Economic Development Strategic Plan, adopted in 2019) is the goal of "Accelerate growth in living wage jobs across a balanced array of industry sectors. One strategy for this goal is to maintain and enhance McMinnville's positive business climate, with an action to "sustain a streamlined permitting and approvals process".

In a recent assessment of the Community Development Center, a consultant recommended that the City needed to develop formal shared development review process flowcharts and checklists to facilitate end-to-end development review processes across departments. Stating that these tools can clearly define application pathways, department responsibilities, decision points, and expected timelines. By documenting and standardizing the review process, the City can reduce confusion, improve internal consistency, and provide greater transparency to applicants. These shared reference tools

will also support training for new staff, streamline interdepartmental coordination, and decrease reliance on informal knowledge or ad hoc decision-making.

Discussion:

This grant will hire a consultant to work with the City on streamlining permitting and approval processes (application pathways, reviews, and implementation), and develop appropriate materials that communicate the processes with easy to understand flowcharts and checklists to facilitate end-to-end development ease. (Please see attached grant application).

Attachments:

1. Resolution No. 2025-60
2. Technical Assistance Grant Application

Fiscal Impact:

There will be no fiscal impact to the FY 26 budget to submit this grant application.

Applying for this grant will help the planning, building and engineering teams implement one of the recommended actions of a recent Community Development Center assessment, and to implement one of the actions identified in the MAC Town 2032 Economic Development Strategic Plan.

The grant application is written for full cost recovery of the project costs with staff time provided as an in-kind match.

The grant request is for \$35,000 with \$15,000 of in-kind staff support.

If awarded these grant funds, the City would be able to contract with consultants to help move this project forward. If the City does not pursue this grant, the entirety of this work will fall to current Planning, Engineering and Building staff.

Recommendation:

Staff recommends that the City Council approves Resolution No. 2025-60 to support the attached grant application to DLCD. A recommended motion is provided:

"I MOVE TO APPROVE RESOLUTION 2025-60."

RESOLUTION NO. 2025-60

A Resolution to support a technical assistance grant application to the Oregon Department of Land Conservation and Development for the purpose of supporting economic development and housing production.

RECITALS:

WHEREAS, the Oregon Department of Land Conservation and Development has available funding through technical assistance grants for the 2025-2027 biennium; and

WHEREAS, one of the objectives of the grants is to provide financial assistance in advancing economic development strategies and plans; and

WHEREAS, the McMinnville City Council adopted the MAC Town 2032 Economic Development Strategic Plan, with a goal of accelerating growth in living wage jobs across a balanced array of industry sectors, and a strategy of maintaining and enhancing McMinnville's positive business climate by sustaining a streamlined permitting and approval processes (application pathways, reviews, and implementation), and developing appropriate materials that communicate the processes with easy to understand flowcharts and checklists to facilitate end-to-end development ease; and

WHEREAS, a recent assessment of the Community Development Center recommended the need to develop communication materials about the development review process to improve customer service delivery and internal coordination of development review to reduce confusion, improve consistency and provide greater transparency to applicants; and

WHEREAS, the City of McMinnville would benefit from financial support to streamline permitting services with communication materials such as flowcharts and checklists that help applicants navigate the development review process; and

WHEREAS, the City's Planning division prepared one (1) grant application before the October 10, 2025, deadline; and

WHEREAS, the grant application must include a resolution from the governing body of the city demonstrating support for the projects, which can be provided after the grant submittal.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MCMINNVILLE, OREGON, AS FOLLOWS:

1. The City Council hereby supports the submission of one technical assistance grant application to the Oregon Department of Land Conservation and Development for the purpose of supporting economic development and housing production by streamlining permitting processes

with communication materials that help applicants navigate the development review process at the City of McMinnville..

2. This Resolution will take effect immediately upon adoption.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 28th day of October, 2025, by the following votes:

Ayes: _____

Nays: _____

Approved this 28th day of October 2025.

MAYOR

Approved as to form:

Attest:

City Attorney

City Recorder



Department of Land Conservation and Development

2025-27 TECHNICAL ASSISTANCE GRANT APPLICATION

Please complete each section in the form below. Type or write requested information in the spaces provided. **Submit completed applications by October 10, 2025.**

Date of Application:

Applicant:

(If council of governments, please also include the recipient jurisdiction name if applicable)

Street Address:

City:

Zip:

Contact name and title:

Contact e-mail address:

Contact phone number:

Grant request amount (in whole dollars): \$

Local Contribution (recommended but not required): \$

Project Title:

Project summary: (Summarize the project and products in 50 words or fewer)

Grant Type:

Direct Grant: Will this be a direct grant? Yes ☐ No ☐

If yes, will a consultant be retained to assist in completing grant products? Yes ☐ No ☐

DLCD-provided Consultant: Do you want DLCD to provide and manage a consultant to assist in completing grant products? Yes ☐ No ☐

Project Description & Work Program

Please describe the proposed project, addressing each of the following in an attachment.

A. Goals and Objectives. State the goals or overall purpose of the project. Describe particular objective(s) the community hopes to accomplish. Please indicate whether this is a stand-alone project or is part of a longer multi-year program. If it is the latter, describe any previous work completed, subsequent phases and expected results, and how work beyond this project will be funded.

B. Products and Outcomes. Clearly describe the product(s) and outcome(s) expected from the proposed project. Briefly describe any anticipated significant effect the project would have on development, livability, regulatory streamlining, and compliance with federal requirements, socioeconomic gains, and other relevant factors.

C. Equity and Inclusion Considerations. Using the [TA Grant Equity Guidance](#), identify priority populations in the project planning area. Describe the anticipated impact of your proposed project on priority populations. Describe a preliminary outreach and engagement plan with specific goals and outcomes for participation of priority populations in the project. Include specific tasks and products related to the outreach and engagement plan in sections D and E.

D. Work Program, Timeline & Payment.

1. Tasks and Products: List and describe the major tasks and subtasks, with:

- The title of the task
- Steps to complete task
- The interim and final products for each task

2. Timeline: List all dates for the project including tentative start date after the contract is signed, task completion dates, and project completion date. If the project is part of a multi-year program, provide an overview of the expected timelines in sequence of expected start dates and completion date for each phase and describe subsequent phases to be completed.

3. Payment Schedule: Develop a requested payment schedule showing amount of interim and final payments. Include the products that will be provided with each payment request. The payment schedule should generally include no more than two payments – an interim and final payment.

E. Evaluation Criteria. Include a statement in the narrative that addresses the program priorities and evaluation criteria presented in the application instructions (“Eligible Projects and Evaluation Criteria”).

F. Project Partners. List any other public or private entities that will participate in the project, including federal and state agencies, council of governments, city and county governments, and special districts. Briefly describe the role of each (*e.g.*, will perform work under the grant; will advise; will contribute information or services, etc.).

- G. Advisory Committees.** List any advisory committee or other committees that will participate in the project to satisfy the local citizen involvement program. Include specific goals for participation by priority populations in advisory committees.
- I. Cost-Sharing and Local Contribution.** DLCD funds are only a part of overall project costs; please identify sources and amounts of other funds or services that will contribute to the project's success. Cost-sharing (match) is not required but could be a contributing factor to the success of the application.

Local Official Support

The application ***must include a resolution or letter from the governing body*** of the city, county, district, or tribe demonstrating support for the project. If the applicant is a council of governments on behalf of a city, a letter or resolution from the city council supporting the application must be included. *The application will not be complete if it does not include this item.* The letter of support may be received by DLCD after the application submittal deadline, but it must be received before a grant is awarded.

Product Request Summary

Product		Grant Request		Local Contribution		Total Budget
1	\$	_____	\$	_____	\$	_____
2	\$	_____	\$	_____	\$	_____
3	\$	_____	\$	_____	\$	_____
4	\$	_____	\$	_____	\$	_____
5	\$	_____	\$	_____	\$	_____
6	\$	_____	\$	_____	\$	_____
7	\$	_____	\$	_____	\$	_____
8	\$	_____	\$	_____	\$	_____
TOTAL	\$	_____	\$	_____	\$	_____

Submit your application with all supplemental information to:

DLCD's Grant Administrator

E-mail (required): DLCD.GFGrant@dlcd.oregon.gov

Mail: Department of Land Conservation and Development
635 Capitol Street N.E., Suite 150
Salem, OR 97301

Phone: 971-239-2901

APPLICATION DEADLINE: October 10, 2025



DLCD 2025–2027 Technical Assistance Grant Application

Project Description & Work Program

-DCLD required topics shown in bolded navy blue.

A. Goals and Objectives. State the goals or overall purpose of the project. Describe particular objective(s) the community hopes to accomplish. Please indicate whether this is a stand-alone project or is part of a longer multi-year program. If it is the latter, describe any previous work completed, subsequent phases and expected results, and how work beyond this project will be funded.

The goal of this project is to accelerate growth in living wages across a balanced array of industry sectors, by maintaining and enhancing McMinnville's positive business climate with streamlined permitting and approvals process (1.1.3, page 14). This is an action, strategy and goal directly out of the MAC Town 2032 Economic Development Strategic Plan adopted by Resolution No. 2019-16 on March 12, 2019.

The MAC Town 2032 Economic Development Strategic Plan was developed after a year-long community dialogue led by the City of McMinnville, McMinnville Economic Development Partnership, McMinnville Chamber of Commerce, McMinnville Downtown Association and Visit McMinnville (known informally as the McMinnville Stable Table of economic development). The purpose was to identify what McMinnville needed to do collectively as a community to improve economic opportunities for residents.

Part of the discussion focused on what needed to happen to maintain and enhance McMinnville's positive business climate. Within that discussion was the discovery that McMinnville's permitting process can be difficult to navigate due to the lack of structure materials that guide businesses through the application submittal, review and permitting process.

For the past several McMinnville's Community Development Department has been working on evaluating internal processes to reduce confusion, improve internal consistency and provide greater transparency to applicants. This fall the Community Development Center, comprised of the building, planning and engineering programs, is undertaking an improvement project to align development processes for further efficiencies and streamlined coordination. The City would like to hire a consultant to help the City finalize those efforts and develop formal materials (website, flowcharts and checklists) that will communicate the City's improved processes to customers for

transparency and ease of participation to support economic development and housing production.

Goals

1. Improved Understanding of Development Review Process
2. Improved internal consistency
3. Inclusive Communications (Spanish content, reducing jargon, simplifying text)
4. Capacity Building (particularly for smaller or local development teams)
5. Streamline Permitting (efficient and high-quality applications)

Project Horizon

- The City has always worked to provide the best customer service possible to applicants and community members who are pursuing development
- However, this focused effort to develop new material and present information in a clear and accessible manner has come to the forefront in 2025 after several years of internal process improvements, self-evaluation and efficiencies..
- The City hopes to stand-up these new communication materials and methods in 2026, and continue to build on those efforts over time, with on-going maintenance and improvements
- The Community Development Center consists of four different Divisions (Planning, Engineering, Building, and Code Compliance). At this point in time, there are approximately 20 full-time staff engaged in the development process. These positions are expected to continue to be funded, which will enable the work accomplished under this grant to be utilized and supported.

B. Products and Outcomes. Clearly describe the product(s) and outcome(s) expected from the proposed project. Briefly describe any anticipated significant effect the project would have on development, livability, regulatory streamlining, and compliance with federal requirements, socioeconomic gains, and other relevant factors.

Products

1. **Updated “Development Review” Webpage –**
 - i. Consolidated “one-stop-shop” for the development review process
 - ii. User-friendly design
2. **Process Flowcharts and Supplemental Materials**
 - i. Describing sequence of permits needed, which discipline is responsible for different application types, and how to move from one step to the next (from Pre-Application meeting to Building Certificate of Occupancy)
 - ii. How and when to engage with the different development review teams.

- iii. Application forms that are easy to understand and fill out with all of the required information.

3. Bi-Lingual Content/ Translation

- i. To the extent possible, offer all content created in Spanish

Outcomes

Establishing official and intuitive process flowcharts, checklists, and website content will facilitate end-to-end development review processes across departments. These tools will clearly define application pathways, department responsibilities, decision points, and expected timelines. By documenting and standardizing the review process, the City can reduce confusion, improve internal consistency, and provide greater transparency to applicants. These shared reference tools will also support training for new staff, streamline interdepartmental coordination, and decrease reliance on informal knowledge or ad hoc decision-making. It has also been found through focus groups that providing more content in Spanish would help reduce barriers for establishing new businesses, completing tenant improvements, and constructing new housing or remodeling existing housing stock.

Ultimately the City of McMinnville wants to streamline its permitting and application processes to promote economic development opportunities and housing production.

C. Equity and Inclusion Considerations. Using the [TA Grant Equity Guidance](#), identify priority populations in the project planning area. Describe the anticipated impact of your proposed project on priority populations. Describe a preliminary outreach and engagement plan with specific goals and outcomes for participation of priority populations in the project. Include specific tasks and products related to the outreach and engagement plan in sections D and E.

“Persons of Color” are identified as a priority population in the TA Grant Equity Guidance. About 20% of the city’s 34,000 residents are Latino, Spanish-speaking, and they have become an integral part of the economic landscape of McMinnville. To the extent possible, all content that is created from this effort will also be made available in Spanish. City Planning staff will work closely with its Communications & Engagement Manager, and the Diversity Equity and Inclusion Advisory Committee during the development of new material.

D. Work Program, Timeline & Payment. (Please see next page for responses)

- 1. Tasks and Products: List and describe the major tasks and subtasks, with: the title of the task, steps to complete task, interim and final products for each task (Pages 4 and 5)***
- 2. Timeline: List all dates for the project including tentative start date after the contract is signed, task completion dates, and project completion date. If the project is part of a multi-year program, provide an overview of the expected timelines in sequence of expected start dates and completion date for each phase and describe subsequent phases to be completed. (Pages 4 and 5)***
- 3. Payment Schedule: Develop a requested payment schedule showing amount of interim and final payments. Include the products that will be provided with each payment request. The payment schedule should generally include no more than two payments – an interim and final payment. (see below)***

Proposed Payment Schedule

City will submit all final work products from Task 3 to DLCD, consistent with the proposed timeframe. Upon receipt of the product deliverables, the City will receive a one-time payment from DLCD for the work completed under this Grant.

Task 1: Project Kick-Off and Management

Timeline: January 1, 2026 – March 30, 2026

Estimated Consultant Cost: \$5,000

Task 1 will help the Consultant to become familiar with local conditions and with the Local Government's priorities, for the parties to confirm the objectives of the project and refine the project schedule, and for the Local Government to prepare for the Project. The Consultant will contact the Local Government via conference call, or in person, to inquire about establishing project expectations and familiarizing themselves with local concerns. Consultant will verify the action items identified through this initial conference call with the Local Government and will develop and share a proposed schedule for the actions required for the completion of all tasks. The level of detail required for the proposed project schedule should be determined by mutual agreement by the Local Government and the Consultant. The Consultant will have regular check-ins with the Local Government as needed to discuss major project milestones and work products, address questions, and identify follow-up actions.

Task 1 Consultant Deliverables:

- Summary of major tasks and action items for the Project

- Proposed Project schedule

Task 1 Local Government Deliverables:

- Copy of relevant comprehensive plan, code sections, City website content, development review process summaries, or other relevant data or documents

Task 2: Draft Materials and Content, and Review

Timeline: March 1, 2026 – June 30, 2026

Estimated Consultant Cost: \$20,000

Task 2 will include the development and creation of new materials and content that explains the City’s development review process. These draft materials will be reviewed by City staff to ensure that they accurately reflect the process. This will also be the time in which the materials are reviewed through an equity lens to promote inclusive communications. Based on the feedback received from the City and its partners, the Consultant will begin to finalize the content for publishing, and translation to Spanish.

Task 2 Consultant Deliverables:

- Draft handouts, flowcharts, informational sheets, and website content

Task 2 Local Government Deliverables:

- Feedback on draft documents

Task 3: Final Materials and Content, and Publishing

Timeline: July 1, 2026- October 30, 2026

Estimated Consultant Cost: \$10,000

Task 3 will include the finalization of all produced documents and content, including translation of materials. The Consultant will refine the materials, based on the feedback received in Task 2. The City will have the materials available as hard-copies, and published online.

Task 3 Consultant Deliverables:

- Final handouts, flowcharts, informational sheets, and website content

Task 3 Local Government Deliverables:

- City website with revised structure, as well as the published final materials

E. Evaluation Criteria. Include a statement in the narrative that addresses the program priorities and evaluation criteria presented in the application instructions (“Eligible Projects and Evaluation Criteria”). - https://www.oregon.gov/lcd/CPU/Documents/2025-27_TA_Grant_Packet_Final.pdf

1. Promote economic development: This project is an action identified in the MAC Town 2032 Economic Development Strategic Plan, adopted by Resolution 2019-16, on March 12, 2019. The strategic it responds to is to “Maintain and enhance McMinnville’s business climate”, with a goal of “Accelerating growth in living wage jobs across a balanced array of industry sectors”.

3. Plan for resolution of a local planning issue, challenges in resolving divergent priorities reflected in the statewide planning goals, or a problem of statewide concern that can provide a framework, solutions, or guidance for similar programs to be implemented by other local governments around the state.

Streamlining permitting processes for economic development purposes is a local planning issue, as the City of McMinnville has tried to amend its processes, codes and regulatory framework to keep pace with state legislation and rulemaking in the past five – ten years.

F. Project Partners. List any other public or private entities that will participate in the project, including federal and state agencies, council of governments, city and county governments, and special districts. Briefly describe the role of each (e.g., will perform work under the grant; will advise; will contribute information or services, etc.).

-No coordination with any of the listed partners will be required to complete the proposed scope of work. This will be the cumulation of years of coordination with partner agencies to identify process improvements and deficiencies.

The City will be coordinating with McMinnville’s “Stable Table” an informal group of economic development partners comprised of the City of McMinnville, McMinnville Economic Development Partnership, McMinnville Downtown Association, Visit McMinnville and McMinnville Chamber of Commerce, and the McMinnville Economic Vitality Leadership Council, a city committee comprised of “Stable Table” leaders charged with implementing the MAC Town 2032 Economic Development Strategic Plan.

G. Advisory Committees. List any advisory committee or other committees that will participate in the project to satisfy the local citizen involvement program. Include specific goals for participation by priority populations in advisory committees.

McMinnville Chamber of Commerce
McMinnville Economic Development Partnership
Visit McMinnville
McMinnville Downtown Association
McMinnville Economic Vitality Leadership Council
Diversity Equity and Inclusion Advisory Committee
Development Community

H. I. Cost-Sharing and Local Contribution. DLCD funds are only a part of overall project costs; please identify sources and amounts of other funds or services that will contribute to the project's success. Cost-sharing (match) is not required but could be a contributing factor to the success of the application.

City Staff Time Anticipated for Project		
Title	Hours	Cost
<u>Planning Division</u>		
Com. Dev. Director	30	\$3,640
Planning Manager	20	\$1,980
Senior Planners (2)	10	\$900 + \$690 = \$1,590
Associate Planners (2)	10	\$785 + \$830 = \$1,615
Planning Analyst	15	\$550
Total Planning Division Cost-Sharing		\$9,375
<u>Building Division</u>		
Building Official	10	\$ 710
Permit Coordinator	15	\$ 600
Development Customer Service Technician	15	\$ 435
Total Building Division Cost-Sharing		\$1,745
<u>Engineering</u>		
Public Works Director	10	\$1,250
City Engineer	10	\$1,000
Total Engineering Division Cost-Sharing		\$2,250
Communications and Engagement Manager	20	\$1,580
Total Cost Sharing		\$14,950

Local Official Support

The application must include a resolution or letter from the governing body of the city, county, district, or tribe demonstrating support for the project. If the applicant is a council of governments on behalf of a city, a letter or resolution from the city council supporting the application must be included. The application will not be complete if it does not include this item. The letter of support may be received by DLCD after the application submittal deadline, but it must be received before a grant is awarded.

-The City will provide a Resolution from the City Council in the near future to ensure that this Grant Submittal application is complete. 2,

RESOLUTION NO. 2019-16

A Resolution adopting the MAC-Town 2032 Economic Development Strategic Plan.

RECITALS:

There are many different organizations working on economic development in McMinnville, including but not limited to the City of McMinnville, the McMinnville Downtown Association, the McMinnville Chamber of Commerce and McMinnville Economic Development Partnership; and

In 2017, these partners gathered together to talk about how to leverage all of their individual efforts towards one collective strategy for the City of McMinnville; and

In 2018, the City of McMinnville initiated the development of an economic development strategic plan with a project advisory committee comprised of members of the City of McMinnville, McMinnville Downtown Association, the McMinnville Chamber of Commerce, McMinnville Economic Development Partnership, Chemeketa College, and many business leaders in the community; and

The intent from the beginning of the project was to develop a strategic plan that would be a guidance document for everyone in the City of McMinnville working on economic development issues; and

The plan identifies three foundational goals and strategies that are meant to be broadly beneficial across multiple industry sectors.

1. Accelerate Growth in Living-Wage Jobs Across a Balanced Array of Industry Sectors.
2. Improve systems for Economic Mobility and Inclusion.
3. Maintain and Enhance our High Quality of Life.

The plan identifies five target sector goals and strategies that are intended to pursue opportunities and improve outcomes within clusters or sectors of related industries.

1. Sustain and Innovate within Traditional Industry and Advanced Manufacturing.
2. Foster Opportunity in Technology and Entrepreneurship
3. Be a Leader in Hospitality and Place-Based Tourism
4. Align and Cultivate Opportunities in Craft Beverages and Food Systems.
5. Proactively Assist Growth in Education, Medicine and Other Sciences.

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

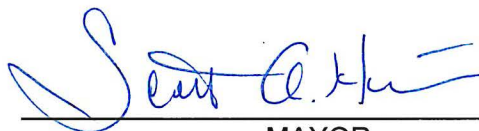
1. That the MAC Town 2032 Economic Development Strategic Plan is hereby adopted and shall be an official document of the City of McMinnville. A copy of the Strategy is marked "Exhibit A" attached hereto and incorporated by reference as if fully set forth herein; and
2. This Resolution will take effect immediately upon passage and shall continue in full force and effect until revoked or replaced.

Adopted by the Common Council at the City of McMinnville at a regular meeting held the 12th day of March, 2019 by the following votes:

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

Nays: _____

Approved this 12th day of March, 2019.



MAYOR

Approved as to form:



CITY ATTORNEY



MAC-Town 2032

Economic Development Strategic Plan





Founded in 2005, **Community Attributes Inc. (CAI)** helps clients make informed decisions and evaluate results utilizing demographics, economic and financial data, geographic information systems (GIS), and other evidence-based methods. We apply our expertise across multiple disciplines, with a particular focus on regional economics; land use economics; community and economic development; surveys, market research and evaluation; data analysis and business intelligence; and information design.

Acknowledgements

McMinnville City Council

Scott Hill, Mayor

Sal Peralta

Wendy Stassens

Kellie Menke

Alan Ruden

Remy Drabkin

Adam Garvin

City of McMinnville Staff

Jeff Towery, City Manager

Heather Richards, Planning Director

Scott Burke, Information Systems Director

Consultant Team

Chris Mefford, President and CEO

Elliot Weiss, Project Manager

Kristina Gallant

Carrie Schaden

Maureen McLennon

Project Advisory Committee

Jeff Knapp, Visit McMinnville

Jody Christensen, McMinnville Economic Development Partnership

Gioia Goodrum, McMinnville Chamber of Commerce

Jenny Berg, McMinnville Downtown Association

Peter Hofstetter, Willamette Valley Medical Center

Erin Stephenson, Atticus Hotel

Maria Stuart, R Stuart & Co. Winery

Danielle Hoffmann, Chemeteka Community College

Kyle Faulk, Citizens Bank

Kelly McDonald, the Granary District

Sean Rauch, Wells Fargo

Peter Kircher, Golden Valley Brewing

Bradly James, McMinnville Downtown Association

Contents

Background and Purpose.....	5
Project Goals.....	6
Data Profile Findings.....	8
Mission.....	10
Strategic Framework.....	11
Goal One: Accelerate Growth in Living-Wage Jobs Across a Balanced Array of Industry Sectors.....	12
Goal Two: Improve Systems for Economic Mobility and Inclusion.....	18
Goal Three: Maintain and Enhance our High Quality of Life.....	22
Goal Four: Sustain and Innovate within Traditional Industry and Advanced Manufacturing.....	28
Goal Five: Foster Opportunity in Technology and Entrepreneurship.....	31
Goal Six: Be a Leader in Hospitality and Place-Based Tourism.....	34
Goal Seven: Align and Cultivate Opportunities in Craft Beverages and Food Systems.....	37
Goal Eight: Proactively Assist Growth in Education, Medicine and Other Sciences.....	42
Implementation.....	45
Appendices.....	52

Background and Purpose

MAC-Town 2032 is a strategic planning process founded on the idea that “McMinnville is old enough to be substantial young enough to be ambitious, big enough to be industrious, and small enough to be friendly.” This economic development strategy is an important component of the larger strategic plan, offering direction to the City of McMinnville and its partners, to increase living wage jobs and promote sustainable economic growth.

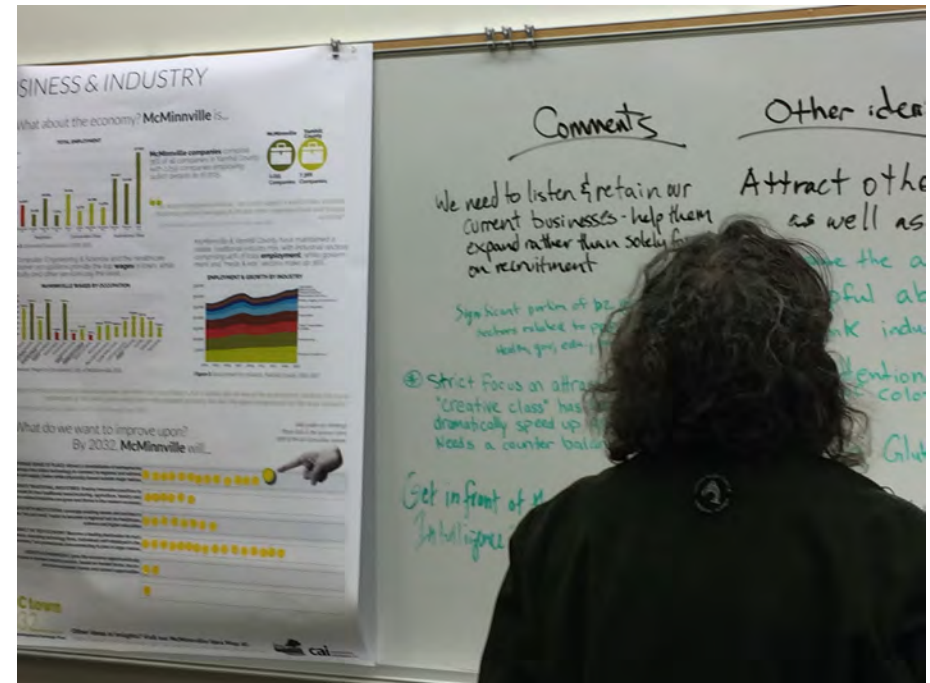
To create the economic development strategy, the project team engaged the community in a variety of ways. The following is a summary of the process used to create this plan.

A Project Advisory Committee (PAC) met monthly to provide direction to the project team, review draft work products and ensure alignment with the citywide strategic plan.

The consultant team toured the City and surrounding areas on foot and by car to understand the City’s physical assets, and assembled a robust data profile to access quantitative and qualitative information about the community.

The team also engaged the public and other stakeholder groups through the following methods:

- > Four focus groups with business leaders from a broad range of industries, including manufacturing, software development, financial services, education, agriculture, wine, tourism and hospitality, and others
- > Two public open house events to share key findings from the data profile and to solicit feedback on McMinnville’s economic vision and strategic priorities
- > Development and hosting of an online Idea Map as an open forum for public comment on opportunities and challenges facing McMinnville
- > Two workshops with City Council for input on goals and strategies



Above: a community member provides input at a MAC-Town 2032 community open house.

“McMinnville is old enough to be substantial,
Young enough to be ambitious,
Big enough to be industrious,
And small enough to be friendly.”

--(Historic Brochure)

Project Goals

The process and outcomes of MAC-Town 2032 are informed by specific goals for McMinnville's economic development strategy. These goals, presented below, seeded conversations amongst the project advisory committee, influenced the development of specific strategies and actions, and imply a continuing commitment to implementing the plan.

- > Identify McMinnville's unique opportunities and niche potential that will separate McMinnville from other communities and maintain the feeling of a vibrant small-town in close proximity to a fast-growing metropolitan area, and create a sustainable economy for generations to come.
- > Position a unique quality of life to attract creative class and entrepreneurial talent to establish the next generation of local business development and investment in the community.
- > Lead McMinnville's agricultural and manufacturing traditional economy towards a successful and sustainable 21st century economy.
- > Utilize McMinnville's history of collaboration towards achieving big things.
- > Identify what is an attractive business climate for McMinnville's targeted potential and what McMinnville still needs to do to create that climate.
- > Leverage the growing tourism industry towards new business development and investment. "If you like to play here, why not work and live here too."
- > Focus the efforts of all individual economic development partners so that they are successful in their own unique roles but working collaboratively and collectively towards advancing a coherent and cohesive overall economic vision.
- > Invest limited resources in strategic initiatives that create family wage jobs that are multi-generational and reinforce the small town charm of McMinnville.
- > Recommendations on light industrial, office, and retail commercial centers – whether or not to preserve existing square footage, increase, or decrease. Include geographic locations for focus.
- > Research and analysis of mobile services – current practices and impacts on local brick-and-mortar businesses and strategies to leverage them to bring in business into the City.
- > Preparation of business attraction and retention strategies incorporating results from McMinnville's SWOT analysis.
- > Preparation of performance measures with timelines that will be used to evaluate whether and to what extent plan goals and objectives have been or are being met.

Project Goals

Living Wage Jobs

Increasing the number of living wage jobs in McMinnville is central to many of the project goals previously detailed. There are many ways to define a “living wage”. For the purposes of this study, the wage required to afford a median two bedroom apartment is used for context. This assumes that a renter should not spend more than 30% of their income on their housing costs.

As the real estate market changes, the wage required to afford a median two bedroom unit will also change. The formula below can be used to help under-stand how market dynamics affect housing affordability at a given point in time. This formula assumes that utilities are included in the monthly median rent and is calculated for the household. Additional considerations for specific households are also important, and include household size, age, lifestyle demands and other factors.

Below is a sample calculation for a 2-Bedroom unit in 2018. This should be updated periodically.

2018 Example

Monthly Median Rent, 2-Bedroom Unit	Annual Rent Expense	Minimum Income Required (Rent at 30% of Income)	Equivalent Household Hourly Wage
\$1,260	$* 12 = \$15,120$	$/ 0.3 = \$50,400$	$/ 2080 = \$24.23$

Profile

A rigorous analysis of demographic and economic data underpins this strategic plan. The full data profile is included as an appendix to this report, and key findings are included on the following page of this report.



Key Findings

- > McMinnville has the largest population and highest employment in Yamhill County, which positions the city as a subregional center, on the outskirts of the greater Portland region. McMinnville is expected to grow and capture more than half of projected population growth in Yamhill County in the coming years, thereby increasing its role as the commerce and population center of Yamhill County.
- > For those moving to McMinnville, most come from within Yamhill County or other places within the State of Oregon, indicating that McMinnville is a regional draw.
- > Yamhill County's population is aging and will continue to age; residents 65+ will account for a larger share of the population in the coming decades and will be the largest age segment by 2055.
- > The McMinnville and Yamhill County economy has balanced industry sectors, with Educational and Medical Services, Manufacturing, Trade, Transportation and Utilities, Government, and Leisure and Hospitality each accounting for between 11% - 22% of countywide employment. McMinnville has large employers (or many employers) in each of these sectors, including Cascade Steel, Willamette Valley Medical Center, Linfield College, Yamhill County (government), and others.
- > Office-using employment, such as Professional and Business Services, Financial Activities and Information, is low, though Professional and Business Services are expected to grow rapidly. Educational and Medical Services are expected to add the greatest number of jobs in the Mid-Valley region through 2024.
- > McMinnville's median household income is low, with disparities by race or ethnicity and educational attainment; healthcare practitioner and technical occupations is the highest-paying occupational category in McMinnville, at \$68,000.
- > Most McMinnville residents commute to work alone in a car. Many McMinnville residents (39%) work in McMinnville, and the most common commute destinations for residents are to Portland and Salem (12% total).
- > A lower percentage of McMinnville residents obtain a bachelor's degree or higher; educational attainment lags relative to the region.
- > Housing affordability is a challenge, as it is throughout the greater Portland region. Housing costs are not more burdensome than in many other communities throughout the region.
- > McMinnville's poverty rate is relatively high at 20%, but poverty varies across family types, race or ethnicity, and educational attainment. In McMinnville, more than half of single mothers and one-quarter of all families with children are in poverty; one-third of Hispanic or Latino individuals are in poverty and one-third of individuals with less than a high school diploma live in poverty.

Mission



McMinnville provides **economic opportunity** for all residents through sustainable growth across a **balanced array of traditional and innovative industry sectors**, from steel manufacturing to technology. Economic growth is **collaborative**, and **inclusive** of individuals from diverse backgrounds. Businesses leverage **local and regional talent pipelines** while attracting new employees and residents who value McMinnville's **high quality of life**. Our strong downtown serves residents and visitors alike, featuring unique shops and world-class restaurants that offer **locally-produced food products and globally-renowned wine**. As we evolve, we prize our **small-town roots** and we maintain McMinnville's character.

Structure of the Document

This economic development strategic plan is meant to be a road map for McMinnville's economic development efforts over the next fifteen years, recognizing the great work that is already occurring and the potential to leverage those efforts towards larger goals and impacts. The document is structured with goals, strategies, and potential task or projects.

GOALS: There are three foundational goals and five targeted sector goals.

STRATEGIES: Each goal has several strategies to achieve the goal.

POTENTIAL TASKS OR PROJECTS: And each strategy has a list of potential tasks or projects that were identified through a public engagement process. The list of potential tasks or projects are meant to be seen as opportunities for different economic partners in McMinnville to consider as actions towards advancing a strategy. They are not meant to be perceived as mandates for the strategic plan to be successful.

LEADS, PARTNERS AND PERFORMANCE MEASURES: All of the McMinnville economic development agencies will work towards advancing the strategic plan within their own agency goals and workplans. Potential leads and partners have been identified for each strategy based upon mission, vision and capacity of the different organizations in the community.

IMPLEMENTATION: An economic development council will be formed comprised of members of the partner economic development organization and community members at-large. This council will meet to discuss how to implement the plan and what high-impact, near-term and high-impact, long-term strategies, tasks and projects should be moving forward over the course of the plan. The council will continually evaluate what is working and what is not working, and make changes accordingly.

This economic development strategic plan should not be viewed as a mandate for organization work plans but rather as a guiding document for leveraging efforts and maximizing overall impacts.



FOUNDATIONAL GOALS AND STRATEGIES...

are meant to be broadly beneficial across multiple industry sectors.

1. **Accelerate Growth in Living-Wage Jobs** Across a Balanced Array of Industry Sectors
2. Improve Systems for **Economic Mobility and Inclusion**
3. Maintain and Enhance our **High Quality of Life**

TARGET SECTOR GOALS AND STRATEGIES...

are intended to pursue opportunities and improve outcomes within clusters or sectors of related industries.

4. Sustain and Innovate within **Traditional Industry and Advanced Manufacturing**
5. Foster Opportunity in **Technology and Entrepreneurship**
6. Be a Leader in **Hospitality and Place-Based Tourism**
7. Align and Cultivate Opportunities in **Craft Beverages and Food Systems**
8. Proactively Assist Growth in **Education, Medicine and Other Sciences**



Accelerate Growth in Living-Wage Jobs

Across a Balanced Array of Industry Sectors

Goal One



Accelerate Growth in Living-Wage Jobs Across a Balanced Array of Industry Sectors

1.1 Maintain and enhance McMinnville's positive business climate

1.1.1 Improve the dialogue between the City and the local business community.

POTENTIAL TASKS OR PROJECTS:

- > Coordinate with partners to define the appropriate forum for, and regularly conduct, small business forums or distribute surveys to connect with stakeholders and determine the challenges and opportunities facing McMinnville's business community.
- > Host an annual business summit where business owners, employees and consumers can interact with elected officials, suggest improvements to the business climate, identify networking opportunities and growth strategies, and spread awareness of local offerings, potentially with breakout sessions for specific industry clusters.

1.1.2 Provide additional tools and resources for business formation and growth.

POTENTIAL TASKS OR PROJECTS:

- > Develop and implement a coordinated onboarding system for new and small businesses, in coordination with MEDP, McMinnville Downtown Association, McMinnville Water and Light, McMinnville Industrial Promotions, the McMinnville Chamber of Commerce and other partners.
- > Coordinate efforts to create branded online and print materials to market business resources, potentially including a small business resource directory, a "how to do business in McMinnville" guide and a handbook on licensing and permitting.

- > Develop a web-based dashboard that incorporates demographic, economic and real estate data to quickly assess trends, challenges and opportunities for prospective entrepreneurs, business owners and real estate developers.
- > Identify and catalogue sources for federal, state and county business incentives, including low-interest loans, industrial revenue bonds, sales or property tax deferrals, New Market and other tax credits, SBA HUB Zones, and others.
- > Encourage the development of industry specific mentor groups/associations

1.1.3 Sustain a streamlined permitting and approvals process.

POTENTIAL TASKS OR PROJECTS:

- > Appoint and train a designated coordinator to help new business owners navigate local development regulations and obtain federal, state and county-based financial incentives.
- > Develop check lists or fact sheets to aid in understanding and compliance with permitting and code enforcement procedures; produce a "play book" that outlines City requirements and codes, available venues and associated costs, and volunteer organizations able to assist with event management.



Accelerate Growth in Living-Wage Jobs Across a Balanced Array of Industry Sectors

1.2 Develop McMinnville's brand and leverage McMinnville's strong sense of place to spur economic growth.

1.2.1 Conduct a formal branding process.

POTENTIAL TASKS OR PROJECTS:

- > Facilitate conversations with industry sector representatives and between key stakeholders to identify and develop branding themes and discrete, high-priority branding initiatives.
- > Apply McMinnville's brand to communications, marketing, and other materials to align marketing efforts.

1.2.2 Reinforce McMinnville's brand identity through strategic communications.

POTENTIAL TASKS OR PROJECTS:

- > Communicate the City of McMinnville's community and economic development successes via press releases, interviews, and social media.
- > Coordinate internally and externally to optimize the City's social media accounts for dissemination of information related to economic development assets, success stories, events, and networking and employment opportunities.

1.2.3 Communicate McMinnville's sense of place through thoughtful design.

POTENTIAL TASKS OR PROJECTS:

- > Improve key gateways into and through McMinnville with coordinated design interventions that reflect McMinnville's brand.
- > Install noticeable welcome and wayfinding signage at the Three Mile Lane bridge, as well as at key entrances to the downtown area and other economically significant areas.
- > Coordinate street furniture and other amenities with McMinnville's brand.
- > As new infrastructure projects are planned and completed, such as a bridge replacement, ensure that the design serves McMinnville's sense of place.
- > Assess the sufficiency of McMinnville's existing design guidelines to protect and enhance valued aspects of the City's building stock and built form.



Accelerate Growth in Living-Wage Jobs Across a Balanced Array of Industry Sectors

1.3 Ensure commercial and industrial land availability

1.3.1 Assess land supply for commercial and industrial uses and document lands available for development

POTENTIAL TASKS OR PROJECTS:

- > Vet the findings of McMinnville's most recent Economic Opportunities Analysis to clarify commercial and industrial land capacity; complete supplemental analyses as needed.
- > Develop and host a web application to present available commercial properties.
- > Develop a brownfield remediation program in partnership with the state, to redevelop the old bus barn site, the NE Gateway vehicular junkyard and downtown autobody shop.

1.3.2 Communicate land availability to current and prospective businesses.

POTENTIAL TASKS OR PROJECTS:

- > Invite reputable, locally-based real estate brokers to write a periodic column on available properties in McMinnville and the McMinnville area real estate market.
- > Promote a branded "shovel-ready" certification to focus interest and resources on key commercial and industrial development sites in McMinnville.



Accelerate Growth in Living-Wage Jobs Across a Balanced Array of Industry Sectors

1.4 Improve infrastructure to serve businesses, visitors and local residents.

1.4.1 Improve external connections between McMinnville and the region.

POTENTIAL TASKS OR PROJECTS:

- > Encourage efforts, through lobbying and other means, to complete the Highway 99 Dundee Bypass in a timely manner.
- > Explore the feasibility of consistent commuter private airline service between McMinnville and larger regional hubs, such as Seattle, Portland and northern California.
- > Work with YCTA, Metro, local employers and other regional partners to expand and improve and expand public and private transportation between McMinnville and Portland.

1.4.2 Invest in infrastructure improvements that make it safer and easier for residents and visitors to get around McMinnville.

POTENTIAL TASKS OR PROJECTS:

- > Inventory key bike and pedestrian corridors and rank the investments required to improve pedestrian amenities.
- > Develop wayfinding graphics for primary pedestrian and bike connectors through and between McMinnville's major assets.
- > Consider improvements to downtown streets and sidewalks, including regrading and low-impact development (LID) retrofits, to improve drainage and prevent standing water during and after rain events.
- > Complete improvements to Alpine Avenue and throughout the Granary/Northeast Gateway District.

1.4.3 Identify and complete high-priority infrastructure projects that serve McMinnville's current and future business community.

POTENTIAL TASKS OR PROJECTS:

- > Work with regional partners to assess the rail network in the Yamhill Valley and to explore options for increased use by McMinnville businesses.
- > Explore additional business lines at the McMinnville airport, including wildland fire fighting, recreation and tourism uses such as skydiving, paragliding, and balloon rides, pilot training on various aircraft and helicopters, and for private travel.
- > Maximize the potential for light industrial and office development near the airport; review regulations and infrastructure at key airport sites and revise the Airport Layout Report as necessary to position the airport for compatible forms of growth.
- > Evaluate McMinnville's disaster preparedness and prioritize infrastructure improvements to ensure adequate preparation for future natural disasters.
- > Work with McMinnville Water and Light to develop a process for placing all electrical infrastructure, such as transmission lines, underground, particularly for new development.
- > Identify and evaluate options to add an alternate freight route.
- > Create a user-friendly program to coordinate utility improvements for both public and private improvements to ensure maximum efficiencies and potential
- > Evaluate a 10GB fiber network with Online Northwest.
- > Develop an extensive, coordinated Capital Improvement Plan for business districts that supports current needs and is flexible enough to respond to future needs.



Accelerate Growth in Living-Wage Jobs Across a Balanced Array of Industry Sectors

1.5 Expand efforts in talent attraction and retention.

POTENTIAL TASKS OR PROJECTS:

- > Work with partners to curate and host McMinnville-based professional retreats or co-working programs to draw talent for local industries and institutions.
- > Recruit targeted trade/associations for conferences.
- > Implement intentional talent attraction strategies with 2 and 4-year institutions, including strategies around significant class reunions.
- > Build a bridge with Visit McMinnville and business travelers to augment and track lead generation and talent attraction opportunities.
- > Expand internship programs throughout the City of McMinnville's municipal departments.
- > Identify and market amenities targeted to recruit young professionals from the Portland metro, particularly as they start to have families and look for opportunities to live in smaller cities and towns outside the city.



Improve Systems For

Economic Mobility and Inclusion

Goal Two



Improve Systems for Economic Mobility and Inclusion

2.1 Enhance education and workforce development, build career pathways and provide adult skills training.

2.1.1 Work with local businesses to specify workforce needs, including occupations and skills.

POTENTIAL TASKS OR PROJECTS:

- > Collaborate with a local workforce agency to form industry panels to collaborate on hiring needs conversations.
- > Identify skills needed and connect that information with local curriculum leaders at all educational levels.

2.1.2 Improve access to skill development and education in career pathways at the elementary and secondary levels.

POTENTIAL TASKS OR PROJECTS:

- > Work with local educational institutions to create programs, such as career fairs or lesson plans, that highlight career paths and technical skills in demand with McMinnville employers.
- > Seek volunteers and other partners, including the South Metro - Salem STEM Partnership and Oregon Institute of Technology, to develop mentor-based STEM programs for young people in McMinnville.
- > Partner with local educators to identify grant-funded opportunities for program expansion in STEM learning.
- > Increase access by K-12 schools across Valley school districts to skills development and workforce training opportunities including internship and apprenticeship programs.

2.1.3 Increase the access for McMinnville residents to workforce training and re-training resources at local community and technical colleges.

POTENTIAL TASKS OR PROJECTS:

- > Create and advertise “hire local” incentives for McMinnville businesses.
- > Complete a feasibility assessment and establish partnerships for the creation of a makerspace and fabrication laboratory.
- > Explore creation of a volunteer workforce development task force to connect employers and students for job shadow, internship and volunteer opportunities, as well as coursework aimed at non-traditional and career-change students.
- > Actively publicize local hiring events and other career-related programs, such as career fairs, at local post-secondary institutions.



Improve Systems for Economic Mobility and Inclusion

2.2 Provide tools for growing and scaling small, entrepreneurial endeavors.

2.2.1 Connect businesses with available resources.

POTENTIAL TASKS OR PROJECTS:

- > Research and track the nomination process for the State of Oregon's Opportunity Zones and, pending McMinnville's status as an Opportunity Zone, devise a strategy to maximize the ROI associated with the program.
- > Create and distribute a list of Business Oregon incentives and resources, such as Oregon InC and the Rural Opportunity Initiative, that would potentially benefit McMinnville entrepreneurs.

2.2.2 Support DBE businesses.

POTENTIAL TASKS OR PROJECTS:

- > Catalogue and publicize resources that DBE-qualified businesses are uniquely able to access and provide technical assistance in securing resources for early-stage businesses.
- > Host an annual DBE Summit to bring businesses together for networking and interaction with City officials.



Improve Systems for Economic Mobility and Inclusion

2.3 Ensure adequacy of social services.

POTENTIAL TASKS OR PROJECTS:

- > Partner with Yamhill County Family and Youth Services to develop and expand programs on parenting, money management, conflict resolution, preparedness, sheltering and other relevant topics.
- > Negotiate with service providers to improve the accessibility of basic services for adults with decreasing mobility and provide transportation to key regional destinations.
- > Connect adults and youth for whom English is a second language with regional programming and resources to improve English language proficiency.
- > Provide and link to resources and funding opportunities for retrofitting homes with monitoring and support technology to facilitate "aging in place" for McMinnville residents.
- > Convene a coalition of service providers, business owners and other stakeholders to meet regularly to develop a sustainable solution to homelessness.
- > Consider the installation of spare change "parking meters" in downtown to encourage donations and supplement funds for housing the homeless.



Maintain and Enhance Our

High Quality of Life

Goal Three



Maintain and Enhance our High Quality of Life

3.1 Provide a sufficient quantity of housing units that suit local wages and workforce needs.

3.1.1 Ensure that regulatory frameworks and land supply align with market-driven housing needs.

POTENTIAL TASKS OR PROJECTS:

- > Complete a housing needs assessment, possibly in conjunction with the Urban Renewal Plan, that includes an inventory of vacant and redevelopable residential lands and a code assessment to identify gaps in code provisions that preclude or impede the construction of specific housing typologies.
- > Demonstrate the viability of new housing types through demonstration projects that leverage workforce training partnerships in construction.
- > Work with local employers to identify unique housing arrangements for employees relocating to McMinnville.
- > Rezone and change other regulations, as needed, to ensure that duplexes, triplexes, quadplexes, ADUs, tiny homes, modular homes and/or other housing types are allowable in appropriate locations.
- > Develop a City Center Housing Strategy to identify how to develop new housing in the Downtown and NE Gateway District that responds to market needs.

3.1.2 Collaborate to improve the financial feasibility of housing development and new home purchases.

POTENTIAL TASKS OR PROJECTS:

- > Partner with a local bank on a “live where you work” homebuyer program offering favorable mortgage terms for workers looking for housing in McMinnville.
- > Evaluate the potential for public-private partnerships that provide infrastructure for new residential development.



Maintain and Enhance our High Quality of Life

3.2 Expand and improve recreation amenities and options.

3.2.1 Update City Plans to evaluate and prioritize investments in recreation infrastructure.

POTENTIAL TASKS OR PROJECTS:

- > Evaluate and designate primary pedestrian and bike connectors through and between McMinnville's major assets and implement public realm improvements including lighting, signage, landscaping and street furniture.
- > Complete a trail or paved path along the Yamhill River.
- > Install fitness equipment along existing trail corridors, such as the Hewlett Packard trail.
- > Add in-town cycling infrastructure like bike lanes and bike racks.
- > Improve pedestrian connections to Joe Dancer Park from Wortman Park and from Evergreen.
- > Improve Yamhill River access, such as through a dock, at Joe Dancer Park.
- > Complete improvements to existing parks and sports fields, including a restroom facility and picnic pavilion in Joe Dancer Park and new awnings or covers for the dugouts at the baseball fields.
- > Construct a BMX pump track.
- > Extend the Westside Bicycle/Pedestrian Greenway.
- > Add an outdoor stage or amphitheater to one of McMinnville's existing parks.

3.2.2 Cultivate partnerships to develop and market McMinnville's recreation amenities.

POTENTIAL TASKS OR PROJECTS:

- > Evaluate the feasibility of a Parks Advisory Committee made up of community stakeholders with a Business and Economic Development representative to maintain the importance of parks amenities in an economic development program.
- > Develop and implement an adopt-a-trail program to enhance maintenance and upkeep of existing trails in McMinnville.
- > Promote and expand existing regional athletic events held in McMinnville, including youth sports tournaments and running and bike races.
- > Work with IMBA, local shops, local riders, the U.S. Forest Service and other property owners to develop a network of off-road trails leaving straight from McMinnville, with the "town as trailhead".
- > Work with Travel Oregon to expand, signify, and promote road biking routes in and around McMinnville.
- > Evaluate the potential for events in the "all-road" cycling segment, leveraging local gravel and dirt road networks.
- > Collaborate with Michelbook to plan proactively for the future of country club and its recreational assets.
- > Support a recreation facilities plan that identifies the community's priorities and resources needed to update, improve, expand and add recreational facilities that serve the community's needs including a Community Center and Aquatic Center.
- > Work with Yamhill County to identify and prioritize improvements to the Yamhill County Fairgrounds.
- > Coordinate with YMCA and/or other similar organizations to evaluate the feasibility of opening a recreation facility in McMinnville.



Maintain and Enhance our High Quality of Life

3.3 Leverage arts and culture amenities.

POTENTIAL TASKS OR PROJECTS:

- > Evaluate the feasibility of a public private partnership to create a community art space or collaborative studio and cooperative gallery.
- > Create or expand programs that feature the work of local artists on a rotating basis in City buildings and in the public realm.
- > Assess the need for and feasibility of updating or expanding the McMinnville Public Library.
- > Initiate a conversation between locals artists, arts organizations, philanthropies and other parties to identify the potential for an arts and culture-focused event center in McMinnville.
- > Establish periodic, formal dialogue with the Evergreen Aviation and Space Museum and the Yamhill County Heritage Museum to anticipate their needs and identify opportunities to provide support
- > Collaborate to develop a community arts and culture event calendar that centralizes McMinnville's arts and culture-related offerings



Maintain and Enhance our High Quality of Life

3.4 Invest in McMinnville's neighborhoods.

3.4.1 Implement the recommendations of the citywide Strategic Plan, particularly as they relate to livable neighborhoods

3.4.2 Ensure that regulations and City investments encourage livability.

POTENTIAL TASKS OR PROJECTS:

- > Review and revise zoning designations to provide neighborhood-serving retail and services in close proximity to residential neighborhoods.
- > Systematically evaluate the adequacy of street lighting in residential areas and key bike and pedestrian corridors, and ensure that pedestrian corridors in neighborhoods and around key destinations are well-served by crosswalks, bike lanes, and other bike and pedestrian infrastructure.
- > Evaluate the adequacy of current policy regarding vacation and short-term rentals to balance the needs of neighborhood residents and visitors to McMinnville.



Maintain and Enhance our High Quality of Life

3.5 Proactively maintain McMinnville's character.

POTENTIAL TASKS OR PROJECTS:

- > Explore the creation of a legacy business program to celebrate the longevity of longstanding local businesses.
- > Explore the feasibility of facade improvement grants, tax credit/abatement programs or revolving loans for property owners that voluntarily make physical improvements to their properties.
- > Evaluate the potential applicability of form-based code provisions, particularly in neighborhood centers, pedestrian corridors, and the downtown area, to ensure good design.
- > Review adopted design guidelines and other development standards to ensure that new development contributes positively to McMinnville's sense of place.

3.6 Become a regional leader in cross-jurisdiction collaboration and problem-solving.

POTENTIAL TASKS OR PROJECTS:

- > Identify the appropriate forum for conversations around complex regional issues and potentially lead the creation or and facilitate a regional working group that meets periodically to develop regional solutions
- > Evaluate existing City participation in regional organizations and coordinate to encourage employee participation in regional leadership positions

Sustain and Innovate Within



Traditional Industry and Advanced Manufacturing

Goal Four



Sustain and Innovate within Traditional Industry and Advanced Manufacturing

4.1 Ensure workforce availability in trades and other mid-skill positions.

POTENTIAL TASKS OR PROJECTS:

- > Encourage expansion and allocate resources for middle, high school, and community and technical college programs that encourage career exploration and skills development in trades and mid-skill occupations
- > Convene a panel of business leaders from traditional industry and advanced manufacturing employers in McMinnville to pioneer a collaborative approach to expanding apprenticeships and volunteering employee time to teach in-demand skills to individuals evaluating trade-based careers.

4.2 Connect traditional industry and advanced manufacturing to innovation resources for sustainable growth.

POTENTIAL TASKS OR PROJECTS:

- > Highlight industrial innovation in McMinnville through periodic events, posts and other marketing, connecting innovators through storytelling and innovation partnerships.
- > Plan and participate in an industrial innovation working group or recurring social event to facilitate idea sharing and cross-pollination among business leaders.
- > Connect business leaders with regional innovation resources through Business Oregon and other innovation-oriented organizations.
- > Consider an international sister city program to share innovative practices.



Sustain and Innovate within **Traditional Industry and Advanced Manufacturing**

4.3 Expand and market land availability for industrial activities.

POTENTIAL TASKS OR PROJECTS:

- > "Promote and market the McMinnville Industrial Park as a target area for advanced manufacturing investment within Yamhill County."
- > Coordinate with McMinnville Industrial Promotion to ensure leadership succession and continued engagement.



Foster Opportunity In

Technology and Entrepreneurship

Goal Five



Foster Opportunity in Technology and Entrepreneurship

5.1 Become a place where small and medium technology firms can relocate and grow.

POTENTIAL TASKS OR PROJECTS:

- > Foster physical connections to existing tech and entrepreneurship hubs through low-cost air services.
- > Market McMinnville as a destination for young and aspiring employees to find opportunity in business, entrepreneurship, computer and software engineering and other programs in Oregon's post-secondary institutions.
- > Survey local "tech" employers to identify current regulatory shortcomings or infrastructural needs for business relocation and expansion.
- > Promote the concept of McMinnville's "tech terroir" to emphasize McMinnville's potential assets to entrepreneurs, business owners and others involved in tech-oriented occupations.
- > Explore opportunities to improve connections to and otherwise better leverage McMinnville's dark fiber ring for business use.
- > Hire an innovation officer and/or complete a comprehensive strategy around smart cities and innovation in urban sustainability.
- > Create an "Invest in the Future" grant program that is targeted towards private investment and business development with living wage job outcomes.

5.2 Provide opportunities for co-working, teleworking, and other arrangements enabled by telecommunications technology.

POTENTIAL TASKS OR PROJECTS:

- > Collaborate to develop a coworking space to foster entrepreneurship, innovation and to enable convenient telecommuting to regional employers in Portland or elsewhere. Explore unique partnership opportunities for cooperative or pop-up telecommuting spaces.



Foster Opportunity in Technology and Entrepreneurship

5.3 Incubate new businesses and start-ups.

POTENTIAL TASKS OR PROJECTS:

- > Maintain a list of funding sources for start-up and expansion grants for locally-owned businesses.
- > Coordinate with partners to improve access to funding and resources available through local foundations, non-profits and other funders in McMinnville to empower local capacity-building efforts.
- > Study the feasibility of aggregators or cooperatives to efficiently distribute locally-made products from McMinnville businesses to larger metropolitan markets.

5.4 Create new talent pipelines for tech-related occupations.

POTENTIAL TASKS OR PROJECTS:

- > Connect business leaders with interested local educators to develop extracurricular activities and to improve current curricula and align education and training with emerging employer needs.
- > Cultivate relationships with post-secondary institutions to ensure awareness of job opportunities in McMinnville, and ensure that McMinnville job opportunities are represented on school job boards, in job fairs, and other promotional events.



Be a Leader In

Hospitality and Place-Based Tourism

Goal Six



Be a Leader in **Hospitality and Place-Based Tourism**

6.1 Make downtown the best it can be.

POTENTIAL TASKS OR PROJECTS:

- > Evaluate current zoning, historical districts and designations, and existing land use patterns, including underutilized parcels, to ensure that key downtown parcels offer the highest and best use for their location.
- > Communicate with County officials to explore the potential for a purpose-built County facility, outside of downtown, that includes a courthouse, commissioners offices, and clerks office.
- > Continue to evaluate new downtown events to diversify downtown events and activities and publicize emerging retailers or other non-retail organizations.
- > Evaluate the feasibility of improving or expanding the provision of public restrooms in the downtown area.

6.2 Become the preferred destination for wine-related tourism.

POTENTIAL TASKS OR PROJECTS:

- > Collaborate to expand marketing of McMinnville and Yamhill Valley products and to improve national and international recognition of local wine.
- > Connect hoteliers and other hospitality professionals in Oregon and elsewhere to local opportunities for high-quality additions to McMinnville's current hospitality offerings.
- > Collaborate with Travel Oregon to host a tourism workshop for McMinnville business owners to establish and leverage competitive advantages of over similar regional offerings.
- > Leverage Linfield's wine studies program to identify opportunities to increase visitation to the Willamette Valley region and to the viticultural areas immediately surrounding McMinnville



Be a Leader in Hospitality and Place-Based Tourism

6.3 Diversify tourism destinations beyond wine.

POTENTIAL TASKS OR PROJECTS:

- > Create branded itineraries for a range of activities and distribute online and in hard copy throughout McMinnville and at local and regional airports to offer pre-planned adventures for visitors.
- > Optimize social media performance by continuing and expanding the use of hash tags, branded icons, slogans, and other techniques to highlight and encourage sharing of McMinnville-based experiences.
- > Conduct a feasibility study to identify the potential costs and economic and fiscal impacts of building an indoor sports complex for local recreation and regional event use.
- > Engage the Wings and Waves water park to identify and pursue opportunities for growth and expansion.
- > Become a national destination for bicycle tourism and other recreational and leisure activities.

6.4 Market and promote McMinnville.

POTENTIAL TASKS OR PROJECTS:

- > Develop and maintain robust relationships with Travel Oregon, and seek promotion opportunities accordingly.
- > Document and track the economic impact of tourism and outdoor recreation to Yamhill Valley communities.
- > Work with visit McMinnville and local hoteliers to identify gaps in available conference space and to establish a plan to expand McMinnville's offerings for small and large conferences.



Align and Cultivate Opportunities In

Craft Beverages and Food Systems

Goal Seven



Align and Cultivate Opportunities in Craft Beverages and Food Systems

7.1 Maintain prominence in wine while looking for opportunities to innovate within supply chains, viticulture and production.

POTENTIAL TASKS OR PROJECTS:

- > Convene a technical assistance panel to identify new opportunities in urban wine-making and distribution and to establish a framework for collaboration and innovation in wine-making that best leverages public and private resources and identifies critical public/private partnerships.
- > Expand programming at IPNC to include a technical component for knowledge sharing between wine-makers and other professionals in viticulture and oenology.
- > Encourage collaborative research at Linfield and Chemeketa CC and facilitate connections between these schools and other viticulture programs nationally.
- > Proactively recruit beverage-makers that complement existing wineries and breweries, such as cideries and distilleries.

7.2 Locate higher job-density food and beverage activities within McMinnville.

POTENTIAL TASKS OR PROJECTS:

- > Ensure the sufficiency of regulations in applicable zones to accommodate urban wine-making and other non-retail aspects of the wine industry, including transportation and distribution.
- > Encourage further clustering of wine-oriented business in the Granary/Alpine District.
- > Contact wineries throughout the region to identify growth-oriented operations needing new or larger space, and target marketing and recruitment efforts accordingly.



Align and Cultivate Opportunities in Craft Beverages and Food Systems

- > Recruit food processing and production companies that offer synergies with wineries, such as charcuterie and cheese companies.
- > Coordinate with educational institutions to anticipate needs and ensure that McMinnville remains a hub for wine education while expanding culinary education and training locally

7.3 Expand R&D for wine and other agricultural/cultivation-oriented and value-added practices.

POTENTIAL TASKS OR PROJECTS:

- > Hire an Agriculture Coordinator or Resource Officer to connect producers with resources and coordinate efforts to innovate within wine and agriculture.
- > Convene a group of wine-makers and entrepreneurs to evaluate the feasibility of a wine maker-space or similarly collaborative wine-making space for small producers, experimental products, or research.
- > Conduct a feasibility study and potentially complete a business plan for an integrated food hub and permanent, year-round farmer's market.
- > In partnership with other Oregon cities and counties, commission a study of value-added industry successes and best practices related to agriculture in western U.S. and Canadian communities.
- > Liaise with researchers at OSU's Small Farms Program and other similar agricultural programs throughout the state and the region.
- > Invite educators in the region to conduct research and teaching based in the Yamhill Valley, including possible distance learning and online college course options.
- > Explore opportunities for expanded agricultural production using hydroponics, aquaponics and other similar cultivation methods



Align and Cultivate Opportunities in Craft Beverages and Food Systems

7.4 Open new markets for local agricultural products.

POTENTIAL TASKS OR PROJECTS:

- > Establish a branding and marketing program for local agricultural products, such as “Yamhill County Grown” or similar.
- > Develop and market a local Farm-to-Table program by connecting Yamhill Valley farmers with local restaurants.
- > Explore the potential for a cooperative distribution model to move McMinnville’s agricultural products to restaurants in the Portland metro.

7.5 Encourage a holistic approach to local food culture, improving connections to the local producers and cultivating a community of exceptional restaurants and culinary establishments.

POTENTIAL TASKS OR PROJECTS:

- > Create a forum for local restaurateurs to connect with local agricultural producers and improve culinary offerings.
- > Work with stakeholders to establish a local demonstration or innovation kitchen that can be rented to test new recipes, host small events, or otherwise incubate local culinary endeavors.
- > Publicize local food offerings across all price levels through a branded guide to local cuisine, and distribute at and regional hotels, wineries, airports and other places frequented by travelers.
- > Partner on development of a “Farm-for-a-Day” agri-tourism program connecting local farming operations to paying guests.
- > Evaluate alignment of current food cart regulations with community goals.



Align and Cultivate Opportunities in Craft Beverages and Food Systems

7.6 Preserve natural assets while ensuring long-term stability in agricultural production.

POTENTIAL TASKS OR PROJECTS:

- > Espouse an approach to environmental stewardship and encourage participation and support by local farmers for initiatives in keeping with this approach.
- > Establish and facilitate a business leadership group to identify solutions to sustainability challenges.
- > Establish local resiliency infrastructure and training through programs like FEMA's Community Emergency Response Teams (CERT) or other community-based models.



Proactively Assist Growth In

Education, Medicine and Other Sciences

Goal Eight



Proactively Assist Growth in Education, Medicine and Other Sciences

8.1 Leverage institutional land assets and support planning for institutional growth and clustering.

POTENTIAL TASKS OR PROJECTS:

- > Ensure that the Willamette Valley Medical Center can accommodate future growth through a master plan that includes supportive zoning, targeted capital improvements and other tools.
- > Use regulatory tools and constructive dialogue with businesses to encourage clustering of medical-professional uses near the Willamette Valley Medical Center and to create a regional anchor for health care.
- > Engage McMinnville's large institutions in a dialogue about proactive planning for large and underutilized land assets.
- > Assess the desirability and potential feasibility of the creation of a "university district" or similar near one or more of McMinnville's college campuses.

8.2 Assist in recruitment and training to fill specific workforce needs.

POTENTIAL TASKS OR PROJECTS:

- > Identify and fill gaps in education and training opportunities at local educational institutions for in-demand skills in "Eds and Meds" occupations.
- > Connect employers in education and health care to national skilled workforce pools through branding, recruitment, relocation incentives and other tools.
- > Explore public-private and other partnerships to improve amenities for students and employees, potentially including an expanded supply of student housing or housing appropriate for students on or near Linfield and Chemeketa campuses, and improved transportation to campuses and other institutions.



Proactively Assist Growth in Education, Medicine and Other Sciences

8.3 Support the expansion of programmatic offerings at local institutions.

POTENTIAL TASKS OR PROJECTS:

- > Work with Linfield College and Chemeketa CC to assess demand for education and training in health care and related services and to expand programming accordingly.
- > Engage Chemeketa CC leadership in a dialogue to explore the creation an on-site culinary and hospitality program.
- > Collaborate with leadership at the school district and at Linfield and Chemeketa to better engage Oregon's four-year public universities.
- > Connect local students with opportunities to work with OSU Extension, in labs or to participate in other UO and OSU programs prior to high school graduation.
- > Explore the creation of an aviation education program that leverages McMinnville's existing infrastructure and workforce assets.
- > Identify opportunities to bring programming offered at other Chemeketa Community College campuses to McMinnville, particular when serving established local industries.
- > Foster R&D opportunities for existing and emerging industries.

8.4 Improve and expand connections between key institutions and the City of McMinnville.

POTENTIAL TASKS OR PROJECTS:

- > Create safer and more intuitive physical connections to McMinnville from Linfield and Chemeketa, including better sidewalks, lighting and public transportation, particularly along Davis Street.
- > Proactively engage students in community events to improve dialogue between permanent residents and college attendees.

Implementation

Leads, Partners and Performance Measures

This section of the strategic plan identifies potential lead actors, potential partners and performance measures for each strategy included in the plan.

Potential leads and partners are anticipated to spearhead and contribute to the implementation of the strategies identified. In some cases, the City's Stable Table is identified as a lead or partner. This group includes the City of McMinnville, Visit McMinnville, McMinnville Chamber of Commerce, McMinnville Downtown Association and McMinnville Economic Development Partnership. Other organizations identified include:

- > Affordable Housing Task Force (AHTF)
- > Chemeketa College
- > International Pinot Noir Celebration (IPNC)
- > Linfield College
- > McMinnville Chamber of Commerce
- > McMinnville Economic Development Partnership (MEDP)
- > McMinnville Downtown Association (MDA)
- > McMinnville Industrial Promotions (MIP)
- > McMinnville School District (MSD)
- > McMinnville Urban Renewal Advisory Committee (MURAC)
- > McMinnville Water and Light (MW&L)
- > Mid-Willamette Valley Council of Governments (MWVCOG)
- > Oregon Department of Transportation (ODOT)
- > Oregon State University (OSU)
- > Public Art Committee
- > Regional Solutions Team (RST)
- > Travel Oregon
- > University of Oregon (UO)
- > Visit McMinnville
- > Willamette Valley Medical Center (WVMC)
- > Willamette Valley Wineries Association (WVWA)
- > Yamhill County
- > Yamhill County Transit (YCTA)
- > Yamhill Soil and Water Conservation District (SWCD)





Accelerate Growth in Living-Wage Jobs Across a Balanced Array of Industry Sectors

1.1 Maintain and enhance McMinnville's positive business climate

Stable Table; City of McMinnville; McMinnville Economic Development Partnership (MEDP)

Stable Table

Customer satisfaction surveys; feedback from business summit (1.1.1)

1.2 Develop McMinnville's brand and leverage McMinnville's strong sense of place to spur economic growth.

Stable Table; City of McMinnville

Stable Table; Oregon Department of Transportation (ODOT)

Total employment; MEDP inquiries; social media content production and user engagement

1.3 Ensure commercial and industrial land availability

City of McMinnville; MEDP

Stable Table; City of McMinnville; Chamber of Commerce; Regional Solutions Team (RST)

Buildable lands capacity analyses; land transactions

1.4 Improve infrastructure to serve businesses, visitors and local residents.

City of McMinnville; Stable Table; MEDP; Parkway Committee; McMinnville Urban Renewal Advisory Committee (MURAC)

City; Stable Table; MEDP; RST; ODOT; Chamber; Yamhill County Transit (YCTA); Yamhill County; Airport Commission; McMinnville Water and Light (MW&L); McMinnville Industrial Promotions (MIP)

Transportation levels of service; flights departing/arriving McMinnville; mode split (ACS); commute times (ACS)

1.5 Expand efforts in talent attraction and retention.

Stable Table; City of McMinnville; MEDP; Visit McMinnville; Linfield College; McMinnville High School

Stable Table

Number of conferences hosted; student retention (surveys); age segmentation (ACS)



Improve Systems for Economic Mobility and Inclusion

2.1 Enhance education and workforce development, build career pathways and provide adult skills training.

MEDP; Stable Table; McMinnville School District (MSD)

Stable Table; Chamber of Commerce; MSD; Linfield College; Chemeketa College

Unemployment rate; median household income; educational attainment; feedback from employer surveys or focus groups

2.2 Provide tools for growing and scaling small, entrepreneurial endeavors.

City of McMinnville; MEDP; Stable Table

MEDP; Stable Table

New business licenses; business owner demographics

STRATEGY	POTENTIAL LEADS	POTENTIAL PARTNERS	PERFORMANCE MEASURES
2.3 Ensure adequacy of social services.	Yamhill County	MSD; City of McMinnville	Poverty rate; unemployment rate; homeless PIT counts
 Maintain and Enhance our High Quality of Life			
3.1 Provide a sufficient quantity of housing units that suit local wages and workforce needs.	City of McMinnville; MEDP; MURAC; Affordable Housing Task Force (AHTF)	City of McMinnville; Chamber of Commerce; McMinnville Downtown Association (MDA)	Housing starts (building permits); housing unit segmentation (ACS); housing cost burden; homeless PIT counts
3.2 Expand and improve recreation amenities and options.	City of McMinnville; Visit McMinnville; Stable Table	City of McMinnville; Yamhill County	Number of events; total event attendance; Travel Oregon economic impact data
3.3 Leverage arts and culture amenities.	Public Art Committee; City of McMinnville	MDA; Visit McMinnville	Number of events; total event attendance; Travel Oregon economic impact data
3.4 Invest in McMinnville's neighborhoods.	City of McMinnville		Neighborhood safety (e.g. crime data, traffic incidents); vacancy rates
3.5 Proactively maintain McMinnville's character.	City of McMinnville; Chamber of Commerce; MURAC	MEDP	Program enrollment/utilization (from actions in 3.5)
3.6 Become a regional leader in cross-jurisdiction collaboration and problem-solving.	City of McMinnville	Stable Table; RST; Mid-Willamette Valley Council of Governments (MWVCOG)	Number of regional leadership positions held by City staff



Sustain and Innovate within Traditional Industry and Advanced Manufacturing

4.1 Ensure workforce availability in trades and other mid-skill positions.

MEDP

MSD; Chamber of Commerce;
Chemeketa College; Linfield
College

Certificate and degree completions; feedback from employer surveys or focus groups; total employment in industrial sectors

4.2 Connect traditional industry and advanced manufacturing to innovation resources for sustainable growth.

MEDP

Year over year change in employment in industrial sectors; new industrial businesses (business licenses)

4.3 Expand and market land availability for industrial activities.

MEDP; MIP

Land transactions on industrially-zoned properties; industrial vacancy and absorption; total assessed improvement value for industrial lands



Foster Opportunity in Technology and Entrepreneurship

5.1 Become a place where small and medium technology firms can relocate and grow.

City of McMinnville; MEDP;
MURAC

Certificate and degree completions; feedback from employer surveys or focus groups; total employment in information sectors; new businesses in info. sector

5.2 Provide opportunities for co-working, teleworking, and other arrangements enabled by telecommunications technology.

Stable Table

Commute data (ACS); co-working memberships

5.3 Incubate new businesses and start-ups.

MEDP; Chamber of Commerce

New businesses in the information sector (business licenses); businesses receiving venture capital investment (via survey)

5.4 Create new talent pipelines for tech-related occupations.

MEDP

MSD; Chemeketa College; Linfield College

Certificate and degree completions; total employment by occupation for tech-related occupations

STRATEGY

POTENTIAL LEADS

POTENTIAL PARTNERS

PERFORMANCE MEASURES



Be a Leader in Hospitality and Place-Based Tourism

6.1 Make downtown the best it can be.

City of McMinnville; MDA; MU-RAC

MDA; Stable Table

External press/recognition; social media engagement; retail vacancy rate; total assessed improvement value; hotel stays; total retail sales

6.2 Become the preferred destination for wine-related tourism.

Visit McMinnville

Tasting room retail sales (via business survey); hotel stays; Travel Oregon economic impact data

6.3 Diversify tourism destinations beyond wine.

Visit McMinnville

Hotel stays; Travel Oregon economic impact data

6.4 Market and promote McMinnville.

Visit McMinnville

Travel Oregon; Yamhill County

Social media engagement; hotel stays; Travel Oregon economic impact data



Align and Cultivate Opportunities in Craft Beverages and Food Systems

7.1 Maintain prominence in wine while looking for opportunities to innovate within supply chains, viticulture and production.

MEDP; Linfield College; Cheme-keta College; International Pinot Noir Celebration (IPNC); DP

Willamette Valley Wineries Association (WVWA); Visit McMinnville; MDA

Number of wine-related businesses (business licenses); IPNC and other event attendance; Linfield College wine program enrollment

7.2 Locate higher job-density food and beverage activities within McMinnville.

City of McMinnville; MEDP

WVWA; MURAC

Total employment in food and beverage sector; square feet per employee in food and beverage sector

7.3 Expand R&D for wine and other agricultural/cultivation-oriented and value-added practices.

MEDP

WVWA; MDA; RST; Oregon State University (OSU)

Total employment in agriculture; number of businesses in agriculture sector; gross business income for businesses in agriculture sector

STRATEGY	POTENTIAL LEADS	POTENTIAL PARTNERS	PERFORMANCE MEASURES
7.4 Open new markets for local agricultural products.	MEDP; Chamber of Commerce	Stable Table; MEDP; MDA; City of McMinnville; OSU	Farmer's market dates and attendance; gross business income for businesses in agriculture sector; percent of revenues from direct sales (from business survey)
7.5 Encourage a holistic approach to local food culture, improving connections to the local producers and cultivating a community...	City of McMinnville; MEDP; Visit McMinnville	MDA; Yamhill Soil and Water Conservation District (SWCD)	Locally-sourced ingredients (from business survey); total number of restaurants
7.6 Preserve natural assets while ensuring long-term stability in agricultural production.	RST; MP&L; SWCD	City of McMinnville	Total land in agriculture; total land in conservation; water quality indicators (as available from SWCD)



Proactively Assist Growth in Education, Medicine and Other Sciences

8.1 Leverage institutional land assets and support planning for institutional growth and clustering.	City of McMinnville; Linfield College; Chemeketa College; Willamette Valley Medical Center (WVMC)		Total employment in "eds and meds" sectors; new construction (square feet) on institutional lands; total enrollment at LC, CC
8.2 Assist in recruitment and training to fill specific workforce needs.	MEDP; Linfield College; Chemeketa College; Willamette Valley Medical Center (WVMC)	Visit McMinnville; City of McMinnville	Total employment in "eds and meds" sectors; feedback from employer surveys or focus groups
8.3 Support the expansion of programmatic offerings at local institutions.	Linfield College; Chemeketa College; MSD	University of Oregon (UO); OSU; City of McMinnville	Certificate and degree completions; total enrollment at LC, CC
8.4 Improve and expand connections between key institutions and the City of McMinnville.	City of McMinnville; Linfield College; Chemeketa College		Student feedback (via surveys or other per 8.4)

▶ Appendices



City of McMinnville

ECONOMIC DEVELOPMENT STRATEGY

DEMOGRAPHIC & ECONOMIC PROFILE

April 13, 2018

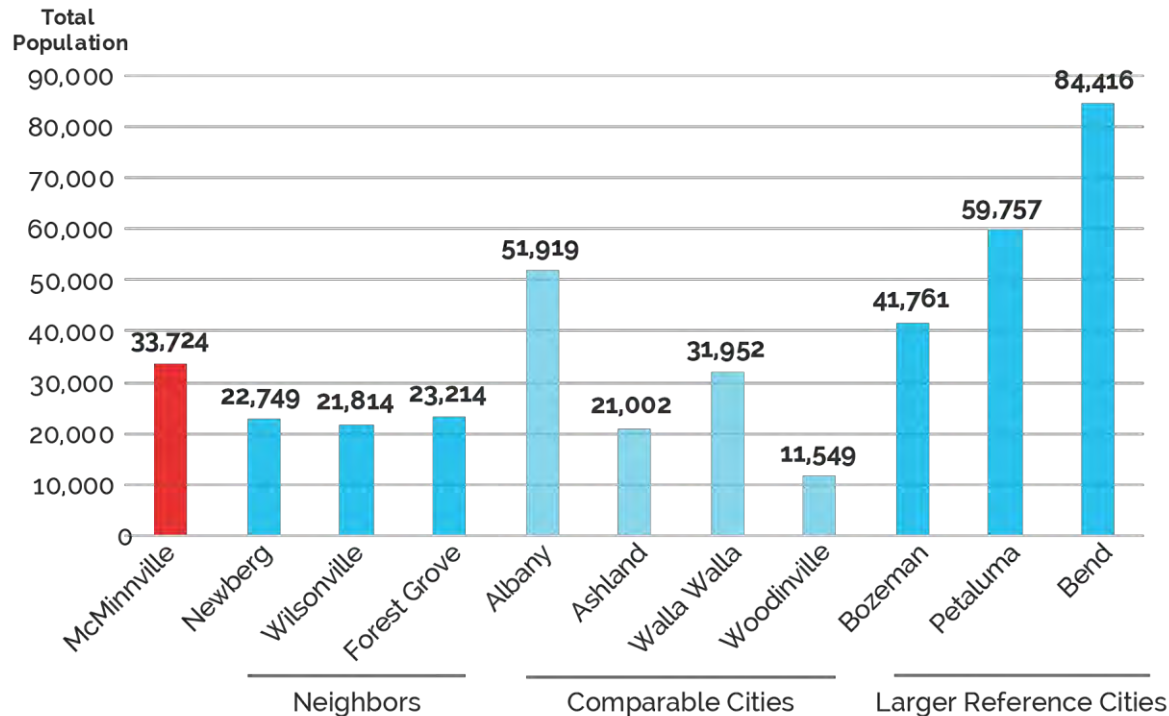
Key Findings

- McMinnville has **the largest population and highest employment in Yamhill County**, which positions the city as a subregional center, on the outskirts of the greater Portland region. McMinnville is expected to grow and capture more than half of projected population growth in Yamhill County in the coming years, thereby increasing its role as the commerce and population center of Yamhill County.
- For those moving to McMinnville, **most come from within Yamhill County** or other places within the State of Oregon, indicating that McMinnville is a regional draw.
- **Yamhill County's population is aging** and will continue to age; residents 65+ will account for a larger share of the population in the coming decades and will be the largest age segment by 2055.
- **The McMinnville and Yamhill County economy has balanced industry sectors**, with Educational and Medical Services, Manufacturing, Trade, Transportation and Utilities, Government, and Leisure and Hospitality each accounting for between 11% - 22% of countywide employment. McMinnville has large employers (or many employers) in each of these sectors, including Cascade Steel, Willamette Valley Medical Center, Linfield College, Yamhill County (government), and others.
- **Office-using employment, such as Professional and Business Services, Financial Activities and Information, is low**, though Professional and Business Services are expected to grow rapidly. Educational and Medical Services are expected to add the greatest number of jobs in the Mid-Valley region through 2024.
- **McMinnville's median household income is low**, with disparities by race or ethnicity and educational attainment; healthcare practitioner and technical occupations is the highest-paying occupational category in McMinnville, at \$68,000.
- **Most McMinnville residents commute to work alone in a car**. Many McMinnville residents (39%) work in McMinnville, and the most common commute destinations for residents are to Portland and Salem (12% total).
- **A lower percentage of McMinnville residents obtain a bachelor's degree or higher**; educational attainment lags relative to the region.
- **Housing affordability is a challenge, as it is throughout the greater Portland region**. Housing costs are not more burdensome than in many other communities throughout the region.
- **McMinnville's poverty rate is relatively high at 20%**, but poverty varies across family types, race or ethnicity, and educational attainment. In McMinnville, more than half of single mothers and one-quarter of all families with children are in poverty; one-third of Hispanic or Latino individuals are in poverty and one-third of individuals with less than a high school diploma live in poverty.

Population

FIGURE 1. ESTIMATED TOTAL POPULATION, MCMINNVILLE AND SELECTED COMPARISON JURISDICTIONS, 2016

Source: U.S. Census Bureau Longitudinal Employer-Household Dynamics, 2016; Community Attributes Inc., 2018

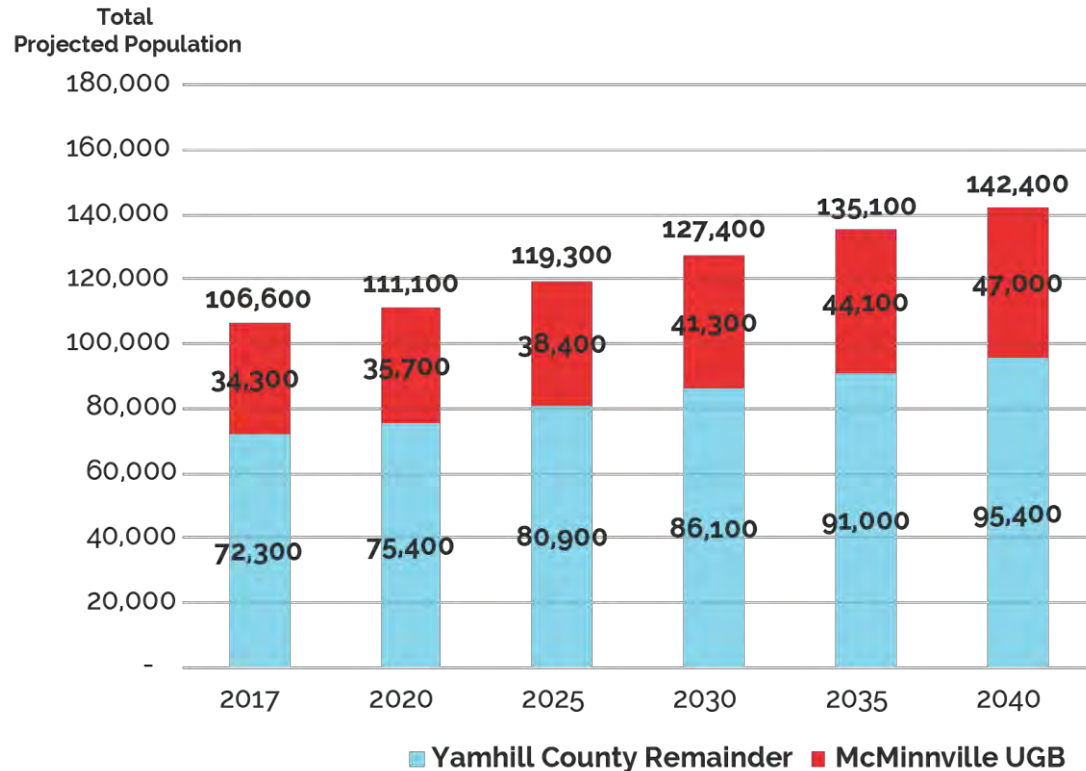


- McMinnville's population in 2017 was 34,293, Portland State University's Population Research Center. For comparison to other cities, U.S. Census data for 2016 is more practical. In 2016, McMinnville's population 33,724.
- McMinnville is the largest city in Yamhill County and larger than neighbors Newberg, Wilsonville and Forest Grove, but smaller than nearby Albany (51,900).
- The neighboring cities all are closer to Portland, which is significant for interpreting subsequent slides.
- McMinnville's population is quite similar to Walla Walla, Washington (31,952), for comparison purposes.
- The larger cities shown are useful to compare McMinnville's future to benchmarks amongst these larger reference cities.

Population

FIGURE 2. POPULATION FORECAST, YAMHILL COUNTY AND MCMINNVILLE UGB, 2017-2050

Source: Population Research Center at Portland State University, 2017; Community Attributes Inc., 2018



- McMinnville's population is expected to grow to 41,300 by 2030 (7,000 new residents since 2017) and 47,000 by 2040 (12,700 new residents since 2017), as Yamhill County as a whole grows 127,400 in 2030 and 142,400 in 2040.
- Yamhill County outside of McMinnville is expected to add 23,100 new residents by 2040.
- The forecasts suggest that McMinnville will receive 35% of population growth in Yamhill County through 2040.

If forecasts hold, the share of Yamhill County residents living in McMinnville will increase from 32% to 33% by 2040.

Population

FIGURE 3. POPULATION FORECAST, YAMHILL COUNTY AND COUNTY URBAN GROWTH AREAS, 2017-2040

Source: Population Research Center at Portland State University, 2017; Community Attributes Inc., 2018

Area / Year	2017	2020	2030	2040	CAGR, 2017-2035	CAGR, 2035-2050
Yamhill County	106,555	111,101	127,404	142,311	1.3%	1.0%
Amity UGB	1,642	1,691	1,840	1,975	0.8%	0.6%
Carlton UGB	2,229	2,340	2,813	3,204	1.7%	1.1%
Dayton UGB	2,837	2,914	3,108	3,290	0.7%	0.5%
Dundee UGB	3,243	3,408	4,158	4,936	1.9%	1.4%
Gaston UGB (Yamhill)	157	157	158	159	0.1%	0.0%
Lafayette UGB	4,083	4,436	5,375	5,970	1.9%	0.7%
McMinnville UGB	34,293	35,709	41,255	46,956	1.4%	1.2%
Newberg UGB	24,296	25,889	31,336	36,709	1.9%	1.4%
Sheridan UGB	6,340	6,401	6,754	7,016	0.5%	0.3%
Willamina UGB (Yamhill)	1,227	1,230	1,259	1,287	0.2%	0.2%
Yamhill UGB	1,077	1,099	1,264	1,406	1.2%	0.8%
Outside UGB Area	25,132	25,827	28,084	29,403	0.8%	0.2%

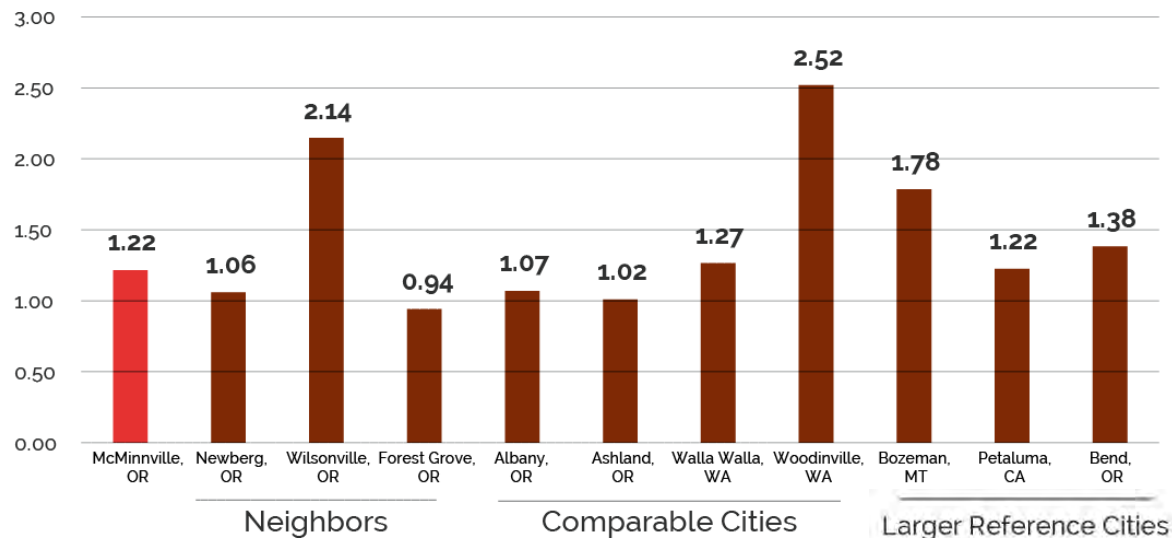
- McMinnville's 1.3% compound annual growth rate (CAGR) from 2017-2050 is fourth-highest in Yamhill County, less than Newberg (1.7%), Dundee (1.7%) and Carlton (1.4%).
- Outside of McMinnville, only Newberg (17,805) is forecasted to add more than 4,700 new residents through 2050
- Forecasts indicate that growth will occur more rapidly (CAGR) from 2017-2035, than from 2035-2050.

Jobs to Housing Units

FIGURE 4. JOBS-TO-HOUSING UNIT RATIO, MCMINNVILLE AND SELECTED COMPARISON JURISDICTIONS, 2016

Source: U.S. Census Bureau American Community Survey, 2016; Community Attributes Inc., 2018

Jobs : Housing Unit
Ratio



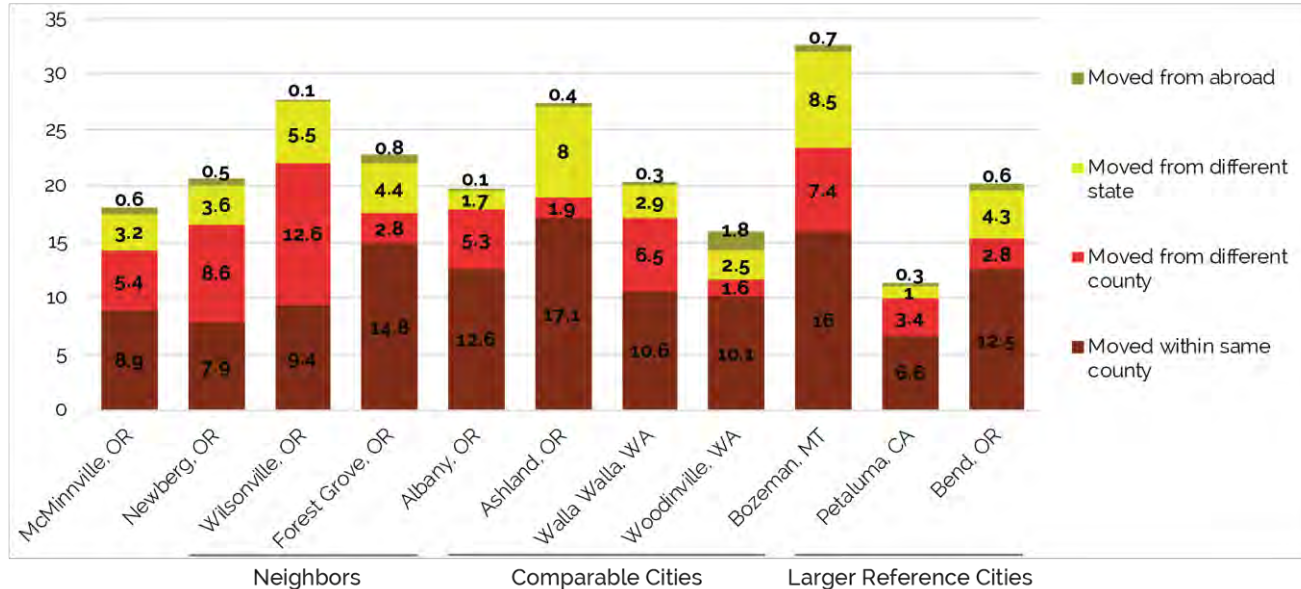
- Jobs-to-Housing Units Ratio measures how many jobs a community has relative to the number of housing units in the community; it is an indicator of the community's economic role in a given region.
- McMinnville has 1.22 jobs per housing unit, indicating that it is a job center for the region. This is comparable to the ratio in Petaluma (1.22) and Walla Walla (1.27).
- Wilsonville, Woodinville, and Bozeman are the strongest employment centers among selected comparison jurisdictions, according to this metric. Forest Grove, Ashland, Newberg and Albany have comparatively lower ratios.

Resident Mobility

FIGURE 5. RESIDENT MOBILITY WITHIN PRIOR YEAR, MCMINNVILLE AND SELECTED COMPARISON JURISDICTIONS, 2016

Source: U.S. Census Bureau American Community Survey, 2016; Community Attributes Inc., 2018

Percentage of
Total Population



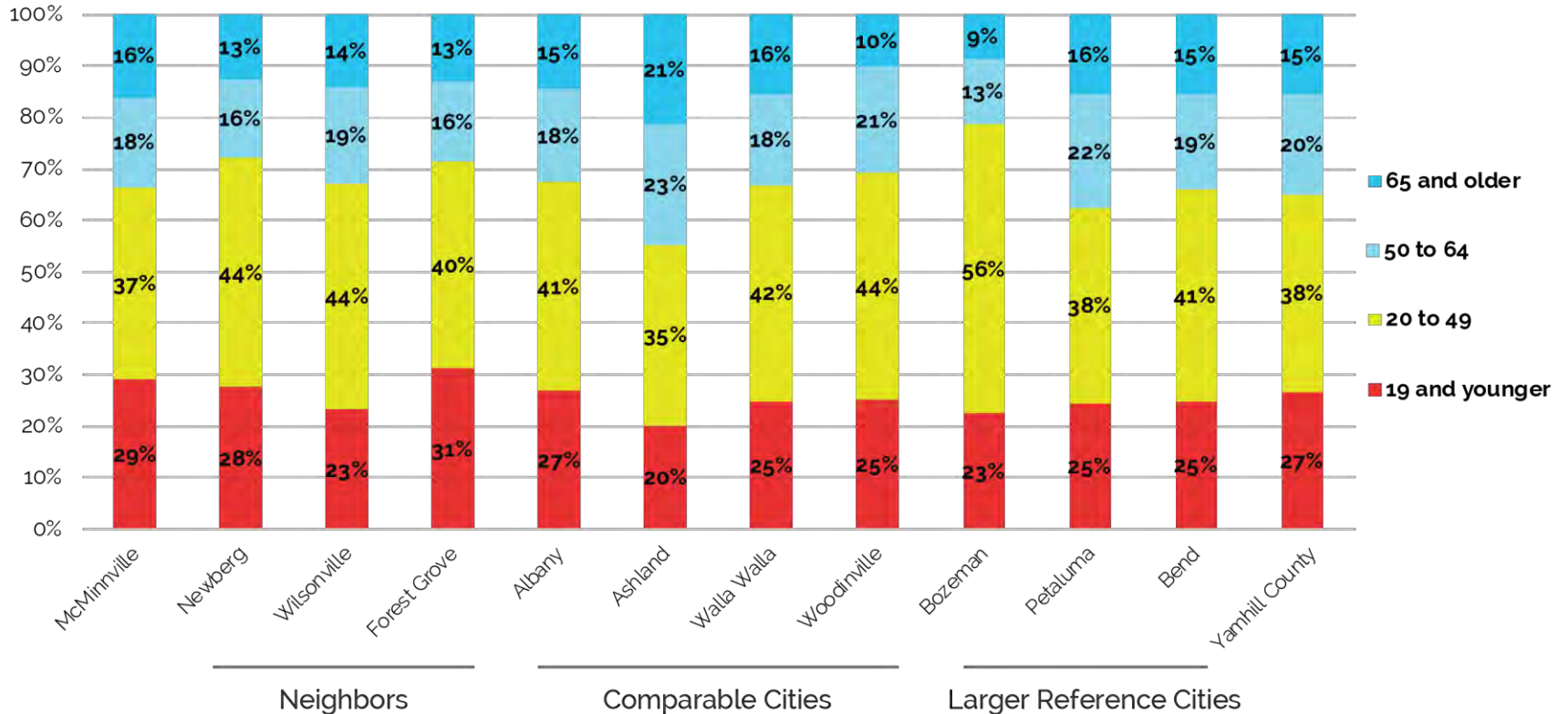
- 18% of McMinnville residents moved within the last year, less than in neighboring cities of Newberg (21%), Forest Grove (23%) and Wilsonville (28%).
- Of people who moved, a larger portion (49%) of McMinnville residents relocated from another place within the same county, as compared to neighbors Newberg (38%) and Wilsonville (34%).
- Comparable cities Albany, Walla Walla and Woodinville all experienced similar levels of mobility; Walla Walla drew most similarly from within the same county (52%).
- Bozeman (9%), Ashland (8%) and Wilsonville (6%) attribute the largest percentage of total residents to those who have moved from out of the state or from abroad within the last year. Petaluma and Albany attribute the lowest percentage of residents to in-migration from out of state or abroad, at 1% and 2% respectively.

Age

FIGURE 6. POPULATION BY AGE GROUP, CITY OF MCMINNVILLE AND SELECTED COMPARISON JURISDICTIONS, 2016

Source: U.S. Census Bureau American Community Survey, 2016; Community Attributes Inc., 2018

Total Population



- McMinnville has a similar age composition to Yamhill County overall, though McMinnville has a larger portion of residents aged 65 or older than all selected neighboring cities, and fewer individuals aged 20 to 49 than all neighboring cities.

Age

FIGURE 7. FORECASTED POPULATION BY AGE SEGMENT, YAMHILL COUNTY, 2017-2040

Source: Population Research Center at Portland State University, 2017; Community Attributes Inc., 2018

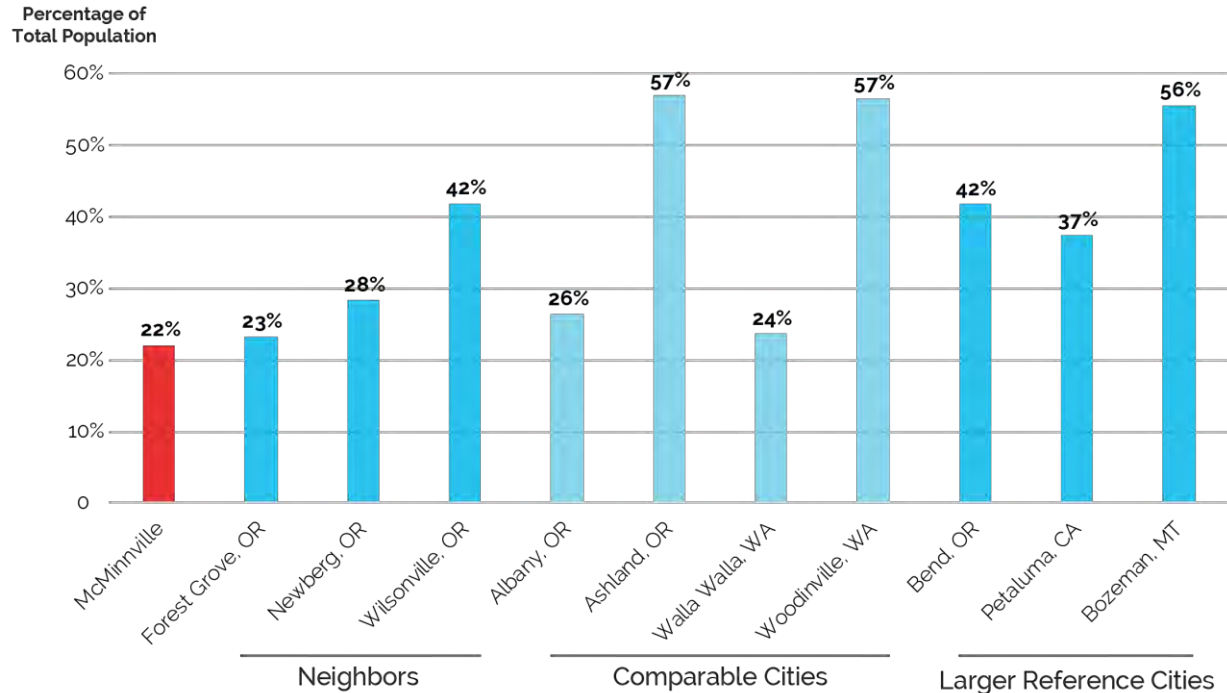
	2017	2020	2025	2030	2035	2040	
0-19	27%	26%	25%	25%	24%	24%	
20-24	7%	7%	6%	6%	6%	6%	
25-34	12%	12%	12%	11%	11%	11%	
35-44	13%	13%	13%	13%	13%	12%	
45-64	25%	24%	24%	23%	24%	24%	
65+	17%	18%	20%	22%	22%	23%	

- Simplified age segments correspond more directly to life stages and major milestones.
- Forecasts indicate an overall aging population, with residents aged 65 or older will account for 25% of Yamhill County's population in 2067, compared to 17% in 2017.
- Forecasts also indicate that children will account for a smaller share of total population, falling from 27% in 2017 to 23% in 2067; parenting-aged adults (25-64) are forecasted to account for 46% in 2067, down from 50% in 2017.

Education

FIGURE 8. EDUCATIONAL ATTAINMENT, MCMINNVILLE AND SELECTED COMPARISON JURISDICTIONS, 2016

Source: U.S. Census Bureau American Community Survey, 2016; Community Attributes Inc., 2018



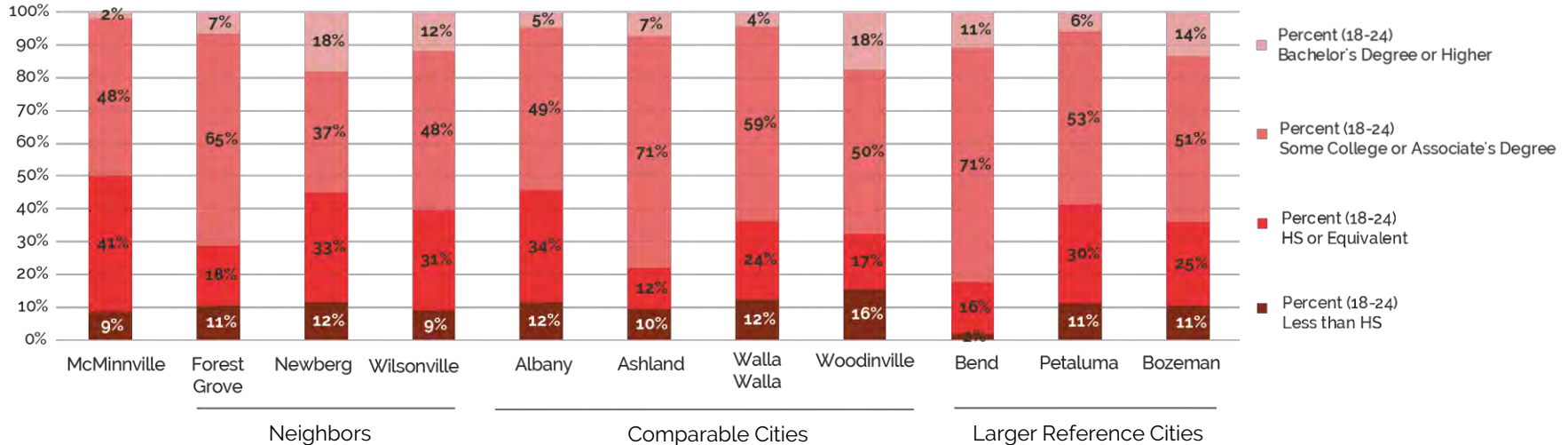
- Educational attainment, as measured by the percent of the population aged 25+ with a bachelor's degree or higher, lags in McMinnville (22%) as compared to neighbors Newberg (28%), Forest Grove (23%) and Wilsonville (42%).
- Ashland and Woodinville (57%), as well as Bozeman (56%) have the highest rates of educational attainment. Woodinville and Wilsonville are proximate to major metros (Seattle and Portland), which tend to have higher rates of educational attainment. Both Ashland and Bozeman are home to four-year universities—Southern Oregon University and Montana State University, with enrollment of 6,000 and 17,000, respectively, as well as hundreds of faculty and staff.

Education

FIGURE 9. EDUCATIONAL ATTAINMENT, MCMINNVILLE AND SELECTED COMPARISON JURISDICTIONS, 2016

Source: U.S. Census Bureau American Community Survey, 2016; Community Attributes Inc., 2018

Percentage of
Total Population



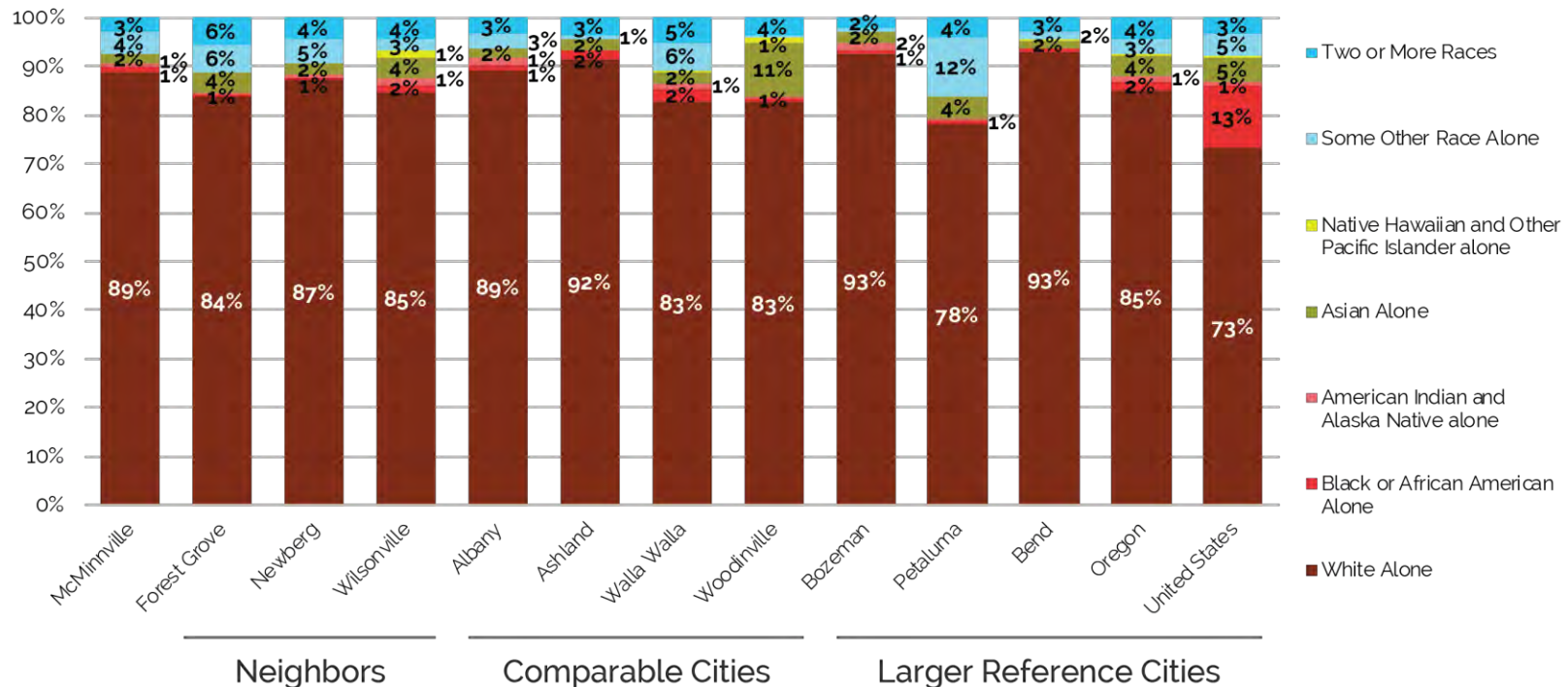
- The percentage of residents age 18-24 who have less than a high school (or equivalent) education is lower (9%) in McMinnville than in most comparison cities, with the lowest percentage in Bozeman (2%), the highest percentage in Wilsonville, Albany and Walla Walla (12%), and an average of 10% across all comparison cities.
- The percentage of residents age 18-24 with some college, an associate's degree, or higher is lower in McMinnville (50%) than in the remaining comparison cities, who average 65%.

Race

FIGURE 10. HOUSEHOLDER RACE, MCMINNVILLE AND SELECTED COMPARISON JURISDICTIONS, 2016

Source: U.S. Census Bureau American Community Survey, 2016; Community Attributes Inc., 2018

Percentage of
All Households



- McMinnville is less racially diverse than neighboring cities Newberg, Wilsonville and Forest Grove.

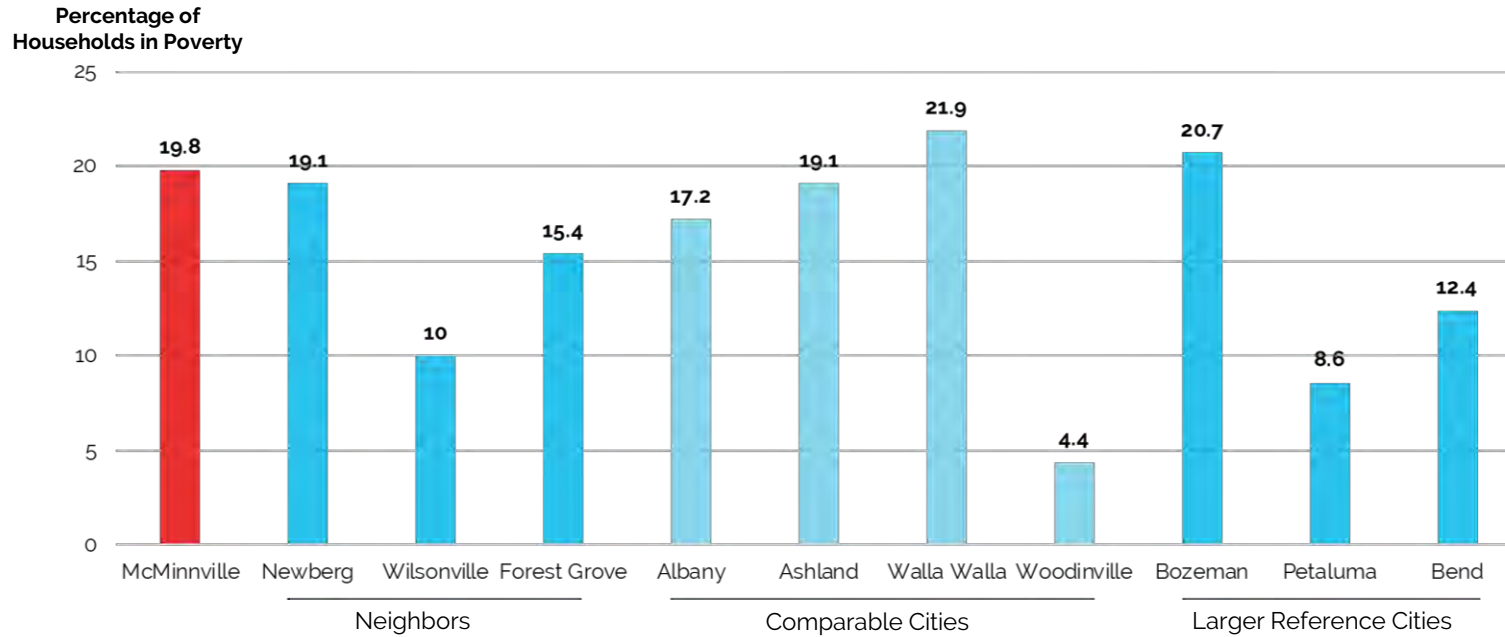
McMinnville Racial Composition, 2016

White Alone	29,952
Some Other Race	1,446
Two or More Races	1,006
Asian Alone	555
Black or African American Alone	405
American Indian and Alaska Native	265
Native Hawaiian and Other Pacific Islander	95

Poverty

FIGURE 11. PERCENTAGE OF HOUSEHOLDS IN POVERTY, MCMINNVILLE AND SELECTED COMPARISON JURISDICTIONS, 2016

Source: U.S. Census Bureau American Community Survey, 2016; Community Attributes Inc., 2018

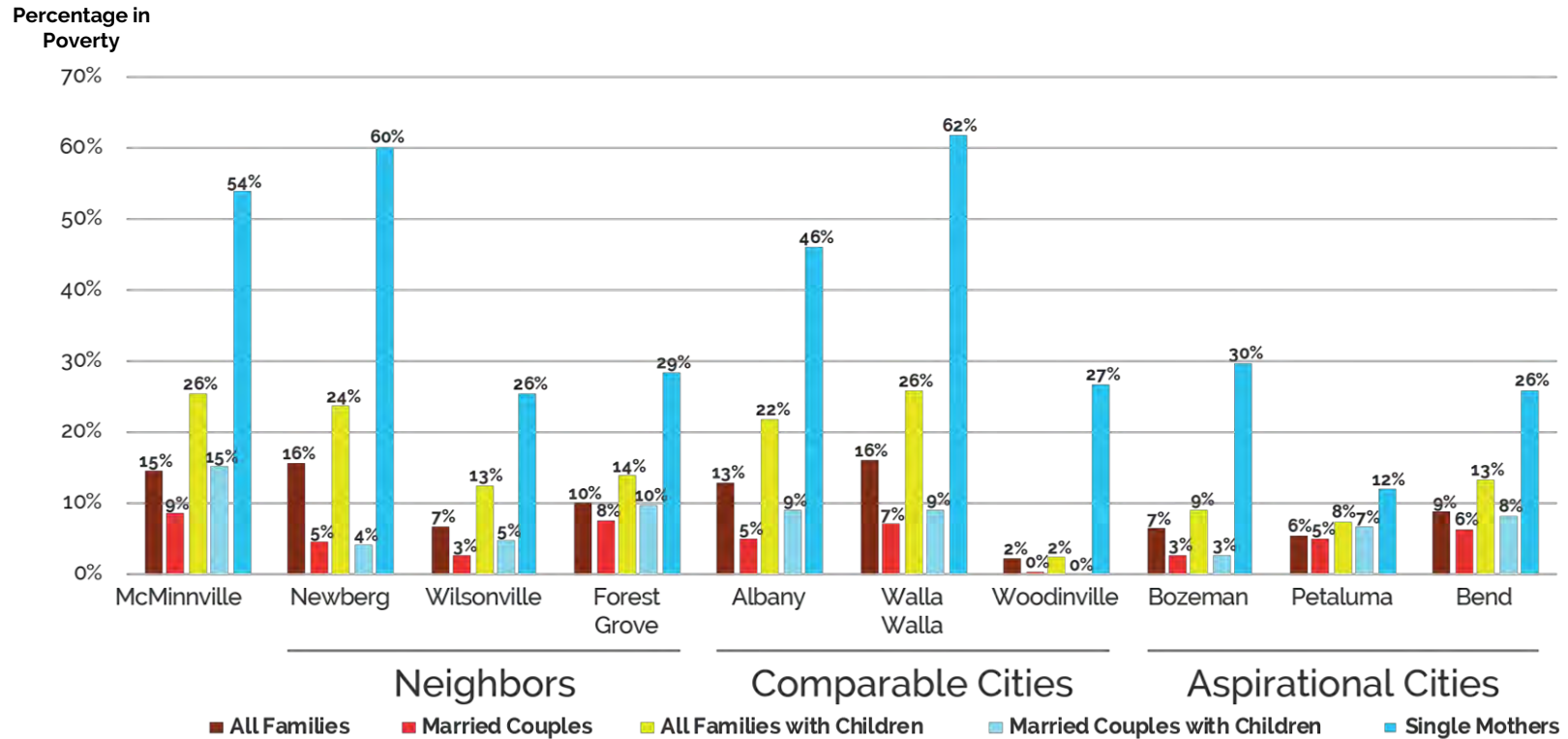


- 19.8% of McMinnville households live in poverty. Of the comparison jurisdictions, only Walla Walla and Bozeman have a higher share.
- Among neighboring cities, Newberg has a similar poverty rate, while Wilsonville and Forest Grove are lower.

Poverty

FIGURE 12. POVERTY BY FAMILY TYPE, MCMINNVILLE AND SELECTED COMPARISON JURISDICTIONS, 2016

Source: U.S. Census Bureau American Community Survey, 2016; Community Attributes Inc., 2018



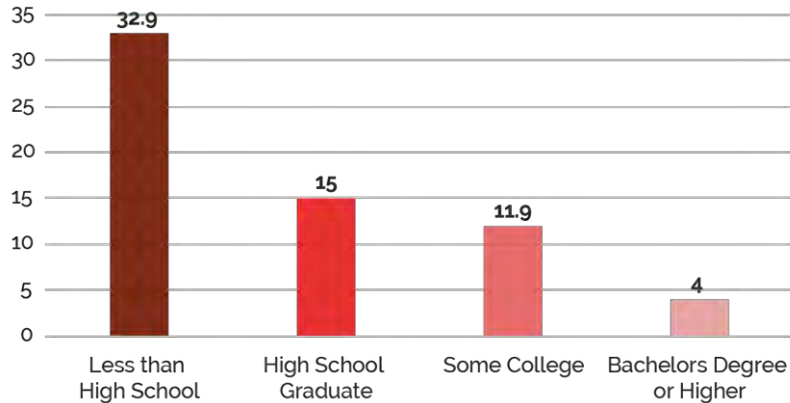
- 54% of McMinnville's single mother households live in poverty. The rate is only higher in Newberg and Walla Walla, and much lower in all other comparison jurisdictions (12%-30%) except Albany (46%).
- McMinnville's poverty rate for all families with children (26%) is among the highest of comparison jurisdictions. Walla Walla (26%), Newberg (24%) and Albany (22%) are characterized by similar rates, while the remaining comparison cities range from 2% (Woodinville) to 14% (Forest Grove).

Poverty

FIGURE 13. POVERTY RATE BY EDUCATIONAL ATTAINMENT, CITY OF MCMINNVILLE, 2016

Source: U.S. Census Bureau American Community Survey, 2016; Community Attributes Inc., 2018

Percentage of
Population



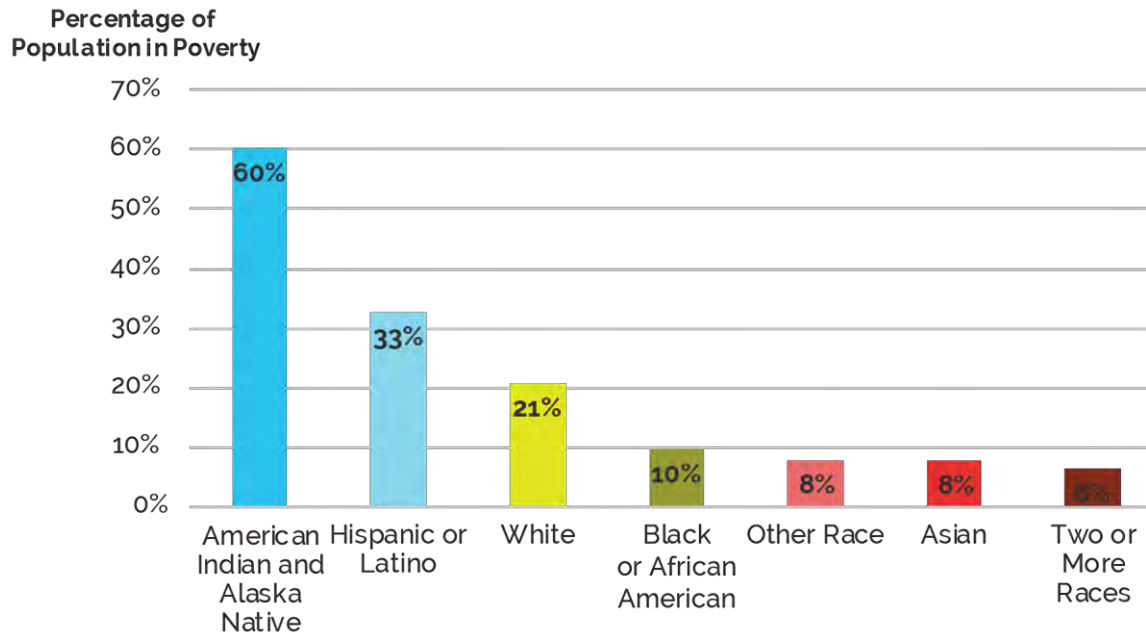
- One-third of residents with less than a high school diploma (or equivalent) live in poverty in McMinnville.
- This rate drops by 55% for residents who complete high school, then drops by 21% for residents who proceed to complete some college.
- Only four percent (4%) of residents in McMinnville with a bachelor's degree or higher live in poverty, a 66% decrease over the poverty rate for residents who have completed some college, and a 88% decrease over the rate for residents with less than a high school education.

Poverty

FIGURE 14. POVERTY RATE BY RACE OR ETHNICITY, CITY OF MCMINNVILLE, 2016

Source: U.S. Census Bureau American Community Survey, 2016; Community Attributes Inc., 2018

Note: racial and ethnic categories used are those given by the U.S. Census Bureau

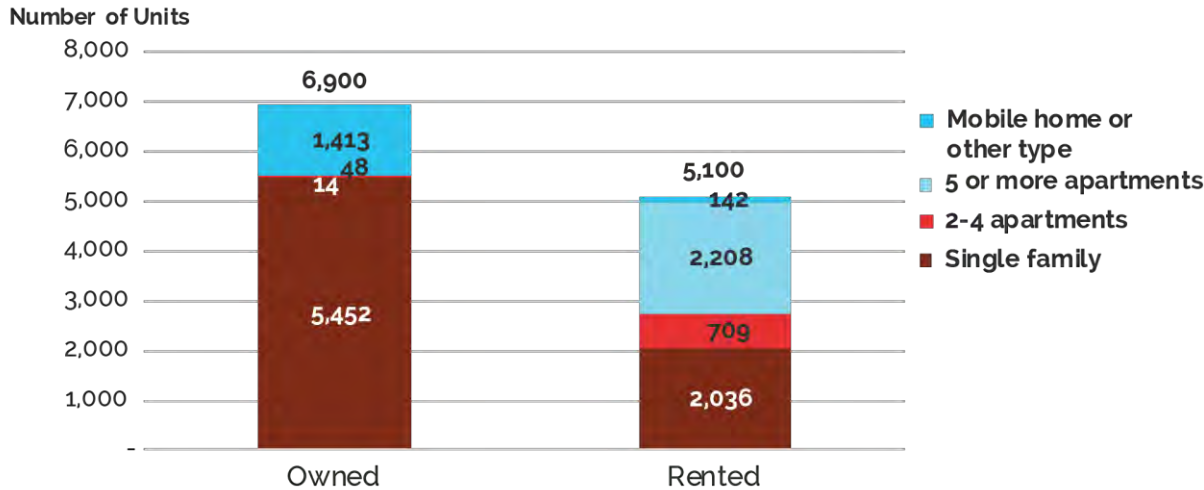


- Poverty rates for Black or African American (10%) and for Asian (8%) residents of McMinnville are lower than for other races/ethnicities and lower than the citywide average (19.8%).
- Hispanic or Latino residents are more likely (33%) than the average resident to live in poverty, and the Hispanic or Latino poverty rate is 36% higher than the poverty rate for white residents.
- The poverty rate for American Indian and Alaskan Native residents (60%) is higher than for any other race or ethnicity in McMinnville; there are 265 residents of McMinnville in this racial/ethnic group.

Housing

FIGURE 15. HOUSING BY TENURE AND TYPE, CITY OF MCMINNVILLE, 2016

Source: U.S. Census Bureau American Community Survey, 2016; Community Attributes Inc., 2018

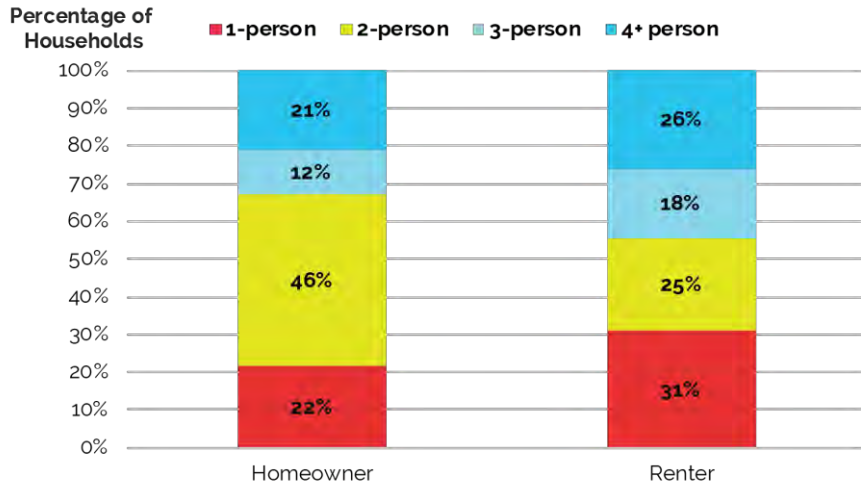


- McMinnville has 6,900 owner-occupied housing units and 5,100 renter-occupied housing units.
- 79% of owner-occupied housing units are single family structures (detached); 20% are categorized as “mobile home or other type”.
- 43% of renter-occupied housing units are in larger apartment structures (5 or more units), while 40% are in detached single family structures.
- 15% of McMinnville’s occupied housing units are duplexes, triplexes or quadplexes; of these, only 6% are owner-occupied.

Housing

FIGURE 16. HOUSEHOLD SIZE BY HOUSING TENURE, CITY OF MCMINNVILLE, 2016

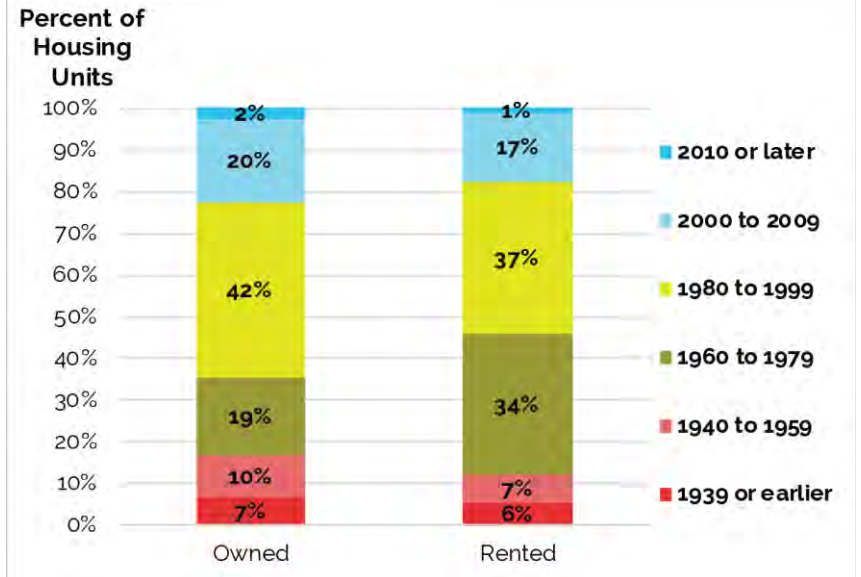
Source: U.S. Census Bureau American Community Survey, 2016; Community Attributes Inc., 2018



- Two-person households account for 46% of all owner occupied households.

FIGURE 17. YEAR BUILT BY HOUSING TENURE, CITY OF MCMINNVILLE, 2016

Source: U.S. Census Bureau American Community Survey, 2016; Community Attributes Inc., 2018

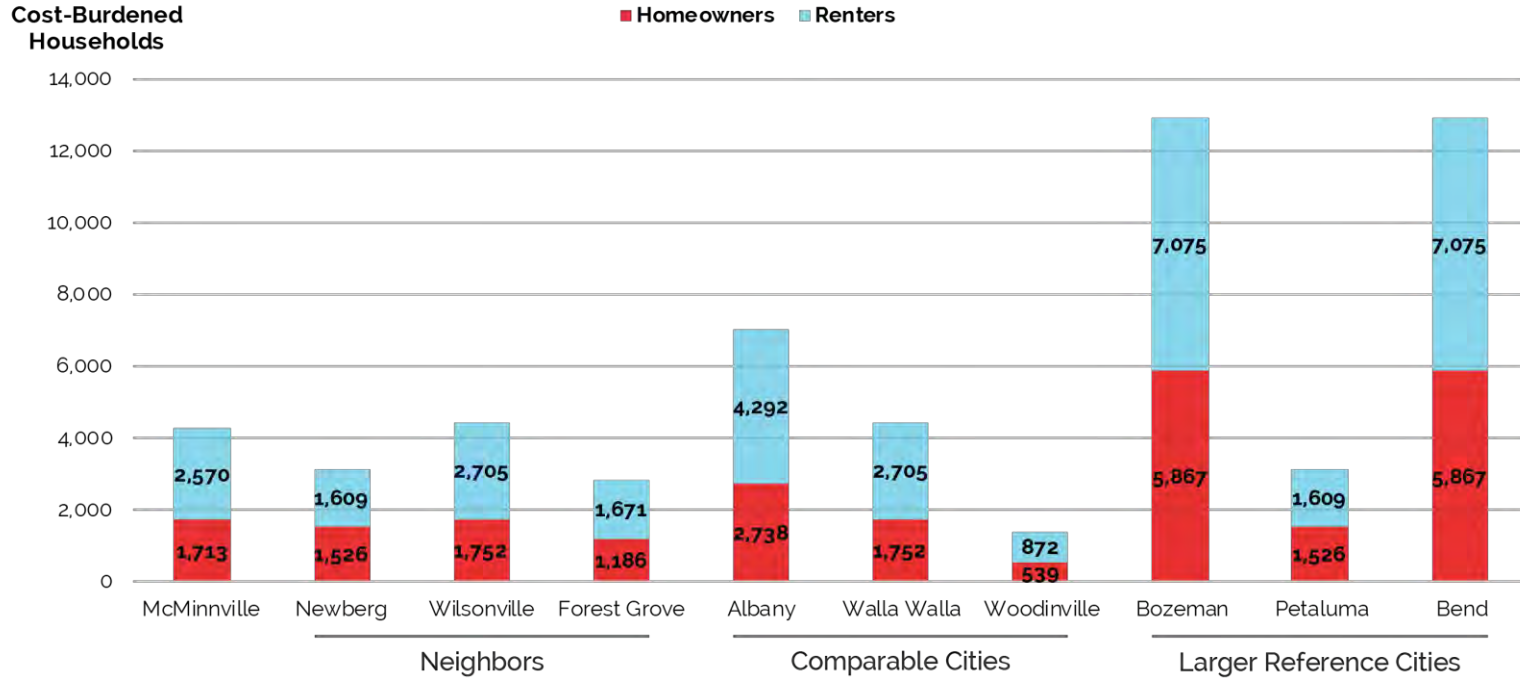


- 40% of McMinnville's housing units were built between 1980 and 1999, including 42% of owner-occupied units and 37% of renter-occupied units.
- Only 17% of owner-occupied units and 13% percent of renter-occupied units were built prior to 1960.
- While more than 20% of McMinnville's occupied housing units were built after 1999, less than 2% of all occupied housing units were built after 2009.

Housing

FIGURE 18. HOUSEHOLD COST BURDEN, MCMINNVILLE AND SELECTED COMPARISON JURISDICTIONS, 2016

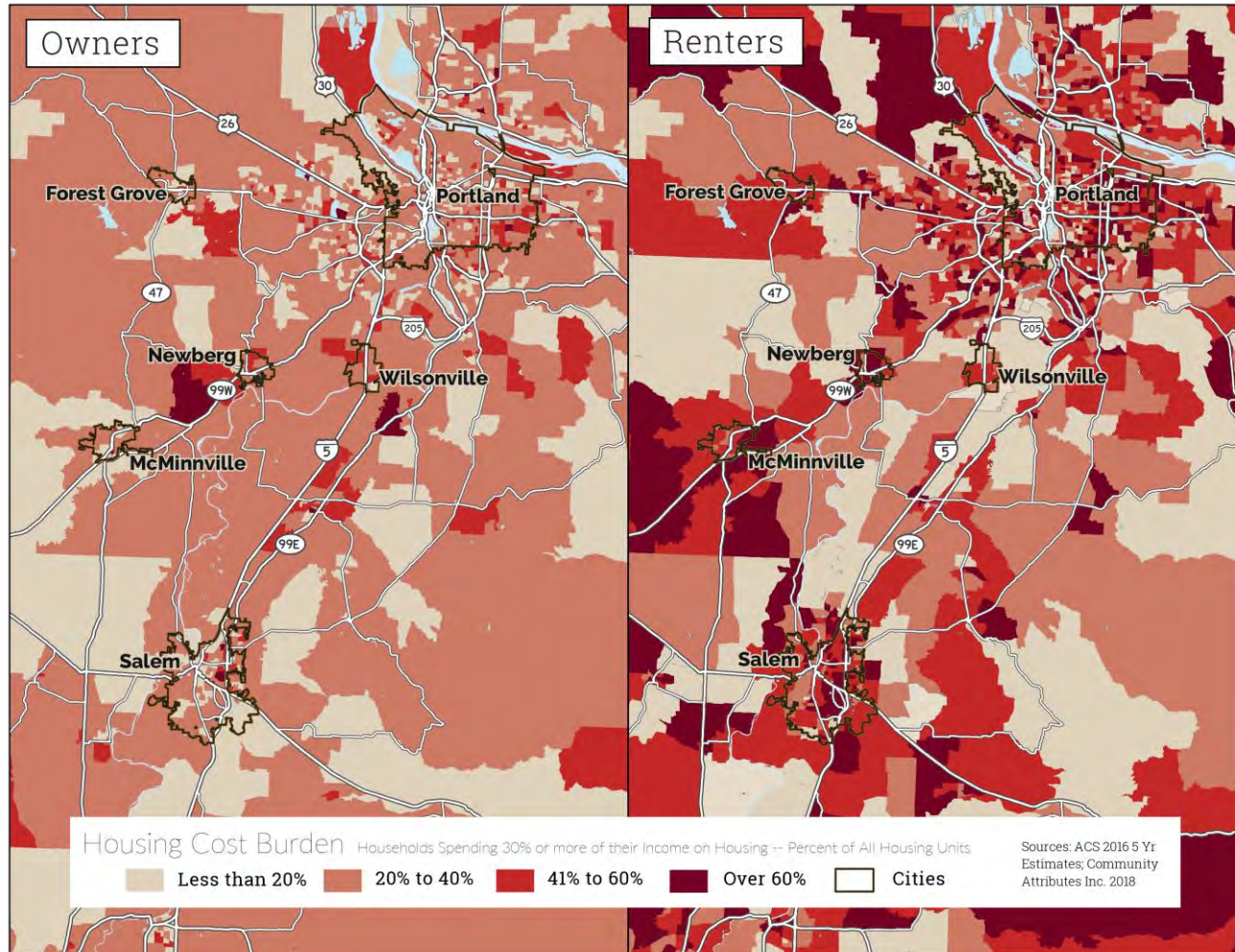
Source: U.S. Census Bureau American Community Survey, 2016; Community Attributes Inc., 2018



- Homeowners in McMinnville are cost-burdened by their mortgages at a lower rate (24.7%) than in all selected neighboring cities (25.3% - 31.6%).
- Only in Woodinville and Albany are homeowners cost-burdened at a lower rate.
- 50% of renters in McMinnville are cost-burdened; this rate is lower than all selected neighboring cities, and lower than all selected comparable cities except Woodinville.
- 35.7% of all residents in McMinnville are cost-burdened by housing, third-lowest among selected comparison cities.

Housing

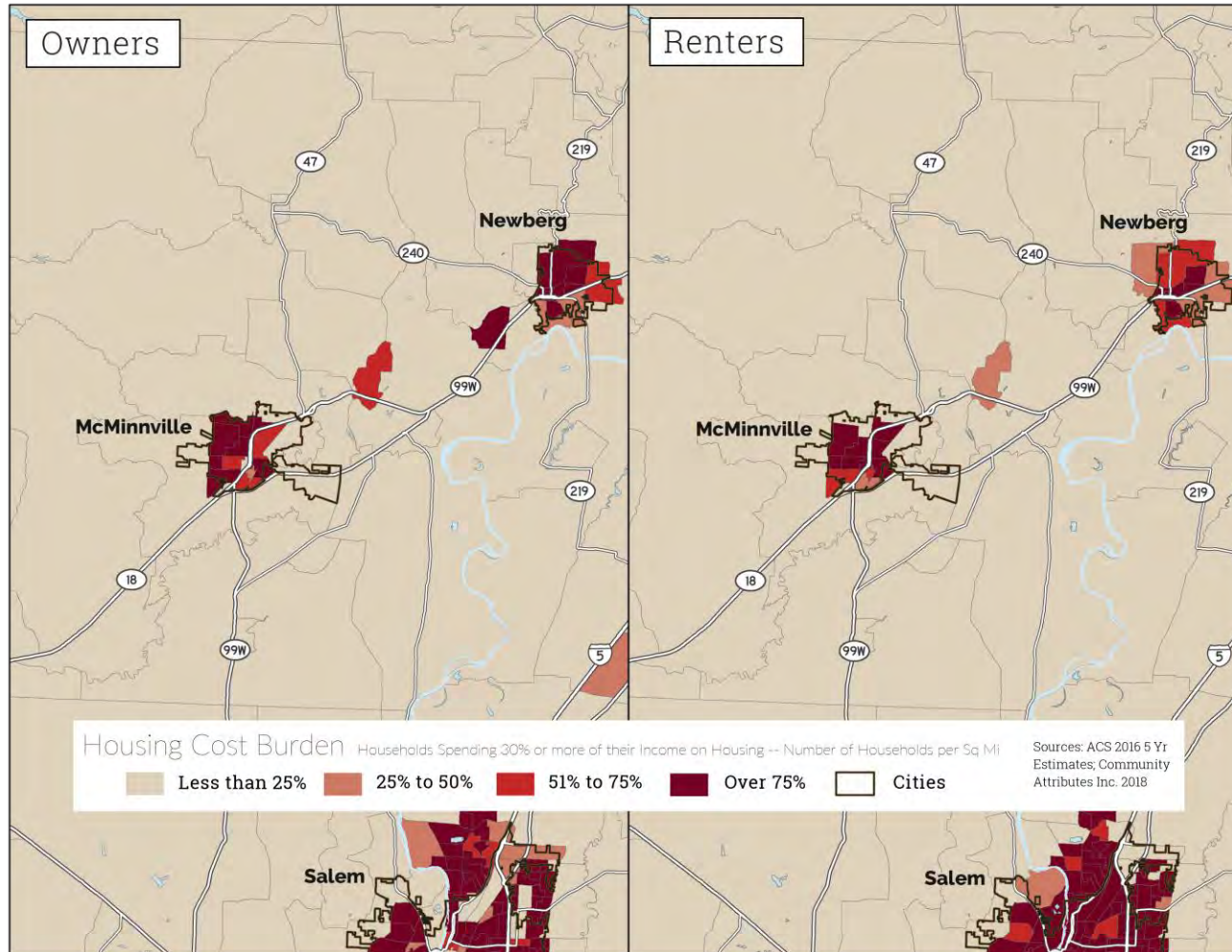
FIGURE 19. HOUSING COST BURDEN (MAP) – PERCENT OF ALL HOUSEHOLDS THAT ARE COST-BURDENED, PORTLAND METRO REGION, 2016



- A greater share of renters in the McMinnville area are burdened by the amount of money they must spend on rent.
- The map represents the percent of all households within Census Bureau block groups spending more than 30% of their income on housing costs.
- For homeowners, the highest percentages of cost-burdened households are outside of major metros.
- For renters, the highest percentages of cost-burdened households are in and around identified cities.

Housing

FIGURE 20. HOUSING COST BURDEN (MAP) – DENSITY OF COST-BURDENED HOUSEHOLDS, PORTLAND METRO REGION, 2016



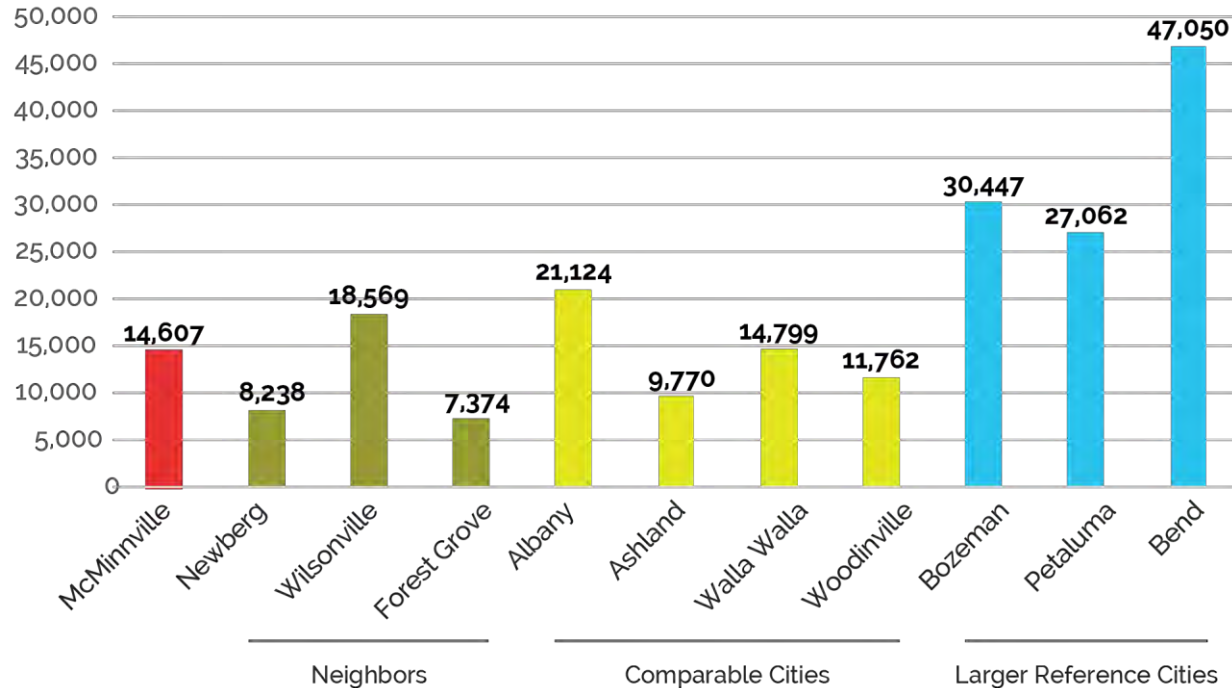
- The map represents total number of households per square mile by Census Bureau block group that are cost-burdened by housing costs.
- Because population densities are higher in cities and towns, cost-burdened households are more common in these areas.

Employment

FIGURE 21. TOTAL EMPLOYMENT (JOBS), CITY OF MCMINNVILLE AND SELECTED COMPARISON JURISDICTIONS, 2015

Source: U.S. Census Bureau LEHD, 2015; Community Attributes Inc., 2018

Total Jobs



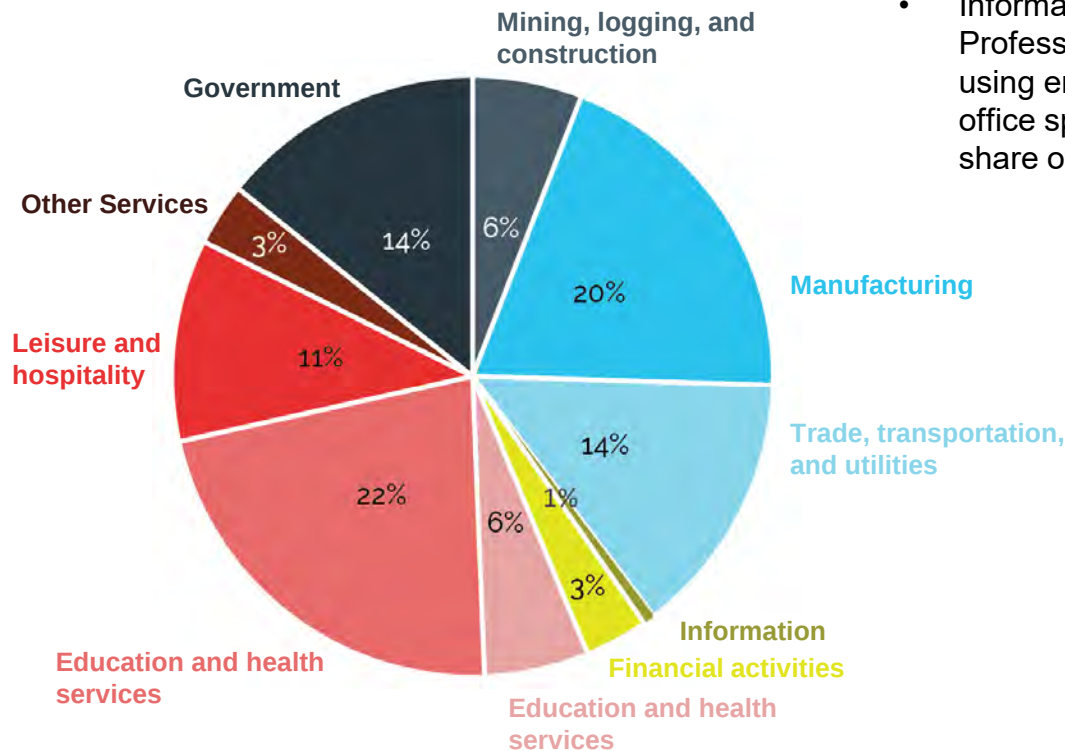
- McMinnville is the largest employment center (14,607 jobs) in the Yamhill Valley; of selected neighboring cities, only Wilsonville (18,569) has higher employment.
- McMinnville has a similar number of jobs as Walla Walla (14,799).
- All larger reference cities have a higher number of jobs.
- *2016 Oregon Employment Department data indicates that McMinnville's employment has increased to 14,951.*

Employment

FIGURE 22. SHARE OF EMPLOYMENT BY INDUSTRY, YAMHILL COUNTY, 2017

Source: Oregon Employment Department, 2018; Community Attributes Inc., 2018

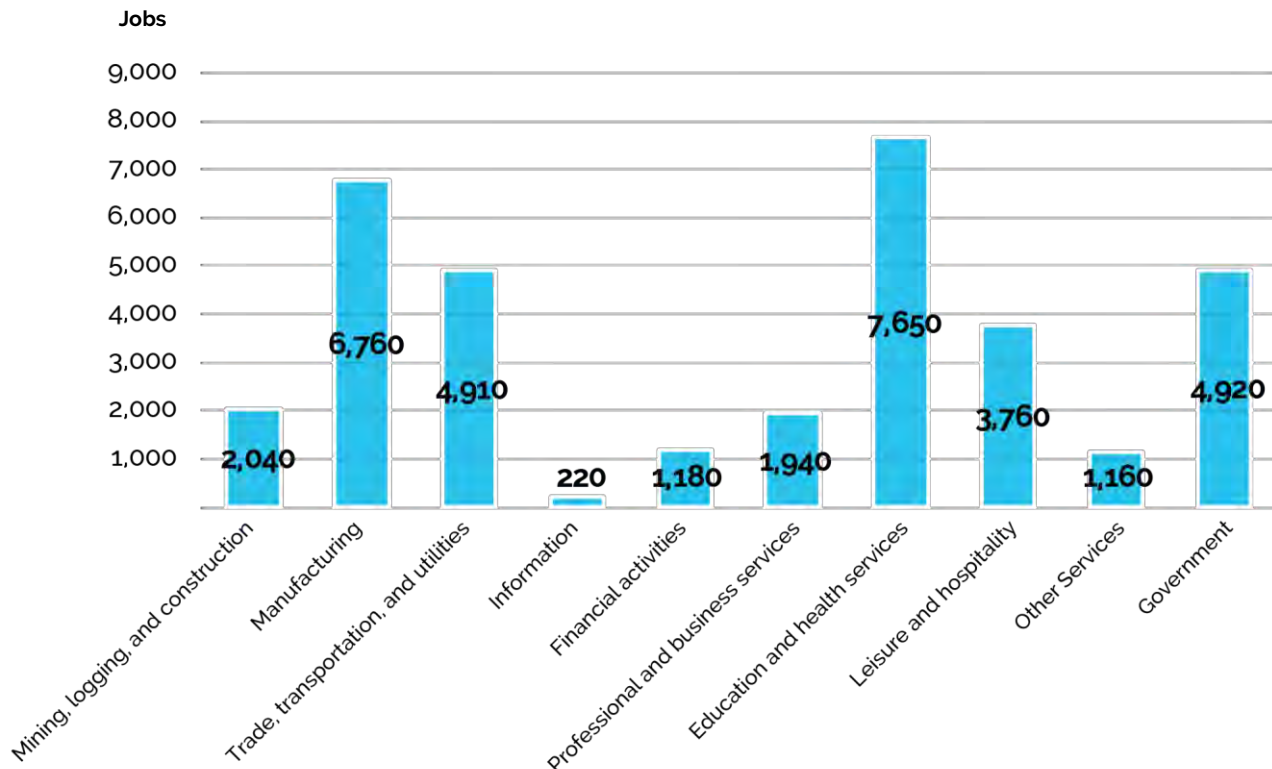
- Education and Health Services is the largest industry sector by share of employment (22%) in Yamhill County, followed by Manufacturing (20%).
- Information (1%), Financial Activities (3%), and Professional and Business Services (6%) are office-using employment and typically drive demand for office space; these sectors account for a smaller share of employment in Yamhill County.



Employment

FIGURE 23. ESTIMATED EMPLOYMENT BY INDUSTRY, YAMHILL COUNTY, 2017

Source: Oregon Employment Department, 2018; Community Attributes Inc., 2018

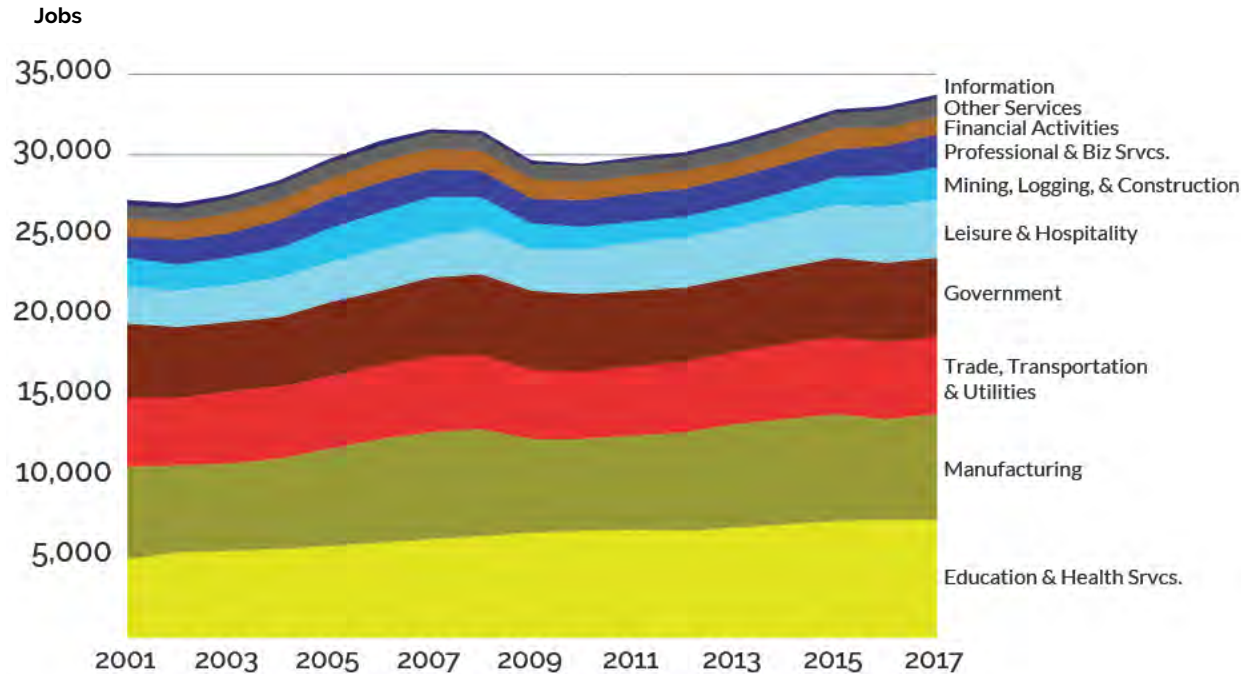


- Education and Health Services is the largest industry sector by total employment (7,650) in Yamhill County, followed by Manufacturing (6,760%).

Employment

FIGURE 24. HISTORICAL EMPLOYMENT BY INDUSTRY, YAMHILL COUNTY, 2001-2017

Source: Oregon Employment Department, 2018; Community Attributes Inc., 2018

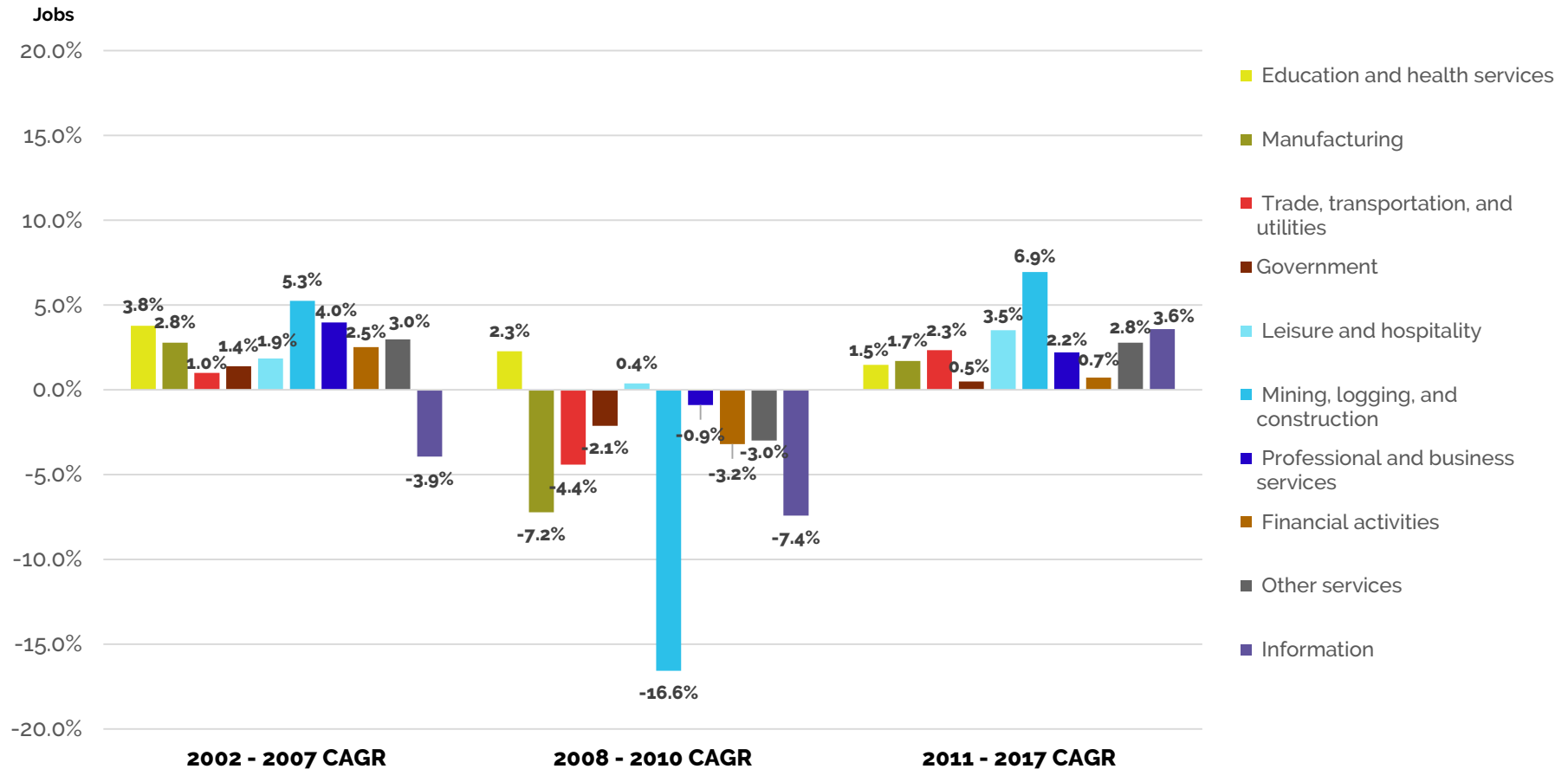


- Yamhill County's largest sector, education and health services, has grown more consistently than other industry sectors.
- Manufacturing, currently the County's second-largest sector, was the largest sector in 2001.

Employment

FIGURE 25. HISTORICAL EMPLOYMENT GROWTH RATES BY INDUSTRY, YAMHILL COUNTY, 2001-2017

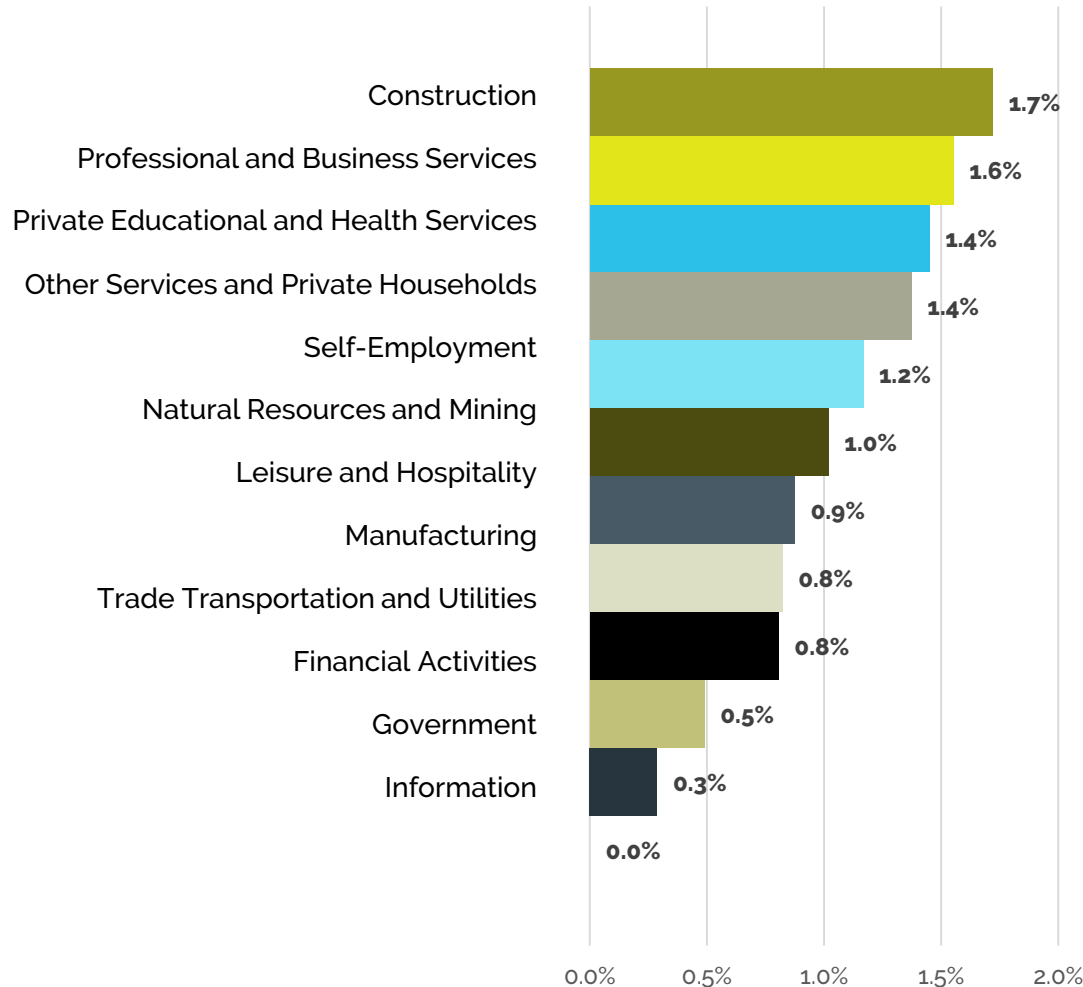
Source: Oregon Employment Department, 2018; Community Attributes Inc., 2018



Employment

FIGURE 26. FORECASTED EMPLOYMENT GROWTH RATE (CAGR) BY INDUSTRY, MID-VALLEY REGION, 2014-2024

Source: Oregon Employment Department, 2016; Community Attributes Inc., 2018

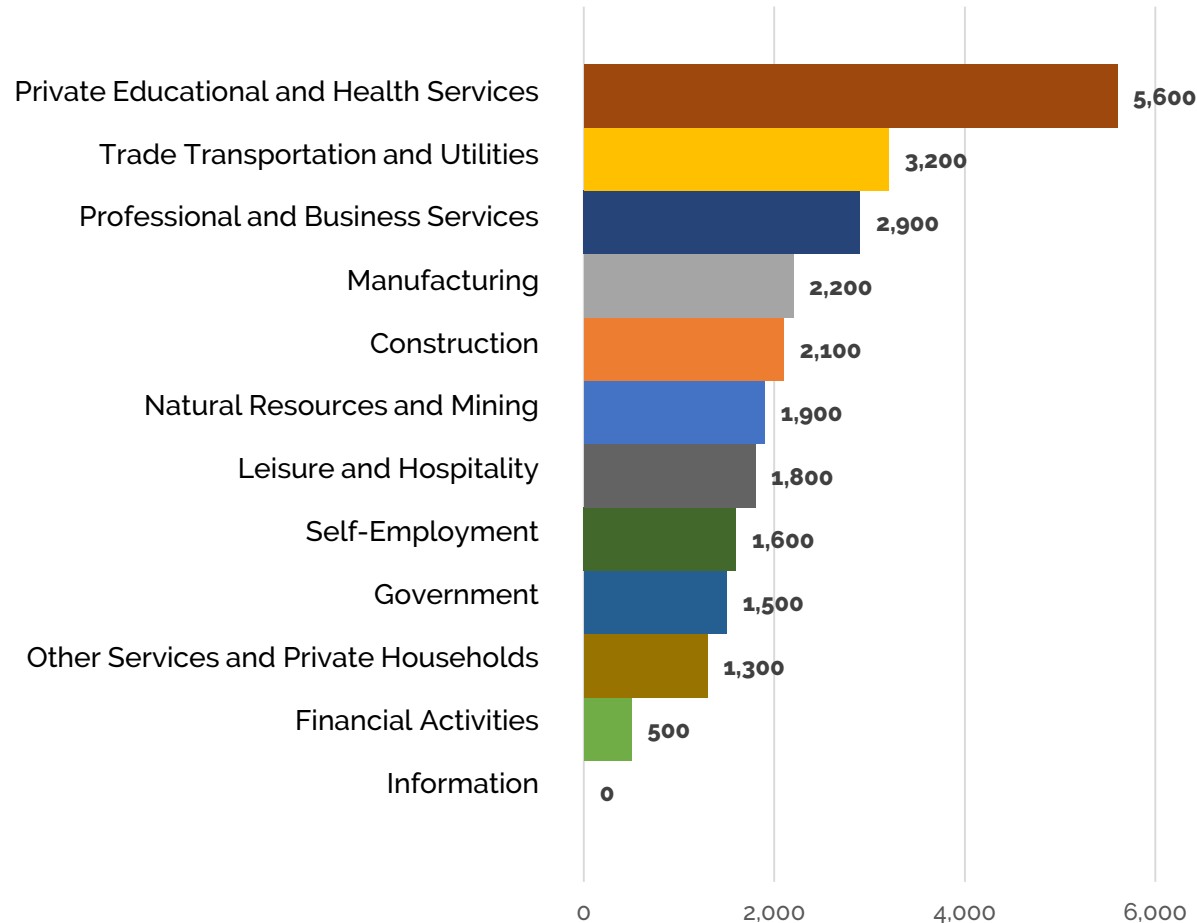


- The Mid-Valley Region includes Yamhill, Marion, Linn and Polk counties.
- Within the Mid-Valley Region, employment in construction is forecasted to grow at the fastest rate between 2014-2024 (1.72%).
- Educational and Health Services, the largest industry sector in Yamhill County in 2017, is expected to grow at an average annual rate of 1.45%.

Employment

FIGURE 27. FORECASTED EMPLOYMENT GROWTH (JOBS) BY INDUSTRY, MID-VALLEY REGION, 2014-2024

Source: Oregon Employment Department, 2016; Community Attributes Inc., 2018



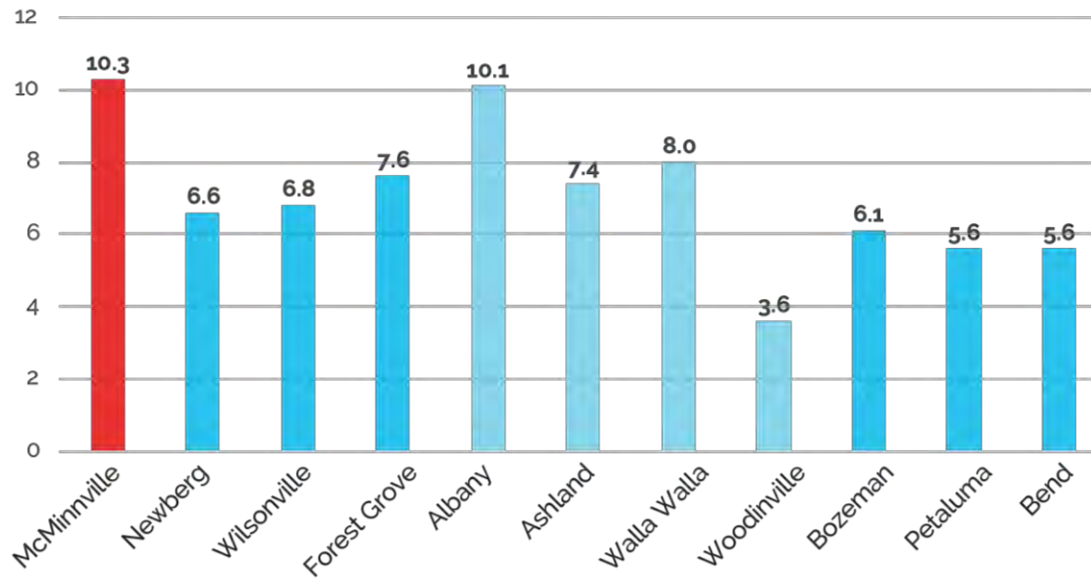
- Educational and Health Services, the largest industry sector in Yamhill County, is expected to add 5,600 jobs in the Mid-Valley Region, more than other industry sector.
- Trade, Transportation and Utilities and Manufacturing are drivers of demand for industrial space; these sectors together are expected to add 5,400 jobs in the Mid-Valley Region by 2024.

Employment

FIGURE 28. UNEMPLOYMENT RATE, CITY OF MCMINNVILLE AND SELECTED COMPARISON JURISDICTIONS, 2016

Source: U.S. Census Bureau American Community Survey, 2016; Community Attributes Inc., 2018

Percent Unemployed



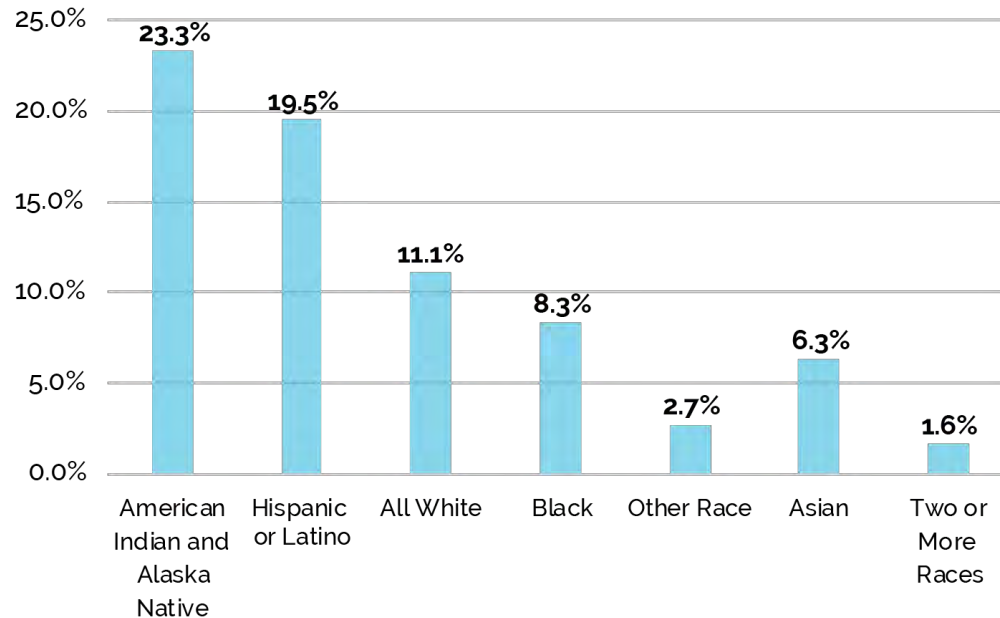
- Census data indicate that McMinnville's unemployment rate is higher than all selected comparison jurisdictions.
- *2016 Oregon Employment Department data indicates that the unemployment rate in McMinnville has fallen to 4.8%; according to DOE, the Yamhill County unemployment rate has been lower than 10% since October, 2010.*

Employment

FIGURE 29. UNEMPLOYMENT BY RACE OR ETHNICITY, CITY OF MCMINNVILLE, 2016

Source: U.S. Census Bureau American Community Survey, 2016; Community Attributes Inc., 2018

Percent Unemployed



- Unemployment rates differ by race and ethnicity in McMinnville.
- 23.3% of McMinnville's American Indian and Alaska Native workforce are unemployed and 19.5% of the City's Hispanic or Latino workforce is unemployed.

Income and Wages

FIGURE 30. MEDIAN HOUSEHOLD INCOME, CITY OF MCMINNVILLE AND SELECTED COMPARISON JURISDICTIONS, 2016

Source: U.S. Census Bureau American Community Survey, 2016; Community Attributes Inc., 2018

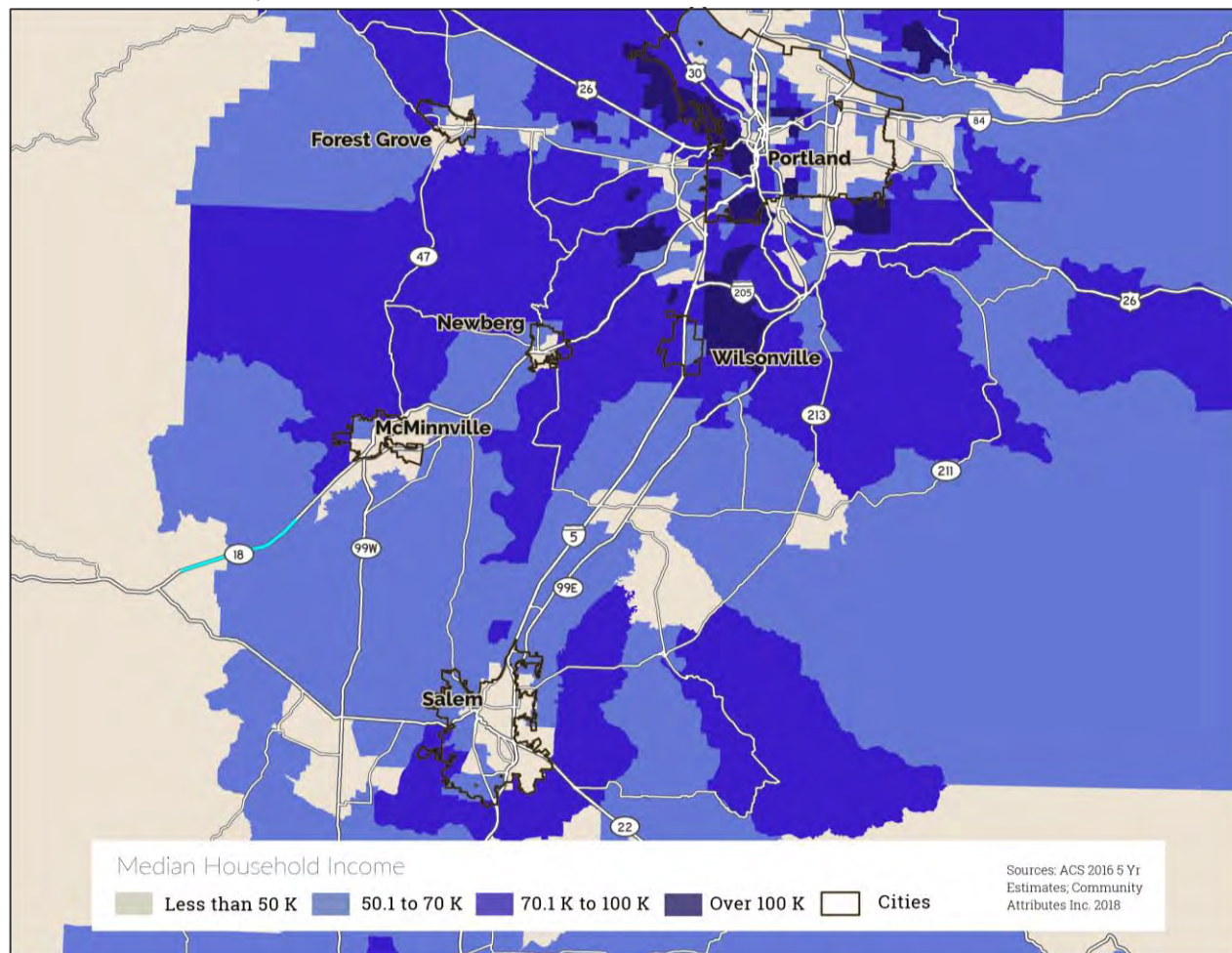
Median Income



- McMinnville's median household income is lower than most selected comparison cities; Ashland and Walla Walla are lower.
- McMinnville's median household income is lowest among the selected neighboring cities.
- Among selected comparison cities, Woodinville and Wilsonville are closest to major metro areas and have comparatively higher median household incomes.

Income and Wages

FIGURE 31. MEDIAN HOUSEHOLD INCOME (MAP), PORTLAND METRO REGION, 2016



- Median household income is higher in rural Yamhill County than in larger towns McMinnville and Newberg.
- Higher median household income levels are concentrated in the south and southwest side of the Portland metro.

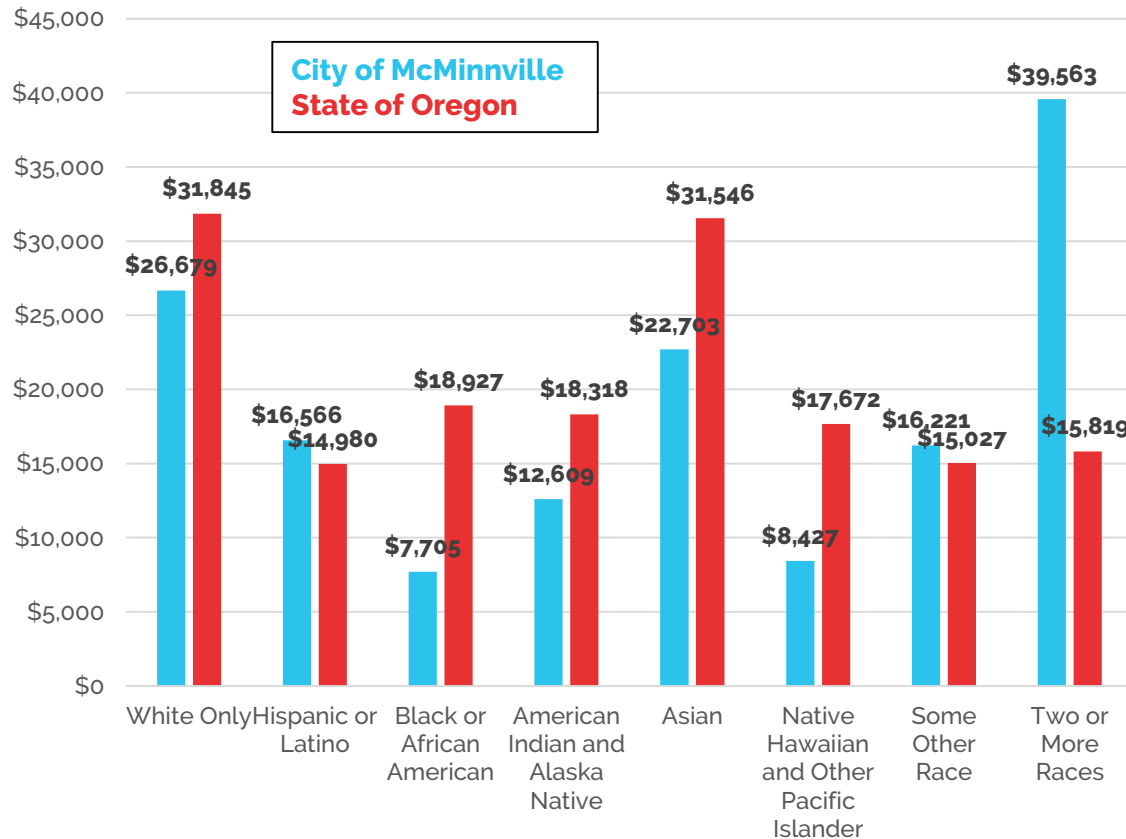
Income and Wages

FIGURE 32. MEAN INCOME BY RACE OR ETHNICITY, CITY OF MCMINNVILLE AND STATE OF OREGON, 2016

Source: U.S. Census Bureau American Community Survey, 2016; Community Attributes Inc., 2018

Note: Races not included did not have a median income calculated for McMinnville

Median Income

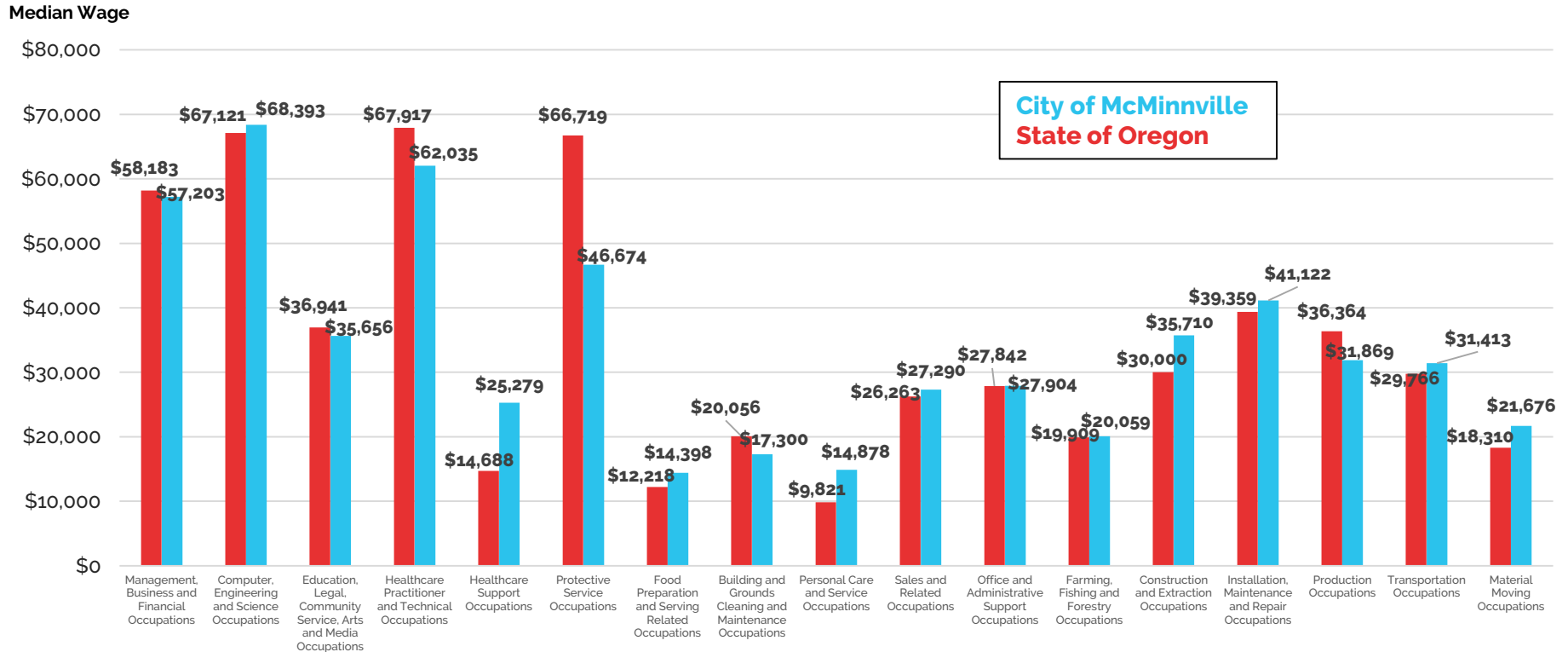


- Racial disparities exist in mean (individual) income in McMinnville.
- Mean income for Hispanic or Latino individuals (12.4% of the population) is 38% less than for White Only individuals in McMinnville, and is 53% less statewide.
- In McMinnville, mean income for all non-white individuals, except individuals characterized as two or more races, is lower than for White Only individuals. Statewide, mean income for Asian individuals is similar to White Only individuals, while other racial and ethnic categories earn less, on average.

Income and Wages

FIGURE 33. MEDIAN WAGE BY OCCUPATION, CITY OF MCMINNVILLE AND STATE OF OREGON, 2016

Source: U.S. Census Bureau American Community Survey, 2016; Community Attributes Inc., 2018



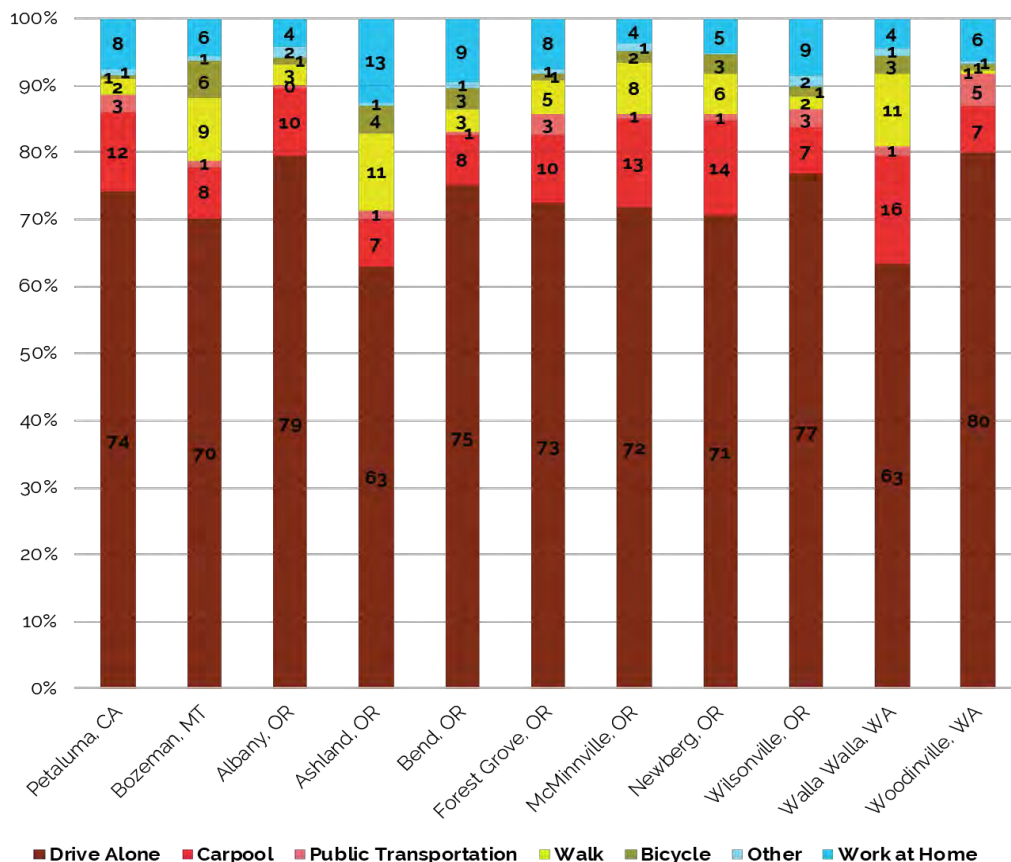
- Median wages for four occupational categories are above McMinnville's overall median household income – Management, Business and Financial Occupations, Computer Engineering and Science Occupations, Healthcare Practitioner and Technical Occupations, and Protective Service Occupations.
- Tourism-related occupations such as Food Preparation and Serving Related Occupations pay lower wages than most occupational categories.

Transportation to Work

FIGURE 34. MEANS OF TRANSPORTATION TO WORK, MCMINNVILLE AND SELECTED COMPARISON JURISDICTIONS, 2016

Source: U.S. Census Bureau American Community Survey, 2016; Community Attributes Inc., 2018

Percentage of
Workers



- 72% of McMinnville workers drive alone to work; this is similar to Newberg (71%) and lower than Forest Grove (73%) and Wilsonville (77%).
- Ashland and Walla Walla have the lowest rates of single-occupancy vehicle commuting (63%).
- 8% of McMinnville workers walk to work, higher than neighboring cities Wilsonville (2%), Forest Grove (5%) and Newberg (6%).
- 2% of McMinnville workers bike to work, more than in Forest Grove and Wilsonville (1%) but less than in Newberg (3%).
- 4% of McMinnville workers work from home, similar to Walla Walla and Albany (4%) and lower than all other selected comparison cities.

Transportation to Work

FIGURE 35. PLACE OF RESIDENCE FOR WORKERS IN MCMINNVILLE, 2015

Source: U.S. Census Bureau LEHD, 2015; Community Attributes Inc., 2018

	2015 Share	Change 2005-2015
McMinnville	38.0%	-5.6%
Salem	4.2%	0.5%
Portland	3.1%	0.6%
Newberg	2.8%	0.2%
Sheridan	2.3%	0.1%

FIGURE 36. PLACE OF WORK FOR MCMINNVILLE RESIDENT WORKERS, 2015

Source: U.S. Census Bureau LEHD, 2015; Community Attributes Inc., 2018

	2015 Share	Change 2005-2015
McMinnville	39.2%	-3.4%
Portland	6.4%	0.0%
Salem	5.7%	0.9%
Newberg	3.7%	-0.2%
Hillsboro	2.8%	0.6%

- A larger share of McMinnville workers and residents are commuting to or from places outside of McMinnville for work in 2015 than in 2005.
- McMinnville is the most common place of residence for workers in McMinnville (38%), and is the most common place of employment for McMinnville resident workers (39%).
- 4.2% of workers in McMinnville reside in Salem, followed by Portland (3.1%), Newberg (2.8%) and Sheridan (2.3%).
- 6.4% of McMinnville resident workers commute to Portland for work, followed by Salem (5.7%), Newberg (3.7%) and Hillsboro (2.8%).
- More workers (8,400) come to McMinnville to work from homes outside of McMinnville than leave homes in McMinnville for jobs outside McMinnville (8,000).



City of McMinnville

ECONOMIC DEVELOPMENT STRATEGY

SWOT Analysis
May 24, 2018

KEY FINDINGS (FROM DATA PROFILE)

- McMinnville has **the largest population and highest employment in Yamhill County**, which positions the city as a subregional center, on the outskirts of the greater Portland region. McMinnville is expected to grow and capture more than half of projected population growth in Yamhill County in the coming years, thereby increasing its role as the commerce and population center of Yamhill County.
- For those moving to McMinnville, **most come from within Yamhill County** or other places within the State of Oregon, indicating that McMinnville is a regional draw.
- **Yamhill County's population is aging** and will continue to age; residents 65+ will account for a larger share of the population in the coming decades and will be the largest age segment by 2055.
- **The McMinnville and Yamhill County economy has balanced industry sectors**, with Educational and Medical Services, Manufacturing, Trade, Transportation and Utilities, Government, and Leisure and Hospitality each accounting for between 11% - 22% of countywide employment. McMinnville has large employers (or many employers) in each of these sectors, including Cascade Steel, Willamette Valley Medical Center, Linfield College, Yamhill County (government), and others.
- **Office-using employment, such as Professional and Business Services, Financial Activities and Information, is low**, though Professional and Business Services are expected to grow rapidly. Educational and Medical Services are expected to add the greatest number of jobs in the Mid-Valley region through 2024.
- **McMinnville's median household income is low**, with disparities by race or ethnicity and educational attainment; healthcare practitioner and technical occupations is the highest-paying occupational category in McMinnville, at \$68,000.
- **Most McMinnville residents commute to work alone in a car**. Many McMinnville residents (39%) work in McMinnville, and the most common commute destinations for residents are to Portland and Salem (12% total).
- **A lower percentage of McMinnville residents obtain a bachelor's degree or higher**; educational attainment lags relative to the region.
- **Housing affordability is a challenge, as it is throughout the greater Portland region**. Housing costs are not more burdensome than in many other communities throughout the region.
- **McMinnville's poverty rate is relatively high at 20%**, but poverty varies across family types, race or ethnicity, and educational attainment. In McMinnville, more than half of single mothers and one-quarter of all families with children are in poverty; one-third of Hispanic or Latino individuals are in poverty and one-third of individuals with less than a high school diploma live in poverty.

STRENGTHS

- **High quality of life** to boast about and attract investment
- Strong, widely-recognized **downtown**
- **Robust wine and tourism economy**, as well as cultural (e.g. Air and Space Museum) and recreational amenities that bring visitors
- **Well known regionally and nationally** as a destination for wine and food, with some supporting tourist assets
- **Balanced employment across industry sectors**
- Presence and involvement of **postsecondary educational institutions** (Linfield College and Chemeketa Community College)
- **Location advantages:**
 - Good location in proximity to major metro area
 - High quality soils in surrounding areas, climate suited for agriculture
 - Natural environment assets nearby, including Yamhill River, access to the ocean and mountains
- **Inexpensive power and water**, with sustainable sources
- **Major infrastructure assets:** major highways, freight rail, airport
- Various **parks and recreational assets**
- **Positive business climate** perceptions and a sense of **civic leadership**

WEAKNESSES

- Relatively low educational attainment
- A limited labor pool for local companies and those looking to relocate
- Difficult access to and from I-5 and no near-term possibility of a more direct connection
- End-of-the-line location for wine country visitors coming from the Portland area
- Lack of housing options
- Low levels of professional and office-using employment
- Comparatively high poverty rates and low median household income

OPPORTUNITIES

- **Proximity to Portland** allows McMinnville to capitalize on urban infrastructure and amenities
- **Local airport** has comparative advantages over other regional airports
- **Highway 99 bypass**: future completion will improve access to McMinnville
- A stronger framework for **regional collaboration**, improved opportunity in surrounding communities
- Opportunity sites for **new downtown development**
 - New housing development – **higher density**, diversity of types, live-work units
- Improved connections to the **University of Oregon and Oregon State University**
- **Stronger branding and improved gateways** into McMinnville
- **Innovation in agriculture and food systems**,
 - Wine-oriented makerspace
 - Food hub
 - \$6M gift to **Linfield College's wine program**
 - Expanded **culinary and craft beverage** retail offerings
- **Better use of recreational assets**
 - Creating new trails
 - Hosting tournaments and events
 - Improvements to the Community Center and pool
 - **Bike tourism**, improved and expanded bike routes

OPPORTUNITIES (CONT'D)

- Clustering around major **high-tech employers** like TTR, Northwest UAV and Northwest Rapid Manufacturing
- Increased **apprenticeship** (and similar) programs for trade-oriented occupations
- **Telecommuting** to jobs in larger cities, development of a **co-working space**
- **Conference space** for different sized groups; improved **hospitality** options

THREATS

- **Limited land availability** for residential, commercial and industrial development
- **Regulatory challenges** associated with UGB expansion
- Worsening **housing affordability**
- **Brain drain** due to local graduates leaving for other job markets
- Absorption of projected growth without detrimental **impacts to character, congestion, affordability**
- Future **oversaturation of wine/tourism** and increasing concentration of **low-wage service industry jobs**
- Need to find a sustainable solution to **homelessness**
- Future impacts of **climate change** on agriculture and related industries, including tourism

Mac-Town 2032

Economic Development Strategy Focus Group Findings

March 14, 2018

FOCUS GROUP NO. 1

Assets:

- **Diversified employer base** with high-tech Northwest Rapid Manufacturing on the one hand and Cascade Steel on the other
- **Low-cost, almost 100% renewable power**, among the cheapest in the country; public control of the water/watershed provides long-term certainty in the face of resource constraints and drought
- Existing talent base, particularly in the wake of Evergreen's closure, though larger metros compete for talent regionally
- High **quality of life** aids talent-attraction: "we are what your talent looks for"
- **Linfield College**, one of the Wall Street Journal's best in the West, solid academics, good athletics; some students come because McMinnville is perceived as a safe, small-town atmosphere for college
- **Wineries, traditional agriculture and nurseries**, though wine creates a lot of service industry jobs and we need a better economic base than that; McMinnville and Newberg are hubs for wine, though Newberg has a lot of retail and McMinnville is stronger on the supply side
- Our **airport** and its tenants; light industrial base
- **Cheap power, water**; water availability has perhaps not been fully appreciated by water-intensive industries like craft brewing
- **Insulated a bit from the Portland metro** in that it's too long to commute—also creates challenges
- Some recent projects have been big successes:
 - o **Granary District** with recent federal funding
 - o Partial completion of the **Highway 99 bypass**, which benefits other communities too, but cuts travel time to/from Portland—needs to be completed
- The **airport** supports a broad range of industries:
 - o Wine – through private travel, particularly to/from California (e.g. Jackson family)
 - o Industry – such as Northwest UAV
 - o Training – visitors for training on aircraft/helicopters from as far away as China

- The airport also has advantages over other regional airports:
 - Runway is longer than at Aurora State Airport
 - McMinnville's airport has an instrument landing system (ILS) that facilitates landing during inclement weather or poor visibility

Challenges:

- **Constrained land supply** is a big one, and the problem of **UGB expansion is “high-centered” in the Mid-Valley** because the cities are bursting at the seams, but the region has prime farmland that needs protection; there is little land left to accommodate housing growth and **very little industrial land**—what is available will be exhausted within a 15-year timeframe
- **Housing** is a particular challenge for young people due to cost and availability, and the UGB is critical to preserve the farmland that enables wine and agriculture; expanding residential capacity involves finding lower-value land, which often requires a larger investment in infrastructure, thereby driving up the cost to build and putting pressure on builders to offer a higher-priced product
- McMinnville is the small town that a lot of “other towns want to be when they grow up”, but that also produces some “**McMinnville envy**”, which can make regional collaboration challenging
- Young talent tends to leave; we need to give young people a reason to stay or to come back after leaving temporarily
- Evergreen's departure has more or less played out, but the last building just sold, so there's an enduring economic impact
- **Housing affordability**, particularly for recent college graduates; quality of life amenities make McMinnville a “slam dunk” for adults in their 30s with young families, but “this is a tough place to be single in your 20s”
- Much of our young talent leaves after high school/college graduation and we face a bit of a **brain drain**
- Bridge into town on Highway 18 needs to be replaced
- There is a lot of competition for companies fleeing California, making that a difficult niche; Reno, for example, is doing everything it can to capture this market

Opportunities:

- Cluster companies around key **high-tech employers** like TTR, Northwest UAV and Northwest Rapid Manufacturing
- Recruit companies relocating from California for improved employee quality of life
- **Improve regional connectivity**: it is unlikely that McMinnville will “win the land wars” given the presence of high-dollar agriculture operations and the prominence of wine, but the regional perspective—how

communities can work together despite the physical space between them—offers opportunities to grow sustainably with the County or a defined job or commute-shed

- **Be proactive about growth and density**; either we pull up the draw bridge or we find ways to grow well
- Better leverage the airport
- Support and encourage the air and space museum, which is a national attraction
- Attract clean, **high-tech, high-wage jobs** that create a high-value product with a light footprint; example of a knife company (Ferrum?) that relocated from California and brought the skilled workforce with them
- Get more involved with the County to create a stronger regional presence; leverage County institutions to find **regional solutions to local problems**
- Continue to grow and **improve our downtown core**
- New **medium and high-density housing development**, particularly to satisfy the market demand from retirees, but also, secondarily, to market to young people and potentially second home owners
- Leverage the **\$6M gift to Linfield's wine program** to spur innovation

FOCUS GROUP NO. 2

Assets:

- **Air and space museum**
- **Leisure activities**, especially wine; “I see this as Bend back when I moved to Bend, with the leisure activities in place of outdoor recreation.”
- **Water park** is tremendously underleveraged as a family destination; people from Portland likely drive two or three hours up to Great Wolf Lodge for a similar experience
- **City leadership, business-friendly environment:** RNH Construction, through work on the Atticus Hotel, says working with the City has been amazing; Bend offers the opposite experience
- **Excellent food scene**, particularly for a community this size; tremendous restaurants, significant catering business due in part to weddings at wineries

Challenges:

- From a hospitality/visitation standpoint, about 50% of a hotel’s business comes from leisure and about 50% from **corporate/business travel**, so filling the weeknights and securing the corporate/business travel portion is a challenge; the leisure portion will take care of itself
- Town is land-constrained, and **affordable/workforce housing** is a legitimate issue
- Sometimes we can be too focused on downtown, and we need to ensure that we develop assets throughout the community
- **Parking** can be an issue downtown; some spots are locked up by daytime employees, but these spots should turn over regularly
- Yamhill County offices downtown may not be the highest and best use of that land
- **Transportation challenges** in capturing business from Portland; McMinnville is the end of the line coming out from Portland and the trip asks visitors to stop frequently at stoplights
- We need a **sustainable solution to homelessness**, and the clustering of service providers in and around downtown magnifies the issue
- Labor is a challenge, but it’s a challenge everywhere for this industry

Opportunities:

- **Improved hospitality offerings:**

- o Higher-end products: prior to opening Atticus, the Allison in Newberg was the only high-end lodging in the valley, with everything else in the two- or three-star range
 - o Convention center/meeting space, as well as space for smaller groups, maybe 25-30 people, seems to be a gap in our offerings
- There is huge demand for **higher-density housing**, especially near downtown
- Sustaining and maintaining **historic character** is really important, and good design guidelines are necessary to ensure high-quality development
- **Craft beverage expansion**: wine is more or less self-propagating, but there are opportunities in spin-offs like distilling, cider-making, brewing; this town could support more in the drinking spinoff vein

FOCUS GROUP NO. 3

Assets:

- Lots of existing **agricultural activity, diversified crops**, 274 different crops grown in Oregon and many can be found in the valley (olives, blueberries, grapes, apples, prunes, hazelnuts, Christmas trees, grass seed, etc.)
- Extremely lucky to have **Mac Power and Light**
- **Linfield**, which is being used more and more to create wine and agriculture-related possibility; Center for Wine Education received significant grant
- Wine is an anchor here, but we're **not a monoculture**, and that's important; Napa's problem was/is that it is only about wine
- Land availability for agriculture and grape cultivation: there are thousands of acres available and a lot of Class 4 soil able to grow good grapes, other crops

Challenges:

- **Climate change**, which could fundamentally alter what and how we grow in the valley
- Corporate intrusion into agriculture/farmland
- Urban draw for wine is weak, because when vineyards are also present, people choose to visit the vineyards over the urban tasting rooms
- Possible over-saturation of tasting rooms on Third Street; not enough traffic to support all of them
- **Market penetration/knowledge of product** for Yamhill Valley/Oregon wine is still a challenge
- Shoulder season creates adversity for wineries
- Perceived **short-sightedness of OSU**; they have the potential to be a great partner but finding the right people there is challenging, and Extension may not be well-supported at the state level
- McMinnville could use a **stronger brand**, and better alignment of development and improvements with that brand
- Increasing traffic, affordability challenges all could dilute McMinnville's quality of life in the future

Opportunities:

- Yamhill County and McMinnville could be a leader in the **production, processing and value-add** segments for agricultural products; potential role in **R&D**: “agriculture is not just soil, it’s labs, it’s science-based; the cannabis industry offers opportunities.”
- Creation of a **year-round indoor farmer’s market or food hub**
- Soil and Water Conservation District has 174 acres within the UGB to be used in support of urban agriculture
- Mixed-use and light industrial potential on **Lafayette**
- “It would be interesting to use our **rail**; we have it, but don’t use it.”
- Get more involved with **OSU’s Small Farms Department and Food Innovation Center**
- Better leverage **Yamhill Soil and Water**, which owns or manages over 3,000 acres in Yamhill County
- We need a space for entrepreneurial food people to develop new and innovative food products and projects and pursue value-add opportunities
- **Wine-oriented makerspace** would be very useful; more R&D across all agriculture activities; Stellenbosch, South Africa and Regua, Portugal offer examples of wine incubators or collective spaces for winemaking
- **Better food, lodging** would benefit us, because we’re just a little too far from Portland to be a comfortable day trip, and that’s why people often stop in Dundee or Newberg; the people we want to draw have higher expectations for food and lodging
- The growth curve for wine here is steep but flattening; there’s still more opportunity here than in any of the other major wine regions of the world
- Find ways to ensure that the people that work the vineyards can continue to live here, because they tend to be a younger, more diverse demographic that creates demand for food, nightlife, concerts, galleries, etc. and this is how we avoid becoming a monoculture; affordable housing is a critical component in this equation
- Room for growth in diversified light industrial, companies that provide support, supplies, equipment repairs, etc. for wine and agriculture
- Tie Linfield’s Center for Wine Education into hospitality/tourism programs at larger universities
- Focus on smaller vineyards – the average around McMinnville is six acres, versus 212 acres in Washington; we must make small agriculture work well
- Lots of opportunity for **bike routes, bike tourism**, or a wine bike route that caters to a totally different segment of visitor
City or County could/should **hire a resource officer** that helps with grant writing, understands funding sources, and facilitates innovation in agriculture and other industry sectors

FOCUS GROUP NO. 4

Assets:

- **Cheap power**, part of the reason why McMinnville is here
- **Chemeketa** is a huge asset and can be better leveraged
- **Small-town character**, family atmosphere is part of the reason why some businesses locate in McMinnville; in some cases, it's a good fit for the company culture
- **Attractive location** from a quality of life standpoint, not many places balance access to the coast, the mountains and a major metro the way McMinnville does
- Nice **downtown** and high-end restaurants can add value for businesses, as they offer places to entertain clients from out of town

Challenges:

- Access to the I-5 corridor, **logistics and transportation** are an enduring challenge
- Dependence on California to some extent for market demand for products, construction in California is a boon for our industrial segment, but it can be cyclical
- **Workforce availability for trades is crisis-level**; it is extremely difficult to find even entry-level people with a little bit of training or exposure, electrical and millwright are scarce; also need "soft skills" for manufacturing and fabrication because we can teach some of the technical skills, like welding
- **Housing** is an issue, especially for younger employees
- Denser housing types may cater more to people from out of town; a lot of our workforce, especially if they are from McMinnville or surrounding communities, want a detached home with a small yard
- Limited middle-of-the-road options for dining out can be a quality of life issue and can increase some affordability tension
- **Oversaturation of tasting rooms on Third Street** can make downtown feel less welcoming to some
- **Communication and coordination with the business community** is lagging; some regulations don't seem to account for business perspectives, and business owners wish they had a more consistent seat at the table

- There is anecdotal evidence of **limited industrial land supply**; there's not a lot of quality office space available, and this could constrain the growth of fast-growing companies
- **Infrastructure isn't keep up with growth**; roads to serve new residential development seem to be a second thought

Opportunities:

- Large grant to the School District for middle school trades, excellent fabrication and manufacturing program at the high school
- Opportunity to ramp up **apprenticeship programs** at major employers (Cascade Steel has about 15 apprentices right now); other non-traditional models such as from Solid Form, which created an endowment and a volunteer program for employees to get instruction and information about career pathways into secondary schools, or from OnlineNW, which entered a revenue-sharing agreement with local schools
- Wine can seed some metalworking and fabrication, as it creates a need for custom pieces
- **Invest in Willamina, Dayton**, etc. to ensure a broad spectrum of affordability regionally, so that our workforce can afford to live comfortably across the wage spectrum, even if not in McMinnville
- Adequately teach and train people skills and other **soft skills**, because a lot of the technical skills are teachable upon employment

McMinnville Idea Map Comments

Address	Type of Comment	Comments	Type of User
Southeast 3 Mile Lane, Southeast Three Mile Lane, McMinnville, 97128	Transportation and Infrastructure	I'd love to see an amazing arch or elaborate sign welcoming people to town as they cross the bridge	None
Southeast Stratus Avenue, McMinnville, 97128	Business and Industry	Bring Costco to McMinnville!	Resident
Joe Dancer Park Trail, McMinnville, 97128	Quality of Life	Duck Pond	Resident
Southeast Lever Street, McMinnville, 97128	Tourism	The Hewlett Packard trail at Linfield College would be a great place for fitness equipment. People could walk the trail and stop at intervals to use the equipment for pull ups, sit up, etc. on the outdoor exercise equipment.	Resident
Joe Dancer Park Trail, McMinnville, 97128	Tourism	Please create a river walk path along the river.	Resident
200-298 Northwest Adams Street, McMinnville, 97128	Build this Here	I'd like to see a grander entry into City Park (like a monument or gateway, and a a crosswalk on Adams St. to safely move pedestrians to and from City Park.	Resident
103 Southeast Baker Street, McMinnville, 97128	Build this Here	I would love to see more co-work spaces like WeWork. Freelancing is going to become a trend in the next few years. Let's start now to encourage the growth.	Resident
1900-1940 Southeast Nehemiah Lane, McMinnville, 97128	Transportation and Infrastructure	The new bridge from 18 to 3rd Street should reflect our community - add art/cool signage. It's a gateway to our community - it should tell our story.	Resident
3790 Southeast Cirrus Avenue, McMinnville, 97128	Business and Industry	Our airport has great potential - could we support a world class aviation business park? Yes - leverage KJW and other corporate travel and tourist activity.	Resident
500 Northeast Captain Michael King Smith Way, McMinnville, 97128	Tourism	Connect Evergreen to Joe Dancer park with a walking/biking trail.	Resident
601-699 Southeast Davis Street, McMinnville, 97128	Transportation and Infrastructure	Improve Davis Street with better sidewalks and lighting linking our downtown to Linfield in a better manner.	Resident
105 Northeast 4th Street, McMinnville, 97128	Business and Industry	Recruitment WeWork - from their website - 'When we started WeWork in 2010, we wanted to build more than beautiful, shared office spaces. We wanted to build a community. A place you join as an individual, 'me', but where you become part of a greater 'we'. A place where we're redefining success measured by personal fulfillment, not just the bottom line. Community is our catalyst.'	None
3255 Northeast Cumulus Avenue, McMinnville, 97128	Workforce and Skills	Create opportunity for business and education to connect - maybe industry specific programs at college or high school.	Business Owner or Employer
1955 Northeast Cumulus Avenue, McMinnville, 97128	Transportation and Infrastructure	Update the Three Mile Lane bridge. It is a gateway to downtown McMinnville.	Resident
3685 Southeast Three Mile Lane, McMinnville, 97128	Business and Industry	Conference space that can accommodate more than 300.	Business Owner or Employer
2243-2261 Kauer Drive, McMinnville, 97128	Housing	Affordable housing for employees making minimum wage. Tech jobs pay well, but we have many residents making minimum wage with little in the way of affordable housing.	Business Owner or Employer
Pioneer Way, McMinnville, 97128	Housing	More student housing on Linfield campus.	Business Owner or Employer
555 NE 3rd St, McMinnville, OR 97128, USA	Build this Here	Make all of Third Street in the distinct downtown section pedestrians only. Cover the street in pavers or differentiate by a paint color/pole blocks etc. Burlington, VT has a great example of this working well (https://www.churchstmarketplace.com/). Parking is still available on the outskirts, and this would improve walkability of the City, as well as encourage more people to walk and bike rather than drive. Other benefits would include safety of pedestrians downtown, improved congestion of cars in this area, encouragement of socialization while downtown, and even fluidity of pedestrian walkways carrying over across town once Alpine Ave is finished!	Resident
Baker Creek Rd, McMinnville, OR 97128, USA	Quality of Life	Extend the Westside Bicycle/Pedestrian Greenway. This is a great path for running, but I'd love to see it extended further! Connect to nearby trails or parks, extend into undeveloped field, etc. lots of separated opportunity for recreation around here-- we're just missing one quality long trail!	Resident
319 Southwest Jasmine Court, McMinnville, 97128	Housing	Affordable housing is a growing problem. I want my employees to be able to live and work in McMinnville. I don't want people to have to drive from other communities to work here.	Business Owner or Employer
150-198 Northwest Park Drive, McMinnville, 97128	Transportation and Infrastructure	More bike trails! Let's make McMinnville a city that is known for its bike friendly community. More bike lanes on streets. More bike racks for people to lock their bikes safely.	Resident
715 Northeast Galloway Street, McMinnville, 97128	Tourism	Create and arts center. Someplace where artists can have studios that is affordable. We need more diversity than simply wine and tourism. Visual art add multiple dimensions to how people engage with the world around them. We can all benefit from more art in our lives.	Resident

600 Northeast Evans Street, McMinnville, 97128	Quality of Life	Both the Community Center and the Pool need to be updated. We should either join the two together, or update them to provide a larger variety of services; especially the Community Center (this would be a priority).	Resident
Northwest Pinehurst Drive, McMinnville, 97128	Quality of Life	Neighborhood gathering spaces scattered around town that residents can rent/book for parties, kids/families can gather to play games, people can pick up books from the library, etc. Maybe adjacent to already existing parks? Perhaps these could also serve as additional substations for an ambulance, if needed. This would allow neighborhoods to have a gathering space and maintain some of the small-town feel that people like, while McMinnville grows around them.	Resident
138 NW Park Dr, McMinnville, OR 97128, USA	Tourism	We love the swimming pool and its staff but the building needs improvement-its showing its age.	Resident
Airport Park McMinnville, OR 97128, USA	Transportation and Infrastructure	It would be great to have some reliable public transportation to PDX from McMinnville.	Resident
NW Park Dr, McMinnville, OR 97128, USA	Tourism	Maybe an outdoor stage for concerts in the park, Shakespeare in the park, etc.	Resident
2500 Northeast Orchard Avenue, McMinnville, 97128	Tourism	Improve/Add sidewalks on Orchard Ave and throughout Industrial Park to Joe Dancer... connecting Wortman Park to Joe Dancer for walking/biking/etc.	Resident
Joe Dancer Park Trail, McMinnville, 97128	Tourism	Improve/build access to river at Joe Dancer... dock? kayaking, fishing?	Resident
17370 Northeast Courtney Road, McMinnville, 97128	Build this Here	Additions to Joe Dancer: restroom facility, snack shack/picnic pavilion AND awnings/covers for baseball dugouts	Resident
Northeast 12th Avenue, McMinnville, 97128	Build this Here	complete Alpine (street/sidewalk) up to 13th	Resident
510 Northeast Captain Michael King Smith Way, McMinnville, 97128	Build this Here	Build Indoor Sports complex... soccer, event use, etc.	Resident
1625 Southeast Brooks Street, McMinnville, 97128	Build this Here	Build outdoor amphitheater for summer concerts/plays/entertainment	Resident
3790 Southeast Cirrus Avenue, McMinnville, 97128	Business and Industry	Commuter Airline? McMinnville to Bend/Oakland/Seattle?	Resident
NE Riverside Dr, McMinnville, OR 97128, USA	Business and Industry	McMinnville has food production businesses like Betty Lou's and Diane's, but it seems like we would be an attractive location for more businesses in this vein, particularly those with gourmet products that feel like good companions for the wine industry. Charcuterie companies, cheese companies, etc	Business Owner or Employer
NE Riverside Dr, McMinnville, OR 97128, USA	Tourism	Add am amphitheater to lower city park. It's such a beautiful place, but under utilized by the community. Making the lower park a music venue would contribute in a positive way to the lives of locals, and if inappropriate entity managed it, we could bring bands to town that would increase tourism.To this end, the City needs to also allow permits for special events in our parks which allow for alcohol service. Carlton has done this with great success. Why aren't we fully utilizing these lovely spaces to bring events to town/host local events that have alcohol? The city is WAY behind the times on this one.	Resident
NE Riverside Dr, McMinnville, OR 97128, USA	Tourism	The City needs to work with the board at Michelbook to find progressive ways to make the club more sustainable for the long term. It's a ticking time bomb financially--what will happen when it's no longer sustainable by a dwindling membership? Michelbook takes up a HUGE portion of land in our community, and provides a service to a tiny population. The board of directors needs to take loans if necessary to invest in infrastructure like an outdoor swimming pool and supplement their income with a surge in younger members, plus allowing access to the pool with a cost of admission. It was amazing when the City park had an outside pool in McMinnville--and Carlton is lucky to still have one--but Michelbook could solve a problem for themselves and add value to the community with this investment. From a broader standpoint though, the City should have the long term financial health of Michelbook on their radar.	Resident
Northeast Cows Street, McMinnville, 97128	Business and Industry	Keep the downtown viable for business by providing diversity in opportunity, reasonable tax rates and adequate parking for customers and employees.	Business Owner or Employer
McMinnville, OR 97128, USA	Housing	This very large parcel of land close to Linfield and downtown is undeveloped. Shouldn't it be low income/student housing?	Resident
Yamhill County Fair	Tourism	The Fairgrounds brings a lot of people from out of state, to use the facility and explore the area. It would be safe to say that 1/2 the users are form out of the county. Figures used by OSU said that the fairgrounds put 7 million back in the community per year. It has never been thought about being a economic generator in the community.	Employee

Zipcode 97128	Business and Industry	I am very concerned about the impending Cascadia earthquake, and how ill prepared McMinnville as a city is. Running water alone is estimated to take over a year to repair. How many businesses can survive like this? How can tourism even exist at that point? How many people will straight up leave and never return? Investing in reinforcing our utilities (water pipes, roads, bridges, electricity lines) will expedite McMinnville's recovery greatly in the event of a natural disaster. It's not if, but when, and when it hits, I don't want for the entire city to suffer because we weren't ready.	Business Owner or Employer
Zipcode 97128	Business and Industry	I am very concerned about the impending Cascadia earthquake, and how ill prepared McMinnville as a city is. Running water alone is estimated to take over a year to repair. How many businesses can survive like this? How can tourism even exist at that point? How many people will straight up leave and never return? Investing in reinforcing our utilities (water pipes, roads, bridges, electricity lines) will expedite McMinnville's recovery greatly in the event of a natural disaster. It's not if, but when, and when it hits, I don't want for the entire city to suffer because we weren't ready.	Business Owner or Employer
Zipcode 97128	Business and Industry	I am very concerned about the impending Cascadia earthquake, and how ill prepared McMinnville as a city is. Running water alone is estimated to take over a year to repair. How many businesses can survive like this? How can tourism even exist at that point? How many people will straight up leave and never return? Investing in reinforcing our utilities (water pipes, roads, bridges, electricity lines) will expedite McMinnville's recovery greatly in the event of a natural disaster. It's not if, but when, and when it hits, I don't want for the entire city to suffer because we weren't ready.	Business Owner or Employer
Southeast 3 Mile Lane, Southeast Three Mile Lane, McMinnville, 97128	Transportation and Infrastructure	Pedestrian/bicycle connections from downtown to Joe Dancer to Hwy 18 area.	Resident
398 Southeast Armory Way, McMinnville, 97128	Transportation and Infrastructure	add ped/bike connections to Airport Park from Joe Dancer Park	Resident
855 Northeast Marsh Lane, McMinnville, 97128	Housing	Workforce or Affordable Housing	Business Owner or Employer
415 Northeast Burnett Road, McMinnville, 97128	Housing	Affordable Housing	Resident
1318 Oregon 99W, McMinnville, 97128	Housing	Workforce or Affordable Housing	Business Owner or Employer
551 Southwest Hill Road South, McMinnville, 97128	Housing	This seems to be an area of town that we could greatly increase our housing. There needs to be high density and affordable.	Business Owner or Employer
2068-2076 Northwest Meadows Drive, McMinnville, 97128	Transportation and Infrastructure	Connect Meadow so that it is a through street.	Resident
Southwest Adams Street, McMinnville, 97128	Transportation and Infrastructure	Complete the sidewalk here on the west side of Hwy 99W.	Resident
Southeast Washington Street, McMinnville, 97128	Tourism	Update swimming pool to include outdoor pool area.	Resident
335 Northeast 6th Street, McMinnville, 97128	Tourism	Time to update the community center area. Could the city and county work together to relocate county facilities to make room for private investment in housing, event space, and more retail? The courthouse, commissioners offices, and clerk office could be combined in a purpose built facility near the WESD facility by Lowe's. The downtown properties are high value from a community development perspective.	Resident
Northeast Baker Street, McMinnville, 97128	Tourism	Encourage more experiences for young professionals. - music venues, co-work space, and live/work units.	Resident
Yamhill County Fair	Other	Consider and study feasibility of creating a long term plan for a new local government center that would include the City and the County along with other related government services. This could be modeled after the Clackamas County facility.	Other
Northeast Riverside Drive	Housing	Potential rezoning property to the Southeast side of the intersection of Riverside Drive and Marsh Lane. Ideal place for workforce and affordable housing due to proximity of industrial area, transportation with easy access to Lafayette Avenue, YCAP and Parks.	Other
3080 Highway 18, McMinnville, 97128	Business and Industry	Costco! A campus similar to Wilsonville, where it includes a gas station, Target, restaurants, and some smaller retail store space would be great. Three Mile Lane desperately needs a gas station and restaurants. It would also help decrease our 99w traffic and increase visitors to 3rd street and the Alpine district.	Resident
2275-2319 Southwest Barbara Street, McMinnville, 97128	Quality of Life	The housing has built up so much out west 2nd and Hill road without any infrastructure to go with it. This area needs a gas and grocery so once these residents are home, they don't have to drive back to 99w and go to the farthest north or south part of town to get these everyday services. It would also cut down traffic on west 2nd and Baker Creed rd, helping out those residents.	Resident

Yamhill Valley Heritage Center - Yamhill County Historical Society	Business and Industry	An important asset for entertainment, education and pride for resident and visitor alike providing not just a museum but many active events per year.	Business Owner or Employer
Yamhill County Historical Society	Business and Industry	A relatively unknown and underappreciated asset containing extensive research facilities as well as museum structures.	Business Owner or Employer
NE 3rd St, McMinnville, OR 97128, USA	Business and Industry	The tunnel of trees is probably the only main street west of the Mississippi to have it. You would think other towns have it, but surprisingly they don't. While they might have trees downtown, the street spanning arch is a unique assets and underappreciated. The permanent twinkle lights are a nice touch, but to preserve and maximize the value of that almost one of a kind asset, the gaping holes in the tunnel should be filled back it and well maintained. The trees are not only attractants to tourists and locals alike, they are a key component is attracting new residents and new businesses.	Business Owner or Employer
NE 3rd St, McMinnville, OR 97128, USA	Business and Industry	It is a shame that the city is apparently too gutless to have a strong sign code and enforce it. Perhaps it should get a second opinion from competent land law specialists outside of McMinnville before relying on an assumption that the courts will not allow enforcement. Sign codes are important to mental impressions of a city.	Business Owner or Employer
Evergreen Aviation	Business and Industry	This is a world class asset and far too important to lose or even risk losing. The city or county should perhaps take a more proactive role is assisting its survival. We have art sculptures downtown. Why not include some aviation art? Or, better yet, how about a plane on a pylon like that out front of the former Evergreen Aviation HQ and find a place to put it downtown, perhaps near the library. It could have signs encouraging people traveling along Adams or Baker to divert to the museum. If not a plane, how about the giant landing gear structure that Evergreen has? It could be loaned and parked securely at a corner downtown with directions signage nearby.	Business Owner or Employer
Airport Park	Business and Industry	Airport park is a delightful park, but seems to be relatively unknown. Perhaps better larger road direction signage to it and mention on maps might help. It will be important to keep it well maintained.	Business Owner or Employer
Airport Park	Business and Industry	Airport park is a delightful park, but seems to be relatively unknown. Perhaps better larger road direction signage to it and mention on maps might help. It will be important to keep it well maintained.	Business Owner or Employer
Airport Park	Business and Industry	Airport park is a delightful park, but seems to be relatively unknown. Perhaps better larger road direction signage to it and mention on maps might help. It will be important to keep it well maintained.	Business Owner or Employer
3330 Southeast Three Mile Lane, McMinnville, 97128	Build this Here	Residents and businesses have both wanted a new shopping center anchored by Costco to be built here. The community would benefit greatly from the jobs and added tax revenue. Please consider allowing it.	Resident
100-118 Northeast 3rd Street, McMinnville, 97128	Transportation and Infrastructure	I would like us to work with ODOT to provide a pedestrian crossing signage and lights. People often cross from the downtown area into the city park. Especially during the summer months, when there is more foot traffic, the crossing can be dangerous and cars aren't aware of pedestrian right of way laws.	Employee
235 Northeast 3rd Street, McMinnville, 97128	Transportation and Infrastructure	Third Street remains the heart of McMinnville and it is mostly pedestrian foot traffic. Considering how rainy it is a large portion of the year, deep puddles envelope both sides at intersections, often meeting in the middle of the street. I'd like to see a regrading of these intersections, particularly at Cows, Davis and Evans. Further, the improvements should include landscape drainage corners.	Resident
11340-11452 Southeast Cruickshank Road, Dayton, 97114	Build this Here	It would be wonderful to have a convention center with perhaps a hotel in the area around the airport	Employee
1077 Northeast Alpine Avenue, McMinnville, 97128	Housing	It would be great to have some high density housing in the area in which the urban renewal is taking place - Alpine	Employee
400 NE Baker St, McMinnville, OR 97128, USA	Business and Industry	Oregon Mutual Insurance Company	Business Owner or Employer
400 NE Baker St, McMinnville, OR 97128, USA	Business and Industry	Make sure downtown remains accessible and safe. Make sure we consider the impacts of growth. The economic health of the community is more than just downtown, prepare and invest in it.	Business Owner or Employer
Northeast 2nd Street, McMinnville, 97128	Build this Here	We need a stop sign and crosswalk here. People don't see me crossing the road and they're going way above the speed limit. Some nice people stop for me, but the other side of the road will be oblivious. It gets especially dangerous when people can't see kiddos.	Employee
Northeast Galloway Street, McMinnville, 97128	Build this Here	McMinnville needs a food cart pod. The few food trucks we have are spread over a wide area. They would attract more business and tourists in a central location. Preferably this would be close to the downtown core. This parking lot could be an excellent space for it. I believe the church across the street owns the lot. The church could rent out the space when it is not in use (M-Sat).	Resident
135 Northeast 3rd Street, McMinnville, 97128	Transportation and Infrastructure	A crosswalk needs to be installed for crossings between the library/fountain/park area and third street. Many pedestrians use this to cross the highway instead of at 2nd street. I realize ODOT is in charge of the highway. But can the city not even put paint on the roadway to indicate cars should yield for pedestrians?	Resident

Northeast Lafayette Avenue, McMinnville, 97128	Housing	McMinnville needs affordable, low income housing. The homeless population surge in the past couple of years is a testament to the need for this. Homelessness is a complicated issue with many causes and in need of many solutions. Please consider supporting a low cost tiny house village around this location or further east near YCAP. Opportunity Village in Eugene is a great example of how to do it well.	Resident
263-299 Northeast Baker Street, McMinnville, 97128	Business and Industry	The space where Cornerstone Coffee occupied is prime space on 3rd street. First, please don't support more tasting rooms going into the downtown core. McMinnville residents need more businesses on 3rd street that are geared toward our community and not the tourism industry. Second, please support finding a new occupant for this space. A new coffee shop would be great. I would love to see Flag	Resident
Northwest Oakmont Court, McMinnville, 97128	Build this Here	As another comment pointed out, the country club takes up a huge amount of space within McMinnville and offers little back to the quality of life of most in the community. I support having a golf course within our community. But I would like to see the country club and city partner in finding ways in which the public could enjoy the space more. One idea is to create a walking path around the perimeter of the golf course similar to the Glendoveer course in Portland. Another idea is to provide access somewhere through the park for the public to walk. The course is a major obstacle for families, joggers, and walkers.	Resident
2098 Northwest Kale Way, McMinnville, 97128	Build this Here	McMinnville already has two great skateparks on the east side of town at Joe Dancer and the south side at Discovery Meadows. But there is nothing like this for kids and families on the north end of town. A growing attraction around the world are pump tracks. The new park around the development going in here could be an ideal location for a pump track. Pump tracks are safer than skateparks, relatively cheap, and can be enjoyed by a broader segment of the population (i.e. all ages, skill level, or sport equipment). The area around Chegwyn could also be a great location for this unique and exciting attraction.	Resident
Northeast 2nd Street, McMinnville, 97128	Quality of Life	The traffic improvements on 2nd street have been an improvement for traffic. But not for quality of life in terms of the loss of trees and landscaping in this area. One of the things that makes McMinnville so attractive is the trees and landscaping throughout the city. Please bring back more greenery to this area. Right now it is looking more like a concrete wasteland.	Resident
1699 Southeast Brooks Street, McMinnville, 97128	Build this Here	Build a field house with indoor soccer facilities similar to those offered in Tualatin or Sherwood. Many residents would love to have more recreational sports opportunities in the winter months.	Resident
Northeast 3rd Street, McMinnville, 97128	Transportation and Infrastructure	Our downtown core needs more public restrooms. The homeless downtown are using alleys and sidewalks instead of proper facilities. I don't condone this behavior, but the facilities for a city our size, especially at the library, is inadequate. There is nothing between the library and the community center. If another space for restrooms can't be found, please consider expanding the library restrooms so that more than one person can use each restroom at a time. This would also reduce the potential for crime, such as drug use, etc. in the restrooms, because they would no longer be locked rooms.	Employee
263-299 Northeast Baker Street, McMinnville, 97128	Business and Industry	I would love to see a good Indian or Vietnamese pho / banh mi restaurant in this unoccupied space. We have neither in town and they would be an attraction to both residents and tourists.	Resident
Southeast Stratus Avenue, McMinnville, 97128	Business and Industry	I'd love to see a Costco in town as well. But on a smaller scale, I'd also love to see a Trader Joe's.	Resident
Northwest Adams Street, McMinnville, 97128	Quality of Life	The library needs an update and expansion within the next 10-15 years. Either that, or a new library needs to be built. Space is already very limited. As the ways in which communities utilize libraries change, so must the spaces they occupy.	Employee
Northeast Evans Street, McMinnville, 97128	Business and Industry	The county occupies many high profile buildings in McMinnville's downtown. That space could be much better utilized by businesses and residents. Please consider moving county services to a less high profile area.	Resident
Southeast Davis Street, McMinnville, 97128	Quality of Life	Create signage to encourage Linfield Students to walk to McMinnville's downtown.	None
Northwest Hill Road, McMinnville, 97128	Housing	It's exciting to see a new housing development started in this area, but houses start above 300k. This is not affordable housing for young professionals looking to stay in the community.	Resident
Northeast Riverside Drive, McMinnville, 97128	Quality of Life	It would be great to have a second dog park in town. One in an easier to access location and which includes things like agility equipment for dogs.	Resident
Northeast 9th Street, McMinnville, 97128	Quality of Life	I would love to see better lit streets. Currently many neighborhoods lack any sort of street lighting at night. This makes McMinnville extremely unwalkable in the winter.	Resident
738-750 Southwest Edmunston Street, McMinnville, 97128	Tourism	We need an outdoor theatre. Perhaps built into one of the hillsides around Joe Dancer Park or Lower City park? It would be a wonderful cultural attraction for outdoor concerts and plays. The city needs an Arts center where there are studios for dance, music and art available for lessons, or work. Art provides the creative kernel that filters up and brings additional resources to towns. We need to expand the bike path from Carleton to McMinnville or over to Lafayette. Some type of Bike path is needed. Expand on gaining access to the riverfront property on the S side of Willamette hospital for a jogging/ bike walking path. The City should have some property given as a swap from Evergreen when the water park was granted its permits	Resident

800 Southwest Brockwood Avenue, McMinnville, 97128	Housing	The city needs to be wary of Aspenization. Without an increase of professional jobs, we then become an exurb of Portland with commuters who have no time to give back to our city and others who can't afford to live here on minimum wage and drive in from other towns. Various types of housing needs to interspersed next to each other to prevent pockets of low - income vs high income. Healthy neighborhoods have a mixture of both types next to each other. Ideally, Apartment buildings would have stricter codes so they fit into mixed use neighborhoods. Currently, there seems to be no penalties for apartment owners when their apartments are falling down, so perhaps an increase in penalties to encourage responsible landlords without driving up rents.	Resident
McMinnville, 97128	Transportation and Infrastructure	Somehow, we need a commuter train into Portland. I know David Lett worked for years on this, but it would be ideal. Driverless cars may ease the commute but the ideas is to get cars and drivers off the road. The bypass needs to be finished. We need roundabouts vs lights and stop signs. Please, please, please add roundabouts. Make sure the outer loops of the city do not have additional intersections. Keep the traffic flowing.	Resident
1208 Southwest Baker Street, McMinnville, 97128	Build this Here	Another high school. A grocery store off of Baker Creek. A park off of Baker Creek and Hill Rd. Upgrade the Pool but keep its location. Expand the locker rooms. Encourage the Mac Theatre with grants or something to get the darn boiler fixed/earthquake upgrade so there can be movies/performance/ music. We need a public commercial kitchen for those who want to take advantage of our areas natural resources and create a food business. When it is not used for commercial purposes, then it can be used to teach canning and cooking.	Resident
925 Northeast 3rd Street, McMinnville, 97128	Other	Work with water and light to put all electrical lines etc underground. Stop blaming each other for not getting it done as it causes each party to lose credibility. Whenever a road needs to be repaved, put the darn wires underground. Set a plan that is used to do so when roads get redone. We have been paying for the sewer upgrade for the past 19 years when does that end? Roll it over to putting wires underground.	Resident
Oregon 99W, McMinnville, 97128	Transportation and Infrastructure	We need a better signal at this intersection for vehicles traveling North/South and wanting to turn. There needs to be a designated right-turn lane and a left-turn arrow signal for vehicles wanting to travel East.	Resident
Oregon 99W, McMinnville, 97128	Quality of Life	Pay more attention to improving the city on the North East side of the city. There are many residents here too who rarely travel to the downtown area of McMinnville that would like to see improvements made in there area of town.	Resident
Pacific Highway West, McMinnville, 97128	Other	More vegan- and vegetarian-friendly restaurants are desired so we don't have to consistently travel out of town to find restaurants that are compatible with our dietary restrictions.	Resident
Northwest Adams Street, McMinnville, 97128	Other	I just want to second that the library needs an updated building.	Resident
McMinnville, 97128	Quality of Life	Although I am sure they contribute significantly to our city, the steel factory is often very noisy during the late night and early morning hours. I would appreciate it if they could do their more-noisy work during daylight hours.	Resident
Northeast Ford Street, McMinnville, 97128	Tourism	It would be wonderful to have a local philharmonic or dance company with regular performances.	Resident
Northeast Alpine Avenue, McMinnville, 97128	Tourism	Will this area of the Granary become more like a town square/plaza where community gathering happens regardless of an event occasion? Perhaps a water feature where children can play in the summer would help encourage this.	Resident
Northeast Three Mile Lane, McMinnville, 97128	Business and Industry	I second (or third!) the Trader Joe's comment. You can go on their website and suggest a location for a new store. Maybe if we all do it, we can convince them :)	Resident
150-198 Northwest Park Drive, McMinnville, 97128	Transportation and Infrastructure	I agree with another comment about bike paths and racks. McMinnville is such a bikeable town, can we encourage it with bike-friendly features and benefits?	Resident
514 Northeast 3rd Street, McMinnville, 97128	Tourism	Bring back the Mack Theater!	Resident
Northwest 15th Street, McMinnville, 97128	Transportation and Infrastructure	Sidewalks for Memorial students on their way to cross Baker and Adams!!	Resident
421 Northeast 3rd Street, McMinnville, 97128	Business and Industry	Update the downtown plan to position downtown for creative class/tech terror initiative. Look for office space development and housing off of third street. Provide the necessary infrastructure to support future AI needs	Resident
611-619 Northeast 3rd Street, McMinnville, 97128	Housing	Develop a city center housing strategy that provides housing for millennial generation as they start to move away from large urban centers to exurban centers.	Employee
14400-14434 Northwest Berry Creek Road, McMinnville, 97128	Other	Create a culture of corporate community citizens/business/leadership - a sense of giving back to the community and supporting public amenities that contribute to quality of life.	Resident
2650 Northwest High Heaven Road, McMinnville, 97128	Other	Create a culture of valuing creativity/innovative thought time in all companies in McMinnville to reinforce an entrepreneurial environment.	Resident
1530 Southwest Friendly Court, McMinnville, 97128	Quality of Life	Code enforcement - is there a program? McMinnville properties look overgrown, weedy and depressed. Encourage a pride of property campaign to clean up McMinnville, and support a code enforcement program..	Resident
125 Southeast Cows Street, McMinnville, 97128	Tourism	Connect tourism industry with business recruitment - if you like to visit here why not live here and grow a business.	Employee

3790 Southeast Cirrus Avenue, McMinnville, 97128	Business and Industry	Leverage the airport strategically and proactively for economic development. Appears underutilized. Huge asset that could serve the community in larger way.	Employee
201-299 Northeast 7th Street, McMinnville, 97128	Transportation and Infrastructure	City needs to think proactively about is public right of way in regards to future artificial intelligence needs - policies, monetize for maintenance and upkeep in a changing environment, regulate, incentivize and collaborate with other utility providers	Employee
Ford Drive, McMinnville, 97128	Other	Partner with Bloomberg to stage McMinnville as a future SMART city.	Resident
40 Everson Street, McMinnville, 97128	Other	The future of jobs and economy will be determined by people who are looking for experience over product for locational decisions. McMinnville needs to identify what experience it can offer that sets it aside from other communities.	Business Owner or Employer
Northeast Captain Michael King Smith Way, McMinnville, 97128	Business and Industry	Maximize the campus started by Evergreen to establish a PNW attraction - conference facility, ropes course, etc. This could be an executive retreat, family vacation, etc.	Resident
Oregon 99W, McMinnville, 97128	Business and Industry	Move the bus barn and activate the railroad spur. This is not the highest and best use for this property.	Resident
3790 Southeast Cirrus Avenue, McMinnville, 97128	Tourism	Create a gateway at the property owned by the City of Redmond north of Highway 18 by the eastern city limits. Something that is unique to McMinnville.	Employee
11200 Oregon 99W, McMinnville, 97128	Tourism	Create a gateway at the property by Betty Lou's. Something that is unique for McMinnville.	Resident
Salmon River Highway, McMinnville, 97128	Tourism	Create a gateway on Highway 18 at the western city limits.	Employee
205 Northeast Galloway Street, McMinnville, 97128	Business and Industry	Work with property owner to obtain a brownfield grant to clean up auto body property and then leverage for a mixed use development project.	Employee
1200-1298 Northeast 12th Avenue, McMinnville, 97128	Business and Industry	Clean up junkyard brownfield.	Employee
1300 Northeast Alpha Drive, McMinnville, 97128	Business and Industry	Think creatively about secondary supplies and craftsmanship for beverage industry (wine, beer, gin), such as barrel assemblers, bottling, labeling, corks, etc.	Employee
1405 Northeast Alpha Drive, McMinnville, 97128	Business and Industry	Somebody is planting a crazy amount of filbert orchards on the outskirts of McMinnville. How can we take advantage of that in terms of product lines, production, etc.	Employee
7201 Northeast Riverside Drive, McMinnville, 97128	Business and Industry	Re-evaluate employment land codes for job densities - lots of land is encumbered in cannabis grow operations and storage facilities - does not create jobs in an urban environment. Land is limited in McMinnville, these are activities that could be occurring in the county.	Employee
207 Northeast Ford Street, McMinnville, 97128	Business and Industry	Create an office environment for 1st, 2nd, 4th and 5th streets to expand downtown north and south.	Employee
900 Southwest Baker Street, McMinnville, 97128	Business and Industry	Create flex space/incubators for high tech entrepreneurs in the Alpine Avenue district. Transform some of the storage facilities into cool work space pods.	Employee
1035 Northeast Alpine Avenue, McMinnville, 97128	Business and Industry	We need to figure out how to transform mini-storage facilities in the Alpine Avenue district into something that hosts jobs and produces economy. Perhaps work with one property owner on a pilot project that is a public-private development partnership.	Employee
1711 Northeast Alpha Drive, McMinnville, 97128	Business and Industry	Work with county on an evaluation of county fairground property regarding a highest and best use study.	Employee
McMinnville, 97128	Business and Industry	Work with county to consolidate county properties to county fairgrounds and relocate jail facility to a better location. Then position downtown county property for a large public-private development project.	Resident
Northeast Evans Street, McMinnville, 97128	Housing	Build a new community/aquatic center by City Park and then reposition existing city center into a private housing development project.	Employee
Joe Dancer Park Trail, McMinnville, 97128	Tourism	Explore a trail system along the Yamhill River in an effort to expand recreational bike/ped trails and start to establish a bike/ped network all over town connecting recreational opportunities and other destinations.	Employee
1001-1017 Northeast 4th Street, McMinnville, 97128	Build this Here	This is a critical redevelopment corner that needs to be multi-story, zero property line development to reposition this area as a pedestrian gateway zone.	Resident
625 Keck Drive, McMinnville, 97128	Tourism	Work with Linfield on leveraging their acreage for a joint community/campus amenity that serves both needs - such as a convention center, incubator space for wine industry to expand wine curriculum.	Employee
6925 Northeast Riverside Drive, McMinnville, 97128	Business and Industry	Work with M W	Employee
Northeast Riverside Drive, McMinnville, 97128	Business and Industry	Relocate public works facility to wastewater plant campus and then reposition this land for future industrial development with a focus on family wage jobs.	Resident
1401-2299 Southwest Hill Road South, McMinnville, 97128	Other	Message McMinnville as progressive and embracing new technology.	Employee

628-642 Northeast 2nd Street, McMinnville, 97128	Transportation and Infrastructure	Work with online nw to set up a 10 GB network throughout the downtown and connect to new 10 GB infrastructure on Alpine Avenue to promote to tech businesses.	Resident
13480 Southwest Peavine Road, McMinnville, 97128	Workforce and Skills	Target Portland for workforce recruitment focusing on millennials that are moving into starting families and looking for a town to raise their family that is close to a metro area.	Employee
5715 Southeast Booth Bend Road, McMinnville, 97128	Transportation and Infrastructure	Small cell technology - get in front of it and leverage it proactively for the community.	Resident
13500 Southwest Peavine Road, McMinnville, 97128	Business and Industry	Start mentoring networks for growing businesses to access peer groups.	Employee
5715 Southeast Reid Lane, Dayton, 97114	Quality of Life	Invest in aging public amenities.	Employee
9257-9299 Southwest Youngberg Hill Road, McMinnville, 97128	Workforce and Skills	Stop just focusing on existing workforce challenges and start focusing on recruiting workforce needed/wanted to support job/business needs. Be aspirational. Play on the fact that McMinnville is a great place to live. Use TTR as an example. Workforce can be recruited and retained.	Business Owner or Employer
Northeast Clearwater Drive, McMinnville, 97128	Other	Create an entrepreneurial support network.	Business Owner or Employer
Northeast Baker Street, McMinnville, 97128	Transportation and Infrastructure	99W is an embarrassment and does not represent McMinnville's potential. We need to clean it up and encourage new investment. Higher density and mixed-use developments.	Business Owner or Employer
Shore Pine, McMinnville, 97128	Business and Industry	This is the last large pieces of undeveloped land in McMinnville. Be very thoughtful about master planning this property and development standards. Do not ruse to respond to the first development opportunity. Work with the property owner to leverage this property for enduring value.	Business Owner or Employer
105 Northeast 3rd Street, McMinnville, 97128	Transportation and Infrastructure	I agree with the pedestrian crossing comments' how about a pedestrian bridge over Adams? With the right design and maybe artwork, it could look really cool.	Resident