



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

**City Council Meeting Agenda
Tuesday, November 13, 2018
5:30 p.m. – Work Session
7:00 p.m. – Regular Council Meeting**

Welcome! All persons addressing the Council will please use the table at the front of the Council Chambers. All testimony is electronically recorded. Public participation is encouraged. If you desire to speak on any agenda item, please raise your hand to be recognized after the Mayor calls the item. If you wish to address Council on any item not on the agenda, you may respond as the Mayor calls for "Invitation to Citizens for Public Comment."

5:30 PM – WORK SESSION – COUNCIL CHAMBERS

1. Call to Order
2. Recology Report
3. Affordable Housing Task Force Update
4. Adjournment

7:00 PM – REGULAR COUNCIL MEETING – COUNCIL CHAMBERS

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. INVITATION TO CITIZENS FOR PUBLIC COMMENT – *The Mayor will announce that any interested audience members are invited to provide comments. Anyone may speak on any topic other than: a matter in litigation, a quasi-judicial land use matter; or a matter scheduled for public hearing at some future date. The Mayor may limit comments to 3 minutes per person for a total of 30 minutes. Please complete a request to speak card prior to the meeting. Speakers may not yield their time to others.*
4. PRESENTATIONS
 - a. Historic Landmarks Committee Annual Report
 - b. Landscape Review Committee Annual Report
 - c. 1st Quarter 2018-2019 Budget Update/ League of Oregon Cities Report
5. CONSENT AGENDA
 - a. Consider approval of the minutes from the August 28, 2018 Work Session and Regular Meeting, September 19, 2018 Work Session, September 25, 2018 City Council Work Session and Regular Meeting, October 9, 2018 Work Session and Regular Meeting and October 17, 2018 Special Called Meeting.
 - b. Consider Resolution No. **2018-56**: A Resolution granting an easement to McMinnville Water & Light for the purpose of installing an electric distribution system to service Verizon tower lease space.
 - c. Consider OLCC Limited On-Premises liquor license request from Taqueria Tulancingo located at 903 NE 3rd Street.

Kent Taylor Civic Hall is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the City Recorder (503) 435-5702 or melissa.grace@mcminnvilleoregon.gov.

6. PUBLIC HEARING

- a. Supplemental Budget Hearing (related to Airport Maintenance Fund).

7. RESOLUTIONS

- a. Consider Resolution No. **2018-57**: A Resolution adopting a supplemental budget for fiscal year 2018-19 and making a budgetary transfer of appropriation authority (Airport Maintenance Fund).
- b. Consider Resolution No. **2018-58**: A Resolution awarding the contract for the design of the NE High School Basin Sanitary Sewer Project.
- c. Consider Resolution No. **2018-59**: A Resolution awarding a bid for the Water Reclamation Facility Tertiary Treatment and Disinfection Project, Project No. 2017-2.
- d. Consider Resolution No. **2018-60**: A Resolution accepting the Critical Oregon Airport Relief Program Grant Offer and authorizing the City Manager to execute an agreement with the Oregon Department of Aviation (DOA) for the Airport Improvement Project.

8. ADVICE/ INFORMATION ITEMS

- a. Reports from Councilors on Committee & Board Assignments
- b. Department Head Reports
- c. Building Division Reports
- d. Cash and Investment Reports

9. EXECUTIVE SESSION UNDER ORS 192.660(2)(d) TO CONDUCT DELIBERATIONS WITH PERSONS DESIGNATED TO CARRY OUT LABOR NEGOTIATIONS.

10. ADJOURNMENT



OBJECTIVES

1. Community outreach
2. Market collapse
3. Policy options



2018 VOLUNTEER EVENT

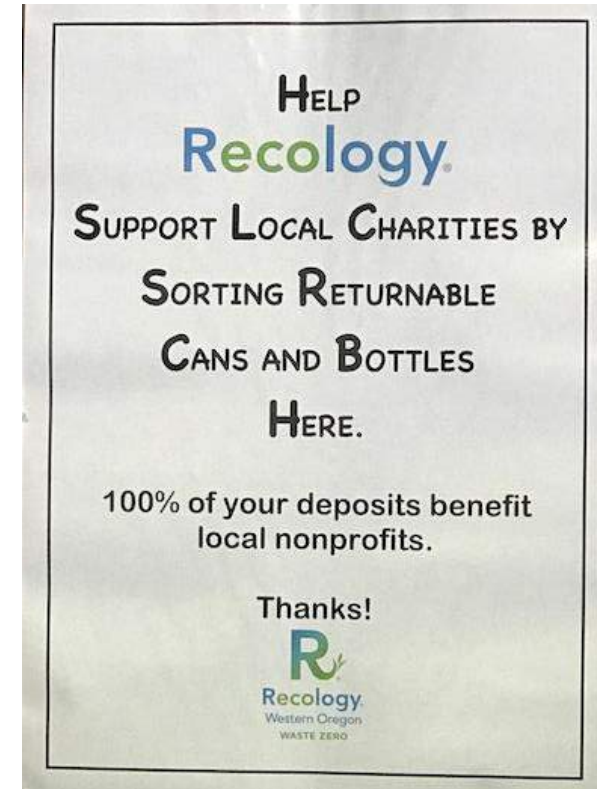
St. Vincent de Paul



LOCAL SUPPORT

Soda Can & Bottle Donation Drop Off at MTS

- Zero Waste McMinnville
- 4-H McMinnville
- McMinnville High School Grad Night
- Friends of McMinnville Senior Center
- Beyond Backpacks



CAR CAMPING PROGRAM

Recology is committed to the partnership with the City of McMinnville, to provide garbage service for the Car Camping Program. Each designated site will have garbage service, free of charge.



COMMUNITY EDUCATION & OUTREACH

- 60+ organizations in McMinnville
- Turkey Rama
- Farmer's Market
- Gallery Theater
- See Ya Later
- Oregon 4-H Foundation
- Celebrate in Mac: July 4th Spectacular
- Kiwanis Bids for Kids Auction
- SIP
- Library Foundation of McMinnville
- Evergreen Aviation Museum
- Lion's Fly-in
- Mac Athletic Club Crab Feed
- Additional 75 organizations throughout Yamhill County



COASTAL OREGON ARTIST RESIDENCY (COAR)



Recology believes that art plays a unique role in educating and inspiring the public. By supporting artists who create work from materials that have been thrown away, the Recology Artist in Residence (AIR) Programs encourage us to see discarded materials in a new light and reflect on our own consumption practices.

Founded in San Francisco in 1990, Recology AIR Programs now operate in four cities: **San Francisco**, Portland, **Seattle**, and Astoria. **GLEAN** in Portland is a collaboration between Recology, **crackedpots**, an environmental arts organization, and **Metro**, the regional government that manages the Portland metropolitan area's garbage and recycling system. In Astoria, the **Coastal Oregon Artist Residency (COAR)**, is a collaboration between Recology and Astoria Visual Arts.

Over 170 professional and 30 student artists have participated in these programs.

FUTURE PROGRAMS

In cooperation with Zero Waste McMinnville, future roll outs under consideration are:

- Styrofoam Recycling
- Valuable Items Recovery in transfer-community yard sale
- Inbound assessments of C&D



INCREASED GLASS COLLECTION

In January 2019, McMinnville Glass service will increase from monthly pickup to every other week pickup.



BAG IT BETTER ORDINANCE

On February 14, 2017 the McMinnville City Council approved the ordinance restricting the distribution of single use plastic bags.





Plastics — American as apple pie | Dow Chemical, 1950

whatbin.com

whatbin.com
Recology's answer to what goes in what bin



ACCEPTABLE PLASTIC



This does **Not** go into Commingle Cart



ACCEPTABLE PAPER and CARDBOARD



This does **Not** go into Commingle Cart



ACCEPTABLE METAL



This does **Not** go into Commingle Cart



ACCEPTABLE COMPOST



If it grows, it goes.

This does **Not** go into Compost Cart

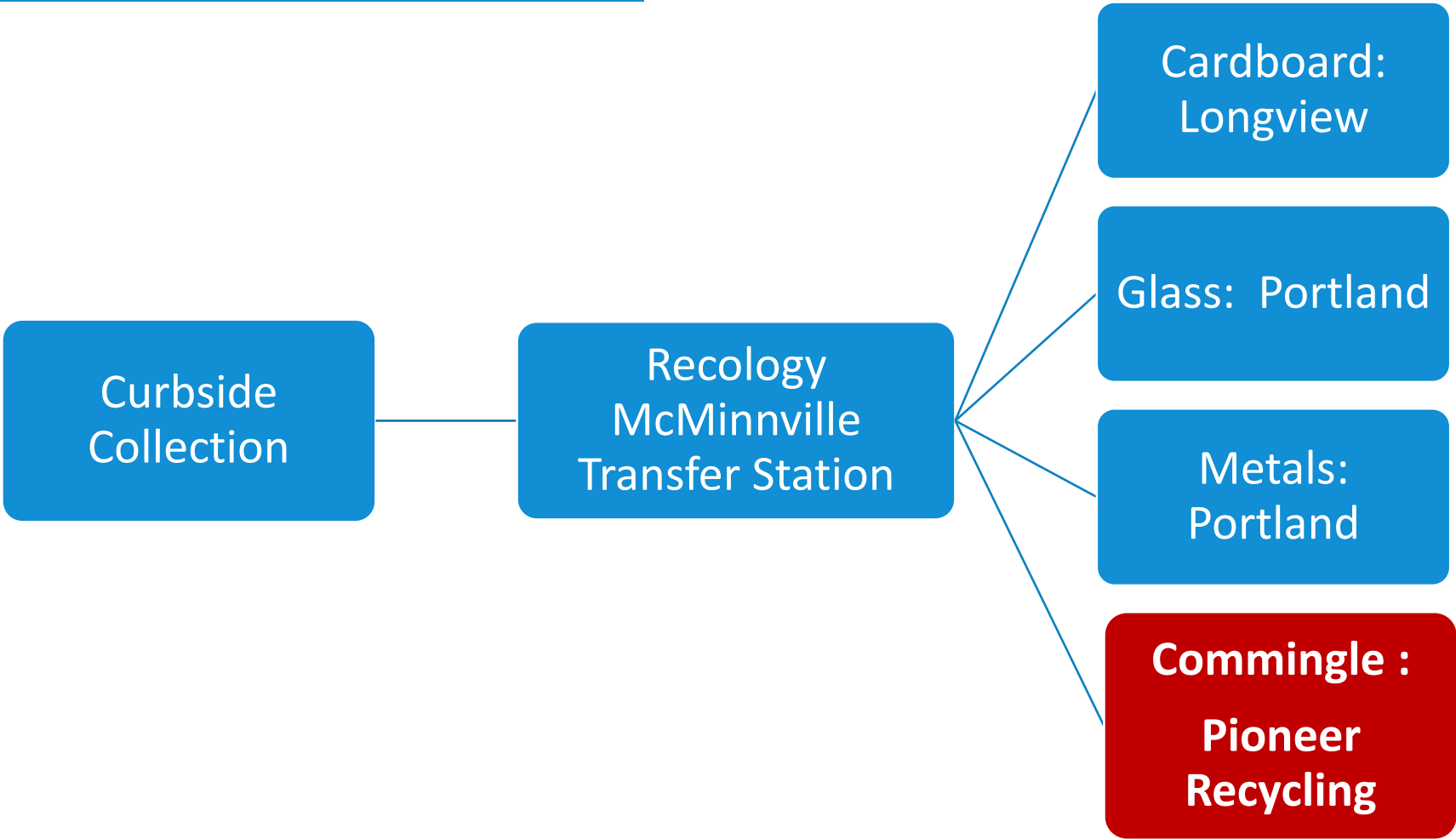


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Recology's answer to what goes in what bin



MCMINNVILLE'S RECYCLING PROGRAM



NATIONAL SWORD TIMELINE

2017 - Current



2017

WTO Notice

China announces restrictions on imports of 24 types of recyclables

2018

Jan

Key Recyclables Banned

Complete ban on mixed paper and scrap plastics

2018

Mar

New Contamination Limits

0.5% contamination limit on other recyclables (3-5% previously OK)
Aggressive enforcement by Chinese customs officials (one banned item → entire shipment rejected)

2018

May

All Imports Halted

Even allowed recyclables with <0.5% contamination turned away at ports

2018

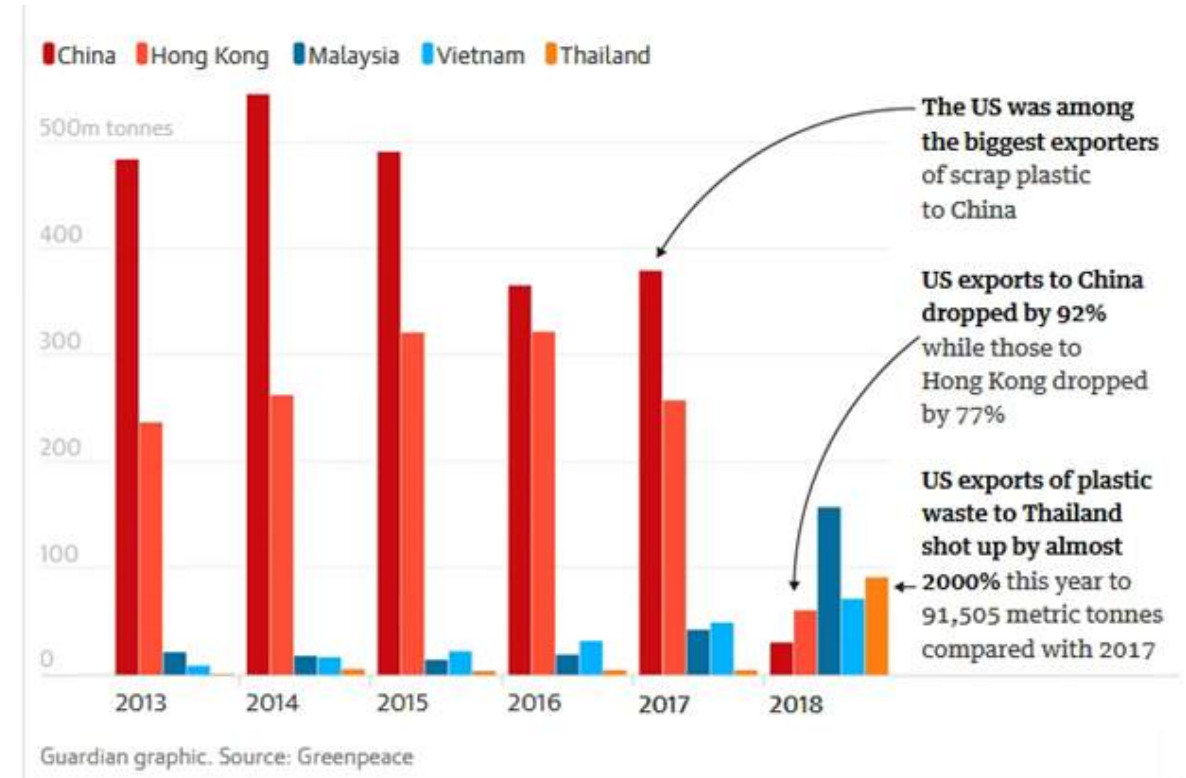
Aug

Tariffs Imposed

China began imposing 25% tariff on OCC, recovered paper, scrap plastics and various recovered metals.

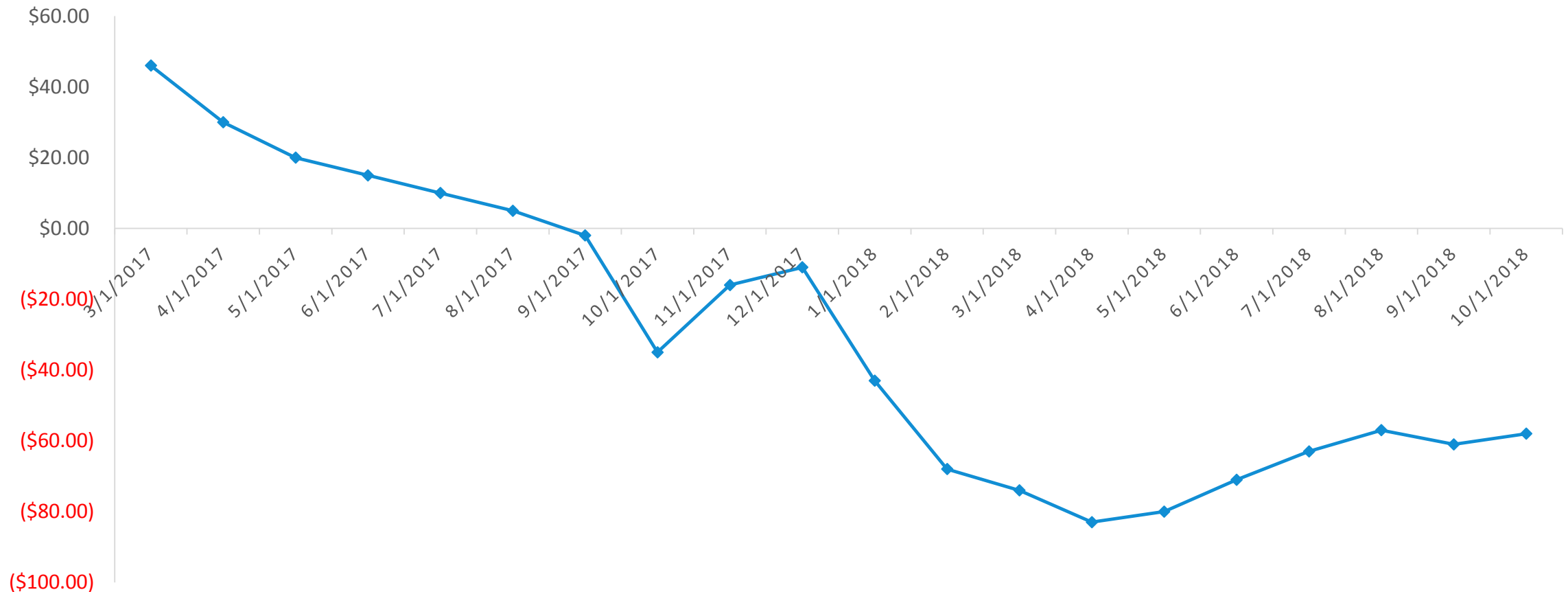
ROLE OF COMMODITIES MARKETS

- Recycling requires an end market
- Recyclables exports from U.S. to China have all but ceased
- Alternative markets in Southeast Asia are oversupplied
- More expensive to ship to these markets than to China
- Long-term expense until new capacity comes online



IMPACT ON PROCCESING

COMMINGLE - PRICE/TON - RWO



INDUSTRY RESPONSE

NEW MARKETS: Aggressively pursued new markets in Indonesia, Malaysia, Taiwan, Thailand, Vietnam and domestically

CUSTOMER OUTREACH: Intensified education & outreach to increase quality of red bin material

ENHANCED PROCESSING: MRFs have experimented with slowing sort lines and adding personnel to reduce contamination

CAPITAL INVESTMENT: Explored using optical sorters and robotics to produce cleaner product



 **Recology Western Oregon**
August 17 · 🌐

Confused about recycling? Not sure if something is recyclable or garbage? Want to know why some items can be recycled curbside while other items must be brought into a recycling center? Join us tomorrow for our Recycling Presentation at Recology Warrenton! We will be holding a recycling class starting at 9am at 2320 SE 12th Place.... [See More](#)



...BUT NO CLEAR SOLUTION

- Alternative markets flooded and prices low
- Extremely difficult to meet China's 0.5% contamination standard
- Investments in capital and personnel not cost-effective
- Anti-contamination measures don't address China's complete ban on mixed paper and #3-#7 plastics

PROGRAM ALTERNATIVES

- Landfill unmarketable commodities after processing
 - Problems: hurts diversion, not sustainable
- Keep unmarketable materials out of red bin
 - Problems: hurts diversion, can't turn spigot off/on, squanders investment in "good behavior"
- Stockpile material until market recovers
 - Problems: paper degrades over time, space constraints, storage costs, unknown timeframe for recovery

OPTIONS LOCALLY?

- Continue to recycle, albeit at a higher cost.



OR

- Ask for a Concurrence from DEQ to landfill at a lesser cost.



OUR PROPOSAL: KEEP RECYCLING



- Effective January 1, 2019
- No retro costs included and Recology will continue to do everything we can to keep our program viable and effective
- No future potential rate submissions until July 2020
- Continue diversion efforts, maximize recycling, and keep recyclables out of landfill.

whatbin.com
Recology's answer to what goes in what bin



Recology | November 2018



City of McMinnville
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STAFF REPORT

DATE: November 13, 2018
TO: Mayor and City Councilors
FROM: Chuck Darnell, Senior Planner
SUBJECT: Historic Landmarks Committee Annual Report

Council Goal:

Promote Sustainable Growth and Development

Report in Brief:

This is the annual update to the City Council on the recent and upcoming activities of the McMinnville Historic Landmarks Committee (HLC). Per Section 2.34.040, the Historic Landmarks Committee shall make an annual report to the City Council outlining accomplishments for the past year and the work plan for the following year.

Background:

The City's Historic Landmarks Committee (HLC) is the appointed body that is administers and manages the City of McMinnville's historic preservation program. They serve in both an advisory role to the City Council as well as a decision-making body for some land-use decisions.

The HLC was first established by the City Council in 1987, and was established to provide guidance and recommendations to the City Council on historic preservation matters in the city. Specifically, the HLC is tasked with managing the City's Historic Resources Inventory, which is a locally adopted list of protected historic structures, buildings, and sites in the city, and includes over 500 resources dating back as far as 1853. The HLC is also responsible for reviewing alterations to existing historic landmarks for conformance with historic preservation guidelines and design standards, conducting surveys, inventories, and studies of potential historic resources and historic districts, and promoting historic resources to raise public awareness and appreciation of the resources and their role in the community.

The HLC currently has five members, who together bring a wide range of experience and knowledge in historic preservation to the committee. The current members are as follows:

- **Joan Drabkin, Chair** – Long-time resident and committee member, and owner of a local vineyard and locally designated historic resource
- **John Mead** – Long-time committee member and founder of Cellar Ridge Construction, a McMinnville-based construction company that is a leader in green building
- **Mary Beth Branch** – Director of Marketing and Events for The Buchanan Cellars, and also holds a Bachelor of Architecture degree with an emphasis on historic buildings.

- **Heather Sharfeddin** – Over 30 years of career experience as a writer and teaching experience in writing at the University level. Years of experience restoring four historic homes, two of which she still owns in McMinnville. Also the owner of Velvet Monkey Tea in the historic Wright Building.
- **Mark Cooley** – Owner and operator of My Punch List, a small general contractor business based in McMinnville. Personal experience in remodeling of historic homes.

Discussion:**Adopted Work Plan:**

In late 2016, the HLC adopted a work plan for upcoming years of 2017 and 2018. The work plan was organized into strategies and actions to achieve three overarching goals, which were as follows:

- Preserve McMinnville's Historic Resources
- Evaluate and Improve the Protection of McMinnville's Historic Resources
- Increase Awareness and Appreciation of McMinnville's Historic Resources

The adopted work plan is attached to this staff report for your reference.

2018 Accomplishments:

By the end of 2018, the HLC will have held 11 meetings. The HLC regular monthly meetings occur on the 4th Wednesday of the month at 3:00 PM at the Community Development Center.

The HLC was able to tackle a number of items from their adopted work plan in 2018, most notably the completion of historic preservation work that was funded through a Certified Local Government (CLG) grant. In mid-2017, the HLC assisted staff in the CLG grant application, and the City was successfully awarded a grant of \$12,000 to complete historic preservation work over the course of 2018. The HLC also reviewed 13 land use applications related to historic preservation and downtown design activities.

In 2018, the following items from the 2017-2018 Work Plan were completed:

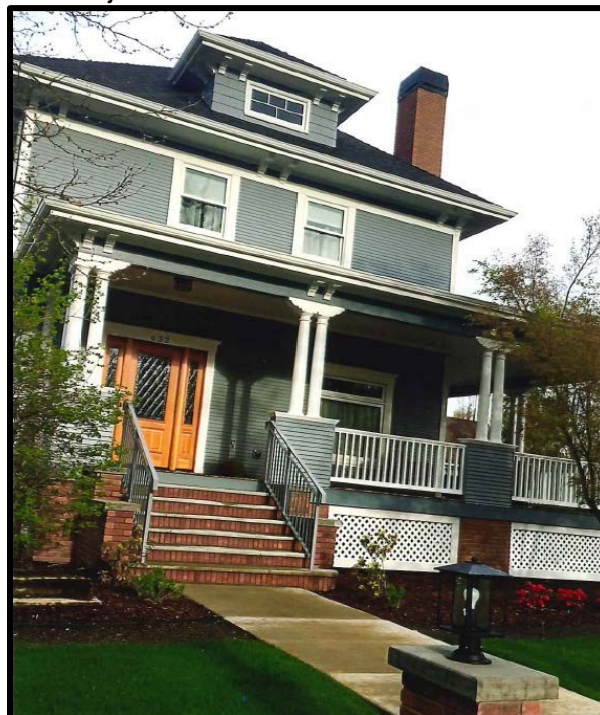
- Revisited previous surveys to identify areas to conduct an Intensive Level Survey. The HLC had multiple discussions, and with the assistance of the project consultants, Northwest Vernacular Historic Preservation, narrowed the area of the Intensive Level Survey to a historic residential area north of the Downtown Historic District. The Intensive Level Survey area was focused in an area around NW Cows Street, NW Davis Street, NW 6th Street, and NW 7th Street.
- Re-established a Historic Preservation Award program. Nominations were sought for extraordinary historic preservation efforts that had been completed in McMinnville over the past few years since the last time that the award program was conducted. Multiple nominations were received, and the HLC selected three projects to receive Historic Preservation Awards. The awards were presented to the property owners or their representatives by the Mayor at the June 12, 2018 City Council meeting.

The projects that received awards were:

Victorian on 10th – Restoration Project – 206 NE 10th Street



Macy House – Reconstruction Project – 632 NE Cows Street



Elizabeth Chambers Cellars – Rehabilitation Project – 455 NE Irvine Street



- Oversaw the completion of the Intensive Level Survey. The project consultants, Northwest Vernacular Historic Preservation, were able to include 8 properties in the Intensive Level Survey. The Intensive Level Survey provided detailed research into the construction of the historic homes on each property, historic ownership information with details on prominent previous owners, and a detailed analysis of the architectural integrity of each structure. The survey work resulted in findings that 5 of the 8 structures retained high levels of architectural integrity. The survey work also revealed that each of the 8 properties could potentially be found to be contributing properties in a larger historic district.
- Oversaw the completion of a Historic Preservation Plan. The same consultants that completed the Intensive Level Survey also assisted in the development of a Historic Preservation Plan, the purpose of which is to provide a framework and guidance for the next 20 years of the City of McMinnville's Historic Preservation program. The Historic Preservation Plan was completed with community input, gathered through a series of public open houses, an online survey, and more targeted stakeholder interviews.

The Historic Preservation Plan includes the following components:

Historic Context – Brief history of early settlement and development periods in McMinnville's history, as well as a more detailed description of the most prominent architectural styles used throughout the city.

Overview of the Current Historic Preservation Program – Focused on an analysis of the current program, regulations, survey work and Historic Resources Inventory. Includes some recommendations on further survey work to complete, potential zoning issues to analyze further, and areas that may be eligible for historic districts.

Goals, Policies, and Proposals – This chapter describes new goals, policies, and proposals that will be recommended for inclusion in the City of McMinnville Comprehensive Plan. The goals are higher level statements, with policies and proposals that are more specific actions that the HLC can undertake to continue to advance the City's Historic Preservation Program. The activities are focused more on additional survey work, documentation of historic resources, and public education and promotion of historic resources. The 4 goals included in the Historic Preservation Plan are:

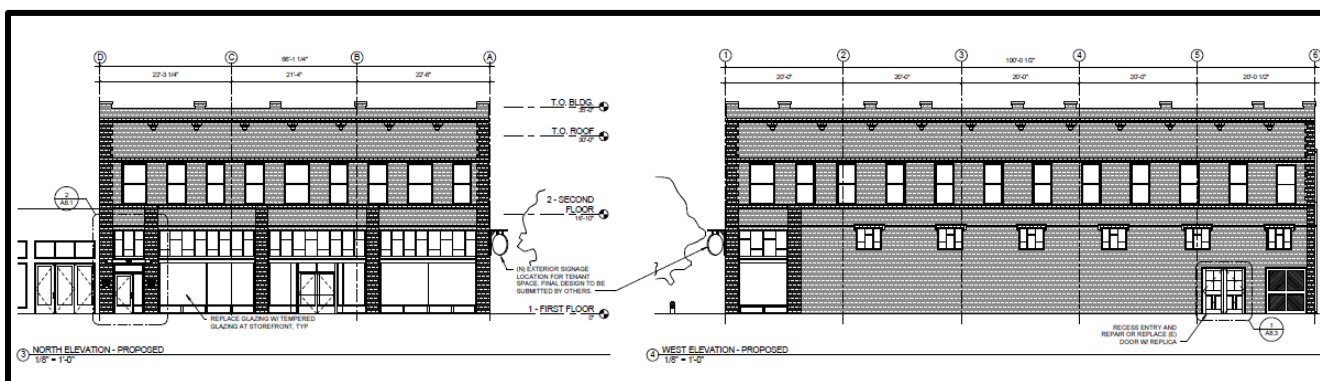
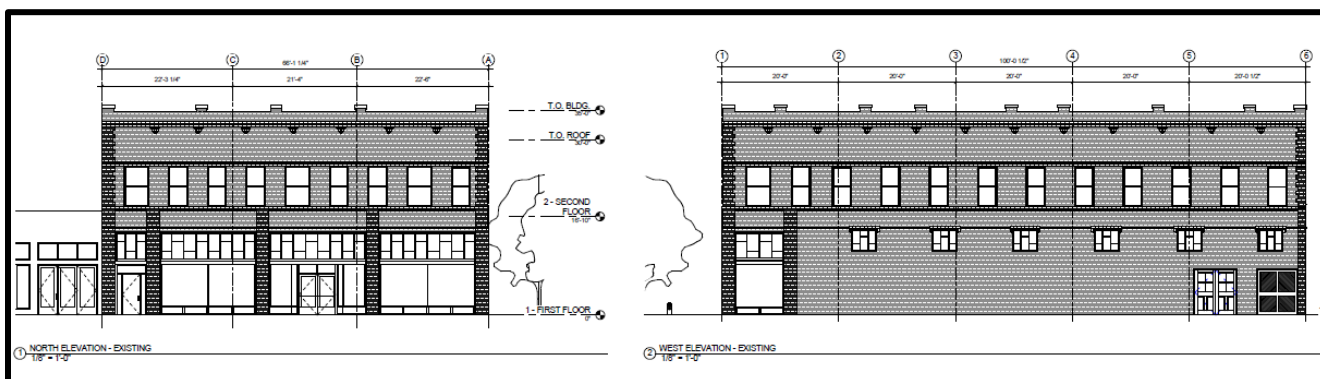
- Goal 1: Increase Public Awareness and Understanding of McMinnville's History and its Historic Preservation Program
- Goal 2: Encourage the Preservation and Rehabilitation of Historic Resources
- Goal 3: Document and Protect Historic Resources
- Goal 4: Increase Heritage Tourism

Implementation – An implementation plan that includes all of the activities in the goals, policies, and proposals, organized sequentially into short-term, mid-term, long-term, and ongoing activities. The implementation plan will be used by the HLC to develop future annual work plans, starting in 2019.

In 2018, the Historic Landmarks Committee reviewed 13 land use applications related to historic preservation and downtown design activities:

- HL 3-18 / DDR 2-18 – Historic Landmarks and Downtown Design Review of Taylor Dale Building

The HLC reviewed proposed alterations and the architectural design of updates to the Taylor Dale building at 608 NE 3rd Street, which is located in the Downtown Historic District that is listed on the National Register of Historic Places. Overall, the project applicants sought to repair and maintain the historic exterior façade of the building, including all of the red brick and decorative masonry features on the Third Street and Ford Street facades. The applicant did request the replacement of most of the windows on the building, due to some extreme water damaged materials. The applicant was able to remove the existing historic windows and found a carpenter that replicated the windows in terms of materials and design. The new windows will be visually compatible with the building and will retain the historic characteristics of wood windows along each façade.



- HL 6-18 / DDR 5-18 – Addition to Building at 620 NE 3rd Street

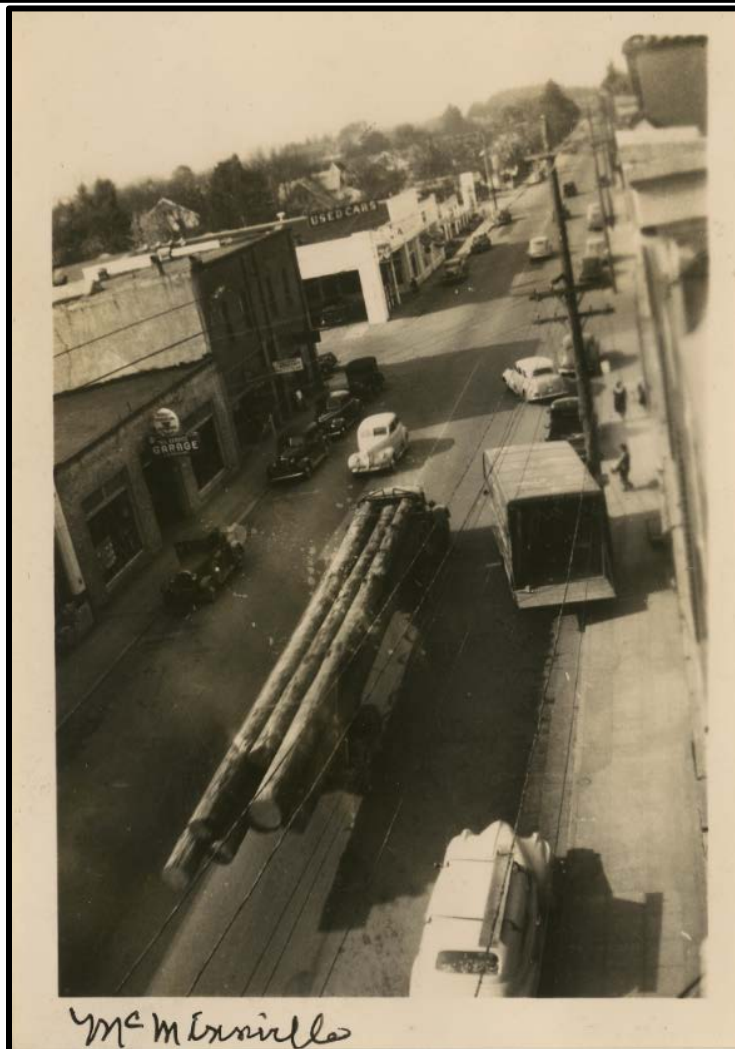
The HLC reviewed and approved a second story addition to an existing single story building located in the Downtown Historic District that is listed on the National Register of Historic Places. The applicant also proposed a complete structural rehabilitation of the building, the addition of an exit staircase from the new second story on the alley side of the building, and a fence area along the alley to provide for secure access and bicycle storage. The structural rehabilitation will include a complete seismic upgrade of the existing building, the addition of ADA compliant bathrooms and staircases on the interior, and also the updating of the exterior façade colors. The addition was approved with a setback from the existing façade on the ground floor of the building, so that the addition does not dominate the façade. The historic storefront window system, transom windows, and decorative, stepped cornice will all be preserved as they exist today.

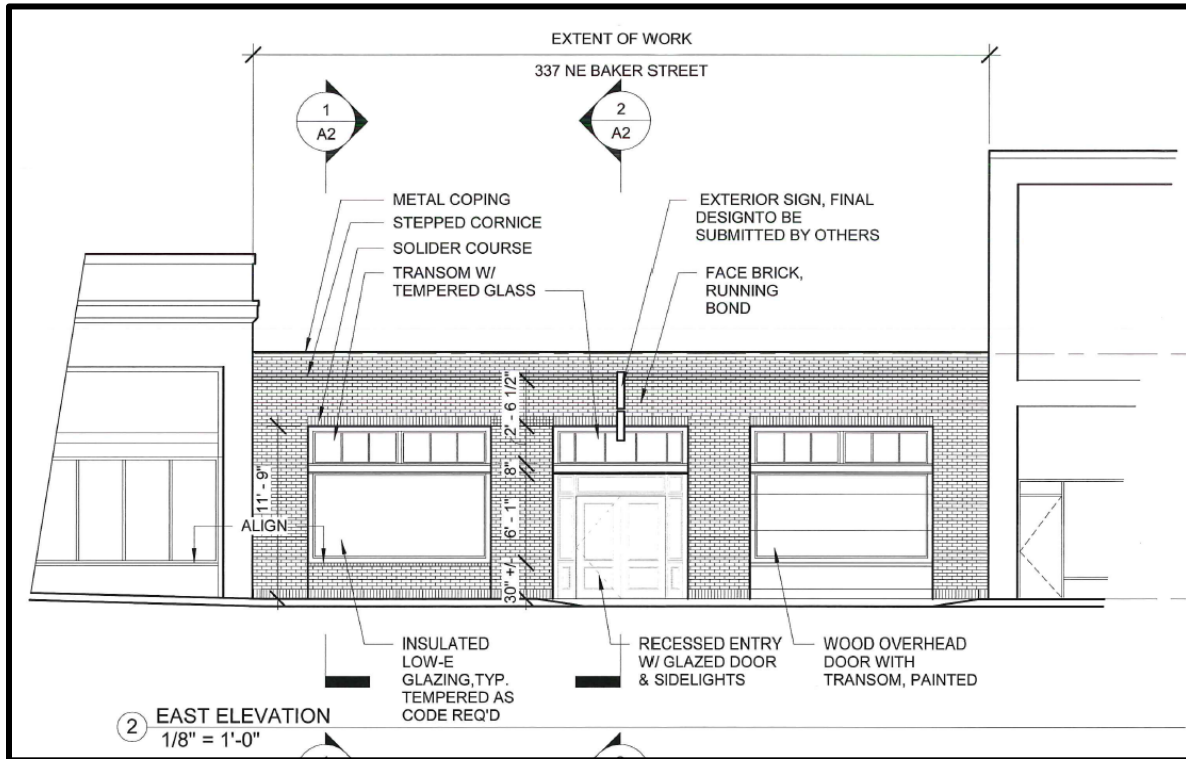




- HL 8-18 / DDR 8-18 – Exterior Alteration of Primisys Building at 337 NE Baker Street

The HLC reviewed and approved exterior alterations to the Primisys Building. The owners of the building were unexpectedly forced to pursue alterations after the front of their building at 337 NE Baker Street was severely damaged by a vehicle driving through the front façade. During the course of applying for the alterations to repair the building and the front façade, historic photographs of the building were obtained from the Yamhill County Historical Society. Using the historic photographs, the owners were able to re-design the building to better match the historic architecture and style of the building. The repairs and alterations will remove non-historic changes to the building that occurred over time, such as added entrances and storefront window systems, and will incorporate a new recessed entry, storefront windows more consistent with the historical design of the building, and replacement of the brick façade.





What to Expect in 2019:

The City Council should expect to see recommendations and additional information coming from the HLC throughout the coming year. Some of the items that will be coming before the Council as recommendations and activities from the HLC are as follows:

- The HLC will review and then recommend to Planning Commission and City Council a final draft of the Historic Preservation Plan for Council consideration and adoption. The Historic Preservation Plan will be adopted as part of the City's Comprehensive Plan.
- After the Historic Preservation Plan is adopted, the HLC will use the implementation plan to develop their 2019 work plan. The HLC intends to focus on public awareness and education projects that were identified as short-term activities in the implementation plan.
- The HLC will promote Historic Preservation Month in May 2019 by supporting the Council and Mayor in reading a proclamation to proclaim May 2019 as Historic Preservation Month in McMinnville.
- The HLC will continue the annual Historic Preservation Award Program. This program will continue to highlight and recognize property owners that have completed projects that preserved or enhanced historic resources in the city. The awards will be presented during the same Council meeting as the proclamation for Historic Preservation Month.

Fiscal Impact:

None.

Recommendation/Suggested Motion:

No specific motion is required.

McMinnville Historic Landmarks Committee - 2017 Work Plan

GOAL : Preserve McMinnville’s Historic Resources

Strategy	Action	Priority	Timeframe	Cost	Responsibility
Create and Adopt Historic Preservation Plan	Develop RFP and Scope of Work for Plan Development (Also Include Intensive Level Survey Work)	High	2/28/17	Staff	City of McMinnville (City)/ Historic Landmarks Committee (HLC)
	Oversee the Development of Historic Preservation Plan and Adopt Final Plan	High	6/30/18	\$	City/HLC/Consultant
Explore Viability of National Register Historic Districts	Consider Residential Historic Districts Using Findings from ILS	Medium	12/31/18	Staff	City/HLC

GOAL: Evaluate and Improve the Protection of McMinnville’s Historic Resources

Strategy	Action	Priority	Timeframe	Cost	Responsibility
Complete an Intensive Level Survey (ILS) of Properties from Former City Surveys	Revisit Reconnaissance Level Survey and Identify Areas to Conduct ILS	High	4/30/17	Staff	City/HLC
	Oversee the Completion of ILS	High	6/30/18	\$	City/HLC/Consultant
Revisit and Update the Historic Preservation Ordinance	Update any Necessary Provisions in Ordinance 4401 and Develop Certificate of Approval Process	High	2/28/17	Staff	City/HLC

GOAL: Increase Awareness and Appreciation of McMinnville’s Historic Resources

Strategy	Action	Priority	Timeframe	Cost	Responsibility
Educate Community on Historic Resources and Historic Preservation	Actively Promote National Preservation Month (May) by Participating in “This Place Matters” and Other Events	High	4/30/17	\$	City/HLC
	Partner with School or College to Develop Plaques for Historic Properties	Medium	12/31/17	\$	City/HLC
	Develop and Promote Walking Tours of Historic Areas	Medium	4/30/17	\$	City/HLC
Acknowledge Property Owners that Preserve Historical Resources	Reestablish an Annual Historic Preservation Award Program	High	2/28/17	\$	City/HLC/City Council
	Present Awards at City Council Meeting in May	High	5/23/17	Staff	City/HLC/City Council
Make Information on McMinnville’s Historic Resources Readily Available	Create One-Stop Shop on City Website for Historical Resources Information	Medium	9/30/17	Staff	City



City of McMinnville
Planning Department
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www.mcminnvilleoregon.gov

STAFF REPORT

DATE: November 13, 2018
TO: Mayor and City Councilors
FROM: Jamie Fleckenstein, PLA, Associate Planner
SUBJECT: Landscape Review Committee Annual Report

Council Goal:

Promote Sustainable Growth and Development

Report in Brief:

This is the annual update to the City Council on the recent and upcoming activities of the McMinnville Landscape Review Committee (LRC). Per Section 2.33.040, the Landscape Review Committee shall make an annual report to the City Council outlining accomplishments for the past year and the work plan for the following year.

Background:

The City's Landscape Review Committee (LRC) is the appointed body that reviews and approves all landscape plans for new construction and redevelopment projects that require landscaping. The LRC serves in an advisory role to the Planning Director and Planning Department staff, and also to the Planning Commission and City Council for discussions on comprehensive plan policies and zoning ordinance requirements that are related to the LRC's purpose statement.

The types of applications that are reviewed by the LRC include:

- **Landscape Plan Review** – Plans showing landscaping on the site of new construction or redevelopment projects
- **Street Tree Plan Review** – Plans showing the installation of street trees in new subdivisions or construction projects
- **Street Tree Removal** – Requests to remove and replace trees located in planting strips and in the public right-of-way

The LRC currently has five members, who together bring a wide range of experience and knowledge in landscape related fields to the committee. The current members are as follows:

- **Rob Stephenson, Chair** – Landscape designer with 40 years of local experience
- **Sharon Gunter, Vice Chair** – Member of the McMinnville Garden Club
- **Rose Marie Caughran** – Long-time resident involved with many tree plantings throughout the city
- **Josh Kearns** – Designer and Licensed Landscape Contractor with C & D Landscaping
- **Tim McDaniel** – Registered Landscape Architect

Discussion:

The Landscape Review Committee meets monthly on the 3rd Wednesday of the month at 12:00 PM at the Community Development Center. The regular monthly meeting is a public meeting and is open for any resident that is interested in attending. 2018 was a busy year for the LRC, and the committee will have met each and every month by the end of the year. The LRC has reviewed 25 landscape applications to date in 2018, with several more expected by the end of the year. A specific breakdown in the type of applications reviewed is provided below:

Landscape Plans	17
Street Tree Plans	3
Street Tree Removals	5
Total	25

The landscape plans reviewed by the LRC were for new construction and renovations, including five new multi-family residential developments, a new building at Memorial Elementary School, two private pre-schools, five new commercial buildings throughout the city, and several other renovations of existing structures and larger scale site improvements, which made up the remainder of the landscape plans reviewed in 2018.

Street tree plans were approved for the new Baker Creek East and West subdivisions east of Hill road and south of Baker Road, and the committee reviewed and made recommendations for the street tree plan for the Whispering Meadows subdivision on the north side of Cumulus Avenue. The LRC also approved a street tree improvement zone for the Cottonwood 1st subdivision, a plan to facilitate the removal and replacement of aging and failing street trees throughout the neighborhood.

There were several street tree removals requested and approved in 2018. A common reason for property owners requesting street tree removal is that the tree roots are damaging adjacent infrastructure including the sidewalks, driveways, or utilities. In each of the five tree removal requests approved, the LRC was able to require that at least one replacement street tree be planted. The LRC normally requires that replacement trees be planted, but only if all necessary setbacks from adjacent infrastructure and utilities can be achieved. The LRC also requires the replacement trees to be planted following updated planting standards. These planting standards include best practices such as root barrier protection along sidewalks and curbs and deep watering tubes to promote deep root growth, which should mitigate and reduce the potential conflicts with the new trees and the surrounding built environment. This protects the homeowner from future damages and also is better for the long term health of the replacement trees. The Planning Department also saw a number of street tree removal request applications because of dead, severely damaged, and diseased trees, and the LRC approved replacement trees with a focus on selecting the “right tree for the right place”.

After seeing a number of similar tree removal requests, the LRC began a project to update McMinnville’s approved street tree list with three goals in mind: removing problematic trees from the current list, approving more trees for the list to promote diversity of the urban forest, and providing more information about the approved trees to make it easier to select the “right tree for the right place”.

Fiscal Impact:

None.

Recommendation/Suggested Motion:

No specific motion is required.



FINANCE DEPARTMENT
230 NE Second Street
McMinnville, Oregon 97128
www.mcminnvilleoregon.gov

DATE: November 13, 2018
TO: Jeff Towery, City Manager
FROM: Marcia Baragary, Finance Director
SUBJECT: 2018-19 General Fund Budgetary Update and LOC "Report on Revenues of Oregon Cities"

This report includes General Fund information for 1st Quarter 2018-19 and provides a brief update of the mid-year budget. Looking forward to future budgets, this report also includes a summary of the "Report of Revenues of Oregon Cities" produced by the LOC for the City of McMinnville.

General Fund Budgetary Update for the 1st Quarter of 2018-19

General Fund Reserve – As reported at the September 11th Council meeting, the General Fund reserve carried forward from fiscal year 21017-18 to 2018-19 is \$6.8 million or approximately 30 percent of annual expenditures.

2018-19 Assessed Property Values – The City's assessed property value for 2018-19 is \$2.742 billion, including the urban renewal increment, compared to \$2.608 billion for 2017-18. This 5 percent increase compares to a 4 percent estimated increase included in the 2018-19 budget. The higher assessed value will result in approximately \$125,000 in additional property tax revenue, after adjusting for taxes not collected in 2018-19. Also, urban renewal incremental taxes to be collected in 2018-19 is \$242,000 compared to \$216,000 included in the budget.

Marijuana Taxes - Our current estimate is that local taxes for 2018-19 will be approximately \$125,000, or \$25,000 more than budgeted and state-shared taxes will be \$100,000, or \$20,000 more than budgeted. Fiscal year 2018-19 is the second year that the City will be receiving local and state-shared marijuana taxes.

PERS Employer Contribution Rates – The City's rates provided by PERS for 2019 – 2021 are slightly better than the rates included in the forecast, which should result in an estimated \$75,000 annual reduction in PERS costs.

A more detailed report on the 2018-19 budget and updated forecast will be presented to the Council and Budget Committee in January 2019.

LOC "Report to the City of McMinnville: Revenues of Oregon Cities"

In July 2018, the LOC contacted the City about a research pilot project that would produce a report on revenue streams common to Oregon cities and identify commonalities and trends. Because the LOC's report could provide valuable information for future financial planning, the City agreed to participate in the project.

The final report, entitled “Revenues of Oregon Cities,” was based on existing information from the LOC’s database and past surveys. The intent of the report was to paint broad trends of city revenues rather than serving as a comprehensive analysis of municipal finances in Oregon.

Following is a summary of information included in the LOC report:

Revenue Source	Avg rate	McMinnville	Notes
Cable franchise fee	5.54%	5.00%	Limited to 7.0%
Telecom franchise fee	5.40%	7.00%	Limited to 7.0%
General business license	\$50.00	N/A	Flat rate is most common
Local marijuana tax	3.00%	3.00%	Limited to 3.0%
Restaurant tax	5.00%	N/A	Ashland's rate; only city reporting this tax
Transient lodging tax	7.60%	10.00%	Varies significantly; 3% to 12%
Retail sales tax	N/A	N/A	No city reported a retail sales tax

Source: League of Oregon Cities

General Fund Revenues and Expenditures:

The report also compared McMinnville’s General Fund revenue to cities of similar size, with the following results:

- General property taxes – 3.7% higher
- Franchise fees – 4.0% higher
- Transient lodging tax – 3% lower
- Total general fund revenues – 1.3% lower

Revenue options referenced but not included in research for the report included general sales tax, city income tax, gross receipts tax, luxury tax, vaping and e-cigarette tax, sponsorships, and red light camera fines.

Although the LOC report did not focus on expenditures, comparisons of general government expenditures were included to provide some context for the revenue numbers. Due to factors unique to specific cities, significant variances were reported when comparing categories of expenditures, such as public safety and parks & recreation. However, total General Fund expenditures, which may be more comparable, are reported as 5% lower than other Oregon cities of similar size.

LOC Conclusion:

“McMinnville must consider its own unique position in the Willamette Valley to determine revenue advantages...McMinnville collects and spends far less than a city of comparable size. With this information, there are several possible opportunities for the city to consider. The two most obvious possibilities to LOC are to increase the city lodging tax and increase the city’s cable franchise fee rate from 5 percent to 7 percent.”

Financial planning and revenue:

In addition to revenues mentioned above, the following fees are fairly common amongst Oregon cities and could be considered as a long-term financial plan is developed:

- Charges to city-owned utilities – Most common charges are for wastewater, water, and electric; average rate charged to city wastewater utilities is 5%
- Municipal services fee – Examples are fees for public safety, police vehicles, communications systems, park maintenance, and fire suppression; typically collected in conjunction with utility bills

A comprehensive, sustainable financial plan will be a critical component of the City's strategic planning process. A strategy that maximizes existing revenue and identifies new revenue sources will be essential to funding future General Fund operations and achieving goals included in the strategic plan.

Report to the City of McMinnville: Revenues of Oregon Cities

**Paul Aljets
League of Oregon Cities
8/17/2018**

Using existing data from the League of Oregon Cities, LOC has been able to develop a method to compare city finances between cities. Using a scaled regression approach, LOC determined that McMinnville brings in far less revenue (and spends less annually) than would be expected for a city of similar size.

Introduction

The purpose of this study is to examine the common revenue streams in Oregon cities and to determine commonalities and trends. Where possible, LOC data was used to show the amount of revenue attained, rates and the expected amount to be collected based on city population.

Methods

The most common method to estimate revenue for a city is using on a per capita basis. This method is quick and easy to use by skilled as well as unskilled city staff. However, this method is simple and can lead to poor estimates. City revenues, expenditures, and indeed demographic characteristics, do not increase linearly.

For example, LOC research has shown that on average a city has 1 full time employee for every 240 residents in their city. If cities always increased their staff at this rate, then we would expect to see 2,500 employees in the City of Portland. In fact, there are 5,700 FTE in that city. Depending on the aspect of a city, per capita will either over estimate or underestimate numbers. For this reason, a scaled estimate based on a log-log linear regression of the data is used to provide a more accurate estimate of data.

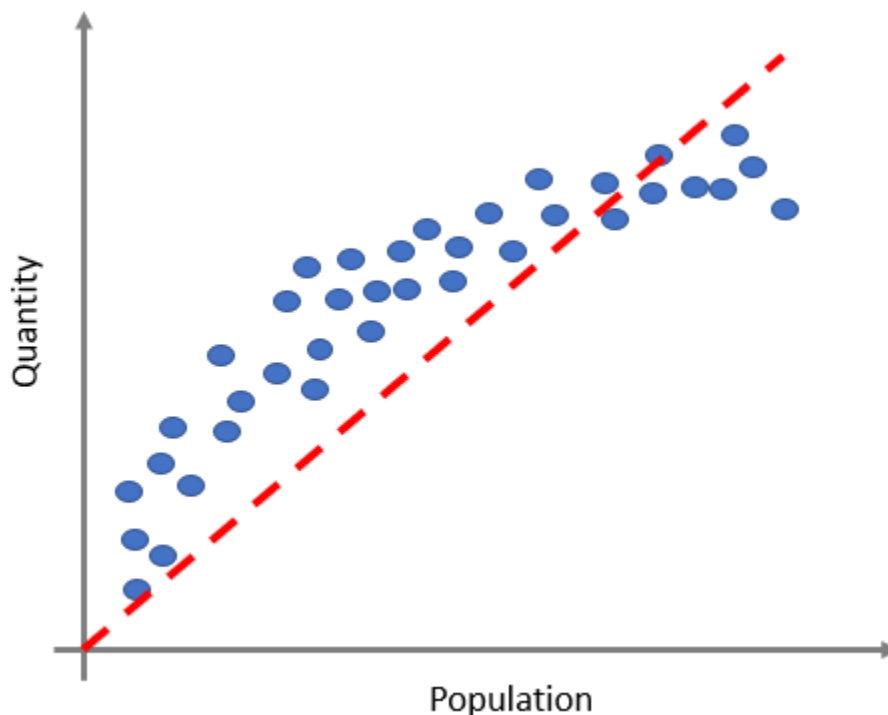


Figure 1: City Statistic Example. Per capita measures (Shown in Red) tend to poorly estimate scaling and exponential city data.

Much of the data comes from the Certified Annual Financial Reports (CAFR) data compiled by LOC on all Oregon Cities for FY2017. For this reason, the 2017 CAFR data for the City of McMinnville is used as a comparison. Other data comes from LOC surveys, such as the Transient Lodging Tax (TLT) Survey and the System Development Charge (SDC) Survey, both from the last 3 years.

Water rates were excluded from this study. After initial analysis, it was concluded that the data provides unreliable estimates for revenue generated. This is most likely due to wide geographic differences between city water sources.

Since the city estimates were based on analysis performed on all Oregon cities, the data was not analyzed for differences based on region. In the past, this has been shown to be a less significant factor than population.

Results

Common Potential Revenue Streams

Common revenue streams for cities have luckily been compiled by others in Oregon including from the LOC Tax and Finance Committee as well as the City of Eugene. The below figure was used as a guidepost for research to find and conduct their review.

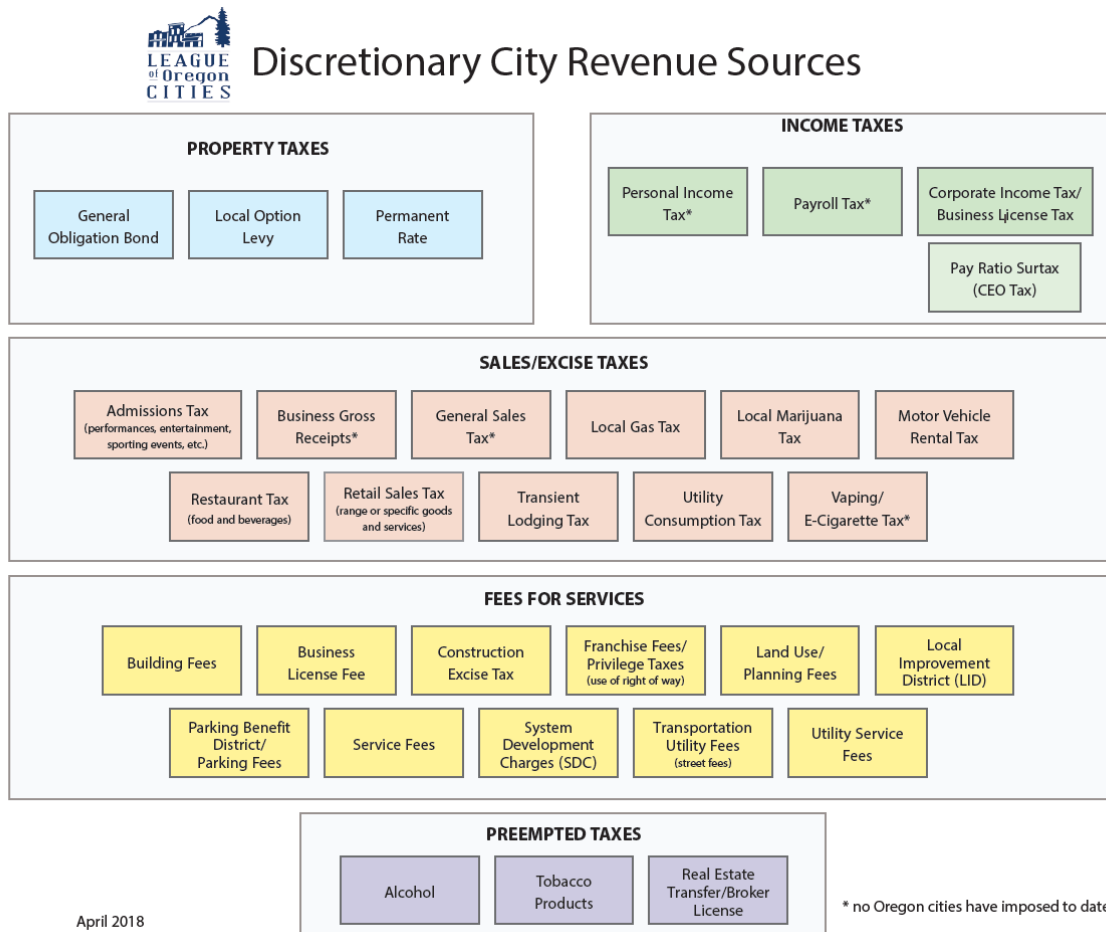


Figure 2: Discretionary City Revenue Sources.

While many of these revenue sources are available to cities (excluding the three preempted taxes at the bottom of Figure 2), several have not been imposed by any cities in Oregon as of Spring 2018. These include general sales taxes, city income taxes, gross receipts taxes, and a tax on vaping and E-cigarettes.

Further detailed descriptions of these and other such revenue streams are found in the City of Eugene's 2014 Report of the City Budget Committee. In this document, Eugene further listed other revenue streams in detail that could provide resources to the City. These include:

- Bicycle Registration Fee
- Commuter Tax
- Luxury Tax
- Paper Bag Fees
- Parking Taxes
- Red Light Cameras Fines
- Solid Waste Collections Fees

Other revenue sources mentioned in their report but not elaborated included library user fees, sin taxes on alcohol, and paid advertising and sponsorships. A copy of that revenue document is attached to this report.

Common Revenue Rates

Where a city has a flat or easily discernable revenue rate, LOC can derive averages for these streams. Complex calculations relying on conditional factors (such as those in development charges on new buildings) as well as data never collected are not included.

Revenue	Average Rate	Notes
Cable Franchise Fee	5.54%	Limited to 7%.
Construction Excise Tax	Unknown	27 Cities surveyed have CET, rates unknown.
Gas Tax	0.04 Per Gal	Most taxes fail ballot. Range from 0.02-0.10 per Gal.
General Business License	\$50	Flat rate most common. Per employee also common.
Local Marijuana Tax	3%	
Motor Vehicle Rental Tax	Unknown	
Parking Fees	Unknown	
Restaurant Tax	5%	Ashland's rate.
Retail Sales Tax	1%	Ontario's Rate. Only city that attempted such tax. Failed at the ballot in 2017.
System Development Charges	See SDC Data	Highly conditional and depends on the SDC and the subsequent fees.
Telecom Franchise Fee	5.40%	Limited to 7%.
Transient Lodging Tax	7.60%	Varies significantly; 3%-12%.
Transportation Utility Fees	Unknown	29 surveyed cities have TUF's. Rates unknown.

Table 1: Select City Revenue Rates

Table 1 above shows a select set of revenue streams and the average rates. Franchise Fees, such as cable and telecommunications, average at about 5 percent. This is also true for franchise fees issued between cities for other right-of-way utilities such as electricity and water. While most gas tax proposals

fail to pass, those that have passed average 4 cents per gallon of gasoline. Though some local gas taxes (such as that in Portland) can be as high as \$0.10 per gallon. The most common proposed tax rate was 5 cents.

Several cities have unique taxes that are rarely adopted. Ashland has a Food and Beverage (or Restaurant Tax) of 5% total receipt imposed. Ontario as well attempted to pass a retail sales tax of 1% on goods imposed. Note that both cities are near state borders and have enacted these taxes partially to take advantage of tax differences between Oregon and its neighbors. For this reason, such taxes are unusual to Oregon and may not be advisable for a more centrally located city.

Estimates vs. McMinnville

The log estimated for McMinnville reveals that total government funds as well as the general funds are far below what would be expected for a city of its size. Government funds are estimated to be at about \$30.5 million in 2017, yet the CAFR data reveals McMinnville's budget to be about \$26.7 million; a \$3.7 million difference. Total expenditures differ by \$2.5 million from the estimate as well. See Appendix A for complete log and per capita estimates.

In terms of specific revenue categories, property taxes appear to be higher than the average city of its size, though this should not be taken to heart as tax rates vary significantly from city to city due to the limiting effects of Measure 5 and 50. Revenue from utility and franchise fees are on par or slightly higher than expected as well as cumulative account interest and investment earnings.

Lodging tax revenues are low for a city of this size and an increase may be considered. LOC estimates that McMinnville is roughly \$250,000 below where a similar city would be in terms of annual TLT revenue. While LOC does not have data for McMinnville's Rate, 7.6 percent is the average municipal TLT rate according to data from DeanRunyan Associates for 2018.

Certain city expense categories were also added to provide context to the analysis. Culture, Parks, and Recreation; Streets; Wastewater/Sewer; and Interest and Long-Term Debt Expenses are categories in which McMinnville spends over \$1 Million more than what would be expected in a city of a similar size. Other areas (especially Public Safety and General Government) are far below the estimate. It should be noted that the CAFR data is dependent on a uniform categorization of revenues and expenses. Some categories (such as Culture, Parks, and Recreation) are amalgamated categories created because of differences in individual city audits. One city may have a Parks and Recreation budget, and another may place all this as well as educational programs into a Culture budget.

Analysis & Conclusion

The above data is not intended to serve as a comprehensive analysis of municipal finances in Oregon. Nor is it a final judgement on the state of McMinnville's revenues. Instead, it paints broad trends of city revenues as these sources scale with increasing population. Differences can also come from regional differences. For example, cities on the coast and central Oregon rely more on TLT revenues. In a few cities, this source brings in more city revenue than property taxes.

McMinnville must consider its own unique position in the Willamette Valley to determine revenue advantages. However, the hypotheses of city staff appear to be accurate: McMinnville collects and spends far less than a city of comparable size. With this information, there are several possible opportunities for the city to consider.

The two most obvious possibilities to LOC are to increase the city Lodging Tax and to increase the city's Cable Franchise Fee Rate from 5 percent to 7 percent. A gas tax may also be considered, but this option has a historically low success rate on the ballot.

Appendix A: Log and Per Capita Estimates¹

CAFR Categories	Per Capita Average	Log Estimate	McMinnville 2017	PC Difference	Log Difference
Government Fund Revenues	\$711.19	\$30,461,065.53	\$26,765,226.00	\$3,008,045.87	-\$3,695,839.53
Government Fund Expenditures	\$703.07	\$31,357,080.41	\$28,881,017.00	\$5,395,088.37	-\$2,476,063.41
General Fund Revenues	\$448.33	\$19,368,567.47	\$19,113,223.00	\$4,136,744.98	-\$255,344.47
General Fund Expenditures	\$425.35	\$19,287,825.45	\$18,321,360.00	\$4,112,412.39	-\$966,465.45
Property Tax General	\$217.68	\$11,434,738.10	\$11,861,826.00	\$4,590,288.20	\$427,087.90
Property Tax Debt Service	\$41.06	\$2,270,697.77	\$2,826,555.00	\$1,455,019.85	\$555,857.23
Total Property Tax Revenue	\$273.43	\$14,505,285.03	\$14,688,381.00	\$5,554,366.40	\$183,095.97
Transient Lodging Tax	\$37.41	\$899,530.92	\$644,878.00	-\$604,662.95	-\$254,652.92
Franchise Fees	\$67.56	\$2,390,547.50	\$2,504,537.00	\$247,533.99	\$113,989.50
Interest and Investment Earnings	\$9.18	\$241,671.98	\$264,782.00	-\$41,760.39	\$23,110.02
State Shared Revenue Total	\$71.84	\$3,070,079.08	\$2,399,741.13	\$0.00	-\$670,337.95
Permits/ Licenses/ Fees	\$59.47	\$1,602,867.87	\$3,247,694.00	\$1,261,119.10	\$1,644,826.13
Misc. Revenue	\$32.64	\$397,001.53	\$523,785.00	-\$566,687.40	\$126,783.47
Gains Sales of Capital Assets	\$7.03	\$46,245.30	\$0.00	-\$234,877.62	-\$46,245.30
Total SDC Revenue FY2015	\$31.22	\$648,424.11		-\$1,042,989.04	-\$648,424.11
Parks SDC Rev.: FY2015	\$4.40	\$169,330.73		-\$146,938.51	-\$169,330.73
Sewer SDC Rev.: FY2015	\$9.02	\$146,142.89		-\$301,465.72	-\$146,142.89
Stormwater SDC Rev.: FY2015	\$1.44	\$63,161.74		-\$48,220.23	-\$63,161.74
Transportation SDC Rev.: FY2015	\$5.49	\$350,150.60		-\$183,366.45	-\$350,150.60
Water SDC Rev.: FY2015	\$10.87	\$169,644.44		-\$362,998.14	-\$169,644.44
Police Expenses	\$129.96	\$9,662,468.77	\$7,270,075.00	\$2,928,672.80	-\$2,392,393.77
Fire Expenses	\$29.08	\$5,318,956.81	\$2,843,082.00	\$1,871,555.32	-\$2,475,874.81
EMS Expenses	\$7.42	\$5,710,309.29	\$5,125,215.00	\$4,877,351.46	-\$585,094.29
Public Safety Expenses Total	\$190.56	\$14,979,362.43	\$11,044,821.00	\$4,679,233.01	-\$3,934,541.43
Gen. Gov. Expenses	\$170.02	\$3,603,547.90	\$1,572,719.00	-\$4,106,759.07	-\$2,030,828.90
Finance Expenses	\$7.10	\$1,027,591.84	\$711,917.00	\$474,611.79	-\$315,674.84
Library Expenses	\$19.34	\$1,673,372.82	\$1,445,315.00	\$799,320.05	-\$228,057.82
Culture, Parks, and Recreation Expenses	\$54.64	\$2,467,459.48	\$4,855,542.00	\$3,030,271.45	\$2,388,082.52
Public Works Expenses	\$24.85	\$2,114,450.09		-\$830,015.39	-\$2,114,450.09

¹ McMinnville did not participate in the 2016 System Development Charge Survey

CAFR Categories	Per Capita Average	Log Estimate	McMinnville 2017	PC Difference	Log Difference
Comm. Dev. Expenses	\$26.90	\$1,543,587.14	\$1,295,680.00	\$397,151.00	-\$247,907.14
Streets	\$72.97	\$2,151,351.95	\$3,364,488.00	\$926,947.57	\$1,213,136.05
Water Expenses	\$242.84	\$5,300,721.52	\$0.00	-\$8,112,231.94	-\$5,300,721.52
Wastewater/ Sewer Expenses	\$193.44	\$5,542,145.55	\$7,811,354.00	\$1,349,396.99	\$2,269,208.45
Stormwater Expenses	\$9.80	\$1,493,801.81		-\$327,244.93	-\$1,493,801.81
Airport Expenses	\$5.40	\$785,549.91	\$784,495.00	\$604,031.57	-\$1,054.91
Interest and Long-Term Debt Expenses	\$78.98	\$1,476,538.85	\$2,550,916.00	-\$87,544.07	\$1,074,377.15

CITY OF McMinnville
MINUTES OF REGULAR MEETING
of the McMinnville City Council
Held at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon

Tuesday, August 28, 2018 at 7:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Melissa Grace

Councilors: Present
Remy Drabkin
Adam Garvin
Kellie Menke, Council President
Sal Peralta
Alan Ruden
Wendy Stassens

Also present were Human Resources Manager Kylie Bayer-Fertterer, Community Development Director Mike Bisset, City Attorney David Koch, Planning Director Heather Richards, Police Chief Matt Scales, City Manager Jeff Towery, and members of the news media Tom Henderson, *News Register* and Dave Adams, KLYC Radio.

AGENDA ITEM

1. CALL TO ORDER: Mayor Hill called the meeting to order at 7:00 p.m. and welcomed all in attendance.

2. PLEDGE OF ALLEGIANCE
Councilor Drabkin led the Pledge of Allegiance.

3. PRESENTATION

3.a. Donation of 4 KIDS Bags from Willamette Valley Victory Riders

Brandon Smith and other members from the Willamette Valley Victory Riders Club presented. He explained that in 2017 his Club hosted the Kaiser Irish Festival Motorcycle Poker Run and proceeds went towards a veterans suicide prevention organization. In 2018 the proceeds from the Poker Run would go to the 4 KIDS project who assisted in the well-being and comfort of children through stressful situations. The bags were filled with things children needed to know that someone cared.

Mayor Hill thanked the Club for their time and efforts.

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

There were no public comments on non-agenda items.

5. CONSENT AGENDA

- a. Consider OLCC limited on-premises license request from Tiger Wok McMinnville LLC located at 913 N Highway 99W.
- b. **Resolution No. 2018-45**: A Resolution Approving Three Exemptions to Public Contracting Rules for the Water Reclamation Facility Tertiary Treatment Expansion Project, pursuant to ORS 279C.345.

Councilor Ruden asked for the Resolution to be taken off the consent agenda.

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

6. RESOLUTIONS

- 6.a. **Resolution No. 2018-45**: A Resolution Approving Three Exemptions to Public Contracting Rules for the Water Reclamation Facility Tertiary Treatment Expansion Project, pursuant to ORS 279C.345.

Community Development Director Bisset explained that there were exemptions to the competitive bidding process and Staff was recommending to sole source specific equipment related to the expansion project. That equipment would be specified in contract documents that would be advertised for public bidding and would receive competitive quotes for the construction. This had to do with the ultra violet disinfection system that would be upgraded. It was determined that Trojan Technologies was the preferred vendor to supply the new system. It would fit within the channels and modifications were not needed to accommodate the updated equipment. They also had to modify the tertiary filters at the treatment plant and those filters would be retrofitted with an Eco Wash system. Staff recommended specifying that vendor as it fit within the existing filter package. There were specific valves involved in the tertiary treatment system and for consistency with other valves at the plant, Staff was asking to specify Rotork in order to have the same gate actuators. The resolution and exemption forms would allow them to specify the equipment and proceed with the bidding in October.

The exemption attachments were not included in the packet so City Attorney Koch recommended that Council wait to take any action on the resolution until the next meeting.

Councilor Ruden asked about the bidding process. Community Development Director Bisset said the construction contract would go through the bidding process. This resolution would allow staff to specify a specific brand for specific equipment associated with the construction work. The construction would be competitively bid.

- 6.b. **Resolution No. 2018-46:** A Resolution approving the donation of a temporary easement to the Oregon Department of Transportation for the Three Mile Lane Bridge replacement project.

Mayor Hill noted that the Council had received an email from the pastor at Community Church regarding this agenda item.

Community Development Director Bisset stated this was a request from ODOT for temporary construction easements from City park property to facilitate the bridge replacement project. The City proposed to donate those easements to ODOT through an Intergovernmental Agreement. In that agreement there would be restoration requirements for the easements. Staff had clarified the exhibits for the pastor of Community Church and cleared up the confusion regarding the parcels. ODOT had mislabeled the church's property, and he confirmed it was not the same as parcel 2 in the description of the easement.

Councilor Ruden asked if the easements would revert back to the City. Community Development Director Bisset stated that these were temporary easements for the five year duration of the project.

Councilor Ruden MOVED to adopt Resolution No. 2018-46; approving the donation of a temporary easement to the Oregon Department of Transportation for the Three Mile Lane Bridge replacement project; SECONDED by Council President Menke. Motion PASSED unanimously.

- 6.c. **Resolution No. 2018-47:** A Resolution approving an Intergovernmental Agreement between the City of McMinnville and McMinnville Water & Light related to the condition assessment of City and McMinnville Water & Light facilities

Community Development Director Bisset stated that the City initiated a Request for Qualifications to perform a condition assessment on 57 City owned building and structures. McMinnville Water and Light asked about including 4 of their buildings in the assessment. An Intergovernmental Agreement with McMinnville Water and Light was approved by the Water

and Light Commission. It was noted that this was part of the strategic planning process to identify the conditions of the City's facilities and the maintenance needs.

Councilor Garvin MOVED to adopt Resolution No. 2018-47; approving an Intergovernmental Agreement between the City of McMinnville and McMinnville Water & Light related to the condition assessment of City and McMinnville Water & Light facilities; SECONDED by Councilor Stassens. Motion PASSED unanimously.

6.d.

Resolution No. 2018-48: A Resolution awarding the Personal Services Contract for the comprehensive, professional condition assessment of City and McMinnville Water & Light facilities.

Community Development Director Bisset stated there were 57 buildings on 25 different sites owned by the City that would be assessed, totaling 370,000 square feet of building space. There were four buildings on one site totaling 42,000 square feet owned by McMinnville Water and Light. The work included a detailed facility assessment and an inventory of assets within those facilities specifically related to building equipment. It also included the development of preventative maintenance plans for those facilities and a seismic analysis of the Water and Light facilities as well as the Community Center, Wastewater Administration building, and Oregon State Police building at the airport. The condition assessments were detailed. Each facility would be analyzed for the condition, capital needs, and maintenance needs. It would provide a good snapshot of our unfunded capital and maintenance needs. Five responses to the RFP were received. Proposals were scored and EMG was the highest ranked proposer. The contract included \$104,000 for the work for the City and \$23,000 for the work for McMinnville Water and Light. The work was expected to be completed before the end of the calendar year so that the budget process for next year could be informed.

Mayor Hill commented that they had waited a long time to do such an assessment.

Councilor Ruden asked if this was a mandated action. Community Development Director Bisset explained that this was a long overdue prudent action, but not mandated. It would allow for discussions around maintenance levels and better facility planning.

Councilor Drabkin asked how long the project would take. Community Development Director Bisset stated that the contractor stated the project would be completed in 45 days. December 31st was the completion date.

Councilor Drabkin asked if there were any sites that were City owned that were not being looked at. Community Development Director Bisset stated that this included everything the City owned.

Councilor Garvin asked why only three buildings were included in the seismic evaluation. Community Development Director Bisset explained that the newer facilities were designed with the seismic requirements and an upgrade was done at the library. The Community Center houses the backbone of the City's data network, the Wastewater Administration building is an alternate emergency operations center, and the Oregon State Police building is a critical facility. It also had to do with what the City could afford. City Manager Towery added that there were state grant funds available to reimburse the City for seismic assessment for fire departments, and the City would be pursuing a seismic review of the Fire Department separately. Some of the buildings are old enough that they might be faced with the decision of whether or not to invest in them further.

Councilor Garvin asked how detailed they expect the work to be. Community Development Director Bisset answered each department would be getting a detailed report and he expected it to be quite informed. That data could be entered into a computerized maintenance management system that would help them move forward with an automated maintenance plan for each facility.

Councilor Ruden asked about the next steps after the assessment. Community Development Director Bisset stated that the first thing to do would be to determine what the needs were and balance the needs with what they could afford. There would be decision points and a plan would be developed to address those needs.

Council President Menke MOVED to adopt Resolution No. 2018-48; awarding the Personal Services Contract for the comprehensive, professional condition assessment of City and McMinnville Water & Light facilities; SECONDED by Councilor Garvin. Motion PASSED unanimously.

6.e.

Resolution 2018-49: A Resolution authorizing the release of an existing power line easement, located in the City of McMinnville, Yamhill County, Oregon.

Community Development Director Bisset said this was a release of an unneeded power line easement that was encumbering McMinnville Plaza. The easement was created as part of a vacation Ordinance related to the vacation of 27th Street. The overhead power lines had been removed and the applicant had worked with Water and Light to release the power

easement. The Council had approved the easement, and had to approve the release of the easement. The resolution included a legal description and map describing the release. There was also a note from Water and Light indicating that they were accepting of the release.

Councilor Peralta asked if this would be a trigger for enforcement of the sign Ordinance. Planning Director Richards said it would not.

Councilor Drabkin MOVED to adopt Resolution No. 2018-49; authorizing the release of an existing power line easement, located in the City of McMinnville, Yamhill County, Oregon; SECONDED by Councilor Garvin. Motion PASSED unanimously.

6.f.

Resolution 2018-50: A Resolution authorizing the release of an existing public walkway easement, located in the City of McMinnville, Yamhill County, Oregon.

Community Development Director Bisset stated a portion of an existing walkway easement was being requested to be released. It was in the vacated Newbee Street right-of-way. As part of the vacation process a 10 foot wide public walkway easement was retained with the intention of creating a walkway between the end of 2nd Court and 1st Street. The walkway was never developed. The property owner was concerned about the liability of a public easement on her property for an undeveloped walkway and asked that the City release it. The neighborhood was notified of this action and testimony from Eric Vandyke was submitted. He indicated he used that space to access 1st Street and to drive a truck to haul tree and bush trimmings. The walkway easement was never intended to be a vehicle easement. He displayed photos of the site showing the very narrow unimproved walkway and properties adjacent to the walkway. Public Comments – Shelly Schilhanick, applicant, stated she bought the property less than a year ago and had a survey done of the property. The neighbor was the only one who probably used this walkway area. She was concerned that she might be financially liable if someone got hurt. She was willing to work with her neighbor for continued access, but she did not want it to be a public easement.

Councilor Stassens asked if the City had maintained the easement area. Community Development Director Bisset stated that the City had not maintained the easement.

Councilor Garvin asked about the process for vacating easements. Community Development Director Bisset stated that as the caretaker of the public easement, the Council could determine whether or not to release this easement. The adjacent property owners were notified but in order to release a public easement the City Council must take action.

Councilor Peralta asked if there was any other access to the property. It was noted that there was not.

Council President Menke MOVED to adopt Resolution No. 2018-50; authorizing the release of an existing public walkway easement, located in the City of McMinnville, Yamhill County, Oregon; SECONDED by Councilor Ruden. Motion PASSED 5-1 with Councilor Garvin opposed.

7. ORDINANCE

7.a. Consider **Ordinance No. 5057**: An Ordinance Relating to Camping within the City of McMinnville; establishing MMC Chapter 8.36.

No Councilor present requested that the Ordinance be read in full.

City Attorney Koch read by title only Ordinance No. 5057 relating to camping within the City of McMinnville; establishing MMC Chapter 8.36.

Planning Director Richards said the proposed Ordinance would allow temporary camping on private/public property in McMinnville with provisions to mitigate negative impact to surrounding property owners. The intention was to provide a system for private and public property owners to step up and provide a safe place for homeless people and their families to camp while in transition.

It was a community recommendation that developed in the Housing for Homeless subcommittee comprised of community volunteers and stakeholders who were meeting regularly to try and help provide solutions for housing the homeless. The Housing for Homeless was a subcommittee of the Affordable Housing Task Force appointed by the City Council in 2016. The committee was striving for solutions to homelessness. The committee worked to understand what resources were and were not available, who played what role and had what authorities, and that there were different populations of homeless people and different needs. They talked about looking at targeted and responsive solutions, developing a program that was manageable so that it was safe and successful, and finding a balance. Everything had been solutions based and finding somewhere for vehicular homeless populations to camp that was safe with the limited resources available and how to make impactful changes. The intention was not a permanent residential solution, but a safe place to stay for a period of time to advance towards shelter. There would be discrete installations throughout the community.

Planning Director Richards stated they looked at the State Laws (ORS 203.082) that said any political subdivision may allow churches to offer overnight camping space for homeless persons living in vehicles. It

limited camping space to three or fewer vehicles at the same time and they would have to provide campers with access to sanitary facilities. She stated that they looked at the current City code and found it did not allow for camping in parks without the permission of the Director. The Zoning Ordinance did not allow campgrounds on private property. In the discussion, the City recognized that its role was to establish policies and procedures that enabled the program. The policies and procedures should focus on program success and mitigation of negative impact to neighboring properties.

The proposed Ordinance enabled a temporary camping program, described where it was allowed and where it was not allowed, and established provisions to mitigate negative impact on neighboring property owners. It was modeled after a program in Eugene who had a successful program for 20 years. Staff and volunteers from McMinnville and Eugene had been collaborating about this program for over six months. The Ordinance established a temporary camping program. Section 8.36.020 stated for commercial/ industrial property and religious institutions three vehicles or less would be allowed and they needed to be on a parking lot with a structure. Three vehicles or less could be on vacant property, but they needed to register with the City and be part of a supervised program. For residences, one family in the backyard (tent) or driveway (motor vehicle) was allowed.

One of the things learned from Eugene was that there should be the following provisions:

- Dedicated sanitary facilities.
- Dedicated Garbage Disposal Services.
- Storage Area for Personal Items.
- Tent or camping shelter in a backyard must be five feet away from the property line.
- Not require payment of any fee, rent, or other monetary charge for overnight sleeping. Needs to register with the City and be part of a supervised program.

It was a voluntary program. The property owner rights and responsibilities included: the property owner may revoke permission at any time and for any reason, and any person who had received permission to use the property shall leave the property within four hours. The City may impose administrative civil penalties on property owners who fail to comply with the Ordinance.

Other provisions included:

- City Manager may prohibit overnight sleeping if the city finds that the activity is incompatible with adjacent properties or constitutes a nuisance.

- City can adopt administrative rules to implement this section.
- City Manager may authorize overnight sleeping associated with a special event.

There was a statement that nothing in the Code created any duty on the City or its agents to ensure the protection of persons or property with regard to the permitted overnight sleeping.

There was a section that talked about prohibited camping. The City Manager or designee may temporarily authorize camping on City property by written order that specified the time and location.

There were two suggested amendments to the Ordinance; deleting 8.36.010 (J) as there was no need for a definition of prohibited campsite and amending 8.36.040 (C) to say the City Manager or designee may adopt administrative rules to implement this section.

In summary, the Ordinance:

- Is a good intentioned solution to create a program whereby property owners can create a safe place for homeless families to camp in a temporary manner as they transition to permanent housing;
- Tries to mitigate negative impacts to surrounding property owners by addressing garbage, sanitation and debris concerns;
- Is not resource intensive and is community minded;
- Is modeled after a successful program in Eugene; and
- Developed by the McMinnville Housing for Homeless Subcommittee and recommended by the McMinnville Affordable Housing Task Force.

Planning Director Richards stated that the partners they had so far were:

- Recology who had agreed to provide garbage disposal services for sites.
- Alan Ruden Inc. who had agreed to fund the sanitation facilities for two sites for a year.
- The Champion Team who had agreed to provide site management for property owners up to six sites.
- Properties: no property owners have agreed to step up as partners but they were in dialogue with several at the moment.

Councilor Ruden asked about indemnifying the property owners. City Attorney Koch stated they were not establishing a landlord/tenant relationship as receipt of any payment was prohibited. It was ultimately up to the property owner to decide if they wanted to take on the risks and liabilities to participate.

Councilor Ruden asked about using City property for this program. Planning Director Richards explained that there was the opportunity for the City to talk about the properties they would want included in the program.

Councilor Stassens acknowledged all of the work that went into the process and stated it was a great product. She asked if they had discussions about issues that happened outside of the program. Planning Director Richards stated that this Ordinance was an almost verbatim version of Eugene's program. Eugene had a non-profit to help manage the sites and in McMinnville the Champion Team was volunteering to do the same. They hadn't had many concerns from neighbors about the residential camping because the provisions were set up in such a way that there wasn't much impact on the neighboring properties.

Councilor Stassens asked about the volunteer time from the Champion Team. Planning Director Richards stated that they could dedicate 15 hours per week to this program. They could increase those hours if they got a permanent funding stream, and were actively seeking additional funds so that they could grow the program. The program would start small and as success was demonstrated it would grow.

Councilor Drabkin asked about a fake document that was circulating on social media. Planning Director Richards stated that there was concern that this effort would not help but hinder. Everyone wanted to help and that was where the heart was. Currently camping was prohibited and this removed those barriers.

Councilor Peralta asked if the City had identified potential partners for the program. Planning Director Richards stated that the Affordable Housing Task Force did identify properties and had been asking if the property owners were interested. She noted that this was the enabling piece of the program.

Councilor Peralta stated that he had spoken with some churches and they expressed concerns with sanitation and property storage on site. Since there was already sanitation and locker space downtown, could a neighboring property use those for their resources? Planning Director Richards explained that only three families would be using the sanitation facilities at one time. City Attorney Koch stated the requirement was that the property owner must provide or make available sanitary facilities. The Ordinance was vague about how sanitation would be provided to ensure that there was a flexible program and to be able to adapt to the conditions on each site.

Councilor Peralta stated that his impression was that there was a lack of a dedicated revenue stream for homelessness. He asked if this was one of the biggest challenges. Planning Director Richards stated that this was a complex issue and that the City did not have a dedicated revenue stream for this. There were programs that would help with funding, but no one had enough resources to build the amount of housing needed to solve the problem. There were other partners in the community that had raised funds to build such facilities as the Gospel Rescue Mission shelter.

Councilor Peralta stated that this was something that could be done now as most of the solutions could take years because they needed a dedicated revenue stream. Planning Director Richards agreed that those programs needing such funding would take time to establish. This was a community with compassion that wanted to help and find solutions. This program allowed people to partner in the solution in a time where there were not hard dollars to build a project.

Councilor Drabkin stated that the City could lead by contributing a site for this program. She was in support of the Ordinance and appreciated Planning Director Richards. She hoped that the City could review the 57 City owned sites and find a site so that the program could be launched. Councilor Ruden stated that this was not meant to be permanent. Those who wanted to live a camping lifestyle would not qualify. It was for those looking to upgrade their lives.

Mayor Hill thanked the McMinnville Affordable Housing Task Force, staff, Council, and citizens for their work.

Mandy Gawf, supported the intention for the program, but had some concerns. She supported opening some sanctioned camping spots, however given the safety and liability concerns property owners opened themselves up to, the cost of personal finances on property owners, and lack of incentives given by the City to participate, it was not reasonable to assume that the temporary camping program would have enough participation for all homeless campers. The vast majority of homeless would need to continue to use City property locations and she did not think they should be prohibited from doing so. She asked that the language in Section A, no person shall camp in or upon city property, be removed from the Ordinance as the vast majority of campers would still have no other options. She also asked that under the Penalties and Enforcement section, that the Council clarify Part A and that they clarify and explicitly state that no homeless camper whether on the street or in a vehicle would be ticketed, fined, or given a Class C violation for simply existing on City property to meet their life sustaining activities.

Arron Orta said people wanted a quick fix that looked nice, not an actual solution to the problem. This appeared to be a quick fix and in turn would create more difficulties. He did not think this would solve anything. It only gave a false belief that something had changed. They should ask if the end state they wanted to achieve was to bring about a true change for those experiencing homelessness or was it to make it so they were not seen.

Sherian Wallace stated that she was a volunteer with Project ABLE. People were turning to the parks where they were safer. A lot of these people only had a blanket and a tarp. Many did not have a car or a tent. Those that had cars would have a place to go with a bathroom, but those sleeping with their tarp or blanket were being told that they did not matter. She thought they needed to provide a shelter that could be used by all. She asked the Council to think about the person with the blanket and make room for them too.

Valerie Miller thought the Ordinance was a dead end. There was no funding, no help, and no property. There was not enough housing for all of the homeless here. The program was not really offering anything to homeless people. She had watched people get hit by cars, have trash thrown at them, and slandered. This was how the community saw people. She did not think anyone would stand up and help. She stated that it criminalizing homelessness.

Jacob Miller stated that the issue was the blanket prohibition. He thought they would make people's rights void with their Ordinances taking it so far as outlawing personal property used to sustain life. This Ordinance was designed to persecute and oppress the most vulnerable and criminalize poverty. He asked who they were to attack the freedoms given by the Creator and guaranteed by the Constitution.

Catherine Martain stated that she was not sure what the answer was to homelessness. She was glad that the City was doing something and commended them for starting somewhere but felt it didn't allow room for those who were not fortunate enough to have a vehicle or the person getting out of jail. She added that the resources in this town were limited. She thanked Planning Director Richards for her work and offered her assistance as a volunteer.

Jamie Schwack was concerned about people being misconstrued as camping when they had a blanket on a City bench. She didn't think there should be a blanket ban as she did not want to see someone die from exhaustion and cold. She was also concerned about the limit of three families and if properties had a large enough space for more she thought this limit should be increased. The efforts were understood but she was concerned for her fellow citizens.

Caroline O'Brien, stated that this was very well detailed and thought it would improve the livability for everyone. She felt they needed to look to legislation that would help prevent homelessness, such as rent control. She would like to do something to help people avoid crisis.

Barry Lilly, McMinnville resident, thought that this was a good start, but this was not a solution to the problem. They needed to find housing. He stated that the porta potty had been removed from the First Baptist Church parking lot. He asked if the Ordinance included a blanket and sleeping bag ban.

Liz Marlia, stated two months ago the Compass Center project had folded. This was unfortunate because that seemed to be a solution.

Councilor Drabkin stated that there was nothing in the Ordinance that prohibited people from having warmth. In no way was this particular program meant to address every need. The Homeless Subcommittee looked at the micro populations in the homeless community to try to meet the different needs through different programs. This was being viewed as a transitional housing program. It was specific to those who were living in their vehicles. The first time that the idea came up in the subcommittee it originated from a committee member who was formerly homeless. The hope was that this Ordinance would remove barriers so that they could start to offer some transitional housing. It would be a place where someone could safely have their vehicle while they were working on moving into a better situation. They needed to get more community partners and more people to step up. She stated that this had been an intentional thought-out program and she hoped the Council would approve it.

Council President Menke stated that this provided an opportunity for people to step up and help. She hoped that would happen.

Councilor Ruden stated that without Step A, they could not get to Step B. This was a start and he was in support. He hoped more people would get involved as well.

Councilor Peralta stated that this was a heartbreaking issue to take up. Oregon was fourth in the country for the number of unsheltered homeless and were among the worst at sheltering homeless veterans and families with children. This was not a final solution but a first step that they could take now. Every member of the Council was doing work to identify revenue for permanent and transitional housing. They were working in a good faith manner to address this challenging problem. They needed the community's help in caring for those who were the most vulnerable. This was just a first step and they knew that the problem was still growing.

They were trying to line up the resources to deal with the housing crisis in the region. He appreciated the passion and commitment to this issue. He hoped they could work together to address it.

Councilor Garvin agreed that homelessness was a growing issue. He was apprehensive about the program initially, but he appreciated all of the work that Councilor Drabkin and Planning Director Richards had done as well as the Affordable Housing Task Force. He was in support.

Councilor Stassens stated they knew how deep this issue was and shared the concerns. There was no intention for this to be a roadblock. It had been well researched and based on a successful program in another community that had similar problems. She encouraged people to continue to have good dialogue with open ears and respect. She would be voting in support of the Ordinance. There would be other steps and no one person or entity could do this alone.

Mayor Hill stated that they represented a dynamic community and one that had much history and vision. They did not do things haphazardly, but looked at the long-term. This issue had been looked at in a deeper, complete, and exhaustive way than any other issue that had come before the City. He shared that this had been a transparent process. There was no one solution to homelessness. They had a community that wanted to help people and they were following a program that had success. He thought they were making headway and were listening to all sides and coming up with processes to bring vision and success to the community.

Councilor Drabkin MOVED to pass Ordinance No. 5057 to a second reading; SECONDED by Councilor Ruden. Motion PASSED unanimously.

City Attorney Koch read by title only for a second time Ordinance No. 5057.

Council President Menke MOVED to approve Ordinance No. 5057 relating to camping within the City of McMinnville; establishing MMC Chapter 8.36; SECONDED by Councilor Ruden. Ordinance No. 5057 PASSED by a unanimous roll-call vote.

A brief recess was called at 9:15 p.m. The meeting reconvened at 9:20 p.m.

Mayor Hill asked the City Attorney for an update about those who had been ticketed but not paid their fines. City Attorney Koch stated that at the next City Council meeting, parking enforcement would be discussed during the Work Session. There was a provision on the books that authorized the City to impound vehicles if they were parked illegally and

had four or more unpaid parking tickets. In no one's memory had that code been enforced. There was not a good system of communicating between the officer out on the street writing the tickets and the court staff that collected payments for fines. As of Monday, there were less than 50 vehicles on the list that had four or more unpaid parking tickets and less than 30 who had recent ticket activity. There was an even split between recreational vehicles and motor vehicles. A discussion needed to happen about enforcement in these circumstances. There was a concern about the cost of towing, storing, and disposing of recreational vehicles by towing companies.

Council President Menke stated that there had been two amnesties in accounts receivable regarding parking fines. She agreed it was something they should take a look at.

Mayor Hill stated that if they were not enforcing it, it did not carry much weight. He received a formal letter from YCAP sharing their concerns. McMinnville Water and Light was also putting together a letter with their concerns. Mayor Hill stated that the next piece of the camping Ordinance needed to be looked at. All of the communities around them had a fee structure.

8. **ADVICE/INFORMATION ITEMS**

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

Councilor Peralta had a lot of conversations with state policy makers regarding housing affordability and homelessness. There was an education committee dealing with stability and identifying funding for permanent and transitional housing.

Council President Menke stated that the Affordable Housing Task Force was reconstituting the group with new members. They would meet again in October. She had also spent time looking for money and land for subsidized housing. She recently helped with a fundraiser for the soup kitchen that had raised \$30,000.

Councilor Drabkin had continued to meet with potential future partners for the Ordinance. It was important at this time as a community and a body to figure out where the City could put in a pilot project. It would show great leadership to launch a pilot project. All of the conversations that she had the people stated that it was a great thing but wouldn't work on their property.

Councilor Ruden discussed a potential buyer for one of the airport hangers.

Mayor Hill attended the Landscape Review Committee meeting. The developer of an apartment complex was there and gave kudos to the Planning Department.

8.b. Department Head Reports

City Manager Towery introduced Kylie Bayer-Fertterer, the City's first Human Resources Manager.

Police Chief Scales stated that the Park Ranger Program had been successful. More police officers were coming on board and patrolling. With the work of the City Manager, City Attorney, and police staff, a second School Resource Officer would be brought on. Greg Park would be the new Middle School Resource Officer.

City Manager Towery stated staff would be bringing back a status report on the Strategic Plan on September 11th. He shared that the Executive Team had been brainstorming action items related to the goals and objectives of the Plan.

9. ADJOURNMENT: Mayor Hill adjourned the Regular City Council Meeting at 9:45 p.m.

City Recorder

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

Wednesday, September 19, 2018 at 5:30 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Erica Thomas, Administrative Specialist

Councilors:	<u>Present</u> Adam Garvin Kellie Menke, Council President Sal Peralta Wendy Stassens Alan Ruden	<u>Absent</u> Remy Drabkin
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Also present were Finance Director Marcia Baragary, City Attorney David Koch, Fire Chief Rich Leipfert, Parks and Recreation Director Susan Muir.

1. CALL TO ORDER: Mayor Hill called the meeting to order at 5:30 p.m. and welcomed all in attendance.
2. PRESENTATION: FIRE DEPARTMENT/AMBULANCE 101

Fire Chief Leipfert presented information on the Fire Department programs. The Department was responsible for fire and EMS/ambulance services and he gave a recent Fire Department history. The cost of service study in 1996 identified the budgetary split between ambulance and fire, the current budget allocated personnel costs according to this study, and the study identified the work load when there was 1 FTE per shift and all other positions were filled by volunteers. The Fire Department Strategic Plan in 2005-07 indicated there needed to be increased access to funding, the facilities needed to meet the changing needs of the community, staffing was not adequate for the workload requirements, daytime volunteer response needed improvement, and turnover was perceived as a detriment to organizational stability. Since then they had completed a community risk assessment and developed and adopted deployment standards. The long range fire station analysis done in 2007-08 indicated that cross staffing an engine reduced fire response time, there was no response time standard adopted, the volunteer engine response was overtaxed with call volume increases, two additional stations needed to be planned for, one in the northeast area of the City and one at the airport, and there was not enough staffing to address concurrent calls. They had adopted standards for risk assessment and response times in 2009. The response times were 6 minutes for urban areas, 7 minutes for suburban areas, 15 minutes for rural areas, and 30 minutes for frontier areas. The first alarm

standard was within 12 minutes there should be firefighters on scene in residential areas. For commercial areas the standard was 21 minutes. EMS response time standards were: 6 minutes for urban, 8 minutes for suburban, 15 minutes for rural, 15 minutes for rural incorporated, and 120 minutes for frontier. In 2009, the volunteer staffing of an engine had an average response time of 14 minutes. The swing staffing prior to staffing changes had an average response time of 9 minutes, and dedicated paid engine staffing had an average response time of 5 minutes. He then shared the history of the ambulance service and EMS challenges. In 2012, three options were considered to enhance EMS service delivery. They were: all EMS services would be provided by McMinnville Fire Department (MFD) staff, 9-1-1 advanced life support services would be provided by MFD staff and ambulance services would be contracted out, or EMS services would primarily be provided by contract ambulance services with MFD oversight. The Council made the decision to keep the EMS service and expand services internally and they rented Station 12, added an EMS Chief, and converted six part time employees to full time to staff a 24 hour ambulance. The improvements made since 2012 were in 2016-17 three staff members were added to reduce mandatory overtime, the Amity contract added a day car Monday to Friday, the Battalion Chief position was restructured, and in 2018-19 they added one 24 hour firefighter to cover vacancies and one full time admin to reduce afterhours work by operations staff.

Fire Chief Leipfert then discussed the Fire Department budget. Ambulance revenues covered approximately 52% of the operating costs. He compared the revenue percentage to other fire based EMS services and revenues for in City and out of City calls. For the fire only budget, costs were increasing due to the loss of ambulance revenue. General Fund allocation with ambulance was \$3,895,126 and without ambulance was \$5,013,352. An increase of \$1,118,026 was required to operate the Fire Department.

There was discussion regarding increasing the reimbursements by Medicaid for these services.

Fire Chief Leipfert gave an overview of daily staffing. There was 24 hour staff and eleven employees total per shift. Some of the challenges were employee retention, call volume increasing, mandatory overtime, paid and volunteer staffing, lack of additional stations, fire response times not met, and fire critical staffing not met. There had been 16 vacancies in the past four years and he discussed the costs per new employee which totaled \$77,643. There was also a risk with having so many employees on probation at one time and they all had to be trained in McMinnville's medical protocols. It was a two month time period to hire someone, and a three to four month time to get them trained. The overtime shift coverage for that vacancy was where the significant costs came from.

There was discussion regarding the costs for new employees, retention of current employees, work challenges, and funding sources.

Fire Chief Leipfert discussed overtime shift coverage and how most employees were working double shifts. The overtime was a big cause of the stress they were experiencing in the department. He discussed how the number of calls per year compared to the number of firefighters. The numbers showed that McMinnville had significantly fewer employees than other cities who were getting the same number of calls per year. He did not think the employee challenges were based on salaries, but had to do with the working conditions and workload. He then discussed options for the future which included partnerships with Newberg/Sheridan, Amity/Lafayette, and Dundee/Dayton/Carlton. Some of the partnership options would be IGAs that phased in service, functional consolidation, or creation of a new district. They would need to fund a consultant to assist in developing a consolidation road map and to bridge the gap to a successful district.

There was discussion regarding the process for creating a new district, the advantages of forming a district, and possible partnerships.

Fire Chief Leipfert would ask for the funding for a consultant in the next budget cycle, but it would take three to five years to go to a vote on a new district.

Councilor Peralta said in the meantime there needed to be a specialty business license for senior care facilities, charges for misuse of 9-1-1 calls, and partial Medicaid reimbursement. There was a possible Lafayette expansion and a consultant was needed to facilitate the process. Was there anything else that would help bridge the needs before going to the voters?

Fire Chief Leipfert said the employee retention challenges needed to be addressed. He needed additional revenue support to sustain the department until they got to the vote. He discussed the senior care home population in the City and how they created 37% of the department's call volume. The biggest challenge was that the management and nursing staff at these care homes had a high turnover rate and the information about how to properly use 9-1-1 did not get passed on to the new employees. The national average for a care home was one call per bed per year, and some of the care homes were running over three calls per bed per year. Care homes took advantage of City resources above and beyond other businesses and that was the reason for the specialty license.

Mayor Hill noted that there was a larger aging population in McMinnville that would also have an impact.

Councilor Peralta asked if Chief Leipfert could find out the tax rates for the comparable cities.

Councilor Garvin asked about the cost for a full time paramedic firefighter. Chief Leipfert responded the starting salary with wages and benefits was \$129,000.

Councilor Garvin asked what could be done to get better response times. Chief Leipfert said the primary fire apparatus was taken on EMS calls, which was required by State law, and when it was tied up on an EMS call it delayed the response to another call. Also they had one of the highest traffic corridors in the City and sometimes it was difficult to reach certain areas due to travel time from the station. He would like to have three substations, one in the north, one in the west, and one by the airport and he would not have one in the downtown core on the highest traffic corridor of the City.

Councilor Garvin asked if there was capacity to house more staff. Chief Leipfert said yes, as there were thirteen bunks per shift. There were assistant vehicles that could assist and support the ambulances instead of using a fire engine. They could still meet requirements by doing that. Alternate engines could also be deployed and it would take the primary engine off of EMS calls which could improve fire response. If they moved forward with the Lafayette expansion, there would be a substation with an engine available in the north end of town which would help improve response times as well.

Mayor Hill thought bringing in a consultant was a good idea to help the City through this process.

Councilor Ruden asked about looking into putting a surcharge on care facilities for ambulance service. Chief Leipfert said they were not allowed in Oregon for fire/EMS operational costs and charges. The specialty license and misuse fee were used in Oregon.

There was discussion regarding a possible levy and improving response times.

The Council thanked the Chief for the information.

3.

ADJOURNMENT: Mayor Hill adjourned the Work Session of the City Council at 6:46 p.m.

Melissa Grace, City Recorder

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

Tuesday, September 25, 2018 at 6:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Melissa Grace

Councilors:	<u>Present</u> Adam Garvin Kellie Menke, Council President Sal Peralta Alan Ruden Wendy Stassens	<u>Excused Absence</u> Remy Drabkin
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Also present were Program Manager Janet Adams, City Attorney David Koch, Parks and Recreation Director Susan Muir, and members of the News Media – Dave Adams, KLYC Radio, and Jerry Eichten, McMinnville Community Media.

1. CALL TO ORDER: Mayor Hill called the meeting to order at 6:05 p.m. and welcomed all in attendance.

2. PRESENTATION OF KIDS ON THE BLOCK PROGRAM

Parks and Recreation Director Susan Muir shared that Program Manager Janet Adams has over a decade working with the Kids on the Block Program (KOB). The afterschool program in McMinnville has a thirty year history.

Ms. Muir shared that the KOB program has been funded in the following ways: in-kind resources from the School District, Linfield College work study dollars, fees for the program participants, fundraising, and the City's General Fund. Several years ago there was a change in the funding structure with the economic decline, some of the fundraising declined. The Mayor's Ball and KOB Inc. 501 (c)(3) had a large reserve of money that helped with the program. In the 2016 Budget there was an assumption that there were about seven more years of the same level of funding in the reserves from those nonprofits.

Ms. Muir noted that the KOB program is 90-95% self supporting (includes a large contribution from the nonprofits). She shared that KOB Inc. funded an Assessment Study. Oregon After School for Kids (ASK) was

hired as the consultants to perform the assessment and work began in July 2018.

Susan Zundel, Oregon ASK Consultant shared that the team consists of Jan Calvin, Sonja Svenson, Kassy Rouselle, and Juan Soto. Ms. Zundel shared that it is important to note that kids spend 80 percent of their time out of school. Afterschool programs are usually between 3 – 6 p.m. She stated that the programs vary throughout the County and State and they are flexible to the community. Afterschool programs are all a safe place to go between 3-6 p.m., they provide enrichment, and inspire learning across the child's lifetime. There is an ability to build relationships between peer groups during afterschool programs. It was noted that the demand is very high for afterschool programs. There are 2,300 elementary school students in McMinnville and KOB is serving 300-500 students every year. Ms. Zundel noted that there is significant interest in public funding among community members in Oregon. Ms. Zundel commented on the limited sources of funding provided by the State. Ms. Muir clarified that there is a \$200,000 gap that the KOB program is looking to fill.

Ms. Adams provided a history of the KOB program. In 1989 the Parks and Recreation Department ran an afterschool program and it served approximately 150 children. The goal was to provide a safe and fun place for kids to be after school. Dale Tomlinson saw that there was an opportunity to build on what the Parks and Recreation Department was doing and he brought together the City, School District, Business leaders, and the community to discuss what the possibilities could be. This group formed KOB Inc. and they then hired a volunteer coordinator to work in conjunction with the Parks and Recreation Department. They brought in enriching activities. The program was such a success that the City hired the volunteer coordinator to run the program. Learning and recreation goals are a part of the program. Over the years, the program and funding have changed. Ms. Adams shared that there is a one to ten staff to student ratio. She stated that the program is now more structured; children begin with some outdoor free time, and then move to three different activity stations: Creation Station, Fit Zone, STEM and Strategy. She stated that they hope to continue the program and that it is time to be intentional.

Ms. Zundel displayed a GIS map where the schools and participants are located. She shared that they have been calling other programs throughout the State to see what their models are like. They are conducting a broad and deep assessment exploring funding, programing, community needs/ interest.

Ms. Calvin asked the City Council:

1. What does the KOB Afterschool Enrichment program mean to you? What about it is important or not as important?

Councilor Garvin stated that he recently had a son graduate that went through the program. He also attended the program as a student. Councilor Garvin felt the structured environment is a good. He also noted that the low cost is good but there should be sustainability to the project. He suggested a sliding scholarship program to bring some sustainability to the program. He felt that the program helps provides a safe environment and that there should have some sort of an enrichment program to help keep children safe.

Councilor Stassens agreed with Councilor Garvin's comments. She stated that the program is well thought through. She mentioned that childcare is expensive and this is an option for Citizens to keep their children safe and have an enriching program that gives them a different experience than what is offered in school. She noted that long term strategies that work for the financing need to be looked at in order to look at sustainability. She stated that she is in full support.

Mayor Hill shared that education is very important to him and that he believes that education, fun and intuitive learning models should happen in the program. He stated that he is a firm supporter of going to the Mayor's Ball and has been on the Committee. He stated that the program fits well within the parameters of the community of taking care and providing quality. He reiterated that funding sources, curriculum and needs have changed over time. Mayor Hill stated that it is good to be asking the tough questions: What is the Cost? What is the demand? What can we provide? Who should be a part of it? How do we get sustainable funding? Mayor Hill shared that he is very supportive of the program. He stated that the City is positioned and desirous to continue to the program.

Councilor Ruden echoed Mayor Hill's comments. He stated that Ms. Adam's passion has driven the program and that it is a great and worthwhile project.

Ms. Calvin asked the City Council:

2. You know now that we are looking at income levels and populations as part of the assessment. Given that, is there a particular population that should be prioritized for participation on Kids on the Block Afterschool Enrichment?

Councilor Peralta noted that the Ward he represents has been tagged as a high poverty area in Yamhill County. He stated that ¼ people he represents are Hispanic. Because childcare is so expensive and KOB

provides a leg up for people who are in the lower economic scale he felt that prioritizing serving both of those populations is critical. He stated that he has seen a lot of data that suggests early investment in these types of program have long-term benefits throughout the child's life.

Councilor Stassens added that it makes sense to make sure that that the community that does not have other options can afford to have enriching experiences. She commented on taking down barriers.

Mayor Hill stated that it's just the need. Mayor Hill noted that the City and the Schools do not have the kinds of monies to take out of their General Funds for this type of funding. He stated that the program does need to have consistent funding.

Councilor Garvin stated that sustainable funding needs to be looked at. He explained that it is a time where kids get to be kids. He shared that there should be a matrix so there is a broad group of children participating. He felt having the structure for the kids is important and the people that run the program leave long lasting impacts.

Councilor Stassens shared that there is also a need for dual income families that have a time burden but they may find it an attractive program and be willing to pay full price and therefore assist in the sustainability of the program.

3. How should KOB program success be measured?

Mayor Hill stated there is a history of a program that works. He said what he has heard is that people can't get their kids in because there is such a great need and there is a waiting list.

Council President Menke stated that the increases of kids attending the program is one indicator of success. She also noted that the satisfaction of the community in wanting to fund it through the Mayor's Ball for many years.

Councilor Ruden stated that how to measure success is very subjective. He stated that the testimonials are valuable in measuring the success.

4. Lastly, you heard us describe current financial realities and the fact that this assessment process will result in recommendation for sustainable funding. Do you have any questions, ideas, or suggestions for us to consider as we gather additional information and prepare those fiscal recommendations?

Ms. Muir stated that they will be back by the end of the calendar year with a presentation and final recommendation.

Councilor Garvin asked about the one to ten ratio. Ms. Adams responded that the one to ten ratio has been most successful in maintaining program quality. It was noted that the State the minimum is one to fifteen and that the Program is operating above State standards.

Councilor Stassens asked about how changes were made to the curriculum over the years. Ms. Adams responded that she had the opportunity to go to a couple of national conference and would come back and implement ideas as well as research she conducted. It has been a mostly an organic process.

It was noted that Oregon ASK will have surveys that will go out to kids and parents.

3. ADJOURNMENT: Mayor Hill adjourned the Work Session Meeting of the City Council at 6:54 p.m.

Melissa Grace, City Recorder

CITY OF McMinnville
MINUTES OF REGULAR MEETING
of the McMinnville City Council
Held at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon

Tuesday, September 25, 2018 at 7:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Melissa Grace

Councilors:	<u>Present</u> Adam Garvin Kellie Menke, Council President Sal Peralta Alan Ruden Wendy Stassens	<u>Excused Absence</u> Remy Drabkin
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Also present were Program Manager Janet Adams, City Attorney David Koch, Parks and Recreation Director Susan Muir, and members of the News Media – Dave Adams, KLYC Radio, and Jerry Eichten, McMinnville Community Media.

AGENDA ITEM

1. CALL TO ORDER: Mayor Hill called the meeting to order at 7:02 p.m. and welcomed all in attendance.
2. PLEDGE

Council President Menke led the Pledge of Allegiance.
3. PROCLAMATION: MADE – National Manufacturing Day

Mayor Hill presented the proclamation to Jody Christensen, McMinnville Economic Development Partnership President. Ms. Christensen stated that National Manufacturing Day is an important day that supports manufacturers locally and nationally. It elevates the values that manufacturing brings to a community. She stated that to have strong economic vitality in a community there needs to be a strong manufacturing base and noted that McMinnville is lucky to have a strong manufacturing base.

McMinnville is a great place to have a business and grow a business. She distributed a bottle of beer that was McMinnville made and was designed to promote bringing business to McMinnville. She commented on McMinnville's history of agriculture and innovation.

4.

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

Leanna Gautney, P.O. Box 1262, McMinnville., stated that she received a notice from the postmaster and provided the Council with the notice. She stated that her concern was brought up last year to Council members. Ms. Gautney stated that she has spoken with the postmaster in McMinnville and in other cities and that it's been an issue with other residents. She stated that it is a federal crime to open up someone's mail and that you should not obstruct mail from being delivered. She stated that postal workers can't get to some mail boxes. There used to be a 30 feet regulation and now mail carriers need fifteen feet on each side of the mailbox. She stated that because the mail is being prevented from being delivered, she asked why the City is not applying a simple fix. She stated that the curbs could be easily painted. Ms. Gautney added that the mail carriers are delivering mail every day and that the mail boxes to be unobstructed every day. She stated that this should be considered a priority. Ms. Gautney suggested that proper resolution should take place to meet the needs of the residents. She stated that this falls under the City to enforce.

Denise Murphy, 841 SW Goucher, McMinnville, thanked the Council for passing the Ordinance 5053 pertaining to the parking garage. She stated that it has been a mess for about two years. She thanked Chief Scales for his work on the Ordinance and shared that it is like an entirely different building noting that the tents, trash and bottles are gone and that she can pull into a space in the parking garage without worrying about running someone over that is sleeping under a blanket. She stated that she appreciates this every day.

Scott Thorkildson, 700 Wintergreen, McMinnville, Manager of the Fastenal Store in the industrial park. He stated that he was commenting on the free RV Park that he goes by 6-7 times per day. Mr. Thorkildson commented on safety. He stated that the street that goes by Mac Water and Light is one of two ways to get down to Joe Dancer Park and that thousands of children play there, and with only two exits he has seen 30-40 cars lined up to get out. He shared that when he was going there to pick up his children there was a person with a casserole dish coming from her RV to a structure where there was a community gathering. Mr. Thorkildson stated that he started recording the group and that the entire group started say "F-You, F-You". He added that the group is brazen and

empowered. He commented on sanitation and that there are no restrooms there and that people should not be urinating outside. He stated that everyone knows that they will not be towed and that the tickets are a big joke. He stated that no one lives in the industrial park. Security was his third concern. Mr. Thorkildson shared that his fuel line was cut in one of his work trucks. He stated that he has a water issue where people were taking water from his company. He shared that someone came to him asking for security signs and that the business owner has a concrete tower that people are climbing on. He shared that owner spent \$25,000 on a new fence to keep people out. Mr. Thorkildson stated that when the MEDP does tours he is certain they are being careful not to go to that area. He stated that there are lots of vacancies in the industrial park. He commented on reputation and image and then suggested a solution – Poor Farms. He stated that there some be some land and if you have an RV then you work for an hour or if you have a tent you can stay there. He stated that people need to take responsibility.

Kira Barsotti, 235 NW 8th Street, works for a local nonprofit. She stated that her husband has been a firefighter for McMinnville for five years and a firefighter for the past decade. She was encouraged when KOIN 6 came to town and was doing a story on the staffing shortages at the Fire Station. The *News Register* expanded upon the story. She was excited because she has known about these shortages for a while. Ms. Barsotti stated she was disappointed because she felt that was nothing done. She stated that the Public Safety structure is stuck in the past. She stated that she was not representing the firefighters but representing herself as a wife, a mother and a citizen. She stated that the number of first responders in the City has not increased since 2009 yet the number of calls and incidents, of business and tourism has increased steadily over that time. She stated that there is inadequate staffing of Fire Stations, of personnel and their ability to meet the demands. She stated that she knows first hand that firefighters are exhausted and burnout and trying to meet unrealistic demands being put on the public safety system and that it was the reason for high turnover. She believes the turnover doesn't have much to do with the fact that Portland, Clackamas, and Tualatin Valley are hiring, it is that the firefighter's home life and their health that is being put at increased risks and that those that have left because they can't continue to operate under the current conditions. She stated that the firefighters run so many calls that they are on track to run 8,500-9,000 this year alone. She stated that it is the City Council's responsibility to know the facts and act diligently. Ms. Barsotti stated that the current model is not adequate for the size and needs of the community. She asked what has come of the Strategic Plan with regards to EMS and Fire Safety and what is being done now. She concluded by telling Council they need Council to listen, do the right thing, and act.

5. CONSENT AGENDA

- a. Consider approval of the minutes from the July 10, 2018 City Council Work Session and Regular Meeting and July 18, 2018 City Council Work Session.
- b. Consider OLCC license request (Winery – New Outlet) from Muddy Frogwater County LLC located at 323 SE Baker Street.

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

6. RESOLUTION

Resolution No. 2018-53: A Resolution approving the dedication of right-of-way from City property for the construction of a portion of NW Yohn Ranch Road.

Parks and Recreation Director Muir stated that the road frontage needs to be dedicated to serve the Park.

They have retooled the design of the park and will be going out to the neighborhood meeting to let the neighborhood see the new plans. The City will be going out for bids in November and is hoping for better responses to the Request for Proposals.

Councilor Ruden asked about the high bid that was originally received. Ms. Muir shared that they have made modifications to the design to hopefully attain a better bid. Councilor Ruden stated that the Park in that area is important. It was noted that there have been lots of contributions and fundraising to keep the park project moving forward.

Discussion ensued regarding funding for the project and the timeline.

Councilor Garvin MOVED to adopt Resolution No. 2018-53; approving the dedication of right-of-way from City property for the construction of a portion of NW Yohn Ranch Road; SECONDED by Councilor Ruden. Motion PASSED unanimously.

7. ADVICE/ INFORMATION ITEMS

- a. Reports from Councilors on Committee & Boards Assignments

Councilor Garvin shared that YCOM met and there is a module that will need to be picked up related to the City's EMS system. There will be an ongoing service fee associated with the technology. The initial go live

date was October 1st; however, it will not happen until the end of the year. Councilor Garvin stated that there will need to be something done for Fire Department staffing levels before the next fiscal year. He stated that it should be top of mind for Council.

Councilor Peralta agreed with Councilor Gavin's suggestion that something should be done for Fire Department staffing levels.

Council President Menke stated that Visit McMinnville will be hosting the Oregon DOM Association meeting in December. She stated that Visit McMinnville is focused on a branding effort.

Mayor Hill shared that Visit McMinnville is on track fiscally. He recently attended the Landscape Review Committee and they have highly qualified committee members. Mayor Hill and Council President Menke will be attending LOC conference through Saturday. Mayor Hill shared he attended a meeting with the Parks and Recreation District and the McMinnville School District Superintendent to discuss KOB.

b. Department Head Reports

Ms. Muir shared that Eagle Scout, Oliver Heady dug holes for sign posts, and had new signs created for each tee box on the disc golf course. She stated that he did a great job and the work was appreciated.

8. ADJOURNMENT: Mayor Hill adjourned the Regular City Council Meeting at 7:39 p.m.

Melissa Grace, City Recorder

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

Tuesday, October 9, 2018 at 6:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Melissa Grace

Councilors:	<u>Present</u> Adam Garvin Sal Peralta Alan Ruden Wendy Stassens	<u>Excused Absence</u> Remy Drabkin Kellie Menke, Council President
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Also present were Human Resources Manager Kylie Bayer-Fertterer, Information Systems Director Scott Burke, City Attorney David Koch, Fire Chief Rich Leipfert, Parks and Recreation Director Susan Muir, City Manager Jeff Towery, Planning Director Heather Richards, Police Captain Tim Symons, and members of the News Media – Dave Adams, KLYC Radio, and Jerry Eichten, McMinnville Community Media.

1. CALL TO ORDER: Mayor Hill called the meeting to order at 6:05 p.m. and welcomed all in attendance.

2. PRESENTATION OF DRAFT STRATEGIC PLAN

Brian Scott, BDS Planning presented the draft Strategic Plan.

He provided a summary of the Strategic Planning process. Mr. Scott shared the vision, mission, values and strategic priorities.

Vision

With a legacy of strong civic leadership, McMinnville is a diverse and thriving city, growing with intention to preserve our small town feel while expanding opportunities for all.

Mission

The City of McMinnville delivers high-quality services in collaboration with partners for a prosperous, safe, and livable community.

Values

Stewardship. We are responsible caretakers of our shared public assets and resources. We do this to preserve the strong sense of community pride which is a McMinnville trademark.

Equity. We are a compassionate and welcoming community for all – different points of view will be respected. Because not all members of our community are equally able to access our services or participate in public process, we commit ourselves to lowering these barriers.

Courage. We are future-oriented, proactively embracing and planning for change that is good for our community and consistent with our values.

Accountability. We believe healthy civil discourse is fostered through responsive services and clear, accurate useful information.

Strategic Priorities

City Government Capacity. A proactive organization with a clear and shared understanding of the City's core line of business, with direct investment in its people, organizational infrastructure, and partnerships.

Civic Leadership. Embrace a variety of leadership development opportunities to foster a culture of civic pride and involvement.

Community Safety and Resiliency. Proactively plan for and responsively maintain a safe and resilient community.

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

Engagement and Inclusion. Create a culture of acceptance and mutual respect that acknowledges differences and strives for equity.

Growth and Development Character. Guide growth and development strategically, responsively and responsibly to enhance our unique character.

Housing Opportunities (across the income spectrum). Create diverse housing opportunities that support great neighborhoods.

Goals and objectives were reviewed.

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

Objectives:

1. Develop and foster local and regional partnerships.

2. Gain efficiencies from technology and equipment investments.
3. Identify and focus on the City's core services.
4. Invest in the City's workforce.

Goal: Encourage a variety of leadership development opportunities to foster a culture of civic pride and involvement.

Objectives:

1. Attract and develop future leaders.
2. Increase awareness of civic affairs and leadership opportunities.
3. Recognize and raise up leadership in all forms, resulting in more self-identification as leaders.

Goal: Proactively plan for and responsively maintain a safe and resilient community.

Objectives:

1. Build a community culture of safety (consider safety best practices).
2. Develop community resiliency targets for critical infrastructure.
3. Lead and plan for emergency preparedness.
4. Provide exceptional police, fire, emergency medical services (EMS, utility services and public works and facilities).

Goal: Create a culture of acceptance and mutual respect that acknowledges differences and strives for equity.

Objectives:

1. Actively protect people from discrimination and harassment.
2. Celebrate diversity of McMinnville.
3. Cultivate cultural competency and fluency throughout the community.
4. Grow City's labor force and Boards and Commissions to reflect our diverse community.
5. Improve access by identifying and removing barriers to participation.

Goal: Guide growth and development strategically, responsively and responsibly to enhance our unique character.

Objectives:

1. Define the unique character through a community process that articulates our core principles.
2. Educate and build support for innovative and creative solutions.
3. Strategically plan for short and long-term growth and development that will create enduring value for the community.

Goal: Create diverse housing opportunities that support great neighborhoods.

Objectives:

1. Collaborate to improve the financial feasibility of diverse housing

- development opportunities.
2. Conduct thorough and timely planning and forecasting to ensure that regulatory frameworks and land supply align with market-driven housing needs.
 3. Promote diverse housing types.

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

Mayor Hill asked about the success measures. He asked if they will be focused on short-term, long-term or a mixture. The priorities might be implemented over a shorter term basis. City Manager Towery explained that the potential success measures are from the National Citizen Survey that was taken in 2011 and 2016. He stated that the measures will be both short-term and long-term. The success measures provide baseline data and allows the City to look at trend lines and trajectory. Mr. Scott added that success measures should be enduring over time. Discussion ensued regarding developing a trend line.

Councilor Stassens asked if there would be any benefit in having a variety of scorecards. Mr. Scott stated that at the Strategic Plan level there should be a small number of measures and it shouldn't be measured too often as there are anomalies when it is done too frequently. There is a place for measuring facts and how people feel and there should be more discussion about the measures.

Councilor Peralta stated that on the engagement and inclusion priority, the main emphasis is on cultural inclusion and he would like to see more emphasis on traditional sectors that the City may want to engage such as business sector and the charitable community. He felt that the plan should go beyond a focus on cultural fluency. Councilor Peralta suggested that the City could use a reengagement of business leaders, and reigniting of the City's charitable spark. Councilor Peralta also suggested highlighting fire safety, homelessness, housing affordability and tourism in the developing and fostering partnerships section. He also suggested adding in a section in Economic Development on recycling and solid waste disposal.

Discussion ensued regarding core services and how they may change in the future. Mayor Hill noted that there needs to be the ability to be agile and understand that some of the limitations today may not exist in the future. He acknowledged that today the City may be limited in revenue; however the Plan is longer term. It was noted that the Charter is a foundation.

Councilor Stassens asked about the goal for guide growth and development responsibly and responsively and suggested adding an objective of protection of natural resources.

Councilor Garvin noted that there are eight objectives in Economic Prosperity and that most of the goals have five or less objectives.

Planning Director Richards clarified that not all of the objectives are owned by the City; City partners own some. She explained that the City has actions that are specific to three of the objectives.

Mayor Hill stated that the Council has gone through an annual goal setting process in the past. He asked how the City will go through the process in the future. Mr. Scott stated that having a Strategic Plan means looking at long-term strategy. He explains that the Strategic Plan creates a context for annual discussions. At the annual session the Council can look at the Strategic Plan, reality of the progress and unforeseen events and then look at what in the upcoming year needs extra investment. Feedback and the adjustments should be moved forward in a public way, for example the Citizen survey. Mr. Scott stated that the questions in the survey should be consistent.

City Manager Towery stated that the first year will likely be different that subsequent years since it is the first year of the Strategic Plan. He shared that the first meeting will take place early in the next calendar year. Mr. Towery stated that every two or three years, Council should revisit the priorities.

Discussion ensued regarding the vision statement and the importance of acknowledging the legacy of strong civic leadership in the vision statement. Councilor Peralta suggested breaking the vision statement into a couple of declarative sentences.

Mayor Hill thanked Mr. Scott, the City Manager and Department Heads for their work and their collaborative approach.

3. ADJOURNMENT: Mayor Hill adjourned the Work Session of the City Council at 7:03 p.m.

Melissa Grace, City Recorder

CITY OF McMinnville
MINUTES OF REGULAR MEETING
of the McMinnville City Council
Held at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon

Tuesday, October 9, 2018 at 7:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Melissa Grace

Councilors:	<u>Present</u> Adam Garvin Sal Peralta Alan Ruden Wendy Stassens	<u>Excused Absence</u> Remy Drabkin Kellie Menke, Council President
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Also present were Finance Director Marcia Baragary, Human Resources Manager Kylie Bayer-Fertterer, Information Systems Director Scott Burke, City Attorney David Koch, Fire Chief Rich Leipfert, Parks and Recreation Director Susan Muir, Planning Director Heather Richards, Police Captain Tim Symons, City Manager Jeff Towery, and members of the News Media – Dave Adams, KLYC Radio, and Jerry Eichten, McMinnville Community Media.

AGENDA ITEM

1. CALL TO ORDER: Mayor Hill called the meeting to order at 7:06 p.m. and welcomed all in attendance.
2. PLEDGE

Councilor Ruden led the Pledge of Allegiance.
3. INVITATION TO CITIZENS FOR PUBLIC COMMENT: Mayor Hill invited the public to comment.

There were no public comments.
4. CONSENT AGENDA
 - a. Consider approval of the minutes from the July 24, 2018 City Council Work Session and Regular Meeting, August 14, 2018 City Council Meeting, and August 22, 2018 Work Session.
 - b. Consider request from Pinot Productions Wine Company dba. J Douglas Wines (435 NE Irvine) for a OLCC Winery License.

Councilor Ruden MOVED to adopt the consent agenda as presented;
SECONDED by Councilor Stassens. Motion PASSED unanimously.

5.

ORDINANCE

- a. First Reading with Possible Second Reading of **Ordinance No. 5059**:
An Ordinance Amending Title 5 Business Taxes and Licenses and Regulations; adding Chapter 5.40 - Care Facility Specialty Business Licenses.

No Councilor present requested that the Ordinance be read in full.

City Attorney Koch read by title only Ordinance No. 5059 amending Title 5 Business Taxes And Licenses And Regulations; Adding Chapter 5.40 - Care Facility Specialty Business Licenses.

Fire Chief Leipfert stated that they have been in discussion with Council on some of the challenges that they are being faced with by the Care Facility industry and the call volume and the work loads that these types of facilities create. He stated that the Ordinance is designed to help compensate for the increased and above the norm workloads that the Care Facility facilities create. There is a per bed rate fee included in the Ordinance and it is specifically designed to help assist the City fund some of the challenges being faced by the ambulance service, since they basically use one 24 hour/ 7 day a week ambulance out of the system. The second portion of the Ordinance speaks to an additional care license fee. He noted that Care Facilities are licensed and expected to provide certain services by the Department of Health and Human Services. He stated that there are many times the City medics are called out to provide those services. Chief Leipfert stated that the fee will be charge the Care Facility and not the patient for a medical assist call when they are using City services for something they are licensed to provide. He noted that there are two fee components: the specialty business license fee of \$200 per resident bed for the Care Facility and a \$1,500 service fee that would be assessed to Care Facilities for EMS calls that are deemed non-emergency or for assistance in matters that fall with the Care Facility's expected standards of care. Four years ago, the Fire Department was involved in a series of calls with other Fire Departments, Care Facilities and DHS, and as a result DHS came out with a memo stating that the Fire Services was tasked with educating Care Facilities on what their requirements were by license and explaining that they were not to be using the Fire Service to provide those services. The Fire Department has routinely had conversations with the Care Facilities to try and address the issues with little to no success. The intent of the \$1,500 fee is not to create a revenue but to reduce down the call volume in the unnecessary medic assist calls. Chief Leipfert shared that over the last six months, he and Chief Mount have gone out to the Care Facility Facilities to discuss with managers the proposals. A majority of the managers they met with recognized that they used the system more than any other as a matter or norm and practice. Chief Leipfert stated there has been public outreach to the partners.

City Attorney Koch directed Council to the memo and recitals in the Ordinance for key findings. City Attorney Koch clarified that the fees are not a tax and noted that this will likely reduce the call volume.

Fire Chief Leipfert clarified that the fee is charged to the provider, not the patients.

Councilor Ruden stated that there will be more responsibility on the provider to determine the needs of their patients so that a medical assist doesn't need to happen. Councilor Ruden mentioned that the hospital is trying to provide more doctors to service the patients in the Care Facilities. Fire Chief Leipfert acknowledged that the Hospital CEO is working on a program and it may help reduce call volume.

Discussion ensued regarding where the revenues from the Business licenses are reflected in the Budget.

Councilor Stassens asked about the misuse fee and the business license fee.

Fire Chief Leipfert explained that the \$200 specialty business license fee is to support the costs to the City for providing adequate levels of oversight and ensuring that the operation and maintenance of the Care Facilities meet the City's building code, fire code, and public safety requirements.

City Attorney Koch explained that the way that the Ordinance is written is that the revenues from the business licenses fee would go into the General Fund to support the building code, fire code, and emergency operations and the service fee for medic assists would go into the Ambulance Fund to support that operation.

Discussion ensued regarding violations and recovery of fees.

Councilor Stassens MOVED to pass Ordinance No. 5059 to a second reading; SECONDED by Councilor Garvin. Motion PASSED unanimously.

City Attorney Koch read by title only for a second time Ordinance No. 5059.

Councilor Peralta MOVED to approve Ordinance No. 5059; An Ordinance Amending Title 5 Business Taxes and Licenses and Regulations; adding Chapter 5.40 - Care Facility Specialty Business Licenses; SECONDED by Councilor Ruden. Ordinance No. 5059 PASSED by a unanimous roll-call vote.

6.a.

Resolution No. 2018-54: A Resolution providing for a combined fee schedule that allows the Fire Department to recover costs for fire and EMS services allowed within City Ordinance and the International Fire Code as adopted by the State of Oregon.

Fire Chief Leipfert explained that there were multiple schedules for the fees and the proposed Resolution will combine all of the fee schedules for fire and EMS services as well as the newly approved fees.

City Attorney Koch noted that Ordinance 5059 authorized the adoption of fees and that the Resolution is the vehicle by which the fee amounts are set. One additional fee that hadn't been discussed: the initial application fee of \$500. He stated that this was a one-time fee for reviewing a new application.

Councilor Garvin MOVED to adopt Resolution No. 2018-54; providing for a combined fee schedule that allows the Fire Department to recover costs for fire and EMS services allowed within City Ordinance and the International Fire Code as adopted by the State of Oregon; SECONDED by Councilor Peralta. Motion PASSED unanimously.

- 6.b. Resolution No. 2018-55: A Resolution appointing three more members to the McMinnville Affordable Housing Task Force.

Planning Director Richards explained that there are currently three vacancies on the Affordable Housing Task Force. The appointments in Resolution No. 2018-55 will be filling vacancies and one new position that was created in September. The Affordable Housing Task Force recommends Meredith Nelson, of Willamette Valley Medical Center, representing the business community, Howard Aster, Aster Construction, a long-term builder in the community, and Mark Davis, Citizen at-large who has great institutional knowledge to fill the current vacancies.

Councilor Garvin stated that he was very happy with the applicants.

Planning Director Richards noted that it should be added to the record that Councilor Drabkin recused herself from one of the decision-making processes because she was very familiar with one of the applicants from the business community.

Councilor Ruden MOVED to adopt Resolution No. 2018-55; appointing three more members to the McMinnville Affordable Housing Task Force; SECONDED by Councilor Peralta. Motion PASSED unanimously.

7. **ADVICE/ INFORMATION ITEMS**

a. Reports from Councilors on Committee & Boards Assignments

Councilor Garvin stated that YCOM will be having a meeting in a couple of days.

Councilor Peralta shared that the Mid-Willamette Valley Council of Governments has a meeting coming up.

Councilor Ruden noted that the Affordable Housing Task Force has a big meeting coming up.

Planning Director Richards shared that there will be an Affordable Housing Task Force meeting on October 24th at 10 a.m. She stated that there has been discussion about bringing a local affordable housing construction excise tax online. It was enabled by state legislation and the Task Force has been discussing the possibility for the last year. She stated that they would like to have a discussion with the Development Community and talk about solutions.

Councilor Stassens shared that there was recently a McMinnville Urban Renewal Committee Meeting. She stated that they have discussed the 3rd Street project and next steps and they filled a vacant position.

Mayor Hill stated that he had an opportunity to attend a League of Oregon (LOC) Cities regional meeting going over the priorities for the 2019 Legislative Session. They are preparing for the January 24th City Day at the State Capital. The next LOC regional meeting will be October 30th.

b. Department Head Reports

Captain Symons shared that there are four police officers at training. There was a joint training with Patton Middle School on active shooter training and Councilor Stassens participated.

Fire Chief Leipfert shared that he is headed to Amity to meet with the Board about the contract and what the negotiations will look like and when the Board meetings can be set up for the movement of the Amity Fire District Contract. He will be attending the Lafayette City Council meeting to make a presentation on collaboration and build on their bond initiative. In the next six months Chief Mount will be retiring. They are currently working internally on a recruitment strategy. Fire Chief Leipfert shared that Sunday morning is the Pancake Feed at the Fire Department.

Human Resources Manager Kylie Bayer-Fertterer stated that she has been building relationships with Staff, Department Heads, and community members and establishing her credibility as an HR Professional with the City. She noted that one of her first wins was making the City application a fillable PDF. Ms. Bayer-Fertterer noted that in the short term, the Employee Handbook will be updated and rolled out. She shared that she will be completing a classification and compensation analysis. Oregon's Equal Pay Act will be addressed and the City will be triaging and remedying any internal inequities. She has been meeting with employees and Department Heads, one of the common themes is that people are hungry for training and so she will be establishing a training program that will include mandatory trainings, policy training and developing a leadership and supervisory component of the training program. She will also be focusing in on equity and inclusion and recruiting techniques to ensure that the City's workforce reflects the

community. There will consolidation of the existing HR functions, upcoming contract negotiations, investment in an applicant tracking system, succession planning and forecasting vacancies, and continuation of relationship management.

Planning Director Richards shared that tomorrow night there will be the second Project Advisory Committee meetings for the Great Neighborhood Principles discussion. They will be spending the next four months asking “What makes a great neighborhood in McMinnville?” and what is needed in the development code to ensure that everyone has the opportunity to live in a great neighborhood. Public engagement encouraged and they want as many people participating in the dialogue as possible.

Information Systems Director Burke stated that the project with Yamhill Communications is on track to be turned on November 12th.

City Manager Towery stated that the annual employee Health Fair will be on Thursday and invited Council to attend. Engaging Local Government Leaders (ELGL) is a professional association that represents a broad range of public sector employees and there is a pop-up conference in Portland that he will be attending the conference Friday. Mr. Towery shared that the long time Legislative Director of the League of Oregon Cities is retiring at the end of the year and that he has been invited to serve on an interview panel to find a replacement.

Mr. Towery stated that he and Doris will be holding a Holiday Event on Sunday December 9th and invited the Council and Executive Team.

8. ADJOURNMENT: Mayor Hill adjourned the Regular City Council Meeting at 7:54 p.m.

Melissa Grace, City Recorder

CITY OF McMinnville
MINUTES OF SPECIAL CALLED MEETING
of the McMinnville City Council
Held at the Kent L. Taylor Civic Hall Conference Room on Gormley Plaza
McMinnville, Oregon

Wednesday, October 17, 2018 at 5:30 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Melissa Grace

Councilors:	<u>Present</u> Adam Garvin Kellie Menke, Council President Sal Peralta Alan Ruden Wendy Stassens	<u>Absent</u> Remy Drabkin
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Also present Community Development Director Mike Bisset, City Attorney David Koch, and City Manager Jeff Towery.

1. CALL TO ORDER: Mayor Hill called the meeting to order at 5:32 p.m.
2. Consider request from Tonight's Wine (2515 NE Orchard Avenue) for a OLCC Winery License.

Council President Menke MOVED to approve the request from Tonight's Wine (2515 NE Orchard Avenue) for a OLCC Winery License; SECONDED by Councilor Stassens. Motion PASSED unanimously.

3. ADJOURNMENT: Mayor Hill adjourned the Special Called Work Session at 5:32 p.m.

Melissa Grace, City Recorder



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

www.mcminnvilleoregon.gov

MEMORANDUM

DATE: November 13, 2018
TO: Jeff Towery, City Manager
FROM: David Koch, City Attorney
SUBJECT: MWL Easement related to Tower Lease Agreement with Verizon Wireless, LLC

Council Goal:

Plan for and Manage Financial Resources

Report in Brief:

The approved Option and Tower Lease Agreement with Verizon Wireless, LLC, requires the City to provide a public utility easement, if necessary, to allow for the installation and maintenance of equipment by McMinnville Water & Light (MWL) to service Verizon's equipment. The Resolution would grant the required easement to MWL.

Background:

On January 23, 2018, the City Council passed Resolution 2018-06, approving an Option and Tower Lease Agreement (Agreement) for Verizon to lease space on the City's emergency communications tower located at the City's Fire Station. The Agreement provides that the City will grant a right-of-way easement to a public utility, if necessary, to allow the utility to install and maintain equipment necessary to service the equipment installed by Verizon within the leased space.

Discussion:

Following execution of the Option and Tower Lease Agreement, Verizon representatives have worked with McMinnville Water & Light to determine what equipment and rights of access MWL would be required to provide service to Verizon's leased area. McMinnville Water and Light has indicated that an easement will be required from the City to related to the installation and maintenance electronic distribution equipment and related equipment, including conduit, transformers, vaults, primary conductors, secondary conductors and meters. MWL's equipment will be installed at the transformer pad that already exists at the Fire Department site.

The proposed easement was prepared by MWL, with input from the City and Verizon. The City Attorney and City Engineer have reviewed the final proposed easement and recommend approval of the easement by the City Council. If approved by the City, the easement will be presented to the MWL Commission on November 20, 2018, for acceptance.

Attachments:

Proposed Easement

Recommendation:

Approve Resolution 2018-56.

After recording, return to:
McMinnville Water & Light
P.O. Box 638, 855 Marsh Lane
McMinnville, OR 97128

Send Tax Statements to:
No change.

EASEMENT

THIS EASEMENT, made and entered into this _____ day of _____, 2018, by and between the City of McMinnville, a municipal corporation of the State of Oregon, (“the City”) and the City of McMinnville, a Municipal Corporation of the State of Oregon, acting by and through its WATER and LIGHT COMMISSION (“MW&L”);

WHEREAS: The City is the record owner of the following described real estate in Yamhill County, State of Oregon, to-wit:

Lots 5, 6, 7 and 8, Block 4, Original Town of McMinnville, Yamhill County, State of Oregon
and has the right to grant the easement hereinafter described relative to said real estate;

THEREFORE, for good and valuable consideration, which in terms of dollars is \$0.00-(None), the City does hereby grant and convey unto MW&L: a perpetual easement to construct, maintain, re-construct, improve, repair and replace, operate, and make connections to an electric distribution system and related equipment, including but not limited to: conduit, transformers, vaults, primary conductors, secondary conductors, and meters.

Easement is for a right-of-way over, under, and across the City's real estate described above and said easement more particularly described as follows:

A STRIP OF LAND LYING IN THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 20, TOWNSHIP 4 SOUTH, RANGE 4 WEST OF THE WILLAMETTE MERIDIAN IN YAMHILL COUNTY, OREGON, BEING ALSO A PORTION OF LOTS 5, 6, 7 AND 8, BLOCK 4, OF THE ORIGINAL TOWN OF MCMINNVILLE, YAMHILL COUNTY, STATE OF OREGON, DESCRIBED AS FOLLOWS:

SAID STRIP BEING 10-FEET WIDE, LYING 5 FEET ON EACH SIDE OF THE FOLLOWING DESCRIBED CENTERLINE:

COMMENCING AT A FOUND CASED MONUMENT AT THE INTERSECTION OF BAKER STREET WITH FIRST STREET, FROM WHICH POINT A FOUND CASED MONUMENT AT THE INTERSECTION OF BAKER STREET WITH LINCOLN STREET BEARS SOUTH 01°49'32" WEST 438.99 FEET;
THENCE CONTINUING ALONG NORTH EXTENSION OF THE MONUMENT LINE, NORTH 01°49'32" EAST 90.88 FEET;
THENCE NORTH 88°13'51" WEST 119.73 FEET TO THE NORTHEAST CORNER OF THE LEASE AREA BEING SERVED BY THIS EASEMENT;
THENCE ALONG THE EAST LINE THEREOF, SOUTH 01°46'09" WEST 15.50 FEET TO THE SOUTHEAST CORNER THEREOF;
THENCE ALONG THE SOUTH LINE THEREOF, NORTH 88°13'51" WEST 5.74;
THENCE SOUTH 39°13'31" WEST 50.68 FEET TO THE POINT OF BEGINNING;
THENCE NORTH 88°10'28" WEST 19.77 FEET ON THE END OF THIS CENTERLINE DESCRIPTION.

THE ATTACHED EXHIBIT “A” ENTITLED “UTILITY EASEMENT” SHOWS THE EASEMENT AREA (Map).

IN WITNESS WHEREOF, the parties make this instrument on the day and year first written above.

STATE OF OREGON)
) Ss.
County of _____)

This record was acknowledged before me on _____, 2018 by Jeff Towery as City Manager for the City of McMinnville

Before _____ me:

Notary Public for Oregon
My Commission Expires: _____

Approved as to Form:

City Attorney

Statement of acceptance:

ATTESTED BY:

Scott A. Hill
Mayor & Ex-Officio Member of
the Water & Light Commission

Trena McManus
Clerk of Commission

STATE OF OREGON)
) Ss.
County of Yamhill)

This record was acknowledged before me on _____, 2018 by SCOTT A. HILL as MAYOR and Ex-Officio Member of the Water and Light Commission.

Before me:

Notary Public for Oregon
My Commission Expires: _____

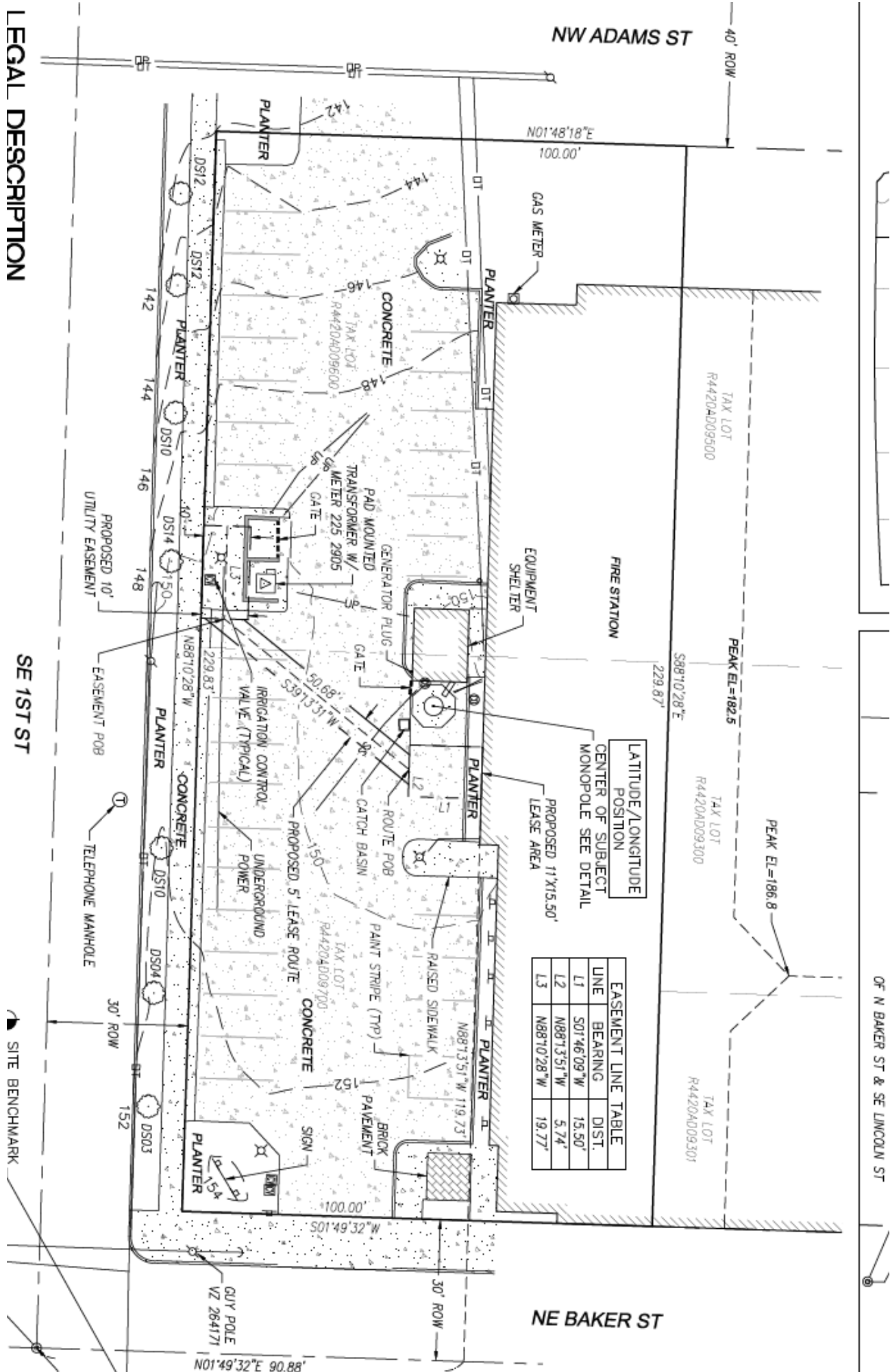
STATE OF OREGON)
) Ss.
County of Yamhill)

This record was acknowledged before me on _____, 2018 by Trena McManus as Clerk of the Water and Light Commission.

Before me:

Notary Public for Oregon
My Commission Expires: _____

EXHIBIT A
UTILITY EASEMENT



RESOLUTION NO. 2018-56

A Resolution granting an easement to McMinnville Water & Light for the purpose of installing an electric distribution system to service Verizon tower lease space.

RECITALS:

On January 23, 2018, the City Council passed Resolution 2018-06, approving an Option and Tower Lease Agreement (Agreement) for Verizon to lease space on the City's emergency communications tower located at the City's Fire Station.

The Agreement provides that the City will grant a right-of-way easement to a public utility, if necessary, to allow the utility to install and maintain equipment necessary to service the equipment installed by Verizon within the leased space.

McMinnville Water and Light has indicated that an easement will be required from the City to related to the installation and maintenance electronic distribution equipment and related equipment, including conduit, transformers, vaults, primary conductors, secondary conductors and meters.

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

1. An Easement is granted to McMinnville Water & Light, in the form attached hereto as Exhibit 1.
2. The City Manager is authorized to execute the Easement.
3. This Resolution will take effect immediately upon passage.

Adopted by the Common Council of the City of McMinnville at a regular meeting held November 13, 2018 by the following votes:

Ayes: _____

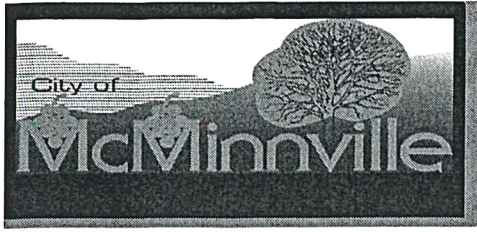
Nays: _____

Approved this 13th day of November, 2018.

MAYOR

Approved as to form:

CITY ATTORNEY



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

Liquor License Recommendation

BUSINESS NAME / INDIVIDUAL: Taqueria Tulancingo HGO LLC

BUSINESS LOCATION ADDRESS: 903 NE 3rd Street

LIQUOR LICENSE TYPE: Limited on-premises

Is the business at this location currently licensed by OLCC

☐ Yes ☒ No

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

Hours of operation: Monday-Thursday 10 am – 9 pm, Friday 10 am – 9:30 pm, Saturday and Sunday 9 am – 9:30 pm. Outdoor area used for food and alcohol service 9 am – 10 pm.

Entertainment: N/A

Hours of Music:

Seating Count: 44

EXEMPTIONS:

(list any exemptions)

Tritech Records Management System Check: ☒ Yes ☐ No

Criminal Records Check: ☒ Yes ☐ No

Recommended Action: ☒ Approve ☐ Disapprove

Chief of Police / Designee

City Manager / Designee



CITY OF McMINNVILLE
FINANCE DEPARTMENT
230 NE Second Street
McMinnville, Oregon 97128
www.mcminnvilleoregon.gov

MEMORANDUM

DATE: November 13, 2018
TO: Jeff Towery, City Manager
FROM: Marcia Baragary, Finance Director
SUBJECT: Resolution No. 2018-57, a Resolution adopting a supplemental budget for fiscal year 2018-2019 and making a budgetary transfer of appropriation authority

Discussion:

Oregon Local Budget Law allows a local government to prepare a supplemental budget when an occurrence or condition that was not known at the time the budget was prepared requires a change in financial planning (ORS 294.471). The governing body must adopt a resolution to adopt the supplemental budget and make any necessary appropriations. If the amendment to the budget will transfer an amount from contingency that exceeds 15 percent of total appropriations, a supplemental budget must be adopted, a public hearing must be held by the governing body, and public comment must be taken before adoption of the supplemental budget.

Resolution No. 2018-57 proposes a supplemental budget for the Airport Maintenance Fund. A supplemental budget is necessary due to unanticipated repairs of the HVAC system for the Oregon State Police Building, costs to clean and repair fuel tanks, and costs to trim trees for runway clearance. In addition, unanticipated engineering costs will be incurred due to the delay of completion of the runway rehabilitation project.

This supplemental budget increases materials and services appropriations from \$364,433 to \$474,433. Capital outlay appropriations are increased from \$67,400 to \$137,400.

Because the supplemental budget transfers \$180,000 from contingency, which exceeds 15 percent of total appropriations in the Airport Maintenance Fund, the Council is required to hold a public hearing and take public comment prior to adopting the supplemental budget.

As required by ORS 294.473, a public hearing will be held at the November 13, 2018 City Council meeting. Appropriate notice of the public hearing has been published.

Attachment: Resolution No. 2018-57, a Resolution adopting a supplemental budget for fiscal year 2018-19 and making supplemental appropriations

Action: A motion is needed to adopt Resolution No. 2018-57.

RESOLUTION NO. 2018-57

A Resolution adopting a supplemental budget for fiscal year 2018-2019 and making a budgetary transfer of appropriation authority

RECITAL:

Oregon Local Budget Law allows a local government to prepare a supplemental budget when an occurrence or condition that was not known at the time the budget was prepared requires a change in financial planning (ORS 294.471). The governing body must adopt a resolution to adopt the supplemental budget and make any necessary appropriations. If the amendment to the budget will transfer an amount from contingency that exceeds 15 percent of total appropriations, a supplemental budget must be adopted, a public hearing must be held by the governing body, and public comment must be taken before adoption of the supplemental budget.

This resolution proposes a supplemental budget for the Airport Maintenance Fund. A supplemental budget is necessary due to unanticipated repairs of the HVAC system for the Oregon State Police Building, costs to clean and repair fuel tanks, and costs to trim trees for runway clearance. In addition, unanticipated engineering costs will be incurred due to the delay of completion of the runway rehabilitation project.

This supplemental budget increases materials and services appropriations from \$364,433 to \$474,433. Capital outlay appropriations are increased from \$67,400 to \$137,400.

Because the supplemental budget transfers \$180,000 from contingency, which exceeds 15 percent of total appropriations in the Airport Maintenance Fund, the Council is required to hold a public hearing and take public comment prior to adopting the supplemental budget. As required by ORS 294.473, a public hearing will be held at the November 13, 2018 City Council meeting. Appropriate notice of the public hearing has been published.

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

1. **Adopt the following Supplemental Budget:** The Common Council of the City of McMinnville adopts the following Supplemental Budget for 2018-2019 in the Airport Maintenance Fund.
2. **Make a Budgetary Transfer of Appropriation Authority:** The Supplemental Budget transfers appropriations from contingency and increases Materials & Services and Capital Outlay appropriations. The transferred appropriations for fiscal year 2018-2019 are hereby appropriated as follows:

Airport Maintenance Fund requirements are increased due to the unanticipated expenses in fiscal year 2018-2019.

<u>Airport Maintenance Fund:</u>	<u>Amended Budget</u>	<u>Budget Adjustment</u>	<u>Amended Budget</u>
Requirements:			
Materials & Services	\$ 364,433	110,000	474,433
Capital Outlay	\$ 67,400	70,000	137,400
Contingencies	300,000	(180,000)	120,000
Ending Fund Balance	480,464	-	480,464
Total Requirements	<u>\$1,212,297</u>	-	<u>\$1,212,297</u>

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 13th day of November 2018 by the following votes:

Ayes: _____

Nayes: _____

Approved this 13th day of November 2018.

MAYOR

Approved as to form:

CITY ATTORNEY



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

www.mcminnvilleoregon.gov

STAFF REPORT

DATE: November 13, 2018
TO: Jeff Towery, City Manager
FROM: Roy Markee, Engineering Project Manager
VIA: Mike Bisset, Community Development Director
SUBJECT: Design services – Various Sanitary Sewer Rehabilitation Projects.

Council Goal:

Plan and Construct Capital Projects

Report in Brief:

This action is the consideration of a resolution to award a Personal Services Contract to AKS Engineering & Forestry for the design of the NE High School Basin Sanitary Sewer Project.

Background:

On January 18, 2017, proposals were received for the design of Various Sanitary Sewer Projects. Four project areas were identified to be rehabilitated:

- 12th Street Sanitary Sewer Project;
- NE High School Sanitary Sewer Rehabilitation Project;
- NW High School Sanitary Sewer Rehabilitation Project; and
- Chandlers Addition Sanitary Sewer Project.

At their meeting on February 14, 2017, the City Council adopted Resolution 2017-12 approving a list of four consultants for sewer design work. From that list, AKS Engineering and Forestry was chosen to complete the design work for the second project to be constructed: NE High School Basin Sanitary Sewer Project.

Portions of the NE High School Basin Sanitary Sewer Project overlap with the paving work included in the voter approved 2014 Transportation Bond measure. To ensure proper coordination between the sewer work and street repaving, the street repaving design work has been included the scope of work prepared by AKS Engineering and Forestry.

The design of the NE High School Basin Sanitary Sewer Project will be completed in early 2020, and the project construction work is expected occur in 2020-2021.

See attached vicinity map for the area of the NE High School Basin Sanitary Sewer Project.

Discussion:

The NE High School Basin Sanitary Sewer Project will rehabilitate 16,000 lineal feet of aging sanitary sewer pipelines, ranging in size from 6 inch diameter to 18 inch diameter. The pipes will be rehabilitated with an assortment of techniques including open cut, pipe bursting and cured in place pipe (CIPP) lining. As part of the design project, plans for repaving of 800 lineal feet of streets will be prepared. The street repaving work will be included in the project construction contract, and will occur after the sanitary sewer rehabilitation work is completed.

The design estimate for the scope of work is \$368,465.00 (see attached Scope of Work)

Attachments:

1. Resolution
2. Scope, Fee & Vicinity Map
3. Resolution 2017-12 (adopted February 14, 2017)

Fiscal Impact:

Funds for the design work are included in the adopted FY19 Wastewater Capital Fund (77) and Transportation Fund (45) budgets.

Recommendation:

Staff recommends that the City Council adopt the attached resolution approving the Personal Services Contract with AKS Engineering and Forestry for the design of the NE High School Basin Sanitary Sewer Project.

RESOLUTION NO. 2018-58

A Resolution awarding the contract for the design of the NE High School Basin Sanitary Sewer Project.

RECITALS:

At their meeting on February 14, 2017, the City Council adopted Resolution 2017-12 approving a list of four consultants for sewer rehabilitation design work. From that list, AKS Engineering and Forestry was chosen to complete the design work for the second project to be constructed: NE High School Basin Sanitary Sewer Project.

The NE High School Basin Sanitary Sewer Project will rehabilitate 16,000 lineal feet of aging sanitary sewer pipelines, ranging in size from 6 inch diameter to 18 inch diameter. The pipes will be rehabilitated with an assortment of techniques including open cut, pipe bursting and cured in place pipe (CIPP) lining.

As part of the design project, plans for repaving of 800 lineal feet of streets, will be prepared. The street repaving work will be included in the project construction contract, and will occur after the sanitary sewer rehabilitation work is completed

Funds for the design work are included in the adopted FY19 Wastewater Capital Fund (77) and Transportation Fund (45) budgets.

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 AKS Engineering and Forestry in the amount of \$368,465.00, for the NE High School Basin Sanitary Sewer Project, is hereby approved.
2. That the City Manager is hereby authorized and directed to execute the personal 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 13th day of November 2018 by the following votes:

Ayes: _____

Nays: _____

Approved this 13th day of November 2018.

MAYOR

Approved as to form:

CITY ATTORNEY

September 26, 2018



Roy Markee
City of McMinnville
231 NE 5th St
McMinnville, OR 97128

RE: Rev 1 - Scope of work and fee estimate for the NE High School Basin I&I Reduction Project

Roy,

The following is our scope of work and fee estimate for the NE High School Basin I&I Reduction Project. The scope of work is based on information provided by the City and our experience with similar projects.

We are grateful for the opportunity to continue to work with the City in this capacity. Feel free to give me a call with any questions at 503-563-6151 or via email at johnc@aks-eng.com.

Sincerely,

AKS ENGINEERING & FORESTRY, LLC

A handwritten signature in black ink, appearing to read "John P. Christiansen". The signature is fluid and cursive, with a large loop at the end.

John P. Christiansen, PE
Project Manager, Associate
12965 SW Herman Road, Suite 100
Tualatin, OR 97062
503-653-6151 | johnc@aks-eng.com

Project Understanding

The main purpose of the project is to reduce the I&I into the City wastewater system. The project involves the assessment of approximately 16,000-LF of sanitary sewer mainline and associated manholes and City owned service laterals and development of construction documents to facilitate the repair or replacement of the existing system. The approximate limits of the project are shown in the attached Exhibit A. The project also includes the rehabilitation (grind and inlay) of a portion of NE 18th Street between N Hembree and N McDonald. The project is being funded by City sewer and general transportation funds.

The approximate project schedule is as follows:

- October 2018 – December 2019: Design
- January 2020 – April 2020: Bidding and Procurement
- June 2020 – September 2021: Construction

Scope of Work

Task 1 – Assessment of Existing Conditions

The objective of this task is to perform all planning and pre- design activities to assess all existing conditions that relate to the project and identify all deficiencies, issues, and concerns.

1.1 Conduct Project Kick-Off Meeting, Initial Research, and Project Planning - A project kick-off meeting will be held with AKS and key City staff to discuss project elements, design criteria, input on operations and maintenance issues, and input on preferences.

1.2 Review of Record Data - AKS will map these utilities on the Geographic Information Systems (GIS) maps provided by the City and thoroughly review all pipeline videos, as-builts or record drawings, permit drawings, utility company information, and GIS maps. During this review the location of all laterals will be determined based on the video location, the City as-built drawings, and the City's GIS database. If there are issues, discrepancies, or missing information from pipeline videos, AKS will provide information to City staff on which segments of pipelines will need additional video testing.

1.3 Assessment of Line Rehabilitation Methods – Following review of video records, an initial assessment will be made for the suitability of line rehabilitation or replacement methods. Line rehabilitation is anticipated to include CIPP, pipe bursting, and open trench cut for line replacement. An exhibit showing the line rehabilitation/replacement recommendations will be prepared.

Task 2 - Perform Field Work

The objective of this task is to perform all field work necessary to support the development of the construction documents.

2.1 Smoke Testing – The sanitary sewer system will be smoke tested. AKS will notify affected property owners and coordinate with a subcontractor, SFE Global, to perform the smoke testing. This notification will be done both with door hangers and a notice in the local newspaper. SFE Global will perform smoke testing to determine stormwater cross connections and other leaks. Safe, non-toxic smoke will be generated and blown into sanitary sewer systems under very low



pressure. The smoke will enter the sanitary sewer system as well as cross connected storm water sources such as roof leaders, perimeter drains, and cracks. The result is a visual confirmation of smoke in a stormwater system, which is evidence that rain or groundwater has been entering the sanitary sewer system. Documentation will include field notes, photographs, and videos.

2.2 Determination of Lateral Routing – In cases where record documents do not clearly identify the location of a service lateral to an individual property, AKS will work with City crews to locate individual service laterals. This is anticipated to include dye testing and video inspection. Only one service lateral to each property will be provided with the final design.

2.3 Boundary and Control Survey – A baseline control survey will be completed within the project area to establish a horizontal and vertical control network. The survey control will reference the City of McMinnville vertical datum and horizontal projection. Where sewer mains are located within public roadways, the locations of the rights-of-way will be established. Easements will be mapped based on City provided records.

2.4 Drone Survey – The project area will be flown with a drone. The drone data will be processed to develop a high resolution ortho-mosaic image as well as a TIN surface. Prior to flying the site, the Oregon Utility Notification Center will be contacted to field mark utilities throughout the project area. The aerial image produced by the drone will be sufficient resolution to accurately map located utilities as well as surface features such as curbs and sidewalks.

2.5 Topographic/Site Survey – Following completion of tasks 1 and 2.1 thru 2.4, AKS will complete a focused topographic/site survey in areas critical to the design and/or where the drone survey does not adequately define existing conditions. This task will include measuring invert elevations on all sanitary sewer and storm drain infrastructure within the project area.

A project base map (existing conditions plan) will be developed based on all information collected in Task 2.

Task 3 – Basis of Design Report and Review Meeting

Information gathered and material generated during Tasks 1 and 2 will be assembled into a basis of design report. AKS will organize and facilitate a meeting with the City to review the line rehabilitation and replacement recommendations.

Task 4 – Design

4.1 Construction Documents - AKS will develop the following documents:

- Construction Plans (50%, 90%, 100%)
- Bid package including instructions to bidder, proposal, all applicable bid forms, special provisions and revisions to the 2015 Oregon Standard Specifications for Construction (90% and 100%).
- Engineer's Construction Cost Estimate (90% and 100%)

4.2 Review Meetings – AKS will attend review meetings with the City following 50% and 90% review of construction documents.

Task 5 – Neighborhood Meeting

Following the City review of the 90% documents, AKS will participate in a neighborhood meeting.

Task 6 – Contractor Bid Support

AKS will respond to bidder questions during the project bid period.

Task 7 – Construction Support

AKS will provide the following services during construction:

- 7.1 Pre-Construction** - Attend a pre-construction meeting with the City and the Contractor
- 7.2 Submittals/RFI's** - Review contractor submittals if requested by the City and respond to request for information (RFIs) during construction

Task 8 – Construction Staking

AKS will provide any necessary construction surveying. All construction surveying will be coordinated directly with the Contractor. Construction staking will be limited to the following items:

- Right-of-way lines
- Easement lines
- Offsets to manholes and mainline where line rehabilitation method is dig and replace

Task 9 – Pre and Post Construction Survey

- 9.1 Pre-Construction Survey** – If existing survey monuments fall within the limits of construction and are anticipated to be disturbed by construction, AKS will prepare a pre-construction survey in accordance with ORS 209.250. The survey will be filed with the Yamhill County Surveyor's office.
- 9.2 Post-Construction Survey** – Following construction, AKS will reset any survey monuments disturbed by construction and prepare a post construction survey in accordance with ORS 209.050. The survey will be filed with the Yamhill County's Surveyor's office.

Assumptions:

1. City crews will be made available to complete video inspections and support dye testing where requested by AKS.
2. Boundary survey scope is limited to right-of-way resolution. Individual property lines will not be determined as part of the boundary survey.
3. AKS will review all easement information provided by the City. Development of new easements is not included in the scope of work of this project.
4. The City will be responsible for providing a facility and notifying the public of the project neighborhood meeting.



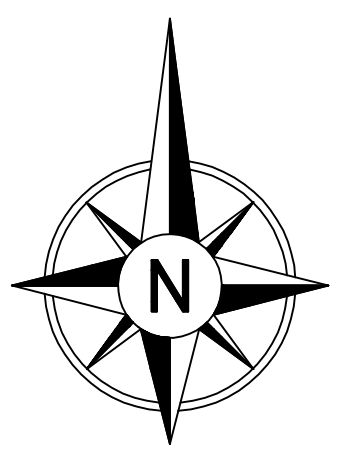
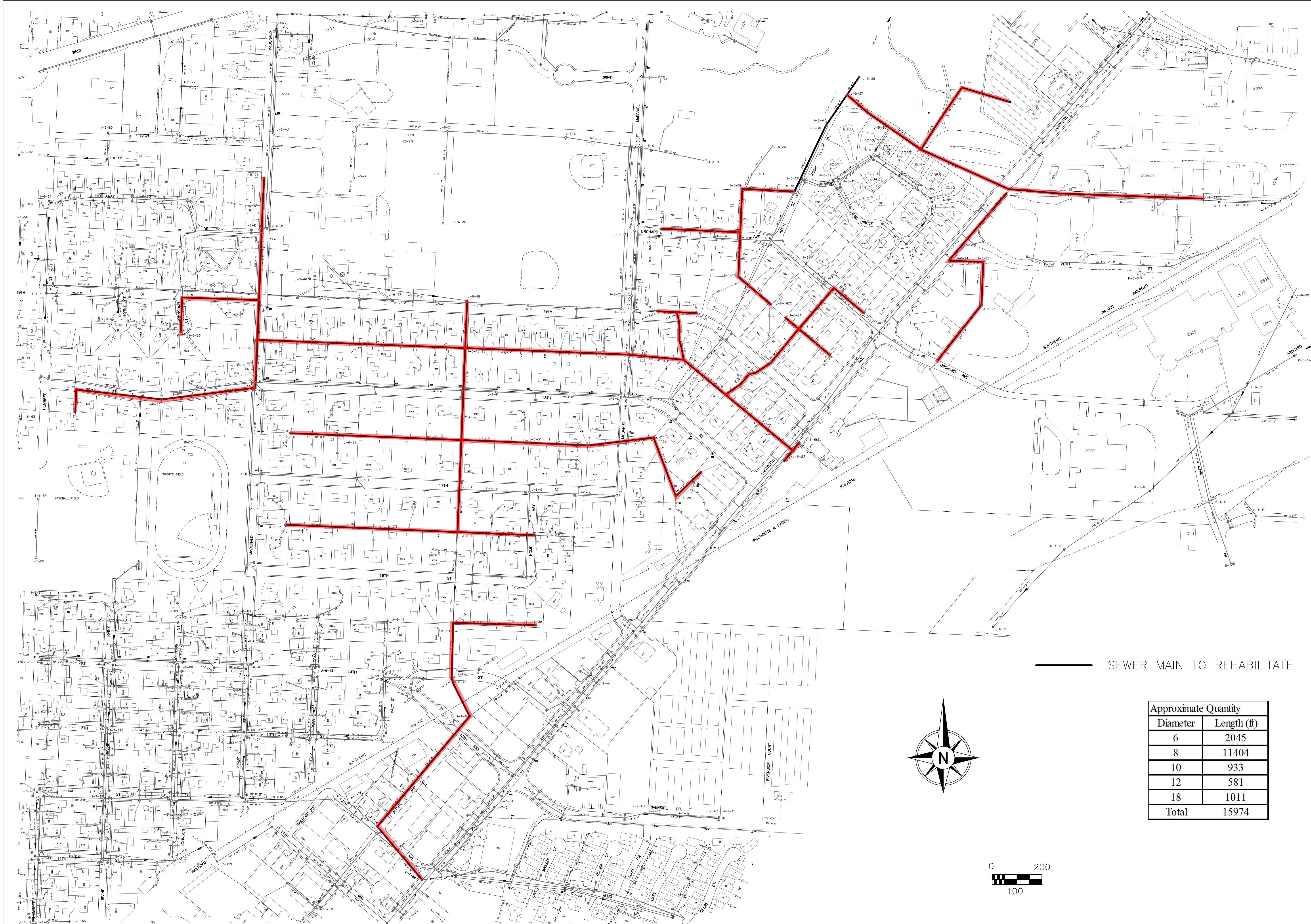
Project Fee Estimate

McMinnville NE High School Basin I&I Project

Project Fee Estimate	AKS ENGINEERING & FORESTRY, LLC												
	Principal In Charge	Project Manager / Engineer	Project Engineer	Eng. Tech	Project Surveyor	Survey Tech	Survey Crew (Two Person)	Drone Survey	Technical Editor	Clerical	Survey Crew (BOLI Rate)	Direct Costs	ESTIMATED TOTAL COST
McMinnville NE High School Basin I&I Project	\$175.00	\$150.00	\$140.00	\$95.00	\$150.00	\$115.00	\$190.00	\$150.00	\$85.00	\$65.00	\$225.00	1	
Project Tasks & Estimated Personnel Hours													
Task 1: Assessment of Existing Conditions													
1.1 Kick Meeting, Research, and Project Planning	4	8	8							10			\$3,670
1.2 Review of Record Data	4	70	85	140									\$36,400
1.3 Assessment of Line Rehabilitation Methods	4	40	80	80									\$25,500
Task 2: Perform Field Work													
2.1 Smoke Testing			10	30								\$22,250	\$26,500
2.2 Determination of Lateral Routing			20	60									\$8,500
2.3 Boundary and Control Survey					20	60	40						\$17,500
2.4 Drone Survey								40					\$6,000
2.5 Topographic Survey					15	30	80						\$20,900
Task 3: Basis of Design Report													
3.1 Basis of Design Report	10	20	40	20					8	10			\$13,580
Task 4: Design													
4.1 Construction Documents	40	180	360	780						40			\$161,100
4.2 Review Meetings	10	10	10										\$4,650
Task 5: Neighborhood Meeting													
5.1 Neighborhood Meeting		20	20	20						2			\$7,830
Task 6: Contractor Bid Support													
6.1 Contractor Bid Support		10	10										\$2,900
Task 7: Construction Support													
7.1 Pre-Con		4	4										\$1,160
7.2 Submittals/RFIs		10	20										\$4,300
Task 8: Construction Staking													
8.1 Construction Staking					4	20					60		\$16,400
Task 9: Pre and Post Construction Survey													
9.1 Pre-Construction Survey					10	20						\$300	\$4,100
9.2 Post Construction Survey					5	15	20					\$300	\$6,575
ESTIMATED PERSONNEL TASK HOURS SUBTOTAL													
	72	372	667	1130	54	145	140	40	8	62	60	-	-
ESTIMATED PERSONNEL COST SUBTOTAL													
	\$12,600	\$55,800	\$93,380	\$107,350	\$8,100	\$16,675	\$26,600	\$6,000	\$680	\$4,030	\$13,500	\$22,850	\$367,565
ESTIMATED REIMBURSABLE EXPENSES (AT COST)													
		-	-	-	-	-	\$900		-	-		-	\$900
TOTAL COST ESTIMATE													
													\$368,465

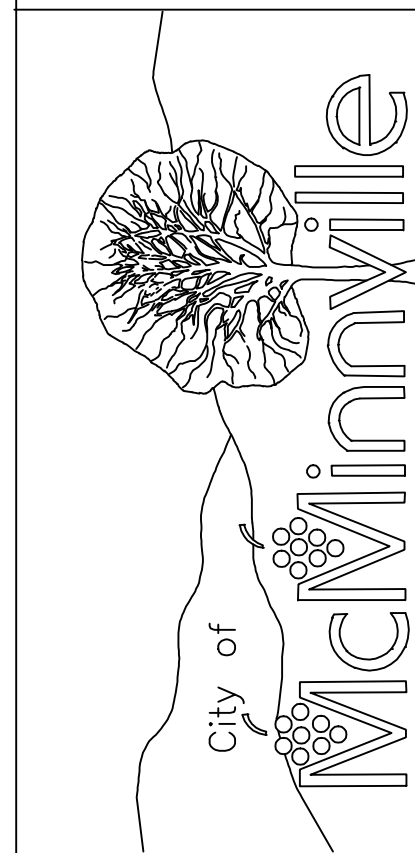
Notes:

1. Direct cost for smoke testing is for subcontracted services (SFE Global) and includes 10% markup



SEWER MAIN TO REHABILITATE

Approximate Quantity	
Diameter	Length (ft)
6	2045
8	11404
10	933
12	581
18	1011
Total	15974



CITY OF McMINNVILLE, OREGON
ENGINEERING DEPARTMENT
VARIOUS SANITARY SEWER REHABILITATION PROJECTS
NE HIGH SCHOOL SANITARY SEWER
REHABILITATION PROJECT

SCALE: Drawn: RM
Checked: Date: October 27, 2016
Project No.
SHEET 3 of 5

RESOLUTION NO. 2017-12

A Resolution establishing a list of firms qualified to provide consulting services related to the design and construction of sanitary sewer rehabilitation and repair projects.

RECITALS:

Staff recently completed a Request for Qualifications (RFQ) process to develop a short list of qualified firms or individuals to provide engineering or other professional services related to completing sanitary sewer rehabilitation and repair projects contained in the City's adopted Wastewater Conveyance Master Plan and associated Wastewater Financial Plan.

Seven proposals were received prior to the RFQ due date of January 18, 2017. The proposals were reviewed, evaluated, and ranked, by a selection committee of Community Development Department staff, using the evaluation criteria outlined in the RFQ documents.

Based upon the evaluation, staff recommends that the four highest ranked firms (noted below) be included on the short list of consultants or consultant teams that will be used to provide services to complete the sanitary sewer improvements. The City will negotiate separate Personal Services Contracts for specific projects on an as needed basis.

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

1. That the following list of firms qualified to provide consulting services related to the design and construction of the street improvement and repair bond projects is hereby approved:
 - AKS Engineering & Forestry LLC
 - Murray, Smith & Associates, Inc.
 - Century West Engineering Corporation
 - Carollo Engineers
2. That this resolution shall take effect immediately upon passage and shall continue in full force and effect until revoked or replaced.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 14th day of February, 2017 by the following votes:

Ayes: Drabkin, Garvin, Jeffries, Menke, Stassens, Ruden

Nays: _____

Approved this 14th day of February, 2017.


MAYOR

Approved as to form:


CITY ATTORNEY



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

www.mcminnvilleoregon.gov

STAFF REPORT

DATE: November 13, 2018
TO: Jeff Towery, City Manager
FROM: Rich Spofford, Engineering Services Manager
VIA: Mike Bisset, Community Development Director
SUBJECT: Bid Award – WRF Tertiary Treatment and Disinfection Project.

Council Goal:

Plan and Construct Capital Projects

Report in Brief:

This action is the consideration of a resolution to award a Bid to Stettler Supply Company for the construction of the WRF Tertiary Treatment and Disinfection Project.

Background:

At 2:00 PM on November 1, 2018, bids for WRF Tertiary Treatment and Disinfection Project were opened and read aloud. 10 bids were received and Stettler Supply Company was deemed to be the lowest responsible bidder by completing all items properly. A detailed breakdown of the bids is available on file in the Engineering Department.

	Stettler Supply	Boede Supply	RJ Reimers	R&G Excavating	McClure and Sons
Base Bid	\$ 1,909,500.00	\$ 1,999,647.00	\$ 2,041,050.00	\$ 2,043,300.00	\$ 2,079,245.00
ADD 1	\$ 329,000.00	\$ 366,763.00	\$ 193,175.00	\$ 245,000.00	\$ 185,000.00
ADD 2	\$ 207,000.00	\$ 241,323.00	\$ 183,550.00	\$ 185,000.00	\$ 178,750.00
	Stellar J Const	Wildish Building	2KG Contractors	Tek Construction	JW Fowler
Base Bid	\$ 2,155,716.00	\$ 2,389,020.00	\$ 2,388,194.00	\$ 2,420,500.00	\$ 2,550,453.00
ADD 1	\$ 185,000.00	\$ 304,680.00	\$ 311,926.00	\$ 187,000.00	\$ 180,000.00
ADD 2	\$ 179,000.00	\$ 234,400.00	\$ 194,318.00	\$ 181,000.00	\$ 163,000.00

Construction is expected to start in early 2019 and is expected to be completed in early 2020.

See attached vicinity map.

Discussion:

The project consist of several parts. The base bid includes work to retrofit the automatic backwash filter system, replace and retro fit the obsolete UV disinfection system, and their installation. Add Alternate 1 is for coating both the existing steel tertiary clarifier mechanisms. Add Alternate 2 is for coating and repairing the interior of existing ATAD #3.

The basis of award does not include these additive alternates. After evaluating the bids and looking back at previous ATAD and Secondary Clarifier coatings, Staff is recommending awarding the Base Bid only and repackaging the Clarifier/ATAD work into a separate contract and bid for award at a later date.

Attachments:

1. Resolution
2. Vicinity Map

Fiscal Impact:

Funds for the design work are included in the adopted FY19 Wastewater Capital Fund (77) budget.

Recommendation:

Staff recommends the City Council adopt the attached resolution approving the Base Bid and awarding Stettler Supply Company the construction contract for WRF Tertiary Treatment and Disinfection Project.

RESOLUTION NO. 2018-59

A Resolution awarding a bid for the Water Reclamation Facility Tertiary Treatment and Disinfection Project, Project No. 2017-2.

RECITALS:

At 2:00 PM on November 1, 2018, bids for WRF Tertiary Treatment and Disinfection Project were opened and read aloud. 10 bids were received and Stettler Supply Company was deemed to be the lowest responsible bidder by completing all items properly. A detailed breakdown of the bids is available on file in the Engineering Department.

The project consist of several parts. The base bid includes work to retrofit the automatic backwash filter system, replace and retro fit the obsolete UV disinfection system, and their installation. Add Alternate 1 is for coating both the existing steel tertiary clarifier mechanisms. Add Alternate 2 is for coating and repairing the interior of existing ATAD #3.

The basis of award does not include these additive alternates. Based on the bid price submitted by Stettler Supply Company, the City will not accept the additive alternates as part of this project and will package and rebid those items at a later date. Total Bid price for the base bid only is \$1,909,500.00.

Funding for the work is included in the adopted FY19 Wastewater Capital Fund (77).

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

1. That entry into Contract with Stettler Supply Company for the Water Reclamation Facility Tertiary Treatment and Disinfection Project, Project No. 2017-2, in the amount of \$1,909,500.00, is hereby approved.
2. The City Manager is hereby authorized and directed to execute the Contract with Stettler Supply Company.
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 13th day of November 2018 by the following votes:

Ayes: _____

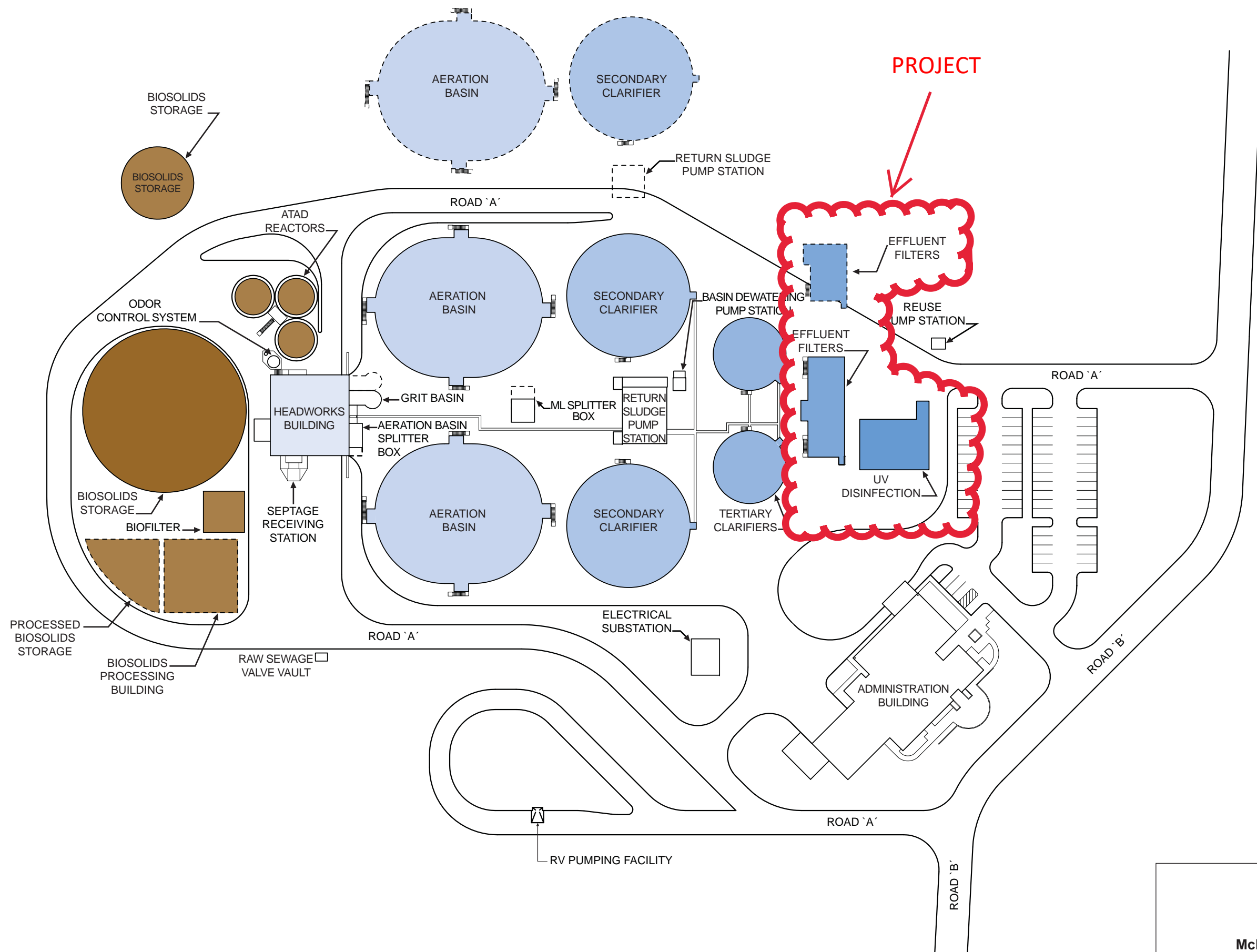
Nays: _____

Approved this 13th day of November 2018.

MAYOR

Approved as to form:

CITY ATTORNEY



LEGEND

- Existing
- - - - New

Figure ES-8

McMinnville Water Reclamation Facility
RECOMMENDED SITE PLAN AND PLANT LAYOUT



City of McMinnville
Community Development Department
231 NE Fifth Street
McMinnville, OR 97128
(503) 434-7311

www.mcminnvilleoregon.gov

STAFF REPORT

DATE: November 6, 2018
TO: Jeff Towery, City Manager
FROM: Rich Spofford, Engineering Services Manager
VIA: Mike Bisset, Community Development Director
SUBJECT: Oregon Department of Aviation – Critical Oregon Airport Relief Grant for the Apron Rehabilitation Project, Project 2017-10

Council Goal:

Plan and Construct Capital Projects – Continue to plan and all available grant funding for Airport Improvements.

Report in Brief:

This action is the consideration of a resolution to accept an Oregon Department of Aviation (ODA) Critical Oregon Airport Relief Program Grant in the amount of \$21,150.00 or 7.5% of the total project cost, whichever is less.

Background:

On August 14, 2018, Council accepted a Federal Aviation Administration (FAA) Grant Offer for \$253,084.00 to fund the improvement project at the airport. The FY18/19 Budget contains a project in the Airport Fund (25) to begin environmental, design, and bidding work related to the Apron Rehabilitation. 90% of this project is federally funded with a 10% match with City funds which is will come, in part, from this ODA COAR Grant.

Discussion:

The attached is the ODA COAR Grant offer. This Grant will pay 7.5% of the City's 10% match or about \$21,150.00. This will leave the City with the remaining 2.5% (or \$7,050.00) to fund the first phase of the project which includes environmental and design services, surveying, project management, geotechnical investigations, inner agency coordination, FAA reporting, and bidding services for the Apron Rehabilitation Project. This first phase of the project is estimated to cost \$282,004.00.

Construction is expected to begin in July of 2019.

Attachments:

1. Resolution
2. COAR Grant Offer
3. Project Map

Fiscal Impact:

The project is funded by a FAA-AIP grant whereas the FAA funds 90% of the project and the City is responsible for the 10%. Grant funding will be accounted for in the Airport Fund (Fund 25).

Recommendation:

Staff recommends the City Council accepts the Grant Offer from the Oregon Department of Aviation by the attached resolution in the amount of \$21,150.00 or 7.5%, whichever is less.

RESOLUTION NO. 2018-60

A Resolution accepting the Critical Oregon Airport Relief Program Grant Offer and authorizing the City Manager to execute an agreement with the Oregon Department of Aviation (DOA) for the Airport Improvement Project.

RECITALS:

On August 14, 2018, Council accepted a Federal Aviation Administration (FAA) Grant Offer for \$253,084.00 to fund the improvement project at the airport. The FY18/19 Budget contains a project in the Airport Fund (25) to begin environmental, design, and bidding work related to the Apron Rehabilitation. 90% of this project is federally funded with a 10% match with City funds which is will come, in part, from this ODA COAR Grant.

This Grant will pay 7.5% of the City's 10% match or about \$21,150.00. This will leave the City with the remaining 2.5% (or \$7,050.00) to fund the first phase of the project which includes environmental and design services, surveying, project management, geotechnical investigations, inner agency coordination, FAA reporting, and bidding services for the Apron Rehabilitation Project. This first phase of the project is estimated to cost \$282,004.00. Construction is expected to begin in July of 2019.

The ODA has prepared a Grant Offer (COAR-2018-MMV-00015) for execution.

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

1. The City Manager is hereby authorized and directed to execute the Critical Oregon Airport Relief Program Grant Offer with the Oregon Department of Aviation for the City of McMinnville Airport Improvement Project in the amount of \$21,150.00 or 7.5%, whichever is less.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 13th day of November 2018 by the following votes:

Ayes: _____

Nays: _____

Approved this 14th day of August 2018.

MAYOR

Approved as to form:

CITY ATTORNEY

GRANT AGREEMENT
CRITICAL OREGON AIRPORT RELIEF GRANT PROGRAM AGREEMENT
McMinnville Municipal Airport
Project Name: Pavement Rehabilitation Phase I - Environmental/Design

THIS AGREEMENT is made and entered into by and between the **State of Oregon**, acting by and through its Department of Aviation, hereinafter referred to as "ODA" or as the "State", and **City of McMinnville**, acting by and through its elected officials, herein referred to as "Recipient," both herein referred to individually or collectively as "Party" or "Parties".

I. TERMS OF AGREEMENT:

1. Effective Date. This Agreement shall become effective on February 13, 2018. This Agreement is fully executed and approved as required by applicable law. Unless otherwise terminated or extended, Grant Funds under this Agreement shall be available for Project Costs incurred on or before two years after the Effective Date (the "Availability Termination Date"). No Grant Funds are available for any expenditure before the Effective Date or after the Availability Termination Date.

2. Agreement Documents. This Agreement consists of this document and the following documents:

- a. Exhibit A: **Project Description, Milestones, Schedule and Budget**
- b. Exhibit B: **Application and documents provided by Recipient to ODA prior to the execution and in preparation of this Agreement, including but not limited to FAA AIP grant, contracts, scope of work, cost estimates.**

Exhibits A and B are incorporated by reference into this Agreement and are attached hereto. In the event of a conflict between two or more of the documents comprising this Agreement, the language in the document with the highest precedence shall control. The precedence of each of the documents comprising this Agreement is as follows, listed from highest precedence to lowest precedence: This Agreement without Exhibits; Exhibit A; Exhibit B.

3. Project Cost; Grant Funds; Match. The maximum obligation of the State payable under this grant shall be \$21,150.00. The total Project Cost is estimated at \$282,004.00. In accordance with the terms and conditions of this Agreement, ODA shall provide Recipient Grant Funds in an amount not to exceed \$21,150.00 or 7.5% of the total Project Cost, whichever is less, of Project Costs described in Section 5.b hereof. Recipient shall provide matching funds in an amount of \$7,050.00 or 2.50% of the total Project Cost as described in Exhibit A. ODA will withhold five percent (5%) of the Grant Funds to be distributed as provided in Section 9.c.

4. Project Implementation and Completion. Recipient shall implement and complete the project in accordance with the plans and specifications and all documents or plans included in Exhibit A, incorporated herein, as they may be revised or modified with the approval of ODA. In accordance with the provisions of Section 6, Recipient shall notify ODA in writing of all changes in the project activities prior to performing any changes and shall not perform any changes without written prior approval from ODA.

5. Grant Funds.

a. Use of Grant Funds; Grant Award; No Exclusive Right. The Grant Funds shall be used solely for the Project described in Exhibit A and shall not be used for any other purpose. No Grant Funds will be disbursed for any changes to the Project unless ODA approves such changes pursuant to the Project Change Procedures in Section 6 or pursuant to the Amendment provisions of Section 17.

- i. Recipient agrees to spend the Grant Funds within 2 years of the Effective Date, after which time ODA may withdraw the grant award at its sole discretion.
- ii. In accepting Grant Funds, the Recipient, its contractors, and lessees or any successor thereto shall not convey any exclusive right for the use of the airport, of the improvements or services at the airport for a period of not less than 20 years.

b. Eligible Project Costs. The Grant Funds may only be used for Recipient's actual Project Costs to the extent those costs are (a) reasonable, necessary and directly used for the Project; (b) permitted by generally accepted accounting principles established by the Governmental Accounting Standards Board, as reasonably interpreted by the State, to be capitalized to an asset that is part of the Project; and (c) eligible or permitted uses of the Grant Funds under State law and this Agreement. Any payment of principal due under any interim financing agreement associated with or executed for the Project will be deemed an Eligible Project Cost only if such ODA (i) specifically determines the costs are reasonable, necessary and directly used for the Project as provided by this subsection; and (ii) provides the Agency's prior written consent before any claim of reimbursement is submitted.

c. Ineligible Project Costs. The Grant Funds may not be used for any operating or working capital expenditures that Recipient charges to the Project; or for any maintenance costs of the Project; or for any payments made to related parties or for any loans or grants to be made to third parties, except as provided in Section 5.b.

d. Request for Reimbursements and Milestone Progress Reports. ODA will not disburse Grant Funds to the Recipient for the Project until expenses have been incurred. Recipient shall submit to Program Coordinators Request for Reimbursements for all eligible reimbursements of this grant on the same schedule as FAA AIP requests for reimbursements or as needed (Form 109-007). Recipient shall submit to Program Coordinators on a monthly basis a Milestone Progress Report (Form 109-008). The forms are hereby incorporated by reference.

6. Project Change Procedures. Project change orders are only for changes to the schedule. Recipient shall submit a Request for Change Order (Form 109-009), the form of which is hereby incorporated by reference to ODA's Program Coordinators:

a. If Recipient anticipates Project milestones will be delayed by more than ninety (90) days from the milestones shown in Exhibit A, Recipient shall submit a Request for Change Order (Form 109-009), the form which is hereby incorporated by reference, to ODA's Project Coordinators as soon as Recipient becomes aware of any possible delay. The Request for Change Order must be submitted prior to the milestone completion date shown in Exhibit A.

b. Recipient shall not proceed with any changes to Project scope or delivery schedule prior to the execution of an amendment to this Agreement executed in response to ODA's approval of a Request for Change. A Request for Change Order may be rejected at the discretion of ODA. ODA may choose to request review by the State Aviation Board. Changes will not include additional costs or reimbursement requests in excess of the original Agreement.

7. Inspection Schedule and Reporting System. Projects receiving both State and Federal Aid will be required to submit to ODA copies of progress reports submitted to the Federal Aviation Administration. Projects not receiving Federal Aid will be required to submit monthly progress reports to ODA. The Inspection Schedule will be placed on a quarterly basis. On projects taking less than three (3) months, the Recipient must make reports and be inspected the following schedule:

- a. Recipient report project commencement date.
- b. Recipient report project completion date and request final inspection.
- c. ODA will make final inspection and sign off project as completed.
- d. ODA will require Recipient to submit verification of all expenditures to substantiate final payment.

8. Final Report. Recipient shall submit a written report to ODA's Program Coordinators that identifies the number of jobs created or retained both during construction and after a Project completion, as a direct result of this Project. This report must also include the number of jobs projected in the application. This report must also include data on the methodology that measures the Project's success as described in the grant application. The report must be received and approved by ODA within ninety (90) days after the completion of Project. Recipient's obligation to provide this report will survive expiration of this Agreement. Recipient shall use Final Report form, which also must be signed by Recipient

9. Disbursement and Recovery of Grant.

a. Disbursement Generally. ODA shall reimburse Eligible Project Costs that Recipient incurs, subject to Section 5 up to the amount of Grant Funds provided in Section 3. Reimbursements shall be made by ODA within forty-five (45) days of ODA's approval of a request for reimbursement from Recipient. Requests for Reimbursement will identify the Project, Agreement number, the request for reimbursement number or the account number or both, and itemize all expenses as well as provide a detailed breakdown of Project Costs expended and Grant Funds reimbursed to date, and the amount of undisbursed Grant Funds. Upon request by ODA, Recipient shall provide to ODA proof of payment and backup documentation supporting Recipient's invoices. Requests for reimbursement shall be submitted monthly for any month for which Recipient seeks reimbursement of eligible costs. Eligible costs are the reasonable and necessary costs incurred by the Recipient, or under a sub-agreement described in Section 13 of this Agreement, in performance of the Project and that are not excluded from reimbursement by ODA, either by this Agreement or by exclusion as a result of financial review or audit. ODA shall disburse funds to Recipient direct deposit through an Automatic Clearing House (ACH).

b. Conditions Precedent to Disbursement. ODA's obligation to disburse Grant Funds to Recipient is subject to satisfaction, with respect to each disbursement, of each of the following conditions precedent:

1. ODA has received funding, appropriations, limitations, allotments, or other expenditure authority sufficient to allow ODA, in the exercise of its reasonable administrative discretion, to make the disbursement.
2. Recipient is in compliance with the terms of this Agreement, including without limitation completion of all prerequisites for reimbursement.
3. Recipient has provided to ODA a request for reimbursement in accordance with Section 5. Recipient must submit its final request for reimbursement following completion of the Project and no later than ninety (90) days after the earlier of completion of the Project or the Availability Termination Date. Failure to submit the final request for reimbursement within ninety (90) days after the completion of the Project or the Availability Termination Date could result in non-payment.
4. Recipient agrees to submit an IRS form W-9 form, and any other required documentation requested by ODA in order to be established through ODA's financial system for the disbursement of Grant Funds.

c. Retainage. ODA will withhold five percent (5%) of the entire cost for the duration of the project and shall release this retainage at such time as ODA certifies completion and acceptance of the Project.

d. General Right to withhold Payments. ODA reserves the right to withhold payment of funds if there are unresolved audit findings, or inadequate information concerning Recipient's Project activities. ODA reserves the right to reallocate any portion of the Grant Fund that ODA estimates the Recipient will use.

e. Recovery of Grant Funds. Any Grant Funds disbursed to Recipient under this Agreement that are expended in violation of one or more of the provisions of this Agreement ("Misexpended Funds") or that remain unexpended on the earlier of the Availability Termination Date or termination of this Agreement must be returned to ODA. Recipient shall return all Misexpended Funds to ODA promptly after ODA's written demand and no later than fifteen (15) days after ODA's written demand. Recipient shall return all unexpended Grant Funds to ODA within fourteen (14) days after the earlier of the Availability Termination Date or termination of this Agreement.

10. General Representations and Warranties of Recipient. Recipient represents and warrants to ODA as follows

a. Organization and Authority. Recipient is duly organized and validly existing under the laws of the State of Oregon and is eligible to receive the Grant Funds. Recipient has full power, authority and legal right to make this Agreement and to incur and perform its obligations hereunder, and the making and performance by Recipient of this Agreement (1) have been duly authorized by all necessary action of Recipient and (2) do not and will not violate any provision of any applicable law, rule, regulation, or order of any court, regulatory commission, board, or other administrative agency or any provision of Recipient's Articles of Incorporation or Bylaws, if applicable, (3) do not and will not result in the breach of, or constitute a default or require any consent under any other agreement or instrument to which Recipient is a party or by which Recipient or any of its properties may be bound or affected. No authorization, consent, license, approval of, filing or registration with or notification to any governmental body or regulatory or supervisory authority is required for the execution, delivery or performance by Recipient of this Agreement.

b. Binding Obligation. This Agreement has been duly executed and delivered by Recipient and constitutes a legal, valid and binding obligation of Recipient, enforceable in accordance with its terms subject to the laws of bankruptcy, insolvency, or other similar laws affecting the enforcement of creditors' rights generally.

c. No Solicitation. Recipient's officers, employees, and agents shall neither solicit nor accept gratuities, favors, or any item of monetary value from contractors, potential contractors, or parties to subagreements. No member or delegate to the Congress of the United States or State of Oregon employee shall be admitted to any share or part of this Agreement or any benefit arising therefrom.

d. No Debarment. Neither Recipient nor its principals is presently debarred, suspended, or voluntarily excluded from any federally-assisted transaction, or proposed for debarment, declared ineligible or voluntarily excluded from participating in this Agreement by any state or federal agency. Recipient agrees to notify ODA immediately if it is debarred, suspended or otherwise excluded from any federally assisted transaction for any reason or if circumstances change that may affect this status, including without limitation upon any relevant indictments or convictions of crimes.

e. Compliance with Oregon Taxes, Fees and Assessments. Recipient is, to the best of the undersigned's knowledge, and for the useful life of the Project will remain, current on all applicable state and local taxes, fees and assessments.

11. Special Warranty of Recipient To Maintain and Operate the Airport & Segregate Income.

a. Recipient warrants that it shall maintain and operate the airport as an airport in a usable, safe, and orderly manner at all times for a period of at least 20 years from the date of the Agreement. If this condition is not met, Recipient shall immediately reimburse to ODA all State funds used on Project State. The amount reimbursed shall be the sum equal to the total amount of Grant Funds provided for the Project, divided by twenty (20), multiplied by the difference between twenty (20) and the number of years that the airport remained open after the Grant Funds were provided distributed.

b. Recipient also warrants and agrees that all income derived from the airport shall be deposited in an account for a period of at least 20 years from the date of the Agreement, and these funds shall be used only for operation, maintenance or capital improvement of the airport.

12. Records Maintenance and Access; Audit.

a. Records, Access to Records and Facilities. Recipient shall make and retain proper and complete books of record and account and maintain all fiscal records related to this Agreement and the Project in accordance with all applicable generally accepted accounting principles, generally accepted governmental auditing standards, and state minimum standards for audits of municipal corporations. Recipient shall ensure that each of its subrecipients and subcontractors complies with these requirements. ODA, the Secretary of State of the State of Oregon (Secretary) and their duly authorized representatives shall have access to the books, documents, papers and records of Recipient that are directly related to this Agreement, the funds provided hereunder, or the Project for the purpose of making audits and examinations. In addition, ODA, the Secretary and their duly authorized representatives may make and retain excerpts, copies, and transcriptions of the foregoing books, documents, papers, and records. Recipient shall permit authorized representatives of ODA, and the Secretary to perform site reviews of the Project, and to inspect all vehicles, real property, facilities and equipment purchased by Recipient as part of the Project, and any transportation services rendered by Recipient. Nothing herein is meant to be or will be interpreted to be a waiver of any protection against disclosure of records or communication otherwise provided by law, including protection provided by attorney-client privilege or the attorney work product doctrine.

b. Retention of Records. Recipient shall retain and keep accessible all books, documents, papers, and records, that are directly related to this Agreement, the funds or the Project until the date that is six (6) years following the Availability Termination Date.

c. Expenditure Records. Recipient shall document the expenditure of all Grant Funds disbursed by ODA under this Agreement. Recipient shall create and maintain all expenditure records in accordance with generally accepted accounting principles and in sufficient detail to permit ODA to verify how the Grant moneys were expended.

This Section 12 shall survive any expiration or termination of this Agreement.

13. Subagreements. Performance of this Agreement shall not be subcontracted in whole or in part, except with the written consent of ODA. Recipient shall not assign this Agreement in whole or in part or attempt to convey any right, privilege, duty or obligation hereunder, without the prior written consent of ODA.

14. Termination.

a. Mutual Termination. This Agreement may be terminated by mutual written consent of the Parties.

b. Termination by ODA. ODA may terminate this Agreement effective upon delivery of written notice to Recipient, or at such later date as may be established by ODA under any of the following conditions:

1. If The Recipient fails to provide payment of its share of the cost of the Project;
2. If Recipient fails to provide services or funds called for by this Agreement within the time specified herein or any extension thereof.
3. If Recipient fails to perform any of the other provisions of this Agreement, or so fails to pursue the work as to endanger performance of this Agreement in accordance with its terms, and after receipt of written notice from ODA fails to correct such failures within 10 days or such longer period as ODA may authorize.
4. If ODA fails to receive funding, appropriations, limitations or other expenditure;

authority sufficient to allow ODA, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement;

5. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that the Project work under this Agreement is prohibited or if ODA is prohibited from paying for such Project work from the planned funding source; or

6. If, in the sole opinion of ODA, the Project would not produce results that are commensurate with the further expenditure of funds.

c. **Rights upon Termination.** Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination. The remedies set forth in this Agreement are cumulative and are in addition to any other rights or remedies available at law or in equity.

III. GENERAL PROVISIONS:

15. Indemnification and Hold Harmless. Recipient shall, to the full extent permitted by the Oregon Constitution and the Oregon Tort Claims Act, indemnify and hold ODA harmless from all liability of whatsoever nature, and for any costs, fees or expenses that ODA may incur from Recipient's performance of this Agreement.

16. Dispute Resolution. The Parties shall attempt in good faith to resolve any dispute arising out of this Agreement. In addition, the Parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.

17. Amendments. This Agreement may be amended or extended only by a written instrument signed by both Parties and approved as required by applicable law.

18. Duplicate Payment. Recipient is not entitled to compensation or any other form of duplicate, overlapping or multiple payments for the same work performed under this Agreement from any agency of the State of Oregon or the United States of America or any other party, organization or individual.

19. No Third Party Beneficiaries. ODA and Recipient are the only Parties to this Agreement and are the only Parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly or indirectly, to a third person unless such a third person is individually identified by name herein and expressly described as an intended beneficiary of the terms of this Agreement

20. Notices. Except as otherwise expressly provided in this Agreement, any communications between the Parties hereto or notices to be given hereunder shall be given in writing by personal delivery, facsimile, email or mailing the same, postage prepaid, to Recipient Contactor ODA Contact at the address or number set forth on the signature page of this Agreement, or to such other addresses or numbers as either Party may hereafter indicate pursuant to this Section Any communication or notice personally delivered shall be deemed to be given when actually delivered. Any communication or notice delivered by facsimile shall be deemed to be given when receipt of the transmission is generated by the transmitting machine, and to be effective against ODA, such facsimile transmission must be confirmed by telephone notice to ODA Contact. Any communication by email shall be deemed to be given when the recipient of the email acknowledges receipt of the email. Any communication or notice mailed shall be deemed to be given when received.

21. Governing Law, Consent to Jurisdiction. This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively, "Claim") between ODA (or any other agency or department of the State of Oregon) and Recipient that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County in the State of Oregon. In no event shall this section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, from any Claim or from the jurisdiction of any court. Each party hereby consents to the exclusive jurisdiction of such court, waives any objection to venue, and waives any claim that such forum is an inconvenient forum.

22. Compliance with Law. Recipient shall comply with all applicable federal, state, and local laws, regulations, executive orders and ordinances applicable to the Project including, but not limited to, the provisions of ORS 319.020 and OAR 738 Divisions 124 and 125 where applicable by this Agreement, incorporated herein by reference and made a part of this Agreement. In addition, without limiting the generality of the foregoing, Recipient expressly agrees to comply with (i) Title VI of Civil Rights Act of 1964; (ii) Title V and Section 504 of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659A.142; (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

23. Costs and Expenses Related to Employment of Individuals; Insurance; Workers'

Compensation. Recipient is responsible for all costs and expenses related to its employment of individuals to perform the work under this Agreement, including but not limited to retirement contributions, workers' compensation, unemployment taxes, and State and Federal income tax withholding. In addition, Recipient's subcontractors, if any, and all employers working under this Agreement are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017 and shall provide the required Workers' Compensation coverage, unless such employers are exempt under ORS 656.126. Employer's liability insurance with coverage limits of not less than \$500,000 must be included. Recipient shall ensure that each of its subrecipient(s), contractor(s), and subcontractor(s) complies with these requirements.

24. Independent Contractor. Recipient shall perform the Project as an independent contractor and not as an agent or employee of ODA. Recipient has no right or authority to incur or create any obligation for or legally bind ODA in any way. ODA cannot and will not control the means or manner by which Recipient performs the Project, except as specifically set forth in this Agreement. Recipient is responsible for determining the appropriate means and manner of performing the Project. Recipient acknowledges and agrees that Recipient is not an "officer", "employee", or "agent" of ODA, as those terms are used in ORS 30.265, and shall not make representations to third parties to the contrary.

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

26. Counterparts. This Agreement may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.

27. Integration and Waiver. This Agreement, and attached exhibits constitute the entire Agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of ODA to enforce any provision of this Agreement shall not constitute a waiver by ODA of that or any other provision.

28. Questions; Program Coordinators. Questions regarding this Agreement may be directed to:

Oregon Department of Aviation

Attn: Program Coordinators: Nohemi Ramos, or Matt Lawyer, or each of their successors
3040 25th Street SE
Salem, OR 97302

Nohemi Ramos, Program Coordinator

nohemi.ramos@aviation.state.or.us
503-378-4881

Matt Lawyer, Program Coordinator

matthew.a.lawyer@aviation.state.or.us
503-378-4888

Heather Peck, Program Manager

heather.peck@aviation.state.or.us
503-378-3168

In the absence of any of the above-named individuals during the term of this Agreement, ODA shall notify the Recipient in writing of a substitute contact.

SIGNATURE PAGE TO FOLLOW

THE PARTIES, by execution of this Agreement, hereby acknowledge that its signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.
The Director of the Department of Aviation or his designee is authorized to act on behalf of State in approving and executing this Agreement.

The State Aviation Board approved the COAR Grant funding request and delegated authority to the Director of the Oregon Department of Aviation to enter into Agreement.

City of McMinnville by and through its elected officials

By _____
(Legally designated representative)

Name _____
(printed)

Date _____

APPROVED AS TO LEGAL SUFFICIENCY

(If required in local process)

By _____
(Recipient's Legal Counsel)

Date _____

STATE OF OREGON, by and through its Oregon Department of Aviation

By _____
Director

Name _____
(printed)

Date _____

APPROVED AS TO LEGAL SUFFICIENCY

(For funding over \$150000)

By _____
Department of Justice

Date _____

Recipient Contact:

Rich Spofford, Engineering Services Manager
231 NE Fifth Street
McMinnville, Oregon, 97128
(503) 434-7312
rich.spofford@mcminnvilleoregon.gov

ODA Contacts:

Nohemi Ramos, Program Coordinator
3040 25th Street SE
Salem, OR 97302
(503) 378-4881
nohemi.ramos@aviation.state.or.us

Matt Lawyer, Program Coordinator
3040 25th Street SE
Salem, OR 97302
(503) 378-4888
matthew.a.lawyer@aviation.state.or.us



EXHIBIT A
Project Description, Milestones, Schedule and Budget

Application Number: COAR-2018-MMV-00015

Project Name: Pavement Rehabilitation Phase I - Environmental/Design

A. PROJECT DESCRIPTION

Many locations on the apron and taxiway have deteriorated and are in need of rehabilitation. Phase I of the project will include environmental and design, scheduled to be complete by mid-2019. Phase II of the project will include construction, scheduled for 2019. This grant application is for Phase I of the project.

B. PROJECT MILESTONES AND SCHEDULE

Milestones are used for evaluating performance on Project as described in the Agreement. Milestones cannot be changed without an amendment to the Agreement.

If Party anticipates Project Milestones will be delayed by more than ninety (90) days, Party shall submit a Request for Change Order, as described in Section 6 of the Agreement, to the ODA Project Coordinators as soon as Party becomes aware of any possible delay. The Request for Change Order must be submitted prior to the Milestone completion date shown in this Exhibit.

The anticipated start date of Project is: **08/01/18**

The estimated completion date of Project is: **12/31/19**

Table 1: Milestones

Milestone	Estimated Start Date	Estimated Completion Date
Grant Agreement in Place	08/01/18	08/13/18
Consultant NTP	05/31/18	05/31/18
Final Plans & Specs to FAA	04/22/19	04/22/19
Recommendation of Award	05/31/19	05/31/19
Grant Closeout	12/31/19	12/31/19

Table 2: Funding Breakdown

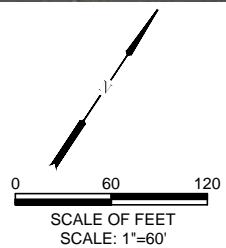
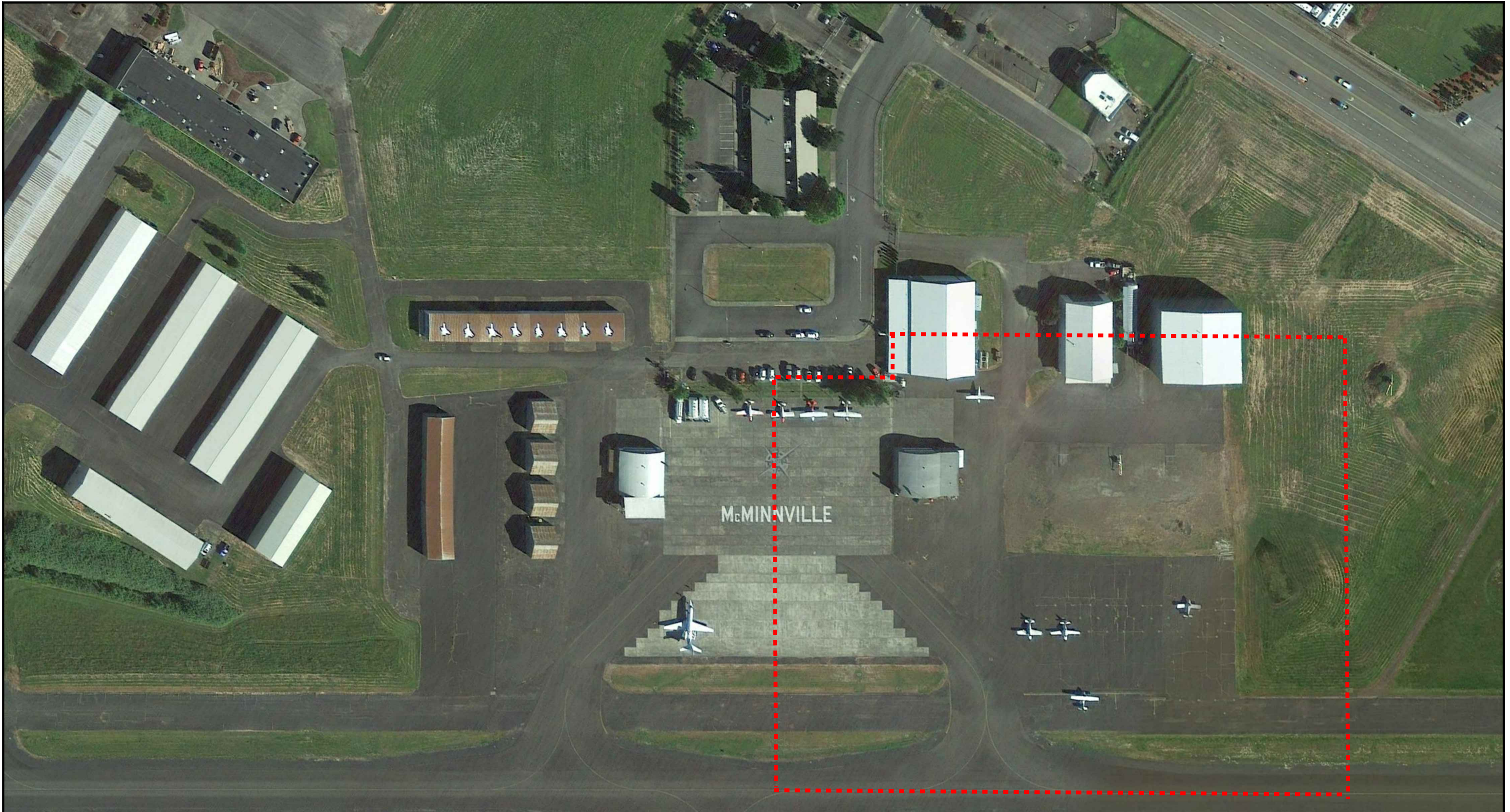
Project Cost

\$282,004.00

Expenditures to-date

\$0.00

Party Match	\$7,050.00	2.50%
Grant Award Amount	\$21,150.00	7.5%
Total Project Cost	\$282,004.00	100%



McMINNVILLE MUNICIPAL AIRPORT

City of McMinnville

C404 - Privately Owned

Between 09/01/2018 and 09/30/2018

	Class Code	Permits	Bldgs	Houses	Valuation
		71	26	26	\$173,815
	Sub-Totals:	71	26	26	\$173,815
<u>Section I - Residential HouseKeeping Buildings</u>					
One-Family Houses Detached	101	10	10	10	\$3,001,624
	Sub-Totals:	10	10	10	\$3,001,624
<u>Section IV - Additions & Alterations</u>					
Add or Alter Dwellings	434	2	0	0	\$114,648
Add or Alter All Other Buildings and Structures	437	4	0	0	\$1,144,918
	Sub-Totals:	6	0	0	\$1,259,566
	Grand-Totals:	87	36	36	\$4,435,005

C404 - Publicly Owned

Between 09/01/2018 and 09/30/2018

	Class Code	Bldgs	Houses	Valuation
<u>Section IV - Additions & Alterations</u>				
Add or Alter All Other Buildings and Structures	437	0	0	\$28,871.00
	Sub-Totals:	0	0	\$28,871.00
<u>Section V - Demolitions</u>				
Demolish All Other Than Dwellings	649	1	1	\$3,500.00
	Sub-Totals:	1	1	\$3,500.00
	Grand-Totals:	1	1	\$32,371.00

Activity Summary Totals Report

Category: BLDG

Issued: 09/01/2018 - 09/30/2018

Type	# of Permits	Total Fees	Total Valuation
BLDCOMBO			
ACOM	3	\$20,645.59	\$674,918.00
AIND	1	\$19,834.18	\$470,000.00
ASFR	2	\$1,754.41	\$114,648.00
NSFR	10	\$106,266.96	\$3,001,623.82
BLDMAJOR			
APUB	1	\$482.29	\$28,871.00
BLDMINOR			
DECK	2	\$594.12	\$30,858.00
OTHR	1	\$111.83	\$3,500.00
PATI	1	\$450.07	\$25,000.00
ROOF	2	\$798.91	\$94,344.00
DEMO			
PUB	1	\$70.76	\$3,500.00
FLS			
ALRM	1	\$137.53	\$6,213.00
SPRK	1	\$82.20	\$2,400.00
SUPP	1	\$82.20	\$3,000.00
MECH			
COM	3	\$694.90	\$0.00
PUB	1	\$253.12	\$0.00
RES	16	\$733.23	\$0.00
MISC			
	24	\$28,308.50	\$0.00
PLUM			
COM	3	\$883.51	\$0.00
RES	14	\$1,121.12	\$0.00
SIGN			
POLE	1	\$192.36	\$8,500.00
Total:	89	\$183,497.79	\$4,467,375.82

Activity Summary Totals Report

Category: BLDG

Issued: 07/01/2018 - 09/30/2018

Type	# of Permits	Total Fees	Total Valuation
BLDCOMBO			
ACOM	8	\$40,020.88	\$1,029,918.00
AGAR	1	\$2,612.98	\$40,000.00
AIND	1	\$19,834.18	\$470,000.00
ASFR	6	\$4,087.26	\$199,080.00
NAPT	3	\$124,195.59	\$2,100,918.51
NCOM	1	\$31,685.95	\$743,820.00
NPUB	1	\$9,725.75	\$215,000.00
NSFR	43	\$443,629.06	\$12,691,279.26
BLDMAJOR			
ACOM	4	\$1,059.36	\$53,677.00
APUB	3	\$1,704.58	\$118,271.00
ASFR	1	\$570.87	\$40,000.00
NOTH	2	\$1,455.84	\$118,697.20
BLDMINOR			
DECK	2	\$594.12	\$30,858.00
OTHR	9	\$1,337.62	\$57,048.00
PATI	2	\$739.07	\$40,000.00
ROOF	12	\$4,292.59	\$646,922.00
WALL	1	\$44.57	\$1,000.00
DEMO			
COM	1	\$60.57	\$3,000.00
PUB	1	\$70.76	\$3,500.00
RES	1	\$17.11	\$500.00
FLS			
ALRM	5	\$792.86	\$47,926.09
SPRK	3	\$3,347.71	\$512,282.00
SUPP	2	\$144.55	\$4,800.00
MECH			
COM	10	\$1,917.84	\$0.00
PUB	1	\$253.12	\$0.00
RES	80	\$3,452.75	\$0.00
MH			
RES	3	\$1,101.40	\$14,071.20
MISC			
	73	\$105,715.35	\$0.00

Type	# of Permits	Total Fees	Total Valuation
PLUM			
COM	10	\$1,695.51	\$0.00
PUB	3	\$456.01	\$0.00
RES	42	\$2,914.24	\$0.00
SIGN			
MONU	2	\$304.20	\$12,402.00
POLE	2	\$481.36	\$23,500.00
Total:	339	\$810,315.61	\$19,218,470.26

City of McMinnville - Account Summary Report

For Post Dates **09/01/2018 - 09/30/2018**

For Category: **BLDG**

Fee Items: **1000,1010,1020,1100,1200,1210,1220,1230,1300,1310,**

		Posted Amount
Account Code: **ESCROW ACCT**	1500 STATE SURCHG-GENERAL	\$3,525.24
		<hr/>
		\$3,525.24
Account Code: 70-4400-05	1000 PERMIT FEES-BUILDING	\$21,092.63
Account Code: 70-4400-05	1300 PLAN REVIEW-BUILDING	\$7,678.05
Account Code: 70-4400-05	1400 PLAN REV-FIRE LIFE SAFTY	\$1,411.37
		<hr/>
		\$30,182.05
Account Code: 70-4400-10	1100 PERMIT FEES-MECHANICAL	\$3,349.61
Account Code: 70-4400-10	1310 PLAN REVIEW-MECHANICAL	\$198.41
		<hr/>
		\$3,548.02
Account Code: 70-4400-15	1200 PERMIT FEES-PLUMBING	\$5,133.00
		<hr/>
		\$5,133.00
Total Posted Amount:		\$42,388.31

City of McMinnville - Account Summary Report

For Post Dates **07/01/2018 - 09/30/2018**

For Category: **BLDG**

Fee Items: **1000,1010,1020,1100,1200,1210,1220,1230,1300,1310,**

		Posted Amount
Account Code: **ESCROW ACCT**	1500 STATE SURCHG-GENERAL	\$14,592.35
		<hr/>
		\$14,592.35
Account Code: 70-4400-05	1000 PERMIT FEES-BUILDING	\$86,849.07
Account Code: 70-4400-05	1300 PLAN REVIEW-BUILDING	\$33,025.82
Account Code: 70-4400-05	1400 PLAN REV-FIRE LIFE SAFTY	\$6,305.68
		<hr/>
		\$126,180.57
Account Code: 70-4400-10	1100 PERMIT FEES-MECHANICAL	\$12,139.21
Account Code: 70-4400-10	1310 PLAN REVIEW-MECHANICAL	\$456.88
		<hr/>
		\$12,596.09
Account Code: 70-4400-15	1200 PERMIT FEES-PLUMBING	\$22,090.00
Account Code: 70-4400-15	1320 PLAN REVIEW-PLUMBING	\$213.25
		<hr/>
		\$22,303.25
Account Code: 70-4400-20	1010 PERMIT FEES-MH SETUP	\$860.00
		<hr/>
		\$860.00
Total Posted Amount:		\$176,532.26

City of McMinnville

Permit Activity Report (List Version)

People Relationship: APPLICANT ,

User Date (DATE_B): 09/01/2018 - 09/30/2018

Activities Included

Permit #	Type	Sub-Type	Applied	APPLICANT	Address	City	Phone
18B0569	FLS	ALRM	07/13/2018	A & E SAFE & ALARM CO	1900 NE HIGHWAY 99W	MCMN	(503) 472-6439
18M0203	MISC		09/27/2018	ALLEN BRADLEY G	407 NE 7TH ST	MCMN	
18B0437	FLS	SUPP	06/04/2018	ALLIANCE FIRE SAFETY SERVICES LLC	3121 NE CUMULUS AVE	MCMN	(503) 781-9342
18M0202	MISC		09/25/2018	ALPINE AVENUE LLC	1206 NE 11TH WAY	MCMN	
18B0647	BLDCOMBO	NSFR	08/07/2018	ANDREW BURTON	422 NW MT BACHELOR ST	MCMN	503-560-0915
18M0205	MISC		09/28/2018	BAKER CREEK			
18M0187	MISC		09/10/2018	BAKER STEPHANIE C	215 NW 11TH ST	MCMN	
18M0195	MISC		09/20/2018	BARROS ANTONIO C &	193 SW MT MAZAMA ST	MCMN	
18B0742	BLDCOMBO	NSFR	09/06/2018	BLACK DIAMOND HOMES INC	2055 NW VICTORIA DR	MCMN	(503) 579-1336
18B0526	BLDCOMBO	NSFR	06/29/2018	BLACK DIAMOND HOMES INC	2125 NW VICTORIA DR	MCMN	(503) 579-1336
18B0787	PLUM	RES	09/28/2018	BLACK HAWK HOMES LLC	309 NW VALLEY'S EDGE ST	MCMN	(503) 793-0914
18B0788	PLUM	RES	09/28/2018	BLACK HAWK HOMES LLC	341 NW VALLEY'S EDGE ST	MCMN	(503) 793-0914
18B0735	PLUM	RES	09/04/2018	BLACKHAWK PLUMBING LLC	531 NE OREGON ST	MCMN	(503) 538-7900
18B0697	BLDCOMBO	NSFR	08/24/2018	BLAKE ZUMWALT DESIGNS LLC	157 NW CANYON CREEK DR	MCMN	(971) 237-3007
18M0184	MISC		09/04/2018	BLODGETT JASON R	208 SE BAKER ST	MCMN	
18M0199	MISC		09/24/2018	BOWDLE KEITH S	2645 NW ZINFANDEL LOOP	MCMN	
18M0183	MISC		09/04/2018	BRAUKMAN BRUCE CO-TRUSTEE	870 NW ASH ST	MCMN	
18M0196	MISC		09/21/2018	BRITT DAVID L	678 NW 10TH ST	MCMN	
18M0189	MISC		09/12/2018	BROOKS STREET LLC	1409 SE BROOKS ST	MCMN	
18B0512	MECH	COM	06/25/2018	BULLDOG MECHANICAL & REMODELING INC	3121 NE CUMULUS AVE	MCMN	(360) 258-5004
18B0782	PLUM	COM	09/26/2018	C C MEISEL CO INC	325 NE 6TH ST	MCMN	(503) 472-4919
18B0527	BLDCOMBO	NSFR	06/29/2018	CARLYLE CONSTRUCTION LLC	2036 NW VICTORIA DR	MCMN	(503) 434-0628
18B0333	BLDCOMBO	AIND	05/02/2018	CASCADE STEEL ROLLING MILLS INC	3200 NE HIGHWAY 99W	MCMN	503-434-3237
18M0198	MISC		09/24/2018	CHAPMAN MICHELLE L	604 NW BIRCH ST	MCMN	
18B0501	BLDCOMBO	ACOM	06/20/2018	COLLVER, LARRY	620 NE 3RD ST	MCMN	(503) 435-7769
18B0739	FLS	SPRK	09/05/2018	COMMERCIAL PIPING CO	3138 NE RIVERGATE ST	MCMN	(503) 472-4101
18B0761	PLUM	COM	09/17/2018	COMMERCIAL PIPING CO	3138 NE RIVERGATE ST	MCMN	(503) 472-4101
18M0191	MISC		09/17/2018	CONSTRUCTION MONITOR			
18M0197	MISC		09/24/2018	CONSTRUCTION MONITOR			
18B0306	BLDCOMBO	ASFR	04/19/2018	CR CONSTRUCTION LLC	815 NE 13TH ST	MCMN	(541) 915-1223
18B0612	SIGN	POLE	07/31/2018	DEL J INC	1048 NE HIGHWAY 99W	MCMN	(541) 476-1387
18B0771	MECH	RES	09/21/2018	DR HVAC INC	2162 NW WILLAMETTE DR	MCMN	(503) 474-9891

Permit #	Type	Sub-Type	Applied	APPLICANT	Address	City	Phone
18M0204	MISC		09/27/2018	DRUERY JENNIFER	2940 NE HEMBREE ST	MCMN	
18M0186	MISC		09/07/2018	DURBIN, CRAIG	2020 NW BIRCH ST	MCMN	
18M0188	MISC		09/11/2018	ENGLISH TIMOTHY D	3005 NW 2ND ST	MCMN	
18B0753	PLUM	RES	09/12/2018	EVERGREEN PLUMBING & MECHANICAL LLC	635 NE 19TH ST	MCMN	(503) 409-3567
18B0747	PLUM	RES	09/10/2018	FIVE STAR PROFESSIONAL SERVICES	346 SW MT ST HELENS ST	MCMN	
18B0754	PLUM	RES	09/12/2018	FIVE STAR PROFESSIONAL SERVICES	318 SW MT ST HELENS ST	MCMN	
18B0737	MECH	RES	09/05/2018	FOUR SEASONS HEATING & AIR CONDITIONING INC	515 NW 25TH ST	MCMN	(503) 538-1950
18B0746	MECH	RES	09/10/2018	FOUR SEASONS HEATING & AIR CONDITIONING INC	2640 NE FORD ST	MCMN	(503) 538-1950
18B0748	MECH	RES	09/11/2018	FOUR SEASONS HEATING & AIR CONDITIONING INC	1320 NE KIRBY ST	MCMN	(503) 538-1950
18B0762	MECH	RES	09/18/2018	FOUR SEASONS HEATING & AIR CONDITIONING INC	1916 NE GIBBS CIRCLE	MCMN	(503) 538-1950
18B0732	MECH	RES	09/04/2018	FOUR SEASONS HEATING & AIR CONDITIONING INC	2019 SW PHYLLIS DR	MCMN	(503) 538-1950
18B0759	MECH	RES	09/14/2018	FOUR SEASONS HEATING & AIR CONDITIONING INC	915 SE ZEE CT	MCMN	(503) 538-1950
18B0741	MECH	RES	09/06/2018	FOUR SEASONS HEATING & AIR CONDITIONING INC	1206 NE EVANS ST	MCMN	(503) 538-1950
18B0758	MECH	RES	09/13/2018	FRANK WEBSTER HEATING AND AIR CONDITIONING LLC	129 SE BAKER ST	MCMN	(503) 472-6597
18B0757	MECH	RES	09/13/2018	FRANK WEBSTER HEATING AND AIR CONDITIONING LLC	309 NE 5TH ST	MCMN	(503) 472-6597
18B0756	MECH	RES	09/13/2018	FRANK WEBSTER HEATING AND AIR CONDITIONING LLC	1025 SW GOUCHER ST	MCMN	(503) 472-6597
18B0763	MECH	COM	09/18/2018	GENERAL FURNACE & AIR CONDITIONING LLC	3138 NE RIVERGATE ST	MCMN	(503) 557-2220
18B0740	BLDCOMBO	NSFR	09/05/2018	GOODMARK INVESTMENTS LLC	651 NW MORNING VIEW CT	MCMN	(503) 502-8740
18M0190	MISC		09/12/2018	HILL MARY L	827 SW GILSON ST	MCMN	
18M0200	MISC		09/24/2018	HOLLER, JEAN	202 SW BILLS ST	MCMN	
18B0767	PLUM	RES	09/20/2018	HORTON & COMPANY LLC	827 SW GILSON ST	MCMN	(502) 434-2985
18B0766	PLUM	RES	09/20/2018	HORTON & COMPANY LLC	823 SW GILSON ST	MCMN	(502) 434-2985
18B0776	MECH	COM	09/24/2018	HVAC INC	310 NE EVANS ST	MCMN	(503) 462-4822
18B0679	BLDMAJOR	APUB	08/20/2018	INTEGRITY BUILDERS INC	614 NE DAVIS ST	MCMN	(503) 472-8013
18M0201	MISC		09/25/2018	JOE KLEEMANN			
18M0193	MISC		09/20/2018	JONES FRED A TRUSTEE	745 SW GILSON ST	MCMN	
18M0194	MISC		09/20/2018	JONES FRED A TRUSTEE	745 SW GILSON ST	MCMN	
18B0775	BLDMINOR	OTHR	09/21/2018	JR JOHNSON LLC	1750 SW SESAME ST	MCMN	(503) 240-3388
18B0736	DEMO	PUB	09/04/2018	KELLER EXCAVATING LLC	4000 SE CIRRRUS AVE	MCMN	(503) 550-0511
18B0738	PLUM	RES	09/05/2018	LAMBERT, BRADY	1200 NE 16TH ST	MCMN	(971) 237-5281
18B0778	BLDMINOR	ROOF	09/24/2018	LAWRENCE SNYDER ROOFING INC	334 NE 3RD ST	MCMN	(503) 434-5106
18B0654	BLDCOMBO	ACOM	08/08/2018	MASON HAYCOCK	540 NE HIGHWAY 99W	MCMN	971-413-3728
18B0789	PLUM	COM	09/28/2018	MORELAND OIL COMPANY	1700 NE LAFAYETTE AVE	MCMN	
18M0206	MISC		09/28/2018	MV ADVANCEMENTS	600 SE BAKER ST	MCMN	
18B0438	BLDCOMBO	NSFR	06/04/2018	PREMIER HOME BUILDERS INC	198 SW MT ST HELENS ST	MCMN	(503) 472-7514
18B0511	BLDCOMBO	NSFR	06/22/2018	PREMIER HOME BUILDERS INC	191 SW MT ST HELENS ST	MCMN	(503) 472-7514
18B0723	BLDMINOR	PATI	08/29/2018	RADKE, THOMAS	628 NW MORNING VIEW CT	MCMN	(503) 474-8044
18B0784	MECH	PUB	09/27/2018	SALEM HEATING & SHEET METAL INC	231 NE 5TH ST	MCMN	(503) 581-1536
18B0445	BLDMINOR	DECK	06/05/2018	SHANES COWBOY CONSTRUCTION LLC	2491 NW WEST HILLS DR	MCMN	(503) 716-0735
18B0604	BLDCOMBO	NSFR	07/26/2018	SIGMUND HOLDINGS LLC	415 SW HEATH ST	MCMN	(971) 706-2058
18M0192	MISC		09/18/2018	SMITHRUD CALVIN B	420 NW 18TH ST	MCMN	

Permit #	Type	Sub-Type	Applied	APPLICANT	Address	City	Phone
18B0764	MECH	RES	09/18/2018	SOUTHERN OREGON MECHANICAL INC	421 SW BROCKWOOD AVE	MCMN	503-655-1808
18B0783	BLDMINOR	DECK	09/27/2018	SQUARE DEAL CONSTRUCTION COMPANY LLC	219 SE LINCOLN ST	MCMN	(971) 832-0191
18B0744	PLUM	RES	09/07/2018	SQUARE DEAL CONSTRUCTION COMPANY LLC	218 NW ASH ST	MCMN	(971) 832-0191
18B0745	MECH	RES	09/07/2018	SQUARE DEAL CONSTRUCTION COMPANY LLC	218 NW ASH ST	MCMN	(971) 832-0191
18M0185	MISC		09/05/2018	STAFFORD DEVELOPMENT LLC			
18B0632	BLDCOMBO	NSFR	08/06/2018	STAFFORD HOMES & LAND LLC	2072 NW SHADDEN DR	MCMN	(503) 305-7647
18B0645	BLDCOMBO	ASFR	08/07/2018	STETSER SAMUEL D	526 NW 12TH ST	MCMN	
18B0780	PLUM	RES	09/25/2018	STRAIGHT FLUSH INC	440 NW 8TH ST	MCMN	(503) 370-7321
18B0750	PLUM	RES	09/11/2018	THE MULLEN COMPANY	1628 NW MADRONA CT	MCMN	(503) 640-0113
18B0630	BLDCOMBO	ACOM	08/03/2018	TIM RIPPY CONSULTING ENGINEERS	331 NE BAKER ST	MCMN	503-443-3900
18B0734	PLUM	RES	09/04/2018	TRUE BLUE PLUMBING LLC	1330 NE FORD ST	MCMN	(503) 747-9989
18B0755	BLDMINOR	ROOF	09/12/2018	WASHINGTON ROOFING COMPANY	2965 NE EVANS ST	MCMN	(503) 472-7663
18B0733	PLUM	RES	09/04/2018	WHITE DOUGLAS N & JANIS M	808 SE DAVIS ST	MCMN	
18B0785	MECH	RES	09/27/2018	WILLIS JR, GERALD	580 SW RUSS LN	MCMN	(503) 851-8552
18B0751	MECH	RES	09/11/2018	WOLFERS INC	1005 NE GALLOWAY ST	MCMN	(503) 981-4511
18B0752	MECH	RES	09/11/2018	WOLFERS INC	2296 NW MAHALA WAY	MCMN	(503) 981-4511

Summary

Number of Permits:	89
Total Valuation:	\$4,467,375.82
Total SQ. Ft:	47229.00
Total Fees:	\$183,497.79
Total Due:	\$0.00

CITY OF MCMINNVILLE - CASH AND INVESTMENT BY FUND
July 2018

FUND #	FUND NAME	GENERAL OPERATING		
		CASH IN BANK	INVESTMENT	TOTAL
01	General	\$1,613,047.78	\$4,493,961.09	\$6,107,008.87
05	Special Assessment	703.79	147,618.82	148,322.61
07	Transient Lodging Tax	803.05	86,000.00	86,803.05
10	Telecommunications	822.72	1,030.00	1,852.72
15	Emergency Communications	724.15	86,094.81	86,818.96
20	Street (State Tax)	120.94	1,884,706.86	1,884,827.80
25	Airport Maintenance	593.03	164,749.03	165,342.06
45	Transportation	321.27	10,716,444.18	10,716,765.45
50	Park Development	638.46	1,307,940.83	1,308,579.29
58	Urban Renewal	732.18	283,118.48	283,850.66
59	Urban Renewal Debt Service	588.01	271,524.28	272,112.29
60	Debt Service	863.06	1,251,613.31	1,252,476.37
70	Building	5.22	1,268,500.00	1,268,505.22
75	Sewer	734.88	1,230,171.02	1,230,905.90
77	Sewer Capital	318.58	24,919,103.65	24,919,422.23
79	Ambulance	704.86	(507,164.72)	(506,459.86)
80	Information Systems & Services	819.42	224,713.61	225,533.03
85	Insurance Reserve	173.54	1,832,290.54	1,832,464.08
CITY TOTALS		1,622,714.94	49,662,415.79	51,285,130.73

MATURITY DATE	INSTITUTION	TYPE OF INVESTMENT	INTEREST	CASH VALUE
			RATE	
N/A	Key Bank of Oregon	Checking & Repurchase Sweep Account	0.20%	\$ 1,622,909.70
N/A	Key Bank of Oregon	Money Market Savings Account	0.02%	7,005,604.36
N/A	State of Oregon	Local Government Investment Pool (LGIP)	2.25%	31,848,379.30
N/A	State of Oregon	Park Improvement Bonds (LGIP)	2.25%	662,095.40
N/A	State of Oregon	Transportation Bond (LGIP)	2.25%	9,248,623.76
N/A	State of Oregon	Urban Renewal Loan Proceeds (LGIP)	2.25%	290,787.56
N/A	MassMutual Financial Group	Group Annuity	3.00%	606,730.65
				<u>\$ 51,285,130.73</u>