

CITY OF GRANTS PASS
MEETING AGENDA
March 16, 2016
6 p.m. City Council Meeting
Council Chambers - 101 N.W. "A" Street

MAYOR: Darin Fowler

CITY COUNCIL MEMBERS:

| <i>Ward 1</i> <i>Northwest Area</i> | <i>Ward 2</i> <i>Northeast Area</i> | <i>Ward 3</i> <i>Southeast Area</i> | <i>Ward 4</i> <i>Southwest Area</i> |
|--|--|--|--|
| Dan DeYoung Roy Lindsay | Valerie Lovelace Rick Riker | Ken Hannum Dennis Roler | Shonna Bouteller Jim Goodwin |

Invocation

Flag Salute

Roll Call

Presentation: Honor former Councilor's Lily Morgan and Mark Gatlin
Firewise Award

1. PUBLIC COMMENT: This is a courtesy the Chair provides for citizens to address the Council regarding any item or issue that is not on tonight's agenda. The intent is to provide information that is pertinent to the City's jurisdiction. Each speaker will be given three minutes to address the Council as one body, not to individuals. Council may consider items brought up during this time later in our agenda during Matters from Mayor, Council and Staff.

This meeting will proceed in an effective and courteous manner. Citizens and Council members will be allowed to state their positions in an atmosphere free from slander, threats, or other personal attacks. Signs or placards, outbursts of applause, campaigning for public office, or other disruptive behavior will not be tolerated.

If you have a question regarding any government provided service or a current City policy, please contact the City Manager's office in an attempt to resolve the matter.

2. PUBLIC HEARING

Legislative

- a. Ordinance amending Ordinance No. 16-5672 which amend the Grants Pass Development Code Article 13 Special Purpose Districts to provide design guidelines for exterior improvements to local historic Landmarks and structures within the Historic District. **Pgs. 1-14**
- b. Ordinance expanding the Historic District. **Matter to be continued to April 6, 2016.**

3. CONSENT AGENDA (Items included are of such routine nature or without controversy so that they may be approved with a single action).
**Indicates short Staff presentation and Council comment.*
- a. Resolution authorizing the City Manager to enter into an agreement with Emery & Sons Construction Group for Webster Pump Station No. 1 replacement. **Pgs. 15-20**
 - b. Resolution authorizing the City Manager to execute Task Order No. 23 with Carollo Engineers, Inc. for Webster Pump Station No. 1 construction services. **Pgs. 21-34**
 - c. Motion allowing change of work hours for the Webster Pump Station No. 1 Replacement. **Pgs. 35-36**
 - d. Motion requesting a waiver of Municipal Code 5.12.110 Unnecessary Noise. **Pgs. 37-38**
 - e. Motion approving the minutes of the City Council Meeting of March 2, 2016. **Pgs. 39-42**
 - f. Motion acknowledging the minutes of the Urban Renewal Task Force meeting of October 5, 2015. **Pgs. 43-48**
 - g. Motion acknowledging the minutes of the Urban Renewal Task Force meeting of December 8, 2015. **Pgs. 49-52**
 - h. Motion acknowledging the minutes of the Allen Creek Sports Park Task Force meeting of January 5, 2016. **Pgs. 53-56**
 - i. Motion acknowledging the minutes of the Parks Advisory Board meeting of January 14, 2016. **Pgs. 57-58**

4. MATTERS FROM MAYOR, COUNCIL AND STAFF

- a. Committee Liaison reports.

5. EXECUTIVE SESSION 192.660 (2) (Executive session is held to discuss one of the following subjects: (a) Employment of Public Officers, (b) Dismissal or discipline of Public Officers/Employees, (c) Public Medical Staff, (d) Labor negotiations (news media not allowed without specific permission), (e) Real property transactions-negotiations, (f) To consider information or records that are exempt by law from public inspection, (h) With city attorney re: rights/duties, current-likely litigation, (i) Performance Evaluations of Public Officers, (j) Public Investments...)

None anticipated

6. ADJOURN

ACCOMMODATION OF PHYSICAL IMPAIRMENTS: In order to accommodate person with physical impairments, please notify the City Recorder's Office of any special physical or language accommodations at least 48 business hours prior to the meeting. To request these arrangements, please contact Karen Frerk, City Recorder at (541) 450.6000.

Ordinance amending Ordinance No. 16-5672 which amend the Grants Pass Development Code Article 13 Special Purpose Districts to provide design guidelines for exterior improvements to local historic Landmarks and structures within the Historic District.

Date: March 16, 2016

UBJECT AND SUMMARY:

Development Code Text Amendment to Article 13 Special Purpose Districts to provide design guidelines for exterior improvements to local Landmark structures and structures within the Historic District. The proposed amendment provides administrative review and approval for improvements that conform to the design guidelines.

RELATIONSHIP TO COUNCIL GOALS:

This activity contributes to the Council's goal to **FACILITATE SUSTAINABLE, MANAGEABLE GROWTH** to provide clear and consistent standards for development.

CALL TO ACTION SCHEDULE:

Call to action schedule: N/A.

BACKGROUND:

The review procedure for all exterior alterations to structures within the downtown Historic District and local Landmark structures require a Type III, HBSC decision. This amendment provides an administrative review and approval for signage and exterior alterations that comply with the design guidelines. New construction within the Historic District that complies with the design guidelines will follow the Type I-C, Director's decision process.

Property owners may propose exterior alterations, signage and new construction that does not comply with the design guidelines. For any improvement or alteration that does not follow the proposed guidelines, the application will follow the Type III, HBSC decision process. Proposed demolition of a structure within the Historic District or an existing Landmark will follow the Type III, HBSC Decision process.

The Council initially heard the matter on February 17, 2016, and voted unanimously to approve the amendment. The Ordinance was adopted (No. 16-5672). During the Council meeting of March 2, 2016, Council elected to reconsider Ordinance No. 16-5672. The proposed revisions are attached as Exhibit 'A' to the background.

ITEM: 2.a. ORDINANCE AMENDING ORDINANCE NO. 16-5672 WHICH AMEND THE GRANTS PASS DEVELOPMENT CODE ARTICLE 13 SPECIAL PURPOSE DISTRICTS TO PROVIDE DESIGN GUIDELINES FOR EXTERIOR IMPROVEMENTS TO LOCAL HISTORIC LANDMARKS AND STRUCTURES WITHIN THE HISTORIC DISTRICT.

Staff Report (continued):

COST IMPLICATION:

None.

ALTERNATIVES:

- (1) Approve the revised Ordinance;
 - (2) Retain Historic Design Guidelines as listed in Ordinance No. 16-5672;
 - (3) Repeal Ordinance No. 16-5672;
 - (4) Postpone the item to a time certain.
-

RECOMMENDED ACTION:

It is recommended the Council approve the attached ordinance.

POTENTIAL MOTION:

I move to approve the ordinance amending Grants Pass Development Code Article 13 Special Purpose Districts to provide design guidelines for exterior improvements to local historic Landmarks and structures within the Historic District.

EXHIBIT A

****** These marks indicate missing text. Only the portions of the Development Code that were changed by the adopted Development Code Text amendment are included in the following text. The **** marks show where unchanged portions of text were left out.**

¹⁷13.434 Designation and Review Procedures

| Schedule 13-2: Procedure for Historic Review | | | |
|--|-------------|-------------|-------------|
| Application Type | Type I-A | Type I-C | Type III |
| Alteration (Exterior) | | | |
| a. Per Design Guidelines (Section 13.450) | ✓ | | |
| b. Not within Guidelines | | | ✓ |
| New Construction in District | | | |
| a. Per Design Guidelines | | ✓ | |
| b. Not within Guidelines | | | ✓ |
| Signage | | | |
| a. Per Design Guidelines | ✓ | | |
| b. Not within Guidelines | | | ✓ |
| c. Murals | | | ✓ |
| Demolition in District | | | ✓ |
| Demolition of Landmarks | | | ✓ |

¹⁹13.450 Historic District Design Guidelines

13.451 Review Required. Except as provided in Section 13.454, no person may alter any structure, site or signage in a Historic District, a designated structure in a Conservation District, or any Landmark in such a manner as to affect its exterior appearance, nor may any new structure be constructed in a Historic District or Conservation District, unless it has previously been reviewed in accordance with this article, following the procedure type specified in Schedule 13-2.

13.452 Criteria for Approval. The decision to approve an alteration or new construction shall be based upon the following:

- (1) Complies with the applicable development standards of this section.
- (2) The purpose of the Historic Districts, Section 13.411.
- (3) The general compatibility of the signage, exterior design, arrangement, proportion, detail, scale, color, texture and materials proposed to be used in the construction of the new building or structure;
- (4) The effect of the proposed new structure on the character of the district; and
- (5) The economic effect of the new structure on the historic value of the district.

13.453 Elements of Compatibility. These criteria are intended to create a range of appropriate options that will allow owners to proceed with as little delay as is feasible while still assuring the goals of the Historic District are met. Elements determined to be outside these approval criteria by the Director shall be reviewed by the Historic Buildings and Sites Commission.

- (1) Materials. Variety of materials adds visual interest, supports compatibility, and minimizes the impact of mass.
 - ~~(a) Materials Not Recommended for Building Faces. The following materials are not recommended for use on walls or vertical building surfaces:~~
 - (a) Brick and stucco are the recommended materials for building faces, depending on the age and design of the building.
 - (b) Exposed brick is desirable when possible, particularly on buildings of the 1890-1920' period.
 - (c) Materials Requiring HBSC Review:
 - (i) River rock, or other round rock surfaces.
 - (ii) Corrugated metal panels, similar metal products, corrugate fiberglass panels, or any other material that requires corrugation, seams or similar manipulation of the exterior surface to prevent deflection of the surface.

- (2) Roofs.
- (a) Exclusions. Re-roofing any historic structure, or structure within the Historic District, with new materials of the same type, profile, and visual qualities as the existing, subject to the requirements of the adopted City of Grants Pass Building Code, is excluded from review under this section.
- (b) Pre-Approved Materials for Residences. The following roofing materials are pre-approved for use in the Historic District:
- (i) Wood Shakes.
 - (ii) Wood Shingles.
 - (iii) Fiberglass Composition (Asphalt) Shingle:
 - (A) 3-Tab.
 - (B) Architectural Grade Fiberglass Composition (Asphalt).
 - (C) Asphalt Shake/Multi-Layer Asphalt.
- (3) Additions and/or New Construction. New additions, exterior alterations or related new construction shall be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property.
- (4) Colors. Paint and roof color represent highly visible elements of a building that can either greatly enhance, or greatly detract, from historic character.
- ~~(a) Colors of predominant wall surfaces shall be neutral colors from commercially available historical color palettes.~~
- ~~(b) The following colors are not recommended for building surfaces or trim:~~
- ~~(i) Unmuted, primary colors (red, blue, and yellow) and unmuted pure secondary colors (orange, green, and purple).~~
 - ~~(ii) Pure black or white.~~

- ~~(c) The application for colors shall include no more than three individual colors, hues, or tones.~~
 - (a) Exteriors colors shall be selected from commercially available historical color palettes.
 - (b) The application of up to five individual colors, up to two for the predominate walls and up to three for trim is allowed.
- (5) Awnings/Marquees. Awnings/Marquees can help unify or provide interest to an otherwise undistinguished exterior. The installation of new awnings and marquees on existing structures require review by the HBSC.
- ~~(a) Awning must be fixed and made of canvas stretched over a metal framework that is mounted directly to the structure.~~
 - ~~(b) Materials not recommended for awnings.~~
 - ~~(i) Vinyl.~~
 - ~~(ii) Metal.~~
 - (a) Awnings and Marquees shall be mounted directly to the structure.
 - (b) Preferred materials are canvas or metal (depending upon the age and design of the building).
 - (c) Vinyl is not recommended.
 - (d) Awnings should be properly maintained. Damaged, excessively worn or torn awnings shall be removed or replaced within sixty (60) days following official notice given to the property owner.
- (6) Signs. All signage applying for approval will be reviewed for compliance with the following design criteria:
- (a) Placement. Signage shall be installed in appropriate sign areas, as defined by the existing architecture of the façade. See Figure 20-38.
 - (b) Material. Sign materials shall be consistent with the traditional character of the Historic District. Appropriate materials include:

- (i) Metal, including iron, steel, brass, copper, aluminum and other natural finishes.
 - (ii) Painted metal, including powder-coated or enameled metals.
 - (iii) Wood, including painted or natural, carved or sand-blasted lettering.
 - (iv) Vinyl or other sheet claddings for backing panels or cut lettering only.
 - (v) Fiberglass, high-density urethane foam and similar cast or formed materials to create 3-dimensional objects.
- (b) Illumination. Signs may be illuminated or non-illuminated and shall use forms consistent with the Historic District. Appropriate illumination includes exposed neon tubing and indirect illumination.
 - (c) Shapes. Signage in the Historic District is encouraged to employ complex shapes, mixed mounting types and multiple forms in the design.
 - (d) Awnings. Awnings in the Historic District may incorporate signs and may project over the right-of-way.

13.454 Historical Buildings and Sites Commission Action. The Historical Buildings and Sites Commission shall take the role of the Urban Area Planning Commission in the Type III Procedure for historic review, pursuant to Section 2.050. The Commission shall be empowered to set the conditions of approval based on compliance with the criteria, Section 13.452, and with the purpose of this section, Section 13.411.

13.455 Public Safety Caveat. Nothing in this ordinance shall be construed to prevent the ordinary maintenance or repair of any exterior architectural features which does not involve a change in design, material or the outward appearance of such feature. The Building Official shall certify such repair is required for the public safety because of its unsafe or dangerous condition and that time is of the essence in such repair.

- (1) Sandblasting shall be excluded as a method for cleaning the exterior of buildings unless specifically approved by the Buildings and Sites Commission.

ORDINANCE NO.

AN ORDINANCE OF THE COUNCIL OF THE CITY OF GRANTS PASS AMENDING ORDINANCE NO. 16-5672 WHICH AMEND THE GRANTS PASS DEVELOPMENT CODE ARTICLE 13 SPECIAL PURPOSE DISTRICTS TO PROVIDE DESIGN GUIDELINES FOR EXTERIOR IMPROVEMENTS TO LOCAL HISTORIC LANDMARKS AND STRUCTURES WITHIN THE HISTORIC DISTRICT.

WHEREAS:

1. The Grants Pass and Urbanizing Area Comprehensive Community Development Plan was adopted December 15, 1982; and
2. The ordinance amends Article 13 Special Purpose Districts of the Development Code to provide design guidelines for exterior improvements to local historic Landmarks and structures within the Historic District; and
3. The proposal is consistent with the goals and policies of the Comprehensive Plan; and
4. The applicable criteria from the Development Code are satisfied and approval of the proposal is recommended by the Urban Area Planning Commission to the City Council.

NOW, THEREFORE, THE CITY OF GRANTS PASS HEREBY ORDAINS:

Section 1. The amendment to Development Code Article 13 Special Purpose Districts, as set forth in Exhibit '1', is hereby adopted.

ADOPTED by the Council of the City of Grants Pass, Oregon, in regular session this 16th day of March, 2016, with the following specific roll call vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

SUBMITTED to and _____ by the Mayor of the City of Grants Pass, Oregon, this ____ day of March, 2016.

Darin Fowler, Mayor

ATTEST:

Karen Frerk, City Recorder

Date submitted to Mayor: _____

Approved as to Form, Mark Bartholomew, City Attorney _____

EXHIBIT 1

****** These marks indicate missing text. Only the portions of the Development Code that were changed by the adopted Development Code Text amendment are included in the following text. The **** marks show where unchanged portions of text were left out.**

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| b. Not within Guidelines | | | ✓ |
| New Construction in District | | | |
| a. Per Design Guidelines | | ✓ | |
| b. Not within Guidelines | | | ✓ |
| Signage | | | |
| a. Per Design Guidelines | ✓ | | |
| b. Not within Guidelines | | | ✓ |
| c. Murals | | | ✓ |
| Demolition in District | | | ✓ |
| Demolition of Landmarks | | | ✓ |

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- (3) The general compatibility of the signage, exterior design, arrangement, proportion, detail, scale, color, texture and materials proposed to be used in the construction of the new building or structure;
- (4) The effect of the proposed new structure on the character of the district;
and
- (5) The economic effect of the new structure on the historic value of the district.

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 - (b) Exposed brick is desirable when possible, particularly on buildings of the 1890-1920' period.
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and visual qualities as the existing, subject to the requirements of the adopted City of Grants Pass Building Code, is excluded from review under this section.

- (b) Pre-Approved Materials for Residences. The following roofing materials are pre-approved for use in the Historic District:
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 - (ii) Wood Shingles.
 - (iii) Fiberglass Composition (Asphalt) Shingle:
 - (A) 3-Tab.
 - (B) Architectural Grade Fiberglass Composition (Asphalt).
 - (C) Asphalt Shake/Multi-Layer Asphalt.
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 - (a) Awnings and Marquees shall be mounted directly to the structure.
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 - (c) Vinyl is not recommended.

- (d) Awnings should be properly maintained. Damaged, excessively worn or torn awnings shall be removed or replaced within sixty (60) days following official notice given to the property owner.
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 - (i) Metal, including iron, steel, brass, copper, aluminum and other natural finishes.
 - (ii) Painted metal, including powder-coated or enameled metals.
 - (iii) Wood, including painted or natural, carved or sand-blasted lettering.
 - (iv) Vinyl or other sheet claddings for backing panels or cut lettering only.
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13.454

Historical Buildings and Sites Commission Action. The Historical Buildings and Sites Commission shall take the role of the Urban Area Planning Commission in

the Type III Procedure for historic review, pursuant to Section 2.050. The Commission shall be empowered to set the conditions of approval based on compliance with the criteria, Section 13.452, and with the purpose of this section, Section 13.411.

13.455 Public Safety Caveat. Nothing in this ordinance shall be construed to prevent the ordinary maintenance or repair of any exterior architectural features which does not involve a change in design, material or the outward appearance of such feature. The Building Official shall certify such repair is required for the public safety because of its unsafe or dangerous condition and that time is of the essence in such repair.

- (1) Sandblasting shall be excluded as a method for cleaning the exterior of buildings unless specifically approved by the Buildings and Sites Commission.

Resolution authorizing the City Manager to enter into an agreement with Emery & Sons Construction Group for Webster Pump

Item: Station No. 1 replacement.

Date: March 16, 2016

SUBJECT AND SUMMARY:

Consider a resolution approving the agreement for construction of the replacement Webster Pump Station No. 1.

RELATIONSHIP TO COUNCIL GOALS:

This supports the Council's goal to maintain, operate and expand our **INFRASTRUCTURE** to meet community needs by replacing a failing and maintenance intensive wastewater pump station in a fiscally sound, efficient, and regulatory compliant manner.

CALL TO ACTION SCHEDULE:

Construction to replace the pump station will be difficult due to groundwater conditions. It is preferable to construct in late spring, between the wet season and irrigation season. Call to action schedule: March 16, 2016.

BACKGROUND:

On October 13, 2014, the City of Grants Pass and Carollo Engineers, Inc. entered into a 3-year Wastewater Master Services Agreement for Professional Engineering and Permitting Services (MSA). Under this MSA, a number of individual task orders will be assigned, negotiated and executed to undertake a variety of assignments on the City's wastewater system facilities. Task Order No. 19 was executed on August 19, 2015 to develop plans and specifications for the replacement of Webster Pump Station No. 1.

Bids have been solicited through a formal competitive bidding process for the replacement of Webster Pump Station No. 1. Five responses were received. Staff recommends awarding the bid of \$610,000 to Emery & Sons Construction Group for the construction of the replacement Webster Pump Station No. 1.

COST IMPLICATION:

Revenue Source: This project is budgeted and funded in the Wastewater Capital Fund under project number SE6240.

ITEM: 3.a. RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH EMERY & SONS CONSTRUCTION GROUP FOR WEBSTER PUMP STATION NO. 1 REPLACEMENT.

Staff Report (continued):

ALTERNATIVES:

1. Council can approve the resolution authorizing the City Manager to enter into an agreement with Emery & Sons Construction Group as recommended.
 2. Council could reject all bids and defer the replacement of Webster Pump Station No. 1.
-

RECOMMENDED ACTION:

It is recommended that Council approve the resolution authorizing the City Manager to enter into an agreement with the lowest responsible bidder; Emery & Sons Construction Group in an amount of \$610,000 for the replacement of Webster Pump Station.

POTENTIAL MOTION:

I move to adopt the resolution authorizing the City Manager to enter into an agreement with Emery & Sons Construction Group for Webster Pump Station No. 1 Replacement.

RESOLUTION NO.

**RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS
AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH
EMERY & SONS CONSTRUCTION GROUP FOR WEBSTER PUMP STATION NO. 1
REPLACEMENT.**

WHEREAS:

1. On August 19, 2015, Task Order No. 19 was executed with Carollo Engineers, Inc. to design the replacement Webster Pump Station No. 1; and
2. The City of Grants Pass solicited and received five bids for construction of the replacement pump station; and
3. The bid from Emery & Sons Construction Group has been determined to be the lowest responsible bid, its bid is complete and responsive; and
4. The City of Grants Pass has sufficient funds for the Webster Pump Station No. 1 replacement within the Wastewater Capital Fund.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Grants Pass that the City Manager is authorized to enter into an agreement with Emery & Sons Construction Group for the work as described in the contract documents entitled "Webster Lift Station No. 1 Replacement Project" in the amount of \$610,000, which the recommendation and bid tab is attached to and incorporated herein as Exhibit 'A'.

EFFECTIVE DATE of this Resolution shall be immediate upon the passage by the City Council and approval by the Mayor.

ADOPTED by the Council of the City of Grants Pass, Oregon, in regular session this 16th day of March, 2016.

SUBMITTED to and _____ by the Mayor of the City of Grants Pass, Oregon, this ____ day of March, 2016.

Darin Fowler, Mayor

ATTEST:

City Recorder

Date submitted to Mayor: _____

Approved as to form Mark Bartholomew, City Attorney



Exhibit 'A'
City of Grants Pass
Webster Lift Station No. 1 Replacement
 Project No. SE6240

BID SUMMARY



| Item No. | Description of Item | Quantity | Unit | City of Grants Pass (Engineers Estimate) | | Emery & Sons Construction Group | | Pacific Excavation, Inc. | | Baleson Enterprises, LLC | | Aueland Group ¹ | | Timber Mountain Construction, Inc. ² | |
|-------------------------------|-----------------------------|----------|------|---|---------------------|------------------------------------|---------------------|--------------------------|---------------------|--------------------------|---------------------|----------------------------|--------------|--|--------------|
| | | | | Unit Price | Amount | Unit Price | Amount | Unit Price | Amount | Unit Price | Amount | Unit Price | Amount | Unit Price | Amount |
| 1 | Well with Submersible Pumps | 1 | LS | \$272,000.00 | \$272,000.00 | \$254,000.00 | \$254,000.00 | \$400,000.00 | \$400,000.00 | \$270,109.00 | \$270,109.00 | \$221,800.00 | \$221,800.00 | \$410,000.00 | \$410,000.00 |
| 2 | Valve Vault | 1 | LS | \$65,000.00 | \$65,000.00 | \$75,000.00 | \$75,000.00 | \$48,000.00 | \$48,000.00 | \$68,258.00 | \$68,258.00 | \$79,500.00 | \$79,500.00 | \$86,000.00 | \$86,000.00 |
| 3 | Crave/Site Work | 1 | LS | \$100,000.00 | \$100,000.00 | \$140,000.00 | \$140,000.00 | \$110,000.00 | \$110,000.00 | \$237,094.00 | \$237,094.00 | \$450,000.00 | \$450,000.00 | \$293,000.00 | \$293,000.00 |
| 4 | Electrical and I & C Work | 1 | LS | \$85,000.00 | \$85,000.00 | \$123,000.00 | \$123,000.00 | \$130,000.00 | \$130,000.00 | \$173,739.00 | \$173,739.00 | \$137,500.00 | \$137,500.00 | \$168,000.00 | \$168,000.00 |
| 5 | Demolition | 1 | LS | \$32,000.00 | \$32,000.00 | \$18,000.00 | \$18,000.00 | \$17,000.00 | \$17,000.00 | \$10,000.00 | \$10,000.00 | \$9,100.00 | \$9,100.00 | \$18,000.00 | \$18,000.00 |
| Total (Bid Items 1-5): | | | | | \$564,000.00 | \$610,000.00 | \$610,000.00 | \$705,000.00 | \$759,200.00 | \$857,800.00 | \$875,000.00 | | | | |

BIDS WERE OPENED ON 03/03/16 AT 3:05 PM IN THE CITY OF GRANTS PASS CITY MANAGERS CONFERENCE ROOM.

¹ Aueland's Bid Submittal was incomplete and has been Deemed Non-Responsive

² Timber Mountain's Submittal was incomplete and has been Deemed Non-Responsive



Exhibit 'A'

March 4, 2016

Mr. Jason Canady
Public Works Director
City of Grants Pass
101 NW A Street, Room 205
Grants Pass, OR 97526

Subject: Webster Lift Station No. 1 Replacement Project,
Recommendation of Award

Dear Mr. Canady:

We have evaluated bids received for the subject project as outlined under Paragraph 20.3 of Document 00200 – Instructions to Bidders to determine the lowest responsible bid and to understand the bid amounts. Additionally, we contacted the apparent low bidder as allowed under Paragraph 20.5 to determine the basis for civil work, their understanding of the site conditions, and approach to excavation.

In reviewing the bids we found the lowest bids to be higher than our estimate primarily due to civil and electrical & instrumentation work. In discussing the project requirements with the apparent low bidder, it appears the amount bid fairly reflects the work required based on their interpretation of the site conditions and work.

After review of the bids and discussion held with the apparent low bidder, we believe an award to Emery and Sons for the Webster Lift Station No. 1 Replacement is in the best interest of the City.

Sincerely,

CAROLLO ENGINEERS, INC.

H. Wayne Gresh, P.E.

WG:BM

cc: Joey Wright
Gary Brelinski, Jr
Bhargavi Maremanda

Resolution authorizing the City Manager to
execute Task Order No. 23 with Carollo
Engineers, Inc. for Webster Pump Station

Item: No. 1 construction services.

Date: March 16, 2016

SUBJECT AND SUMMARY:

Consider a resolution authorizing the execution of Task Order 23 with Carollo Engineers, Inc. for construction services related to the replacement of Webster Pump Station No. 1.

RELATIONSHIP TO COUNCIL GOALS:

This supports the Council's goal to maintain, operate and expand our **INFRASTRUCTURE** to meet community needs by replacing a wastewater pump station in a fiscally sound, efficient, and regulatory compliant manner.

CALL TO ACTION SCHEDULE:

Construction to replace the pump station will be difficult due to groundwater conditions. It is preferable to construct in late spring, between the wet season and irrigation season. Execution of this Task Order is required to ensure appropriate groundwater measures are in place prior to construction excavation begins. Call to action schedule: March 16, 2016.

BACKGROUND:

On October 13, 2014, the City of Grants Pass and Carollo Engineers, Inc. entered into a 3-year Wastewater Master Services Agreement for Professional Engineering and Permitting Services (MSA). Under this MSA, a number of individual task orders will be assigned, negotiated and executed to undertake a variety of assignments on the City's wastewater system facilities.

Task Order No. 19 was executed on August 19, 2015 with Carollo Engineers, Inc. for the design of a replacement pump station. During the design process, a determination was made to perform SCADA integration programming (communication between the pump station and the Water Restoration Plant) within the construction services contract. The construction project was advertised with Emery & Sons Construction Group selected as the apparent low bid.

Task Order No. 23 has been negotiated in an amount not to exceed \$82,660 with Carollo Engineers, Inc. Approximately 20% of the task order is related to SCADA integration programming.

ITEM: 3.b. RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE
TASK ORDER NO. 23 WITH CAROLLO ENGINEERS, INC. FOR
WEBSTER PUMP STATION NO. 1 CONSTRUCTION SERVICES.

Staff Report (continued):

COST IMPLICATION:

Revenue Source: The maximum fee for Task Order No. 23 of \$82,660 is available wastewater Capital Fund under Project SE6240.

ALTERNATIVES:

1. Council can approve the resolution authorizing the City Manager to execute Task Order No. 23 with Carollo Engineers, Inc. for Webster Pump Station No. 1 construction services.
 2. Council could decide not to approve the resolution and direct staff to work with Carollo Engineers, Inc. to revise the Task Order.
 3. Council could decide not to perform construction services related to the replacement of Webster Pump Station No. 1.
-

RECOMMENDED ACTION:

It is recommended that Council approve the resolution authorizing the City Manager to execute Task Order No. 23 with Carollo Engineers, Inc.

POTENTIAL MOTION:

I move to adopt the resolution authorizing the City Manager to execute Task Order No. 23 with Carollo Engineers, Inc. for Webster Pump Station No. 1 construction services.

RESOLUTION NO.

**RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS
AUTHORIZING THE CITY MANAGER TO EXECUTE TASK ORDER NO. 23 WITH
CAROLLO ENGINEERS, INC. FOR WEBSTER PUMP STATION NO. 1
CONSTRUCTION SERVICES.**

WHEREAS:

1. On October 13, 2014, the City of Grants Pass and Carollo Engineers, Inc. entered into a 3-year Wastewater Master Services Agreement for Professional Engineering and Permitting Services; and
2. Task Order No. 19 with Carollo Engineers, Inc. provided for the design of replacement Webster Pump Station No. 1; and
3. The agreement for construction of the replacement pump station is slated for award to Emery & Sons Construction Group; and
4. Task Order No. 23 has been negotiated to provide construction services related to the replacement of Webster Pump Station No. 1; and
5. The City of Grants Pass has sufficient funds for the Task Order within the Wastewater Capital Fund.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Grants Pass that the City Manager is authorized to execute Task Order No. 23 with Carollo Engineers, Inc. for the work as described in Task Order No. 23, which is attached to and incorporated herein as Exhibit 'A', in the amount of \$82,660.

EFFECTIVE DATE of this Resolution shall be immediate upon the passage by the City Council and approval by the Mayor.

ADOPTED by the Council of the City of Grants Pass, Oregon, in regular session this 16th day of March, 2016.

SUBMITTED to and _____ by the Mayor of the City of Grants Pass, Oregon, this ____ day of March, 2016.

Darin Fowler, Mayor

ATTEST:

Karen Frerk, City Recorder

Date submitted to Mayor: _____

Approved as to form Mark Bartholomew, City Attorney



Exhibit 'A'
SUPPLEMENT
MASTER SERVICE AGREEMENT FOR PROFESSIONAL
ENGINEERING AND PERMITTING SERVICES

City of Grants Pass

THE AGREEMENT made and entered into by and between the City of Grants Pass, Oregon and Carollo Engineers, Inc. dated October 13, 2014 is herewith amended as follows:

I

OBJECTIVE AND SCOPE OF WORK

The scope of professional services to be performed by the CONSULTANT shall be amended to include work outlined in the attached **Task Order No. 23 –Webster Lift Station No. 1 Replacement Engineering Services During Construction (City SE6240)**.

II

PAYMENT

The CONSULTANT shall be paid by the CITY for any work completed in **Task Order No. 23 –Webster Lift Station No. 1 Replacement Engineering Services During Construction (City Project SE6240)**, in accordance with the attached Scope of Work, a maximum fee of \$82,660 in accordance with the attached labor resource spreadsheet attached as EXHIBIT "A". Payment shall be made in accordance with Section VI of the Master Agreement for Professional Engineering and Permitting Services.

III

TERMS AND CONDITIONS

All other provisions in the Master Agreement dated October 13, 2014, shall remain in full force and effect, unless they conflict with this task order.

In WITNESS THEREOF, the parties hereto have executed this Supplement as of the day and year written below.

CAROLLO ENGINEERS, INC.

BY: _____
H. Wayne Gresh, PE
Associate Vice President

DATE: _____

BY: _____
Brian R. Matson, PE
Senior Vice President

DATE: _____

**CITY OF GRANTS PASS,
STATE OF OREGON**

BY: _____
Jason Canady
Public Works Director

Aaron K. Cubic
City Manager

ATTESTED: _____
Karen Frerk
City Recorder

DATE: _____

Approved as to form: _____
Mark Bartholomew, City Attorney

*Supplement - Master Service Agreement for Professional Engineering and Permitting Services
Task Order No. 23 – Webster Lift Station No. 1 Replacement Engineering Services During Construction*

**Task Order No. 23
Webster Lift Station No. 1 Replacement Project
Engineering Services During Construction
(City Project SE6240)**

PROJECT DESCRIPTION

Webster Pump Lift Station No. 1 Replacement project replaces an aged lift station with a new submersible style pump station. The project is located in the Reinhart Volunteer Park. The project includes a below-grade wet well with two submersible pumps, wash-down pad, vault for valves and flow meter, force main, connections to the existing gravity sanitary sewer, electrical and control services, and associated site work. The project also includes decommissioning and partial demolition of the existing lift station, pavement rehabilitation, and restriping. Construction is being performed by a private contractor selected through receipt of competitive bids.

Under this task order, Consultant (design engineer for the project) will provide services during construction (SDC), software programming, and assistance during startup and commissioning to assist the City and the Contractor in constructing a high quality project. Consultant's efforts will be directed toward providing a greater degree of confidence for the City that work performed by the Contractor conforms to the construction contract documents, but Consultant will not be responsible for the failure of the Contractor to perform the work in accordance with the construction contract documents. Consultant's programming services will place the new lift station on the City's existing WRP supervisory control and data acquisition system using radio communications to replace hard-wired telephone technology.

Through part-time examination of excavations, materials, and workmanship will endeavor to guard the City against risks of changed subsurface conditions, defects and deficiencies in the work, and provide recommendations to the City regarding work that fails to conform to the construction contract documents. In performing SDC, Consultant will not be responsible for the means, methods, techniques, sequences, or procedures of construction selected by the Contractor or the safety precautions and programs associated with the work of the Contractor.

SUSTAINABILITY CHARACTERISTICS OF THE PROJECT

Activities and policies to conserve energy and use it more efficiently save natural resources and money and help reduce greenhouse gas emissions. The following sustainability best practices related to energy conservation will be included in the project:

1. Installing variable speed pumps with high efficiency motors to provide efficient operation for the project conditions.
2. Installing controls and a radio communication link that will provide the City with more reliable remote monitoring of the lift station, which will help reduce trips to the site for nuisance alarms.
3. Eliminating the need to use confined space entry procedures to access to the pump area by operation and maintenance personnel. This will reduce the number of personnel required to travel to the site for routine operation and maintenance activities.
4. Teleconferencing will be used to for Carollo's participation in most weekly progress meetings versus Carollo's engineers making to the site. This will reduce carbon fuel consumption.

Activities that reduce waste and recycle materials reduce the potential to generate methane at

landfills, as well as reduce pollutants generated from transporting waste to disposal sites. Waste reduction and recycling activities also conserve natural resources. The following sustainability best practices related to waste reduction will be included in the project:

1. Submittals will be transmitted in electronic format avoiding wastes associated with printing and mailing paper copies. Only final record copies will be printed for City files.

SCOPE OF WORK

TASK 1 - Bidding Phase Services:

The purpose of this task is to assist City with the bid process, help to ensure the City receives competitive bids, and evaluate bids to assist the City identify the lowest, responsive, and responsible bidder. Consultant shall perform the following activities and provide the listed deliverables for Task 1:

Task 1 Activities

- 1.1. Bid Document Distribution and Plan Holders List. This task is handled by the City, Consultant shall provide information and documents needed by the City to post to the website.
- 1.2. Pre-Bid Meeting. Conduct a pre-bid conference attended by the City and prospective bidders. Provide an overview of the Project, discuss bid submittal requirements, tour the site with City personnel and prospective bidders, and answer questions from prospective bidders.
- 1.3. Clarifications and Addenda. Provide responses to questions from prospective bidders. Prepare addenda as deemed necessary by the City or Consultant and issue an electronic copy to all plan holders. Electronic copies shall be in Adobe Acrobat pdf format
- 1.4. Bid Evaluation and Award Recommendation. Evaluate bids received to identify the lowest responsive bid. Review bids with regard to prime contractor qualifications and listed subcontractor and supplier qualifications. Provide a recommendation regarding award of contract to the contractor that appears to be in the best interest of the City.
- 1.5. Conformed to Bid Drawings and Specifications. Prepare conformed to bid drawings and specifications by integrating addenda items into the bid documents and provide an electronic copy to the City for printing and distribution. Electronic copies shall be in Adobe Acrobat pdf format.

Task 1 Deliverables:

- Pre-Bid Meeting Minutes
- Addenda
- Bid Award Review and Recommendation Letter
- Conformed to Bid Documents

Task 2 - Engineering Services During Construction:

Consultant shall provide engineering services during construction (ESDC) over a nine (9) month period from April through December 2016:

Task 2 Activities

- 2.1. Document and File Management. Utilize the Bentley EADOC web based construction document and file management system to maintain to receive, log, store, share, and maintain files from the City, Contractor, and Consultant team, and other construction related entities for:
 - a. Construction contract document set including all addenda and change orders,
 - b. Correspondence
 - c. Meeting notes
 - d. Shop drawings and other submittals
 - e. Progress reports
 - f. Progress payments
 - g. Testing reports
 - h. Schedules
 - i. Requests for Information (RFI)
 - j. Design clarifications of contract documents, and
 - k. Work Change Directives and Change Orders

Subtask 1.1 Assumptions:

- An allowance of \$2,000 is provided for the fee charged by EADOC, LLC for the web based construction management system.
- 2.2. Document Existing Project Site Conditions. Provide photo or video documentation of the existing Project site conditions prior to Contractor initiating work on the site. Provide one (1) record copy to the City.
 - 2.3. Preconstruction Conference. Conduct a Preconstruction Conference attended by the City, Contractor, and major subcontractors. Prepare and distribute conference notes to attendees.
 - 2.4. Contractor's Lump Sum Price Breakdown Review. Review and comment on Contractor's breakdown of the lump sum bid amounts to develop a structure for progress payments.
 - 2.5. Contractor's Schedule Reviews. Review and comment on Contractor's initial and monthly update schedules for issues such as compliance with construction sequencing constraints, adequate time for submittal reviews, major and long lead time equipment deliveries, construction activity durations, and coordination with plant shutdown and startup/testing activities.

Subtask 2.5 Assumptions:

- One (1) original schedule will be reviewed with a re-submittal review required of the original submittal.
- 2.6. Progress Payment Verification. Review and comment on contractor's monthly progress payment requests. Consultant's review shall be limited to verification that

the work and quantities listed are a reasonable representation of the work performed.

- 2.7. **Request for Clarification Responses.** Interpret the drawings and specifications, including the preparation of elementary sketches, if required, to clarify the design intent or to make revision as a result of omissions or conflicts to respond to the Contractor's requests for information (RFI). Consultant shall notify the City of potential Work Change Directives or Change Orders that result from preparation of RFI responses.

Subtask 2.7 Assumptions:

- Response will be required to ten (10) RFIs.

- 2.8. **Submittal Reviews.** Receive, log, and provide review of Contractor's submittals as follow:

- a. Receive submittals, check for completeness, and log all submittals.
- b. Review shop drawings, Operation and Maintenance (O&M) Manuals, and material testing reports for general conformance with the design concept of the Project and general compliance with the construction contract documents.
Consultant's review is not intended as an approval of the submittals if they deviated from the construction contract documents or contain errors, omissions, and inconsistencies, nor is it intended to relieve the Contractor of the full responsibility for contract performance, nor is the review intended to ensure or guarantee lack of inconsistencies, errors, and/or omissions between the submittals and the construction contract requirements.
- c. Distribute applicable submittals to the City for review.
- d. Evaluate "or equal" items proposed by Contractor and make recommendation to the City regarding acceptance or rejection of items.
- e. Adjudicate and incorporate review comments from the City along with Consultant's review comments prior to disposition to the Contractor.
- f. Distribute submittal review responses to the City and Contractor.

Subtask 2.8 Assumptions:

- Twenty (20) original shop drawing submittals will be reviewed, with a re-submittal review of ten (10).
- O&M Manual reviews will be provide for the pumps, flowmeter, and control submittals with one re-submittal of the pump manual.

- 2.9. **Work Change Directives.** Identify changes to the contract that result from responses provided to RFIs and from field observations, review changes with the City, and issue Work Change Directives to the Contractor upon approval thereof by the City.

Subtask 2.9 Assumptions:

- Four (4) work change directive responses will be required.

- 2.10. **Change Order Reviews.** Review and comment on Contractor's requests for changes to the contract and response to Work Change Directives to evaluate schedule and cost impacts, and to assist the City in negotiating pricing and terms and conditions with contractor. Provide recommendations to the City regarding acceptance or

rejection of change requests and process Change Orders and Work Change Directives upon approval by the City.

Subtask 2.10 Assumptions:

- Two (2) change orders will be reviewed, with each covering multiple work change directives.

2.11. Construction Progress Meetings. Conduct construction progress meetings with attendance by the City, Contractor, and Consultant to review progress of the work, coordinate work with plant operations, and identify and address field issues. Prepare and distribute meeting notes to the City, Contractor, Consultant team members, and Resident, within five working (5) days of the meeting.

Subtask 2.11 Assumptions:

- Weekly construction progress meetings will be held from mid-April or May through November.
- Consultant will participate in meetings by teleconference.

2.12. Staff Training. Provide:

- a. One (1) pre-startup training session of approximately two hours to review the information contained in the O&M Manual update and answer questions staff may have about the facility, its design, and O&M requirements.
- b. One (1) post startup training session to address any operational issues or questions that occur after the facility is operational.

2.13. Notices of Substantial and Final Completion. Schedule an inspection of the work with the City and Contractor upon receipt of Contractor's written notices of Substantial and Final Completion. Based on the inspection:

- a. Issue a draft list of outstanding work to the City for review, incorporate City additions and changes, and issue the list to Contractor, and
- b. Make a recommendation to the City regarding acceptance of Contractor's requests for Substantial and Final Completion.

2.14. Commissioning and Start-up Assistance. Coordinate and witness commissioning and start-up of the facility:

- a. Facilitate meetings as part of the construction progress meetings to coordinate between the City and Contractor for Contractor's preparation of a Commissioning and Start-up plan and schedule,
- b. Review and comment on Contractor's commissioning and start-up plan and schedule submittal.
- c. Witness Contractor's Functional Testing of subsystems:
 - i. Identify operational modifications required,
 - ii. Assist Contractor resolve operational and/or control issues, and
 - iii. Provide a report on compliance with the contract documents to the City.
- d. Witness Contractor's Start-up of the facility:
 - i. Attend Contractor's initial start-up of the facility,
 - ii. Monitor facility performance during the specified process operating period, and

- iii. Provide a report on compliance with the contract documents to the City.
- 2.15. Performance Acceptance Testing (PAT). Coordinate and witness Contractor's performance acceptance testing of the pump station:
- a. Facilitate a meeting for coordination between the City and Contractor for details of the PAT,
 - b. Witness Contractor's PAT, and
 - c. Provide a report on compliance with the contract procurement documents to the City, including a recommendation on acceptance of the equipment and/or the corrective measures or conditions required for its acceptance.

2.16. Record Drawings and Electronic Files. Prepare record drawings on the basis of information provided by the Contractor. Provide the following deliverables:

- a. One (1) electronic copy in AutoCAD format,
- b. One (1) electronic copy of a half-size set in Adobe Acrobat pdf format, and
- c. One (1) full-size set plotted on Mylar and one (1) half-size set of record drawings plotted on paper for reproduction and distribution by the City.

The following statement will be provided on the cover sheet for the drawings:

"Record drawings: These record drawings have been prepared in part on information provided by the Contractor and others; however Carollo Engineers, inc. did not make measurements to confirm the accuracy of the information provided. This approval indicates that in general, the submitted field changes have been incorporated and indicates general conformance with the design intent."

2.17. Contract Closeout. Coordinate with the Contractor for the submission of warranties, guarantees, lien releases, maintenance bond, and other documentation as required by the contract documents for contract closeout. Consultant shall advise the City as to:

- a. Acceptability and compliance with the contract documents of warranties, guarantees, lien releases, maintenance bond, and other documentation, and
- b. Provide recommendation to the City regarding final payment and release of retention.
- c. Provide the City with an electronic copy in pdf format of the following records and documents:
 - i. Submittals from Contractor for shop drawings, O&M Manuals, and materials testing reports,
 - ii. Daily and monthly reports,
 - iii. RFI's and RFI responses,
 - iv. Work change directives, and
 - v. Change Orders.

2.18. One-year Warranty Inspection. Schedule and conduct an inspection of the work with the City and Contractor prior to expiration of the one-year warranty period. Identify work that needs corrected and a schedule for performing the work.

Task 2 Deliverables:

- EADOC document management files
- Existing site conditions documentation
- Contractor's Lump Sum Price Breakdown review
- Contractor's schedule reviews
- Progress payment reviews
- RFI responses
- Submittal reviews and logs
- Work Order Directives
- Change Orders
- Construction Progress Meeting Agenda and Notes
- Webster Lift Station No. 1 O&M Manual
- Staff training agenda, materials, and records
- Substantial and Final Completion reviews
- Startup and commissioning plan reviews
- Functional testing acceptance report
- Start-up testing and acceptance report
- Lift Station performance acceptance test report
- Record drawings and files
- Contract closeout submittal

Task 3 - Resident Project Representative Services:

Consultant shall provide resident project representative services on an as-needed basis to perform the following services. These services will be provided by:

- Consultant's project engineers for observation of equipment mechanical, electrical, and instrumentation work.
- An engineer from ZCS Engineering, Inc. for observation of the work.
- The Galli Group for observation of excavation, shoring, dewatering, and backfill work.

Task 3 Activities

- 3.1. Construction Observation. Observe work by Contractor when requested by the City to verify conformance with the construction contract documents and submittals. Work with the Contractor to resolve issues and, when needed, bring issues to the attention of the City for resolution.
- 3.2. Reports. For each time construction is observed, prepare a report summarizing work in progress, testing and inspections conducted, issues that arose and were resolved, and photos of the work observed.

Subtask 3.3 Assumptions:

- An allowance of 5 days is provided for resident project representative services by Consultant including:
 - One trip by Consultant's electrical engineer to observe and checkout

electrical and instrumentation installations.

- One trip by Consultant's project engineer to observe the pump installation and witness it's performance.
- An allowance of 15 days is provided for resident project representative services by ZCS Engineering, Inc.
- An allowance of 2 days is provided for site observation by the Galli Group.

Task 4 - SCADA Programming Services

The purpose of this task is to provide programming and related control startup/commissioning services to add the new lift station into the WRP supervisory control and data acquisition (SCADA) system. The work includes programming to update/modify the existing WRP human machine interface (HMI) and coordination with the Contractor for radio communication between the lift station and WRP.

Task 4 Activities

- 4.1. WRP HMI Programming. Provide programming for City's current WRP HMI to add screens for the new Webster Lift Station No. 1. Incorporate new control, alarm, monitoring, and historian functions.
- 4.2. Radio Communication. Provide programming and services required at the WRP to establish radio communications between the lift station and WRP.
- 4.3. Point to Point Wiring, Communication, and Programming Checkout. During Contractor's startup and commissioning work, verify programming for the WRP HMI. Correct program issues identified during the testing and provide the City with a copy of the final program installed.
- 4.4. Training. Provide training of City staff on use of WRP HMI control, monitoring, alarm and historian functions.

Task 4 Deliverables

- WRP HMI program
- Training materials consisting of WRP HMI screen shots

Task 4 Assumptions

- WRP HMI program will be based on functions shown on the project Process and Instrumentation Diagrams.

Task 5 - Project Management:

The purpose of this task is to manage work of the Consultant project team during the construction and commissioning of the project.

Task 5 Activities

- 5.1. Internal and External Team Management. Communicate with ZCS Engineering, Inc., Galli Group, and Carollo team members to schedule work tasks and provide updates on construction progress.
- 5.2. Progress Monitoring, Reporting, and Invoicing:

- a. Monitor project activities for potential changes, anticipate changes whenever possible, and with City's approval, modify project tasks, task budgets, and approach to keep the overall project within budget and on schedule.
- b. Prepare monthly invoices to be accompanied by a progress report that provides a narrative status report, project expenditure cost table by task, and summary of project schedule status.

Task 5 Deliverables

- Monthly Progress Reports and Invoices

Task 5 Assumptions

- Project management services will be provided from February 2016 through December 2016.

SERVICES NOT INCLUDED

1. Professional land surveying services.
2. Services related to bid protests, bid rejection, and re-bidding of the Project including redesign.
3. Services resulting from significant changes in the general scope or extent of the Project or its' design including revisions to previously accepted studies, reports, and design documents.
4. Performing extensive reviews of construction contractor proposed substitutions.
5. Services related to warranty claims, enforcement, and inspection.
6. Services related to litigation or alternative dispute resolution or extensive investigation or an unreasonable number of claims submitted by the contractor or others in connection with the work.
7. Services necessary due to default of the construction contractor.
8. Services related to damages caused by fire, flood, earthquake, or other acts of God.
9. Preparation for and serving as a witness in connection with any public or private hearing or other forum related to the Project.

Item: Motion allowing change of work hours for the
Webster Pump Station No. 1 Replacement.

Date: March 16, 2016

SUBJECT AND SUMMARY:

This motion would allow Emery & Sons Construction Group to alter their work hours from a 7:00 a.m. start to a 6:00 a.m. start. Night work in residential zones requires Council approval. The work site is in the Reinhart Volunteer Park.

RELATIONSHIP TO COUNCIL GOALS:

This supports Council's goal to **KEEP CITIZENS SAFE** by allowing construction to start and end earlier in the day to minimize conflict between construction work and the use of the park facilities in the late afternoon.

CALL TO ACTION SCHEDULE:

Call to action schedule: March 16, 2016.

BACKGROUND:

The City of Grants Pass Public Works Department is requesting an exception to the 7 a.m. normal start time for construction. This exception will allow for a full work day by construction workers and ensure the construction site is clean and secure prior to the high usage time of the baseball fields in Reinhart Volunteer Park. Construction work hours would be limited between 6:00 a.m. and 3:30 p.m.

COST IMPLICATION:

None.

ALTERNATIVES:

Council can allow the altered work hours; or Council can choose to not allow the altered hours.

RECOMMENDED ACTION:

Staff recommends approval to allow the altered work hours.

POTENTIAL MOTION:

I move to allow Emery & Sons Construction Group to alter their work hours from a 7:00 a.m. start to 6:00 a.m. start.

ITEM: 3.c. MOTION ALLOWING CHANGE OF WORK HOURS FOR THE WEBSTER PUMP STATION NO. 1 REPLACEMENT.

Motion requesting a waiver of Municipal Code
Item: 5.12.110 Unnecessary Noise.

Date: March 16, 2016

SUBJECT AND SUMMARY:

This motion is a request to waive Municipal Code 5.12.110 Unnecessary Noise during a Relay for Life event June 18 – 19 , 2016.

RELATIONSHIP TO COUNCIL GOALS:

This supports the Council's goal of LEADERSHIP by allowing an event to proceed without violating the Municipal Code.

CALL TO ACTION SCHEDULE:

Advanced notice of approval given to the applicant will allow the applicant to properly advertise their event. Call to action schedule: March 16, 2016.

BACKGROUND:

The organizers of Relay for Life are requesting a waiver to the City's noise ordinance 5.12.110 for their event that is going to be held at Grants Pass High School on June 18 - 19, 2016. According to the ordinance, "...upon application to the Council, permits may be granted to responsible persons or organizations for the broadcast or amplification of programs of music, news, speeches, or general entertainment as a part of a national, state, or City event, public festivals or outstanding events of a noncommercial nature."

The event is 24 hours long and they plan on broadcasting music for the participants during the entire event. The attached Exhibit 'A' provides detail of their event.

COST IMPLICATION:

Revenue Source: None.

ALTERNATIVES:

Council can choose to grant the waiver; or
Council can choose to deny the waiver.

RECOMMENDED ACTION:

It is recommended Council grant the waiver for this event.

POTENTIAL MOTION:

I move to authorize a waiver of the Municipal Code 5.12.110 for the Relay for Life event to be held June 18-19, 2016.

ITEM: 3.d. MOTION GRANTING A WAIVER OF MUNICIPAL CODE 5.12.110
UNNECESSARY NOISE.



March 9, 2016

City of Grants Pass
Waiver for event @ GPHS/Noise Waiver

Our Relay for Life is coming back to Grants Pass High School again this year. We do have permission from the Athletic Director at GPHS to use the High School track for our event which will be taking place on June 18, 2016 @ 10:00 am thru June 19, 2016 @ 07:00 am. This is an all night community gathering where everyone can participate in the fight against cancer. Teams of people camp out at the local High School and take turn walking and running around the track. We will have committee members and security on the track at all times.

A CHANCE TO CELEBRATE:

All Survivors (anyone who has faced a cancer diagnosis) are invited to join us as our honorary guests in the Survivors Lap Celebration, which opens the Relay for Life. Their strength and courage help the community see that cancer survivorship is real and celebrate the fact that we are making progress in the battle against cancer.

A CHANCE TO REMEMBER:

When the sun goes down, hundreds of luminaries light the way under the stars to remember those who have faced cancer- those we've lost, those still fighting, and those who have fought cancer and won. This ceremony of light symbolizes the hope and perseverance with which we all continue to fight, and helps us remember why we Relay.

A CHANCE TO FIGHT BACK:

Every dollar we collect, every person we tell, and every step we take helps in the fight against cancer. At Relay, there are other opportunities to fight back...opportunities to learn about cancer prevention, pledge to get healthy or quit smoking, share our story with your legislators, and get involved as a volunteer. Take this chance to make a difference!

Please help us with our efforts!
(We will be more than happy to notify neighbors around the High School with flyers, if needed).

(I do need this approved ASAP as we have already started advertising.)

Thank you,

Mary Trask
Relay for Life, Committee Member
Three Rivers Medical Center, Pt. Service Coordinator

The Council of the City of Grants Pass met in regular session on the above date with Mayor Fowler presiding. The following Councilors were present: Bouteller, DeYoung, Goodwin, Hannum, Lindsay, Lovelace, Riker and Roler. Also present and representing the City were City Manager Cubic, Assistant City Manager Reeves, Finance Director Meredith, Public Safety Director Landis, Parks & Community Development Director Glover, Public Works Director Canady, City Attorney Mark Bartholomew, and City Recorder Frerk.

Mayor Fowler opened the meeting and Councilor DeYoung led the invocation followed by the Pledge of Allegiance.

1. PUBLIC COMMENT:

2. CONSENT AGENDA:

- a. Resolution authorizing a street closure for the Antique and Collectibles Street Fair.

RESOLUTION NO. 16-6402

Councilor DeYoung moved and Councilor Lindsay seconded that Resolution 16-6402 be adopted and the vote resulted as follows: "Ayes": Bouteller, DeYoung, Goodwin, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: None. The resolution is adopted.

- b. Resolution authorizing the City Manager to enter into a contract for the Savage Street Bridge, a local government improvement project; Project No. TR6165.

RESOLUTION NO. 16-6403

Councilor DeYoung moved and Councilor Lindsay seconded that Resolution 16-6403 be adopted and the vote resulted as follows: "Ayes": Bouteller, DeYoung, Goodwin, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: None. The resolution is adopted.

- c. Resolution authorizing the City Manager to amend the design agreement with ZCS Engineering, Inc. to provide construction services for the installation of Savage Street Bridge.

RESOLUTION NO. 16-6404

Councilor DeYoung moved and Councilor Lindsay seconded that Resolution 16-6404 be adopted and the vote resulted as follows: "Ayes": Bouteller, DeYoung, Goodwin, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: None. The motion passed.

- d. Resolution authorizing the City Manager to extend the Jail Agreement with Josephine County for adult jail services.

RESOLUTION NO. 16-6405

Councilor DeYoung moved and Councilor Lindsay seconded that Resolution 16-6405 be adopted and the vote resulted as follows: "Ayes": Bouteller, DeYoung, Goodwin, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: None. The motion passed.

- e. Motion approving the minutes of the City Council Meeting of February 17, 2016.

Councilor DeYoung moved and Councilor Lindsay seconded to approve the minutes of the City Council meeting of February 17, 2016 and the vote resulted as follows: "Ayes": Bouteller, DeYoung, Goodwin, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: None. The motion passed.

- f. Motion acknowledging the minutes of the Parks Advisory Board meeting of December 10, 2015.

Councilor DeYoung moved and Councilor Lindsay seconded to approve the minutes of the Parks Advisory Board meeting of December 10, 2015 and the vote resulted as follows: "Ayes": Bouteller, DeYoung, Goodwin, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: None. The motion passed.

- g. Motion acknowledging the minutes of the Historical Buildings and Sites Commission meeting of January 21, 2016.

Councilor DeYoung moved and Councilor Lindsay seconded that the minutes of the Historical Buildings and Sites Commission meeting of January 21, 2016 be approved and the vote resulted as follows: "Ayes": Bouteller, DeYoung, Goodwin, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: None. The motion passed.

3. COUNCIL ACTION

- a. Resolution forgiving an affordable housing loan to Habitat for Humanity.

RESOLUTION NO. 16-6406

Councilor Lovelace moved and Councilor Lindsay seconded that Resolution 16-6406 be adopted and the vote resulted as follows: "Ayes": Bouteller, DeYoung, Goodwin, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: None. The motion passed.

4. MATTERS FROM MAYOR, COUNCIL AND STAFF:

- a. Appoint one member to the Performance Audit, Visioning and Enhancement (PAVE) Committee.

Councilor Hannum moved and Councilor Riker seconded to appoint William Rall to the PAVE Committee and the vote resulted as follows: "Ayes": Bouteller, DeYoung, Goodwin, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: None. The motion passed.

- b. Committee liaison reports.

c. Councilor Lovelace moved and Councilor Lindsay seconded to reconsider the Historic District text amendment to Article 13 Special Purpose Districts of the Development Code to provide design guidelines for exterior improvements to local historic Landmarks and structures within the Historic District; the topic to be continued to the March 16 meeting and the vote resulted as follows: "Ayes": Bouteller, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": DeYoung and Goodwin. Abstain: None. Absent: None. The motion passed.

5. EXECUTIVE SESSION: None

6. ADJOURN:

There being no further business to come before the Council, Mayor Fowler adjourned the meeting at 7:26 p.m.

The ordinances, resolutions and motions contained herein and the accompanying votes have been verified by:

City Recorder

URBAN RENEWAL TASK FORCE
Meeting Minutes – October 5, 2015 at 10:30 am
Courtyard Conference Room

Attendance:

Jon Bowen (Chair)
Colene Martin (Vice Chair)
Tim Cummings - absent
Ron Goss - absent
Robert Schaller
Jim Williams
Ward Warren

City/Staff/Council Liaisons:

Aaron Cubic (City Manager)
David Reeves (Asst. City Manager)
Lora Glover (PCD Director)
Jay Meredith (Finance Director)

Guests:

Elaine Howard
Scott Lindberg

I. Business – New

A. Urban Renewal Projects and Areas Discussion

1. Urban Renewal Video

- Task Force watched short video about urban renewal
- Put out by Association of Oregon Redevelopment Agencies

2. Review Consultant Scope of Work

- Review City's existing plans/studies
- Meet with Council, County Commissioners, Planning Commission, Planning Staff and presenting Urban Renewal 101
- Meet with Task Force
- Assess potential areas to be sure they meet the conditions of blight to ensure qualification
- Determine a tentative boundary that would meet assessed value and acreage limitations
- Return to Task Force in a couple months to look at boundaries and pick one for a feasibility study
- Work with Eco-Northwest to estimate financial capacity from those boundary areas, look at how much tax increment revenue could be generated in those areas over 20, 25, and 30-year timeframe
- Return to Task Force with that info and compare to City's potential project ideas
- Update as necessary
- Evaluate options
- Return with final feasibility study to present to Task Force and City Council
- *How does the Urban Renewal Plan work with the Economic Development Strategic Plan efforts?* – urban renewal is focused on a financing strategy for specific areas, as move through the plan will attempt to gain info from Eco-Northwest on what they see as development potential in urban renewal areas and city-wide and make sure those dove-tail, will also look at some specific boundaries outside of their work and then try to feed their work into what is looked at before final review and presentation.

3. Review Potential Areas List

- Vast area – covers North, Central, East, West, and down to Spalding Industrial (compilation of what Task Force members sent to David Reeves)
- Task Force to focus on which ones most important and try to design district that covers most important areas

- **Royal Vue Motel** – on Morgan
 - Jim brought up potential new access at Exit 58 would change that whole area
 - Mid-Rogue MPO proposal was not looked at favorably so reconsidering that project, still undecided if it will happen, when, and what it will look like
- **NW Vine area** – from Morgan to Highland
- **Church Property** – Old Police Station on other side of freeway
- **South Y #1** – between 6th and 7th (between Bi-Mart & GP Rentals)
- **6th/7th Street Corridor #1** – from I-5 down to A St.
- **6th/7th Street Corridor #2** – J St. through Y intersection with Redwood Ave.
- **Downtown Saturday Market area** –
- **SE M St.** – from the Parkway to Agness
- **South Y #2** – from Caveman Bridge to Union Ave.
- **Highway & the Parkway** –
- **Spalding Industrial Park** –
- **Allen Creek to New Hope** –
- **South Y #3** – at 238 and 199
- **Corner Property across from Water Filtration Plant** – 199 and M ST.
- **Fairgrounds** –
- **Area near RCC** –
- **Dimmick Property Area** –

4. Review Potential Projects List (add/subtract from that)

- **North Area** (Royal Vue, Vine, and Church Property)
 - New commercial development
 - Infrastructure to serve area
 - Provide better entrance to City (Council goal)
 - Landscaping/freeway buffer

- **6th/7th Street Corridor & Downtown**
 - Parking garage
 - Regional wine tasting center
 - Year-round Saturday Market
 - Downtown visitor improvements
 - (Storefront improvements)
 - (Signage/way-finding)
 - (Street-scape improvements)
 - (Pocket parks)

- **Industrial Areas** (North Grants Pass area, Vine, and Spalding)
 - Infrastructure & utilities to serve area
 - Street system linked for access from east end to both sides

- Discussion about the Spalding Industrial Park - future use, development, keeping commercial/retail out, incubators, etc.

Jon Bowen encouraged group if they keep goals in mind: protect industrial, economic development, blight, tourism/image of city, etc. it may be easier as they look at potential sites.

David Reeves will give Elaine copy of Council's 8 goals for the city. City Manager Cubic stated Task Force doesn't need to debate merit of locations at this time, Council would agree they meet blight.

Discussion about doing more than 1 area – urban renewal areas have to be contiguous, linked by right-of-way, but roads don't increase in value, also have to look at acreage, look at financial aspects, etc.

- **Water Filtration Plant Area**
 - City has a big need to upgrade water plant
 - Urban renewal could maybe help fund a portion of that
 - There are rules for urban renewal and these types of facilities
- **RCC**
 - Some water and sewer out in that area
 - Unsure if it is enough to provide incremental growth
 - College has asked about coming in several times, but they won't bring any increment in, will provide benefit but no cash
 - The city can include county land in urban renewal plan but County has to approve of it – typically easier to wait until annexation has occurred
- **Dimmick Property**
 - Neighborhood commercial center
 - Pocket park
 - Housing depending on zoning (elderly, workforce, etc.)
 - Assessed value now is 0 so if it acquires ownership there will be instant increment, however, there will be community kickback from putting anything there that will increase traffic which could hurt project support results.

Spalding – would be nice to know cost per square foot, how many streets needed, how much sewer line needed, etc. Perhaps we're close to competitors. If prices are too high no one will want in and then have to semi-give it away. Potential for incentive program? There are accessory uses built into industrial zoning to serve employers.

Redevelopment Agency – owners can exercise the benefits or not. Elaine gave some insight on different scenarios regarding redevelopment agencies and how they operate. Elaine suggested to do the infrastructure. Then, if development doesn't happen continue to let the private market own the property, but create an incentive program to get people in to do the developing.

When thinking of boundaries of where to do an urban renewal area – will get 3% growth in property taxes (slow, takes a long time, not a lot of money). Also, will get any new development that occurs in the area which is what makes urban renewal work.

Discussion about tax rolls, assessment, and State owned buildings

Can properties be included in urban renewal areas that don't need infrastructure to make them developable and use them to fund public projects (Winco properties, Charlie Morrison properties, etc.) – Yes, would need to have district established before October 2016

Question about looking at general boundaries or individual properties – Elaine explained it is a little of both – look at boundaries first and then look at what properties could be potentially included if it is a benefit

Parking Structure – every city says they need parking, when looking at parking lots today none of them were full, need to do a parking study first, structured parking is very expensive and estimates it would take ¼ of total money. Improved parking signage is underway for city.

- **Fairgrounds**

- Used once a year, is there a better use for area? Year-round Grower's market, convention center, etc.
- Urban renewal agency would provide incentives, infrastructure, and improvements so as to attract developers
- Would spark private investment as well
- Discussion of whether there is enough year-round interest to attract developers for a project of that size.
- County would be involved in this

South Y – the area in middle would be a prime place for someone to invest, wouldn't take much money to improve that as a gateway to city, whatever the main focus of the project ends up being South Y should be looked at as at least a minor project. Also improve both sides of 6th and 7th at South Y, not just the middle section. Unfortunately, ODOT will be involved in any improvements in that area.

Indoor Market – how to populate it? Current Saturday Market vendors wouldn't be interested. What Elaine has seen is permanent vendors inside and Saturday Market vendors set up outside. Robert expressed concern of losing current Saturday Market vendors. Jon share an Indoor Market is more like a small vendor space for current brick and mortar businesses to come to. Colene shared it is also often a different customer base. Perhaps help educate Saturday Market vendors how the Indoor Markets operate and how other Saturday Market vendors participate in them. Very far down the road.

- **Other potential projects**

- 4th Street bridge
- Screening Vine St. from I-5 on north entry
- Utilities in Vine St. area
- Additional attractions along river
- Parks improvements
- Trails and connectivity
- Saturday Market at site of Raptor Creek Farms – too far out
- Transportation improvements
- Storm drainage projects
- Phase 2 permit issues
- Beautification
- Indoor market (could go in Fairgrounds, but better in Downtown area)

5. Input on a Potential Boundary

- Next Steps: give Elaine feedback on potential areas, will collect GIS data, find assessed values, and total acreages for areas worth looking, determine how to tie them together, and then will return to Task Force with statistical data for the areas and determine which ones to look at for financial feasibility.
- David Reeves suggested he take the list, compile it, distribute it to Task Force, allocate points for each one, he will compile scores
- Discussion about size/acreage and what 25% looks like. GIS group could quickly analyze size of each area. They could also look at what acreage would be if they were tied together. Then it could be determined if any other areas could be added in.

II. Approve Minutes (from May 14th meeting) – did not do

III. Next Meeting Date

- At least 1 month out – December 8th @ 2pm

IV. Adjourn - Chair Bowen adjourned the meeting

These minutes were prepared by contract minute taker, Becca Quimby.

URBAN RENEWAL TASK FORCE
Meeting Minutes – December 8, 2015 at 2:00 p.m.
Courtyard Conference Room

Attendance:

Jon Bowen (Chair)
Colene Martin (Vice Chair)
Tim Cummings
Ron Goss
Robert Schaller - absent
Jim Williams - absent
Ward Warren

City/Staff/Council Liaisons:

Aaron Cubic (City Manager)
David Reeves (Asst. City Manager)
Lora Glover (Parks & Community Development Director)
Scott Lindberg
Jay Meredith (Finance Director)
Susan Seereiter (GP Business Advocate)

Guests:

Elaine Howard (consultant)
Cheryl Walker (County Commissioner)

I. Business – New

A. Urban Renewal Boundary Review of Informal Survey Results

- Elaine handed out copies of the survey results and explained how she compiled them – results showed
 - acreage doesn't have to be cut
 - there was very little interest in RCC and the Dimmick/Hospital property
 - the North Entrance received most support
- Elaine and David Reeves reviewed Urban Renewal purpose/process for new members/guests
- Important to remember – there are a number of properties that aren't in the city limits (unincorporated) up in the north area and in Spalding area. If an urban renewal plan is adopted that has unincorporated properties the County would also have to approve that. Ways to deal with that: 1) annex the property before doing the urban renewal plan, or 2) go ahead with the plan after getting assurance from County they will approve it
- David Reeves showed some areas on the map Parks and Community Development suggested annexing
- Discussion on how property taxes would potentially be affected by different timelines
- Elaine went over the individual survey results -
 - North Entrance received the most support
 - Spalding - received the next amount of positive responses – it is under-utilized, some services, property that could be a city asset, further development would be good for the city
 - 6th/7th Corridor –
 - NW Vine –
 - Fairgrounds –

- Water Filtration Plant – received fewer votes, perhaps mostly from city residents who know what the needs are, explain needs to county residents so they can better understand
- Comments – regarding downtown area (expanded area around Farmer's Market, parking, regional wine tasting, visitor improvement, etc. showed a feeling more activity needed to happen in the downtown)

B. Urban Renewal Boundaries and Mapping

- David Reeves shared and showed on the map some new suggestions City staff came up with –
 - expanded area around water treatment plant to include nearby industrial areas and the potential future site for new plant
 - area near Rogue Valley Door
 - city owned or nursery reserve parks areas either on the riverfront or zoned river tourist commercial – great opportunities for development and bringing value into the city
 - should discuss adding the area around the sewage treatment plant
- Should discuss adding the area around the sewage treatment plant
- Consider business park and industrial near Foundry? – Lora commented it would make sense to include that as focus is directed to industrial employment lands
- What about importance of looking to the future and including the 4th bridge corridor? – Lora replied urban renewal process will happen about 1½ ahead of future transportation plan update, unsure where potential future 4th bridge may be
- Elaine explained and discussion followed regarding the process for amending the urban renewal plan, adding/subtracting acreage, and altering the boundary (while remaining under 20-25% of total city acreage)
- Discussion about enlarging 6th/7th Corridor (from G Street south)
- Hamlin RV Park – Lora's suggestion because of unique zoning on property and a very blighted area (sub-standard streets and sewer/water problems), staff feels more beneficial to wait for optimal timing before including this area
- Discussion about if and why are developers being helped (financially) in some of these areas? (Hamlin RV Park, Spalding, Dimmick, etc.). Will the money really help them because projects haven't been determined yet? Staff perspective is not to provide assistance to developers but have failing areas where adequate services can't be provided therefore stopping development from happening. Staff's goal is to have basic infrastructure in and then developers will have to pay their share. Important to tie other things to a developer's area in order to sell the project to the public.
- Cheryl Walker had to leave meeting at this point, but she gave a brief update and shared tentative plans for the Dimmick property. Unsure how important including property in urban renewal plan would be to Board of Commissioners.
- Elaine discussed difference between minor amendment (under 1% of total acreage – easy to do) and substantial amendment (over 1% - notifications, open hearings, requires a non-emergency ordinance, required to take it to planning commission, may have to redo all blight findings, etc. – more expensive and time consuming process). Any properties on the fence (if have enough acreage) put them in now and take them out later if necessary.
- City Manager Cubic asked for 1) further consideration of including Hamlin RV property for the overall, farther reaching good and benefit for the whole community, and 2) discuss adding Allen Creek Road Sports Complex as it would

be economic development and would provide an additional funding source for the complex.

- Discussed New Areas to Include –
 - David Reeves went through all these new suggestions and Task Force discussed and informally voted on including them
 - Triangle shaped area (Ken Robert's owned) 8 acre property in the far northern part of town
 - Hawthorne and Washington from Morgan to Midland – use the zoning, just include the business park and industrial
 - Dimmick/Hospital property
 - Foundry connected up to 4th (excluding residential)
 - Expanding 6th/7th Corridor
 - Waste water treatment facility and properties reaching down to river (excluding subdivision)
 - Area along river connecting Hamlin property to Fairgrounds and other City-owned property along river
 - Residential area west of Hamlin property and east of Pedestrian Bridge
 - Area #12 - out Redwood Ave to Dowell and Red Robin property and commercial properties next to shopping center
 - Allen Creek to the potential 4th bridge crossing to Lincoln (Area #11)
 - Area #7 – along Redwood Hwy, next to Fairgrounds, up 6th including commercial zoned properties (Copeland and Henderson)
 - Area #10 - large area next to Wheeler across from Fairgrounds and Ringuette to Union
 - Area #5 - Allen Creek Road Sports Complex property
- After including these new areas David Reeves suggested cutting some out if total acreage and total assessed value ends up being more than 20%. They don't have to, technically they can go up to 25%, but going above 20% will limit future options.
- Elaine shared about a financial evaluation they can do – the State average appreciation of property rate is 7%, Grants Pass may be a little lower, they would run a high/medium/low appreciation rates and off those can evaluate how long it would take taxing entities to make up money at end of district.
- Next Steps – consulting firm will take new information, make sure it falls within the 25% (hopefully closer to 20%), Dave will give Elaine new boundary, she will give it to EcoNorthwest, will start running different scenarios to bring back and look at/discuss.

C. Potential Projects Discussion

- City to start listing potential projects with price tags
- Elaine will bring financial analysis to next meeting and they can start making decisions.
- Many different types of projects to consider.
- More discussion on projects to take place at next meeting – **Add to Next Meeting Agenda**

II. Approve Minutes – from October 5, 2015 meeting – **Add to Next Meeting Agenda**

III. Next Steps

- See above

IV. Next Meeting: TBD

These minutes were prepared by contract minute taker, Becca Quimby.

**ALLEN CREEK SPORTS PARK TASK FORCE
Meeting Minutes – January 05, 2016 at 5:00 pm
City Manager’s Conference Room**

Attendance:

Dan Trader (Chair)
Dick Matti
Mark Johnson - absent
Jake Musser
Cory Johnston
Darren Huddleston
Ruth Berkey - absent
Gabe Snodgrass
Jess Elzy - absent

City/Staff/Council Liaisons:

Lora Glover (PCD Director)
Mayor Darin Fowler (Council Liaison)

Guests:

I. Business - Continuing

A. Approval of Minutes: November 19, 2015

MOTION/VOTE

It was moved and seconded to approve the minutes as presented from the November 19, 2015 meeting. The vote resulted as follows: “AYES”: Task Force Trader, Musser, Johnston, Huddleston, and Snodgrass. “NAYS”: None. Abstain: None. Absent: Committee Members Johnson, Berkley, Matti and Elzy. The motion passed.

II. Business - New

A. Welcome/Acknowledgments

B. Other Business

1. Updates/Discussion

- Lora spoke to James Lowe about helping with the Allen Creek project when the Riverside project is started. He can help bring in support from both Rotary as well as the Active Club. He will need to be updated as the project moves forward.
- It was requested that the reminder calls on the meetings continue.
- Concerns about what little league will do during construction were presented. Possibly partner with city and school district to update existing fields to little league standards as a temporary solution for little league.
- The 2019 date set by ODOT for street improvements will be able to be worked around without a need for the improvements to be included in the sports park budget as the funding has already been set at the Federal level.
- Additional land will need to be purchased to go with the two City lots that are already set aside for this project. The two existing lots are

landlocked. There is a lot in front of Allendale currently for sale by Chad Guthrie.

- A gentleman's agreement can be put in place to share some fields with baseball having them half the year for spring and soccer having them half of the year for fall.

2. Funding Strategies

- Discussion on the need to start strategizing funding efforts. Options presented were to request the funding set aside for jail beds to be reinstated by Council. Reaching out to private parties (Nike?) for funding on the project, possibly in conjunction with a tax. Using seed money to gain grants.
- Lora expressed Aaron's recommendation that the project be considered as a whole on the funding side rather than as phases to avoid losing momentum as funds start to run out.
- The Rotary Club expressed some interest in the Allen Creek project but weren't willing to sponsor unless there was an immediate plan for the funds. Possibly reach out to them as an additional source of funding as the project approaches.
- Strategies for which election would be best to present the Allen Creek Sports Park on will need to be discussed. Mayor Fowler discussed some of the pros and cons of competing with larger projects and going on an election ballot.
- Private sponsorship needs to be given at a 50% basis in order to have the park named after the company. It's possible to break the park into sections to have smaller projects funded and named.
- The school board will need to be addressed concerning if they will allow the fields to be named after commercial businesses.
- Approximation on cost is at about \$10 million. Lora is going to request that Jay run bond numbers.

3. Goal Setting/Strategic Planning Meeting

- Lora gave a brief overview of the agenda for the Goals Setting meeting, the Allen Creek presentation will need to be rolled into the Park Advisory Board presentation. The presentation will begin at 11:45am on Friday January 22nd at the Parkway Public Safety Station. Member Matti will present on the Soccer Task Force.
- Mayor Fowler suggested that committee members reach out to Council members about Allen Creek Project. Contact information can be found on the City website. Dick will reach out to Soccer club, baseball will reach out to their contacts, Ruth will be told to reach out concerning Tennis.
- Member Matti will request the \$200,000 set aside for jail beds back from the Council. This money can be used to finish engineered plans to present to the City planning Department as well as private sponsors and Rotary Club.

- It was suggested that the Council be reminded of the possible revenue a facility like this can bring in. Medford's annual Memorial Day soccer tournament brings in between 5 and 6 million.

4. Next Meeting

- Discuss how the Goal Setting meeting went and where the project stands with Council.
- Discuss timeline on project.

C. Adjournment

III. Next Meeting: Tuesday, February 2, 2016

These minutes were prepared by Carlie Paulsen, Administration Department, City of Grants Pass.

GRANTS PASS PARKS ADVISORY BOARD
Meeting Minutes – January 14, 2016 at 3:30 PM
City Manager’s Conference Room

Members in Attendance:

Dick Matti (Chair)
Cliff Kuhlman (Vice Chair)
Jan Battersby - Absent
Gary Still - Absent
Marian Szewc
Robert Cartmell – Arrived late
Rick Chapman
Bill Reinert

City/Staff/Council Liaisons:

Lora Glover (PCD Director)
Jim Goodwin (City Council)

Guests:

Dennis Dreher (COPA)
Julie Imhof (COPA)

I. Business – Continuing:

A. Approval of Minutes: December 2015 meeting

MOTION/VOTE

Board Member Chapman moved and Board Member Kuhlman seconded to approve the minutes as presented from the December 10, 2015 meeting. The vote resulted as follows: “AYES”: Board Members Matti, Kuhlman, Szewc, Chapman, and Reinert. “NAYS”: None. Abstain: None. Absent: Board Members Battersby, Still, and Cartmell. The motion passed.

II. Business – New:

A. Riverside Park Project

1. Active Club would like to be in control of the proposed bandstand platform area. With their cooperation we may be able to have services donated. If the City heads the project completely we will not be able to accept the help due to Davis-Bacon. Active Club will be presenting their suggestion to City Council.
2. Administration wants to make the Riverside project larger so that it can appeal to a wider range project.
3. Went over table sent by active club to hire engineer to draw civil plans. ZCS and Bill Galli will likely be reached out to. Estimated \$70,000 for engineered drawings. The drawings may be more complex and there will be additional permits needed through FEMA due to a large sewer main close to the river and part of the property being in the floodway.
4. Originally suggested putting parking where the current disk golf area is, we will not be moving that area due to heavy use from the community. Potential to add landscaping for privacy for close by residents and to add appeal for people driving on 6th Street.
5. Made headway with Chamber of Commerce to have concerts in the park, however we may need additional equipment to make the soundstage work for their needs – possibly portable soundproofing similar to Britt.
6. Jeff is looking into who owns the portable concert stage, Chamber or City?
7. Need engineered drawings to present anything to Duck Derby or possible corporations for funds.

8. The idea of a possible Community Center at Riverside was discussed. Lora will bring a map of the floodplain next meeting to show exactly where we might put the potential Community Center. It will be better to use property already owned for center as buying property might be out of budget
- 9.

MOTION/VOTE

Board Member Chapman moved and Board Member Kuhlman seconded to approve the proposal that Member Matti will present at the Strategic Planning meeting for the Parks Advisory Board. The vote resulted as follows: "AYES": Board Members Matti, Kuhlman, Szewc, Chapman, Cartmell, and Reinert. "NAYS": None. Abstain: None. Absent: Board Members Battersby and Still. The motion passed.

B. Other Park and Committee News

1. Two new security cameras have been installed. One at Reinhart and two on either side of the pedestrian bridge.
2. There were concerns about the gates being closed by other committees. Due to public safety issues the gates will need to be closed at dark. Hours will be extended as it says lighter, later.
3. Little League has finally joined the Allen Creek Sports Park Task Force and are excited about the potential for the community.

C. COPA

1. Dennis mentioned that COPA has discussed putting a possible community center or a museum at the forest service property that might become available. COPA would like to work with other committees to collaborate on making this center a reality.
2. COPA would like to have public art at the refreshed Riverside Park they would like to provide input on where we can add public art and be involved in the process, not the actual structure but how it looks when complete.
3. It was suggested that COPA reach out to either James Lowe or Jim Hubbard (at Jim Sigel) to discuss the Active Club role in the Riverside Project.
4. High school might be playing games at Reinhart Park. If so they might be able to help come up with funds to assist with the replacement of the scoreboard.

III. Next meeting: February 11, 2016 at 3:30 PM in the City Manager's Conference Room

These minutes were prepared by Carlie Paulsen, Administration Department, City of Grants Pass.