

CITY OF GRANTS PASS  
MEETING AGENDA  
March 2, 2016  
6 p.m. City Council Meeting  
Council Chambers - 101 N.W. "A" Street

MAYOR: Darin Fowler

CITY COUNCIL MEMBERS:

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

Invocation

Flag Salute

Roll Call

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. **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 a street closure for the Antique and Collectibles Street Fair. **Pgs. 1-14**
  - b. Resolution authorizing the City Manager to enter into a contract for the Savage Street Bridge, a local government improvement project; Project No. TR6165. **Pgs. 15-20**

- 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. **Pgs. 21-26**
- d. Resolution authorizing the City Manager to extend the Jail Agreement with Josephine County for adult jail services. **Pgs. 27-30**
- e. Motion approving the minutes of the City Council Meeting of February 17, 2016. **Pgs. 31-36**
- f. Motion acknowledging the minutes of the Parks Advisory Board meeting of December 10, 2015. **Pgs. 37-40**
- g. Motion acknowledging the minutes of the Historical Buildings and Sites Commission meeting of January 21, 2016. **Pgs. 41-42**

3. COUNCIL ACTION

- a. Resolution forgiving an affordable housing loan to Habitat for Humanity. **Pgs. 43-50**

4. MATTERS FROM MAYOR, COUNCIL AND STAFF

- a. Appoint one member to the Performance Audit, Visioning and Enhancement (PAVE) Committee. **Pgs. 51-54**
- b. 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.*

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

Date: March 2, 2016

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SUBJECT AND SUMMARY:

This resolution would approve a street closure for this annual event.

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RELATIONSHIP TO COUNCIL GOALS:

This supports the Council's goal of **ENCOURAGE ECONOMIC OPPORTUNITIES** by keeping the sense of "Hometown" and drawing residents and visitors to our downtown.

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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: May 4, 2016.

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BACKGROUND:

The Antique and Collectible Street Fair is proposing a fair on Sunday, May 15, 2016. The proposal is to close 'H' Street from 4<sup>th</sup> to 7<sup>th</sup> and no through traffic on 5<sup>th</sup> and 'H' Streets. This fair is part of the Amazing May program.

The event application is attached as Exhibit "B". This request has been reviewed and approved by the adjoining property owners as well as Public Safety.

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COST IMPLICATION:

Revenue Source: None.

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ALTERNATIVES:

1. Approve the event as proposed; or
2. The event could be held in a different location, such as a City park, that would not impact downtown merchants.

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RECOMMENDED ACTION:

It is recommended Council authorize the City Manager to close 'H' Street from 4<sup>th</sup> to 7<sup>th</sup> and no through traffic on 5<sup>th</sup> and 'H' Street for the Antique and Collectibles Street Fair.

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POTENTIAL MOTION:

I move to approve the street closure for the Antique and Collectibles Street Fair.

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ITEM: 2.a. RESOLUTION AUTHORIZING A STREET CLOSURE FOR THE  
ANTIQUE AND COLLECTIBLES STREET FAIR.

SUMMARY OF EVENT DESCRIPTION

Event Title GRANTS PASS ANTIQUES & COLLECTIBLES ST. FAIR

Detailed description of your event, including a timeline:  
24th year -- VENDORS SET BOOTHS UP IN STREET  
TO SELL STUFF -- 1 DAY SHOW SUND. MAY 15, 2016  
STREET CLOSURE 6:00 AM - 10:00 PM

Will there be an admission charge?  Yes  No

If yes, what will the admission charge be? \_\_\_\_\_

Location (be specific, park name and location, street name, etc.):  
ON H STREET BETWEEN 4th AND 7th STREET

Event Category (Check all that apply)

- Art Show
- Athletic/Recreation
- Block Party
- Carnival
- Circus
- Concert/Performance
- Cultural
- Dance
- Educational
- Exhibits/Misc.
- Fair
- Farmer/Outdoor Market
- Festival/Celebration
- Flea Market
- Live Animals
- Museum Special Attraction
- Parade/Procession/March
- Sidewalk event
- Other (be specific)  
Antiques STREET FAIR

Participants Estimated Total 8-10 K Per Day X

DATE/TIME

Event Starts Date 5-15-2016 Time 6:00 AM - 6:00 PM Day of Week Sund.  
Event Ends Date 5-15-2016 Time 6:00 PM Day of Week Sund.

CONTACTS

Host Organization: GRANTS PASS ANTIQUE DEALER LEAGUE  
Contact Name (Required): JEFF MCGOWAN  
Second Contact: KAREN MCGOWAN  
Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Web Address: WWW.HSTANTIQUES.COM  
E-mail address: \_\_\_\_\_

Yes  No  Is this an annual event?  
Yes  No  Do you anticipate this to be an annual event?  
How many years have you been holding this event?  
Previous Location(s) HST. BETWEEN 4th & 7th  
Contact Number: \_\_\_\_\_

## ORGANIZATION STATUS/PROCEEDS/REPORTING

- Yes  No  Is the Host Organization a commercial entity?  
Yes  No  Is the Host Organization a bona fide tax exempt, nonprofit entity? If yes, you must attach a copy of your IRS 501(C) tax exemption letter providing proof and certifying your current tax exempt, nonprofit status to your application.  
Yes  No  Will there be vendors at the event?  
If yes, what fees will you charge the vendors? \$75.00

You will be required to provide a list with the name of each vendor and contact information for the vendor no later than 48 hours prior to the start of the event. This information shall be provided to Utility Customer Service.

Vendors who will be serving food or beverages will be required to provide Certificates of Insurance naming the City as an additional named insured. Likewise, vendors providing activity items such as bounce houses, climbing walls and similar activities are also required to provide the City with a Certificate of Insurance.

You are encouraged to provide the vendor list and required Certificates of Insurance as early as possible. You can update the list up to 48 hours prior to the start of your event.

## APPLICANT AND HOST ORGANIZATION INFORMATION

A written communication from the Chief Officer of the Host Organization authorizing the applicant and/or professional event organizer to apply for this Special Event Permit on their behalf must be submitted with your permit application.

Host Organization GRANTS PASS Antiques Dealer League  
Chief Officer of Host Organization Scott McGowan  
Applicant Name: Scott McGowan  
Address: \_\_\_\_\_  
City GRANTS PASS State OR. Zip 97526  
Telephone D \_\_\_\_\_ Evening \_\_\_\_\_ Fax \_\_\_\_\_ Cell \_\_\_\_\_

## SAFETY AND SECURITY PLAN:

The safety and security of event participants, spectators and others is your paramount concern. Please provide a safety and security plan which shall address the items described below. The plan should include specifics as to numbers and location of security personnel and traffic control.

## STREET CLOSURE INFORMATION

Will your event require closing a public street or public parking lot? Yes  No   
If yes, is this a parking lot? Yes  No   
Is this a public street? Yes  No

## SITE PLAN/ROUTE MAP

Your **attached** event site plan/route map should include the information requested below. If an item does not apply to your event, please indicate so.

- Yes  No  An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures.
- Yes  No  The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access. If available, the Streets Department will loan out barricades. Pick up and drop off times should be arranged at least 1 week prior to your event. Contact Steve Scrivner, Streets Department, at 541-450-6125.
- Yes  No  Adequate number of garbage cans, recycle containers, parking, restroom/porti-toilet facilities, and waste stations. Indicate a legend for the above items, how many and where they are to be placed. Also indicate adequate parking provisions and provisions for the clean up and removal of the above items.
- Yes  No  Other related event components not listed above.

## ENTERTAINMENT AND RELATED ACTIVITIES

As an event organizer, you must be certain that all event related activities comply with the local laws applicable to noise abatement. Please be aware that loud and unreasonable noise (including music) is a violation of law [www.grantspassoregon.gov](http://www.grantspassoregon.gov). Banners, pennants, flags, signs, streamers, inflatable displays and similar devices are also regulated by local ordinance.

The City reserves the right to impose reasonable conditions and restrictions upon events using sound amplification equipment, horns, sirens, or similar noise making equipment or devices, including without limitation, conditions and restrictions relating to noise levels, time of day, duration, and location relative to residential zones, hospitals, schools, churches, or assisted living facilities.

Yes  No  Are there any musical entertainment features related to your event?  
If yes, provide an attachment listing all bands/performers, type of music, sound check and performance schedule. HIDDEN VALLEY HIGH BAND.

Yes  No  Will sound amplification be used?  
If yes, start time 9:30 AM Finish time 2:00 PM

What is the approximate distance between the amplified sound source and nearby residences?  
500 FT.

Yes  No  Do you plan to have a dance component to either live or recorded music at your event?  
If yes, please describe: \_\_\_\_\_

Please describe the sound equipment that will be used for your event  
BAND S TUFF

Yes  No  Will inflatables, hot air balloons, bounce houses, climbing walls or similar devices be used at your event? If yes, please describe \_\_\_\_\_

Certificates of insurance may be required for bounce houses, climbing walls, hot air balloons and similar activities.

Yes  No  Will your event be held during the evening hours.

## ENTERTAINMENT AND RELATED ACTIVITIES (cont).

Yes  No  Is lighting necessary? Yes  No  Is lighting provided?

Yes  No  Will you require electricity or water? If yes, describe your needs and sources for electrical power and water. \_\_\_\_\_

Yes  No  Does your event include the use of fireworks, rockets, lasers, or other pyrotechnics?

If yes, please describe \_\_\_\_\_

Please be aware that the use of these items must be under the supervision of a licensed pyrotechnic and require a permit or approval from the Oregon State Fire Marshall. For more information, contact Fire Prevention at 541-450-6200.

Yes  No  Will your event include the use of any signs, banners, decorations, or lighting?

If yes, please describe BANNER OVER 6<sup>th</sup> STREET

Please be aware that the use of any of these items may require additional permits.

## SANITATION, TRASH REMOVAL AND HYGIENE PLAN.

Please describe your plan for providing that adequate bathroom facilities, hand washing stations, and trash collection and removal will be provided during your event. D & D PORTA POTTI WILL BE ON SITE WITH WASH STATION. TRASH IS PICKED UP - PUT IN DUMPSTER BEHIND HST. ALVARES ON H STREET.

Yes  No  Do your event plans include any casino games, bingo games, drawings or lottery opportunities? If yes, please describe \_\_\_\_\_

## MARKETING AND PUBLIC RELATIONS

Please ensure that you have conditional approval of your event before you begin to promote market or advertise the event. If you plan to include radio, television or other product promotions within your event venue, it is important that you limit the placement and/or distribution of signs, stickers and other promotional items. Items of particular concern are those that may damage public and private property, violate city sign code ordinances, or which may be difficult to clean or remove from the venue.

Yes  No  Is this event marketed, promoted, or advertised in any manner?

If yes, please describe T.V. AD, FLIERS, ON LINE, WORD OF MOUTH AFTER 22 YRS.

Yes  No  Will there be live media coverage during the event?

If yes, please describe \_\_\_\_\_

Yes  No  Will media vehicles be parked within the event venue?

If yes, please describe safety plan \_\_\_\_\_

Yes  No  Do you have a plan to control or limit the placement and/or distribution of promotional signage, stickers, and other items?

If yes, please describe

BUSSINESSES PLACE POSTERS IN STORES

## ALCOHOL

If you plan to sell or furnish alcoholic beverages at your event you will be required to obtain a permit from the State and City. Alcohol is permitted only under limited circumstances in City Parks. For more information regarding alcohol in City Parks contact: Parks and Recreation Department, 198 SW 6<sup>th</sup> Street, Grants Pass, OR 97526, 541-471-6435. For more information regarding alcohol permits and licenses, contact: City Finance Department at 541-450-6020.

Yes  No  Does your event involve the use of alcoholic beverages?

If yes, please check all that apply:

- Free/Host Alcohol
- Alcohol Sales
- Host and Sale Alcohol
- Beer
- Beer and Wine
- Beer, Wine and Distilled Spirits

Certificates of insurance will be required from all alcohol vendors.

Please describe your safety and security plan to ensure the safe sale or distribution of alcohol at your event.

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## FOOD CONCESSIONS OR PREPARATION

Food facilities and handling must meet state, county, and city laws and regulations. Food handler permits are provided by the county. For information regarding food handler permits, contact the Health Department at 541-474-5325.

Yes  No  Does your event include food concession and/or preparation areas?

If yes, please describe how food will be served and/or prepared.

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Yes  No  Do you intend to cook food in the event area?

If yes, please specify method:

- Gas
  - Electric
  - Charcoal
  - Other (specify)
- 
- 

*Certificates of insurance will be required from all food vendors.*

## MITIGATION OF IMPACT

As an event organizer, you are required to develop mitigating measures to accommodate the negative impact your event may have on park landscapes, pedestrian and vehicular traffic, other users, adjoining property owners and neighbors that may be affected by your activities. Your plan should identify all mitigating measures which you intend to utilize to avoid or minimize the impacts your event will generate and which will provide a safe and secure environment.

The City requires that adjoining property owner, residents and businesses be notified at least one week prior to your event.

Off pavement driving is prohibited without prior written permission. Organizers will be liable for all damages caused by the event.

Yes  No  Have you met with the residents, businesses, places of worship, schools and other entities that may be directly impacted by your event? If yes, please attach a complete list of these entities. This list shall be provided prior to the issuance of your permit. If no, please explain \_\_\_\_\_

Yes  No  Do you have a sample of any notice that you propose to distribute at least one week prior to your event?  
If yes, please attach. If no, please explain \_\_\_\_\_

## NEIGHBORHOOD BLOCK PARTY

Applications shall be accompanied by the signed consents of 75 percent of the neighbors located adjacent to any portion of the roadway to be closed.

## HOLD HARMLESS

Applicant agrees to defend, pay, save and hold harmless the City, its officers and employees, from any and all claims or lawsuits for personal injury or property damage arising from or in any way connected to the special event, except any claims arising solely out of the negligent acts of the City, its officers and employees.

## INSURANCE REQUIREMENTS

Most special events will be required to provide evidence of insurance coverage. Please note insurance requirements depend upon the risk level of the event. If your event will include alcohol, liquor liability coverage must be included on your certificate of insurance.

Before final permit approval, you will need commercial general liability insurance that names as Additional Insured, the "City of Grants Pass, its officers, employees, and agents" and any other public entities (e.g. County, etc.) impacted by your event. Insurance coverage must be maintained for the duration of the event including setup and dismantle dates.

An original Certificate of Insurance in the amount satisfactory to the City must be received by the City of Grants Pass prior to the issuance of your Special Event Permit. Mail to: City of Grants Pass, 101 N.W. A Street, Grants Pass, Oregon 97526. Certificates of insurance from food and beverage concessionaires/vendors and vendors providing such things as bounce houses, climbing walls and similar activities will also be required.

Name of Insurance Agency: ASSOCIATION INSURANCE ADMINISTRATION  
Address: P.O. BOX 4389  
City DAVIDSON State NC. Zip 28036

# AFFIDAVIT OF APPLICANT

The applicant and, if applicable, the professional event organizer, must complete, sign and date this application before submitting it to:

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the Grants Pass Municipal Code and I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. Applicant agrees to comply will all other requirements of the city, county, state, federal government and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. I agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Grants Pass.

Organization: Grants Pass Antiques Dealer League

Print Name of Applicant/Host: Jeff McGowan

Applicant Title: Pres.

Applicant Signature: \_\_\_\_\_ Date: 1-22-15

Print Name of Professional Event Organizer: G.P.A.D.L.

Event Organizer Signature: \_\_\_\_\_

Date: 1-22-15 ST. PA.





# Street Closure Petitioner Form

*24th Antiques & Collectibles ST. Fair*

### SIGNATURES AND ADDRESSES OF ALL PETITIONERS

The attached map shows the street(s), day and time of the street(s) we would like to close for our event. Please sign below and check either YES or NO. YES would indicate that you are willing to close the street for the day. NO would indicate that you are opposed to this idea.

One Signature per Business/Household from 75% of Business/Residents on the Street is Required for Approval.

(Use Additional Sheets if Necessary)

### PLEASE REVIEW DATES ON FRONT OF APPLICATION BEFORE SIGNING THE PETITION

Number of Businesses or Houses on Street	Number of Vacant Businesses/Houses on Street	Number of Signatures
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### PLEASE PRINT AND SIGN LEGIBLY WHEN COMPLETING INFORMATION BELOW

Name	Signature	Address	Yes	No
1. Rogue Theatre	<i>[Signature]</i>	143 SE H St.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Taqueria Mexico	<i>[Signature]</i>	137 SE H St	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Afford. Home Furnishings	<i>[Signature]</i>	129 SE H St	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. I.O.O.F.	N.A.	101 SE H St	<input type="checkbox"/>	<input type="checkbox"/>
5. The Kitchen Co.	<i>[Signature]</i>	301 SE 6th St	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Hart Jewelers	<i>[Signature]</i>	235 SE 6th St	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Aug. Fox Design	<i>[Signature]</i>	122 SE H St	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. St Vincent DePaul	<i>[Signature]</i>	132 SE H St	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. H St Antiques & Interiors	<i>[Signature]</i>	138 SE H St	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Vint. House Parts and	<i>[Signature]</i>	140 SE H St	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Vint. House Parts & Antiques	<i>[Signature]</i>	142 SE H St	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. Barely Worn	<i>[Signature]</i>	144 SE H St	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13. The Bead Merchant	<i>[Signature]</i>	300 SE 6th St	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14.	N.A.	111 SW H St	<input type="checkbox"/>	<input type="checkbox"/>
15. Touch of Style	<i>[Signature]</i>	113 SW H St	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Sublime Vapor	<i>[Signature]</i>	115 SW H St	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. The Haul	<i>[Signature]</i>	121 SW H St	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18. Napa's	<i>[Signature]</i>	229 SW H St	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Shadez	<i>[Signature]</i>	240 SW H St	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Greiss Family Brews	<i>[Signature]</i>	220B SW H St	<input checked="" type="checkbox"/>	<input type="checkbox"/>
21. Sanja Studio & Gallery	<i>[Signature]</i>	220A SW H St	<input checked="" type="checkbox"/>	<input type="checkbox"/>
22.	N.A.	234 SW H St	<input checked="" type="checkbox"/>	<input type="checkbox"/>
23. Sunshine Natural Foods	<i>[Signature]</i>	128 SW H St	<input checked="" type="checkbox"/>	<input type="checkbox"/>
24. Hendershott School	<i>[Signature]</i>	126 SW H St	<input checked="" type="checkbox"/>	<input type="checkbox"/>
25. AMERICAN VINTAGE	<i>[Signature]</i>	122 SW H St	<input checked="" type="checkbox"/>	<input type="checkbox"/>
26. Royal Barge	<i>[Signature]</i>	120 SW H St	<input checked="" type="checkbox"/>	<input type="checkbox"/>
27. The Wonder Bur	<i>[Signature]</i>	116 SW H St	<input type="checkbox"/>	<input checked="" type="checkbox"/>
29. Listen Here	<i>[Signature]</i>	234 SW 6th St	<input checked="" type="checkbox"/>	<input type="checkbox"/>
30. Rouge Cycles	<i>[Signature]</i>	232 SW H St	<input checked="" type="checkbox"/>	<input type="checkbox"/>
31. THE HORNY GOAT	<i>[Signature]</i>	234 SW 5th	<input checked="" type="checkbox"/>	<input type="checkbox"/>
32. NAPAS	<i>[Signature]</i>			

176-0631

4th St.

-  REST ROOM
-  WASH STATION
-  BAND
-  ST. BARRICADE
-  TRASH

105	104
106	103
107	102
108	101
109	100
110	99
111	98
112	97
113	96
114	95
115	94
116	93
117	92
118	91
119	90
120	89
121	88
122	87
123	86
124	85
125	84
126	83
127	82
128	81

"H" St.

BAND

5th St.

- 
- 
- 

1	47
2	46
3	45
4	44
5	43
6	42
7	41
8	40
9	39
10	38
11	37
12	36
13	35
14	34
15	33
16	32
17	31
18	30
19	29
20	28
21	27
22	26
23	25
	24

6th St.

149	129
150	130
151	131
152	132
153	133
154	134
155	135
156	136
157	137
158	138
159	139
160	140
161	141
162	142
163	143
164	144
165	145
166	146
167	147
168	148

"H" St.

★

7th ST.

**RESOLUTION NO.**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS  
AUTHORIZING A STREET CLOSURE FOR THE ANTIQUE AND COLLECTIBLES  
STREET FAIR.**

**WHEREAS:**

1. The Antique and Collectibles Street Fair is an advertised event as part of Amazing May, bringing merchants and regional citizens to downtown Grants Pass; and
2. The City Council finds the closure of the roadways for the time and in the location listed is in the best interest of the residents of Grants Pass.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Grants Pass that the City Manager is authorized to close 'H' Street from 4<sup>th</sup> to 7<sup>th</sup> and no through traffic on 5<sup>th</sup> Street at 'H' Street from 6:00 a.m. to 6:00 p.m., Sunday, May 15, 2016 as shown on Exhibit 'A'.

**EFFECTIVE DATE** of this Resolution shall be immediate upon the passage and signature by the Mayor in accord with the Grants Pass City Charter.

**ADOPTED** by the Council of the City of Grants Pass, Oregon, in regular session this 2<sup>nd</sup> day of March, 2016.

**SUBMITTED** to and \_\_\_\_\_ by the Mayor of the City of Grants Pass, Oregon, this \_\_\_\_ day of March, 2016 to be effective on the date indicated as adopted by the City Council.

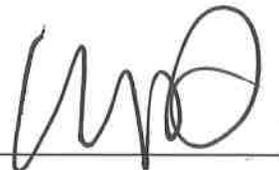
\_\_\_\_\_  
Darin Fowler, Mayor

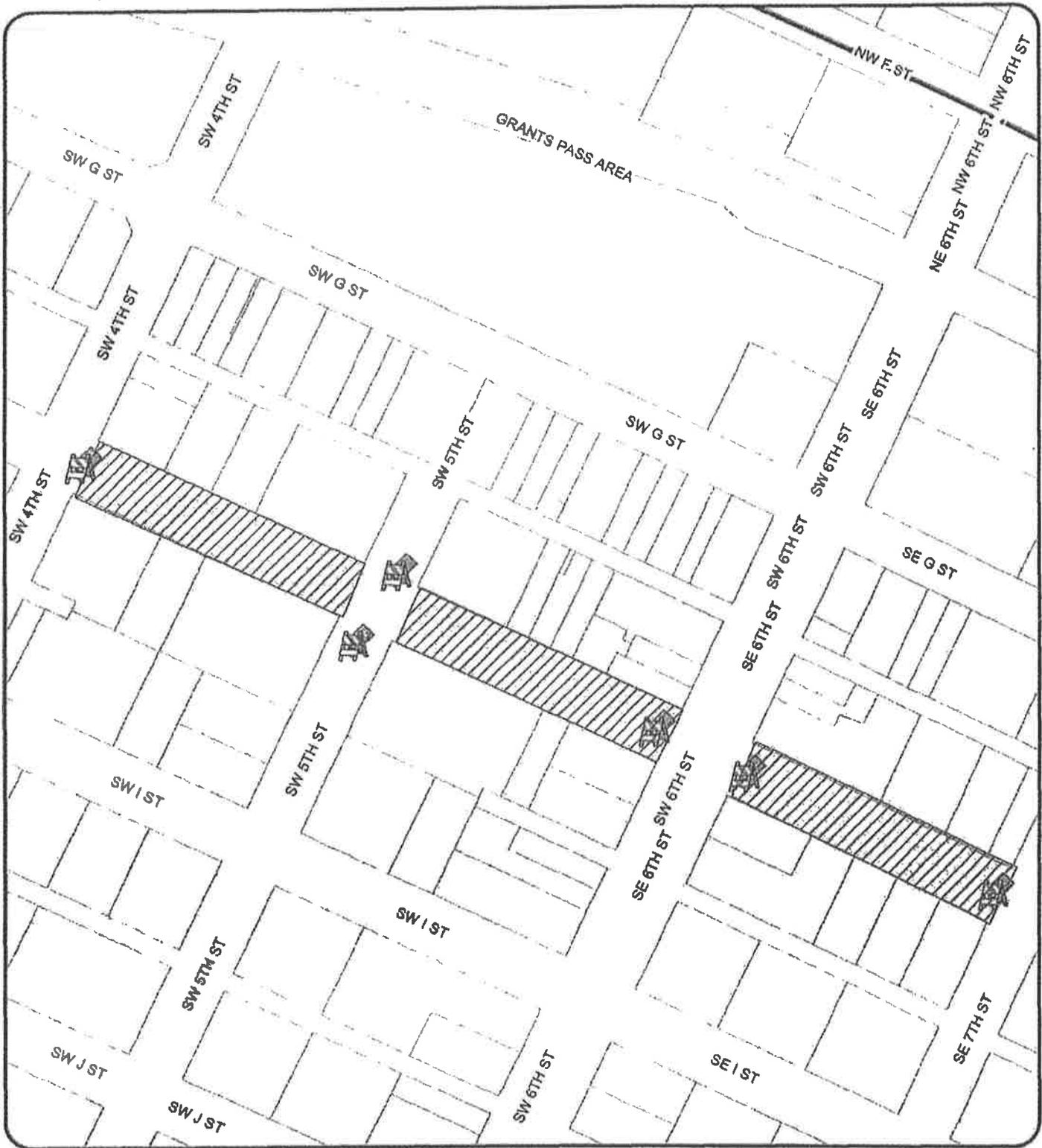
**ATTEST:**

\_\_\_\_\_  
Karen Frerk, City Recorder

Date submitted to Mayor: \_\_\_\_\_

Approved as to Form, Mark Bartholomew, City Attorney \_\_\_\_\_





~~24th~~ Annual Antique and Collectibles  
Street Fair

EXHIBIT

A

Sunday, May 15, 2016



CITY OF GRANTS PASS  
Administration  
101 Northwest "A" Street  
Grants Pass, OR 97526  
Phone (541) 450 6000

Web. [www.grantspassoregon.gov](http://www.grantspassoregon.gov)



DISCLAIMER: The Geographic Information Systems (GIS) data made available on this map are developed and maintained by the City of Grants Pass and Josephine County. Every reasonable effort has been made to assure the accuracy of the maps and associated data.



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

Date: March 2, 2016

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SUBJECT AND SUMMARY:

This project will remove an existing substandard culvert on Savage Street over Gilbert Creek and replace it with a bridge.

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RELATIONSHIP TO COUNCIL GOALS:

This supports the Council's goals to maintain, operate, and expand our **INFRASTRUCTURE** to meet community needs, **PROMOTE HEALTHY NEIGHBORHOODS** and **KEEP CITIZENS SAFE** by providing a wider, smooth, safe road surface for vehicular and pedestrian traffic.

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CALL TO ACTION SCHEDULE:

A notice of intent to award letter was issued by the Engineering Division on February 18, 2016. City Council has 30 days to award the bid. Call to action schedule: March 20, 2016.

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BACKGROUND:

The project will consist of the removal of an existing culvert on Savage Street over Gilbert Creek. The existing culvert provides for a very narrow road section. The new bridge will provide for safer pedestrian and bicycle access and provide sidewalks over the new bridge. In addition, fish passage will be enhanced in the creek. Miscellaneous utility adjustments will be performed as necessary during construction.

Bids for the work were advertised on the City's website, in the Grants Pass Daily Courier, and in the Daily Journal of Commerce. The bid opening for this project was February 17, 2016. Three bids were received, ranging from \$749,720 to \$832,792.

The lowest responsible bidder is Timber Mountain Construction, Inc. at \$749,720. This bid is below the Engineers Estimate of \$777,871 and Staff recommends awarding the bid to Timber Mountain Construction, Inc.

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ITEM: 2.b. RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT FOR THE SAVAGE STREET BRIDGE, A LOCAL GOVERNMENT IMPROVEMENT PROJECT; PROJECT NO. TR6165.

Staff Report (continued):

COST IMPLICATION:

Revenue Source: This project is budgeted and funded under Project No. TR6165 in the Transportation Capital Construction Fund.

---

ALTERNATIVES:

Two options are available:

- 1) Make the improvements to Savage Street over Gilbert Creek as proposed and award the contract to the lowest bidder; or
  - 2) Reject all bids and delay the improvements to Savage Street over Gilbert Creek until a future date.
- 

RECOMMENDED ACTION:

It is recommended the contract for the Savage Street Bridge, Project No. TR6165, be awarded to the lowest responsible bidder, Timber Mountain Construction, Inc.

---

POTENTIAL MOTION:

I move to adopt the resolution authorizing the award of the contract for the Savage Street Bridge.

**RESOLUTION NO.**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS  
AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT FOR  
SAVAGE STREET BRIDGE CONSTRUCTION, A LOCAL GOVERNMENT  
IMPROVEMENT PROJECT; PROJECT NO. TR6165.**

**WHEREAS:**

1. The City of Grants Pass advertised and received 3 bids for construction of the Savage Street Bridge; and
2. The bid from Timber Mountain Construction, Inc. has been determined to be the lowest responsible bid; its bid is complete and responsive; and
3. The City of Grants Pass has sufficient funds for the project within the Transportation Capital Fund.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Grants Pass that the City Manager is authorized to contract with Timber Mountain Construction, Inc. for a local government improvement project, the work as described in the contract documents entitled, "Savage Street Bridge; Project No. TR165" in the amount of \$749,720 which the bid tab is attached to and incorporated herein as Exhibit 'A'.

**EFFECTIVE DATE** of this Resolution shall be immediate upon its 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 2<sup>nd</sup> day of March, 2016.

**SUBMITTED** to and \_\_\_\_\_ by the Mayor of the City of Grants Pass, Oregon, this \_\_\_\_\_ day of March, 2016 to be effective on the date indicated as adopted by the City Council.

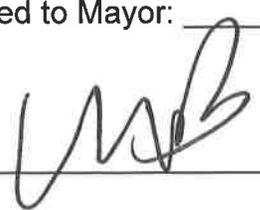
\_\_\_\_\_  
Darin Fowler, Mayor

**ATTEST:**

\_\_\_\_\_  
Karen Frerk, City Recorder

Date submitted to Mayor: \_\_\_\_\_

Approved as to Form, Mark Bartholomew, City Attorney \_\_\_\_\_



City of Grants Pass  
Savage Street Bridge  
Project No. TR6165

**BID SUMMARY**

EXHIBIT A



Item No.	Description of Item	Addenda Acknowledged (No. 1 & No. 2)		Bid Security	Bidder Address CSZ Phone	City of Grants Pass (Engineers Estimate)		Timber Mountain Construction, Inc.		Legacy Contracting, Inc.		KOGAP Enterprises, Inc.	
		Quantity	Unit			Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	Mobilization	1	LS	\$70,000.00	\$70,000.00	\$70,000.00	\$70,000.00	\$70,800.00	\$70,800.00	\$81,900.00	\$81,900.00	\$112,000.00	\$112,000.00
2	Temporary Protection and Direction of Traffic	1	LS	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$3,400.00	\$3,400.00	\$3,600.00	\$3,600.00	\$2,000.00	\$2,000.00
3	Temporary Water Management Facility	1	LS	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$12,200.00	\$12,200.00	\$15,250.00	\$15,250.00	\$59,000.00	\$59,000.00
4	Temporary Fences	1	LS	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$1,200.00	\$1,200.00	\$270.00	\$270.00	\$1,000.00	\$1,000.00
5	Erosion Control	1	LS	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$1,500.00	\$1,500.00	\$3,200.00	\$3,200.00	\$3,450.00	\$3,450.00
6	Work Containment Plan and System	1	LS	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$2,750.00	\$2,750.00	\$130.00	\$130.00	\$4,500.00	\$4,500.00
7	Turbidity Monitoring	1	LS	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$500.00	\$500.00	\$770.00	\$770.00	\$3,300.00	\$3,300.00
8	Pollution Control Plan	1	LS	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$500.00	\$500.00	\$1,100.00	\$1,100.00	\$1,500.00	\$1,500.00
9	Temporary Work Access	1	LS	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$15,500.00	\$15,500.00	\$17,500.00	\$17,500.00	\$8,000.00	\$8,000.00
10	Removal of Structures and Obstructions	1	LS	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$3,100.00	\$3,100.00	\$980.00	\$980.00	\$10,000.00	\$10,000.00
11	Cleaning and Grubbing	1	LS	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$2,400.00	\$2,400.00	\$2,200.00	\$2,200.00	\$3,600.00	\$3,600.00
12	General Excavation	1	LS	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$4,100.00	\$4,100.00	\$6,800.00	\$6,800.00	\$8,500.00	\$8,500.00
13	Subgrade Geotextile	290	SY	\$1.50	\$435.00	\$435.00	\$435.00	\$1.50	\$435.00	\$4.55	\$1,319.50	\$2.00	\$580.00
14	Finishing Roadbeds	1	LS	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$1,400.00	\$1,400.00	\$985.00	\$985.00	\$3,000.00	\$3,000.00
15	Loose Riprap Class 200	198	TN	\$60.00	\$11,880.00	\$11,880.00	\$11,880.00	\$60.00	\$15,840.00	\$31.00	\$6,138.00	\$58.00	\$11,484.00
16	18" D.I. Sanitary Sewer Pipe	40	FT	\$300.00	\$12,000.00	\$12,000.00	\$12,000.00	\$285.00	\$11,400.00	\$280.00	\$11,200.00	\$370.00	\$14,800.00
17	18" HDPE Storm Sewer Pipe	60	FT	\$80.00	\$4,800.00	\$4,800.00	\$4,800.00	\$66.00	\$3,960.00	\$95.00	\$5,700.00	\$110.00	\$6,600.00
18	Water Quality Structures, Curb Inlet #105 & #110	1	LS	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,300.00	\$8,300.00	\$5,950.00	\$5,950.00	\$4,900.00	\$4,900.00
19	Minor Adjustment of Manholes (Sewer)	1	EA	\$500.00	\$500.00	\$500.00	\$500.00	\$385.00	\$385.00	\$725.00	\$725.00	\$500.00	\$500.00
20	Sewer Bypass Pumping	1	EA	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$2,400.00	\$2,400.00	\$17,950.00	\$17,950.00	\$4,000.00	\$4,000.00
21	Bridge Removal Work	1	LS	\$22,000.00	\$22,000.00	\$22,000.00	\$22,000.00	\$8,300.00	\$8,300.00	\$13,260.00	\$13,260.00	\$10,000.00	\$10,000.00
22	Shoring Cribbing, and Cofferdams	1	LS	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$58,500.00	\$58,500.00	\$72,650.00	\$72,650.00	\$20,000.00	\$20,000.00
23	Structure Excavation	1	LS	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$15,000.00	\$15,000.00	\$28,250.00	\$28,250.00	\$24,000.00	\$24,000.00
24	Granular Structural Backfill	1	LS	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$3,700.00	\$3,700.00	\$7,500.00	\$7,500.00	\$7,000.00	\$7,000.00

City of Grants Pass  
Savage Street Bridge  
Project No. TR6165



**BID SUMMARY**

Item No.	Description of Item	Quantity	Unit	City of Grants Pass (Engineers Estimate)		Timber Mountain Construction, Inc.		Legacy Contracting, Inc.		KOGAP Enterprises, Inc.	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
25	Furnish Pile Driving Equipment,	1	LS	\$25,000.00	\$25,000.00	\$21,000.00	\$21,000.00	\$11,950.00	\$11,950.00	\$8,000.00	\$8,000.00
26	Furnish H14 x 89 Steel Piles	1040	EA	\$53.40	\$55,536.00	\$1.00	\$1,040.00	\$46.50	\$48,360.00	\$51.00	\$53,040.00
27	Drive H14 x 89 Steel Piles	26	LS	\$700.00	\$18,200.00	\$1,700.00	\$44,200.00	\$500.00	\$13,000.00	\$1,350.00	\$35,100.00
28	Reinforcement	1	LS	\$30,000.00	\$30,000.00	\$32,000.00	\$32,000.00	\$27,125.00	\$27,125.00	\$68,000.00	\$68,000.00
29	Foundation Concrete, Class 4,000 PSI	1	LS	\$28,800.00	\$28,800.00	\$82,000.00	\$82,000.00	\$52,695.00	\$52,695.00	\$55,000.00	\$55,000.00
30	General Structural Concrete, Class 3,300 PSI, Fish Passage Structure	1	LS	\$115,000.00	\$115,000.00	\$90,500.00	\$90,500.00	\$118,350.00	\$118,350.00	\$58,000.00	\$58,000.00
31	18" Precast Prestressed Slabs	492	TN	\$200.00	\$98,400.00	\$215.00	\$105,780.00	\$191.50	\$94,218.00	\$210.00	\$103,320.00
32	Poured Seals	1	LS	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$1,950.00	\$1,950.00	\$3,500.00	\$3,500.00
33	Combination Bridge Rail	1	LS	\$15,300.00	\$15,300.00	\$35,000.00	\$35,000.00	\$32,998.00	\$32,998.00	\$28,000.00	\$28,000.00
34	Utility Attachment on Structure	1	LS	\$2,000.00	\$2,000.00	\$7,300.00	\$7,300.00	\$3,745.00	\$3,745.00	\$4,000.00	\$4,000.00
35	4'-4" Aggregate Subbase	230	TN	\$23.00	\$5,290.00	\$25.00	\$5,750.00	\$24.50	\$5,635.00	\$31.00	\$7,130.00
36	3/4"-0" Aggregate Base	110	TN	\$25.00	\$2,750.00	\$32.00	\$3,520.00	\$29.85	\$3,283.50	\$35.00	\$3,850.00
37	Level 2, 1/2" Dense ACP Mixture	100	TN	\$90.00	\$9,000.00	\$100.00	\$10,000.00	\$95.00	\$9,500.00	\$103.00	\$10,300.00
38	Concrete Walks	580	SF	\$6.00	\$3,480.00	\$4.25	\$2,465.00	\$8.50	\$4,930.00	\$6.00	\$3,480.00
39	Concrete Curb, Type 'A'	150	FT	\$22.00	\$3,300.00	\$21.50	\$3,225.00	\$25.00	\$3,750.00	\$30.00	\$4,500.00
40	Concrete Driveway Approach	380	SF	\$12.00	\$4,560.00	\$6.00	\$2,280.00	\$13.50	\$5,130.00	\$8.00	\$3,040.00
41	Landscape Restoration	1	LS	\$2,500.00	\$2,500.00	\$3,500.00	\$3,500.00	\$4,500.00	\$4,500.00	\$5,500.00	\$5,500.00
42	3' White Picket Fence	26	FT	\$40.00	\$1,040.00	\$50.00	\$1,300.00	\$35.00	\$910.00	\$35.00	\$910.00
43	4' Chain Link Fence	22	FT	\$40.00	\$880.00	\$40.00	\$880.00	\$50.00	\$1,100.00	\$35.00	\$770.00
44	Streambed Enhancement	1	LS	\$15,000.00	\$15,000.00	\$10,000.00	\$10,000.00	\$13,285.00	\$13,285.00	\$12,000.00	\$12,000.00
45	12" Potable Water Pipe	162	FT	\$125.00	\$20,250.00	\$150.00	\$24,300.00	\$235.00	\$38,070.00	\$165.00	\$26,730.00
46	6" Potable Water Pipe	126	FT	\$95.00	\$11,970.00	\$85.00	\$10,710.00	\$130.00	\$16,380.00	\$98.00	\$12,348.00
47	Blow-Off Assembly, 2"	1	EA	\$1,500.00	\$1,500.00	\$3,800.00	\$3,800.00	\$4,300.00	\$4,300.00	\$2,000.00	\$2,000.00
48	Water Valve Box Installation	4	EA	\$500.00	\$2,000.00	\$150.00	\$600.00	\$295.00	\$1,180.00	\$140.00	\$560.00
<b>TOTAL (BID ITEMS 1-48)</b>					<b>\$777,871.00</b>	<b>\$749,720.00</b>	<b>\$821,652.00</b>	<b>\$832,792.00</b>			

\*\*\*BIDS WERE OPENED ON 2/17/16 AT 3:05 PM IN THE CITY OF GRANTS PASS CITY MANAGERS CONFERENCE ROOM.\*\*\*

\* Total Bid Amount Adjusted for Legacy Contracting due to Mathematical Errors on Bid Items 31 and 40.



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.

Date: March 2, 2016

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SUBJECT AND SUMMARY:

Consider a resolution authorizing amending the design agreement for construction services related to Savage Street Bridge.

---

RELATIONSHIP TO COUNCIL GOALS:

This supports Council's goal to maintain, operate and expand our **INFRASTRUCTURE** to meet community needs by providing for a safe and reliable transportation system for the community which is constructed and operated in a fiscally sound manner.

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CALL TO ACTION SCHEDULE:

The Savage Street Bridge project involves an in-water work period from June 15, 2016 to September 15, 2016. Preliminary work needs to be completed prior to this action. The contract is scheduled to be awarded March 2. Contracts will be routed for signatures shortly thereafter. This process usually takes 2 weeks and a preconstruction meeting will be scheduled shortly thereafter. Call to action schedule: March 28, 2016.

---

BACKGROUND:

On June 6, 2014, an agreement was executed with ZCS Engineering, Inc. for the design of the Savage Street Bridge. The improvements replace a substandard culvert on Savage Street over Gilbert Creek. The road is extremely narrow over the existing culvert. Council has directed the culvert be replaced. The construction improvements project was bid and staff has recommended award of the construction contract to Timber Mountain Construction, Inc.

The construction services amendment consists of three parts. The first is for inspection services related to the bridge and accompanying fish passage structures (\$59,000). It is proper and customary that the design engineer provide engineering support through the construction of the project to resolve issues on an as needed basis. The second part is to provide Geo Technical support during the course of the project (\$4,653). The Geo Tech engineer will provide comments regarding the substantial shoring that will be required on this project. The third component is for environmental compliance

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ITEM: 2.c. RESOLUTION AUTHORIZING THE CITY MANAGER TO AMEND THE DESIGN AGREEMENT WITH ZCS ENGINEERING, INC. TO PROVIDE CONSTRUCTION SERVICES FOR SAVAGE STREET BRIDGE IMPROVEMENTS.

Staff Report (continued):

monitoring and other issues involved with the in-water work period (\$25,022). The project requires 5 years of post-construction monitoring. Rabe Consulting did the initial work involved with acquiring the permits from ODFW, DSL, Army Corps of Engineers and NMFS. Staff recommends utilizing Rabe Consulting for the additional work. Total cost of Construction Services is \$88,675.

---

COST IMPLICATION:

Revenue Source: The construction services amendment in the amount of \$88,675 is available in the Transportation Capital Fund under Project No. TR6165.

---

ALTERNATIVES:

1. Council can authorize the City Manager to amend the Savage Street Bridge design agreement with ZCS Engineering, Inc. for construction services as recommended.
  2. Council could decide not to authorize amendment of the design agreement for construction services with ZCS Engineering, Inc.
- 

RECOMMENDED ACTION:

It is recommended that Council approve the resolution authorizing the City Manager to amend the design agreement for construction services related to the Savage Street Bridge with ZCS Engineering, Inc. in the amount of \$88,675.

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POTENTIAL MOTION:

I move to adopt the resolution authorizing the City Manager to amend the design agreement with ZCS Engineering, Inc. to provide construction services for the Savage Street Bridge.

**RESOLUTION NO.**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS  
AUTHORIZING THE CITY MANAGER TO AMEND THE DESIGN AGREEMENT  
WITH ZCS ENGINEERING, INC. TO PROVIDE CONSTRUCTION SERVICES  
FOR SAVAGE STREET BRIDGE.**

**WHEREAS:**

1. On June 2, 2014, ZCS Engineering, Inc. was authorized to design street improvements for Savage Street Bridge; and
2. The construction improvements project was bid and staff has recommended award of the construction contract to Timber Mountain Construction, Inc.; and
3. The construction services amendment is intended to provide construction support to City staff including submittal review, assistance with the resolution of potential construction conflicts, and preparation of as-constructed drawings; and
4. The City of Grants Pass has sufficient funds for the amended agreement within the Transportation Capital Fund.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Grants Pass that the City Manager is authorized to amend the design agreement with ZCS Engineering, Inc. to provide construction services for Savage Street Bridge in an amount not to exceed \$88,675, for which the amendment is attached to and incorporated herein as Exhibit 'A'.

**EFFECTIVE DATE** of this Resolution shall be immediate upon its 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 2<sup>nd</sup> day of March, 2016.

**SUBMITTED** to and \_\_\_\_\_ by the Mayor of the City of Grants Pass, Oregon, this \_\_\_\_ day of March, 2016 to be effective on the date indicated as adopted by the City Council.

\_\_\_\_\_  
Darin Fowler, Mayor

**ATTEST:**

\_\_\_\_\_  
Karen Frerk, City Recorder

Date submitted to Mayor: \_\_\_\_\_

Approved as to Form, Mark Bartholomew, City Attorney

  
\_\_\_\_\_

February 19, 2016

Mr. Fred Saunders, CPII  
Engineering Projects Supervisor  
City of Grants Pass  
101 NW "A" Street  
Grants Pass, OR 97526

Reference: Savage Street Bridge

Subject: Bid/Construction Administration and Inspection Services Proposal

Per our previous discussions and at the direction of Public Works, I have prepared a plan/ update, bid administration, and construction administration services (CA) change order for the Savage Street Bridge project that includes the previously completed plan updates and preparation of special provisions using the new 2015 ODOT/APWA format, bid packet preparation and bid administration, and ongoing construction administration services for the project to be constructed this spring. The City has also requested that we provide a significant on-site presence throughout the duration of construction activities.

All construction related services and associated fees are estimated and will be completed on a time and materials basis. Due to the complexity of this project, we are assuming that extensive oversight will be required and the amount of CA services will need to increase accordingly to cover this effort.

Below is a summary of the additional project scope and associated fees:

**Scope of Services:**

**Task 12(a) – Construction Administration Services – ZCS Engineering**

- Attend pre-construction meeting (2x\$150-Senior Engineer 1, 4x\$80- Engineering Staff 2.)
- Review and approve contractor material submittals (8x\$150, 16x\$80)
- Review and respond to contractor and City requests for information (RFI) during the construction process (24x\$150, 42x\$80)
- Perform periodic site observations and prepare written field reports. For this task we have assumed the following:
  - Primary project duration = 32 weeks
  - Senior Engineer 1 = 2.5 hours per week @\$150/hr = \$12,000
  - Engineering Staff 2 = 8 hours per week @\$80/hr = \$20,480
  - Engineering Staff 4 = 5 hours per week @\$60/hr = \$9,600
- Project punchlist walkthrough and final contractor coordination (6x\$150, 12x\$80)
- Preparation of project as-built documents at the completion of construction activities. As built surveying (as necessary) to be provided by the City (\$5,000)

**Task 12(a) – ZCS Engineering C/A Services:**

**\$59,000**

**Task 12(b) – Construction Administration Services – The Galli Group**

- Attend pre-construction meeting (2x\$105, 2x\$65)
- Excavation review (2x\$105)
- Pile installation oversight (16x\$65)
- Concrete sampling and testing (16x\$55)
- Abutment backfill testing (24x\$55)
- Base rock and asphalt testing (8x\$55)

Task 12(b) – Subtotal: The Galli Group C/A Services: \$4,230  
**Task 12(b) – Total: (with 10% markup): \$4,653**

**Task 12(c) – Construction Administration Services – Rabe Consulting**

- Attend pre-construction meeting (5x\$94)
- Site visits to provide environmental compliance monitoring and oversight of fish passage structure construction (23 trips @ 5 hours x \$94)
- Post construction agency reporting (ACOE, DSL, and NOAA) and setting of monitoring points for 5 years of monitoring observation (22x\$94)
- 5 years of post-construction monitoring and filing of monitoring reports to agencies (5 years, 20 hours/year x \$94)

Task 12(c) – Subtotal: Rabe Consulting C/A Services: \$22,748  
**Task 12(c) – Total: (with 10% markup) \$25,022**

**Total of Design Change Order: \$88,675**

**Exclusions:**

The following services are not included in the above referenced scope of work:

- Construction staking and as-built surveying services to be provided directly by the City
- Value engineering services

Thank you for the opportunity to provide this proposal for the approximate fee for the construction administration of this project. We look forward to working with you to complete this project. Please do not hesitate to contact me at our office (541) 479-3865 if you would like to further discuss or have any questions.

Sincerely,



Syllas E. Allen, PE  
 Branch Manager  
 ZCS Engineering, Inc.



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

Date: March 2, 2016

---

**SUBJECT AND SUMMARY:**

This resolution authorizes the City Manager extend the Jail Agreement with Josephine County for adult jail services.

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**RELATIONSHIP TO COUNCIL GOALS:**

This supports Council's goal of **KEEP CITIZENS SAFE** by providing critical criminal justice services for City residents and visitors.

---

**CALL TO ACTION SCHEDULE:**

The current agreement expires June 30, 2016. Call to action schedule: March 31, 2016.

---

**BACKGROUND:**

For the last four years, Josephine County has had insufficient resources to provide criminal justice programs, such as the jail services, on a countywide basis. The City's Police Division relies on these services, as do other law enforcement agencies that serve throughout the County. The City's Police Division needs these services to be able to provide efficient and effective law enforcement services. The City and County entered into a short-term contracts in recent fiscal years while awaiting the results of countywide financial measures that would have properly funded adult jail services and juvenile justice programs operated by Josephine County. Although the measures failed countywide, the City's voting precincts showed broad support for County criminal justice financial measures.

The current contract to rent jail beds expires June 30, 2016. This resolution would authorize the City Manager to continue the agreement with Josephine County for rental of adult jail beds. The adult jail bed contract would include the following general provisions, which is renewing the current contract at the same terms for next fiscal year:

- 28 beds at a fixed cost of \$972,000 for the 12 months beginning July 1, 2016
- Shall expire June 30, 2017

---

**COST IMPLICATION:**

Revenue Source: A combination of jail services utility fee revenues or other available discretionary General Fund revenues as determined by the Council

The annual impact to FY'17 is \$972,000.

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ITEM: 2.d. RESOLUTION AUTHORIZING THE CITY MANAGER TO EXTEND THE JAIL AGREEMENT WITH JOSEPHINE COUNTY FOR ADULT JAIL SERVICES.

Staff Report (continued)

ALTERNATIVES:

1. Council can choose to renew the current contract for adult jail beds;
  2. Council can choose to negotiate for a different scope of jail service; or
  3. Council can choose to take no action and allow Josephine County to maintain full responsibility for all countywide services.
- 

RECOMMENDED ACTION:

Staff recommends a renewal of the current jail contract.

---

POTENTIAL MOTION:

I move to approve the resolution authorizing the City Manager to extend the current agreement with Josephine County for the rental of jail beds for a period not to exceed June 30, 2017.

**RESOLUTION NO.**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS  
AUTHORIZING THE CITY MANAGER TO EXTEND THE JAIL AGREEMENT WITH  
JOSEPHINE COUNTY FOR ADULT JAIL SERVICES.**

**WHEREAS:**

1. Josephine County Government has implemented severe cuts to criminal justice services; and
2. City residents and City Police Officers are impacted by the inability to jail adults who commit crimes; and
3. City Council desires to extent the agreement with Josephine County for adult jail services; and
4. City Staff has negotiated a contract with Josephine County for these services.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Grants Pass to extend the agreement with Josephine County for rental of adult jail services, which is attached hereto and incorporated herein as Exhibit 'A'.

**EFFECTIVE DATE** of this Resolution shall be immediate upon its 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 2<sup>nd</sup> day of March 2016.

**SUBMITTED** to and \_\_\_\_\_ by the Mayor of the City of Grants Pass, Oregon, this \_\_\_\_ day of March 2016 to be effective on the date indicated as adopted by the City Council.

\_\_\_\_\_  
Darin Fowler, Mayor

**ATTEST:**

\_\_\_\_\_  
Karen Frerk, City Recorder

Date submitted to Mayor: \_\_\_\_\_

Approved as to Form, Mark Bartholomew, City Attorney \_\_\_\_\_



WHEREAS, the City of Grants Pass ("City") and Josephine County ("County") entered into an "Agreement for Housing of Inmates Between the city of Grants Pass and Josephine County" ("Jail Agreement");

WHEREAS, the Agreement is set to terminate on June 30, 2016;

WHEREAS, the City has promulgated a jail services utility fee to fund jail services and has general fund revenues available to provide for a contract extension;

WHEREAS, the City desires to continue to receive additional jail beds and the County desires to continue to provide additional jail beds in a seamless manner, as provided herein, by extending the jail Agreement.

NOW, WHEREFORE, the parties agree as follows:

1. In consideration of the City's payment to the County in the amount of \$972,000, the County shall provide to the City 28 jail beds. The 28 jail beds shall be reserved for those inmates who would not otherwise be lodged in the jail as provided in the Jail Agreement. The County shall continue to operate the jail at the fully budgeted capacity of the jail throughout the duration of this agreement. The number of beds in this paragraph replaces the number of beds originally provided for in the Jail Agreement.
2. The City shall pay \$243,000 quarterly in exchange for the services contemplated herein.
3. The Jail Agreement is hereby extended for one additional year, from July 1, 2016 through June 30, 2017.
4. All terms and conditions in the Jail Agreement shall remain in effect unless they are inconsistent with this addendum, in which case this addendum shall prevail.

IN WITNESS WHEREOF the parties have hereto caused this agreement to be executed by their duly authorized officers as of the dates and year entered hereinafter.

**CITY OF GRANTS PASS**

**JOSEPHINE COUNTY SHERIFF**

\_\_\_\_\_  
Aaron K. Cubic, City Manager

\_\_\_\_\_  
Dave Daniel, Sheriff

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**JOSEPHINE COUNTY  
BOARD OF COMMISSIONERS**

\_\_\_\_\_  
Cherryl Walker, Chair

\_\_\_\_\_  
Keith Heck, Vice Chair

\_\_\_\_\_  
Simon Hare, Commissioner

**APPROVED AS TO FORM:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Mark Bartholomew, City Attorney

\_\_\_\_\_  
Wally Hicks, County Legal Counsel

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, 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 Riker led the invocation followed by the Pledge of Allegiance.

Swear in Police Officer: Collin Poulton

1. PUBLIC COMMENT:

2. PUBLIC HEARING:

a. In-N-Out Burger Sign Code Appeal.

Councilor Lovelace moved and Councilor Riker seconded that the appeal be granted with the conditions allowing the existing freestanding sign structure to remain on the property, unused, for a period of three years. Within the next three years, a sign of no more than 169 square feet, and up to a total height of 80 feet, can be placed on the existing structure. The vote resulted as follows: "Ayes": Bouteller, DeYoung, Goodwin, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: None. The motion passed.

Quasi-judicial Hearing

b. Ordinance vacating the common property line between tax lots 8700 & 8801 of map number 36-05-20-CB.

#### ORDINANCE NO. 16-5671

Councilor Lindsay moved that the ordinance be read for the first reading, title only. The motion was seconded by Councilor Riker. The vote resulted as follows: "Ayes": Bouteller, DeYoung, Goodwin, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: None. The motion passed. The ordinance is read.

Councilor Riker moved that the ordinance be read by title only, second reading. The motion was seconded by Councilor Roler. The vote resulted as follows: "Ayes": Bouteller, DeYoung, Goodwin, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays":

None. Abstain: None. Absent: None. The motion passed. The ordinance is read.

Councilor Lindsay moved that the ordinance be adopted. The motion was seconded by Councilor Hannum. Mayor Fowler asked if the ordinance should be adopted, signified by roll call vote as follows: Bouteller – yes, DeYoung – yes, Goodwin – yes, Hannum – yes, Lindsay – yes, Lovelace – yes, Riker – yes, Roler – yes. The ordinance was adopted.

#### Legislative

- c. 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.

#### ORDINANCE NO. 16-5672

Councilor Lindsay moved and Councilor Riker seconded to continue the hearing to March 2, 2016 and the vote resulted as follows: “Ayes”: Lovelace. “Nays”: Bouteller, DeYoung, Goodwin, Hannum, Lindsay, Riker and Roler. “Nays”: None. Abstain: None. Absent: None. The motion failed.

Councilor DeYoung moved that the ordinance be read for the first reading, title only. The motion was seconded by Councilor Lindsay. The vote resulted as follows: “Ayes”: Bouteller, DeYoung, Goodwin, Hannum, Lindsay, Lovelace, Riker and Roler. “Nays”: None. Abstain: None. Absent: None. The motion passed. The ordinance is read.

Councilor Riker moved that the ordinance be read by title only, second reading. The motion was seconded by Councilor Lindsay. The vote resulted as follows: “Ayes”: Bouteller, DeYoung, Goodwin, Hannum, Lindsay, Lovelace, Riker and Roler. “Nays”: None. Abstain: None. Absent: None. The motion passed. The ordinance is read.

Councilor Lindsay moved that the ordinance be adopted. The motion was seconded by Councilor Goodwin. Mayor Fowler asked if the ordinance should be adopted, signified by roll call vote as follows: Bouteller – yes, DeYoung – yes, Goodwin – yes, Hannum – yes, Lindsay – yes, Lovelace – yes, Riker – yes, Roler – yes. The ordinance was adopted.

#### 3. CONSENT AGENDA:

- a. Resolution authorizing the City Manager to enter into a contract for the NE 12<sup>th</sup> Street and NE Piedmont Avenue Water Main Replacement; Project No. WA6249.

#### RESOLUTION NO. 16-6399

Councilor DeYoung moved and Councilor Lindsay seconded that Resolution 16-6399 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. Motion acknowledging the receipt of the monthly and quarterly financial reports for quarter ended December 2015.

Councilor DeYoung moved and Councilor Lindsay seconded to acknowledge the receipt of the monthly and quarterly financial reports for quarter ended December 2015 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. Motion approving the Annexation – May 2016 Findings of Fact.

Councilor DeYoung moved and Councilor Lindsay seconded to approve the Annexation – May 2016 Findings of Fact 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. Motion approving the minutes of the City Council Meeting of February 3, 2016.

Councilor DeYoung moved and Councilor Lindsay seconded to approve the minutes of the City Council Meeting of February 3, 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.

- e. Motion acknowledging the minutes of the Bikeways and Walkways Committee meeting of November 10, 2015.

Councilor DeYoung moved and Councilor Lindsay seconded to approve the minutes of the Bikeways and Walkways Committee meeting of November 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.

- f. Motion acknowledging the minutes of the Allen Creek Sports Park Task Force meeting of November 19, 2015.

Councilor DeYoung moved and Councilor Lindsay seconded to approve the minutes of the Allen Creek Sports Park Task Force meeting of November 19, 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 Urban Area Planning Commission meeting of December 9, 2015.

Councilor DeYoung moved and Councilor Lindsay seconded that the minutes of the Urban Area Planning Commission meeting of December 9, 2015, 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.

- h. Motion acknowledging the minutes of the Urban Tree Advisory Committee meeting of December 14, 2015.

Councilor DeYoung moved and Councilor Lindsay seconded that the minutes of the Urban Tree Advisory Committee meeting 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.

#### 4. COUNCIL ACTION

- a. Ordinance correcting Ordinance No. 16-5668 which amends Article 17 and Article 18 regarding the review and approval for subdivision final plats and PUD final plans.

Councilor Riker moved that the ordinance be read for the first reading, title only. The motion was seconded by Councilor Roler. The vote resulted as follows: "Ayes": Bouteller, DeYoung, Goodwin, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: None. The motion passed. The ordinance is read.

Councilor Roler moved that the ordinance be read by title only, second reading. The motion was seconded by Councilor Hannum. The vote resulted as follows: "Ayes": Bouteller, DeYoung, Goodwin, Hannum, Lindsay, Lovelace, Riker and Roler. "Nays": None. Abstain: None. Absent: None. The motion passed. The ordinance is read.

Councilor Lindsay moved that the ordinance be adopted. The motion was seconded by Councilor Riker. Mayor Fowler asked if the ordinance should be adopted, signified by roll call vote as follows: Bouteller – yes, DeYoung – yes, Goodwin – yes, Hannum – yes, Lindsay – yes, Lovelace – yes, Riker – yes, Roler – yes. The ordinance was adopted.

#### 5. MATTERS FROM MAYOR, COUNCIL AND STAFF:

- a. Committee liaison reports.

Councilor Lindsay moved and Councilor Lovelace seconded to authorize the City to sponsor the Stephen M. R. Covey event in the amount of \$5,000 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.

#### 6. EXECUTIVE SESSION: None

#### 7. ADJOURN:

There being no further business to come before the Council, Mayor Fowler adjourned the meeting at 8:45 p.m.

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

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City Recorder



**GRANTS PASS PARKS ADVISORY BOARD  
Meeting Minutes – December 10, 2015 at 3:30 PM  
City Manager’s Conference Room**

**Members in Attendance:**

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

**City/Staff/Council Liaisons:**

Lora Glover (Parks & Community Development Director)  
Jeff Nelson (Parks Superintendent) - absent  
Jim Goodwin (City Council Liaison)

**I. Business – Continuing:**

**Corrections to Minutes:**

- Page 1 - motion to accept minutes from October meeting – Bob
- Page 4 – vote was unanimous with 8 “aye” votes
- Page 5 – first motion was Gary and Bob & amended motion was Bob and Jan

**A. Approval of Minutes: November 19, 2015 –**

**MOTION/VOTE**

**Board Member Cartmell moved and Board Member Still seconded the motion to approve the minutes from the November 19, 2015 meeting as corrected.  
The motion passed.**

**II. Business – New:**

**B. Allen Creek Sports Complex – Resolution Name Change – *remove from agenda***

- Lora bought copies of the resolution for everyone
- shows the name change and the conversion of the Soccer Task Force to the Allen Creek Sports Complex Task Force with the addition of a 3 new members

**MOTION/VOTE**

**Board Member Still moved and Board Member Battersby seconded the motion to officially change meeting date to the 2<sup>nd</sup> Thursday of the month. The vote resulted as follows: “AYES”: Board Members Matti, Kuhlman, Battersby, Still, Cartmell, and Reinert. “NAYS”: None. Abstain: None. Absent: Board Members Szewc and Chapman (both arrived after vote). The motion passed.**

### C. Goal Discussion – Riverside Park

- Lora had to turn in a draft/placeholder for goals to Administration (it was due Friday)
- School District 7 Partnership Funds – there was a request that funds from this be used for GPHS track project, School District would prefer to use these funds for continuation of connectivity paths projects, Lora is meeting with school district officials tomorrow, she will keep Parks Board informed.
- Hillcrest Park – walking trails and dog fencing, Jeff will be meeting with citizen Amy Little next week about developing a bike park at Hillcrest. Amy also affiliated with skate park and would like to see lockers and additional lighting there – challenge there is City doesn't know what is happening with water treatment plant location yet. Can invite her to a future meeting.
- Lora briefly explained how Parks funding works - Most projects have been paid for with the exception of: 1) one of the parks land (Allen Dale or Overland), 2) continuing purchasing of property for the Allen Creek Sports Complex, and 3) community center (project on hold).
- Currently there are no Parks projects budgeted – Lora asked for suggestions from Board Members:
  - Jan - more lighting/cameras at Riverside (this may just be an increase rather than a budgeted project)
  - Councilor Goodwin - one of his “civic beautification” project suggestions for goal setting will be the west side of 6<sup>th</sup> Street bridge (City owned, dried up field used for Frisbee golf and Boatnik parking) – Lora shared that property is under contract to be used for Boatnik parking so the best they may be able to do this time is turn it into a real parking lot with nice landscaping.
- Lora shared some additional goals she came up with:
  - Fruitdale Pickleball courts
  - Hillcrest Neighborhood Park plan (soft improvements for the short-term)
  - Shade covers for some playgrounds
  - Fencing at some playgrounds to accommodate families with kids who have Autism
  - Expensive – splash park
- Bob encouraged more communications between Parks Board and Bikeways/Walkways Committee
- Discussion about continuing transient issues – main goal of Council this year
- Board Member goal suggestions:
  - more security/lighting/cameras for safety in all parks
  - more soccer fields at Allen Creek, get that project moving, possibly setting aside funds each year for project – Lora shared some other different funding ideas being considered
  - community center

- replace gazebo at Lawnridge (already in Parks plans)
  - Splash park
  - Look at possible future location of skate park
  - Expanding batting cages at American Legion field
  - Replacing scoreboard at American Legion field (might be part of Parks upgrades/maintenance account)
  - Extra staff for Parks Dept. especially during the summer
- Goals Summary and Order of Importance:
    - 1) Allen Creek Sports Complex
    - 2) Safety in parks (lighting and cameras)
    - 3) Beautification west of 6<sup>th</sup> Street bridge
    - 4) Hillcrest park development
    - 5) Upgrades to American Legion field (scoreboard and batting cages)

Others: extra Parks staff, community center, splash park, possible future location of skate park

**MOTION/VOTE**

**Board Member Still moved and Board Member Battersby seconded the motion to recommend the list of Parks Board goals as discussed. The vote resulted as follows: “AYES”: Board Members Matti, Kuhlman, Battersby, Still, Cartmell, Szewc, Chapman, and Reinert. “NAYS”: None. Abstain: None. Absent: None. The motion passed.**

**D. Community Center Update – Lora**

- Research does show successful community centers in parks, the Parks Board could be the group that heads up this project, but it doesn't necessarily have to be in a park
- Other suggested locations: Forestry building site, Elks lodge, Hillcrest, Riverside Park upper corner, water plant,

**A. Status – Future Projects – Jeff (did not discuss)**

**III. Next meeting:** January 14, 2015 (TBD as it may conflict with Council goal setting session)

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



**HISTORICAL BUILDINGS AND SITES COMMISSION**

**MEETING MINUTES**

**January 21, 2016 – 6:00 P.M.**

**Courtyard Conference Room**

**A. ROLL CALL:**

The Historical Buildings and Sites Commission met in regular session on the above date with Chair Dan McBerty presiding. Vice Chair Ward Warren and Commissioners Arden McConnell, Shirley Holzinger, Virginia Ford, and Don Hendricks were present. City Council Liaison Dennis Roler was absent. Representing the City staff was Parks & Community Development (hereafter: PCD) Senior Planner, Joe Slaughter and PCD Associate Planner, Justin Gindlesperger.

**B. APPROVAL OF MINUTES:** November 2015 meeting

**MOTION/VOTE**

**Commissioner McConnell moved and Commissioner Hendricks seconded the motion to approve the minutes from November 19, 2015. The vote resulted as follows: “AYES”:** Chair McBerty, Vice Chair Warren, and Commissioners McConnell, Holzinger, Ford, and Hendricks. **“NAYS”:** None. **Abstain:** None. **Absent:** None. **The motion passed.**

**C. Electing New Chair and Vice Chair:**

**MOTION/VOTE**

**Commissioner McConnell moved and Commissioner Hendricks seconded the motion to elect Ward Warren as Chair. The vote resulted as follows: “AYES”:** Commissioners McBerty, Warren, McConnell, Holzinger, and Hendricks. **“NAYS”:** None. **Abstain:** None. **Absent:** None. **The motion passed.**

**MOTION/VOTE**

**Commissioner McConnell moved and Commissioner Warren seconded the motion to elect Dan McBerty as Vice Chair. The vote resulted as follows: “AYES”:** Commissioners McBerty, Warren, McConnell, Holzinger, and Hendricks. **“NAYS”:** None. **Abstain:** None. **Absent:** None. **The motion passed.**

#### **D. Redwood Empire Sign**

- Joe Slaughter presented the previous signs over the years and went over the possible options for the Commissioner's recommendation.
- The Commissioners discussed pricing and requested bids, however pricing will be determined by Council, this meeting is just requesting a recommendation for styling.
- The Commission would like to request that the sign doesn't take funding away from other projects that have been previously decided on.
- There was discussion about liking the idea of the historic styling of the log sign, possibly with lighting. The Commission would like to wait on making a recommendation until they have some of their questions answered and can see various options.

#### **E. ITEMS FROM PUBLIC:**

- None

#### **F. ITEMS FROM COMMISSIONERS:**

- Concerns about the wording for color palettes were discussed. Some citizens were misunderstanding the wording and thought there were only three colors to choose from
- Concerns about the wording about the size of the proposed expansion.
- Possibly submit a clarification article to the paper to ease concerns.
- The meeting on the 18<sup>th</sup> will strictly be about the proposed expansion on the Historic District.
- It was requested to have the colors allowed in the Historic District at the meeting in case concerns are brought up by the public.

#### **G. ADJOURMENT:**

Chair Warren adjourned the meeting at 7:00 P.M.

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

Item: Resolution forgiving an affordable housing loan to Habitat for Humanity.

Date: March 2, 2016

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SUBJECT AND SUMMARY:

This resolution will forgive the repayment of principal and interest associated with a loan made by the City to Habitat for Humanity.

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RELATIONSHIP TO COUNCIL GOALS:

This supports Council's goal of providing shared **LEADERSHIP** between Council and the community and **SUSTAINABLE, MANAGEABLE GROWTH**.

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CALL TO ACTION SCHEDULE:

Call to action schedule: N/A

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BACKGROUND:

The City has been approached by the local chapter of Habitat for Humanity to consider forgiveness of a loan made to them in 2000. Habitat's request is included in the packet materials.

In the mid- to late 1990s, the City Council determined that the availability of affordable housing was becoming an issue, and that the City, using available funds from the old CDBG program, coupled with new grants from the Oregon CDBG program, was in a position to ameliorate some of the burden through a loan program targeted at the construction, purchase, and rehabilitation of housing units. To that end, the Council adopted Resolution No. 3492 in September 1994. The Resolution adopted a policy statement for the administration of an affordable loan program targeted at low and moderate-income families. The policy stated, in part, that:

"It is the City's policy to dedicate funds which were received for the purpose of improving housing within the community. The following programs will remain in effect until this policy is revoked by the City Council or until the funds set aside are exhausted. It is not the intent to finance either of these programs with funds other than those resulted from the original Community Development Block Grant, which was received to improve housing in the community."

At the time, approximately \$385,000 in funds was available. Those funds represented repaid principal and interest from loans made by the City through its homeowner rehab program of the 1970s and 1980s. It appeared to be the Council's intent that new loans made pursuant to Resolution No. 3492 would be repaid and used to ensure the loan program was recapitalized. Despite the Council's best intentions, it seems that the program was underutilized, as the need for affordable housing again resurfaced in Council memoranda in 1996.

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ITEM: 3.c. RESOLUTION FORGIVING AN AFFORDABLE HOUSING LOAN TO HABITAT FOR HUMANITY.

## Staff Report (continued):

The amount of funds available for affordable housing continued to grow through a combination of loan payments and interest gains. By FY 2000, the City had nearly \$600,000 in HUD and Oregon CDBG funds. Mayor Gordon Anderson and the Council, again in an attempt to address the housing affordability problem, began outreach to housing providers in the community, including the Community Development Corporation of Josephine County and Habitat for Humanity. The affordable housing policy adopted by Resolution No. 3492 was repealed and a new policy was adopted with Resolution No. 4194 in June 2000. This new policy enumerated more specifically the Council's intents:

"The purpose of this policy is to:

- Encourage the provision of housing for all segments of the community in compliance with Statewide Planning Goals.
- Facilitate the development of permanent housing which targets low- and moderate-income families.
- Ensure public funds invested in the projects are used to reduce the costs of housing to the renter or purchaser of the property.
- Provide infrastructure assistance to assure public financing integrity.
- Encourage the improvement and reuse of existing housing.

It is the City policy to dedicate funds which were received for the purpose of improving housing within the community exclusively to long-term housing assistance programs. The programs identified in this resolution amend and supersede all prior housing assistance programs, and shall remain in force until modified by the City Council or until all funds established in the Community Development Block Grant Fund are exhausted."

The Council, immediately after adopting Resolution No. 4194, issued two loans. One was to Rogue Valley Manner, in the amount of \$45,000 (0% interest and 120-month payback period), which was used to pay SDCs associated with the development of the PUD on NE 'D' Street. The other loan was issued to Habitat for Humanity. Habitat received \$80,000 (0% interest and 12-month payback period) to assist with the development of the 6-lot Habitat Haven Subdivision at the end of Foundry Street.

Development of Habitat Haven was more complicated and costly than initially anticipated, which did not enable them to make their \$80,000 loan payment within the original 12-month deadline. Council extended the repayment deadline through December 2001. Habitat received \$40,000 in funds from the state, which was used to make a partial payment on the loan. In December 2001, the Council agreed to extend the repayment deadline for the original 2000 loan, and provide Habitat an additional loan of \$40,000. The no-interest loan needed to be paid in full by December 31, 2002. Habitat hoped a grant could be obtained to repay the loan before the December 31, 2002, deadline. However, they were unable to obtain funds for that purpose.

When it became apparent that they would not be able to meet their loan obligations, Habitat approached Mayor Len Holzinger and individual members of the Council in August 2002 and asked about the potential of converting the \$80,000 loan to a grant. At the advice of City Manager Bill Peterson, the Council decided to take a closer look at Habitat's books before responding to their grant request. Council took the additional step to set up a Task Force to look at Habitat's affordable housing loan. The Task Force issued their findings and recommendation to Council on December 9, 2002.

Staff Report (continued):

Rather than place blame, the Task Force decided to focus on the basic tenets of the affordable housing fund and then apply those tenets to the situation at hand. Their finding state, in part, that:

“It is the most basic tenant of the Task Force that the Fund operate as it was intended: a revolving loan fund. This is necessary as affordable housing dollars are very limited, particularly in light of the need for affordable housing in our area. Unrestricted dollars, such as the City’s Fund, are very difficult to find and are very important to those organizations intending to develop affordable housing. It is these kinds of dollars which provide the predevelopment funds that are necessary before an organization can begin to apply for grants or loans from state and federal agencies. As a result, it was important to the Task Force that the funds available remain intact through the revolving loan process.”

The Task Force further argued that all loans must be repaid, regardless of the success or failure of the project. That requirement, however, must be tempered by acknowledging that organizations committed to affordable housing are few and far-between, and that the loan terms set by the City “should not result in the demise of such organizations.” In the end, the Task Force recommended that the City convert Habitat’s note to a 20-year loan, with the hope that the loan be repaid sooner than later. With that, Habitat began to make principal and interest payments on the loan. Consistent with City policy (Resolution 4194), the interest rate is recalculated annually.

Previous Councils clearly intended that the money in the two CDBG funds (Fund 251 and Fund 252) be dedicated to their original purpose: ensuring that affordable housing be made available in Grants Pass, and that those funds be protected through a process that ensures the fund is re-capitalized through loan repayments in perpetuity. Despite those intentions, the City has actually made very few loans from the program since.

In 2013, Council determined that a Downtown Renovation Grant Program was a better use of the affordable housing funds and, to date, the bulk of the original CDBG funds have been expended or obligated. Since most of these funds were given as grants, there is no mechanism for the City to recapture most of them in the future to keep an affordable housing program capitalized. Without a continued revenue stream to replenish a revolving loan fund, the City’s affordable housing program is no longer viable and the policies enumerated in Resolution No. 4194 have been, in a sense, rescinded.

Habitat has remained more or less current on their loan since it was restructured, and has an outstanding loan balance of \$38,470.72, currently at 2.5% per annum, with an estimated payoff date of March 19, 2023. The interest rate is reviewed each March and adjusted as necessary. Of the \$120,000 loaned to Habitat since 2000, \$40,000 was repaid in 2001 and Habitat has made a total of \$41,529.27 in principal and approximately \$29,768 in interest payments.

Affordable housing in Grants Pass remains in exceptionally short supply. Habitat for Humanity is one of the few organizations that works diligently to make homeownership a reality for some of our neediest citizens. The letter from the Grants Pass Area Habitat for Humanity is attached for Council’s consideration and to show what the effect forgiving this loan would have on this organization.

Staff Report (continued):

COST IMPLICATION:

Principal forgiveness alone represents a loss of \$38,470.72 from the City's now closed affordable housing fund. Interest payments that were made over time can mitigate approximately \$29,768 of those losses, resulting in a net loss to the City of approximately \$8,703 for the history of these Habitat loans. Forgiving this loan will not have any other effect on programs currently funded by the CDBG funds, but it would limit the City's ability to put new CDBG resources from these loan payments towards other similar purposes in the future.

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ALTERNATIVES:

The Council can award Habitat's request, award a portion of the request, or decide not to agree to the request.

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RECOMMENDED ACTION:

With the policies of Resolution No. 4194 and basic tenets of the program (as outlined by the 2002 Task Force) no longer in effect, it is staff's recommendation that Habitat for Humanity, who works to help the City achieve its affordable housing goals, be forgiven the remainder of their debt. Since the funds in the affordable housing fund have been utilized for other purposes, continued repayments from Habitat will not serve to further the City's goal of assisting affordable housing.

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POTENTIAL MOTION:

I move to adopt the resolution forgiving the affordable housing loan to the Grants Pass Area Habitat for Humanity.



January 20, 2016

Aaron Cubic  
City Manager  
City of Grants Pass  
101 N.W. A Street  
Grants Pass, Oregon 97526

Re: Grants Pass Area Habitat for Humanity  
Note to the City of Grants Pass

Dear City Manager Cubic,

This letter follows the several conversations between myself and City Staff related to the Note initially executed by Habitat in 2000, and payable to the City. The original principal balance of the loan was \$80,000.00 and the source of the funds loaned to Habitat by the City appears to have been the housing rehabilitation component of a former Community Development Block Grant program, which to our understanding is no longer active

Over the years that elapsed, Habitat has diligently paid the periodic payments due on the note, to the extent that the current outstanding note balance is approximately \$ 41,717, which bears interest at 2.5%, and has approximately 8 years remaining before it matures, with payments of \$485.75 per month .

By way of background, Habitat for Humanity, though a national organization is organized locally and operates in our community through its local affiliate. We are known as the Grants Pass Area Habitat for Humanity.

Habitat for Humanity's purpose is to make home ownership possible for low-income and needy families who ordinarily cannot qualify for conventional loans. Habitat homeowners must make monthly mortgage payments, along with payments of taxes and insurance, but the payments are lower than traditional, conventional mortgages because Habitat houses are sold at no profit, the homes are usually built with substantial donated materials and labor, and the mortgages bear no interest. Each local Habitat affiliate screens applicants for need, ability to repay their loan, and willingness to partner.

In addition to the payments described above, homeowners must invest their own labor "sweat equity" into the building of their houses and the houses of others. That sweat equity reduces the cost of the house, increases the pride of ownership, and fosters the development of positive relationships.

Habitat seeks to empower families who have been trapped, sometimes for generations, into the devastating cycle of poverty and substandard housing. Habitat seeks to bring hope to individuals and build lives, families, and ultimately communities. By working in partnership with those families to help them realize the dream of home ownership, Habitat helps build self-esteem and self-reliance and restores hope for a brighter future for all the families and children we partner with.

We accomplish our goal through the volunteer efforts and assistance of individuals and businesses in our community. We have but one paid employee, an office administrator who works just 9 hours a week (3 hours a day, 3 days a week) and who is paid just slightly more than the minimum wage. The entire Board of Directors of our affiliate are volunteers, as are many of the others who actually construct our houses. The only paid services in the construction process are those which require special licenses or those that require skill levels beyond that of our volunteers. In addition, of course, we incur the cost of land, materials and fees such as those related to building permits.

We are happy to report that we have just completed our 21<sup>st</sup> home in our community for a family of 4, consisting of a single mother with 3 children, 2 of whom are disabled.

As we reflect upon our next project, we are painfully aware of our limited resources, a situation which seriously undermines our ability to build houses for the low income members of our community. In this respect Habitat's monthly payments on the City's note are our single greatest recurring expense - an expense we initially incurred to produce housing for low income members of our community. If we did not have this expense, those funds would be allocated towards our next build, which, if resources are available, we hope to begin in the Spring. In fact, the current outstanding balance of the City's note is about what it would take to build half of a habitat house.

With this in mind, Habitat would like the City to consider forgiving the remaining balance on the Habitat note, since doing so will assist the only viable effort in our community aimed at producing single family ownership housing for the low income families in our area

The goal of a decent, safe and sanitary dwelling in a suitable living environment is the central theme of the nation's housing goals as expressed in the National Housing Act. Habitat assists in the relentless pursuit of that goal, both nationally and locally. The City can assist in that effort by declaring the Note "paid in full" and aiding our volunteers in building the next home for a family in our community.

Very truly yours,



David P. Corsi  
President  
Grants Pass Area Habitat for Humanity

/me

## RESOLUTION NO.

### A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS FORGIVING AN AFFORDABLE HOUSING LOAN TO THE GRANTS PASS AREA HABITAT FOR HUMANITY.

#### WHEREAS:

1. An affordable housing fund was established to help further the City's goal of providing a wide variety of housing options; and
2. The City relied on community partnerships to achieve those ends; and
3. As an incentive, the City provided funding, derived from previous Community Development Block Grants obtained for the provision of safe, sanitary, and affordable housing projects, as low-interest loans to organizations committed to furthering affordable housing in the community; and
4. The Grants Pass Area Habitat for Humanity received a total of \$120,000 in affordable housing loans between June 2000 and December 2001, of which approximately \$81,500 in principal and \$29,800 in interest has been repaid; and
5. Previous Council policy required full repayment of affordable housing funds to ensure the continued capitalization of the program for future affordable housing projects; and
6. Assets from the affordable housing fund have been redirected to other community development programs, such as the renovation of buildings downtown, depleting the fund; and
7. Repayment of Habitat's loan will not significantly further the City's goal of providing affordable housing for the community; and
8. Requirements for continued repayment of Habitat's loan will hinder Habitat's mission of providing sanitary and decent home ownership opportunities to the needy in the community.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Grants Pass that the remaining principal and interest due from the Grants Pass Area Habitat for Humanity is hereby forgiven.

**EFFECTIVE DATE** of this Resolution shall be immediate upon its 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 2<sup>nd</sup> day of March 2016.

**SUBMITTED** to and \_\_\_\_\_ by the Mayor of the City of Grants Pass, Oregon, this \_\_\_\_ day of March, 2016 to be effective on the date indicated as adopted by the City Council.

\_\_\_\_\_  
Darin Fowler, Mayor

**ATTEST:**

\_\_\_\_\_  
Karen Frerk, City Recorder

Date submitted to Mayor: \_\_\_\_\_

Approved as to Form, Mark Bartholomew, City Attorney

\_\_\_\_\_



#### 4.a. Appointment to the PAVE Committee

There is one opening on this Committee. This position has a specific requirement to have financial and/or operational audit experience.

One candidate has re-applied:

William John Rall

## Karen Frerk

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**From:** noreply@civicplus.com  
**Sent:** Thursday, February 18, 2016 3:10 PM  
**To:** Karen Frerk  
**Subject:** Online Form Submittal: City Committee / Commission Appointment Application

### City Committee / Commission Appointment Application

#### Step 1

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Select the Board, Commission, or Committee applying for	PAVE Committee
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Wait List	<i>Field not completed.</i>
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#### Personal Information

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First Name	William
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Last Name	Rall
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#### Address

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Mailing Address (if different)	<i>Field not completed.</i>
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#### Home Phone Number

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Business Phone Number	<i>Field not completed.</i>
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Years as City Resident	3
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#### Email Address

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Occupation and Employer	Retired
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May we contact you at work?	<i>Field not completed.</i>
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#### Educational Background

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High School	<i>Field not completed.</i>
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College	Bachelor Degree
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Trade or Business School	Portland State
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Have you ever been convicted of a felony?	No
Relevant Job History	35 plus years in Public Accounting and Corporate Internal Audit.
Previous Volunteer/Committee Experience	Currently a member of the Grants Pass Budget Committee, just completed two years on the PAVE Committee.
Community Involvement	Active member of Grants Pass Masonic Lodge, active in Grants Pass volunteer committees, including the Budget and PAVE committees.

**Authorization Waiver**

*I have completed the above questions and to the best of my knowledge, what has been stated is true. If appointed, I agree to serve without reimbursement of any kind. I understand that I maybe subject to a criminal records check. I further understand that irrespective of any criminal records check, the City of Grants Pass may decline my volunteer application or volunteer services at any time.*

Verification	I verify the information in my application.
Applicant's Name	William John Rall
Date	2/18/2016 3:00 PM

**Step 2**

**City Committee / Commission Appointment Questionnaire**

Statement of your reasons for desiring to serve:	I have several years in public accounting, corporate internal audit and risk management. Volunteering for the cities committees keeps me active and involved with our local community and provides me a change to give back to the community. And as a retired person, helps keep my mind active.
Statement of any relevant concerns or goals to be achieved while serving in this position:	Based on my accounting and audit experience I feel that I can bring critical skills to the PAVE committee and continue my exposure and learning of the city departments and functions. My goal is to utilize my business, accounting, and auditing skills to help improve the operation of the City and it's critical departments.
What do you think are the most critical issues facing this local government in the next three years?	The effective utilization of the limited financial resources available to the City. The City only has so much money and must spend in effectively and efficiently.
Are there some things	The health and safety of our city. The recreational opportunities

about the City of Grants our area provides, and the soundness of our city government.  
Pass that you have a special interest in?

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Additional Information *Field not completed.*

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### **Step 3**

#### **Responsibilities of Volunteers**

*As a volunteer with the City of Grants Pass, you are covered by the City of Grants Pass for liability and personal injury. Please read the following and sign:*

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**What if I am accused of doing something wrong?**

*The city provides you with protection from liability for bodily injury or property damage you cause to someone else. We refer to this coverage as "Tort Liability." The coverage is subject to the following conditions:*

- 1. You limit your actions to only the duties assigned in your job description, or assigned by an authorized supervisor.*
  - 2. You perform your assigned duties in good faith, and do not act in a manner that is reckless or with intention to cause harm to others.*
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**You are personally responsible when:**

- 1. Your actions are contrary to the duties assigned in your job description, or assigned by an authorized supervisor.*
- 2. You act maliciously, with the intent to cause unlawful damage or injury, or with gross recklessness.*
- 3. You are accused of a crime.*
- 4. You fail to cooperate with Risk Management or the City Attorney; or you act in such a way as to harm the City's defense against the claim.*

*The limits of this protection are as stated in the Oregon Tort Claims Act, ORS 30.260 through 30.300.*

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**What if I have an accident while driving a City vehicle?**

*The City of Grants Pass will pay and defend claims against you for injury to people or property caused while operating a City owned vehicle to perform assigned duties. We refer to this coverage as "Vehicle Liability." The City will also pay for damages to the City vehicle.*

*Your insurance company will be responsible for the defense and payment of claims against you for injury to people or property caused while operating your personal vehicle.*

*The coverage is subject to the following conditions:*

- 1. You report an accident that happens on City business to your supervisor immediately.*
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