



MYRTLE CREEK CITY COUNCIL  
REGULAR COUNCIL MEETING AGENDA  
MYRTLE CREEK COUNCIL CHAMBER

**AGENDA PACKET 04/03/2018**

*Executive Sessions and Regular Council meetings are being digitally recorded.*

The City Council of the City of Myrtle Creek will meet on **Tuesday, April 3, 2018 at 5:30 PM** in the Myrtle Creek Council Chamber, 207 NW Pleasant Street., Myrtle Creek, OR.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting to the City Recorder at 541-863-3171.

The City Council reserves the right to add or delete items as needed, change the order of the agenda, and discuss any other business deemed necessary at the time of the study session and/or meeting.

**REGULAR COUNCIL MEETING – 5:30 PM**

*Anyone wishing to speak on an agenda item should complete a Public Comment Form and give it to the City Recorder. Public Comment Forms are located at the entrance to the meeting place. Anyone that wishes to comment on a subject not on the agenda will be called upon during the “Citizens Heard on Non-agenda Items” section of the agenda. Comments pertaining to specific agenda items will be taken at the time the matter is discussed by the City Council.*

- 1. Call to Order/Roll Call**
- 2. Pledge of Allegiance**
- 3. Public Presentations - *Items that do not require immediate council action, such as presentations, discussions of potential future action items.***
- 4. Consent Agenda (*requires a motion*)**
  - 4.1 Approval of minutes of the Regular City Council Meeting for March 20, 2018
- 5. Regular Agenda**

*Citizens will be provided the opportunity to offer comments on action items after staff has given their report and if there is an applicant, after they have had the opportunity to speak. Action items are expected to result in motions, resolutions, orders, or ordinances.*

  - 5.1 Seismic Study
  - 5.2 Urban Renewal

- 6. Resolution**
  - 6.1 RESOLUTION NO. RES-18-02 APPROVING INCREASES AND DECREASES TO THE 2017-2018 BUDGET BY MAKING AN INTRAFUND TRANSFER OF APPROPRIATIONS
- 6. Citizens Heard on Non-Agenda Items**
- 7. City Administrator Report**
- 8. Mayor and Councilor – Committee Reports and Councilor Comments**
- 9. Adjournment**



# CITY OF MYRTLE CREEK

## REGULAR MEETING OF THE CITY COUNCIL

**DATE:** March 20, 2018

**PLACE:** Council Chambers, 207 NW Pleasant St., Myrtle Creek, Oregon

**PRESIDING OFFICER:** Mayor Ken Brouillard

**COUNCILORS PRESENT:** Council President Bill Burnett; Councilors: Henry Stevens, Gail Black and Susan Harris

**COUNCILORS ABSENT:** Councilor Allan Kusler

A quorum was present throughout the meeting.

**STAFF IN ATTENDANCE:** City Administrator Sean Negherbon, Police Chief Don Brown, Public Works Director Quinn Pickering, Finance Officer Eadie Calkins, and City Planner Ricky Hoffman

**CALL TO ORDER:** Mayor Brouillard called the March 20, 2018 meeting to order at 5:30 PM

### **PUBLIC PRESENTATIONS:**

#### **CONSENT AGENDA**

##### **Part I – Approval of March 1, 2016 Council Meeting Minutes**

Motion was made by Councilor Stevens and seconded by Councilor Burnett to approve the minutes of March 6, 2018 as presented in the council packet. Vote: Motion passed unanimously.

##### **Part II – Approval of Payroll & Claims Report for February, 2018**

Motion was made by Councilor Black and seconded by Councilor Harris to accept the payroll and claims report for February, 2018. Discussion: Vote: Motion passed unanimously.

##### **Part III – Acknowledge Receipt of City Committees/Commission Reports**

Motion was made by Councilor Harris and seconded by Councilor Black to acknowledge receipt of Part III of the Consent Agenda as presented in the March 20, 2018 council packet. Vote: Motion passed unanimously.

### **DEPARTMENT REPORTS**

### **Finance Officer**

Finance Officer Eadie Calkins submitted her report into record as written.

### **Police Department**

Police Chief Don Brown submitted his report into record as written. Chief Brown noted that he recently attended a chief's conference. Bennett Palmer is the department's newest hire; he will attend the academy soon. Councilor Stevens asked what issues the conference covered. Chief Brown gave an overview of the topics including retention and salary.

### **Fire Department**

Fire Chief Everett was absent.

### **Public Works Department**

Public Works Director Quinn Pickering submitted his report into record.

## **REGULAR AGENDA - RESOLUTIONS**

### **Urban Renewal Feasibility Study – Elaine Howard**

Consultant Elaine Howard introduced herself to the council and gave a brief overview to the audience of what an Urban Renewal District entails.

Ms. Howard then gave her presentation. A written draft will be submitted into the record.

Following the presentation Ms. Howard took questions from the Council.

Mayor Brouillard asked if an Urban Renewal District has ever gone into default; Ms. Howard is unaware of any. Councilor Black asked what the next step would be. Ms. Howard referred to the slide show's bullet point of the process.

### **Seismic Study**

By consensus of Council this topic will be tabled until a later date.

### **2018 Island Annexation (Public Hearing)**

Mayor Brouillard described the hearing procedures for the public hearing for the proposed Island Annexation. Mayor Brouillard qualified the City Council and opened the public hearing at 6:22pm.

Planner Ricky Hoffman then entered his staff report into record.

**In favor:** A letter from a property owner in support of annexation was submitted into the record.

**In opposition:**

**Dale Ingram 1121 NE Division**

Mr. Ingram spoke out against the island annexation. He feels this is theft of intellectual property. He stated the decision would be unethical and therefore illegal.

**Louella Ingram 1121 NE Division**

Ms. Ingram addressed the financial burden she feels this decision would have on her family. Ms. Ingram read a letter of opposition to the council.

**Ted Eberhardt 1239 N. Myrtle Rd.**

Mr. Eberhardt noted that he hasn't live at his current address long. After reviewing the information presented to him he feels he will bear the heaviest financial burden; an estimated \$800 a year. Mr. Eberhardt doesn't see the benefit to the city.

**Earnie Graf 1167 N. Myrtle Rd.**

Mr. Graf does not think there is any need for this annexation.

**Janice Clark 1051 NE Division**

Ms. Clark asked how the annexation will help the city. She also asked for the benefit to the property owners. Ms. Clark asked for the following question to be addressed; will Division St. still be maintained by the County? Will she be able to keep her well? Will she be able to keep her water rights? Ms. Clark then added that if she has to work with Council she would like to work with the current council, as they are willing to work with the property owners. Ms. Clark spoke of her parent's history with annexation that created negative feelings in her family toward the City of Myrtle Creek.

**Darlene Musgrave 955 NE Division**

Ms. Musgrave said she would like the city to leave her property alone. She has city water and sewer and doesn't understand why the council is interested in her property.

**Loren Cason 1229 Riddle**

Mr. Cason doesn't see a gain for the City of Myrtle Creek in this situation. He feels this is about money.

**Parma Ferguson 1262 N. Myrtle Rd.**

Mrs. Ferguson asked for the council to clarify some of the questions that were posed throughout the hearing.

Mayor Brouillard closed the public hearing at 7:00pm

Mayor Brouillard asked for City Administrator Negherbon to clarify the questions asked. Mr. Negherbon addressed the following and invited all properties owners to meet with him for more details. Police protection will be added to properties that annex. Wells could be kept, assuming they

met specific requirements. Water rights are a state matter and would have no impact because of annexation.

Councilor Burnett asked City Planner Hoffman to clarify the 3-10 year process. Councilor Stevens reiterated that the earliest this could happen for residential properties is 3 years.

Councilor Black made a motion to table the decision until the April 17<sup>th</sup> meeting. Second to the motion was made by Councilor Stevens. Vote: Unanimous

**Marcus Ogle**

Mr. Ogle would like to pose the idea of the council creating a city flag.

Councilor Black said she would like to see a competition or community input. Mr. Ogle will put a proposal together to bring back to the council.

**City Administrator Report**

City Administrator Negherbon reported the budget is well underway, just being fine-tuned. The council chamber is being repainted and having technological upgrades. Mr. Negherbon announced a possible zone change in the industrial park in Tri City that is in our UGB.

**Mayor and Councilor – Committee Reports and Councilor Comments**

Councilor Burnett reminded council of the work session this Thursday the 22<sup>nd</sup> at 3:00pm.

Councilor Stevens asked if the Urban Renewal District would impact the lift stations or the water tank.

Councilor Black spoke to Councilor Kulser. He will be back at the end of this month.

Student Rep. Griffin announced that students are focused on midterms. Spring break is quickly approaching. NHS visited the Ronald McDonald House and donated blankets. S.U. had 14 students walked out of class during the nationwide walk out. The students received detentions.

The Mayor will be in Riddle representing Myrtle Creek on the 22<sup>nd</sup> at 11:30am with Meals on Wheels.

**ADJOURNMENT**

Mayor Brouillard adjourned the regular meeting of the City Council for March 20, 2018 at 7:33 PM.

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Ken Brouillard, Mayor

**Attest:**

\_\_\_\_\_  
Joshua Norton  
City Recorder

# Myrtle Creek - City Council Agenda Report

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## Agenda item: Seismic Study Contract Award

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Meeting Date:	April 3, 2018	Primary Staff Contact:	Sean Negherbon
Department:		E-Mail:	
Secondary Dept.:		Secondary Contact:	

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**Issue before the Council:** Award bid for Seismic Study of City Hall.

**Staff Recommendation:** Award contract for seismic study of City hall to Pinnacle Engineering.

**Background:**

Staff solicited proposals for a seismic study of City Hall from five local engineering firms. Only two turned in proposals. While both proposals are similar in scope and cost, Staff feels that Pinnacle has an advantage by being located just 25 minutes away.

**Council Options:**

Award contract to Pinnacle Engineering.  
Award contract to Marquess Engineering.  
Direct staff to take other action.  
Take no action.

**Potential Motion:**

Move to approve to direct City Administrator to enter into a contract with Pinnacle Engineering for a seismic study of the City Hall/Police Department Building.



26 March 2018

City of Myrtle Creek  
207 NW Pleasant St  
Myrtle Creek, OR 97457

Attn: Sean Negherbon

Re: City of Myrtle Creek – City Hall – Police Station  
Building Assessment – Structural and Seismic Assessment  
Proposal # 3300.26

Dear Mr. Negherbon,

We appreciate your request that Pinnacle Engineering, Inc. (PEI) submit a proposal to provide structural design services for the proposed City of Myrtle Creek – City Hall building assessment project. We at PEI have provided design and construction engineering for dozens of similar structures.

Pinnacle Engineering, Inc. (PEI) is a locally, veteran owned and operated engineering business staffed by experienced and licensed professional engineers and technicians. We advise and provide engineering design services to clients on a consulting basis in all categories of civil, structural, foundation and geotechnical engineering. We offer our professional services from the initial conception of the project through construction services.

Our qualified team plans on exploring every detail and option. We believe that thorough evaluation of the preliminary stage of design is critical to project success. We will develop a solution that best fits the needs of the City of Myrtle Creek.

As a standard of practice, our firm expends a little more effort than offered by the low budget firms. We have found that the additional effort ALWAYS yields several orders of magnitude savings during construction.

We appreciate the opportunity to assist you on your project, if you have any questions or clarifications, please do not hesitate to contact us.

Sincerely,

**Pinnacle Engineering, Inc.**

Matt Keller, PE, CSI  
Project Engineer  
President  
Encl;

<b>Pinnacle Engineering, Inc.</b> Email:matt@pinnacleengineeringinc.com	3329 NE Stephens St. Roseburg, OR 97470	Phone (541) 440-4871 Fax (541) 672-0677	Page 1 of 9
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**PINNACLE ENGINEERING, INC. – STRUCTURAL ENGINEERING  
SUPERIOR SERVICE – INNOVATIVE DESIGN – DEDICATED TO CLIENT SATISFACTION**

**Timely Service**

Our goal is to provide engineering consulting and design that fulfills client expectations. We understand the need to design a safe and durable structure while maintaining cost efficiency. We also understand that time is money. We will meet the project time line and provide timely responses to issues that may arise during the construction phase. PEI provides personal attention for every project. We are proud of the work that we do to assist our clients with their construction projects.

**Project Specific Experience**

PEI has extensive experience providing structural engineering design services for various structures such as community facilities and schools in the area. Recent projects include the Roseburg Urban Sanitary Authority – Re- Roof and Seismic Upgrade, Umpqua Health – Newton Creek, Grand Ronde Tribal Police Station, Douglas Education School District – Seismic Evaluation, Roseburg High School Campus Expansion and Seismic Upgrades, and many more. PEI has provided engineering services for every type of community project, including community infrastructure, residential and commercial structures, and structures for public works, fire police and other emergency services. We have a very broad understanding of the needs of a community.

**Project Experience**

PEI has completed a number of similar projects, several of which are listed below:

**Roseburg Urban Sanitary Authority Re-Roof and Seismic Upgrade, Roseburg, OR**

Reference **Jim Baird, Engineering and Operations Manager  
(541) 672-1551**

Structural engineering services for roof replacement and seismic upgrades of seven structures at the Roseburg wastewater treatment facility. PEI was also engaged to provide engineering construction administration services for the project.

**Umpqua Valley Christian School New Classroom Building, Roseburg, OR**

Reference **Paul Bentley, Architect  
(541) 672-0273**

Structural design services for a new classroom building. PEI was also engaged to provide pre-design geotechnical engineering services, engineering construction

<b>Pinnacle Engineering, Inc.</b> Email: matt@pinnacleengineeringinc.com	3329 NE Stephens St. Roseburg, OR 97470	Phone (541) 440-4871 Fax (541) 672-0677	Page 2 of 9
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administration services and Construction Materials Engineering and Testing (CoMET) services for the project.

**Community Cancer Center, Roseburg, OR**

**Reference Mel Chaney  
(541) 673-2267**

Structural design services for a 3 story, 32,000 square foot medical office building. PEI was also engaged to provide pre-design geotechnical engineering services, engineering construction administration services and Construction Materials Engineering and Testing (CoMET) services for the project.

**Umpqua Health – Newton Creek, Roseburg, OR**

**Reference Paul Bentley, Architect  
(541) 672-0273**

Structural design services for a two story, 25,000 square foot medical office building. PEI was also engaged to provide geotechnical engineering services, engineering construction administration services for the project and owner's representative.

**Douglas Education Service District, Main Building Seismic Study, Roseburg, OR**

**Reference Jack Musser, Director of Human Resources  
(541) 440-4765**

Seismic study for a 21,000 square foot office building. Determining requirements to bring the existing building up to the current seismic code.

**Mercy Medical Center, Roseburg, OR**

**Reference Kelly Morgan, CEO  
(541) 817-4667**

PEI has been engaged for structural design services on several projects for Mercy Medical Center, including, SPD and Decon Renovation, New Generator Seismic Bracing, Chemical Storage Shed and various other structural projects.

**Confederated Tribes of the Grand Ronde Classroom Addition, Grand Ronde, OR**

**Reference Paul Bentley, Architect  
(541) 672-0273**

Structural design services for an addition to the existing Grand Ronde, Youth Education Center. PEI also provided engineering construction administration services.

**Additional References**

We would be happy to provide additional client or project references on request.

**Fee Proposal**

We have reviewed your project and propose the fees for a seismic study and options for seismic risk mitigation of the request for proposal for the referenced Police Station, City Hall and additional City of Myrtle Creek buildings locating behind city hall. The total building area proposed for the seismic study is approximately 11,000 square feet.

<b>Pinnacle Engineering, Inc.</b> Email:matt@pinnacleengineeringinc.com	3329 NE Stephens St. Roseburg, OR 97470	Phone (541) 440-4871 Fax (541) 672-0677	Page 3 of 9
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**Scope**

During this consultation we will assess the structural capacity of the building to resist current code required design seismic loads. Once analysis is complete a determination of what remedial steps, if any, would be required to bring the building into compliance with current structural code requirements. The assessment will consist of a review of the original construction documents, a site visit to observe the lateral force resisting systems and look for possible defects and a lateral analysis of the building. Observation will be based on building elements that can be observed without performing any demolition. An analysis of the structural building systems will be performed based on current building code requirements. Building elements will be analyzed using the minimum design seismic loads required by the Oregon Structural Specialties Code (OSSC).

During the data collection phase of this project a site visit will be conducted to record measurements and to verify existing framing components. Reinforcing steel will be verified using a ferrous metal detection device during the data collection phase of this project. Due to the age of the structure, PEI does not think it is appropriate to conduct a detailed scan to determine the exact size and spacing of reinforcing within the Concrete Masonry Unit (CMU) walls. A determination of approximate spacing of horizontal bond beams and grouted vertical cells will be made based on location of reinforcing steel. The size of reinforcing steel will be inferred from design practices during the time of building construction. If a detailed scan showing the exact size and quantity of reinforcing steel is desired, please advise. There is a possibility that no reinforcing steel exists within the original city hall building.

**Basic Structural Services – Fixed Fee**

<b>Task</b>	<b>Fee</b>
Site Data Collection	\$4,000
Seismic Risk Mitigation	\$8,700
<b>Total Basic Compensation</b>	<b>\$12,700</b>
<b>Reimbursable Expenses</b>	<b>Est \$800</b>

We appreciate the opportunity to submit a proposal to provide engineering services on this important project. If you have any questions or, if we may be of further assistance, please do not hesitate to contact us.

Sincerely,

**Pinnacle Engineering, Inc.**



Matt Keller, P.E., CSI  
Project Engineer  
President

*Key Personnel*

**Dave Leonard, S.E., P.E.**

**Pinnacle Engineering, Inc.**

**Principal Engineer**

Mr. Leonard has over 36 years of seasoned professional engineering experience. He has provided structural design services, geotechnical engineering and project management services for all types of building structures. With a broad engineering background, Mr. Leonard is able to provide practical and economical engineering solutions that help to keep a project on time and under budget.

Registered Professional Engineer	Oregon	Arizona	Wisconsin	Utah
	Colorado	California	New Mexico	Illinois
Registered Structural Engineer	Oregon	Arizona		
Registered Geotechnical Engineer	Oregon			
Certified Building Plans Examiner	International Code Council			
Certified Welding & High Strength Bolting Inspector	International Code Council			
Certified Concrete Testing	American Concrete Institute			
Certified Bridge Inspector	Federal Highway Administration			
Certified Concrete Mix Design Engineer	Oregon Department of Transportation			
	Portland Cement Association			

**Professional Affiliations**

Structural Engineers Association of Oregon	American Institute of Steel Construction
American Society of Civil Engineers	Asphalt Paving Association of Oregon
American Concrete Institute	International Conference of Building Officials
Consulting Engineers Council of Oregon	American Council of Engineering Companies
National Council of Engineering Examiners	United States Committee of the International
Oregon Building Officials Association	Commission on Large Dams
Oregon Concrete Aggregate Producer's Association	Association of Groundwater Scientists & Engineers
Structural Engineering Institute of American	International Society for Soil Mechanics &
Society of Civil Engineers	Geotechnical Engineering

**Education**

Master of Arts, Public Administration	University of Illinois
	Springfield, IL
B.S. Urban & Environmental Engineering	Southern Illinois University
	Edwardsville, IL

**Instructor**

Design and Construction of Short Span Bridges	Colorado Department of Transportation
Maintenance of Asphalt Road Structures	Illinois Department of Transportation
Asphalt Stabilized Road Base Construction	Illinois Department of Transportation

**Speaking Engagements**

Dynamic Analysis of Tall Steel Structures	Brigham Young University
Construction Claims and Engineering Errors	Professional Engineers of Oregon
Seismically Induced Ground Motions	Professional Engineers of Oregon
Developments in International Bridge Design	Professional Engineers of Oregon
Bridge Deck Rehabilitation	Professional Engineers of Colorado
Design and Construction of Short Span Bridges	Association of Colorado Counties
Design, Construction and Quality Control of <i>In situ</i>	Illinois Department of Transportation
Liquid Asphalt Stabilized Base	

## Project Experience

- **ADAPT, Winston, OR** – Site feasibility consultation, level 1 environmental study, geotechnical engineering, Construction Materials Engineering and Testing services.
- **Mercy Medical Center, Roseburg, OR** – **Campus expansion** - Construction materials engineering and testing, geotechnical consultation.
- **Oregon Surgery Center, Roseburg, OR** – Geotechnical consultation, construction materials and testing services.
- **Community Cancer Center, Roseburg, OR** – Geotechnical engineering, consultation during site design, structural design, construction materials engineering and testing.
- **VA Roseburg Health Care System, Roseburg, OR** – Engineering consultation to develop seismic sufficiency study for exiting Building 3.
- **Douglas High School, Winston, OR** – Shop Roof – Structural assessment, structural design
- **VA Roseburg Health Care System, Roseburg, OR** – Design of structural components necessary for remodel of Building 3 to provide offices for MRI machines.
- **Mercy Medical Center, Roseburg, OR** – SPD and Decontamination Renovation – Structural design and seismic detailing.
- **Roseburg High School, Roseburg, OR** – Main Campus Renovation – Geotechnical design, construction materials engineering and testing, special inspections, seismic upgrade.
- **Umpqua Valley Christian School, Roseburg, OR** – New Classroom Building – Structural design, geotechnical design
- **Roseburg Urban Sanitary Authority, Roseburg, OR** – Treatment Facility – Re-roof project, designed seismic upgrades for roof attachment to concrete/masonry walls
- **Tri-City Fire Station, Myrtle Creek, OR** – New Fire Station – Structural design
- **Harvard Medical Park, Roseburg, OR** – Human Resources - Tenant Improvement, structural design calculations and details.



**Community Cancer Center - Roseburg, OR**



*Key Personnel*

**Michael Hoie**

**Pinnacle Engineering, Inc.**

**Engineering Technician**

Michael has worked part time with Pinnacle Engineering, Inc. for two years as an engineering technician, handling a large portion of the company's structural drafting needs and structural observations. Michael is currently enrolled at Umpqua Community College in their Civil Engineering program with hopes to transfer to Oregon Institute of Technology in the next year to finish his Bachelor's Degree in civil engineering.

**Professional Background**

2016—Present

Pinnacle Engineering, Inc.

Engineering Technician

**Education**

Umpqua Community College – Drafting Technician/Civil Engineering Transfer Program

U.S. Marine Corps, Specialized Training: Leadership, Communication, Weapons and Management

**Project Experience**

- **Confederated Tribes of Grand Ronde, Grand Ronde, OR** – Grand Ronde Tribal Police Station – Structural drafting and detailing
- **Roseburg Urban Sanitary Authority, Roseburg, OR** – Treatment Facility Re-Roof – Structural observation, seismic detailing
- **Hampton Inn, Roseburg, OR** – New Hotel – Structural observation
- **Cow Creek Band of Umpqua Tribe of Indians, Roseburg, OR** – Fuller Bridge – Structural drafting, construction quantities
- **Green Mountain Grill Products, Lakeside, OR** – New Warehouse Building – Structural drafting
- **Rose Village, LLC, Roseburg, OR** – Rose Village Subdivision – Civil drafting and detailing, site configurations



**FEE SCHEDULE 2018**

**ENGINEERING**

Senior Engineer, P.E., per hour .....	\$ 170.00
Principal Engineer, P.E, per hour.....	\$ 140.00
Project Engineer, P.E., per hour .....	\$ 125.00
Staff Engineer, Project Manager or Geologist per hour.....	\$85.00 to \$ 105.00
Engineering Technician, per hour .....	\$60.00 to \$ 85.00
Cadd Technician, per hour.....	\$55.00 to \$ 85.00
Quality Control or Quality Assurance Technician, per hour.....	\$ 60.00 to \$80.00
Certified Special Inspector, per hour.....	\$ 85.00 to \$125.00
Expert Engineer Testimony, per hour (\$1,200 daily minimum).....	\$ 250.00

**SURVEYING**

Principal Surveyor, per hour.....	\$ 110.00
Expert Surveyor Testimony, per day or part thereof.....	\$ 800.00
Registered Surveyor, per hour .....	\$ 100.00
Crew, 2 Man, per hour .....	\$ 135.00
Crew, 3 Man, per hour .....	\$ 180.00
Survey Technician, per hour .....	\$ 85.00

***Full Survey Fee Schedule or Proposal Available Upon Request***

**Note:**

- > Registered or Principal Engineer Review and Analysis of Tests, Reports and Procedures is Charged to All Projects at ½ Hour per 8 hours of Technician Time, at Respective Hourly Rates.
- > In the event of late notice of cancellation, a two hour minimum charge will be made.

**MISCELLANEOUS CHARGES**

Clerical, per hour.....	\$ 65.00
Vehicle, per mile.....	\$ 0.80
Photocopying, per copy 8.5" x 11".....	\$ 0.10
Photocopying, per copy 11" x 17".....	\$ 0.20
Large Format Copies, each.....	\$ 4.00
Computer Plots/Processing, per processor hour .....	\$ 100.00
Plot Drawings, per sheet size dependent" .....	\$1.50 to \$ 6.00

**TERMS**

- Over time charged at 1.5 times normal hourly rate before 7 AM, after 5 PM, weekends, recognized holidays and for time in excess of 8 hours per day.
- Weekly rates available, prior agreement required.
- Subcontract services and direct costs charged at cost plus 15%.
- Charges invoiced monthly or upon completion of our work at our option, net due thirty days.
- Interest charged on past due amounts at 1 % per month on average unpaid balance.





YOUR PROFESSIONAL ENGINEERING TEAM SINCE 1957

P 541-772-7115 F 541-779-4079 1120 EAST JACKSON PO BOX 490 MEDFORD, OR 97501  
EMAIL: info@marquess.com WEB: www.marquess.com

27 November, 2017

Sean Negherbon, City Administrator  
City of Myrtle Creek  
PO Box 940  
207 NW Pleasant St  
Myrtle Creek, OR 97457  
(541) 863-3171

RE: Myrtle Creek City Hall Seismic Assessment (MAI Job # P17-9181)

Mr. Negherbon,

We are pleased to provide a proposal for structural seismic assessment of the Myrtle Creek City Hall, attached police department, and attached warehouse, located at 207 Pleasant Street in Myrtle Creek.

The building in question is a conglomeration of multiple buildings with multiple uses. It is suspected that the original brick structure was built in the early 1900's. Various additions have occurred over the years, such as the City Hall and Library in 1958 (no longer a library), the fire department over many decades (no longer a fire department), and the police station in 1980.

A site visit was conducted and the following building plans were obtained.

- City Hall interior remodel (preliminary drawings)
- Police Station (1980, full set including structure)
- Police Station Addition (1980, full set including structure)
- City Hall and Library (1958, full set including structure)

Marquess and Associates has also completed a seismic strengthening design of the fire station structure and full plans for this have also been located (Project No. 09-1147).

The construction type varies from unreinforced brick, unreinforced/partially reinforced stack bond and running bond concrete masonry units (CMU), concrete retaining walls, and wood diaphragms.

Our services would include an on-site structural investigation, a seismic assessment report, assessment calculations, and conceptual construction details. The report will describe the outcome of the assessment and schematic conceptual sketches to show what might be done to fix any discovered deficiencies that the buildings may have.

The sections below provide a description and list of deliverables for the above-mentioned items.

### **Site Visit:**

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A registered professional engineer will inspect the main structural elements of the building, including accessible parts of the foundation, floor, roof, and walls.

The site visit will be conducted over 1-2 days. Because we do not have drawings of much of the original construction, then we will be required to measure wall lengths, opening locations, member sizes, etc. The condition of the building elements will also be noted if it impacts the integrity of the structure.

We will scan the masonry and concrete walls for steel reinforcing, and this is non-destructive. We will also need to drill several ¼-inch diameter holes to locate grout in the CMU walls. While the holes are not highly visible, we will make effort to test for grout in inconspicuous locations.

Access to all areas of the building will be required, as well as the means to get to these areas. This includes ladder access to the attics. Please provide all necessary means (ladders, keys, screw drivers, etc.) to access hatches and remove ceiling panels.

### **Seismic Assessment:**

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Calculations will be completed based ASCE 41 (Seismic Evaluation and Retrofit of Existing Buildings) to determine if the lateral force resisting elements, such as shear walls and roof deck, are sufficient in a design earthquake.

We will inventory non-structural items that may cause a hazard if fallen during an earthquake. These include tall cabinets, heavy boxes stored high, large sprinkler pipes, etc.

### **Conceptual Strengthening:**

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Based on our findings from the seismic assessment, we will draft a report with the following sections:

- Existing building description, including photos and any available plans, building elevations, and building sections.
- Basis of design, which outlines the method used to assess the structure per ASCE 41.
- Existing structure conditions, such as rotted wood structure, rusted steel, or spalled concrete.
- Seismic assessment results. This will provide a list of deficient items and a recommendation for each item to strengthen it.
- A conceptual seismic strengthening will present plan sketches and detail sketches of possible strengthening solutions. The details from the previous 2010 seismic strengthening will be utilized as much as possible for the fire department section of the building.

The report and calculations will be stamped by a professional engineer.

The following items are **not** included in this proposal:

- Please provide a ladder and any other means necessary to access the roof structure and crawlspace.
- Construction documents ready for building permitting are not included with the report.
- A preliminary construction cost estimate is not included, but the City may submit the report to a construction company for estimating.

**FEES**

We propose a lump sum fee for the services listed above not to exceed **\$13,750**.

This is based on the following rates:

Senior Engineer ..... \$154.00 per hour

Design Engineer ..... \$111.00 per hour

Myrtle Creek City Hall Seismic Assessment Proposal  
P17-9181  
November 27, 2017  
Page 4

**TERMS AND CONDITIONS**

The above fee does not include reimbursable expenses for printing, mileage, telephone calls, fax, photographs, etc. All additional structural engineering work which is outside the scope of services as described shall be paid for at the hourly rate noted above, which is valid until December 31, 2017.

If the Owner, governing municipality or agency makes a change, which for its proper execution involves additional services and/or expenses, then the Engineer shall be equitably paid for such additional services and expenses. All changes shall be documented and approved in writing.

Work will commence upon receipt of a signed contract.

In the event suit or action is instituted to enforce this agreement or any terms hereof, or in the event of any appeal from suit, action or proceeding, the prevailing party shall be entitled to such sums as the court may adjudge reasonable as attorney's fees in such suit, action or appeal.

This letter is written as an Engineering Proposal and Agreement. An acceptance line is provided for your signature. Please return one signed copy for our files.

Please call if you have any questions regarding this proposal.

Sincerely,

MARQUESS & ASSOCIATES, INC.

Kristina Cooper, P.E.

**AUTHORIZATION**

Approved By \_\_\_\_\_ Date \_\_\_\_\_

# Myrtle Creek - City Council Agenda Report

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## Agenda item: Urban Renewal Agency

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Meeting Date: April 3, 2018 Primary Staff Contact: Sean Negherbon  
Department: E-Mail:  
Secondary Dept.: Secondary Contact:

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**Issue before the Council:** Decision to proceed forward with Urban Renewal Agency process

**Staff Recommendation:** Proceed with development of Urban Renewal Plan, retain Elaine Howard as our Consultant for the project.

### Background:

Council contracted with Elaine Howard to conduct a feasibility study for an Urban Renewal Area to serve the downtown area and the extended business district area of Myrtle Creek. The study has been completed and shows that an urban renewal area could both be adopted and comply with the statutory acreage and assessed value guidelines. The study also identifies the potential amount of tax incremental revenue that could be received over a 30 year duration along with the effects on other tax districts. Ms. Howard presented her findings to Council at the Council meeting on March 20, 2018.

The next step would be for Council to either decide to proceed with the development of an urban renewal plan or to drop the project from Council goals. **If Council were to delay the project by any significant timeframe, much of the calculations used in the feasibility study could become inaccurate.**

Our contracting code, MC 3.05.040 would require a solicitation for the services of a consultant. However an exemption process can be used when prudent. This will require a notice and a Council hearing/resolution, to allow direct appointment of Elaine Howard without a solicitation.

### Council Options:

- Direct Staff to pursue the development of an Urban Renewal Plan. (Motion 1 below)
- Direct Staff to take steps to engage the services of Elaine Howard Consulting to serve as the City Consultant for the Urban Renewal Plan. (Motion 2 below)
- Direct Staff to prepare a solicitation for an Urban Renewal Consultant for the Urban Renewal Plan. (Motion 3 below)
- Direct Staff to study the study further ☺
- Take no action.

### Potential Motions:

- 1.) Move to Direct Staff to pursue the development of an Urban Renewal Plan.
- 2.) Move to Direct Staff to take steps to engage Elaine Howard as the Consultant for the development of an Urban Renewal Plan.
- 3.) Direct Staff to prepare a solicitation to engage an Urban Renewal Consultant for the development of an Urban Renewal Plan.

# Myrtle Creek - City Council Agenda Report

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**Agenda item: Resolution to make intrafund transfer within Airport Budget**

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Meeting Date:	April 3, 2018	Primary Staff Contact:	Sean Negherbon
Department:		E-Mail:	
Secondary Dept.:		Secondary Contact:	

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**Issue before the Council:** Need to transfer funds within the Airport Budget

**Staff Recommendation:** Adopt Resolution 18-02 to make intrafund transfer within the Airport Budget.

**Background:**

The project to construct crew quarters at the Airport ran into additional expenses during this budget year. The County revoked our electrical permit and required us to bring in a licensed plumber to make changes to the system that triggered the additional costs. A transfer of \$2992 from the operating contingency is necessary to correct the Airport Capital Outlay line in the Budget.

**Council Options:**

Adopt Resolution 18-02, a Resolution approving increases and decreases to the 2017-2018 Budget by making an intrafund transfer of appropriations.

**Potential Motions:**

Move to adopt Resolution No. Res-18-02, a Resolution approving increases and decreases to the 2017-2018 Budget by making an intrafund transfer of appropriations.



**City of Myrtle Creek  
Oregon  
RESOLUTION NO. RES-18-02**

**APPROVING INCREASES AND DECREASES TO THE 2017-2018 BUDGET BY  
MAKING AN INTRAFUND TRANSFER OF APPROPRIATIONS**

BE IT RESOLVED, that the City Council of the City of Myrtle Creek hereby adopts the following 2017-2018 budget change to the Airport Fund to transfer \$2,992 from operating contingency to the line item AIRPORT IMPROVEMENTS in the Capital Outlay category to provide spending authority for the cost of paying additional expenses relating to RV pad construction for crew quarters.

<u>Airport Fund</u>	<u>Existing</u>	<u>Changes</u>	<u>Adjusted</u>
Airport Improvements	5,000	2,992	7,992
Operating Contingency	3,500	(2,992)	508
TOTAL	8,500		8,500

PASSED by the City Council of the City of Myrtle Creek this 3rd day of April, 2018.

CERTIFIED by the Mayor of the City of Myrtle Creek this 3rd day of April, 2018.

APPROVED:

\_\_\_\_\_  
Ken Brouillard, Mayor

ATTEST:

\_\_\_\_\_  
Joshua Norton, City Recorder