

**AGENDA
DAYTON CITY COUNCIL
REGULAR SESSION**



DATE: MONDAY, APRIL 5, 2021

PLACE: VIRTUAL ZOOM MEETNG/HOUSE BILL 4212

TIME: 6:30 PM

Please click the link to join the webinar: <https://zoom.us/j/94322193926> or Telephone: 1-346 248-7799

Meeting Password: 703643

Webinar ID: 943 2219 3926

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>PAGE #</u>
A.	CALL TO ORDER & PLEDGE OF ALLEGIANCE	
B.	ROLL CALL	
C.	APPEARANCE OF INTERESTED CITIZENS	
This time is reserved for questions or comments from persons in the audience on any topic.		
D.	CONSENT AGENDA	
	1. Work Session Meeting Minutes of March 15, 2021	1
E.	ACTION ITEMS	
	1. Child Abuse Prevention Month Presentation, Carole Joa, Juliette's House	
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F.	CITY COUNCIL COMMENTS/CONCERNS	
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H.	ADJOURN	

Posted: April 2, 2021

Patty Ringnalda, City Recorder

Persons with hearing, visual or manual impairments who wish to participate in the meeting should contact the City of Dayton AT LEAST 32 WORKING HOURS (4 DAYS) prior to the meeting date in order that appropriate communication assistance can be arranged. The City Hall Annex is accessible to the disabled. Please let us know if you need any special accommodations to attend this meeting.

NEXT MEETING DATE

Budget Meeting, Monday, May 3, 2021 – Virtual Meeting via Zoom

MINUTES
DAYTON CITY COUNCIL
WORK SESSION – VIRTUALLY VIA ZOOM
March 15, 2021

PRESENT: Mayor Elizabeth Wytoski
Council President Rosalba Sandoval-Perez
Councilor Annette Frank *arrived at 6:58 pm*
Councilor Daniel Holbrook
Councilor Kitty Mackin
Councilor Trini Marquez

ABSENT: Councilor Darrick Price

STAFF: Rochelle Roaden, City Manager
Patty Ringnald, City Recorder
Steve Sagmiller, Public Works Director

A. CALL TO ORDER

Mayor Wytoski called the meeting to order at 6:33 pm.

B. ROLL CALL

Mayor Wytoski noted there was a quorum with Councilors Holbrook, Mackin, Marquez and Sandoval-Perez in attendance. Mayor Wytoski noted the absence of Councilors Frank and Price.

C. APPEARANCE OF INTERESTED CITIZENS

Dayton School District Superintendent, Steve Sugg was in attendance and declined to comment.

D. CONSENT AGENDA

1. Regular Session Meeting Minutes of March 1, 2021.

DANIEL HOLBROOK MOVED TO APPROVE THE CITY COUNCIL REGULAR SESSION MEETING MINUTES OF MARCH 1, 2021 AS AMENDED. SECONDED BY KITTY MACKIN. Motion carried with Holbrook, Mackin, Marquez, Sandoval-Perez and Wytoski voting aye. Frank and Price absent.

E. WORK SESSION ITEMS

1. City Newsletter

Rochelle Roaden, City Manager, presented a prototype of the proposed Newsletter with the Council. Newsletter sections, costs, printing timeline and community distribution were discussed in length. Councilor Sandoval-Perez suggested that important information be summarized into Spanish. Council liked the format of the newsletter and directed the City Manager to continue production on the newsletter with a target start date of July 1, 2021.

2. Pedestrian System Improvements for Funding Eligibility

Mayor Wytoski reviewed the sidewalk map that was included in the packet and advised that adopting a prioritized list of pedestrian system improvements for funding eligibility is one of Councils strategic goals.

Rochelle Roaden requested feedback on the priority list of sidewalks on page seven in the packet. Mayor Wytoski suggested completing one sidewalk per each road. Councilor Holbrook inquired about the cost to complete all the needed sidewalks in Dayton at one time and if the community would be interested in paying for it with a bond.

Steve Sagmiller stated that constructing sidewalks is a long term project and that completing one side of the road could be one possibility for reaching more areas in a shorter time frame. Mayor Wytoski felt that Water Street should be added to the top ten list of needed sidewalks. Discussion continued. Council did not suggest any changes to the priority list and would like to pursue the possibility of paving one side of a road rather than both sides at once.

3. Renew/Replace Three Year Public Safety Levy Discussion

Rochelle Roaden advised that to evaluate options for renewing or replacing the existing three-year public safety levy is a Council strategic goal and that there has been some interest within the community to for additional police services. The costs of providing one deputy compared to two deputies and the possibility of the School District to help pay for the levy by adding a part time School Resource Officer (SRO) was discussed in length.

Council agreed that whether or not additional police services are added to the new public safety levy, the tax amount assessed will need to be raised, in order to pay for the current amount police services. Council agreed that they will need to develop a plan to promote a new levy. Council consensus is to move from a 3 year levy to a 5 year levy and to raise the base amount enough to cover the City's costs for current police services. A community survey to get feedback regarding raising the amount assessed, adding another deputy and to gauge the community's response to a part-time SRO was requested by the Council. The November election timeline was reviewed by the City Manager.

F. CITY COUNCIL COMMENTS AND CONCERNS

Councilor Holbrook inquired if there are plans to take care of the fallen trees in the palmer creek area (nature trail) and asked that they be cleaned up to help mediate any potential fire hazards. Mayor Wytoski advised that the nature trail was owned by the School District.

Councilor Mackin stated that she signed up for the Fire Awareness/Preparedness conference offered by Yamhill County.

Sandoval-Perez stated that she has had some resident's state their concerns to her regarding dogs running at large and cars parked on sidewalks. Rochelle Roaden asked for specifics to be emailed to her.

Mayor Wytoski advised that the SEI filing is coming up and asked Council to file in a timely manner. The LOC and OMA are combining a joint symposium that will be focused on resilience and EOC planning, it will be a virtual conference and is very affordable. Rochelle Roaden can register for you, just let her know if you would like to attend. The CEO of PGE sent the Mayor a letter praising Dayton and stating that Dayton is their very favorite place to work, because of the way work crews were treated during the ice storm.

G. INFORMATION REPORTS

1. City Manager's Report.

Rochelle Roaden advised that funds from the American Rescue Plan will be distributed in Oregon and Yamhill County will be receiving 20.77 million dollars and Dayton will be receive \$560,000 out of those funds. Guidance on how the funds can be spent has yet to be given.

City wide clean up vouchers have started to be distributed to residents and as of today we have distributed 41 vouchers.

The City's website refresh was discussed and Rochelle Roaden shared the new layout with the Council.

H. ADJOURN

There being no further business, the meeting adjourned at 7:58 pm.

Respectfully submitted:

APPROVED BY COUNCIL on April 5, 2021.

By: Patty Ringnalda
City Recorder

As Written **As Amended**

Elizabeth Wytoski, Mayor

To: Honorable Mayor and City Councilors
From: Rochelle Roaden, City Manager
Issue: Approval of Resolution 20/21-11 Declaring April 2021 National Child Abuse Prevention Month
Meeting Date: April 5, 2021

Background and Information

April is National Child Abuse Prevention Month. Juliette’s House in McMinnville has coordinated a month long campaign to promote awareness in Yamhill County. Blue pinwheels, blue tree bows, the wearing of blue on April 21st, and asking all cities in the county to declare April 2021 as Child Abuse Prevention Month.

Carole Joa from Juliette’s House will attend our April 5th meeting to offer additional information and respond to Council questions.

City Manager Recommendation: I recommend approval of Resolution 20/21-11.

Potential Motion to Approve: “I move to approve Resolution 20/21-11 a Resolution Declaring April 2021 as National Child Abuse Prevention Month.”

Council Options:

- 1 – Approve Resolution 20/21-11 as recommended.
- 2 – Approve Resolution 20/21-11 with amendments.
- 3 – Take no action and direct staff to do further research or provide additional options.

RESOLUTION No. 20/21-11
City of Dayton, Oregon

A Resolution Declaring April 2021 National Child Abuse Prevention Month

WHEREAS, child abuse is one of our nation’s most serious public health problems with scientific studies documenting the link between the abuse of children and a wide range of medical, emotional, psychological and behavioral disorders; and

WHEREAS, it is estimated that 1 in 4 children will suffer significant abuse before the age of 18 and annually over 80,000 Oregonian children -- 89,451 in 2019 -- are reported to the Department of Human Services as having been abused or neglected with 13,674 child abuse victims confirmed in 2019 alone, although many cases go unreported; and

WHEREAS, the physical, emotional, mental and financial impact of abuse falls on children of all ages and abilities, who come from all economic, racial and social backgrounds; and these crimes affect many more family members, friends, neighbors and community; and

WHEREAS, effective child abuse prevention efforts succeed because of partnerships created among state and local government agencies, schools, faith communities, civic and community organizations, law enforcement agencies, and the business community while recognizing that feeling connected to community can be a protective factor against child abuse; and

WHEREAS, the City of Dayton is dedicated to stopping child abuse and supporting survivors and their non-offending families while working to prevent;

WHEREAS, each of us has a role to play in stopping the problem of child abuse as part of solution – by learning how to prevent, recognize and report child abuse and supporting prevention, education and empowerment programs for children and youth;

The City of Dayton, therefore, resolves as follows:

- 1) **THAT** April 2021 is proclaimed National Child Abuse Prevention Month; and
- 2) **THAT** we reaffirm Oregon’s commitment to creating a safer, healthier, and more thriving community for our children and taking steps to help prevent child abuse through awareness efforts, prevention promotion, and training; and
- 3) **THAT** we encourage all citizens to Wear Blue on April 21, 2021 as a public statement in Dayton in support of child abuse prevention; and
- 4) **THAT** further we call upon all citizens to invest in the lives of children by learning what they can do to help stop child abuse through Juliette’s House, a community resource, by visiting www.julietteshouse.org.

4) **THAT** this resolution shall become effective immediately upon adoption.

ADOPTED this 5th day of April 2021.

In Favor:

Opposed:

Absent:

Abstained:

Elizabeth Wytoski, Mayor

Date Signed

ATTEST:

Patty Ringnalda, City Recorder

Date of Enactment

CHILD ABUSE

CANNOT BE

SILENCED



#ChildAbusePreventionMonth

**Listen to Youth,
Hear Their Truth.**

**Lend Your Voice, Speak Up
to Stop Child Abuse.**

Learn how.

**Visit www.julietteshouse.org
or click the QR code.**



HOW TO SCAN: OPEN, AIM + TAP

Open the camera on your phone

+

Aim it at the QR code

+

Tap the banner that appears

EL ABUSO INFANTIL

**NO PUEDE
SER SILENCIADO**



#ChildAbusePreventionMonth

**Escuché a la los meñores,
Escuché su Verdad.**

**Preste su voz, Hable para
detener el abuso infantil.**

Aprende cómo.

**Vístete www.julietteshouse.org
o haga clic en el código QR**



CÓMO ESCANEAR: ABRIR, APUNTA + TOCAR

Abre la cámara de tu teléfono

+

Apunta al Flowcode

+

Toca el banner que aparece

To: Honorable Mayor and City Councilors
From: Rochelle Roaden, City Manager
Issue: Water Rate Study Presentation, Tim Tice, OAWU
Date: April 5, 2021

History/Background

The City completed a capital project in 2019 replacing all of the water meters on our system. Staff budgeted for a water rate study in the FY2020-21 to review our current rates. The City Council expressed concerns regarding our base rate of 400 cubic feet and looking at the possibility of lowering this level to accommodate residents who do not use this much. Additionally, with the city's first survey, some residents commented regarding the rates being high especially for those with a fixed income.

Tim Tice with Oregon Association of Water Utilities (OAWU) will be providing an initial presentation of his findings and what it would like to change from EDU's (equivalent dwelling units) to connections and lowering the base to 200 cubic feet. Included in your packet are three reports that Tim will present.

DAYTON EDU - Connection Comparison							
	EDUs			% of Budget	Connections		% of budget
	\$ 772,483.00				\$ 772,483.00		
Billed	1022				922		
Total Water ^A	102,041				102,041		
Allowance ^B	Units	4.00			Units	4.00	
	Gals	2992			Gals	2992	
Base Rate	\$59.00				\$59.00		
% of Budget	93.88				84.71		
Revenues ^C	\$ 725,196.00			93.88%	\$ 654,396.00		84.71%
Water %	48.07				43.37		
Units	49,056				44,256		
T1	\$3.00				\$3.00		
Water %	24.03				21.68		
Units	24,258				22,128		
Revenues	\$ 73,584.00			9.53%	\$ 66,384.00		8.59%
T2	\$1.56				\$1.56		
Water %	27.88				34.94		
Units	28,457				35,657		
Revenues	\$ 44,393.00			5.75%	\$ 55,624.92		7.20%
Total Dollars ^D	\$ 843,173.00			109.15%	\$ 776,404.92		100.51%
	Current Rates				Proposed		
Meter Size	Base rate	Consumption	Total		Base rate	Consumption	Total
Comparison Example							
Current Rates					Proposed Rates		
5/8-3/4	\$ 59.00				\$ 48.87		
Usage in CF	Included	400	\$ 59.00	Included	200	\$ 48.87	
	\$ 3.00	600	\$ 65.00	\$ 2.50	400	\$ 58.57	
	\$ 1.56	1000	\$ 71.24	\$ 3.50	1000	\$ 79.57	
	\$ 2.28	2000	\$ 94.04	\$ 3.50	2000	\$ 114.57	
	\$ 3.00	3000	\$ 124.04	\$ 3.50	3000	\$ 149.57	
	\$ 3.83	4000	\$ 162.34	\$ 4.50	4000	\$ 194.57	
Notes:							
A - number of units (748 gallons) of water sold in cubic feet averaged over past three years							
B - 4.00 units equates to 4.0 x 100 cubic feet or 2,992 gallons per month							
C - revenues are figures representing base rates and the first two tiers and the equivalent percentages							
D - total dollars predicated on all customers using total water at first two tiers (units - 5200 gallons)							
Comparison Example:							
Current rates:							
Focused on 5/8-3/4-inch meter inside city limits with various levels shown - current eight tier levels							
Proposed rates:							
Base rate adjusted down with savings at the lower consumption (2-units allowance)							
Tiers reduced from eight levels to three levels							

Rate Comparison Current vs Proposed					
Current Base Rates					
	Residential	Commercial	Outside	Meter Multiplier	Allowances
5/8"- 3/4"	\$ 59.00	\$ 59.00	\$ 64.00	Uses EDUs	4.00
5/8"- 3/4" out	\$ -	\$ -	\$ 64.00		4.00
1"	\$ 59.00	\$ 59.00	\$ 64.00		4.00
1 1/2"	\$ 59.00	\$ 59.00	\$ -		4.00
2"	\$ 59.00	\$ 59.00	\$ -		4.00
3"	\$ 59.00	\$ -	\$ 64.00		4.00
4"	\$ -	\$ 59.00	\$ -		4.00
\$59.00 per EDU, Schools exception ¹					
Tiers Levels	Per Unit				
One	\$ 3.00				
Two	\$ 1.56				
Three	\$ 2.28				
Four	\$ 3.00				
Five	\$ 3.83				
Six	\$ 4.38				
Seven	\$ 5.09				
Eight	\$ 6.21				
Proposed Rates				Meter Multiplier	Allowances
	Residential	Commercial	Outside		
5/8"- 3/4"	\$ 48.87	\$ 48.87	\$ 58.65	1.0 - 1	2.00
5/8"- 3/4" out	\$ -	\$ 53.76	\$ 58.65	1.0 - 1	2.00
1"	\$ 68.42	\$ 68.42	\$ 82.11	1.4 - 1	2.80
1 1/2"	\$ 87.97	\$ 87.97	\$ 105.57	1.8 - 1	3.60
2"	\$ 141.73	\$ 141.73	\$ 170.08	2.9 - 1	5.80
3"	\$ 537.61	\$ 537.61	\$ 645.13	11.0 - 1	22.00
4"	\$ 684.23	\$ 684.23	\$ 821.08	14.0 - 1	28.00
Meter size will determine base rate ²					
Tiers Levels	Per Unit ³				
One	\$ 3.00				
Two	\$ 4.50				
Three	\$ 6.00				
Four	NA				
Five	NA				
Six	NA				
Seven	NA				
Eight	NA				
1 - EDUs (equivalent dwelling units) beginning resolution is unsubstantiated					
2 - American Water Works Association standard for meter multiplier (replacement costs)					
3- Beginning tier levels for 5/8'-3/4" meter are 2, 4 and 8 units					

Actual Water Usage Cost Comparison							
Meter #	Meter Size	Usage (1/20/21-02-20- 21)	EDU's	Inside Outside	Type	Billed	Example New Rate
68722125	2"	40,026	48	In	Commercial	\$3,308.84	\$2,696.42
68722120	1.5"	2,931	2	In	Commercial		
12241728	4"	14,000	18	In	Public	\$1,165.92	\$1,236.23
68722129	3"	9,236	16	In	Residential	\$992.00	\$827.36
68743693	2"	6,672	8	In	Residential	\$525.20	\$472.45
9943976	5/8 & 3/4"	5,083	1	In	Residential	\$207.36	\$329.85
9944023	5/8 & 3/4"	3,958	2	In	Commercial	\$181.12	\$262.35
20904920	2"	1,660	1	In	Public	\$83.29	\$181.63
9943987	5/8 & 3/4"	250	1	In	Residential	\$59.00	\$50.37
9944207	5/8 & 3/4"	1,221	1	In	Commercial	\$73.28	\$98.13
68722119	1.5"	1,010	1	In	Commercial	\$68.47	\$113.92
68743691	2"	2,903	10	In	Residential	\$590.00	\$246.31
9944147	5/8 & 3/4"	2,787	1	Out	Commercial	\$119.65	\$201.87
9943690	5/8 & 3/4"	1,183	2	Out	Residential	\$134.00	\$105.63
20738336	1"	639	2	In	Residential	\$118.00	\$84.58
9943687	5/8 & 3/4"	28	1	In	Commercial	\$59.00	\$48.87
68722121	1.5"	2,116	1	In	Residential	94.52	\$173.83
9944302	5/8 & 3/4"	2,146	1	In	Residential	95.42	\$153.63
9943717	5/8 & 3/4'	1,511	1	In	Residential	79.89	\$115.53
9943603	5/8 & 3/4'	1,001	1	In	Residential	68.26	\$84.93
9944438	5/8 & 3/4'	751	1	In	Residential	64.36	\$70.67
9944339	5/8 & 3/4'	500	1	In	Residential	62.00	\$59.37
Examples of various sized meters - with various usage levels							
Green - indicates a cost adjustment down							
Red - indicates a cost adjustment up							

To: Honorable Mayor and City Councilors
From: Rochelle Roaden, City Manager
Issue: Liquor License Recommendation – Matthews, LLC.
Date: April 5, 2021

Background and Information

Oregon law now requires that applicants applying for an Oregon liquor license obtain a written recommendation from the governing body if the business is located within an incorporated city.

Matt Holeman with Matthews, LLC., is applying to obtain a liquor license at 306 Ferry Street (formerly Mamma Italia).

Council Goal: N/A

City Manager Recommendation: N/A

Potential Motion to Approve: “I move to approve recommending approval of the liquor license application for Matthews, LLC., at 306 Ferry Street, Dayton, Oregon.”



OREGON LIQUOR CONTROL COMMISSION
LIQUOR LICENSE APPLICATION

PRINT FORM
RESET FORM

1. Application. **Do not include** any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

License Applied For:	CITY AND COUNTY USE ONLY
<input type="checkbox"/> Brewery 1 st Location	Date application received and/or date stamp:
Brewery Additional location (2 nd) <input type="checkbox"/> (3 rd) <input type="checkbox"/>	Name of City or County:
<input type="checkbox"/> Brewery-Public House (BPH) 1 st location	Recommends this license be:
BPH Additional location (2 nd) <input type="checkbox"/> (3 rd) <input type="checkbox"/>	<input type="checkbox"/> Granted <input type="checkbox"/> Denied
<input type="checkbox"/> Distillery	By: _____
<input checked="" type="checkbox"/> Full On-Premises, Commercial	Date: _____
<input type="checkbox"/> Full On-Premises, Caterer	
<input type="checkbox"/> Full On-Premises, Passenger Carrier	
<input type="checkbox"/> Full On-Premises, Other Public Location	
<input type="checkbox"/> Full On-Premises, For Profit Private Club	
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club	
<input type="checkbox"/> Grower Sales Privilege (GSP) 1 st location	
GSP Additional location (2 nd) <input type="checkbox"/> (3 rd) <input type="checkbox"/>	
<input type="checkbox"/> Limited On-Premises	
<input type="checkbox"/> Off-Premises	
<input type="checkbox"/> Warehouse	
<input type="checkbox"/> Wholesale Malt Beverage & Wine	
<input type="checkbox"/> Winery 1 st Location	
Winery Additional location (2 nd) <input type="checkbox"/> (3 rd) <input type="checkbox"/>	
(4 th) <input type="checkbox"/> (5 th) <input type="checkbox"/>	

OLCC USE ONLY
 Date application received: 3-9-2021
 Date application accepted: 3-19-2021
 License Action(s): Cl. Cln

RECEIVED
 OREGON LIQUOR CONTROL COMMISSION

2. Identify the applicant(s) applying for the license(s). **ENTITY** (example: corporation or LLC) or **INDIVIDUAL(S)**¹ applying for the license(s):

Matthew's LLC

App #1: NAME OF ENTITY OR INDIVIDUAL APPLICANT _____ App #2: NAME OF ENTITY OR INDIVIDUAL APPLICANT _____
 App #3: NAME OF ENTITY OR INDIVIDUAL APPLICANT _____ App #4: NAME OF ENTITY OR INDIVIDUAL APPLICANT _____

3. Trade Name of the Business (Name Customers Will See)
Matthew's

4. Business Address (Number and Street Address of the Location that will have the liquor license)
306 Ferry St., Dayton OR 97114

City <u>Dayton</u>	County <u>Yamhill</u>	Zip Code <u>97114</u>
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¹ Read the instructions on page 1 carefully. If an entity is applying for the license, list the name of the entity as an applicant. If an individual is applying as a sole proprietor (no entity), list the individual as an applicant.



OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

5. Trade Name of the Business (Name Customers Will See)

Matthew's

6. Does the business address currently have an OLCC liquor license?

YES NO

7. Does the business address currently have an OLCC marijuana license?

YES NO

8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your license certificate, renewal application and other mailings as described in OAR 845-004-0065[1].)

[Redacted]

City [Redacted] State [Redacted] Zip Code [Redacted]

9. Phone Number of the Business Location

503.864.4100

10. Email Contact for this Application and for the Business

Matthewsrestaurant.11c@gmail.com

11. Contact Person for this Application

Michelle Holerman

Phone Number

[Redacted]

Contact Person's Mailing Address (if different)

[Redacted]

City

[Redacted]

State

[Redacted]

Zip Code

[Redacted]

Please note that liquor license applications are public records. A copy of the application will be posted on the OLCC website for a period of several weeks.

ATTESTATION: **READ CAREFULLY AND MAKE SURE YOU UNDERSTAND BEFORE SIGNING THIS FORM**

I understand that marijuana is prohibited on the licensed premises. This includes marijuana use, consumption, ingestion, inhalation, samples, give-away, sale, etc. I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application are true and complete.

I affirm that I have read OAR 845-005-0311 and all individuals (sole proprietors) or entities with an ownership interest (other than waivable ownership interest per OAR 845-005-0311[6]) are listed as license applicants in #2 above. I understand that failure to list an individual or entity who has an unwaivable ownership interest in the business may result in denial of my license or the OLCC taking action against my license in the event that an undisclosed ownership interest is discovered after license issuance.

Applicant(s) Signature

- Each individual (sole proprietor) listed as an applicant must sign the application below.
If an applicant is an entity, such as a corporation or LLC, at least one INDIVIDUAL who is authorized to sign for the entity must sign the application.
An individual with the authority to sign on behalf of the applicant (such as the applicant's attorney or an individual with power of attorney) may sign the application. If an individual other than an applicant signs the application, please provide written proof of signature authority. Attorneys signing on behalf of applicants may list the state of bar licensure and bar number in lieu of written proof of authority from an applicant. Applicants are still responsible for all information on this form.

Matthew Holerman

App. #1: (PRINT NAME)

App #1: (SIGNATURE)

3/7/21

App #1: Signature Date

Atty. Bar Information (if applicable)

[Redacted Signature]

App. #2: (PRINT NAME)

App #2: (SIGNATURE)

App #2: Signature Date

Atty. Bar Information (if applicable)

App. #3: (PRINT NAME)

App #3: (SIGNATURE)

App #3: Signature Date

Atty. Bar Information (if applicable)

App. #4: (PRINT NAME)

App #4: (SIGNATURE)

App #4: Signature Date

Atty. Bar Information (if applicable)



**OREGON LIQUOR CONTROL COMMISSION
INDIVIDUAL HISTORY FORM**

PRINT FORM
RESET FORM

1. Name (Print):	Hobeman Last		Matt First		D Middle	
2. Other names used (maiden, other):						
3. Do you have a Social Security Number (SSN) issued by the United States Social Security Administration? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>						
If yes, you must list your SSN: [REDACTED]						
<p>SOCIAL SECURITY NUMBER DISCLOSURE: As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you indicate below.</p> <p>Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your <u>voluntary consent</u> to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC § 552(a)).</p>						
4. Do you consent to the OLCC's use of my SSN as described above? Check this box: <input checked="" type="checkbox"/>						
5. Date of Birth (DOB):	[REDACTED] (mm)	[REDACTED] (dd)	[REDACTED] (yyyy)			
6. Driver License or State ID #: [REDACTED]					7. State <i>OR</i>	
8. Contact Phone: [REDACTED]						
9. E-mail Address: <i>matthewsrestaurant.llc@gmail.com</i>						
10. Mailing Address:	[REDACTED] (Number and Street)		[REDACTED] (City)	[REDACTED] (State)	[REDACTED] (Zip Code)	
11. In the past 10 years, have you been convicted of a felony or a misdemeanor in a U.S. state outside of Oregon?						
No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> (If yes, explain in the space provided, below) Unsure <input type="checkbox"/> Choose this option and provide an explanation if, for example: you were arrested or went to court, but are unsure of whether there was a conviction; you paid a fine or served probation or parole, but are unsure of whether there was a conviction; or if you know you had a conviction, but you are unsure of whether the conviction has been removed from your record, etc.						

OSP/DMV
Search Completed

MAR 19 2021

INITIALS: *NOCC/ [Signature]*



**OREGON LIQUOR CONTROL COMMISSION
INDIVIDUAL HISTORY FORM**

12. Do you, or any entity that you are a part of, currently hold or have you previously held a recreational marijuana license in Oregon? (Note: marijuana worker permits are not marijuana licenses.)

No Yes Please list licenses (and year(s) licensed) below Unsure Please include an explanation:

13. Do you, or any entity that you are a part of, hold an alcohol license in a U.S. state outside of Oregon?

No Yes Please list licenses (and year(s) licensed) below Unsure Please include an explanation:

14. Do you or any entity that you are a part of, have any other liquor license applications pending with the OLCC?

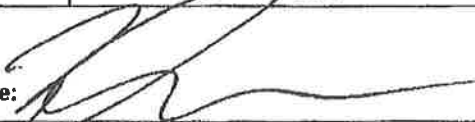
No Yes Please list applications below Unsure Please include an explanation:

You must sign your own form (electronic signature acceptable). Another individual, such as your attorney or an individual with power of attorney, **may not** sign your form.

Affirmation

Even if I receive assistance in completing this form, I affirm by my signature below, that my answers on this form are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to my criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Name (Print):	Helman Last	Matt First	D. Middle
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Signature: 	Date: 3/7/21
--	--------------

This box for OLCC use ONLY

no Does the individual currently hold, or has the individual previously held, an OLCC-issued liquor license?



OREGON LIQUOR CONTROL COMMISSION
INDIVIDUAL HISTORY FORM

PRINT FORM

RESET FORM

1. Name (Print):	<i>Holeman</i> Last	<i>Michelle</i> First	<i>L</i> Middle
2. Other names used (maiden, other): [REDACTED]			
3. Do you have a Social Security Number (SSN) issued by the United States Social Security Administration? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, you must list your SSN: [REDACTED]			
SOCIAL SECURITY NUMBER DISCLOSURE For an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you indicate below. Based on our authority under ORS 471.311 and DAR 845-005-0312(6), we are requesting your voluntary consent to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC § 552(a)).			
4. Do you consent to the OLCC's use of my SSN as described above? Check this box: <input checked="" type="checkbox"/>			
5. Date of Birth (DOB):	[REDACTED] (mm)	[REDACTED] (dd)	[REDACTED] (yyyy)
6. Driver License or State ID #:	[REDACTED]	7. State <i>OR</i>	
8. Contact Phone: [REDACTED]			
9. E-mail Address: <i>Matthewsrestaurant.11c@gmail.com</i>			
10. Mailing Address:	[REDACTED] (Number and Street)	[REDACTED] (City)	[REDACTED] [REDACTED] (State) (Zip Code)
11. In the past 10 years, have you been convicted of a felony or a misdemeanor in a U.S. state outside of Oregon? No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> (If yes, explain in the space provided, below) Unsure <input type="checkbox"/> Choose this option and provide an explanation if, for example: you were arrested or went to court, but are unsure of whether there was a conviction; you paid a fine or served probation or parole, but are unsure of whether there was a conviction; or if you know you had a conviction, but you are unsure of whether the conviction has been removed from your record, etc.			

OSP/DMV

Search Completed

MAR 19 2021

INITIALS: *NO CONV*



OREGON LIQUOR CONTROL COMMISSION
INDIVIDUAL HISTORY FORM

12. Do you, or any entity that you are a part of, currently hold or have you previously held a recreational marijuana license in Oregon? (Note: marijuana worker permits are not marijuana licenses.)

No Yes Please list licenses (and year(s) licensed) below Unsure Please include an explanation:

13. Do you, or any entity that you are a part of, hold an alcohol license in a U.S. state outside of Oregon?

No Yes Please list licenses (and year(s) licensed) below Unsure Please include an explanation:

14. Do you or any entity that you are a part of, have any other liquor license applications pending with the OLCC?

No Yes Please list applications below Unsure Please include an explanation:

You must sign your own form (electronic signature acceptable). Another individual, such as your attorney or an individual with power of attorney, **may not** sign your form.

Affirmation
 Even if I receive assistance in completing this form, I affirm by my signature below, that my answers on this form are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to my criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Name (Print):	<i>Holman</i> Last	<i>Michelle</i> First	<i>L</i> Middle
---------------	-----------------------	--------------------------	--------------------

Signature: <i>[Handwritten Signature]</i>	Date: <i>3/17/21</i>
---	----------------------

This box for OLCC use ONLY

no Does the individual currently hold, or has the individual previously held, an OLCC- issued liquor license?



OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: Matthew's LLC (u)
Matt Holman Phone: 503-864-4100 (u)

Trade Name (dba): Matthew's

Business Location Address: 306 Ferry St.

City: Dayton ZIP Code: 97114

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday 7AM to 8PM
 Monday _____ to _____
 Tuesday _____ to _____
 Wednesday 3PM to 8PM
 Thursday 3PM to 8PM
 Friday 3PM to 8PM
 Saturday 3PM to 8PM

Outdoor Area Hours:

Sunday _____ to _____
 Monday _____ to _____
 Tuesday _____ to _____
 Wednesday _____ to _____
 Thursday _____ to _____
 Friday _____ to _____
 Saturday _____ to _____

The outdoor area is used for:
 Foot service Hours: _____ to _____
 Alcohol service Hours: _____ to _____
 Enclosed, how _____
 The exterior area is adequately viewed and/or supervised by Service Permittees.
 _____ (Investigator's Initials)

Seasonal Variations: Yes No If yes, explain: _____

ENTERTAINMENT Check all that apply:

Live Music Karaoke
 Recorded Music Coin-operated Games
 DJ Music Video Lottery Machines
 Dancing Social Gaming
 Nude Entertainers Pool Tables
 Other: _____

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday _____ to _____
 Monday _____ to _____
 Tuesday _____ to _____
 Wednesday _____ to _____
 Thursday _____ to _____
 Friday _____ to _____
 Saturday _____ to _____

SEATING COUNT

Restaurant: 50 Outdoor: _____
 Lounge: _____ Other (explain): _____
 Banquet: _____ Total Seating: 50

OLCC USE ONLY

Investigator Verified Seating: _____ (Y) _____ (N)
 Investigator Initials: _____
 Date: _____

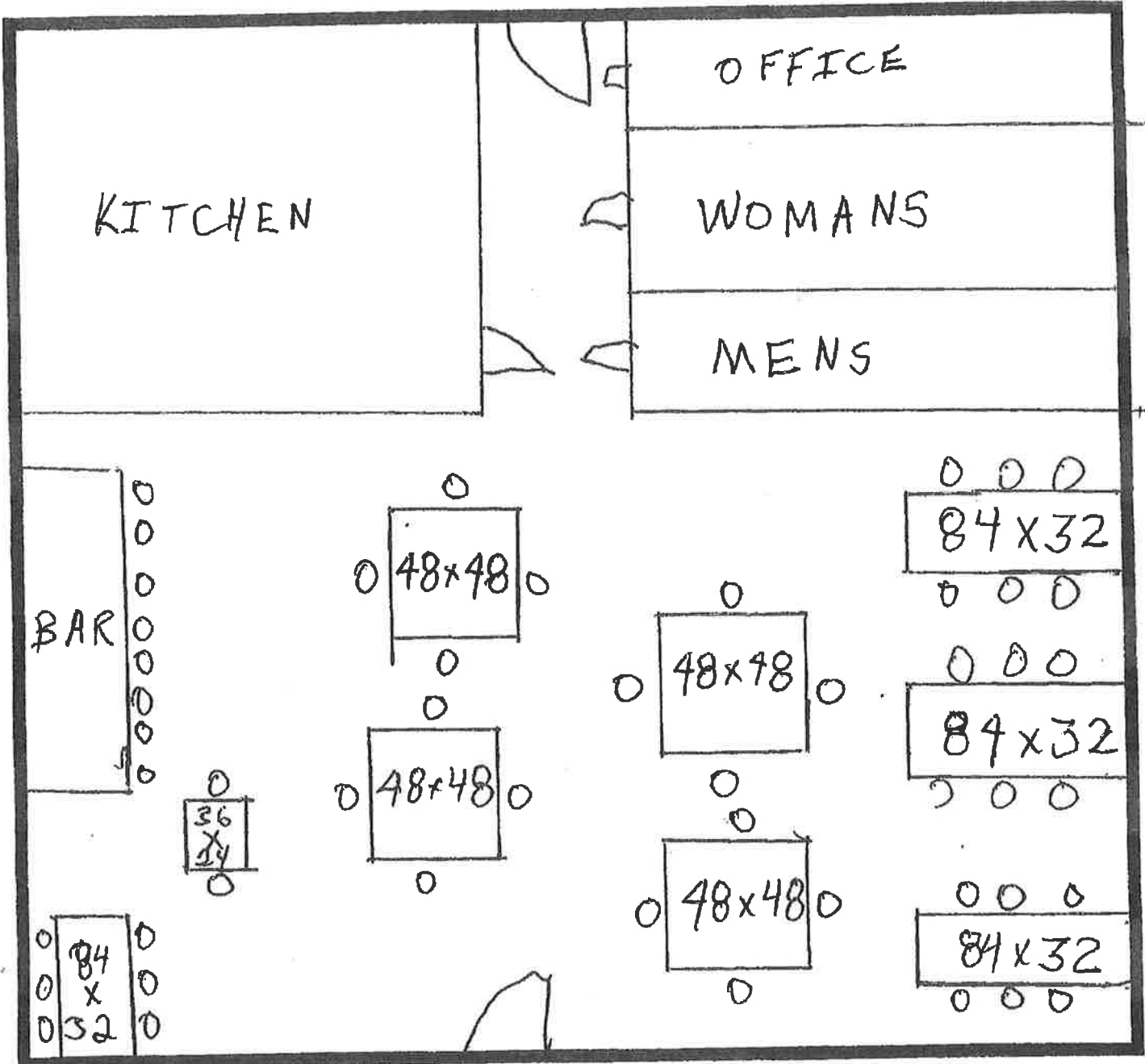
I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: _____ Date: 3/7/21



OREGON LIQUOR CONTROL COMMISSION FLOOR PLAN

- Your floor plan must be submitted on this form.
- Use a separate Floor Plan Form for each level or floor of the building.
- The floor plan(s) must show the specific areas of your premises (e.g. dining area, bar, lounge, dance floor, video lottery room, kitchen, restrooms, outside patio and sidewalk cafe areas.)
- Include all tables and chairs (see example on back of this form). Include dimensions for each table if you are applying for a Full On-Premises Sales license.



Matthews LLC
Applicant Name
Matthew's
Trade Name (dba):
Dayton 97114
City and ZIP Code

.....OLCC USE ONLY.....
MINOR POSTING ASSIGNMENT(S)
Date: _____ Initials: _____

To: Honorable Mayor and City Councilors

From: Rochelle Roaden, City Manager

Issue: Approval of Resolution 20/21-12 Public Works Design Standards Update No. 11

Date: April 5, 2021

Background and Information

The revisions and clarifications in this update are mainly for housekeeping, regulatory items, etc. No major changes are included.

Due to the size of the redlined version, it is not included in the agenda packets. All revisions are included in the redline format provided for the Council for review at <https://spaces.hightail.com/receive/yMxPjQU720>.

Denny Muchmore will be at our meeting to answer any questions.

Relevant Council Goal: Goal A - Develop and maintain infrastructure to support operations and meet growth.

City Manager Recommendation: I recommend approval Resolution 20/21-12.

Potential Motion to Approve: “I move approval of Resolution 20/21-12 a Resolution adopting Public Works Design Standards Update No. 11.”

Council Options:

- 1 – Approve Resolution 20/21-12 as recommended.
- 2 – Approve Resolution 20/21-12 with amendments.
- 3 – Take no action and direct staff to do further research or provide further options.

**RESOLUTION No. 20/21-12
CITY OF DAYTON, OREGON**

A Resolution Adopting Public Works Design Standards Update No. 11

WHEREAS, on October 6, 2006, the Dayton City Council adopted Resolution #06/07-11, A Resolution Adopting City of Dayton Public Works Design Standards (hereafter called “Standards”), and amended on February 5, 2007, by Resolution #06/07-27, A Resolution Adopting Public Works Design Standards Update No. 1; and on January 7, 2008, by Resolution #07/08-17, A Resolution Adopting Public Works Design Standards Update #2; and Resolution 07/08-31, A Resolution Adopting Public Works Design Standards Update #3; and Resolution 09/10-31, A Resolution Adopting Public Works Design Standards Update #4; and Resolution 12/13-35, A Resolution Adopting Public Works Design Standards Update #5; and Resolution 13/14-5, A Resolution Adopting Public Works Design Standards Update #6; and Resolution No. 15/16-10 A Resolution Adopting Public Works Design Standards Update #7; and Resolution No. 17/18-9 A Resolution Adopting Public Work Design Standards Update #8; and Resolution No. 19/20-2 A Resolution Adopting Public Work Design Standards Update #9; and Resolution No. 19/20-19 A Resolution Adopting Public Work Design Standards Update #10 and

WHEREAS, the Standards are subject to change as both the City’s needs change and the industry standards change, or if errors are discovered in the document; and

WHEREAS, certain information in the Standards needs to be updated or changed.

The City of Dayton resolves as follows:

- 1) **THAT** Update No. 11 to the City of Dayton Public Works Design Standards, (attached hereto as Exhibit A and by this reference incorporated herein) is hereby adopted; and
- 2) **THAT** this resolution shall become effective immediately upon adoption.

ADOPTED this 5th day of April 2021.

In Favor:

Opposed:

Absent:

Abstained:

Elizabeth Wytoski, Mayor

Date of Signing

ATTESTED BY:

Patty Ringnalda, City Recorder

Date of Enactment

Attachment - Exhibit A

Memorandum

To: Mayor Wytoski and City Council Members
Through: Rochelle Roaden, City Manager
From: Steve Sagmiller, Public Works Director
Date: 4/2/2021
Re: Vehicle Purchase

The City of Dayton currently owns a vacuum excavation trailer that is used for small scale excavations around meter boxes and small area waterline repairs. With trench repairs, water service line repair, sanitary sewer cleaning and unclogging, sewer pond line clearing, detention basin cleaning, and emergency excavations a much larger piece of equipment is needed.

The City prefers hydraulic excavations to mechanical excavation as they are safer and more effective. When larger scale excavations are needed contractors with the equipment must be contacted. Depending on availability, day of the week, time of day, a piece of equipment and a crew may or may not be dispatched to a site. When a contractor is called in it is either an emergency or a job that cannot be completed with our existing equipment.

Over the last couple of years, we have had to depend on these contractors a number of times in emergency situations. The cost associated with these calls range between \$150.00 to \$250.00 per hour. This includes travel time, time on job, cleanup, and return to base. At times the closest hydraulic excavation company is located in Portland and usually doesn't have the equipment needed. In many instances time is of the essence. We recently had a water leak at 1 am and had to wait until much later the next day for the vacuum truck to arrive. The City has spent a little over \$30,000 in vacuum services in the last 5 years.

The City was recently contacted about the availability of a used vacuum excavation truck that would benefit the City. This equipment would help eliminate the need for depending on outside contractors for emergency repairs, large excavations, and general maintenance of the system. This truck was offered to the City at a cost of \$35,000 (see attached). An additional cost of \$1,475 would be needed to replace a pressure hose and reel. Adding in 10% contingency, the total purchase would be \$40,123. Year to date we have spent \$26,000 of our \$45,000 budget in the capital equipment fund leaving a balance of \$19,000. We would need to transfer \$21,123 from Contingency which currently has a balance of \$52,483.



Super Products Camel Vacuum Combo Truck Available Now!

2003 Freightliner FL112, 58,000 GVWR (18,000 front, 40,000 rear), **Cat C12 engine**, 355 hp, Allison HD4060 automatic transmission, 11,500 hours/31,000 miles, empty weight 33,640, Toyo 11R22.5 radial tires rear/ Toyo315/80R22.5 tires front (approx 50%), Hendrickson 10 spring rear suspension (rebuilt 2 years ago), tandem Rockwell Meritor rear axles, WABCO anti-lock brakes, 60 gallon aluminum fuel tank, Bostrum T910 air driver's seat, PTO (rebuilt 5-6 years ago), 10 yard debris tank, mid-mount reel with 600' of 1" hose, Roots 624 Ram PD blower, front mount controls, all in working condition
\$35,000 FOB Clackamas,OR

Council Goal: N/A

City Manager Recommendation: I recommend approval.

Potential Motion to Approve: "I move to approve the purchase of a 2003 Freightliner FL112 Camel Vacuum Combo Truck with a not to exceed price of \$40,123."

Council Options:

- 1 – Approve the purchase as recommended.
- 2 – Approve the purchase with amendments.
- 3 – Take no action and direct staff to do further research or provide additional options.



Estimate

911 N. Thierman Rd.
Spokane Valley, WA. 99212

Date	Estimate #
4/1/2021	7743

Name / Address
City of Dayton

				Rep
				DH
Item	Description	Qty	Rate	Total
Street Equipment	2003 Freightliner FL112, 58,000 GVWR (18,000 front, 40,000 rear), Cat C12 engine, 355 hp, Allison HD4060 automatic transmission, 11,500 hours/31,000 miles, empty weight 33,640, Toyo 11R22.5 radial tires rear/ Toyo315/80R22.5 tires front (approx 50%), Hendrickson 10 spring rear suspension (rebuilt 2 years ago), tandem Rockwell Meritor rear axles, WABCO anti-lock brakes, 60 gallon aluminum fuel tank, Bostrum T910 air driver's seat, PTO (rebuilt 5-6 years ago), 10 yard debris tank, mid-mount reel with 600' of 1" hose, Roots 624 Ram PD blower, front mount controls, all in working condition	1	35,000.00	35,000.00T
Street Equipment	New washdown hose reel & new hose compatible with existing washdown gun	1	1,475.00	1,475.00T
			Subtotal	\$36,475.00
			Sales Tax (0.0%)	\$0.00
			Total	\$36,475.00

Phone #
509-922-1300

To: Honorable Mayor and City Councilors
From: Rochelle Roaden, City Manager
Issue: Award Right of Way Services – 9th to Flower Sidewalk Project
Date: April 5, 2021

Background and Information

The City was awarded a Safe Routes to School Grant in December of 2020 for the sidewalk project from 9th to Flower Street. The project route involves five properties which we will need acquire property rights and temporary construction easements to complete the project.

I put out a Request for Proposal for this to three firms - Right of Way Associates, Epic Land Solutions, and Universal Field Services. I received two proposals which are attached in your packet.

Right of Way Associates - \$43,500
Epic Land Solutions - \$54,346

Right of Way Associates proposal is substantially lower than Epic (\$10,846). In speaking with Mr. Feinauer, I felt very comfortable that he would work well with our residents.

Council Goal: *Goal A: Develop and maintain infrastructure to support operations and meet growth.*

City Manager Recommendation: I recommend approval.

Potential Motion to Approve: “I move to approve awarding the right of way services contract for the 9th to Flower Sidewalk Project (Dayton Middle School Sidewalk Project) to Right of Way Associates with a not to exceed budget of \$47,850.”

Council Options:

- 1 – Approve as recommended.
- 2 – Approve with amendments.
- 3 – Take no action and direct staff to do further research or provide additional options.



10186 SW LAUREL STREET
BEAVERTON, OR 97005
P (503) 644-3436 | F (503) 644-7400

February 10, 2021

21-001

Rochelle Roaden, City Manager
City of Dayton
416 Ferry Street
Dayton, OR 97114

Subject: Proposal for Right of Way Services for The City of Dayton
Safe Routes to School Improvements Program
Dayton Junior High School - Sidewalk

Ms. Roaden,

We have prepared the following not to exceed cost and scope proposal to provide property acquisition services for the City of Dayton.

Costs and scope are developed with the following assumptions which are based on preliminary information derived from County Assessor tax maps and preliminary taking layouts without legal descriptions or exhibits:

- That there are 5 property ownerships, each of which requires permanent property acquisition and a Temporary Construction Easement.

Note: *The County Assessor's tax maps show that tax lot 601 might have two residents and tax lot a 500 could have an easement across tax lot 501 for access to Ferry Street [HWY 233]. The assumption is that an additional appraisal will not be required, although acquisition of property rights is expected to involve more than 5 parties.*

- The project is funded by the Oregon Department of Transportation, SAFE ROUTES TO SCHOOL PROGRAM [SRTS.]
- That appraisals are required for this project and will conform to the Uniform Standards of Appraisal Practice (USPAP) and be provided by a State Certified General Appraiser.
- That appraisals and review of appraisals will be provided by independent contractors. each from different appraisal firms
- That the cost of appraisal and appraisal review are based on preparation and review of five appraisal and review reports and reflects costs based on an economy of scale. If reports are eliminated, the cost per report may be adjusted to reflect the loss of this economy.
- While not specifically described in the agreements provided, the assumption is that acquisition activities must conform to The Uniform Act of 1970 requirements [URA] and ORS 35 requirements.

- That the ORS 35 requirements that must be met include:
 - 15-day notice of appraisal inspection if an appraisal is obtained.
 - Offer letter to provide a minimum of 40 days prior to initiation of eminent domain action, if any.
 - Offer letter must contain a description of the impacts of the taking on the property and all interests to be acquired.
- That Uniform Relocation and Acquisition Act (URA) requirements will be met:
 - That each negotiation file must contain all correspondence, documents, letters and a contact log [diary] documenting property contacts and an affidavit from the real property agent specifying conformance with federal regulations that no coercion was exercised in the negotiations.
 - That property owners may choose to donate the property needed by the project to the County.
 - Such donations must be accompanied by file documentation of owner willing and informed consent and waiver of appraisal requirements.
- The costs of any trial preparation or testimony are outside of the scope of this assignment.
- That the City will provide or approve document formats and have a staff member available to provide policy, technical and legal direction as needed during the project.
- That the project will not create a need for personal property to be relocated and that relocation benefits and services, as defined by the URA, will not be required.

As noted in the preceding assumptions, federal and state regulations permit a donation of property rights for a project. Donations are acceptable and meet the Uniform Act and ORS 35 right of way acquisition requirements if there is documentation in the file for the following:

- The owner is informed in that if they wish to be compensated, the Agency will obtain a valuation report or an appraisal as the basis of compensation and make an offer based on the report obtained.
- The owner will sign an affidavit that they understand that they could be compensated but are willing to donate the property and voluntarily waive the right to an appraisal.
- No coercion is exercised by the agency in obtaining this agreement from the property owner.
- This proposal is based on a two phased approach as follows. These are:

Phase I Project set up, acquire title information, confirm document formats and make initial contacts with each owner to confirm contact information and to identify those willing to donate property rights. Transmit donated property rights, if any to the City for recording.

Phase II For properties in which donations are not made, the rights will be valued based on appraisals which are reviewed and will provide the basis of

offers for compensation. Negotiations for purchase will be made based on the approved valuations and Just Compensation established by the City.

A detailed list of tasks and fees associated with each phase are included in Exhibit A of this proposal.

We are prepared to provide the services based on the scope of work and noted assumptions for an amount not-to-exceed **\$43,500.00** for the two phases. These costs will not be exceeded, nor the scope expanded or adjusted, without prior written approval from The City of Dayton. During the project, itemized invoices reflecting actual labor time and costs will be submitted against the not-to-exceed amount.

The fee proposal is based on the highest-cost assumptions since there is no way to predict owner decisions and concerns. Separating the work into these two phases has the potential to eliminate significant costs for appraisal services if donations are granted by the property owners. It also provides valuable information for successful purchase negotiations.

A discussion with the ODOT liaison for the funding would be helpful to identify if there are any ODOT expectations not covered by this proposal.

Based on an understanding of the benefits of the road improvements and County experience with the owners and the relatively minimal impacts on the properties, it is reasonable to assume that some of the owners might be willing to donate the property rights and that this effort has value.

Each parcel for which the Owner donates can save up to between **\$6,000.00 - \$8,000.00** in appraisal and review fees in addition to some of the costs of acquisition negotiation services for parcels that donate.

However, it may occur that when informed of the right to be compensated, owners will decide to have the takings appraised before making a decision to donate or to be paid. They are entitled to make this decision.

The use of email has the potential to reduce the number face-to-face meetings and some travel. However, Coronavirus impacts have the potential to complicate the negotiation process and the granting and notarization of documents.

These factors support the highest cost assumptions for the not to exceed estimate as provided in this proposal. Our effort will be to reduce costs when possible within the regulations.

We are prepared to begin work immediately upon receipt of notification to proceed.

I may be contacted by phone at (503) 644-3436 or by email at david@rowainc.com.

Sincerely,



R. David Feinauer, President

Encl: Appraisal Fee Analysis

Exhibit A

Phase I

Tasks associated with this phase include setting up the project, document preparation, confirmation of owner contact information, securing the information necessary for informed discussions to acquire the needed property rights. Specific activities to be performed are:

- Inspect the project route and note project impacts.
- Set up hard file and electronic negotiation files for 5 parcels.
- Establish a communication protocol with the project stakeholders and provide status reports as appropriate.
- Obtain Assessor Tax information and maps for each parcel.
- Obtain contact information for 5 property owners or their representatives.
- Obtain Preliminary Title reports for 5 parcels and review encumbrances.
- Confirm document formats with the City of Dayton (e.g., signature and acceptance blocks, engineer and legal form approvals, if any)
- Obtain legal descriptions and exhibits for 5 parcels.
- Review construction plans and other project related information.
- Create an acquisition brochure for Dayton.
- Draft sidewalk easement documents for 5 parcels to include required pamphlets and notices.
- Draft Donation Letters and a Donation Affidavit for 5 parcels
- Maintain 5 hard and electronic parcel negotiation files.
- Contact Owners for method of contact, which could be via email; in person meeting or a zoom or face time meeting, to discuss donation and present project information.
- Draft letters of agreement to describe any conditions other than compensation the owner has for granting the documents [i.e., maintaining access, protecting landscaping, notices etc.]
- Notarize or obtain signed notarized documents and transmit to the County for recording.
- Update negotiation file and diary
- Conform acquired files for delivery to the City of Dayton and an transmit an electronic file to the City of Dayton.

Phase I Fee Estimate

Personnel Costs	Hours	x	Rate (\$/hour)	=	Cost
Coordinator/Acquisition Agent	30	x	\$100.00	=	\$3000.00
Estimate of Personnel Costs					= \$3,000.00

Direct Costs	Quantity	Cost	Total
--------------	----------	------	-------

Preliminary Title Reports	5	\$275.00	\$1,375.00
Total Direct Costs			\$1,375.00
Summary of Costs			
Personnel Costs			\$3,000.00
Direct Costs			\$1,375.00
Total All Costs			\$4,375.00

Phase II

Tasks associated with this phase are:

- Coordinate appraisal and appraisal review activities.
 - Engage appraiser and define scope of work.
 - Internally examine appraisal reports and submit to the Review Appraiser.
 - Submit appraisal review and report to the County for acceptance and to authority to negotiate based on County established Just Compensation.
- Coordinate with County for authorization to present an offer of just compensation to property owners on behalf of the County.
- Edit documents to contain the amount of Just Compensation to be offered.
- Draft offer letters prepare offer materials including any required brochures to be presented to property owners.
- Contact Owners for appointments to present the offer.
- Present the offers and document the negotiations.
- Coordinate issue resolution with the County.
- Draft letters of agreement to describe owner conditions for granting the documents.
- Obtain City approval for any Agreements.
- Notarize signed documents and transmit to the City for recording.
- Conform acquired hard files for delivery to the City of Dayton and electronic files if requested.

Phase II Fee Estimate

Personnel Costs	Hours	x	Rate (\$/hour)	=	Cost
Coordinator/ Acquisition Agent	75	x	\$100.00	=	\$7,500.00
Estimate of Personnel Costs				=	\$7,500.00

Direct Costs	Quantity	Cost	Total
Property Appraisal	5	\$24,000*	\$24,000.00
Appraisal Review	5	\$ 1,500	\$ 7,500.00
Total Direct Costs			\$31,500.00
Total Phase II Costs			\$39,000.00
Summary of Costs			

Total All Phase I Costs	\$4,375.00
Total Phase II Costs	\$39,000.00
Total All Costs	\$43,375.00
Rounded	\$43,500.00

*See attached Appraisal Fee spreadsheet with analysis of research required and individual parcel costs.

March 19, 2019

Rochelle Roaden, City Manager
City of Dayton
416 Ferry Street, Dayton. OR. 97114

RE: Scope and Fee Proposal for Safe Routes to School: 9th St. to Flower St. on Ferry St.

Dear Ms. Roaden:

Thank you for providing Epic Land Solutions the opportunity to perform acquisition services for the above referenced project. It is our understanding that as part of the Safe Routes to School grant program the city needs to construct a continuous sidewalk between 9th St. and Flower St. along the easterly portion of Ferry St. Right of way needs include acquiring property rights from 5 property owners. Dave Nickerson will be the Project Manager for this project. Dave is a Senior Project Manager in our Region, and he has worked on close to 100 projects in Oregon.

The fee for services will be **\$54,346.00** based on the scope and fee below:

Preliminary Acquisition Activities

- Upon receipt of authorization to proceed with ROW acquisition, Consultant shall deliver the following items to all owners and occupants of affected properties: Current version of the General Information Notice ("GIN"), acquisition and relocation brochures, a copy of the applicable portion of the ROW acquisition map (marked preliminary and showing the parcel(s) to be purchased). There will be 5 GIN packets prepared and delivered.
- Consultant will order 5 title reports. Consultant shall review title exceptions for all parcels. Consultant will notify the City of Dayton ("City") of any title exceptions that may delay closing.

Appraisal and Appraisal Review

- The consultant will prepare five (5) Taking and Damages appraisals. Consultant will prepare a Memorandum of Just Compensation for each file and obtain City's agreement to just compensation as determined by the appraisal process.
- The consultant will complete five (5) appraisal reviews.

Acquisition Services

Consultant will acquire property rights from five (5) property owners.

Consultant will communicate project acquisition status with Project Manager by telephone or email regularly, but not less than bi-weekly.



Right-of-way agent(s) shall accurately document all contact with property owners in accordance with the requirements of the Federal Uniform Act, ORS in order to substantiate a good faith negotiation efforts.

Right-of-way agent shall coordinate effectively with the City Project Manager, and property owners to ensure a clear understanding between all parties and present any property owner compensation requests or design changes affecting potential project costs within two business days of receiving such request to City Project Manager. The City shall promptly advise Consultant of any changing parameters. The right-of-way agent's negotiated compensation for real property and easements and any offered benefits or conditions related to acquiring such shall not become a legal agreement until approved by the City.

Fee

ESTIMATED BREAKDOWN OF COSTS													
TASK	EXHIBIT A						City of Dayton				TASK BUDGET		
	Regional Manager	Project Manager	ROW Agent	Budget & Financial Controls	Technical Support	Admin/Project Support	TOTAL HOURS						
RIGHT OF WAY ("ROW") ACQUISITION											0	\$0.00	
Preliminary Acquisition Activities	4	10	20	4	2	2					42	\$4,980.00	
Appraisal and Appraisal Review	4	10									14	\$2,230.00	
Acquisition Services	4	20	110	8		4					146	\$15,080.00	
TOTAL HOURS	12	40	130	12	2	6	0	0	0	0	202		
HOURLY RATES	\$195.00	\$145.00	\$90.00	\$150.00	\$100.00	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00			
TOTAL LABOR ESTIMATE	\$2,340.00	\$5,800.00	\$11,700.00	\$1,800.00	\$200.00	\$450.00	\$0.00	\$0.00	\$0.00	\$0.00		\$22,290.00	
												Expenses	\$32,056.00
												TOTAL	\$54,346.00
												EXPENSES	
												Task Preliminary Activities: Postage @ \$15 per GIN notice for 5 GINs, Online Data Services @ \$100/mo for 1 mo., 5 PTR @ \$350 per PTR	\$1,925.00
												Task Appraisal/Appraisal Review: Appraisal @ \$4500 & Appraisal Review @ \$1500	\$30,000.00
												Task Acquisition Activities: Postage @ \$15 per offer for 5 offers, mileage @ 2 rt x 50 miles x \$.56, online data services @ \$100/mo for 3 mos.	\$131.00
											Totals		\$32,056.00

Assumptions:

- There are five (5) right of way files.
- Title and escrow fees related to closing will be billed directly to the City.
- The property rights to be valued are uncomplicated. If the appraisal process appears to be more complicated than a Taking and Damages a Before and After appraisal may be needed. Scope and fees to be adjusted accordingly.
- The City will provide conveyance documents.
- The City will review and approve all offer documents.
- Once the Consultant has obtained property owner signatures on all conveyance documents, the documents will be delivered to the City for payment and recording.
- The City will provide the legal descriptions and drawings.
- The City attorney will deal directly with any property owner attorneys.
- There is no relocation. If relocation support is needed, the scope and budget will be revised accordingly.
- Epic's fees are valid for 120 days in the case of a project delay.
- Epic fees are adjusted annually.
- All fees are invoiced monthly on a time and expense basis.

If you have any questions, please feel free to contact me anytime. Thanks again for inviting us onto the team, we look forward to working with you!

Sincerely,



Christine Nickerson, SR/WA
Senior Regional Manager Northwest States
(503) 336-9523

To: Honorable Mayor and City Councilors
From: Rochelle Roaden, City Manager
Issue: Award Engineering Services – Utility Bridge with Infrastructure Upgrades
Date: April 5, 2021

Background and Information

The City of Dayton issued a Request for Proposal to provide engineering services for the design of Dayton’s Utility Bridge with Infrastructure Upgrades Project on February 19, 2021. This RFP was advertised in two publications – the Portland Business Journal which has statewide reach and the News Register. It was posted on our website and proposals were allowed electronically due to City Hall being closed due to COVID-19.

On March 12th at 2 pm, I had received one RFP from DOWL, Inc. (Attached)

DOWL, Inc., formerly OBEC has worked with the City of Dayton since 2000 on this bridge. They have performed the inspections, load rating tests, and assisted the Council in reviewing all the alternative options to repair the bridge.

Council Goal: *Goal A: Develop and maintain infrastructure to support operations and meet growth.*

City Manager Recommendation: I recommend approval.

Potential Motion to Approve: “I move to approve awarding the engineering services for the Phase I design of Dayton’s Utility Bridge with Infrastructure Upgrades Project to DOWL, Inc., with a budget of \$550,000.”

Council Options:

- 1 – Approve as recommended.
- 2 – Approve with amendments.
- 3 – Take no action and direct staff to do further research or provide additional options.



DESIGN OF DAYTON'S UTILITY BRIDGE WITH INFRASTRUCTURE UPGRADES

City of Dayton Request for Proposals (RFP) for Engineering Services
Project #21-01

Proposal for:

City of Dayton
Rochelle Roaden, City Manager
416 Ferry Street
Dayton, OR 97114

Prepared by:

DOWL
Jared Trowbridge, PE, Project Manager
4275 Commercial Street SE, Suite 100
Salem, OR 97302

March 12, 2021



March 12, 2021

City of Dayton
Rochelle Roaden, City Manager
416 Ferry Street
Dayton, OR 97114

Subject: RFP for Design of Dayton's Utility Bridge with Infrastructure Upgrades

Dear Rochelle and Selection Committee Members:

We understand how important this bridge is to the City of Dayton (City) and the community, and we know that reopening the bridge as soon and as safely as possible is a priority. DOWL is eager to continue our work with the City on this bridge to deliver a successful project from design through successful bid opening, and finishing construction with a ribbon-cutting in the summer of 2023.

DOWL has selected Jared Trowbridge, PE, as our project manager (PM) for this project. Jared previously completed an alternatives analysis for the main span replacement and helped prepare the funding application for this bridge, and as such, he is extremely familiar with the structure and the City's goals for this project. Jared has assembled a DOWL team who has also worked on this bridge and with you on previous phases, including:

- **2000:** DOWL first inspected this bridge, and we have inspected it every other year since 2007.
- **2008:** We designed a bridge rehabilitation that included suspension rod braces and timber deck and rail repairs.
- **2018:** We load rated the timber towers, which led to the closure of the bridge.
- **2019:** We prepared the alternatives study for the main span replacement, and we presented the preferred alternative to City Council.
- **Ongoing:** We are providing support to secure additional Department of Environmental Quality (DEQ) funding for construction.

Through this work, and in preparation for this project, Jared and his team have studied your bridge and the challenges associated with constructing a clear-span pedestrian/utility structure over a major river. Our team members have expertise and recent experience designing pedestrian bridges for Oregon municipalities, as well as US Army Corps of Engineers (USACE), US Coast Guard (USCG), and floodplain permitting expertise for bridges over major rivers. Our proposal contains specific experience with similar bridge projects for other Oregon local agencies. We have the proven experience, passion, and commitment to address project constraints and make your project a success by developing a bridge that is within budget, supported by the community, and accepted by approval authorities.

Jared Trowbridge is authorized to represent DOWL in contract negotiations, and I am authorized to sign any contract(s) that may result from this procurement. We have not received any addenda associated with this RFP.

We look forward to working with you through this contract to complete the design of your bridge.

Sincerely,

DOWL

A handwritten signature in black ink, appearing to read "Larry Fox".

Larry Fox, PE

Chief Operating Officer
971.634.2021 | lfox@dowl.com

Section 2

PROPOSER’S BACKGROUND, APPROACH, AND QUALIFICATIONS

Firm Introduction

DOWL is a multi-discipline engineering firm that has provided practical engineering services to Pacific Northwest clients for 59 years. Our staff of 419 professionals includes civil, structural, and water resources engineers; land surveyors; environmental permitting specialists; transportation planners; and construction managers and inspectors. **See pages 6-8 for the individual years in practice for each of our team members.**

DOWL’s culture is strongly rooted in our local communities, and we are dedicated to the role that engineering and construction play in making them vibrant, enjoyable, and safe. For this project, Jared selected a team of local experts with experience working together on this bridge and other similar projects.

Experience with Similar Engineering Services

The adjacent **Table 1** includes a brief listing of our firm and team’s experience providing similar engineering services for other public sector organizations. **See pages 12-15 for additional similar project descriptions.**

Principal

Our principal-in-charge (PIC), Bob Goodrich, PE, has more than 21 years of experience with both design and construction engineering and is DOWL’s Bridge Sub-Practice Area Leader. Bob will lead our QA/QC work for your project. He will also conduct periodic check-ins, as appropriate, with City staff to confirm that DOWL is meeting your expectations. His rigorous client dedication complements Jared’s expertise, providing the City with skilled and focused attention.

Location

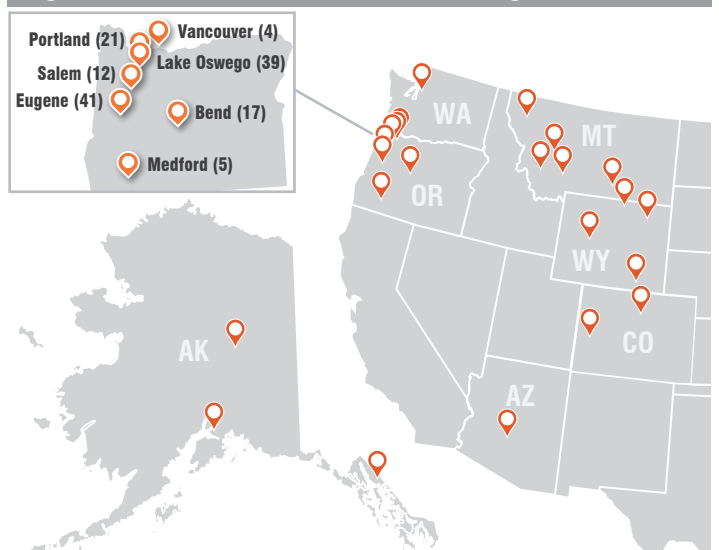
DOWL has 22 branch offices across the western United States (**see Figure 1**), including six Oregon offices and a Vancouver, Washington office.

Jared Trowbridge, PE, in our Salem office will be DOWL’s PM and your primary point of contact. This project will be primarily served from our Salem and Lake Oswego offices. Our bridge team will serve the City from our Salem office, and our environmental specialists are located in Lake Oswego. **Figure 1** also demonstrates our breadth of technical and resource capacity within our Oregon offices.

Table 1: The DOWL Team’s Experience Providing Similar Engineering Services

Project, Client	Key Similar Features	Key Staff Involved
Minto Island Pedestrian Bridge , City of Salem	<ul style="list-style-type: none"> ▪ Pedestrian bridge ▪ Development in the floodplain ▪ USCG permit ▪ DEQ 401 cert. ▪ Clear span over river 	<ul style="list-style-type: none"> ▪ Jared Trowbridge ▪ Eric Bonn ▪ James Stupfel ▪ Julio Vela
OR18 Spur Bridge , ODOT & City of McMinnville	<ul style="list-style-type: none"> ▪ Development in the floodplain ▪ USCG permit ▪ Liquefaction concerns ▪ Waterline and sanitary sewer line on bridge 	<ul style="list-style-type: none"> ▪ Eric Bonn
Commerce Street Pedestrian Bridges , City of Eugene	<ul style="list-style-type: none"> ▪ Prefabricated steel truss bridges ▪ Local, state, and federal permitting 	<ul style="list-style-type: none"> ▪ Jared Trowbridge ▪ Eric Bonn
82nd Drive Pedestrian / Utility Bridge , Clackamas County	<ul style="list-style-type: none"> ▪ Pedestrian bridge ▪ Steel truss ▪ Sanitary sewer lines ▪ DEQ 401 cert. 	<ul style="list-style-type: none"> ▪ Jared Trowbridge ▪ Eric Bonn ▪ James Stupfel ▪ Ben Wewerka
Hubbard Road: Long Tom River Bridge , Benton County	<ul style="list-style-type: none"> ▪ Bridge replacement ▪ Development in the floodplain ▪ DEQ 401 cert. 	<ul style="list-style-type: none"> ▪ Jared Trowbridge ▪ James Stupfel ▪ Ben Wewerka
Van Buren Bridge , ODOT	<ul style="list-style-type: none"> ▪ Bridge replacement ▪ Development in the floodplain ▪ Liquefaction susceptibility ▪ USCG permit ▪ DEQ 401 cert. 	<ul style="list-style-type: none"> ▪ Jared Trowbridge ▪ James Stupfel ▪ Ben Wewerka

Figure 1: DOWL’s Branch Offices & Oregon Resources



What Makes DOWL Stand Out?

DOWL is uniquely positioned to successfully deliver this project for three primary reasons:

1. Previous experience with this bridge
2. Permitting expertise
3. Oregon pedestrian bridge expertise

1. Previous Experience With This Bridge

The Dayton utility bridge has been closed for nearly three years due to damage and decay in the timber towers, and the community is eager for it to reopen. DOWL has been working with the City on this bridge for more than 20 years. We know the structure and have partnered with you to find the right alternative to take to final design. DOWL first inspected this bridge in 2000, and we have inspected it every other year since 2007. Meanwhile, we provided design for rehabilitation of the bridge in 2008. We also load rated the timber towers in 2018, which led to the closure of the bridge.

Finally, we prepared the alternatives study for the main span replacement in 2019, and we presented the preferred alternative to City Council in 2019. We are currently providing support to secure additional DEQ funding for construction.

With our knowledge of the bridge, GeoEngineers' field work at the site, relationship with the City, and relevant experience, we will lead the City and project to a successful completion.



Jared inspecting the bridge in 2013.

2. Permitting Expertise

Led by James Stupfel, our permitting team has recent and ongoing experience coordinating USACE, USCG, and floodplain permits and approvals for bridges over the Willamette River, including the **Minto Island Pedestrian Bridge** in Salem and the **Van Buren Bridge Replacement** in Corvallis.

The Minto Island Bridge in downtown Salem required environmental clearances and permit approvals, USCG,

Endangered Species Act (ESA) consultation through Federal-aid Highway Program (FAHP), Joint Permit Application (JPA) and Fish Passage Plan, Section 106, and local permits. James' proactive coordination with Agencies during their approval process allowed the team to quickly understand changing requirements and expectations from the Department of State Lands (DSL) and USCG, which minimized overall delays.

Our team's recent experience on these, and other, projects will allow them to provide a smooth process for this project and mitigate risk for delays.



[DOWL] Environmental staff provided valuable assistance to the City of Salem with the recently completed design and permitting for the Minto Island Pedestrian Bridge and Trail project.

James [Stupfel] provided timely communication with all members of the project team... James seemed to have a knack for finding the right frequency of communication with the agencies to ensure consistent progress. His early discussions with agency personnel helped the design team to efficiently incorporate environmental requirements into the design. He was consistently available for scheduled team meetings and effectively communicated with a variety of team members.

Overall, [DOWL] staff as led by James, ensured the quality of the design product with regard to effectively and efficiently meeting design requirements, putting us on the path for successful construction beginning this year.

-Allen Dannen, PE, City of Salem

3. Oregon Pedestrian Bridge Expertise

DOWL specializes in the design of multi-use pedestrian and bicycle bridges of all types, as well as associated pathways. Our expertise includes construction over rivers and accommodating utility lines.

Our designs are reliably constructed on budget, and are tailored to meet each site's unique set of constraints. Whether its a signature landmark bridge or a small creek crossing, our values remain the same: constructability, usability, and cost-effectiveness.

Table 2 on page 5 contains a sampling of our Oregon pedestrian bridge experience.

Table 2: DOWL's Oregon Pedestrian Bridge Experience

Bridge, Client	Features	
<p>Minto Island Pedestrian Bridge, City of Salem</p>	<p>This bridge connects downtown Salem to Minto-Brown Island Park across the Willamette River. DOWL worked with the City of Salem from the planning stages through construction. We developed a feasibility plan that looked at bridge and trail alignments, structure types, and potential impacts. When it came time for final design, DOWL developed a 305-foot-long inclined tied-arch bridge and 6,000 feet of trail.</p>	
<p>82nd Drive Pedestrian/Utility Bridge, Clackamas County</p>	<p>DOWL has worked on a series of projects on this bridge, including an initial Phase 1 seismic retrofit in 2001 and a later Phase 2 retrofit in 2019. Additional projects included the replacement of deteriorated timber approach spans with seismically resilient concrete spans and the installation of multiple major utility crossings designed for seismic loads.</p>	
<p>Commerce Street Pedestrian Bridges, City of Eugene</p>	<p>DOWL provided design for two pedestrian bridges connecting Commerce Street with the Fern Ridge Bike Path. Both bridges are single-span, prefabricated bow-string style steel truss bridges with cast-in-place concrete decks. One is a 74-foot-long bridge spanning the wetland area south of Amazon Creek, and the other crosses Amazon Creek with a span of 134 feet.</p>	
<p>I-5 Pedestrian Bridge, City of Wilsonville</p>	<p>DOWL recently completed 30% design for the City of Wilsonville's new pedestrian bridge over I-5. The process included extensive public outreach, including in-person and virtual open houses, and multiple Planning Commission and City Council meetings to gain consensus on the preferred bridge type - a 2-span steel tied-arch.</p>	
<p>Barnett Road Pedestrian Bridge, Jackson County</p>	<p>DOWL designed this 155-foot-long pedestrian bridge with low-cost, prefabricated elements that conformed to the site constraints while maintaining an aesthetic integrity in keeping with the neighboring Blue Heron Park. The design stayed within the existing right-of-way (ROW), used a prefabricated steel truss with cast-in-place concrete approach spans, and used City-specified lighting and railing.</p>	
<p>Springwater Trail Bridges, Portland Parks and Recreation</p>	<p>The Union Pacific Railroad (UPRR) overcrossing structure consists of a 175-foot-long prefabricated steel truss bridge with a concrete deck crossing over the UPRR tracks on the east end of the Springwater Trail project. The truss is fabricated from weathering steel to minimize future maintenance costs. The overhead lateral bracing was painted brown to minimize staining of the concrete deck.</p>	
<p>Evans Creek Pedestrian Bridge, City of Rogue River</p>	<p>DOWL designed this steel and timber suspension bridge to connect two parks separated by Evans Creek. The bridge is 234 feet long by six feet wide and also carries an 8-inch-diameter City waterline. The bridge was funded by a state Department of Economic Development grant administered by the regional Council of Governments. All main load carrying components of this bridge are structural steel leave secondary components that are easily replaceable.</p>	

Litigation in the Past Five Years

DOWL has had no defaults or terminations firm-wide and no design-related litigation in Oregon. We do have claims to report from four projects within our firm-wide operations:

1. DOWL was the construction administrator for a sewage system rehabilitation for the City of Bend, OR. A private citizen has filed suit against DOWL and the City with chemical exposure allegations due to a cured-in-place pipe, which was not installed by DOWL. DOWL had no negligence in this installation, as it was not in our scope. This case has been resolved through mediation.
2. DOWL designed and provided construction administration for a runway seal-coat for Snohomish County, WA. Two years after completion, the County filed suit against DOWL, the seal-coat contractor, and the seal-coat supplier to recoup the cost of the runway rehabilitation project. DOWL denies any negligence and is actively defending the project.
3. DOWL designed an effluent treatment pond for irrigation of a golf course for a private developer in Big Sky, MT. The contractor entered into a lawsuit against the subcontractor who installed the pond liner. The subcontractor named DOWL as a third-party defendant. DOWL participated in mediation between the contractor and subcontractor and made a minor contribution to the overall settlement.
4. DOWL was hired by a design-builder to provide civil/site design for a 50-acre site and adjacent city street in Billings, MT. The design-builder and site work subcontractor entered into a lawsuit over payment for the additional work to stabilize the soft subgrade encountered during construction. DOWL prevailed in early motions on contractual limitations and ultimately reached a settlement with the design-builder in 2018.

Team Organization and Qualifications

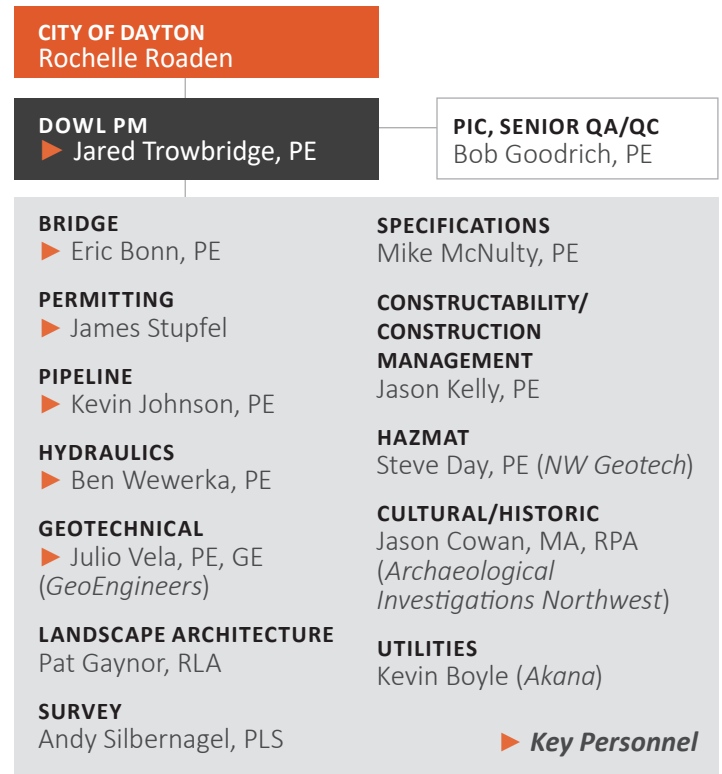
Jared has selected team members with recent, relevant experience working together and ample capacity to complete your project (*see Figure 2*).

DOWL's team:

- Features a core of locally-based professionals
- Understands the City's cost, quality, and schedule goals
- Has in-depth knowledge of site constraints and stakeholder concerns, such as an extensive permitting process

This combination of experience will allow us to navigate the process for your bridge smoothly and efficiently. The majority of DOWL's key staff for this proposal have worked together on previous phases of this bridge project and have successfully delivered dozens of similar local agency federal aid projects.

Figure 2: Team Organization



Jared Trowbridge, PE

Role on this Project: PM

Qualifications: 14 years of experience; MS, BS, Civil Engineering; OR PE # 83749

Primary Office Location: Salem, OR

Availability for This Project: 52%

Jared will serve as your main point of contact, provide public involvement support, and work closely with his team to develop a final design that is feasible in the constrained site and is readily permitted and constructed.

Jared's Relevant Municipal Bridge Experience:

- Dayton Pedestrian Bridge, City of Dayton
- Minto Island Pedestrian Bridge, City of Salem
- 82nd Drive Pedestrian Bridge, Clackamas County
- I-5 Pedestrian Bridge, City of Wilsonville

**Eric Bonn, PE****Role on this Project:** Bridge**Qualifications:** 33 years of experience; BS, Civil Engineering; OR PE # 16588**Primary Office Location:** Salem, OR**Availability for This Project:** 52%

With more than 30 years of experience, Eric will lead the bridge design efforts to determine the foundation solution to support the new prefabricated truss to withstand seismic loads. He brings unique familiarity with this bridge, as he led bridge design services for the 2008 rehabilitation and the previous alternatives study. Eric has designed or rehabilitated 10 trusses.

Eric's Relevant Municipal Bridge Experience:

- Dayton Pedestrian Bridge, City of Dayton
- 82nd Drive Pedestrian Bridge, Clackamas County
- Commerce Street Pedestrian Bridges, City of Eugene
- Minto Island Pedestrian Bridge, City of Salem
- I-5 Pedestrian Bridge, City of Wilsonville
- Tiedeman Pedestrian Bridge, City of Tigard

**James Stupfel****Role on this Project:** Permitting**Qualifications:** 14 years of experience; BA, Environmental Studies**Primary Office Location:** Lake Oswego, OR**Availability for This Project:** 38%

James will coordinate permits and approvals for your project. His experience includes coordination with USCG and USACE. He has strong relationships with local regulatory agencies, and he is an expert at coordinating with them to streamline approvals to save time and money.

James' Relevant Municipal Bridge Experience:

- Dayton Pedestrian Bridge, City of Dayton
- Minto Island Pedestrian Bridge, City of Salem
- 82nd Drive Pedestrian Bridge, Clackamas County
- Tiedeman Pedestrian Bridge, City of Tigard
- I-5 Pedestrian Bridge, City of Wilsonville

**Kevin Johnson, PE****Role on this Project:** Pipeline**Qualifications:** 25 years of experience; BS, Civil Engineering; MT PE # 14863**Primary Office Location:** Bozeman, MT**Availability for This Project:** 46%

Kevin will design the new pipelines for this project. He is DOWL's expert for water infrastructure design, and his experience encompasses diverse and complex municipal projects, including pump stations, pipelines, water storage tanks, and water treatment facilities.

Kevin's Relevant Municipal Experience:

- New Tigard Waterline, Tualatin Valley Water District
- City of Grants Pass Waterline, Grants Pass
- Ketchikan Raw Water Transmission Main, Ketchikan Public Utilities, AK
- Mendenhall/JD Wastewater Treatment Plant Headworks, City of Juneau, AK

**Ben Wewerka, PE****Role on this Project:** Hydraulics**Qualifications:** 21 years of experience; BS, Civil Engineering; OR PE # 79131**Primary Office Location:** Medford, OR**Availability for This Project:** 42%

Ben has 21 years of experience providing hydraulic analysis for bridge projects in Oregon. His expertise includes floodplain analysis and coordinating with design and permitting staff to comply with permitting regulations and meet project objectives. Ben will work closely with the team to create solutions that are cost-effective, low-maintenance, and that minimize ROW impacts.

Ben's Relevant Municipal Bridge Experience:

- Dayton Pedestrian Bridge, City of Dayton
- 82nd Drive Pedestrian Bridge, Clackamas County
- Minto Island Pedestrian Bridge, City of Salem
- Tiedeman Pedestrian Bridge, City of Tigard
- 3-Mile Lane Utility Crossing, City of McMinnville

**Julio Vela, PE, GE (GeoEngineers)****Role on this Project:** Geotechnical**Qualifications:** 25 years of experience; PhD, MS, BS, Civil Engineering; OR PE/GE # 60333**Primary Office Location:** Salem, OR**Availability for This Project:** 20%

Julio will lead geotechnical services for this project. He has been working with the City on evaluating the local geotechnical conditions and evaluating pipeline alternatives for the utilities attached to the bridge. He has completed four borings in the project area and brings extensive knowledge of the geotechnical conditions that will affect design and construction of the utility bridge.

Julio's Relevant Municipal Bridge Experience:

- Pump Station, Supply Line, and Yamhill River Crossing Horizontal Directional Drilling (HDD) Design, City of Dayton
- Winter Street Bridge Replacement, City of Salem
- 13th Street SE Bridge, City of Salem
- Minto Island Pedestrian Bridge, City of Salem

Table 3: Team Member Qualifications

Name, Role on this Project, Qualifications, Office Location, Availability for this Project	Relevant Experience
 <p>BOB GOODRICH, PE Role on this Project: PIC, Senior QA/QC Qualifications: 22 years of experience; MS, BS, Civil Engineering; OR PE # 69466 Primary Office Location: Salem, OR Availability for This Project: 31%</p>	<ul style="list-style-type: none"> ■ Dayton Pedestrian Bridge Alternatives Analysis, City of Dayton ■ Minto Island Pedestrian Bridge, City of Salem ■ I-5 Pedestrian Bridge, City of Wilsonville ■ French Prairie Pedestrian Bridge, City of Wilsonville ■ Springwater Trail Bridges, Portland Parks & Rec
 <p>PAT GAYNOR, RLA Role on this Project: Landscape Architecture Qualifications: 16 years of experience; BS, Landscape Architecture; OR RLA # 749 Primary Office Location: Portland, OR Availability for This Project: 46%</p>	<ul style="list-style-type: none"> ■ Van Buren Bridge, ODOT ■ Scoggins Creek Bridge, Washington County ■ Murphy Corridor Improvements, City of Bend ■ Basalt Creek Extension, Washington County ■ Crater Lake Visitors Center, National Park Service ■ Midtown Congestion Corridor Study, Alaska DOT
 <p>ANDY SILBERNAGEL, PLS Role on this Project: Survey Qualifications: 15 years of experience; BS, Civil Engineering; OR PLS # 79198 Primary Office Location: Eugene, OR Availability for This Project: 48%</p>	<ul style="list-style-type: none"> ■ Yamhelas Westsider Trail, Yamhill County ■ Minto Island Pedestrian Bridge, City of Salem ■ Commercial Street Bridge, City of Salem ■ Delta Ponds Pedestrian Bridge, City of Eugene ■ Tiedeman Pedestrian Bridge, City of Tigard
 <p>MIKE MCNULTY, PE Role on this Project: Specifications Qualifications: 15 years of experience; BS, Civil Engineering; OR PE # 85555 Primary Office Location: Salem, OR Availability for This Project: 42%</p>	<ul style="list-style-type: none"> ■ Dayton Pedestrian Bridge Inspection, City of Dayton ■ 3-Mile Lane Utility Crossing, City of McMinnville ■ 5th Street Improvements, City of McMinnville ■ Newberg-Dundee Bypass, ODOT ■ Myslony Bridge, City of Tualatin
 <p>JASON KELLY, PE Role on this Project: Constructability, Construction Management Qualifications: 19 years of experience; BS, Civil Engineering and Forest Engineering; OR PE # 72500 Primary Office Location: Lake Oswego, OR Availability for This Project: 36%</p>	<ul style="list-style-type: none"> ■ Dayton Pedestrian Bridge Alternatives Analysis, City of Dayton ■ Dayton Pedestrian Bridge Inspection, City of Dayton ■ Springwater Trail Bridges, Portland Parks & Rec ■ Tiedeman Pedestrian Bridge, City of Tigard ■ City-wide Pedestrian Bridge Inspections, City of Eugene
 <p>STEVE DAY, PE (Northwest Geotech) Role on this Project: Hazmat Qualifications: 20 years of experience; JD, Environmental Law; BS, Civil Engineering; BA, Business Administration; OR PE # 18663 Primary Office Location: Wilsonville, OR Availability for This Project: 20%</p>	<ul style="list-style-type: none"> ■ I-5 Pedestrian Bridge, City of Wilsonville ■ Mt. Richmond Road Bridge, Washington County ■ Long Tom River Bridge, Benton County ■ Beaverton Creek Pedestrian Bridge, Washington County ■ OR569 over UPRR and NW Expressway, ODOT
 <p>JASON COWAN, MA, RPA (AINW) Role on this Project: Cultural/Historic Qualifications: 16 years of experience; MA, BA, Anthropology Primary Office Location: Portland, OR Availability for This Project: 60%</p>	<ul style="list-style-type: none"> ■ Van Buren Bridge, ODOT ■ US26, Cornell Road to Sylvan Interchange, ODOT ■ Hagg Lake Slide Mitigation, Washington County ■ Marys River Crystal Lake Drive Path, City of Corvallis ■ Skunk/Alder Creek Culvert Replacement, Benton County
 <p>KEVIN BOYLE (AKANA) Role on this Project: Utilities Qualifications: 37 years of experience; AS, Civil/Structural Engineering Primary Office Location: Salem, OR Availability for This Project: 25%</p>	<ul style="list-style-type: none"> ■ Dayton Pedestrian Bridge Rehabilitation, City of Dayton ■ I-5 Pedestrian Bridge, City of Wilsonville ■ OR6: Mills Bridge, ODOT ■ OR47: Nehalem Bridge, ODOT ■ US101, OR34, and OR228 Bridges, ODOT ■ Southern Oregon Seismic Bridges, ODOT

Section 3

SUPPORT OF STAFF

Approach to Fostering Client

Engagement, Feedback, and Interaction

DOWL's approach to fostering a relationship and engagement began with DOWL's load rating in 2018 and the alternatives analysis that followed. Jared and his team assisted the City to determine the most cost-effective, long-term solution to restore the pedestrian bridge across the river and provide a safe crossing for the City's water and sanitary storm system. Through this work, we have held meetings with City staff and presented to City Council to gain support for the preferred alternative – a main span prefabricated truss.

Client engagement will continue once the notice of intent to award is given with contract negotiations and a project kickoff meeting. At the kickoff meeting, Jared's team will engage the City to determine check-in points for any alternatives to be discussed and other key points to stay ahead of potential project risks.

As competing visions arise during design, Jared will engage City staff to carefully listen and weigh each viewpoint and issue and how it impacts permitting, project scope, budget, and schedule. By taking time to carefully listen and weigh each viewpoint, we will instill a team atmosphere when decisions are made to keep the project on track.

Jared will work with Rochelle to update the City Council during design and following each design milestone.

Availability

Once notified by the City of initial proposal scores, Jared and his team will quickly develop scope and fee to begin contract negotiations. Following the April 5 City Council meeting when the official notice of intent to award is approved, negotiations will begin so that the professional services agreement is finalized and ready for approval in time for the May 3 City Council meeting.

DOWL is available to begin the contracted services immediately, but we anticipate receiving notice to proceed (NTP) in early May.

Section 4

TECHNICAL APPROACH

A. Ability to Provide the Requested Services

The City of Dayton identified the need to replace the main span of your utility and pedestrian bridge following DOWL's load rating in 2018, which identified that the timber towers were under-capacity due to decay and woodpecker damage. Jared and his team have been developing their understanding since 2018, with their work on the subsequent alternatives analysis in 2018 and 2019 and discussions with City staff.

Through this work, we have identified the three critical issues to address in design so the bridge is reopened in the summer of 2023:

- Successful environmental permitting
- Assess the potential for liquefaction
- Accurate cost estimate for programming

These topics will be highlighted and further discussed in **Subsection F on page 15**. With these three critical issues in mind, Jared has developed a plan to mitigate the schedule risks and complete the work.

Upon NTP, Jared and Environmental Lead James Stupfel will meet with Skip Haak at PBS to better understand PBS' environmental work and coordination with permitting agencies to date and identify the remaining environmental field work to be performed. As shown in **Figure 3 on the following page**, completing the field work by the end of June will prepare us for early coordination meetings with the permitting agencies, including DSL, DEQ, USCG, and USACE.

In 2019, with the existing USCG bridge permit in-hand, DOWL developed the preferred alternative to clear the existing navigation window. This has eliminated the need for a navigation evaluation and will streamline the USCG bridge permit process. Through PBS and City coordination, it has been determined that the water and sanitary sewer lines can be placed temporarily across the river inside of high-density polyethylene (HDPE) pipe sleeves.

Julio Vela, PE, GE, (GeoEngineers) will be leading the geotechnical explorations and analysis. He has extensive experience and understanding of the site due to his work on the City pump station and study for the HDD crossing. Based on the subsurface data from the previous explorations, site soils have been determined to be moderately susceptible to liquefaction in a design level earthquake. Liquefaction-induced settlement could affect the foundation support of the bridge replacement span.

To better understand this risk and explore mitigation alternatives in design, supplemental geotechnical explorations and analysis will be required.

As shown on **Figure 3**, this work can happen early, as the explorations will be outside of ordinary high water (OHW) and will allow the design team to explore design refinements that avoid costly soil improvements (**see item 2 in Figure 3**).

Throughout the design process, Jared will support Rochelle in updating the City Council at each milestone to confirm progress and answer project questions.

With the 30% design complete, construction access footprint set, and permitting needs confirmed, the JPA, DEQ Section 401 Water Quality Certification, and development in the floodplain permits will be finalized

and submitted to the City, DSL, DEQ, and USACE for their respective reviews, which can take up to 180 days (*see item 3 in Figure 3*). As shown in the schedule, there is ample time to coordinate, prepare, and acquire all permits before advertising the project for bidding in the winter of 2022.

Bridge Lead Eric Bonn, PE, has reached out to prefabricated truss manufacturers and confirmed that it could take between four and six months to fabricate and deliver a steel truss for this location (*see item 5 in Figure 3*).

With this information, Jared created the schedule working between NTP and the bridge opening milestone. A bid date in late 2022 allows up to six months for the steel truss to be delivered on-site. Both foundations for the new main span are outside of the in-water work window (IWWW), allowing the contractor to proceed with construction and be ready for the trusses when they arrive. The contractor will need to install temporary work platforms once the IWWW allows for bridge removal and setting of the truss. Once the truss is set, the deck, railing, and new utility line work can be completed.

With construction complete and a successful project, Dayton can celebrate the opening of the pedestrian bridge after being closed for five years and know their infrastructure will be reliably held on the bridge for decades to come.

B. Approach to Update Programming, Develop Site Criteria, Perform Site Analysis, and Secure Information Required

Jared and the design team understand the importance of an accurate programming cost for construction as the City progresses towards securing funding from DEQ and the steps to get there.

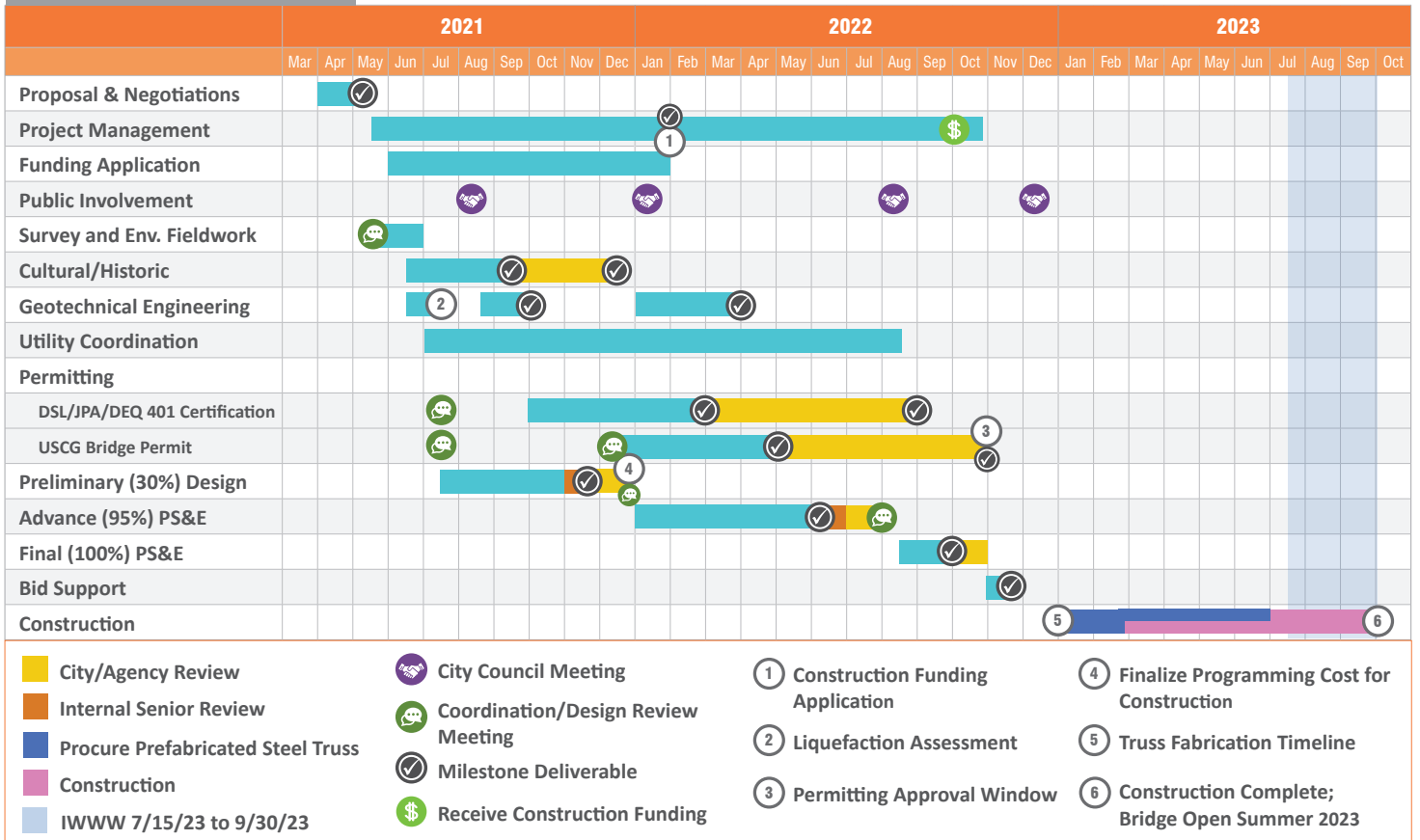
The first step will be to secure the information required for design by performing the necessary field work. This includes field survey, wetland delineation, historic and archaeological field work, and geotechnical explorations.

With this information in-hand, the design team can develop the appropriate site criteria for design, including, wetlands or sensitive cultural sites to avoid, construction access footprint, and design criteria, including the appropriate seismic design parameters for the bridge, water, and sanitary sewer lines.

Once the design criteria is set, the design team will progress towards 30% design, performing the seismic analysis to determine what, if any, liquefaction mitigation is required.

At the 30% submittal, the design team will have the design set and develop a cost estimate with an appropriate contingency for the City to finalize the programming cost estimate and secure construction funds through DEQ.

Figure 3: Project Schedule



C. Approach to Creating Conceptual Sketches

Conceptual sketches, exhibits, and drawings are extremely valuable tools that support decision-making. Exhibits can easily display technical details to non-technical people, portray impacts to those less familiar with the project site, or gain public input and support for alternatives.

DOWL has recently created **Figure 4** to further discussions with a stakeholder on the City of Wilsonville's **I-5 Pedestrian Bridge Project**. After meeting with the stakeholder in the early design stage, and listening to their input and incorporating it, we returned to discuss impacts with them following 30% design. The exhibit depicts the new bridge landing, contractor construction access on their property, permanent ROW acquisition, and temporary construction easements.

The stakeholder responded positively when they saw that their feedback had been incorporated into the design, and they were able to understand the project better when they saw it overlaid onto an aerial exhibit. DOWL provided the exhibit to the stakeholder following the meeting to mark up the easement areas for the design team to revise and return after the 60% milestone.

For this project, it will be important to discuss project impacts as they relate to:

- Contractor staging
- Development in the floodplain
- Utility coordination
- ROW constraints
- Park impacts

As demonstrated in **Figure 5 on the following page**, we have developed an overall project understanding of these impacts in an exhibit. As the project progresses, this exhibit will be refined and Constructability Reviewer Jason Kelly, PE, will weigh in on what is needed for access and construction working with James Stupfel to minimize the footprint for permitting.

An exhibit such as this can facilitate discussions with City Council members to better understand the site constraints, why certain permits are needed, and if any easements are required to construct the project. Jared will refine **Figure 5** and incorporate input to reflect feedback for multi-discipline discussions as a useful tool to reach a common understanding and come to consensus on decisions.

Figure 4: Conceptual Exhibit Example

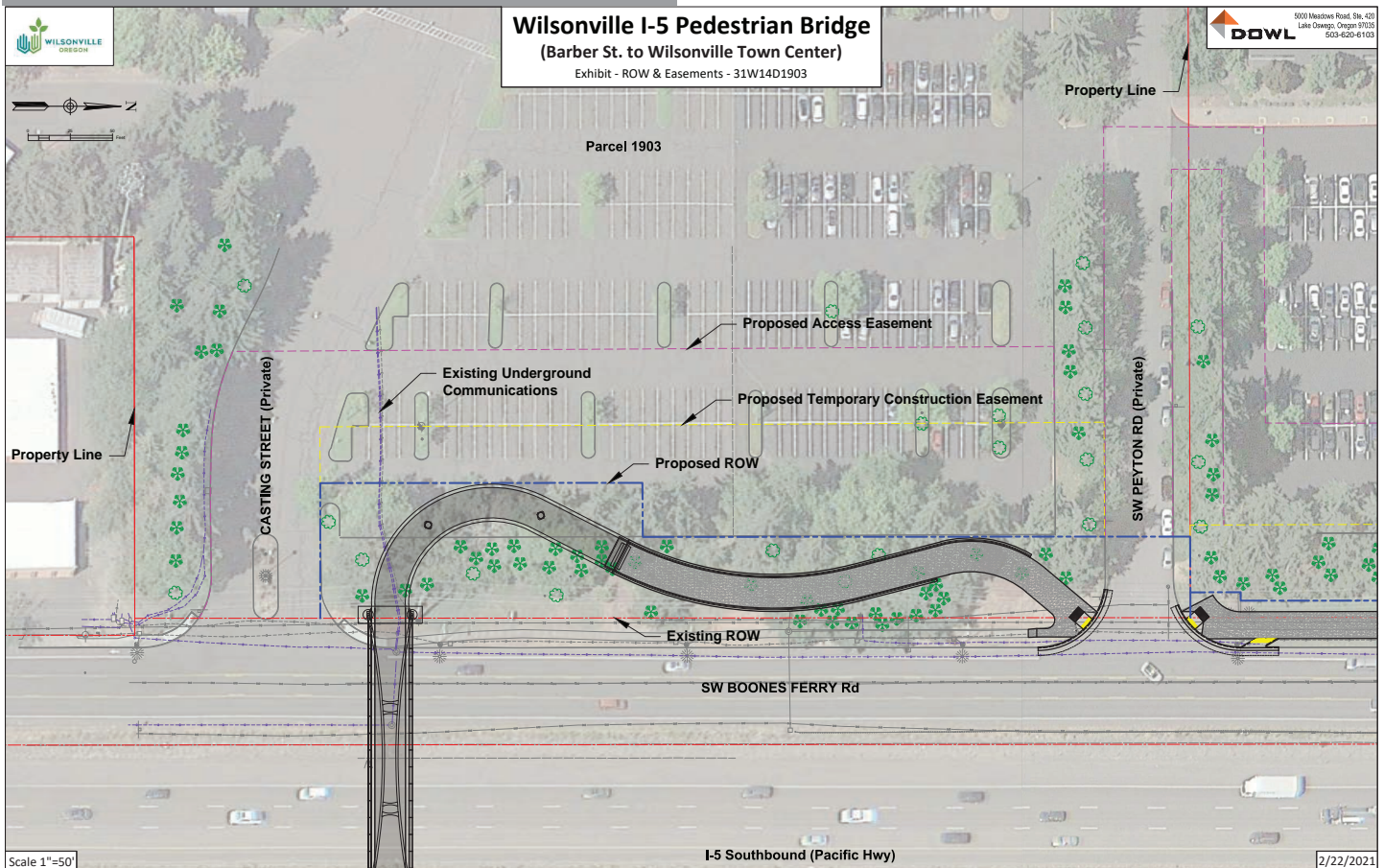
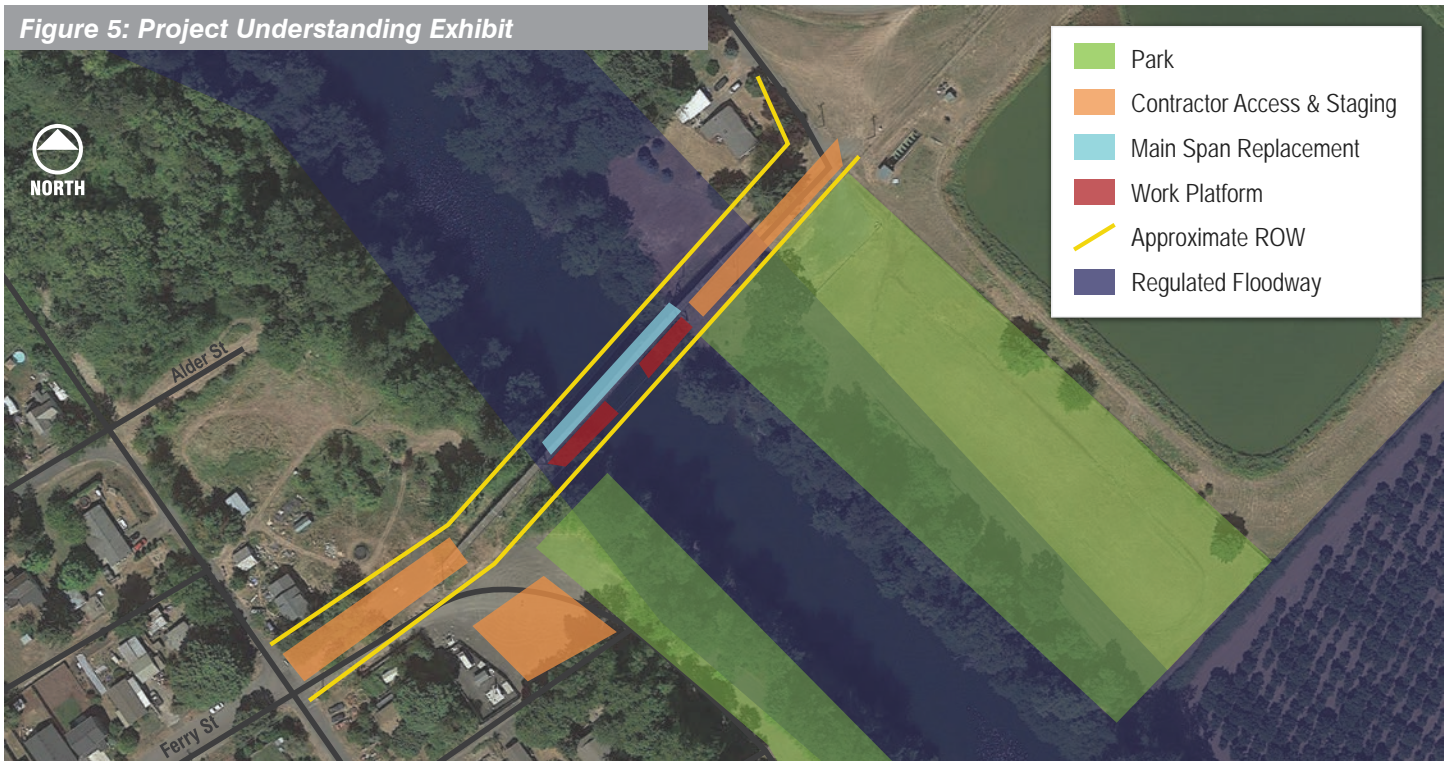


Figure 5: Project Understanding Exhibit



D. Experience Providing Similar Engineering Services for Municipal Bridges

The following projects are a small but representative sample of our team’s experience providing similar engineering services designing municipal bridges.

82nd Drive Pedestrian/Utility Bridge, Clackamas County



General Timelines: DOWL has worked on a series of projects on this bridge, including an initial Phase 1 seismic retrofit in 2001 and a later Phase 2 retrofit in 2019. Additional projects included the replacement of deteriorated timber approach spans with seismically resilient concrete spans and the installation of multiple major utility crossings designed for seismic loads, which was completed in 2019. The series of projects extended the life of the 98-year-old structure. The retrofit included seismic isolation of the main truss, the installation of seismic fittings on each of the three force mains, and seismic strengthening of the original bridge piers and footings.

Strategies Used to Increase the Opportunity for Success:

The most recent project triggered permits from USACE, DSL, and multiple local approvals, including: land use review for sensitive areas, site plan and design review, erosion control permitting, and a building permit. As part of the approval process, DOWL performed hydraulic modeling to establish multiple flood elevations and OHW. Different hazard levels and land use requirements were required on each side of the river because of the project spanning between the Cities of Gladstone and Oregon City. **DOWL’s staff helped Clackamas County meet no-rise criteria, and successfully navigated the local land use process to keep the project moving.**

The project also proposed temporary construction access in an adjacent park with Land and Water Conservation Fund (LWCF) Section 6(f) funding, which required coordination to verify there was no conversion of the park. DOWL environmental and permitting staff provided support to Clackamas County Water Environment Services (WES) on all permitting efforts from original resource delineation through construction.

“[DOWL] was very responsive and supportive during our multi-year project. I came into the project after design had been completed and [DOWL] did a great job getting me up to speed on the history of the design and providing documentation on decisions that had been made prior to my joining the team.”

- Jessica Rinner, Clackamas County

Commerce Street Pedestrian Bridges, City of Eugene



General Timelines: DOWL provided design and permitting to construct two pedestrian bridges - one 74-foot-long and one 134-foot-long - connecting Commerce Street with the Fern Ridge Bike Path located north of Amazon Creek. Both bridges are single-span, prefabricated bow-string style steel truss bridges with cast-in-place concrete decks. Project design took place in 2015-2017, and construction was complete in 2018.

Strategies Used to Increase the Opportunity for Success: DOWL was tasked with completing the bridge design while the City of Eugene completed all other aspects of design. Although the City was responsible for designing the path alignment, our internal QA/constructibility review proposed an alternative alignment. Our review of City plans resulted in an alignment change that **greatly reduced the amount of fill in wetlands and facilitated a construction approach that allowed the contractor to shorten the construction timeline and use means and methods that lessened construction cost.**

One bridge spans a wetland area, and the other bridge crosses Amazon Creek. DOWL provided permitting for local, state, and federal authorizations. Services included a wetland delineation, a JPA, and supporting documentation for the City Planning and Development Permit.

"[DOWL] delivered a very thoughtful design of two pedestrian bridges. One of their unique abilities is to integrate into and complement an existing project team, such as a public agency, and deliver their part with ease. Many thanks to [DOWL] for a design that captured all of the values the City wanted in these bridges."

- Kerry Werner, Lane County (previously City of Eugene)

I-5 Pedestrian Bridge, City of Wilsonville



General Timelines: DOWL has completed three task orders for the City supporting their planning for and funding of a new pedestrian bridge across I-5. These task orders supported the City securing design funding. We are currently completing 60% design for the project. Our work included:

- **2013:** An initial feasibility study on alignments and bridge types to identify potential issues and prepare a planning-level cost estimate.
- **2015:** An outline for the scope of work (SOW), including planning information for costs and schedule.
- **2017:** A Part 3 Project Prospectus outlining the potential environmental concerns and approval processes to support moving forward with project funding.
- **2018:** An evaluation of alternative east side bridge landings located in Town Center east of Town Center Loop. The City was considering purchasing a parcel for the future project. Therefore, they needed to update the concept design and cost estimate for this new landing.
- **2020:** DOWL completed a comprehensive public outreach effort, including in-person and virtual open houses, online surveys, and Planning Commission and City Council meetings to narrow to three alternatives to develop further. The process concluded in October with the selection of a tied-arch main span bridge type.
- **2021:** DOWL submitted 30% documents in January.

Strategies Used to Increase the Opportunity for Success: DOWL has taken advantage of the City's robust online social networking and *Let's Talk Wilsonville!* platform to engage the public on this framework project.

DOWL has successfully worked with the City of Wilsonville, as well as ODOT, to **proactively coordinate the new pedestrian bridge and mitigate project risks.** Jared led discussions with ODOT's Mobility Advisory Committee to determine the required height of the new bridge over I-5 and is working with ODOT's Region 1 traffic group to determine acceptable lane and full closure timeframes for the construction phase.

Dayton Pedestrian Bridge, City of Dayton



General Timelines: DOWL has been inspecting this timber suspension pedestrian bridge for the City of Dayton since 2000. In 2008, DOWL rehabilitated the timber approach spans and miscellaneous timber members on the bridge, and we have been closely monitoring the decay in the timber towers. Most recently, we performed the alternatives analysis study to help the City determine the most appropriate bridge to carry forward to final design.

Strategies Used to Increase the Opportunity for Success: In 2018, DOWL used nondestructive testing (NDT) resistograph data to confirm up to six inches of decay in the timber towers, resulting in up to 30% section loss. We recommended the City load rate the timber towers, as the decay and bird damage had worsened significantly. After load rating the timber towers, DOWL recommend that the City close the bridge. **DOWL is currently assisting the City in finalizing funding to replace the main span of the bridge, which also carries the City's water and sanitary sewer lines.**

E. Resolving a Challenging Assignment

Minto Island Pedestrian Bridge: Alternatives Analysis to Construction

Project Description

DOWL led the design of a new pedestrian bridge connection from downtown Salem in Riverfront Park to Minto-Brown Island Park. Connection of these trails via a new pedestrian bridge completed a loop in the trail system and opened significant opportunities that neither park offers separately.

The City of Salem initially hired DOWL to perform an alternatives evaluation for the Minto Island Pedestrian Bridge. This report established a preferred alternative and an overall project budget. The evaluation considered alignments, park connections, and bridge types, including conventional and signature types;

prepared a Permit Strategy at the start of concept design; and obtained a National Environmental Policy Act (NEPA) categorical exclusion. The team evaluated tied-arch, cable-stayed, and concrete girder alternatives; selected a preliminary alignment; and revised the alignment during final design to optimize layout based on site data.

The tied-arch bridge balanced the City's aesthetic objectives with site topography and overall cost. Our report was distributed as part of the RFP for Final Design, and the project scope initially included a Design Validation task to revisit our evaluation. When both of the competing proposals concurred with our initial recommendations, the City deleted the Design Validation task from the final scope.

DOWL oversaw the construction of our originally recommended solution, which was completed in 2019. The bridge cost in our 2008 study was within 5% of the eventual bid, six years later.

Key Project Challenges

Similar to your project, DOWL led the Minto Island Pedestrian Bridge project from the initial alternatives analysis through design. The key challenge and opportunity for success was coordinating permitting activities with multiple agencies, such as DSL, DEQ, and USCG, many of which required simultaneous approvals.

Environmental issues for the project included work in and on Willamette Slough and Minto-Brown Island. Construction impacts to Willamette Slough included work bridge construction, tied-arch erection shoring, and drilled shaft bridge piers. Construction of the trail on Minto Island resulted in wetland impacts.

The bridge site has a long history of pulp and paper manufacturing by Boise Cascade; the operation area included the Riverfront Park site and Minto-Brown Island. Willamette Slough is also suspected to contain sediment from the pulp, and paper-making operations. Boise Cascade shut down all operations in 1982. Due to the presence of capped contaminated areas throughout the project site, excavated material was characterized and properly disposed of during construction.

Project Outcomes

Proactive coordination with Agencies during their approval process allowed the team to quickly understand changing requirements and expectations from DSL and USCG. This minimized overall delays.

DOWL's work resulted in a successful bid opening and ended with a celebratory ribbon-cutting after construction completion.

Several key staff for the Minto Pedestrian Bridge project are excited to work on your project: Jared, Bob, Eric, Ben, James, Andy, Jason, Julio, and AINW.

"[DOWL] was instrumental in helping the City successfully fund, design, permit, and advance the project to construction. [DOWL's] early involvement with conceptual design and experience with federal projects helped the City to assemble winning applications for the federal and state funds necessary to fully fund the project. [DOWL's] experience and steady oversight guided the City through a tricky permitting process and allowed for smooth negotiation of the inevitable challenges that arise during complex projects."

- Allen Dannen, City of Salem



F. Key Project Issues

As discussed previously, the key project issues that need to be addressed for a successful project are:

- Successful environmental permitting
- Assess the potential for liquefaction
- Accurate cost estimate for programming

Successful Environmental Permitting

DOWL's Approach: Successful environmental permitting is a critical issue for project success and is the main concern of City staff. DOWL's approach to successful environmental permitting began with the 2019 alternatives analysis. DOWL recommended the preferred alternative prefabricated truss because it minimized permitting challenges and began to mitigate uncertainty. The truss clears the existing navigation window in the existing USCG bridge permit and does not lower the bridge soffit to prevent infringing on the existing floodplain. This will streamline the USCG bridge permit process and reduce the mitigation required for any impacts to the floodplain.

Early coordination with permitting agencies is critical for a successful project. James will continue to build off

of PBS' initial efforts, including coordination with DSL to confirm wetland limits, USACE on the JPA, and USCG on the bridge permit.

The bridge is located in the floodway for the Yamhill River and will require a no-rise analysis and certification as part of the permitting process. Any new structures in the floodway will need to be mitigated by removing the existing bridge and possibly additional excavation so that the elevation of the 100-year flood is not raised.

Following initial conversations with the regulatory agencies, the DOWL team will determine the construction access footprint to minimize permitting impacts to the greatest extent possible. With a footprint set and floodway impacts determined early, James will develop the permit applications during 30% design, streamlining the time to submittal following confirmation of the 30% design, as well as setting the project cost early in design.

Jared's schedule accommodates the uncertainty in the permitting review timeline with enough time to secure permits prior to bid advertisement.

Team Example Project

The **Minto Island Pedestrian Bridge** had all of the same permitting needs identified for your project in a more complicated setting. Close coordination with the State Historic Preservation Office (SHPO) and tribes was necessitated because of the rich Native American history in the project vicinity. While no known sites existed, records indicated a village may have existed in the area that now is Riverfront Park. Additional environmental elements the project addressed included USCG permit, ESA consultation through FAHP and a No Effect Memo, and JPA and a Fish Passage Plan. At the project site, a sternwheeler used the slough for private business, which resulted in the project performing a navigation evaluation as part of the USCG permit process. Due to the duration the work bridge had to be in the river, it caused a rise in the flood elevation, resulting in temporary mitigation measures. DOWL, our team of subconsultants, and the City worked together to complete this documentation, resulting in controlled costs and successful permitting for construction.

Assess the Potential for Liquefaction

DOWL's Approach: Assessing the potential for liquefaction and determining if mitigation is required will be critical for success of the project. The City has included up to \$1M in project costs to cover liquefaction mitigation. The first mitigation strategy is to determine if it is an issue with additional field exploration. Through Julio's previous explorations on the site, we understand that the soils are moderately susceptible to liquefaction in a design level earthquake.

Julio recommends an additional boring or cone penetration test (CPT) at each new bridge foundation location. Additional laboratory testing of the discrete loose sandy soil layers will allow Julio to quantify the seismic design parameters and work with Eric to determine if it will be an issue for the bridge foundations.

The second mitigation strategy would be to address the liquefaction with a structural design. Due to the new bridge span length being known, Eric can begin seismic modeling immediately upon NTP using previous boring results. Through our discussions with GeoEngineers, driven piling will be the most suitable foundation type. This data allows us to quickly respond to refined geotechnical analysis results and explore resisting the liquefaction concerns with structural solutions, avoiding costly ground improvements. The \$1M budgeted would address the most expensive mitigation strategy of using ground improvements to address liquefaction.

By implementing this mitigation strategy, which prioritizes more cost-effective solutions, our team will deliver a 30% design that confirms project costs and impacts early in project development.

Team Example Project

DOWL recently had a bid opening for a **5-bridge seismic retrofit bundle** in southern Oregon. Eric Bonn was the bridge lead tasked with submitting 30% deliverables in just over five months. All bridges included Phase 2 seismic retrofits to strengthen the foundations for a design level earthquake. To meet this milestone, DOWL began modeling the existing bridges immediately upon NTP. This approach allowed the structural engineers to have working models of the existing bridges when the geotechnical explorations were completed to evaluate seismic retrofit strategies. The proactive design process led to developed cost estimates at 30% with appropriate contingencies. The project successfully bid with the low bidder coming in at just over \$12M, \$2M less than the final engineers' estimate.

Accurate Cost Estimate for Programming

DOWL's Approach: The City is in the process of securing construction funding through DEQ. Having a reliable cost estimate early is critical for the project's success.

The largest risk for the overall project cost is the scope and magnitude of liquefaction mitigation. The City has set aside \$1M for liquefaction mitigation. We have laid out steps in the previous section to mitigate this risk. First, we will determine the liquefaction susceptibility;

second, we will explore the design solution; and lastly, we will identify whether ground improvements are needed. Identifying the correct mitigation strategy early in design will lead to a reliable cost estimate.

During the alternatives analysis prepared by DOWL in 2018 and 2019, Eric Bonn reached out to two prefabricated truss suppliers to get a cost for the width and span length required for this project. With the baseline cost for the truss known, the variability of the cost estimate through design will be low.

DOWL keeps a database of our design projects that have bid and also reviews ODOT's average bid item prices routinely to prepare accurate cost estimates. Using a higher contingency amount early in design and reducing it as design progresses has proven to be a reliable way for our clients to trust our cost estimates.

With DOWL's experience developing accurate cost estimates, the City can be confident to secure adequate construction funds early in design.

Team Example Project

In 2016, ODOT selected DOWL to perform the design for the **rehabilitation of seven bridges on I-105** in Eugene. DOWL performed an on-site inspection of the seven bridges for exterior cracking and deck condition to prepare the Alternatives Analysis Memo. Jared and Eric led the development of the Memo, which looked at seven different rehabilitation items and seismic retrofits. It included a decision matrix to help ODOT decide on the preferred alternative. In January 2017, the preferred alternative had a construction price of \$17.6M, including 30% for contingencies.

Over the course of the next 18 months, DOWL refined the design and submitted 30% and 90% design deliverables, each time reviewing recent bid data and refining the cost estimate. In June 2018, the project successfully bid at \$14.8M to the lowest bidder and 10% lower than DOWL's final engineer's estimate. The project was substantially completed in December 2020, three months ahead of schedule.



Section 5

REFERENCES

References for Relevant Projects

We invite you to contact the references included below who will attest to our high-quality work.

82nd Drive Pedestrian/Utility Bridge



- **Location:** Clackamas County, OR
- **Client Name and Contact Information:** Clackamas County, Jessica Rinner, 503.742.4400, jrinner@co.clackamas.or.us
- **Year of Completion:** 2019
- **Length of Bridge Span:** Total length of 384.5 feet, including a 220-foot main span, 102-foot approach span, and 62.5-foot approach span
- **Total Square Feet:** Approximately 6,500
- **Final Hard Construction Cost:** \$2.7M
- **Key Team Members Involved:** Jared Trowbridge (Bridge Engineer), Eric Bonn (Bridge Lead), Ben Wewerka (Stormwater/Hydraulics Lead), James Stupfel (Environmental Lead), Jason Kelly (Constructability Reviewer)
- **Amount of Any Change Orders for Engineering Services Provided:** \$188k for added professional engineering (PE) scope; \$168k for the construction engineering (CE) amendment

Commerce Street Pedestrian Bridges



- **Location:** Eugene, OR
- **Client Name and Contact Information:** City of Eugene, Kerry Werner (with the City during this project), 541.682.6960, kerry.werner@co.lane.or.us
- **Year of Completion:** 2017
- **Length of Bridge Span:** One 74-foot-long bridge and one 134-foot-long bridge
- **Total Square Feet:** 2,844
- **Final Hard Construction Cost:** \$748k
- **Key Team Members Involved:** Jared Trowbridge (Bridge Reviewer), Eric Bonn (Bridge Engineer)
- **Amount of Any Change Orders for Engineering Services Provided:** \$26k to add design support during construction

Minto Island Pedestrian Bridge



- **Location:** Salem, OR
- **Client Name and Contact Information:** City of Salem, Allen Dannen, 503.588.6211, adannen@cityofsalem.net
- **Year of Completion:** 2019
- **Length of Bridge Span:** 506 feet
- **Total Square Feet:** 8,769
- **Final Hard Construction Cost:** \$6.1M
- **Key Team Members Involved:** Jared Trowbridge (Structures), Bob Goodrich (PM), Eric Bonn (Bridge Engineer), Ben Wewerka (Hydraulics/Stormwater Lead), Julio Vela (Geotechnical Lead), James Stupfel (Environmental Lead), Andy Silbernagel (Survey Lead), Mike McNulty (Bridge Engineer), Jason Kelly (Constructability Reviewer), AINW (Cultural/Historic)
- **Amount of Any Change Orders for Engineering Services Provided:** \$320k for added PE scope; \$1.3M for the CE amendment

I-5 Pedestrian Bridge



- **Location:** Wilsonville, OR
- **Client Name and Contact Information:** City of Wilsonville, Zach Weigel, 503.570.1565, weigel@ci.wilsonville.or.us
- **Year of Completion:** N/A; ongoing

- **Length of Bridge Span:** 770 feet
- **Total Square Feet:** 13,860
- **Final Hard Construction Cost:** N/A; \$15.8M-\$21.9M at 30%
- **Key Team Members Involved:** Jared Trowbridge (Design Lead), Bob Goodrich (PM), Eric Bonn (Bridge Lead), Ben Wewerka (Stormwater/Hydraulics Lead), James Stupfel (Environmental Lead), Andy Silbernagel (Survey Lead), Jason Kelly (Constructability Reviewer)
- **Amount of Any Change Orders for Engineering Services Provided:** None to date

Dayton Pedestrian Bridge, City of Dayton



- **Location:** Dayton, OR
- **Client Name and Contact Information:** City of Dayton, Steve Sagmiller, 503.864.2221, ssagmiller@ci.dayton.or.us
- **Year of Completion:** 2008
- **Length of Bridge Span:** 540 feet
- **Total Square Feet:** 5,400
- **Final Hard Construction Cost:** \$50,848
- **Key Team Members Involved:** Eric Bonn (Bridge Lead), Jason Kelly (Inspection Lead)
- **Amount of Any Change Orders for Engineering Services Provided:** \$0

Web Traffic Dashboard

Mar 1, 2021 - Mar 31, 2021

All Users
100.00% Sessions

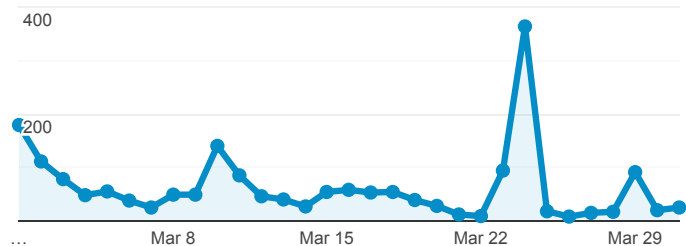
Total Users

1,306
% of Total: 100.00% (1,306)



Users

● Users



by Browser

Browser	Users
Chrome	651
Safari	196
Safari (in-app)	193
Android Runtime	116
Edge	51
Samsung Internet	27
Firefox	25
Internet Explorer	25
UC Browser	7
bitdiscovery	6

Top Pageviews

Page	Pageviews
/homepage	1,188
/page/public_works_utility_payments	87
/page/planning_home	70
/page/admin_mayor_council	64
/page/homepage	63
/design/Editor.aspx	57
/page/admin_cc_agendas_minutes	55
/page/city_bids_RFPs	55
/page/city_who_do_i_contact	55
/page/library_home	49

by Device Category

Device Category	Users
mobile	719
desktop	551
tablet	36

by Operating System

Operating System	Users
Windows	438
Android	386
iOS	363
Macintosh	77
Chrome OS	22
Linux	12
(not set)	7
Firefox OS	1

Mobile Dashboard

Mar 1, 2021 - Mar 31, 2021

All Users
100.00% Sessions

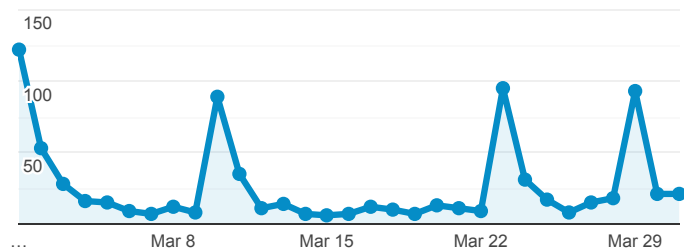
Total Users

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% of Total: 100.00% (305)



Users

● Users



by Device

Operating System	Users
iOS	189
Android	116

Total Screen Views

Screen Name	Screen Views
Home	890
Notifications	460
News	206
Who do I Contact?	25
City Council	20
FAQ's	20
Contact Us	19
Our Staff	13
Parks	13
Useful Links	13

Report Criteria:
 Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Check Amount
02/21	02/15/2021	26582	238	A&E Security & Electronic	184075	11	100.100.707.30	.00	509.25
02/21	02/15/2021	26583	329	Alexonet Inc	1674	11	105.105.705.30	.00	931.75
02/21	02/15/2021	26584	261	AUCA Western First Aid & Safety	PDX4-00061	10	400.400.601.00	.00	110.06
02/21	02/15/2021	26585	1497	C3 Intelligence, Inc.	24314	7	400.400.705.00	.00	96.85
02/21	02/15/2021	26586	255	Cascade Columbia	Multiple	1	300.301.616.00	.00	5,574.78
02/21	02/15/2021	26587	105	City of Dayton	Multiple	1	300.301.707.00	.00	2,397.54
02/21	02/15/2021	26588	860	City Sweepers, LLC	27504	1	200.200.614.40	.00	693.02
02/21	02/15/2021	26589	423	Comcast Cable	8778105130	1	300.301.602.00	.00	104.85
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02/21	02/15/2021	26592	513	Elizabeth Wytoski	FEBRUARY	1	500.500.752.00	.00	50.00
02/21	02/15/2021	26593	1247	ezTask.com, Inc.	07911134	10	400.400.705.30	.00	1,500.00
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02/21	02/15/2021	26595	543	Ferrellgas	Multiple	1	300.301.600.10	.00	1,088.65
02/21	02/15/2021	26596	1775	Freedom House Church	REFUND	1	100.100.750.20	.00	716.00
02/21	02/15/2021	26597	134	Iron Mountain Records Mgmt	DHWH475	10	400.400.601.00	.00	154.70
02/21	02/15/2021	26598	1774	Isaac Sullens	FEBRUARY	6	400.400.611.00	.00	33.04
02/21	02/15/2021	26599	139	Lowe's	Multiple	1	400.400.616.00	.00	1,469.41
02/21	02/15/2021	26600	1379	Mandy Garcia	DEPOSIT RE	2	400.400.750.00	.00	2.82
02/21	02/15/2021	26601	1572	McMinnville Commercial Cleaners	1550	10	400.400.707.00	.00	625.00
02/21	02/15/2021	26602	1507	McMinnville Immediate Health Car	812K1814	10	400.400.705.00	.00	227.79
02/21	02/15/2021	26603	121	McMinnville Water & Light	67508 0221	1	300.300.600.00	.00	322.10
02/21	02/15/2021	26604	1514	MidAmerica Books	525162	1	100.104.715.00	.00	136.65
02/21	02/15/2021	26605	124	Mid-Willamette Valley COG	2021306	1	100.105.705.20	.00	2,458.50
02/21	02/15/2021	26606	871	Office Depot, Inc	Multiple	10	400.400.601.00	.00	224.97
02/21	02/15/2021	26607	163	Oregon Dept of Revenue	JANUARY 20	1	101.101.700.35	.00	45.00
02/21	02/15/2021	26608	103	PGE	Multiple	1	300.301.600.00	.00	6,588.36
02/21	02/15/2021	26609	213	Pitney Bowes Purchase Power	POSTAGE R	10	400.400.601.10	.00	1,200.00
02/21	02/15/2021	26610	621	Portland Engineering, Inc	10079	3	400.400.705.10	.00	90.00
02/21	02/15/2021	26611	240	Print NW	21394	10	400.400.601.00	.00	107.00
02/21	02/15/2021	26612	1463	Quadient Leasing USA, Inc	N8697652	10	400.400.601.10	.00	413.97
02/21	02/15/2021	26613	106	Recology Western Oregon	15572282	2	200.200.603.00	.00	303.99
02/21	02/15/2021	26614	224	Ridgeway Supply	Multiple	1	400.400.614.40	.00	486.97
02/21	02/15/2021	26615	1194	Rochelle Roaden	FEBRUARY	11	400.400.611.00	.00	31.02
02/21	02/15/2021	26616	141	Staples Credit Plan	2764533071	10	400.400.601.00	.00	13.78
02/21	02/15/2021	26617	171	Terminix Processing Center	404572491	10	100.104.707.00	.00	89.00
02/21	02/15/2021	26618	1763	Terrence D. Mahr	21-001	1	101.101.705.40	.00	250.00
02/21	02/15/2021	26619	228	The Home Depot Pro	596663377	10	400.400.601.00	.00	318.30
02/21	02/15/2021	26620	937	United Site Services	Multiple	1	100.103.619.00	.00	856.39
02/21	02/15/2021	26621	1006	US Bank	Multiple	19	300.301.601.00	.00	6,462.92
02/21	02/15/2021	26622	154	Westech Engineering, Inc	247789	19	700.700.910.41	.00	4,221.00
02/21	02/15/2021	26623	112	Wilco	164213	7	400.400.614.10	.00	582.50
02/21	02/15/2021	26624	114	Yamhill County Sheriff	FEBRUARY	1	101.101.705.10	.00	13,438.26
02/21	02/15/2021	26625	115	Yamhill County Sheriff	21-001	1	101.101.700.35	.00	16.00
02/21	02/15/2021	26626	614	Ziplyfiber	Multiple	1	300.300.602.00	.00	302.57
02/21	02/28/2021	26627	238	A&E Security & Electronic	Multiple	10	400.400.707.00	.00	486.98
02/21	02/28/2021	26628	190	AFLAC	660657	1	100.000.220.00	.00	374.65
02/21	02/28/2021	26629	127	Baker & Taylor	2035719470	1	100.104.715.00	.00	12.34
02/21	02/28/2021	26630	215	Baker Rock Resources	380545	10	400.400.707.00	.00	78.12
02/21	02/28/2021	26631	125	Canon Solutions America	26230421	10	400.400.601.00	.00	412.85
02/21	02/28/2021	26632	189	CIS Trust	MARCH 202	22	400.400.594.00	.00	15,876.01
02/21	02/28/2021	26633	860	City Sweepers, LLC	27582	1	200.200.614.40	.00	693.02
02/21	02/28/2021	26634	519	Comcast Cable - phone	8778105130	10	400.400.602.00	.00	143.35

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Check Amount
02/21	02/28/2021	26635	148	Davison Auto Parts	164119	1	400.400.614.50	.00	210.28
02/21	02/28/2021	26636	789	Edge Analytical	Multiple	1	300.300.751.00	.00	202.60
02/21	02/28/2021	26637	543	Ferrellgas	Multiple	1	100.104.600.10	.00	832.78
02/21	02/28/2021	26638	542	Grainger	Multiple	4	400.400.616.00	.00	142.25
02/21	02/28/2021	26639	1536	Green & Clean Moss Removal	1740	11	400.400.707.00	.00	1,975.00
02/21	02/28/2021	26640	1776	Matthew Nicholson	DEPOSIT RE	2	400.400.750.00	.00	57.58
02/21	02/28/2021	26641	121	McMinnville Water & Light	67508 0321	1	300.300.600.00	.00	228.38
02/21	02/28/2021	26642	1777	Melissa Washburn	DEPOSIT RE	2	400.400.750.00	.00	50.88
02/21	02/28/2021	26643	1259	Museum of Natural and Cultural H	UOMNCH 40	1	100.104.730.20	.00	105.00
02/21	02/28/2021	26644	109	News Register	118873	1	700.700.910.41	.00	187.93
02/21	02/28/2021	26645	110	Northwest Logging Supply	296430	6	400.400.617.00	.00	80.98
02/21	02/28/2021	26646	256	Oregon Dept of Revenue	PR 0228202	1	100.000.212.00	.00	3,216.60
02/21	02/28/2021	26647	122	Patty Ringnalda	FEB 2021	11	400.400.611.00	.00	49.78
02/21	02/28/2021	26648	1245	PBS Engineering and Environmen	0075319.003	1	700.700.910.41	.00	1,700.70
02/21	02/28/2021	26649	240	Print NW	Multiple	1	100.105.601.00	.00	97.00
02/21	02/28/2021	26650	224	Ridgeway Supply	RSC000310	1	600.600.920.30	.00	172.56
02/21	02/28/2021	26651	119	Sprint	414585229-2	10	400.400.602.00	.00	561.23
02/21	02/28/2021	26652	477	Steve Sagmiller	FEBRUARY	8	400.400.611.00	.00	40.32
02/21	02/28/2021	26653	171	Terminix Processing Center	Multiple	1	100.100.707.30	.00	164.00
02/21	02/28/2021	26654	225	USA Bluebook	501719	1	600.600.920.30	.00	1,103.62
02/21	02/28/2021	26655	154	Westech Engineering, Inc	247789	20	100.100.705.00	.00	20.91
02/21	02/28/2021	26656	117	YCOM	FY21-09-DA	1	101.101.770.00	.00	2,777.42
Grand Totals:								.00	88,280.98



Oregon

Kate Brown, Governor

Department of Environmental Quality
Agency Headquarters
700 NE Multnomah Street, Suite 600
Portland, OR 97232
(503) 229-5696
FAX (503) 229-6124
TTY 711

Certified Mail 7017 0530 0000 7760 7435

March 3, 2021

Dayton City Council
416 Ferry St.
Dayton, OR. 97114

Re: EPA takes final action on *Revised Willamette Basin Mercury Total Maximum Daily Load*

Dear City Council Members:

This letter provides notification that the U.S. Environmental Protection Agency (EPA) released the *Total Maximum Daily Load (TMDL) for Mercury in the Willamette Basin, Oregon* on Feb. 4, 2021. EPA notified DEQ that, "EPA has established this TMDL and is hereby providing it to the State for implementation."

The EPA's TMDL says that the required reasonable assurance of implementation for the TMDL relies on DEQ's Water Quality Management Plan. The WQMP was issued on Nov. 22, 2019 as part of the DEQ *Final Revised Willamette Basin Mercury Total Maximum Daily Load*. You received this letter because DEQ listed the City of Dayton as a Designated Management Agency in the WQMP. Therefore, the City of Dayton is responsible for implementing strategies to reduce mercury according to requirements identified in the WQMP that are specific to the City of Dayton.

DEQ submitted its TMDL and associated documents to EPA for review and action on Nov. 22, 2019. EPA disapproved DEQ's TMDL on Nov. 29, 2019. On Dec. 30, 2019, EPA established the Willamette Basin Mercury TMDL, which was in effect until EPA released the revised TMDL on Feb. 4, 2021. EPA's 2019 TMDL, as revised in Feb. 2021, and DEQ's 2019 TMDL WQMP are in effect and apply to the City of Dayton. DEQ's WQMP and additional information can be accessed at: <https://www.oregon.gov/deq/wq/tmdls/Pages/willhgtmdlac2018.aspx>

As a DMA, the City of Dayton is required under OAR 340-42-080 to prepare a TMDL implementation plan to incorporate implementation requirements in the WQMP based on several criteria. TMDL implementation plans must be submitted to DEQ for review and approval by Sept. 3, 2022, which is 18 months from the date of this letter. Should the City of Dayton fail to submit the plan by this date, this matter may be referred to the Department's Office of Compliance and Enforcement for formal enforcement action, including the assessment of civil penalties and/or a Department Order. Please note that civil penalties can be assessed for each day of violation.

Please contact your basin coordinator, Nancy Gramlich, to determine what your specific requirements are and to discuss any questions you may have. Your basin coordinator will work closely with you to support your submittal of all TMDL- required documents and reports.

We appreciate the City of Dayton involvement in TMDL implementation to reduce mercury in the Willamette Basin in order to protect people who regularly eat fish and shellfish from streams and lakes across the basin.

Sincerely,



Zach Loboy
Water Quality Manager DEQ, Western Region
(541) 687-7425, Zach.LOBOY@deq.state.or.us
165 E. 7th Ave. Ste. 100, Eugene, OR. 97401

Nancy Gramlich
Willamette Basin Coordinator DEQ, Western Region
(503) 378-5073, Nancy.H.GRAMLICH@deq.state.or.us
4026 Fairview Industrial Dr. SE, Salem, OR. 97302

cc: Rochelle Roaden, City Manager, City of Dayton

Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Water Usage	97,637	0	0	0	54,231	496,992	648,860
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Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Water Amount	7,347.80	50.00	-	-	4,549.84	53,910.67	65,858.31
Sewer Amount	3,099.00	-	-	-	1,637.00	33,631.40	38,367.40
Misc Amount	-	-	-	-	-	-	-
Backflow Amount	520.00	-	-	60.00	280.00	2,200.00	3,060.00
NSFCheck Amount	-	-	-	-	-	-	-
Late Chrg Amount	20.00	-	-	-	-	1,330.92	1,350.92
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Total Charges:	10,986.80	50.00	-	60.00	6,466.84	91,072.99	108,636.63

Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Previous Balance	10,243.31	50.00	-	-	6,273.02	105,693.94	122,260.27
Payments	9,640.07-	50.00-	-	-	3,802.70-	87,598.04-	101,090.81-
Contract Adjustments	-	-	-	-	-	-	-
Assistance Applied	-	-	-	-	-	-	-
Deposits Applied	-	-	-	-	-	376.55-	376.55-
Interest Applied	-	-	-	-	-	-	-
Balance Transfers	-	-	-	-	-	-	-
Balance Write-offs	-	-	-	-	-	-	-
Reallocations	-	-	-	-	-	-	-
Total Charges	10,986.80	50.00	-	60.00	6,466.84	91,072.99	108,636.63
<hr/>							
Current Balance:	11,590.04	50.00	-	60.00	8,937.16	108,792.34	129,429.54

Year To Date: 07/01/2019 - 03/31/2020

Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Water Usage	1,000,082	93,500	0	102,352	497,316	5,631,234	7,324,484

Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Water Amount	70,408.02	3,000.00	-	405.00	38,833.43	512,459.30	625,105.75
Sewer Amount	28,103.32	-	-	-	14,733.00	302,679.05	345,515.37
Misc Amount	90.00	-	-	50.00	-	1,930.00	2,070.00
Backflow Amount	520.00	-	-	60.00	280.00	2,220.00	3,080.00
NSFCheck Amount	-	-	-	-	-	200.00	200.00
Late Chrg Amount	240.00	-	-	-	10.00	12,482.77	12,732.77
<hr/>							
Total Charges:	99,361.34	3,000.00	-	515.00	53,856.43	831,971.12	988,703.89

Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Previous Balance	10,873.95	-	-	-	6,392.04	113,959.62	131,225.61
Payments	98,495.25-	2,950.00-	-	455.00-	51,311.31-	831,940.52-	985,152.08-
Contract Adjustments	-	-	-	-	-	867.27-	867.27-
Assistance Applied	-	-	-	-	-	-	-
Deposits Applied	150.00-	-	-	-	-	4,316.28-	4,466.28-

Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Interest Applied	-	-	-	-	-	-	-
Balance Transfers	-	-	-	-	-	-	-
Balance Write-offs	-	-	-	-	-	14.33-	14.33-
Reallocations	-	-	-	-	-	-	-
Total Charges	99,361.34	3,000.00	-	515.00	53,856.43	831,971.12	988,703.89
Current Balance:	11,590.04	50.00	-	60.00	8,937.16	108,792.34	129,429.54

Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Water Usage	83,225	0	0	0	43,360	486,505	613,090
Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Water Amount	6,885.71	-	-	-	4,305.28	54,903.21	66,094.20
Sewer Amount	3,495.29	-	-	-	1,821.91	37,841.01	43,158.21
Misc Amount	-	-	-	-	-	-	-
Backflow Amount	500.00	-	-	100.00	620.00	2,260.00	3,480.00
NSFCheck Amount	-	-	-	-	-	50.00	50.00
Late Chrg Amount	-	-	-	-	-	.92	.92
Total Charges:	10,881.00	-	-	100.00	6,747.19	95,055.14	112,783.33

Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Previous Balance	11,322.20	-	-	-	6,200.81	141,157.00	158,680.01
Payments	10,547.63-	-	-	-	3,988.10-	83,375.28-	97,911.01-
Contract Adjustments	-	-	-	-	-	-	-
Assistance Applied	-	-	-	-	-	-	-
Deposits Applied	-	-	-	-	-	564.58-	564.58-
Interest Applied	-	-	-	-	-	-	-
Balance Transfers	-	-	-	-	-	-	-
Balance Write-offs	-	-	-	-	-	-	-
Reallocations	-	-	-	-	-	-	-
Total Charges	10,881.00	-	-	100.00	6,747.19	95,055.14	112,783.33
Current Balance:	11,655.57	-	-	100.00	8,959.90	152,272.28	172,987.75

Year To Date: 07/01/2020 - 03/31/2021

Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Water Usage	1,107,474	1,700	0	0	407,289	6,319,887	7,836,350

Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Water Amount	74,114.82	171.03	-	-	35,064.82	531,474.46	640,825.13
Sewer Amount	31,369.93	-	-	-	14,527.77	339,079.46	384,977.16
Misc Amount	-	-	-	-	-	125.00	125.00
Backflow Amount	500.00	-	-	100.00	620.00	2,260.00	3,480.00
NSFCheck Amount	-	-	-	-	-	75.00	75.00
Late Chrg Amount	-	-	-	-	-	8.28	8.28
Total Charges:	105,984.75	171.03	-	100.00	50,212.59	873,022.20	1,029,490.57

Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Previous Balance	11,161.98	50.00	-	-	4,912.22	120,814.45	136,938.65
Payments	105,491.16-	121.03-	-	-	46,164.91-	837,673.36-	989,450.46-
Contract Adjustments	-	-	-	-	-	-	-
Assistance Applied	-	-	-	-	-	-	-
Deposits Applied	-	100.00-	-	-	-	3,889.64-	3,989.64-

Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Interest Applied	-	-	-	-	-	-	-
Balance Transfers	-	-	-	-	-	-	-
Balance Write-offs	-	-	-	-	-	1.37-	1.37-
Reallocations	-	-	-	-	-	-	-
Total Charges	105,984.75	171.03	-	100.00	50,212.59	873,022.20	1,029,490.57
Current Balance:	11,655.57	-	-	100.00	8,959.90	152,272.28	172,987.75

TO: MAYOR WYTOSKI AND CITY COUNCIL MEMBERS

**THROUGH: ROCHELLE ROADEN
CITY MANAGER**

**FROM: STEPHEN SAGMILLER
PUBLIC WORKS DIRECTOR**

SUBJECT: PUBLIC WORKS ACTIVITIES REPORT MARCH 2021

Water:

Regulatory Samples biweekly
Water hydrant repair
Install chlorine generator
Water service repair
Treatment plant maintenance
Daily rounds
Work orders
Locates
Meter reading
Turn ons / turn offs
Water Report to Lafayette
Water report to State
Emergency shut offs (various)
Receive chemicals at Treatment Plant
Check chlorine feed daily

Wastewater:

Regulatory Samples biweekly
Daily Rounds
Check operation of lift stations daily
Locates
DMR to DEQ
Repair 221 lift station

Parks:

Dump garbage all parks
Mow at CH Square
Mow at AS Park
Mow at Alderman Park
Mow at Cemetery

Facilities:

Fire extinguisher checks

Storm water:

Locates

Streets:

Street sweeping
Dump garbage on Ferry
Paving on 3rd St near cemetery
Paving on Water St
Paving on 6th St
Pothole patching (various)

Misc:

Prep trailer for Bunny Run

STAFF REPORT

TO: Honorable Mayor and City Councilors
 Through: Rochelle Roaden, City Manager
 From: Isaac Sullens, Code Enforcement Officer
 Subject: Code Enforcement Activities Report March 2021
 Date: March 29, 2021

Type of Violation	March 2021	February 2021	January 2021	October 2020	September 2020
Animals	2	2	3	3	0
Building	1	0	1	1	6
Burning	0	0	0	0	0
Clear vision	1	0	0	0	1
Encroachment	0	0	0	0	0
Junk	5	0	3	3	9
Noise	1	0	5	5	1
Noxious Vegetation	0	0	0	0	0
Parking	3	2	3	3	4
Attractive Nuisance	0	0	0	0	1
Posting	2	1	10	10	0
RV - Camping	3	0	0	0	0
Sidewalks	0	0	0	0	0
Towed	1	1	0	0	0
Land Use	0	0	4	4	3
Citations Issued	1	0	0	0	0
Right-of-Way	14	1	16	16	1
Other	2	0	0	0	0
TOTAL	36	7	45	45	26

Please Note: The monthly statistics are calculated from the Dayton City app, phone calls, emails, written notes, in person and code compliance officer observation.

TO: MAYOR WYTOSKI AND CITY COUNCIL MEMBERS

THROUGH: ROCHELLE ROADEN, CITY MANAGER

FROM: CYNDI PARK, LIBRARY DIRECTOR

SUBJECT: LIBRARY ACTIVITIES REPORT MARCH 2021

Free books are back! In addition to our popular “Free Books” cart, we have added a “Puzzle Exchange” cart in front of the library now that the weather is compliant on most days. We’ve seen a lot of activity at both carts since we’ve been able to put them out again.

Speaking of activity, pick up of library holds increases every week. In an effort to reduce the amount of single-use plastics, I am in the process of selecting and branding some reusable bags for people to take their items home. Here are some logos I’ve been trying out:



The library is currently Bunny on the Run HQ, the event should be a lot of fun and we really hope the kids like their gifts from the Bunny!



**Yamhill County Sheriff's Office
Crime Summary for DAYTON
From 3/1/2021 to 3/31/2021**

City	UCR Description	3/1/2020 to 3/31/2020	3/1/2021 to 3/31/2021	Percentage Change	YTD	Prior Year
DAYTON						
Part 1						
	Aggravated Assault	0	2		3	3
	Arson	0	0			1
	Burglary-Business	1	0			5
	Burglary-Non-Residence	0	0		1	5
	Burglary-Residence	0	0			2
	Larceny	2	1	-50.00 %	6	45
	Motor Vehicle Theft-Auto	0	0			6
	Rape	1	1		1	1
	Robbery	0	0			1
	Part 1 Total	4	4		11	69
Part 2						
	All Other	1	0		2	12
	Animal Problems	0	0			1
	Disorderly Conduct	0	0			5
	Drug Laws	0	0		1	12
	DUII	0	0		2	12
	Forgery	0	0			3
	Fraud	0	0			4
	Liquor Laws	0	0			1
	Runaway	0	0			4
	Sex Offenses	1	3	200.00 %	3	1
	Simple Assault	0	0		5	22
	Stolen Property	0	0			5
	Trespass/Prowler	1	1		5	17
	Vandalism	2	1	-50.00 %	3	18
	Weapons	0	0			5
	Part 2 Total	5	5		21	122
	Total For DAYTON	25	22	-12.00 %	65	376

Report run date: 4/1/2021



**Yamhill County Sheriff's Office
Crime Summary for DAYTON
From 3/1/2021 to 3/31/2021**

City	UCR Description	3/1/2020 to 3/31/2020	3/1/2021 to 3/31/2021	Percentage Change	YTD	Prior Year
DAYTON						
Part 3						
	All Other	2	7	250.00 %	14	57
	Non-Reportable Offenses	14	6	-57.14 %	19	128
	Part 3 Total	16	13	-18.75 %	33	185
	Total For DAYTON	25	22	-12.00 %	65	376