



CITY OF REDMOND

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REVISED

CITY COUNCIL

September 23, 2025
Council Chambers • 411 SW 9th Street

COUNCIL MEMBERS

Ed Fitch
Mayor

Shannon Wedding
Council President

Clifford Evelyn
Councilor

John Nielsen
Councilor

Kathryn Osborne
Councilor

Jay Patrick
Councilor

Cat Zwicker
Councilor

SEPTEMBER 23, 2025

EXECUTIVE SESSION AGENDA

5:15 PM

I. EXECUTIVE SESSION

Oregon Law permits public bodies to meet in executive session to discuss specific matters which are not open to the public. Final actions or decisions on these matters will be made during regular session.

- A. Litigation – ORS 192.660(2)(h) authorizes executive sessions “to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.”
- B. Labor Negotiations – ORS 192.660(2)(d) authorizes executive sessions “to conduct deliberations with persons designated by the governing body to carry on labor negotiations.”

Under the provisions of the Oregon Public Meetings Law, the proceedings of this executive session are for background information only for media attending and not for publication or broadcast.

SEPTEMBER 23, 2025

REGULAR MEETING AGENDA

6:00 PM

I. CALL TO ORDER / ESTABLISH A QUORUM

II. BLESSING - Pastor Jason Reeves, Redmond Heights Pentecostals

III. PLEDGE OF ALLEGIANCE

IV. CITY ANNOUNCEMENTS

- A. Juniper Golf Committee — Appointment of Vicki Sime, Term expiring December 31, 2025.

V. CONSENT AGENDA

- A. Minutes of August 12, 2025, Council Meeting
- B. Minutes of August 18, 2025, Council Workshop
- C. Minutes of August 26, 2025, Council Meeting
- D. Recognitions

VI. BID AWARDS / BID REJECTIONS

- A. Contract Award for the Airport Engineer of Record to Morrison-Maierle, Inc.(Contract No. 2025-95)

VII. PUBLIC HEARINGS

- A. 2024 Community Development Block Grant Consolidated Annual Performance Review and Evaluation Report

VIII. CONTRACT REVIEW BOARD

- A. Findings and Decision in Support of an Alternative Contracting Method for the Redmond Municipal Airport – Quick Turnaround Facility Project
- B. Findings and Decision in Support of an Alternative Contracting Method for Juniper Golf Course – Driving Range Upgrade Project

IX. COMMENTS FROM CITIZENS AT THE MEETING

Citizen comments are limited to three (3) minutes per person and will be accepted for a period of 30 minutes. Comments should be focused on City of Redmond business. Attendees are asked to refrain from interrupting, calling-out, or cheering during citizen comments.

X. CITY MANAGER COMMENTS

XI. COUNCIL COMMENTS

XII. MAYOR'S COMMENTS

XIII. ADJOURN

Regular Council meetings are broadcast live on COTV11 – BendBroadband Channel 11 beginning at 6:00 p.m. on the 2nd and 4th Tuesdays of each month. Rebroadcasts are scheduled for the non-meeting Tuesdays at 6:00 p.m.

The City of Redmond encourages all citizens to participate in its programs and activities. This meeting location is accessible to people with disabilities. Requests for accommodation may include sign language interpreter service, assistive listening devices, materials in an alternate format or any other accommodation. If any accommodations are needed, please contact the ADA Coordinator at 541-504-3036 or access@redmondoregon.gov. Requests should be made as soon as possible, but at least 3 business days prior to the scheduled meeting.

The City of Redmond does not discriminate on the basis of disability status in the admission or access to, or treatment, or employment in, its programs or activities



City of Redmond Application for Boards, Advisory Committees and Commissions

Name: Vicki Sime

Mailing Address: same

Street Address: [REDACTED]

Redmond, OR 97756

Preferred Phone Number: [REDACTED]

Alternate Number: _____

Email Address: [REDACTED]

Do you reside within the City Limits? ☒ Yes ☐ No

If yes, how long? 34 years 34 years If no, do you reside in the Urban Growth Boundary _____

Have you previously served on any of the City's Boards/Committees/Commissions? ☐ Yes ☒ No

If yes, please indicate which one(s) and when? _____

Are you applying for a Youth Ex-Officio Position (terms are only one year)? ☐ Yes ☒ No

If yes, what school do you attend and what grade are you in? _____

Board/Committee/Commission applying for (you may apply for more than one):

- | | | | |
|--|--|--|---|
| ☐ Airport Committee | ☐ Downtown Urban
Renewal Advisory
Committee | ☒ Juniper Golf Committee | ☐ Redmond Commission
for Art in Public Places |
| ☐ Bicycle & Pedestrian
Advisory Committee
<small>Interest: Bike ☐ Ped ☐</small> | ☐ Historic Landmarks
Commission | ☐ Nuisance Appeal Board | ☐ Tourism and Lodging
Committee |
| ☐ Budget Committee | ☐ Housing & Community
Development Committee | ☐ Parks Committee | ☐ Urban Area Planning
Commission |

Employment/Occupation: Retired teacher

Please indicate why you are volunteering and what makes you a good candidate to serve. Please include any special training, experience, education, and/or qualifications you may have that are unique or specific to the board/committee/commission for which you are applying (you can include an extra sheet of paper).
See attached

My signature affirms that the information in this application is true to the best of my knowledge. I understand that misrepresentations of facts are cause for removal from any advisory committee, board, or commission I may be appointed to. I also understand that City policy requires disclosure of actual or potential conflicts of interest by persons appointed by _____
[REDACTED] _____
tion related to service on this commission is subject to public

Signature

9/15/2025

Date

PLEASE RETURN YOUR COMPLETED APPLICATION TO: **Kayla Duddy, Deputy City Recorder** at 411 SW
9th Street, Redmond, OR 97756 or by email at kayla.duddy@redmondoregon.gov

Vicki Sime
Application for Juniper Golf Committee
Attachment

My connection to Juniper Golf Course runs deep. I first learned to play golf at Juniper in the 1960s, and it has remained an important part of my life ever since. I've been a member of the course since 1986, and over the years, it has been much more than just a place to play—it has been a cornerstone of my personal and professional life in Redmond.

For 25 years, I had the privilege of coaching high school girls' golf in Redmond. That experience not only deepened my appreciation for the game but also allowed me to mentor young athletes and share the values that golf teaches—integrity, perseverance, and respect.

Now in retirement, I continue to enjoy playing at Juniper and see this opportunity to serve on the committee as a meaningful way to give back to the course and the sport that have given me so much. I believe my lifelong connection to Juniper, decades of involvement in the local golf community, and passion for the game make me a strong candidate for this role.

**Redmond City Council
Regular Meeting Minutes**

August 12, 2025

Council Chambers & Remote Video Conferencing
<https://www.redmondoregon.gov/city-council>

Present: Clifford Evelyn, Ed Fitch, John Nielsen, Kathryn Osborne, Jay Patrick, Shannon Wedding, Cat Zwicker

Excused: None

Staff Present: City Manager Keith Witcosky, City Attorney Keith Leitz, Deputy City Manager/Chief Financial Officer Jason Neff, Public Works Director/City Engineer Jessica MacClanahan, Deputy City Recorder Kayla Duddy, Communications Director Heather Cassaro, Planning Director Kyle Roberts, Human Resources Director Jason Bavuso, Economic Development/Urban Renewal Program Manager Chuck Arnold, Client Systems Administrator Tyler Roppe, Police Captain Jesse Petersen, Police Chief Devin Lewis, Assistant City Engineer Lindsey Crowsigt, Long Range City Planner Claressa Davis, Housing Program Analyst Linda Cline

Media Present: None

EXECUTIVE SESSION

- A. Labor Negotiations – ORS 192.660(2)(d) authorizes executive sessions "to conduct deliberations with persons designated by the governing body to carry on labor negotiations."**
- B. Litigation – ORS 192.660(2)(h) authorizes executive sessions "to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed."**

Mayor Fitch convened the Council into Executive Session in accordance with ORS 192.660(2)(d) authorizes executive sessions "to conduct deliberations with persons designated by the governing body to carry on labor negotiations" and ORS 192.660(2)(h) authorizes executive sessions "to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed" at 5:29 p.m.

Mayor Fitch adjourned the Executive Session at 5:49 p.m.

CALL TO ORDER / ESTABLISH A QUORUM

Mayor Fitch called the meeting to order at 6:00 p.m.

BLESSING

Pastor Thomas Bengé with Redmond Community Church led the blessing.

PLEDGE OF ALLEGIANCE

Councilor Osborne led the Pledge of Allegiance.

CITY ANNOUNCEMENTS

- A. Historic Landmarks Commission - Appointment of Aspen Petersen as the Youth Ex-Officio, term expiring December 31, 2025**

Councilor Zwicker moved, seconded by Councilor Patrick, to approve the appointment of Aspen Petersen as the Youth Ex-Officio to the Historic Landmarks Commission, the motion passed. (Evelyn-yes, Fitch-yes, Nielsen-yes, Osborne-yes, Patrick-yes, Wedding-yes, Zwicker-yes)

CONSENT AGENDA

- A. Minutes of June 24, 2025, Council Meeting**
- B. Minutes of July 1, 2025, Council Meeting**

C. Minutes of July 8, 2025, Council Meeting

D. Authorize Neighborhood Stabilization Program Lien Subordination Under Certain Conditions

Mayor Fitch removed Item D from the Consent Agenda.

Councilor Evelyn moved, seconded by Councilor Zwicker, to approve the Consent Agenda, the motion passed. (Evelyn-yes, Fitch-yes, Nielsen-yes, Osborne-yes, Patrick-yes, Wedding-yes, Zwicker-yes)

Housing Program Analyst Linda Cline provided an overview of the authorization of the Neighborhood Stabilization Program (NSP) lien subordination, which would put the City in the third lien position, allowing borrowers to leverage some equity for home improvements. This has been requested by two borrowers in the last six months.

Councilor Evelyn moved, seconded by Councilor Osborne, to allow the Community Development Director to approve a subordinate lien position on NSP loans, where the new second lien shall not exceed the value of the City's lien on the subject property nor maximum cumulative loan of value of 85 percent on all liens.

Councilors Nielsen and Zwicker shared concerns with the City being in a third position and recommended a combined loan-to-value cap and extracting City's funds to return to the Community Development Block Grant Fund.

It was suggested the homeowners refinance at current rates and repay the City, obtaining cash out for improvements. Support was expressed for flexibility within the 85 percent cap if directed to repairs, while acknowledging enforcement challenges once funds are disbursed.

The motion failed. (Evelyn-yes, Fitch-yes, Nielsen-no, Osborne-abstain, Patrick-yes, Wedding-no, Zwicker-no)

PRESENTATIONS

A. Fiscal Year 2024/2025 4th Quarter Financial Report

Deputy City Manager/Chief Financial Officer Jason Neff presented the unaudited 4th Quarter Financial Overview dashboard, noting confidence in the data while staff keeps working on projections.

PUBLIC HEARINGS

A. Ordinance #2025-12 - An ordinance approving Cinderview West Master Development Plan and Tentative Subdivision Compliant with the 2040 Greater Redmond Area Comprehensive Plan and Zone Map (continued from July 8th)

Mayor Fitch reconvened the public hearing from the July 8, 2025, Council meeting.

Planning Director Kyle Roberts provided an overview of the Cinderview West Master Development, describing the Applicant's original proposal and revised proposal incorporating the Council's prior feedback and noting the alley pavement width was increased from 20 ft to 24 ft. Staff recommended approval subject to conditions.

The Council recommended the City, and the developer collaborate to ensure the development meets aesthetic standards, commended the Applicant for the revisions, and suggested review of speed adjustments, mitigations, and additional safety measures on 10th Street and the corner of Pershall Way.

H.A. McCoy Engineering's Civil Engineer Hayes McCoy reported that the footprints were finalized for the alley-loaded dwellings, which comprise a significant portion of the project, and will include two car garages, further mitigating parking concerns.

There being no further testimony, Mayor Fitch closed the public hearing at 6:30 p.m.

Councilor Zwicker moved, seconded by Councilor Nielsen, to have a First and Second Reading of Ordinance #2025-12 by title only, the motion passed. (Evelyn-yes, Fitch-yes, Nielsen-yes, Osborne-yes, Patrick-yes, Wedding-yes, Zwicker-yes)

City Attorney Keith Leitz provided the First and Second Reading of Ordinance #2025-12 by title only.

Councilor Wedding moved, seconded by Councilor Zwicker, to approve Ordinance #2025-12.

ROLL CALL

Ayes: Evelyn, Fitch, Nielsen, Osborne, Patrick, Wedding, and Zwicker.

Nays: None

Motion Carried: 7 to 0.

B. Ordinance #2025-16 - An ordinance approving Colton Crossing Master Development Plan, Tentative Subdivision, and Minor Subdivision Variance Compliant with the 2040 Greater Redmond Area Comprehensive Plan and Zone Map

Mayor Fitch opened the public hearing.

Long Range Planner Claressa Davis provided an overview of the Colton Crossing Master Development Plan. The Urban Area Planning Commission and staff recommend the Council approve the applications subject to the conditions of approval.

There being no public testimony, Mayor Fitch closed the public hearing.

Councilor Zwicker moved, seconded by Councilor Osborne, to have a First and Second Reading of Ordinance #2025-16 by title only, the motion passed. (Evelyn-yes, Fitch-yes, Nielsen-yes, Osborne-yes, Patrick-yes, Wedding-yes, Zwicker-yes)

Mr. Leitz provided the First and Second Reading of Ordinance #2025-16 by title only.

Councilor Nielsen moved, seconded by Councilor Wedding, to approve Ordinance #2025-16.

ROLL CALL

Ayes: Fitch, Nielsen, Osborne, Patrick, Wedding, Zwicker, and Evelyn.

Nays: None

Motion Carried: 7 to 0.

ACTION ITEMS

A. Special Event Permit for What's Your Wild Ride Car Show, August 16, 2025

Economic Development/Urban Renewal Program Manager Chuck Arnold requested approval of a special Event Permit for the What's Your Wild Ride Car Show, August 15, 2025. He confirmed that 5th Street would be closed from 6:00 a.m. to 4:00 p.m. for the event, noting that all businesses have been notified and the notifications documented.

Councilor Nielsen moved, seconded by Councilor Wedding, to approve the Public Assembly Permit and Fee Schedule for the What's Your Wild Ride Car Show on August 16, 2025, the motion passed. (Evelyn-yes, Fitch-yes, Nielsen-yes, Osborne-yes, Patrick-yes, Wedding-yes, Zwicker-yes)

B. Resolution #2025-13 - A resolution declaring certain territory as being annexed to and incorporated within the City of Redmond

Councilor Osborne moved, seconded by Councilor Zwicker, to adopt Resolution #2025-13, the motion passed. (Evelyn-yes, Fitch-yes, Nielsen-yes, Osborne-yes, Patrick-yes, Wedding-yes, Zwicker-yes)

C. Resolution #2025-14 - A resolution of the City of Redmond requesting the transfer of certain County rights-of-way from Deschutes County

Councilor Evelyn moved, seconded by Councilor Nielsen, to adopt Resolution #2025-14, the motion passed. (Evelyn-yes, Fitch-yes, Nielsen-yes, Osborne-yes, Patrick-yes, Wedding-yes, Zwicker-yes)

D. Resolution #2025-15 - A resolution declaring certain territory as being annexed to and incorporated within the City of Redmond

Councilor Zwicker moved, seconded by Councilor Wedding, to adopt Resolution #2025-15, the motion passed. (Evelyn-yes, Fitch-yes, Nielsen-yes, Osborne-yes, Patrick-yes, Wedding-yes, Zwicker-yes)

E. Resolution #2025-16 - A resolution of the City of Redmond requesting the transfer of certain County rights-of-way from Deschutes County

Councilor Nielsen moved, seconded by Councilor Wedding, to approve the adoption of Resolution #2025-16, the motion passed. (Evelyn-yes, Fitch-yes, Nielsen-yes, Osborne-yes, Patrick-yes, Wedding-yes, Zwicker-yes)

COMMENTS FROM CITIZENS AT THE MEETING

Energy Trust of Oregon's Central Oregon Outreach Manager Nate Merrill provided an overview of the organization and invited submission of public comments by September 15, 2025, on Energy Trust's first, multi-year plan for 2026-2030. He invited the Council to the annual Board of Directors meeting at SCP Redmond Hotel on September 25, 2025, along with the accompanying Central Oregon tour and community outreach event.

CITY MANAGER COMMENTS

City Manager Keith Witcosky reported on upcoming detours associated with the Eastside Arterial Project's roundabout installations and commended the Redmond Police Department for its recent achievements and events.

COUNCIL COMMENTS

Councilor Nielsen reported on the Public Safety Building ribbon-cutting and explained his vote against the NSP lien subordination.

Mr. Witcosky suggested staff revise the NSP lien subordination motion for Council's reconsideration at the August 26, 2025, meeting.

Councilor Osborne reported on the National Night Out event.

Councilor Evelyn reported on the Public Safety Facility.

Councilor Zwicker reported on the Public Safety Facility coming in under budget and the results from Oregon State University's report on statewide childcare capacity.

Councilor Patrick reported on the Public Safety Facility, National Night Out, and road work following development-related pavement restoration.

MAYOR'S COMMENTS

DRAFT

Mayor Fitch reported on citizen comments about traffic in northeast Redmond, the Eastside Arterial Project, and the redevelopment of the old police station and commended Redmond Police and City staff.

ADJOURNMENT

The meeting adjourned at 7:09 p.m.

Prepared by ABC Transcription Services, Inc.
Reviewed by Kayla Duddy, Deputy City Recorder

APPROVED by the City Council and SIGNED by the Mayor this 23rd day of September 2025.

Ed Fitch, Mayor

ATTEST:

Kelly Morse, City Recorder

**Redmond City Council
Special Workshop Minutes**

August 18, 2025

Executive Conference Room 141 & Remote Video Conferencing
<https://www.redmondoregon.gov/city-council>

Present: Clifford Evelyn, Ed Fitch, Jay Patrick, Shannon Wedding, Cat Zwicker

Excused: John Nielsen, Kathryn Osborne

Staff Present: City Recorder Kelly Morse, City Attorney Keith Leitz, Deputy City Manager/Chief Financial Officer Jason Neff, Public Works Director/City Engineer Jessica MacClanahan, Communications Director Heather Cassaro, Special Projects and Natural Resource Program Manager Maria Ramirez, Police Chief Devin Lewis, Human Resources Director Jason Bavuso, Public Works Operations Manager Joshua Wedding, City Arborist Avery McChristian, Billing & Collections Manager Valerie Taylor

Parks Committee Present: Chair Alan Ewert, Vice Chair Erin Trimble, Eve Ponder, Peter Gassner, Shawna Hicks, Brad Porterfield (arrived at 3:25 pm)

Others Present: Katie Hammer, Redmond Area Park & Recreation District; Fire Chief Ryan Herrera, Redmond Fire & Rescue; Director of Solid Waste Tim Brownell, Deschutes County

Media Present: None

CALL TO ORDER

Mayor Fitch called the meeting to order at 3:00 p.m.

PRESENTATIONS

A. Strategic Discussion with Redmond's Parks Committee

Parks Committee Chair Alan Ewert, Vice Chair Erin Trimble, and Special Projects and Natural Resource Program Manager Maria Ramirez provided an overview of the Parks Committee's relationship with the Council's and Committee's multi-year initiatives. The Committee wished to discuss aligning with the Council's priorities, improvement of its representation of the community, its help in determining City parks policies, and communication with Council.

Redmond Fire & Rescue Fire Chief Ryan Herrera explained the current fire management initiative, including working with the City, the Oregon State Fire Marshal's Office, and Deschutes County's Natural Resource Specialist with a focus on fuel mitigation.

Discussions included broad priorities for Redmond's Parks Program, fire prevention and landscape management, use of e-bikes and electric motorcycles in the Dry Canyon, the need for community education through signage and outreach, enforcement considerations to support safe use, and the distinction between e-bikes and electric motorcycles. Budgetary implications of proposed initiatives were noted, as well as the value of larger parks to accommodate multiple uses. The Parks Master Plan and Capital Improvement Program (CIP) were identified as key communication points between the Parks Committee and the Council.

Public Works Director/City Engineer Jessica MacClanahan recommended the Parks Committee discuss potential five-year CIP park investments and bring a recommendation to the Council when it considers the CIP in January/February 2026.

Mayor Fitch stated he will coordinate with City Manager Witcosky to schedule regular Council feedback sessions with the Parks Committee and commission officers.

Deschutes County Solid Waste Director Tim Brownell provided an update on the negotiations of a uniform countywide solid waste franchise agreement. Progress is affected by Cascade Disposal's opposition to the liquidated damages component and preference for early termination, which Republic Services does not support. A determination on whether a universal agreement will be possible is expected in the next two to four weeks.

Mayor Fitch noted challenges with liquidated damage and expressed support for early termination.

The Council consented to refrain from discussing the franchise agreement with Republic Services and will direct any inquiries from Republic to staff.

B. July 4, 2026 / the Country's 250th Birthday

Mayor Fitch reported on preparations for July 4, 2026, including potential City investment of up to \$20,000, efforts through the Parks Foundation or other foundations to raise money from the business community, a Friday night event in Centennial Park coinciding with First Friday, a Saturday parade with high school band participation, a fighter jet flyover coordinated by Airport Director Bass, enhanced fireworks at the Fairgrounds with parking and security considerations, and downtown murals in collaboration with the Dry Canyon Art Association and Redmond Commission for Art in Public Places.

Communications Director Cassaro reported that Aaron Switzer with Lay It Out Events is proposed to serve as the City's lead organizer for the event, coordinating with groups like the Historic Landmarks Commission to develop the event framework. He and other stakeholders will meet with Council to discuss desired involvement and ideas and may assist in identifying financial resources to help make the event more affordable. The Lay It Out Events contract, separate from the event cost, would be approximately \$5,000 for the year.

Mayor Fitch plans to attend the September 9, 2025, Deschutes County Fair Board and Deschutes County Commissioners meeting to discuss opening the Fairgrounds on July 4, 2026, and contributions from the Fair Board for the managed camp's garbage services, etc. Staff was directed to return in September with recommendations for a seed budget for the July 4th event, a method to accept donations, the Lay It Out Events agreement, and the expanded fireworks cost.

Council supported a permanent change to City Code to allow fireworks only on July 4.

Mayor Fitch explained that Council must complete State-required disaster training, including viewing a video from the Office of Emergency Management. He recommended Councilors discuss their communication roles during a crisis with Chief Devin Lewis, Deschutes County Emergency Services Manager Nathan Garibay, and City Manager Witcosky.

ADJOURNMENT

The meeting adjourned at 4:11 p.m.

Prepared by ABC Transcription Services, Inc.
Reviewed by Kayla Duddy, Deputy City Recorder

APPROVED by the City Council and SIGNED by the Mayor this 23rd day of September 2025.

Ed Fitch, Mayor

ATTEST:

Kelly Morse, City Recorder

Redmond City Council

Regular Meeting Minutes

Council Chambers & Remote Video Conferencing

<https://www.redmondoregon.gov/city-council>

Present: Clifford Evelyn, Ed Fitch, John Nielsen, Kathryn Osborne, Shannon Wedding, Cat Zwicker

Excused: Jay Patrick

Staff Present: City Manager Keith Witcosky, City Recorder Kelly Morse, City Attorney Keith Leitz, Deputy City Manager Steve Ashworth, Airport Director Zachary Bass, Communications Director Heather Cassaro, Finance Director James Wood, Network Administrator Dan Schroedl, Police Chief Devin Lewis, Assistant City Engineer Lindsey Crowsigt, Planning Director Kyle Roberts, Human Resources Director Jason Bavuso, Billing and Collections Manager Valerie Taylor

Media Present: None

EXECUTIVE SESSION

- A. Real Property – ORS 192.660(2)(e) authorizes executive session "to conduct deliberations with persons designated by the governing body to negotiate real property transactions."**
- B. City Manager Evaluation – ORS 192.660(2)(i) authorizes executive sessions "to review and evaluate, pursuant to standards, criteria and policy directives adopted by the governing body, the employment-related performance of the chief executive officer of any public body..."**

Mayor Fitch convened the Council into Executive Session in accordance with ORS 192.660(2)(e) authorizes executive session "to conduct deliberations with persons designated by the governing body to negotiate real property transactions" and ORS 192.660(2)(i) authorizes executive sessions "to review and evaluate, pursuant to standards, criteria and policy directives adopted by the governing body, the employment-related performance of the chief executive officer of any public body..." at 5:30 p.m.

Mayor Fitch adjourned the Executive Session at 5:50 p.m.

CALL TO ORDER / ESTABLISH A QUORUM

Mayor Fitch called the meeting to order at 6:00 p.m.

BLESSING

Father Caleb Cunningham with St. Thomas Catholic Church led the blessing.

PLEDGE OF ALLEGIANCE

Mayor Fitch led the Pledge of Allegiance.

CITY ANNOUNCEMENTS

Mayor Fitch announced that legal fireworks will only be allowed next year on July 4, 2026, while the fire season is in effect, noting the City is planning a special celebration for the 250th birthday of the United States, and that two marijuana shops met the required standards and should be operating around December.

CONSENT AGENDA

- A. Minutes of July 14, 2025, Council Workshop**
- B. Minutes of July 22, 2025, Council Meeting**
- C. Recognitions**

Councilor Nielsen moved, seconded by Councilor Evelyn, to approve the Consent Agenda, the motion passed. (Evelyn-yes, Fitch-yes, Nielsen-yes, Osborne-yes, Patrick-absent, Wedding-yes, Zwicker-yes)

Daughters of the American Revolution Member Rachel Nordenhok spoke about Constitution Week celebrations.

ORDINANCES

A. Ordinance #2025-17 - An ordinance granting a non-exclusive telecommunication franchise to Rally Networks

Billing and Collections Manager Valerie Taylor requested approval for a five-year non-exclusive telecommunication agreement with Rally Networks.

Councilor Evelyn moved, seconded by Councilor Nielsen, to have a First and Second Reading of Ordinance #2025-17 by title only, the motion passed. (Evelyn-yes, Fitch-yes, Nielsen-yes, Osborne-yes, Patrick-absent, Wedding-yes, Zwicker-yes)

City Attorney Keith Leitz provided the First and Second Reading of Ordinance #2025-17 by title only.

Councilor Zwicker moved, seconded by Councilor Evelyn, to approve Ordinance #2025-17.

ROLL CALL

Ayes: Evelyn, Fitch, Nielsen, Osborne, Wedding, and Zwicker.

Nays: None

Motion Carried: 6 to 0.

B. Ordinance #2025-18 - An ordinance granting a non-exclusive telecommunication franchise to WiTel Communications, LLC and repealing Ordinance No. 98-25

Ms. Taylor requested approval for a five-year non-exclusive telecommunication agreement with WiTel Communications.

Councilor Nielsen moved, seconded by Councilor Osborne, to have a First and Second Reading of Ordinance #2025-18 by title only, the motion passed. (Evelyn-yes, Fitch-yes, Nielsen-yes, Osborne-yes, Patrick-absent, Wedding-yes, Zwicker-yes)

Mr. Leitz provided the First and Second Reading of Ordinance #2025-18 by title only.

Councilor Zwicker moved, seconded by Councilor Wedding, to approve Ordinance #2025-18.

ROLL CALL

Ayes: Fitch, Nielsen, Osborne, Wedding, Zwicker, and Evelyn.

Nays: None

Motion Carried: 6 to 0.

ACTION ITEMS

A. Central Dry Canyon Project (PK2102) Contract Amendment for Change Order #1 with Keeton King Contracting, LLC for \$175,418.60

Assistant City Engineer Lindsey Crowsigt provided an overview of the Central Dry Canyon Project and requested authorization for the construction contract change order #1 with Keeton King Contracting, LLC.

Councilor Evelyn moved, seconded by Councilor Osborne, to approve Change Order #1 to Contract #2025-25 (PK2102) with Keeton King Contracting, LLC, in the amount of \$175,418.60 and

authorize the City Manager to sign the change order, the motion passed. (Evelyn-yes, Fitch-yes, Nielsen-yes, Osborne-yes, Patrick-absent, Wedding-yes, Zwicker-yes)

B. Procurements for Guaranteed Maximum Price Amendment #04 for the Airport Terminal Building Expansion Project in the Amount of \$16,462,173

Airport Director Zachary Bass provided an update and requested approval for Guaranteed Maximum Price Amendment #04 for the Terminal Expansion Project.

Councilor Nielsen moved, seconded by Councilor Wedding, to approve the Guaranteed Maximum Price Amendment #04 for the Terminal Building Expansion Project, in the amount of \$16,462,173, the motion passed. (Evelyn-yes, Fitch-yes, Nielsen-yes, Osborne-yes, Patrick-absent, Wedding-yes, Zwicker-yes)

COMMENTS FROM CITIZENS AT THE MEETING

- Redmond resident Kathy Clair invited the Council to Free Book Day on September 27, 2025.
- Redmond resident Trevor Johnson commented on establishing mandatory countywide composting.

CITY MANAGER COMMENTS

City Manager Keith Witcosky reported on the Flat Fire, the 35th Street and Highland Avenue four-way traffic signal, the opening of the new Public Safety Facility, the SW Badger Avenue/SW Canal Boulevard roundabout, and the installation of a four-way stop sign at NW 19th Street and NW Hemlock Avenue.

MOTIONS AS A RESULT OF EXECUTIVE SESSION

Human Resources Director Jason Bavuso provided an overview of the City Manager employment contract renewal with Mr. Witcosky for Fiscal Year 2025-2026, including recommended updates to the compensation package to remain competitive.

Councilor Wedding moved, seconded by Councilor Evelyn, to approve the following change to the contract with Keith Witcosky: effective July 1, 2025, changing the monthly pay rate in Section 3-A to \$18,199.71 per month and deferred compensation in Section 8-B to \$2,583.33 per month, the motion passed. (Evelyn-yes, Fitch-yes, Nielsen-yes, Osborne-yes, Patrick-absent, Wedding-yes, Zwicker-yes)

COUNCIL COMMENTS

Councilor Nielsen expressed gratitude to Mr. Witcosky for the work he does and reported on the Deschutes County Solid Waste Advisory Committee meeting.

Councilor Osborne expressed gratitude to Mr. Witcosky for the work he does and the firefighters, first responders, Red Cross, and additional volunteers caring for those affected by the Flat Fire. She also commended community volunteers who dedicate their time to the community and bring responsible growth to the city.

Councilor Wedding expressed gratitude to Mr. Witcosky for the work he does and wished Councilor Patrick a Happy Birthday.

Councilor Evelyn expressed appreciation to Mr. Witcosky for the work he does.

Councilor Zwicker expressed appreciation to Mr. Witcosky and reported on the groundbreaking for the RootedHomes project and announced that she and Councilor Osborne will be hosting a listening session on behalf of NeighborImpact on August 28, 2025.

MAYOR'S COMMENTS

Mayor Fitch expressed appreciation for Mr. Witcosky and reported on upcoming construction projects starting soon.

DRAFT

ADJOURNMENT

The meeting adjourned at 6:38 p.m.

Prepared by ABC Transcription Services, Inc.
Reviewed by Kayla Duddy, Deputy City Recorder

APPROVED by the City Council and SIGNED by the Mayor this 23rd day of September 2025.

Ed Fitch, Mayor

ATTEST:

Kelly Morse, City Recorder

RECOGNITIONS

The City Council recognizes the following events in our community:

- **250th Anniversary of the United States Post Office**
- **National Manufacturing Day** – October 3, 2025
- **Columbus Day** – October 13, 2025
- **Indigenous Peoples Day** – October 13, 2025
- **Lights On Afterschool** – October 23, 2025
- **United Nations Day** – October 24, 2025
- **Make a Difference Day** – October 25, 2025
- **Fire Prevention Week** – October 5-11, 2025
- **Customer Service Week** – October 6-10, 2025
- **National School Lunch Week** – October 12-18, 2025
- **Recycle Awareness Week** – October 14-20, 2025
- **National Forest Products Week** – October 19-25, 2025
- **National Character Counts Week** – October 20-26, 2025
- **Minority Enterprise Development Week** – October 20-26, 2025
- **National Water Week** – October 20-26, 2025
- **GFWC Advocates for Children Week** – October 20-26, 2025
- **National Substance Abuse Prevention Month** – October
- **Disability Employment Awareness Month** – October
- **Mediation Month** – October



CITY OF REDMOND

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STAFF REPORT

DATE: September 23, 2025
TO: City Council
THROUGH: Keith Witcosky, City Manager
FROM: Zachary Bass, Airport Director
SUBJECT: Contract Award for the Airport Engineer of Record to Morrison-Maierle, Inc. (Contract No. 2025-95)

Report in Brief:

This item requests the City Council (Council) authorize a three-year Airport Engineer of Record contract with Morrison-Maierle, Inc. for the Redmond Municipal Airport (Airport). This three-year contract includes two, one-year renewal options (for a total of up to five years).

Background:

The Federal Aviation Administration (FAA) provides the Airport entitlement and discretionary funds to accomplish eligible project planning and construction work. This work requires the services of an engineering team actively involved on the Airport's behalf. The Airport also needs this service for projects that are not FAA funded, such as infrastructure and utilities, hangars, office buildings, and other revenue-generating projects.

The compensation for these contracts occurs on a project-by-project basis. These approvals are made by City Council.

Morrison Maierle is the current Engineer of Record. This contract expires October 11, 2025. Therefore, in July 2025, the Airport issued a competitive Request for Proposal (RFP) for an Engineer of Record specializing in aviation-related engineering services.

Discussion:

Three proposals were received in response to the RFP.

Proposals were reviewed by a five-member evaluation committee comprised of four (4) City staff and one (1) Airport Committee member. The evaluation committee met to review, discuss, and score each proposal, with the scoring elements made up of the following: professional qualification of the project team, experience and capability, project understanding and approach, and approach to project management.

The final scores are as follows:

- Morrison-Maierle, Inc. - 467
- Century West Engineering - 450
- Mead & Hunt - 432

Fiscal Impact:

No immediate fiscal impact. Fiscal impact occurs when the Engineer of Record receives project directives and scopes of work from the Airport. These will come before Council when/if they exceed \$100,000 (in accordance with signing authority limitations).

Alternative Courses of Action:

1. Award the contract to Morrison-Maierle, Inc. as the Airport Engineer of Record for the Airport
2. Do not award the contract.
3. Request more information.

Recommendation / Suggested Motion:

"I move to award the Airport Engineer Services contract to Morrison-Maierle, Inc. for a term of three-years, with two additional one-year options, and authorize the City Manager to sign the contract."



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STAFF REPORT

DATE: September 23, 2025
TO: City Council
THROUGH: Keith Witcosky, City Manager
Steve Ashworth, Deputy City Manager
FROM: Linda Cline, Housing Program Analyst
SUBJECT: 2024 Community Development Block Grant Consolidated Annual Performance Review and Evaluation Report

Report in Brief:

This item requests City Council conduct a Public Hearing on the Consolidated Annual Performance and Evaluation Report (CAPER) regarding the City's expenditures of federally funded community development block grant resources (for Fiscal Year 2024/2025).

Background:

The CAPER provides a review of the performance of federally funded community development activities undertaken during the program year. This CAPER is for the 2024 program year, with a performance period of July 1, 2024, through June 30, 2025. It represents the first of the five-year consolidated plan for 2024-2029.

On September 27, 2013, the City accepted entitlement status in the federal Housing and Urban Development Community Development Block Grant (CDBG) program. The objective of the CDBG program is "to develop viable urban communities by providing decent housing, a suitable living environment, and expanding economic opportunities, principally for persons of low and moderate income." Entitlement communities develop their own programs and set their own funding priorities in conformance with the statutory standards, program regulations and other federal regulations.

As a CDBG entitlement community, the City receives an annual financial allocation to undertake a wide range of community-based activities directed toward community services, improvements of public facilities, and housing related activities. The City CDBG entitlement funding for the 2024 program year (encompassing July 1, 2024, through June 30, 2025) was \$203,656. \$32,064 was carried over from the previous year to fund down payment assistance, and \$60,844 was received from the sale of houses in the Neighborhood Stabilization Program down payment assistance loan program. Combined, total available funds for the program year 2024 were \$296,574.

This report addresses the evaluation of the program for the 2024 program year. Public comments related to this evaluation may be submitted to linda.cline@redmondoregon.gov through September 24, 2025.

Discussion:

Financial

Numerous projects have been considered throughout the program year, with the final 2024 CDBG allocations being directed towards six activities:

- \$16,496 to JBarJ Youth Services to support staff at the Canal House Youth Shelter
- \$14,053 to the Redmond Senior Center for Meal Program staffing
- \$70,000 for down payment assistance to five Habitat for Humanity homebuyers
- \$28,424 to Rooted on Antler for ROW infrastructure
- \$148,053 to off-site infrastructure needs for Cinder Hollow housing development
- \$19,549 for program administration

Accomplishments

So far, 1,177 individuals and 5 households have benefited from completed projects in the 2024 program:

- 26 youth were served at JBarJ's Canal House homeless shelter
- 1,177 seniors received meals from the Redmond Senior Center
- 5 households benefited from down payment assistance in partnership with Habitat for Humanity.

These projects have the following anticipated outcomes:

- 30 households will benefit from off-site infrastructure improvements at Cinder Hollow
- 18 households will benefit from right-of-way engineering near Rooted at Antler. (The residents of the low-income apartments to be built by Housing Works at the site will also benefit from this action.)

Additional expenditures from previous years' plans

\$15,260 was spent on two activities related to Cinder Hollow: \$5,285 for environmental studies to include SW 31st Street work and \$9,975 for infrastructure planning and engineering of Rooted at Cinder Hollow.

In an effort to help Oasis Village with some exterior safety upgrades, \$15,600 was spent on a required environmental review and a subsequent noise study and mitigation recommendations. Unfortunately, the noise mitigation could not be undertaken due to uncertainty about the future improvements of Highway 126 adjacent to Oasis Village. As there was no path forward for noise mitigation and the subsequent passage of the environmental review, the other exterior improvements had to be rejected. However, the project was converted to an interior ADA bathroom restoration project that took place at the beginning of the 2025 program year.

Fiscal Impact:

This program is funded by a federal grant. A percentage of the 2024 CDBG grant was allocated to local administration of the program.

Alternative Courses of Action:

No Council action is needed.

This is a Public Hearing item, offering an opportunity for public comments. In addition, written comments can be submitted before 5:00 p.m. on September 24, 2025, to linda.cline@redmondoregon.gov.

Recommendation / Suggested Motion:

N/A

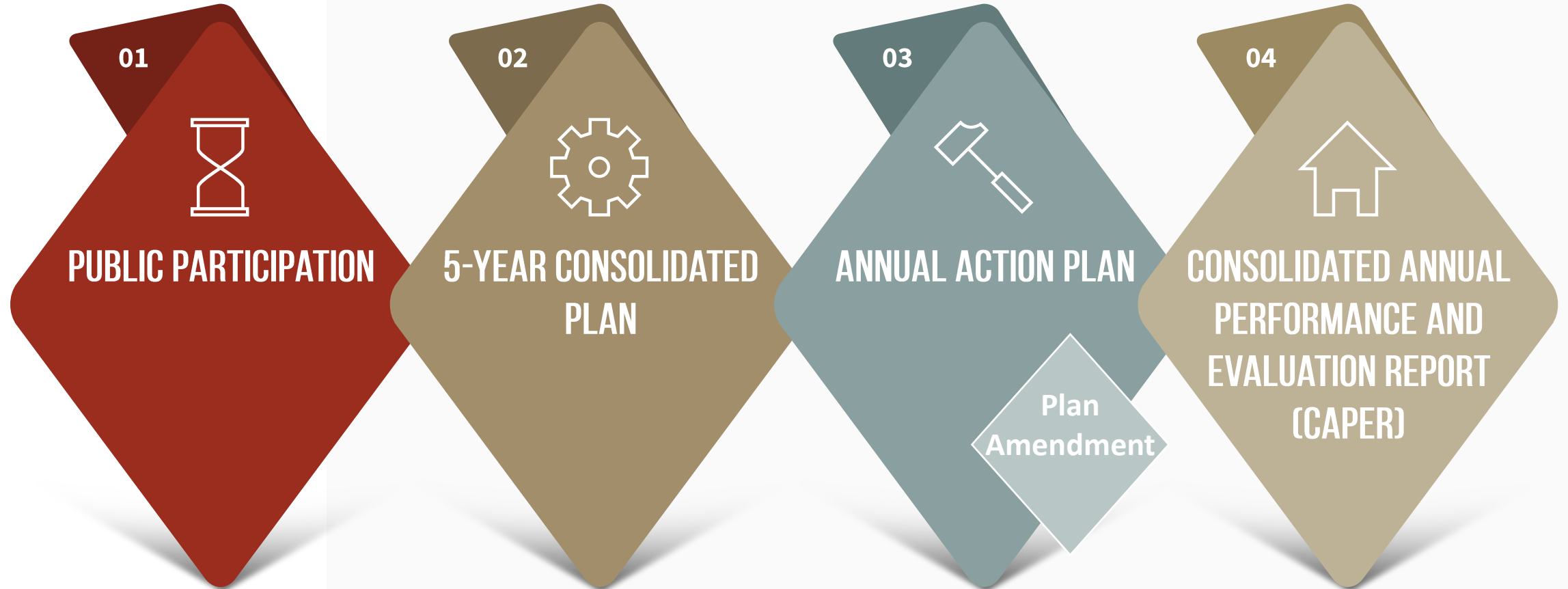


**2024
CONSOLIDATED
ANNUAL
PERFORMANCE &
EVALUATION
REPORT (CAPER)**





CDBG FOUR STEP PLANNING



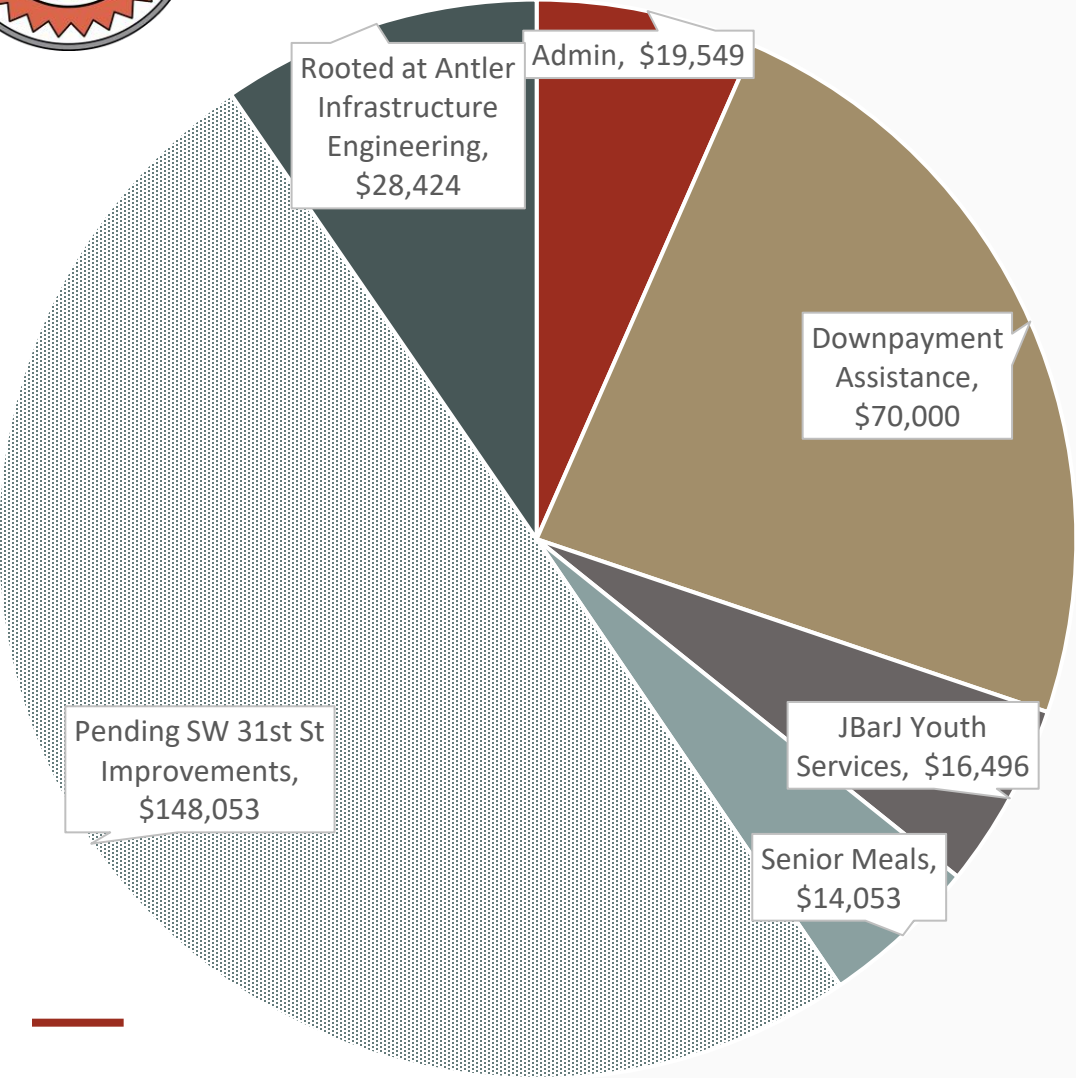


2024 AVAILABLE FUNDS

Funda	Source
\$203,656	CDBG Entitlement
\$ 32,064	Carry-over
\$ 60,884	Program Income (NSP loan repayment)
\$296,574	



2024 ACTION PLAN ALLOCATIONS



PROJECT	ACTIVITY	ALLOCATION
Public Services	Senior Center Meals Program Staffing	\$14,053
Public Services	JBarJ Shelter Staffing	\$16,496
Housing	Downpayment Assistance for Habitat Homes	\$70,000
Program Administration	City Administration of Program	\$19,549
Public Facilities & Improvements	Rooted at Antler ROW Engineering	\$28,424
Public Facilities & Improvements	Cinder Hollow Off-site	\$148,053



2024 PUBLIC SERVICE ACCOMPLISHMENTS

Expenditures	Accomplishments
\$16,496	26 youth provided overnight shelter at Canal House in Redmond by JBarJ Youth Services
\$17,752	1,151 seniors received meals from the Redmond Senior Center
\$30,549	1,177 persons



2024 INFRASTRUCTURE & HOUSING ACCOMPLISHMENTS

Expenditures	Accomplishments
\$14,000 x 5	5 household purchasing Habitat for Humanity homes in Redmond benefited from downpayment assistance grants. (3 NW Cedar, 2 SW Wickiup)

\$70,000	5 households
-----------------	---------------------



Expenditures	Accomplishments
\$148,053	Cinder Hollow off-site infrastructure
\$28,424	Rooted at Antler right-of-way engineering
\$176,477	Anticipated 48+ households



2024 HOUSING ACCOMPLISHMENTS

SLIDE / 8



<https://youtu.be/ewDslUCIcME?si=qLNrIlloFYbvS2wP>



ADDITIONAL EXPENDITURES

from previous
program years



Expenditures	Project
\$5,285	Cinder Hollow Acquisition – contractor expense for environmental review inclusion of SW 31 st St. <i>(accomplishments posted when housing occupied)</i>
\$15,600	Environmental review and noise study for Oasis Village <i>(accomplishments tied to the completion of ADA bathroom rehabilitation in PY 2025)</i>
\$9,975	Planning and engineering of Rooted at Cinder Hollow affordable housing project <i>(accomplishments posted when housing occupied)</i>
\$30,860	



LESSONS LEARNED

for a city with
a small
entitlement



BEST PROJECTS IN REGARD TO FUNDS AND CAPACITY

- Public Services (15% cap)
- Small “imminent threat” projects
- Small-scale rehabilitation within a building’s footprint
- Downpayment assistance or closing cost grants



LESSONS LEARNED

for a city with
a small
entitlement



PROJECT TO CONSIDER MORE CAREFULLY

- Projects that don't have accomplishments to report for several years
- Projects that disturb the ground
- Large projects on sites with likely nearby environmental hazards

15-DAY PUBLIC COMMENT PERIOD

Sept 8 – Sept 24

PUBLIC HEARING

Sept 23, 6PM City Council Mtg

Public comments can also be emailed to linda.cline@redmondoregon.gov by 5 PM on Wednesday, September 24.



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STAFF REPORT

DATE: September 23, 2025
TO: City Council
THROUGH: Keith Witcosky, City Manager
Jason Neff, Deputy City Manager/Chief Financial Officer
FROM: Zachary Bass, Airport Director
SUBJECT: Findings and Decision in Support of an Alternative Contracting Method for the Redmond Municipal Airport
– Quick Turnaround Facility Project

Report in Brief:

This item requests City Council (Council), convening as the Contract Review Board, approve findings for the use of a Construction Manager/General Contractor (CM/GC) selection process for construction of the Redmond Municipal Airport (Airport) Quick Turnaround Facility (QTA). The referenced findings are included with the Council packet.

Background:

The construction of a QTA rental car facility, which currently does not exist at the Airport, will consolidate internal rental car operations, to include a car wash, detail bays, overflow parking and a fueling station. The QTA facility will be located on airport property at SE Airport Way and SW Wickiup Avenue near the Deschutes County Fairgrounds and will benefit both the Airport and the rental car agencies. For the Airport, it will reduce the rental car traffic and the amount of rental car parking spaces required near the terminal, as well as minimize rental car traffic on Highway 97. The initial design of the project was completed in Fiscal Year (FY) 2019/2020 but was delayed because of COVID-19 impacts, including the collection of Customer Facility Charges (CFC) to fund the project. The project is estimated to cost \$13.3 million.

A Request for Proposal to construct the QTA is expected to be released in October 2025. Council consideration for approval of a construction contract is expected in late 2025. Construction is anticipated to begin during FY 2025/2026 with a 1-year build time.

Discussion:

The standard method for selecting contractors to complete public improvement projects is the low-bid process in accordance with Oregon Revised Statutes (ORS) Section 279.

The low bid process does not always provide the best value, particularly on complex projects like a QTA. Therefore, the statute allows for the consideration of other procurement options. Per ORS 279C.355, City staff have posted a notice of Alternative Contracting Method findings. The findings are included in this packet.

The QTA project lends itself well to the CM/GC method. This method brings the contractor in during the design process and creates a partnership between the City, the design engineer/architect and the construction contractor. The team is then able to use their collective expertise on the project to provide the best value for the City. CM/GC results in a Guaranteed Maximum Price (GMP) which also reduces the risk of change orders to provide more project cost certainty.

Once the GMP is agreed upon, the project moves to the construction phase.

ORS 279C requires the City to adopt findings to exempt certain public improvement contracts from traditional competitive bidding. However, the City must demonstrate that an alternative contracting process is unlikely to encourage favoritism or diminish competition and that it will result in cost savings or other substantial benefits to the contracting agency.

Once adopted by Council, a CM/GC Request for Proposals (RFP) will be issued in early October. Proposals will be reviewed by a committee and a recommendation brought back to the Council (expected in early 2026).

The City has experienced success using the CM/GC contracting method in other projects, including City Hall (2017), Public Safety Facility (2025) and the Airport Terminal Expansion (ongoing).

Fiscal Impact:

This specific action item has no fiscal impact at this time. Utilizing an Alternative Contracting Method is expected to enhance cost control and increase cost certainty. This approach reduces cost, mitigates risk, streamlines project scheduling, and fosters stronger collaboration among stakeholders.

After a CM/GC has been selected, the final GMP contract will be brought to Council for approval.

The project is estimated to cost \$13.3 million, which is funded through \$2.2 million in CFC cash and two bond issuances (\$6.1 million in 2019 and \$5.0 million in 2025). The bonds will be repaid through Airport CFC revenues.

Alternative Courses of Action:

1. Adopt findings in support of an Alternative Contracting Method
2. Do not adopt findings in support of an Alternative Contracting Method
3. Request more information

Recommendation / Suggested Motion:

"I move to adopt findings in support of an alternative contracting method, exempting the Quick Turnaround Facility Project from competitive bidding."

**CITY OF REDMOND
CONTRACT REVIEW BOARD**

**FINDINGS AND DECISION OF THE CITY OF REDMOND CONTRACT REVIEW BOARD AN
ALTERNATIVE CONTRACTING METHOD FOR THE REDMOND MUNICIPAL AIRPORT –
QUICK TURNAROUND FACILITY PROJECT**

The City of Redmond (City) Contract Review Board, having reviewed in documents provided by City Staff and heard their reports, makes the following findings of fact in support of a Construction Manager/General Contractor (CM/GC) Alternative Contracting Method for the Redmond Municipal Airport – Quick Turnaround Facility (QTA) Project pursuant to ORS 279C.355 and OAR 137-049-0620.

THE CITY OF REDMOND CONTRACT REVIEW BOARD FINDS AS FOLLOWS:

1. The QTA project was initially estimated at \$8.3 million in 2020. Due to inflation and delays caused by the COVID-19 pandemic, the current estimate has increased to \$13.3 million. The project is now financially viable due to the increased Customer Facility Charge (CFC) approved in November 2024. The CM/GC method allows for early cost input and budget alignment, helping the City manage escalating costs and maintain financial control.
2. The QTA creates a singular, centralized facility near the airport that provides the rental car agencies the ability to clean, detail, fuel, and safely park additional vehicles, helping eliminate long lag times between when a rental car is returned and when it is available to the next customer. The CM/GC method enables early collaboration between the contractor, designer, and City, resulting in a more efficient and timely delivery of this essential facility.
3. The CM/GC process allows for real-time cost estimating and constructability reviews during the design phase. This enables the City to make informed decisions about materials, systems, and construction methods that optimize long-term value and reduce lifecycle costs. The contractor's input during design helps avoid costly redesigns and change orders.
4. The QTA involves specialized infrastructure, including vehicle wash systems, fueling stations, and environmentally compliant drainage systems. The CM/GC selection process prioritizes qualifications and experience with similar facilities, ensuring the selected contractor has the necessary technical expertise. This level of specialization is not guaranteed under a low-bid process.
5. The CM/GC method allows for better planning of construction sequencing and site logistics, reducing safety risks to airport staff, passengers, and contractors. The selected CM/GC will demonstrate a strong safety record and provide input on maintaining safe operations throughout the project.

6. Given current market volatility in labor and materials, the CM/GC method allows for early procurement of long-lead items and phased construction. This flexibility helps the City respond to market conditions and avoid delays or cost overruns.
7. The QTA project includes complex systems integration and must be constructed adjacent to active airport operations. The CM/GC method supports a collaborative approach to resolving technical challenges and maintaining operational continuity during construction.
8. The project will be funded through Airport CFC revenues. No General Fund dollars will be used. The CM/GC method provides cost predictability through a Guaranteed Maximum Price (GMP), which is essential for managing limited and dedicated funding sources.
9. The CM/GC will be selected through a competitive Request for Proposals (RFP) process that evaluates qualifications, experience, and pricing. Subcontractors will also be selected through competitive bidding. This process ensures transparency, maintains competition, and is unlikely to encourage favoritism. The collaborative nature of CM/GC is expected to result in cost savings through reduced change orders, improved scheduling, and value engineering.

Based on the above findings, the City of Redmond concludes that the CM/GC method is the most appropriate delivery method for the QTA Project. It will provide substantial benefits, including cost savings, improved project delivery, and enhanced public value, while maintaining fairness and competition in the procurement process.

ADOPTED by the City Council and **SIGNED** by the Mayor this 23rd day of September 2025.

Ed Fitch, Mayor

ATTEST:

Kelly Morse, City Recorder



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STAFF REPORT

DATE: September 23, 2025
TO: City Council
THROUGH: Keith Witcosky, City Manager
Jessica MacClanahan, Public Works Director/City Engineer
Jason Neff, Deputy City Manager/Chief Financial Officer
FROM: Scott Brang, Procurement & Payables Manager
Maria Ramirez, Special Projects and Natural Resource Program Manager
SUBJECT: Findings and Decision in Support of an Alternative Contracting Method for Juniper Golf Course – Driving Range Upgrade Project

Report in Brief:

This item requests City Council (Council), convening as the Contract Review Board, approve findings for the use of an alternative procurement selection process for construction of the Driving Range Upgrade Project at Juniper Golf Course. The referenced findings are included with the Council packet. An overarching project presentation will be brought to a Council meeting in October to review project plans with CourseCo.

Background:

The City of Redmond owns Juniper Golf Course. However, it has been under a management contract with CourseCo, Inc. since 2012. On May 27, 2025, Council approved renewing the management agreement for an additional 5.5 year contract (through December 31, 2030).

As part of the renewal, other key contract terms included:

- Enhance the incentive fee threshold on golf revenue above \$1,710,219, with an annual 2% increase
- **Leverage the \$150,000 investment from CourseCo toward revenue-enhancing programs**
- Provide a more consistent and measured customer experience
- Establish routine contract compliance requirements

As outlined in the management agreement, CourseCo shall provide \$150,000 to the “Golf Course Capital Improvements Fund”. The funds are intended for capital improvements which will increase Golf Course operating revenue and net operating income. Improvements to the Golf Course driving range, including covering the range with a three-walled system with visitor seating capacity and play, have been identified by the Golf Course Committee and Council as a high priority capital project.

Discussion:

Oregon Revised Statutes (ORS) requires the use of a formal bid/proposal process for any Public Improvement Project for Real Property exceeding \$100,000, unless an exception is requested from the Local Contract Review Board. Use of the typical contracting method of Design-Bid-Build for this project is likely to result in extended timelines, increased change orders, and cost overruns. Authorized by ORS 279C.335 (2) and OAR 137-049-0620, the Alternative Contracting Method will allow the City to self-perform as the Construction Manager/General Contractor (CM/GC). Per ORS 279C.355, City staff have posted a notice of Alternative Contracting Method findings. The findings are included in this packet.

If approved, City staff would contract with subcontractors to perform each step of the project scope through other competitive procurement methods allowable through ORS 279. Additionally, CourseCo will act as an onsite Owners Representative to communicate with selected subcontractors and schedule work.

The project scope of work includes the installation of an industry standard aluminum driving range tee cover, a new concrete pad, the installation of electrical services to each bay, and design & engineering services required to complete the work. All contracted work performed will be paid prevailing wage per ORS 279C.800.

Procurement Plan		
Scope	Estimated Cost	Solicitation Method
Aluminum Range Structure	\$110,000	Best value selected from a minimum of 3 quotes
Site Civil (concrete, trenching)	\$ 70,000	Best value selected from a minimum of 3 quotes
Install New Electric Meter and Connection	\$ 13,000	Direct appointment contract with franchise utility
Electrical—Power for Each Bay	\$ 20,000	Best value selected from a minimum of 3 quotes
Civil Engineer	\$ 3,000	Direct appointment contract
Total \$216,000		

Fiscal Impact:

Utilizing an Alternative Contracting Method is expected to enhance cost control and increase cost certainty. This approach reduces cost, mitigates risk, streamlines project scheduling, and fosters stronger collaboration among stakeholders. These advantages are anticipated to result in meaningful cost savings for the City on a project currently estimated at \$216,000.

CourseCo has committed \$150,000 toward the project. Based on the current estimate, the City would need to contribute the remaining \$66,000, which would be funded from the Golf Fund Capital Project Sub-Fund reserve.

Upon completion, the planned enhancements from this project is projected to generate an additional \$100,000 in annual revenue.

Alternative Courses of Action:

1. Adopt findings in support of an Alternative Contracting Method
2. Do not adopt findings in support of an Alternative Contracting Method
3. Request more information

Recommendation / Suggested Motion:

“I move to adopt findings in support of an alternative contracting method, exempting the Driving Range Upgrade Project from competitive bidding.”

**CITY OF REDMOND
CONTRACT REVIEW BOARD**

**FINDINGS AND DECISION OF THE CITY OF REDMOND CONTRACT REVIEW BOARD
REGARDING AN ALTERNATIVE CONTRACTING METHOD FOR THE JUNIPER GOLF
COURSE – DRIVING RANGE UPGRADE PROJECT**

The City of Redmond Contract Review Board, having reviewed in documents provided by City Staff and heard their reports, makes the following findings of fact in support of the Alternative Contracting Method for the Juniper Golf Course – Driving Range Upgrade Project pursuant to ORS 279C.355 and OAR 137-049-0620.

1. The project is estimated to cost \$250,000. CourseCo has committed \$150,000, and the remaining \$66,000–\$100,000 will be funded by the City through the Golf Fund Capital Project Sub-Fund. The project includes a \$42,000 contingency to address unforeseen conditions. The Alternate Contracting method will allow the City to manage the project in phases, contract directly with subcontractors, and maintain tighter control over costs and scheduling.
2. The project will enhance the Golf Course’s driving range with improved lighting, a covered tee line, expanded seating, and food and beverage service. These improvements are expected to generate an additional \$100,000 in annual revenue, improving the long-term financial sustainability of the City-owned facility. Alternate Contracting will expedite delivery and minimize disruption to ongoing operations.
3. Alternative Contracting allows for early involvement of construction professionals in the design and planning phases. This collaboration enables real-time cost estimating, constructability reviews, and sequencing strategies that reduce change orders and delays. The City will benefit from informed decision-making and cost-effective design solutions.
4. The project involves multiple scopes of work—structural, electrical, civil, and architectural—requiring coordination and sequencing. The Alternate Contracting method allows the City to select subcontractors with the appropriate expertise for each component, while CourseCo will serve as the on-site Owner’s Representative to ensure quality and schedule adherence. Work will follow OR-OSHA and prevailing wage laws, with enhanced oversight to ensure safe site practices.
5. Given current market volatility in construction materials and labor, Alternative Contracting provides flexibility to adjust procurement strategies and timelines. The City can secure quotes from multiple vendors and award based on best value, rather than lowest bid, ensuring quality and cost control.
6. While not a large-scale project, the Driving Range Upgrade involves coordination of multiple trades and infrastructure improvements. Alternative Contracting allows the City to manage this complexity through phased procurement and direct oversight, reducing the likelihood of miscommunication and rework.

7. The City will solicit a minimum of three quotes for each major scope of work and award contracts based on best value. This approach maintains competition while allowing the City to select qualified vendors. This is expected to reduce change orders, streamline scheduling, and deliver meaningful cost savings.

ADOPTED by the City Council and **SIGNED** by the Mayor this 23rd day of September 2025.

Ed Fitch, Mayor

ATTEST:

Kelly Morse, City Recorder