



CITY OF MILL CITY

AGENDA OF THE CITY COUNCIL

October 24, 2023

City Hall

444 S 1st Avenue

Mill City, Oregon

REGULAR SESSION

1. CALL TO ORDER/FLAG SALUTE 6:30 p.m. Mayor Tim Kirsch

2. CITY COUNCIL ROLL CALL/INTRODUCTION OF STAFF Mayor Tim Kirsch

3. DECLARATIONS OF POTENTIAL CONFLICTS OF INTEREST

4. CONSENT AGENDA:

In order to make more efficient use of meeting time, resolutions, minutes, bills, and other items which are routine in nature and for which no debate is anticipated, shall be placed on the Consent Agenda. Any item placed on the Consent Agenda may be removed for discussion at the request of any council member prior to the time a vote is taken. All remaining items of the Consent Agenda are then disposed of in a single motion to adopt the Consent Agenda. This motion is not debatable. The secretary to the council will then poll the council members individually by a roll call vote. If there are any dissenting votes, each item on the Consent Agenda is then voted on individually by a roll call vote.

Copies of the council packets include more detailed staff reports, letters, resolutions, and other supporting materials. A citizen wishing to review these materials may do so at the Mill City, City Hall or at www.ci.mill-city.or.us/documents/packets.

- a. Approval of Minutes of Regular City Council Meeting of September 26, 2023
- b. Ratification of October 11, 2023 Email Approval of Accounts Payable
- c. Approval of Accounts Payable
- d. Acceptance of Monthly Revenues & Expenditures Report, September, 2023
- e. Acceptance of Resignation of Brett Katlong from City Council and Declaring the Position Vacant
- f. Acceptance of Resignation of Matt Marr from Mill City 4th of July Committee and Declaring the Position Vacant.
- g. Ratification of Mayor Kirsch's Removal of Emily Hennes from the Mill City 4th of July Committee Due to Lack of Participation and Declaring the Position Vacant
- h. Ratification of Mayor Kirsch's Appointment of Brett Katlong to the Mill City 4th of July Committee, for a Term Expiring July 31, 2024
- i. Ratification of October 11, 2023 Email Approval of Amendment No. 01 to Keller Associates Owner-Consultant Agreement
- j. Authorization to Close City Hall on Friday, November 24, 2023 as an Unpaid Holiday
- k. Ratification of Planning Commission Approval of Minor Partition - 441 SW Kingwood Ave, Mill City; File No. 2023-03

5. CITIZEN COMMENTS/QUESTIONS – LIMITED TO THREE (3) MINUTES

6. REQUEST FOR REDUCTION OF WATER CHARGES; 218 SW BROADWAY ST

7. **REQUEST FOR REDUCTION OF WATER CHARGES; 716 S 1ST AVE**
8. **REQUEST FOR REDUCTION OF WATER CHARGES; 627 SE FAIRVIEW ST**
9. **REQUEST FOR LETTER OF SUPPORT- MILL CITY ENTRY PROJECT; Gay Stuntzner & Dianne Moore**
10. **OREGON STATE MARINE BOARD FACILITIES GRANT; Brock Browning, Santiam River Manager, eNRG Kayaking**
11. **MISCELLANEOUS CITY RECORDER ITEMS**
 - a. Santiam Canyon Christmas Extravaganza
 - b. Recreational Vehicles as Residences
 - c. Miscellaneous Parking Changes
 - d. 2021-2022 Audit Update
 - e. Storm Water Project Update
 - f. Marion County ARPA Sewer Grant Update
 - g. State of Oregon ARPA Sewer Grant Update
 - h. SRTS Grant Update
 - i. Water Project Update
 - j. Mill City Falls Park – Phase 2 Update
 - k. Other
12. **EXECUTIVE SESSION: ORS 192.660(2)(e) – To Conduct Deliberations with Persons You have Designated to Negotiate Real Property Transactions**
13. **ADJOURNMENT**

CALENDAR OF UPCOMING CITY MEETINGS & EVENTS

Wednesday	November 1, 2023	4 th of July Committee	7:00p.m.
Friday	November 10, 2023	VETERANS DAY – CITY HALL CLOSED	
Tuesday	November 14, 2023	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Friday	November 17, 2023	Planning Commission Meeting	8:30a.m.
Thursday	November 23, 2023	THANKSGIVING DAY – CITY HALL CLOSED	
Tuesday	November 28, 2023	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Wednesday	December 6, 2023	4 th of July Committee	7:00p.m.
Friday	December 8, 2023	Planning Commission Meeting	8:30a.m.
Tuesday	December 12, 2023	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Friday	December 22, 2023	CHRISTMAS EVE OBSERVED – CITY HALL CLOSED NOON	
Monday	December 25, 2023	CHRISTMAS DAY – CITY HALL CLOSED	
Tuesday	December 26, 2023	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Monday	January 1, 2024	NEW YEAR'S DAY – CITY HALL CLOSED	
Wednesday	January 3, 2024	4 th of July Committee	7:00p.m.
Tuesday	January 9, 2024	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Friday	January 12, 2024	Planning Commission Meeting	8:30a.m.
Monday	January 15, 2024	MARTIN LUTHER KING JR DAY – CITY HALL CLOSED	
Tuesday	January 23, 2024	Municipal Court	9:30a.m.

REQUEST FOR COUNCIL ACTION

DATE: October 19, 2023
TO: Mayor Kirsch and City Councilors
FROM: Stacie Cook, MMC, City Recorder
REGARDING: Consent Agenda Items

- a. Approval of Minutes of Regular City Council Meeting of September 26, 2023
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**MILL CITY
MINUTES OF THE CITY COUNCIL
Tuesday, September 26, 2023**

Mayor Kirsch opened the meeting at 6:30 PM with the flag salute. Councilors present were Janet Zeyen-Hall, Dawn Plotts and Steve Winn. Brett Katlong was absent. Staff members in attendance were City Recorder Stacie Cook, City Clerk Tree Fredrickson and City Attorney Jim McGehee.

Citizens in Attendance were Ann Carey, Lynda Harrington, John Heitzman Peter Kailing, Dorothy Keasey, Glen Kent, Roel Lundquist, Donald Mann, Dianne Moore, Brian Nicholas, Marion County Public Works, Peter Olsen, Keller Associates, Gary Olson, Lari Rupp, Marion County Economic Development Dept, Don Strasser, Julie Strasser, Misty Strasser, Gay Stuntzner, and Kelli Weese, Marion County Economic Development Dept.

DECLARATIONS OF POTENTIAL CONFLICTS OF INTEREST: Mayor Kirsch stated that anyone who felt they may have a potential conflict with anything on tonight's agenda may say so at this time or at any time during tonight's meeting.

CONSENT AGENDA

Councilor Winn requested that item b; Approval of Accounts Payable, be pulled from the Consent Agenda for discussion.

Councilor Zeyen-Hall moved and was seconded by **Councilor Plotts**, to approve items a; Approval of Minutes of Regular City Council Meeting of August 22, 2023, c; Acceptance of Monthly Revenues and Expenditures Report, August 2023, d; Acceptance of Resignation of Jason Saari From City Council Due to No Longer Residing Within City Limits and Declaring the Position Vacant, e; Ratification of Mayor Kirsch's Appointment of Becky Van Atta to a One (1) Year Term on the Mill City 4th of July Committee, Expiring July 30, 2024, f; Approval of Agreement to Extend Low Income Household Water Assistance (LIHWA) Program Through March 31, 2024, and g; Approval of OLCC Liquor License Application for Eddy's Cheesesteaks, 218 NE Santiam Blvd, Mill City. Mrs. Fredrickson polled the Council. The motion passed unanimously, (4:0).

Councilor Winn requested information on payments to Jacuzzi Bath Remodel, Evergreen Plumbing & Mechanical and Local Government Law Group. Mrs. Cook said that the Jacuzzi Bath was a reimbursement on a permit, Evergreen was to repair a water line and the Local Government Law check should have been pulled as it is a North Santiam Sewer Authority invoice.

Councilor Zeyen-Hall moved and was seconded by **Councilor Plotts** to Approve Item b; Accounts Payable, of the consent agenda. The motion passed unanimously, (4:0).

CITIZEN COMMENTS/QUESTIONS: Dianne Moore and Gay Stuntzner provided a letter to Council requesting a letter of support from the City for their effort to create a welcoming entrance to Mill City on the ODOT owned parcel off of Hwy 22. The requested letter should include reference to potential funding, water access and maintenance.

Mayor Kirsch requested that this item be placed on the next work session agenda for further discussion.

Lynda Harrington stated that she and Dorothy Keasey were in attendance on behalf of the St. Catherine of Sienna Catholic Church to request a reduction in the water bill, which was \$1088.22

this month. Mrs. Harrington explained that a maintenance worker performing landscaping had unintentionally changed the settings of the irrigation system timer, which caused it to run constantly.

Mayor Kirsch stated that he is a church lector but has no financial impact from this decision.

Mayor Kirsch asked if the problem has been fixed. Mrs. Harrington confirmed that it has.

Councilor Zeyen-Hall asked how situations similar to this have been dealt with in the past. Mrs. Cook said that since this item was just presented this evening she is not prepared to answer any questions, noting that a decision can be held until the next meeting without any impact to the account.

PRESENTATION – KELLI WEESE, MARION COUNTY ECONOMIC DEVELOPMENT PROGRAM MANAGER; MARION COUNTY ECONOMIC DEVELOPMENT STRATEGY: Kelle Weese gave a brief presentation on the Marion County Economic Development Program stating that it promotes efforts to grow the economy, increase employment, and improve standard of living. Marion County's portion of video lottery dollars is being used for a number of programs affecting business and workforce as well as infrastructure and economic investments.

Marion County is requesting input from both citizens and local governments to provide feedback for defining and listing economic development project priorities for the Economic Development Strategy.

Lari Rupp, Marion County Economic Development Dept, stated that Congress promised \$15 Million in exchange for the Opal Creek land that was designated Wilderness Area in 1996. On September 21, 2023, it was announced that the full \$15 Million Opal Creek Promise has been funded.

PRESENTATION - PETER OLSEN, KELLER ASSOCIATES, CHRIS EINMO, MARION COUNTY SENIOR PROJECT MANAGER, BRIAN NICHOLAS, MARION COUNTY PUBLIC WORKS DIRECTOR; NORTH SANTIAM CANYON SEWER PROJECT: Peter Olsen gave an update on the status of the North Santiam Sewer Project stating that the design provides for additional treatment and disposal capacity at Mill City's plant for both Mill City and Gates with a future pathway to transition to gravity sewer as tanks need to be replaced.

Mr. Olsen provided a conceptual layout for the proposed plant and Rapid Infiltration Basins (RBI) as well as examples of RBI's and plants in other locations that are similar to what is being considered.

An open house is scheduled for Mill City residents on October 25. Marion County will send a mailer to residents with the open house details.

John Heitzman, SE Fairview St., asked if the pressed solids could be sold after processing. Mr. Olsen said that engineering is not targeting the level of treatment to allow for sale.

Peter Kailing asked if the treatment plant will devalue property. Mayor Kirsch said that there should be minimal impact to property value.

Councilor Winn asked if the new plant will handle the growth that will come once the system is online. Mr. Olsen said that the plant is designed for a 20-year growth model, which includes potential growth in Gates.

Roel Lundquist, SW Linn Blvd., asked if the pump station on N. 1st Ave. will need to be replaced to handle the influent coming from Gates. Mr. Olsen said that the pumps are made to take solids, therefore will not require replacement.

WATERLINE REPLACEMENT PROJECT – PHASE 2 CONTRACT MODIFICATION NO. 02;

D&I EXCAVATING: Due to unanticipated delays within the project, as well as contractor caused delays, the waterline replacement project has not been kept on schedule. Contract Modification No. 02 allows for a time extension of 57 days for D&I Excavating to complete the remaining project elements. The contract deadline changes from October 4, 2023 to November 30, 2023.

A letter was sent to D&I Excavating advising that the contract modification would only be recommended for approval if demonstratable evidence that the project construction is proceeding is provided to the city.

City Attorney Jim McGehee said that he is concerned about the additional time and cost the City could incur if the extension is not granted.

Councilor Zeyen-Hall moved and was seconded by **Councilor Plotts**, to Approve Waterline Replacement Project – Phase 2 Contract Modification No. 02. The motion passed unanimously, (4:0).

Mr. Lundquist noted the broken driveway apron at the D&I staging site next to the Quonset Hut on S. 1st Ave. stating that it should be repaired before the contractor completes the project.

KELLER ASSOCIATES – SW 5TH AVENUE OUTFALL AND SRTS PATHWAY TASK ORDER

NO. 005: Keller Associates Task Order No. 05 was provided for review. Task Order No. 05 is for consulting services to provide design of a pathway on SW 4th Avenue and stormwater improvements at the SW 5th Avenue outfall. This will include project management, utility locates and base maps, drywell condition assessment, design services, water quality conceptual design, and construction services including contract preparation, meetings, testing and management.

Councilor Plotts moved and was seconded by **Councilor Winn**, to Approve Keller Associates Task Order No. 005 for 5th Avenue Outfall and SRTS Pathway in the Amount of \$237,700. The motion passed unanimously, (4:0).

Councilor Plotts asked where the funds will come from to pay for this task order. Mrs. Cook said that funds will come from the stormwater grant and the SRTS grant.

KELLER ASSOCIATES – STORM DRAINAGE TASK ORDER NO. 003: Keller Associates Task Order No. 003 for Stormwater Master Plan Phase 2 Scope of Work was provided for review. The Scope of Work includes evaluation and recommendations, plan completion and adoption. This includes project management, existing system evaluation via hydrologic and hydraulic model development and model calibration, engineering standards and stormwater programs review (City code, PWDS, Comp Plan, TMDL, O&M), recommendation of projects and programs, utility rate development (monthly fee, SDC), and final plan development and public meetings.

The total cost including a \$10,000 management reserve is \$202,820. This project is funded by the \$2.8 Million grant that the City received from the State of Oregon.

Councilor Winn moved and was seconded by **Councilor Plotts**, to Approve Keller Associates Task Order No. 003 for Stormwater Master Plan Phase 2 in the Amount of \$202,820. The motion passed unanimously, (4:0).

AUDIT RFP: The RFP for audit services was issued in August. The City received one response from Accuity, LLC, the City's current auditor.

The council has several choices for the next step in this process:

- Award audit contract to Accuity, LLC for the 2024/25 FY
- Reject Accuity, LLC proposal and reissue the RFP

- Hold award and set a meeting with Accuity, LLC to discuss any City concerns

Mr. McGehee recommended a meeting with Accuity, LLC, to discuss the City's concerns. If Accuity, LLC is unable to rectify the concerns then reissue the RFP.

Council consensus to set a meeting with Accuity, LLC to discuss concerns.

MISC. CITY RECORDER ITEMS:

Website Update: City Recorder Stacie Cook said that CivicPlus advised that they have had an issue with their online form creator and are still working to convert the City's forms into the online format. There is one more DNS update that has to be done before the site can go live.

Miscellaneous Parking Changes: ODOT has agreed to allow limited parking along N. 1st Ave. adjacent to Hammond Park as well as for the City to paint the curb yellow behind the parking spaces. The ROW permit to complete this work has been submitted to ODOT for approval. Public Works will complete the sign installation and painting once the approval comes through.

Mrs. Cook said that while these changes will hopefully help the parking situation, enforcement will be key.

Mayor Kirsch requested installing signs that state 'no blocking the sidewalk'.

Building Permit Process – E-Permitting: On September 12, 2023 staff participated in a brief training via Zoom for the State of Oregon E-Permitting system. During the training, it was advised that Linn County would be going live with the new system effective Monday, September 18, 2023. The new system will allow contractors to apply for permits themselves.

Staff has received the login information for the new system. However, due to the short notice and limited training, it may take a bit of time to learn how to navigate the online site.

The change to E-Permitting requires that all payments go through Linn County. The City can accept credit/debit payments at the counter but those wishing to use cash or check will need to go to Linn County to pay for permits. Linn County will now send the City a check for its portion of the permit fees.

Justification for Non-Competitive Procurement: Marion County provided the City with the approved Justification for Non-Competitive Procurement on September 12, 2023. With this document in hand, the contract with Keller Associates for engineering services to complete the additional I&I work in the remaining areas of Mill City has been processed.

CITY ATTORNEY REPORT:

The Reid House Property: Mayor Kirsch stated that he, Mrs. Cook and City Planner Dave Kinney met with Francis McGuire and Warren Reid to discuss what to do with the property. Mrs. McGuire and Mr. Reid requested additional time to consider the options. The lack of property maintenance was also discussed. Mayor Kirsch said that he would like to request that Public Works create an ongoing schedule to keep the property maintained. Council consensus to issue directive.

At 8:46 p.m. Mayor Kirsch adjourned into executive session under ORS 192.660(2)(h) to consult with your attorney regarding current or pending litigation that is more likely than not to be filed.

At 9:04 p.m. Mayor Kirsch adjourned executive session and reconvened into regular session.

ADJOURNMENT

The meeting was adjourned at 9:05 PM.

Prepared by:

Approved by:

Stacie Cook, MMC
City Recorder

Tim Kirsch
Mayor

BRETT KATLONG
brettkatlong@bbexcavatingllc.com
(541) 409-2720



BUD MASSEY
budmassey@bbexcavatingllc.com
(503) 576-9719

Greetings,

I write this with a heavy heart to inform the City of Mill City that I am formally submitting my resignation for the City Council. It has been an honor to serve the city and the citizens of Mill City. Unfortunately with my commitments to my company, I feel that I am no longer in a capacity to serve on the City Council in the way that I feel is necessary.

I would like to express my gratitude for the opportunities and experiences I have had while serving on the council. It has been a privilege to work alongside dedicated individuals committed to improving the quality of life in our city.

During this transitional period, I am available to assist with the transfer of responsibilities and provide any necessary support to my successor. Please do not hesitate to reach me at 541-409-2720 or brettkatlong@bbexcavatingllc.com. if there is anything I can do to facilitate a smooth transition.

Thank you for your understanding, and I wish the entire council continued success in their efforts to better serve our community.

Sincerely,

Brett Katlong

A handwritten signature in black ink that reads 'Brett Katlong'.





Stacie Cook <scook@ci.mill-city.or.us>

4th of July Committee

1 message

Matthew Marr <mmarr631@gmail.com>

Wed, Oct 18, 2023 at 12:04 PM

To: scook@ci.mill-city.or.us

Due to ongoing health issues I find that I am currently unable to fulfill the duties of a Mill City Fourth of July committee member. After much thought and soul searching, I've come to the conclusion that my current situation dictates that I cannot possibly dedicate the time and energy needed to be a responsible and contributing member of this team. Therefore, I regret to inform you that I am at this time resigning my appointment to the Mill City 4th of July Committee.

Sincerely, Matthew J.D. Marr.

From the desk of
MATTHEW J.D. MARR

BRETT KATLONG
brettkatlong@bbexcavatingllc.com
(541) 409-2720



BUD MASSEY
budmassey@bbexcavatingllc.com
(503) 576-9719

Re: Intent to join the City of Mill City Fourth of July Committee

Dear City of Mill City,

I am writing to state my intent to join the City of Mill City fourth of July Committee. As someone who has lived in Mill City and been a part of the community for many years I would very much enjoy serving in the capacity of helping create the best celebration that we can for our town.

As a member of the community I also have served on the City Council for many years and am also a volunteer for the Mill City Fire Department. When I am not serving in those areas I also coach for the Santiam School District as well as work with the local Young Life group. Being a part of our community is something that I have always had a passion for.

I am interested in the Fourth of July Committee because I think that we owe it to the community to restore the celebration to what it once was, and can be again, and I would love to be a part of making that happen.

Thank you for your time and consideration.

Sincerely,

Brett Katlong

RECEIVED
OCT 10 2023

BY:

Licensed & Bonded
Post Office Box 158 MILL CITY, OR 97360

CCB# 226960 DBE# 12262 DEQ# 1 2777 11/16/2023

AMENDMENT TO OWNER-CONSULTANT AGREEMENT

Amendment No. 01

Background Data:

Effective Date of Owner-Consultant Agreement: May 8, 2023
Effective Date of this Amendment: May 8, 2023
Owner: City of Mill City
Consultant: Keller Associates, Inc.
Project: Mill City Additional I/I Work
KA # 221267-005

Nature of Amendment:

Incorporation of contract clauses consistent with the federal Uniform Guidance requirements that are applicable to the State and Local Fiscal Recovery Funds (SLFRF) program as part of the American Rescue Plan Act (ARPA).

Description of Modifications:

For this agreement, add the following ARPA contract clauses to the standard provisions found in the agreement, dated May 8, 2023.

- The City has been awarded federal grant funds which will be used to compensate provider. Specifically, the City is a Subrecipient of the funds Marion County received pursuant to the American Rescue Plan Act Assistance Listing Number 21.077.
- Attached "Exhibit B – APPENDIX II TO PART 200—CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS"

Compensation Summary:

By complying with any of the new clauses of this amendment, it is recognized that where additional labor is required, this will be compensated as an additional service.

Task	Billing Basis	Original Agreement	Prior Amendments	This Amendment	Total
Task 1 - Project Management	LS	\$6,800	-	-	\$6,800
Task 2 – Inflow and Infiltration Investigation	T&M	\$276,300	-	-	\$276,300
Task 3 – Engineering Services	LS	\$4,000	-	-	\$4,000
Total		\$287,100	-	-	\$287,100

LS = Lump Sum; T&M = Time and Materials

Schedule:

No change.

All provisions of the Agreement not modified by this or previous amendments remain in effect. In witness thereof, the parties hereto have executed or caused to be executed by their duly authorized officials this Amendment to the Agreement on the respective dates indicated below.

OWNER: CITY OF MILL CITY

Signature: _____
Name: _____
Title: _____
Address: _____
Telephone: _____
Date: _____

CONSULTANT: KELLER ASSOCIATES, INC.

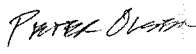
Signature:  Digitally signed by Peter Olsen
Date: 2023.10.09 17:23:35-07'00'
Name: Peter Olsen
Title: Principal
Address: 245 Commercial St SE, Suite 210
Salem, OR 97301
Telephone: (503) 364-2002
Date: 10/09/2023

EXHIBIT B
APPENDIX II TO PART 200—CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY
CONTRACTS UNDER FEDERAL AWARDS

- Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Control Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be affected and the basis for settlement.
- Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
- Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.
- Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that

the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

- Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or Subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or Subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

- Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

- Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

- Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

- See §200.322 Domestic preference for procurements.

- Audit Requirements of 2 CFR §200.5XX (Subpart F)

- Subrecipient must comply, and require any subcontractor to comply, with applicable audit requirements and responsibilities set forth in this Agreement and applicable state or federal law.

- If Subrecipient expends federal awards in excess of \$750,000 in a fiscal year, Subrecipient is subject to audit conducted in accordance with the provisions of 2 CFR part 200, subpart F. Copies of all audits must be submitted to the County within 30 days of completion.
- Subrecipient must save, protect and hold harmless the County from the cost of any audits or special investigations performed by the Secretary of State with respect to the funds expended under this Agreement. Subrecipient acknowledges and agrees that any audit costs incurred by Subrecipient as a result of allegations of fraud, waste or abuse are ineligible for reimbursement under this or any other agreement between Subrecipient and the County.
- System for Award Management. Subrecipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov>. This includes applicable requirements regarding registration with SAM, as well as maintaining current information in SAM. Subrecipient must also comply with applicable restrictions on subawards ("subgrants") to first tier subcontractors (first-tier "Subcontractors"), including restrictions on subawards to entities that do not acquire and provide (to the County) the unique entity identifier required for SAM registration.
- Whistleblower Protection Act. Subrecipient must comply and ensure the compliance by subcontractors, with 41 U.S.C. 4712, Program for Enhancement of Employee Whistleblower Protection. Subrecipient must inform subcontractors, contractors and employees, in writing, in the predominant language of the workforce, of the employee whistleblower rights and protections under 41 USC § 4712.
- See § 200.216 Prohibition on certain telecommunications and video surveillance services or equipment.
- See § 200.323 Procurement of recovered materials.
- Recordkeeping Requirements. Subrecipient must maintain records and financial documents for five years after all funds have been expended or returned to the County. The County may request transfer of records of long-term value at the end of such period. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats.
- Subrecipient must agree to provide or make available such records to the County upon request, and to the Government Accountability Office ("GAO"), U.S. Treasury's Office of Inspector General ("OIG"), and their authorized representative in order to conduct audits or other investigations.
- Civil Rights Compliance. Recipients of Federal financial assistance from the U.S. Treasury are required to meet legal requirements relating to nondiscrimination and nondiscriminatory use of Federal funds. Those requirements include ensuring that entities receiving Federal financial assistance from the U.S. Treasury do not deny benefits or services, or otherwise discriminate on the basis of race, color, national origin (including limited English proficiency), disability, age, or sex (including sexual orientation and gender identity), in accordance with the following authorities: Title VI of the Civil Rights Act of 1964 (Title VI) Public Law 88-352, 42 U.S.C. 2000d-1 et seq., and the Subrecipient's implementing regulations, 31 CFR part 22; Section 504 of the Rehabilitation Act of 1973 (Section 504), Public Law 93-112, as amended by Public Law 93-516, 29 U.S.C. 794; Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. 1681 et seq., and the Subrecipient's implementing regulations, 31 CFR part 28; Age

Discrimination Act of 1975, Public Law 94-135, 42 U.S.C. 6101 et seq., and the Subrecipient implementing regulations at 31 CFR part 23.

- In order to carry out its enforcement responsibilities under Title VI of the Civil Rights Act, U.S. Treasury will collect and review information from non-Tribal recipients to ascertain their compliance with the applicable requirements before and after providing financial assistance. U.S. Treasury's implementing regulations, 31 CFR part 22, and the Department of Justice (DOJ) regulations, Coordination of Non-discrimination in Federally Assisted Programs, 28 CFR part 42, provide for the collection of data and information from recipients (see 28 CFR 42.406). U.S. Treasury may request that recipients submit data for post-award compliance reviews, including information such as a narrative describing their Title VI compliance status. This collection does not apply to Tribal governments.

- Real Property, Equipment and Other Capital Expenditures. County shall, and shall cause its Subrecipients to, maintain policies and procedures for the management of property and equipment that comply with all requirements of the applicable Uniform Guidance at 2 CFR Part 200, Subpart D, 2 CFR Part 200.310 – 200.316 and 200.439, and specific requirements of the source of funds. These regulations shall apply to all real property, equipment, and other capital expenditures purchased with the federal funding.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75888, Dec. 19, 2014; 85 FR 49577, Aug. 13, 2020]



City of Mill City

David W. Kinney
Planning Consultant for the City of Mill City
791 E. Hollister St., Stayton, OR 97383
Office: (503) 769-2020 Cell: (503) 551-0899
Email: dwkinney@wvi.com

October 17, 2023

Douglas Doty and Glen Kent
441 SW Kingwood LLC
Email: dougdotycpa@icloud.com
Email: glenekent@yahoo.com

SUBJECT: Notice of Decision Approving Minor Partition
File No. 2023-03
441 SW Kingwood Avenue, Mill City, Oregon

Dear Mr. Doty and Mr. Kent:

On October 13, 2023 the Mill City Planning Commission **approved** your application for a minor partition at 441 SW Kingwood Avenue in Mill City, Oregon.

Under the City's Land Division Code, the City Council will review the Planning Commission decision on the minor partition application at the October 24, 2023 city council meeting. The item will be placed on the City Council's consent agenda for consideration. If the Council ratifies the Planning Commission decision, the decision is final on **October 31, 2023 at 5:00 p.m.**, unless an appeal is filed with the City. If an appeal is filed, the City Council will hold a public hearing to consider the appeal.

I. Conditions of Approval

Based on the findings included in the staff report, the Planning Commission approved the minor partition application subject to the following conditions of approval.

- A. Approved Map & Time Limit of Partition Approval.** The partition is approved as shown on the attached map, dated & stamped approved by the City of Mill City Planning Department. Approval is granted subject to the completion of the partition survey within one year from the date of City Council approval and compliance with all conditions of approval. The minor partition approval will expire October 31, 2024 if the plat has not been recorded.
- B. Survey.** A minor partition survey map must be recorded with Linn County no later than October 31, 2024. The survey must be prepared by a registered professional surveyor and comply with state law and the Linn County surveyor requirements for minor partitions. The partition plat map must show:
 - B-1 Parcels:** Parcels 1, 2 and 3 as shown in Figure 2 (attached). The exact lot size and dimensions of each lot may be adjusted as long as minimum lot sizes and setback requirements are met.

B-2 Easements: Reference the existing City of Mill City Sewerage System Easement on the final plat. (Note: If needed, record a sewerage system easement in the Linn County Deed Records).

B. **Public Works Requirements:** The applicant shall complete the following public improvements as stipulated below for Parcel 1 and Parcel 2. Improvements do not have to be installed prior to City approval of the final plat. Improvements will be designed and installed in accordance with the City of Mill City Public Works Design Standards and Construction Specifications.

C-1 Water:

- Parcel 1: No water system improvements are required.
- Parcel 2: Install a new water service(s), meter box(es) and meter concurrently with the construction of a new home. Water improvements must be completed prior to the issuance of a certificate of occupancy.

C-2 Sewer:

- Parcel 1: Prior to issuance of a building permit for Parcel 2, remove the existing interceptor tank that serves 441 SW Kingwood Avenue, eliminate the encroachment across the new property line, install a new sewer interceptor tank and reconnect the building sewer to 441 SW Kingwood Avenue.
- Parcel 2: Install new sewer lateral(s) and interceptor tank for Parcel 2. Locate the new interceptor tank and service lateral so they do not encroach across any future parcel line as shown on the Shadow Plat, Figure 4 of the staff report dated October, 2023. Sewer improvements must be completed prior to the issuance of a certificate of occupancy.

C-3 Storm Drainage: Submit engineering plans for a storm drainage detention/retention facility to serve Parcel 2 with a building permit application for Parcel 2. Storm drainage facility improvements for Parcel 2 must be completed prior to the issuance of a certificate of occupancy for Parcel 2.

C-4 Deed Covenant: Concurrently with the filing of the final plat, execute and record a deed covenant stating no future land division or development is permitted on Parcel 3 unless full street, storm drainage, curb, gutter, and sidewalk improvements for the street frontage on SW Ivy Street and SW Kingwood Avenue (Parcels 1, 2 and 533/535 SW Kingwood) is constructed prior to or concurrently with the development and/or a performance bond or guarantee is provided to the City of Mill City.

B. **Right of Appeal:** Any person aggrieved by this decision may file an appeal with City Council of the City of Mill City by filing an appeal in accordance with the appeal deadlines and requirements outlined in Mill City Municipal Code Section 17.64.050 and 17.64.060. The appeal must be filed within fifteen (15) calendar days of the mailing of this Notice of Decision, no later than 4:00 p.m., April 15, 2022.

Sincerely,



DAVID KINNEY

Planning Consultant for the City of Mill City

Enclosure: Approved Minor Partition Plan

cc: Stacie Cook, City Recorder
Planning File
City Council

City of Mill City Planning File 2023-03
Approved Minor Partition @ 441 SW Kingwood Avenue, Mill City, Oregon



City of Mill City
P.O. Box 256
Mill City, Oregon 97360
Phone: 503-897-2302 Fax: 503-897-3499

Memorandum

Date: October 19, 2023
To: Mayor Kirsch and Council
From: Stacie Cook, MMC, City Recorder
Subject: **Business for October 24, 2023 Council Meeting**

a. Request for Reduction of Water Charges; 218 SW Broadway St

Enclosed is a letter of request for reduction of water charges for 218 SW Broadway St due to a water/sewer bill in August of 180 units of water, totaling \$805.32. The property owner, Randy Mickey, states that the irrigation system timer quit functioning, causing the water to run continuously.

With prior incidents such as this the Council has granted a reduction of water charges to the highest consumption in the previous twelve months. For this account that would be 22 units or \$107.32 plus sewer.

Requested Action: Discussion.

Possible Motions: To Deny Request for Reduction of Water Charges for 218 SW Broadway St.

To Approve Request for Reduction of Water Charges to the Highest Consumption in the Previous Twelve Months for 218 SW Broadway St.

To Approve Request for Reduction of Water Charges in the Amount of _____ for 218 SW Broadway St.

b. Request for Reduction of Water Charges; 716 S. 1st Ave

Enclosed are two letters from Lynda Harrington and Dorothy Keasey requesting a reduction of water charges for 716 S 1st Ave; St. Catherine of Sienna Church, due to two water/sewer bills from October and September totaling \$1491.74.

The letters indicate that water consumption increased because a new lawn maintenance person inadvertently changed the irrigation timer settings to make them run constantly. This issue has since been fixed. The request is for waiver of all charges over the normal summertime usage.

With prior incidents such as this the Council has granted a reduction of water charges to the highest consumption in the previous twelve months. For this account that would be 35 units or \$160.62 plus sewer.

Requested Action: Discussion.

Possible Motions: To Deny Request for Reduction of Water Charges for 716 S 1st Ave.

To Approve Request for Reduction of Water Charges to the Highest Consumption in the Previous Twelve Months for 716 S 1st Ave.

To Approve Request for Reduction of Water Charges in the Amount of _____ for 716 S 1st Ave.

c. Request for Reduction of Water Charges; 627 SE Fairview St

We have received a request for reduction of water/sewer charges for 627 SE Fairview St. The owner's daughter, Mariah Davis, has written the request on behalf of her father, who is dealing with severe health issues.

Ms. Davis states that after a fire that left the home uninhabitable last year, the water was shut off. However, charges continued to accrue, now reaching a balance of \$650.20 between water (\$224.68), sewer (\$285.52) and fees (\$140.00).

Per request of Ms. Davis, the water meter was removed effective October 17, 2023, which will cease all charges. Ms. Davis did state that she is working with a realtor to sell the home.

Requested Action: Discussion.

Possible Motions: To Deny Request for Reduction of Water Charges for 627 SE Fairview St.

To Approve Request for Reduction of Water Charges in the Amount of _____ for 627 SE Fairview St.

d. Request for Letter of Support – Mill City Entry Project; Gay Stuntzner & Dianne Moore

Enclosed is a request for a letter of support from the City of Mill City for the Mill City Entrance project that Gay Stuntzner and Dianne Moore have been working on for a number of years. Mrs. Stuntzner and Mrs. Moore are requesting a letter addressing potential funding from the City, water availability and maintenance of the site.

Planning Advisor David Kinney and I have reviewed initial designs for the site. However,

modifications to the landscape designs, based on ODOT comments and requirements, were to be made and resubmitted for our review. As of yet we have not seen the revised plans.

Before the City provides a letter of support indicating financial support and future maintenance of the site, we should review the plans and estimated costs to determine our ability to provide funds and maintenance.

Requested Action: Discussion.

e. Oregon State Marine Board Facilities Grant; Brock Browning, Santiam River Manager, eNRG Kayaking

I was approached by Brock Browning, Santiam River Manager, eNRG Kayaking, about the possibility of applying for a grant through the Oregon State Marine Board to assist with improvements to the river access in Hammond Park. Enclosed is information on the OSMB Facilities Grant opportunities, which Mr. Browning will be in attendance to discuss. It is my understanding that eNRG Kayaking is willing to write and submit the grant on behalf of the City.

Requested Action: Discussion.

f. Miscellaneous City Recorder Items

i. Santiam Canyon Christmas Extravaganza

The Santiam Canyon PTO and Young Life are joining together to put on the Santiam Canyon Christmas Extravaganza. The Extravaganza is planned for Saturday, December 2, 2023. A list of proposed events is below.

- 10AM-Noon – Ugly Sweater Run/Walk 5k (map attached)
- Noon-5PM – Santiam Canyon Christmas Bazaar and Kids Crafts
- Noon-5PM – Pictures with Santa and Bake Sale
- 5:30PM Christmas Tree Lighting @ City Hall

A request for assistance with the cost to purchase two banners advertising the event has been made. Two 8'x3' banners are estimated to cost \$336.

Requested Action: Discussion.

ii. Recreational Vehicles as Residences:

Utility Billing/Court Clerk Kimberley Johnson and I spent time with City Attorney Jim McGehee reviewing the RV's which remain in Mill City being used as residences. Mr. McGehee has given Mrs. Johnson complaints to issue, which she turned over to LCSO for delivery. These have been set for court dates of October 24 and November 28, 2023.

Requested Action: None. Information Only.

iii. *Miscellaneous Parking Changes:*

Public Works Supervisor Russ Foltz has painted the yellow ‘no parking’ strip along the curb at Hammond Park. We have also gotten quotes for the ‘no parking’, ‘30-minute parking’ and ‘no blocking sidewalk’ signs which will be posted along the right-of-way.

Requested Action: None. Information Only.

iv. *2021-2022 Audit Update:*

Accuity, LLC will be at City Hall on October 30 and 31, 2023 to gather information for the federal single audit necessary because of COVID relief funds and the water project.

Once this portion of the audit has been completed we should be able to have the audit submitted to the state and begin working on the 2022-2023 audit.

Requested Action: None. Information Only.

v. *Storm Water Project Update:*

Planning Advisor David Kinney and I have met with Ryan Retzlaff, Keller Associates to discuss the status of the City’s storm water project. Mr. Retzlaff has provided us with a tentative schedule for completion of the Storm Water Master Plan which has the final deliverable to the City by early October 2024.

This schedule does not include any upgrades or maintenance of the system. However, we have identified the following as priority items for engineering and potential construction:

1. SW 5th Ave Outfall
2. Spring St Basin from SJSHS west
3. Kimmel Park Storm

Requested Action: None. Information Only.

vi. *Marion County ARPA Sewer Grant Update:*

We are moving forward with the Marion County ARPA grant. The contract amendment for Keller Associates has been reviewed and approved by Marion County. The scope of work for this grant includes:

- Short Term Repairs and Improvements to WWTP and collections system – COMPLETED: Upgraded PLCs at each pump station and installed new computer and software at WWTP (Linn County \$\$ used).
- I&I Inspection and Repairs – T/O with Keller signed in September. Ore-VAC West contracted with to complete TVing of system. Work commenced October 19th. It is expected to take 40-50 work days to clean and inspect the collection system.

- Collection System Repairs and Improvements – City needs to solicit proposals for contractors to perform leak repairs on a T&M basis. One to three contractors should be selected by December 30, 2023. Major sewer main line repairs and line replacement will need to be reviewed on an individual basis to determine if engineering plans and bids must be solicited or if the project should be deferred.
- Additional System Upgrades – If funds allow then we will upgrade the 1st Ave pump station and/or replace the sewer main from NW 2nd Ave to the 1st Ave pump station.
- Permit Compliance Repairs at WWTP (DEQ Letter) – Pipe seals at rock filter repaired, leaks eliminated. ACE Septic has provided a proposal to clean all filter screens, backwash and flush the recirculating rock filter piping. This work is expected to commence in November. Keller and City will evaluate results of work and identify options for repairs and/or routine maintenance. City will contract with an engineering firm for design services and construction management for rock filter repairs as needed.

Requested Action: None. Information Only.

vii. State of Oregon ARPA Sewer Grant Update:

The City received a \$2.5 Million grant from the State of Oregon for interim sewer repairs/upgrades to allow us to stabilize the WWTP for future growth. With the ever-changing direction of the future sewer project and DEQ's denial of our interim fix, these funds have yet to be allocated toward a project.

We are working with BizOR to enter into an IGA with Marion County for the bulk of the \$2.5 Million grant work, depending on how land acquisition for the new WWTP site proceeds. This will ensure that the grant funds are allocated by December 2024, which meets our grant requirement.

Requested Action: None. Information Only.

viii. SRTS Grant Update:

Survey work for the SRTS grant has started. This includes the preparation of descriptions and maps for needed easements along SW Evergreen St. Once the survey work has been finalized, engineering for the project can begin.

Planning Advisor David Kinney and I will be scheduling meetings with property owners to discuss the impact of the improvements on their properties, which in some cases removes driveway access along SW 4th Avenue.

Requested Action: None. Information Only.

ix. Water Project Update:

D&I Excavating has completed installation of the water line and the services on SE

Grove St. Pressure testing will be scheduled at a later date so that the tie in at Kingwood Ave to S 1st Ave can be completed. The main from SW Ivy St to Kingwood Ave will go live October 23rd. SE 4th Ave is scheduled to be sawcut the week of the 23rd so that the main can be installed.

There will be available funds after completion of all of the water lines, service connections and installation of the electronic meters. To be sure that we take advantage of all of the funding available to us, staff is currently looking into purchasing the remaining number of meters needed to switch the entire City over to electronic meters. In order to purchase and install the meters we will need to obtain an extension on the project deadline with BizOR. A request for information on process has been made.

Requested Action: None. Information Only.

x. *Mill City Falls Park – Phase 2 Update:*

Final layout of Mill City Falls Park – Phase 2 is being worked on. There have been some issues with grading at the entrance to the park to meet ADA requirements. I believe that this has finally been fleshed out.

Planning Advisor David Kinney and I have a meeting on October 26th with Landscape Architect Brian Bainnson and an interpretive sign specialist to discuss what kind of signage to install in the park.

A meeting was also held with Shannon Williams and Garret Frerichs, Keller Associates, and Mr. Bainnson earlier this month. During the meeting the schedule for final engineering plans, bid advertisement, opening and award was set. The dates are as follows:

- November 8, 2023 Plan sets to City
- November 15, 2023 Ad in DJC
- November 20, 2023 Project Walk-Thru
- December 5, 2023 Bid Opening
- December 5, 2023 Notice of Intent to Award
- December 12, 2023 Council Award

The project must be completed by September 1, 2024.

Requested Action: None. Information Only.

xi. *Other*

September 22, 2023

RECEIVED
SEP 25 2023
BY:

City of Mill City Council
444 1st Ave S.
Mill City, OR 97360

To The Council,

I am requesting relief in the amount of \$662.00 on the account 001923-001, service address 218 SW Broadway. I, Randy Mickey, am responsible for the watering of the lot between 218 SW Broadway and 228 SW Broadway. The irrigation water comes from the service to 218 SW Broadway. At some point the timer for the system quit functioning and the water ran continuously for an unknown period of time. I came down after being notified and turned it off, but not before it had used 252 units of water. I apologize for this.

We would greatly appreciate your leniency in this matter.


Randy Mickey



Stacie Cook <scook@ci.mill-city.or.us>

St. Catherine of Siena Water Bill

1 message

Lynda Harrington <lyndaharrington1@gmail.com>

Tue, Oct 3, 2023 at 11:53 AM

To: Tim Kirsch <tkirsch@ci.mill-city.or.us>

Cc: Kim Johnson <kjohnson@ci.mill-city.or.us>, Stacie Cook <scook@ci.mill-city.or.us>, Dorothy Keasey <dorothykeasey@gmail.com>

Mr. Mayor & Councillors,

Thank you for the opportunity to address Council at the September 26 meeting regarding the St. Catherine of Siena water bill.

As we have received an additional water bill since that meeting, I would like to update you on the situation and provide you with additional information:

- 1) In July of this year, we hired a new lawn maintenance person;
- 2) Because there were some sprinkler heads needing replacement, we gave him access to the furnace room where our irrigation controller is located;
- 3) In the course of testing the sprinkler heads, we believe that he inadvertently changed the settings so that the sprinklers were running for hours each day;
- 4) As there is no staff onsite, nor is anyone on the property except for 2-3 times per month during services, we were unaware of the problem until we received a water bill in early September for \$1088.22 for the month of August;
- 5) We immediately turned the system off and asked a friend for help in reprogramming the rather complex controller;
- 6) On September 10th, we were successful in reprogramming the controller to the desired run times per zone.

Subsequent to that, we received an additional water bill in the amount of \$403.52 for the month of September.

We ask for the Council's understanding in this matter and calculate (based upon our usual summertime high of \$200 per month) the overage to be in the amount of \$1041.54 for the months of August and September.

We are confident that we have addressed the controller issue and do not anticipate this problem in the future.

Thank you,
Lynda Harrington
St. Catherine of Siena Mission Church

RECEIVED
SEP 26 2023

BY:

26 September 2023

To: Mayor Tim Kirsch & Council

From: Lynda Harrington & Dorothy Keasey

Re: St. Catherine of Siena Water Bill

We received a water bill in the amount of \$1088.22 for service period 8-1 to 8-31 at the service address of 716 S. 1st Avenue. Our highest bill to date in 15 years had been under \$200.00.

Needless to say, I was shocked and immediately called City Hall to inquire as to its accuracy and whether there is a leak. Stacie informed me that Russ checked and no leak was determined.

We turned the system off and began to investigate.

Here is what we believe to have transpired:

- 1) We hired a new lawn maintenance person in July;
- 2) Because there were some sprinkler heads needing replacing, we admitted him to the furnace room where the irrigation controller is located;
- 3) In the course of turning the system on and off to replace the sprinkler heads, I believe that he inadvertently changed the settings so that the system ran for hours each day;
- 4) We were unaware that the system was running for this long because no one is located on the property, and we are only there for two hours a week for church services.

We ask for the Council's understanding and forgiveness in this matter and request that the bill be discounted.

Thank you.

Mill City City Council Meeting September 26, 2023

On September 12, Andy Leisinger, the landscape architect who has helped us since the inception of this project, Dianne Moore, and I met with Representative Ed Diehl about the Mill City Entrance Project. As you know, we've been working on this project for a number of years and have visited with you folks periodically.

In mid-August, Andy, Dianne and I met with Dennis Frank to explain the project to him, and he was very interested in our desire to transform the small parcel of ODOT property on the corner of Highway 22 and 2nd (across from the 7-11 convenience store) into an attractive welcoming entrance to our community. Steve Winn also attended the meeting. Mr. Frank suggested that, since this is ODOT land, it is actually *their* responsibility to take what is now an "eyesore" (the description he used several times) and transform it. He also said that it was about time that they upgrade the parcel to reflect the obvious pride that Mill City residents have in their community.

Mr. Frank also suggested that we contact our state representative and senator to ask for their assistance. We did so, and Representative Diehl enthusiastically responded. We come to you now to ask for a "letter of support" from the council for the Mill City Entrance Project that Rep. Diehl can take with him when he contacts ODOT.

For a number of years, Mr. Leisinger has diligently worked with Dianne and me, talked with ODOT officials, developed several designs for the project, enlisted the assistance of a civil engineer, and talked with persons who design signs. Without Andy's ongoing help and encouragement, this project would have had to be abandoned. Also, because he knows Dennis Frank, he set up the recent meeting.

We were previously advised that the city may have "leftover" park funds derived from the Reid House insurance payout. We hope that such is still the case. Also, we understand that water is available so that Andy can design a low-maintenance park. Thirdly, ODOT requires assurance that Mill City will maintain the park. Please indicate in your letter of support these three important issues: funding, water, and maintenance. Thank you.

Andy, Dianne and I are very hopeful that this project, with the invaluable assistance of Rep. Diehl, will be able to finally move forward. Otherwise, the "eyesore" will continue to be just that – an eyesore instead of a very attractive Welcome to Mill City park, where The River Runs Through It. Let's not miss this great opportunity to indicate to our Mill City residents and to those who pass through town that we take enormous pride in our fair city.

Sincerely,

Gay Stuntzner
stuntz686@yahoo.com

Dianne Moore
richdiannemoore@gmail.com

Andrew Leisinger
andy@leisingerdesigns.com



Boating Facility and Waterway Access Grant Application for Construction and Permitting

FOR OSMB USE ONLY		Grant number:
Biennium:	Date Received:	

Refer to the Boating Facility and Waterway Access Grant Procedure Guide for information on facilities, access and education.

1- APPLICANT PROJECT TYPE AND LOCATION <i>(All applicants must complete)</i>	
Applicant or entity name:	Phone number:
If different from above provide Assumed Business Name:	
Applicant mailing address:	City, State, Zip
Physical address:	City, State, Zip
Type of Government Applicant: <input type="checkbox"/> County <input type="checkbox"/> Port <input type="checkbox"/> State Agency <input type="checkbox"/> Tribal Government <input type="checkbox"/> City <input type="checkbox"/> Park District <input type="checkbox"/> Federal Agency <input type="checkbox"/> Other (Specify)	
Name of Project Manager:	Title:
Email:	Phone:
Name of Fiscal Point of Contact:	Title:
Email:	Phone:
Project Name:	Physical Address of Project, Location:
Brief project statement <i>(1-4 sentences describing scope of project)</i>	
Latitude (decimal):	Longitude (decimal):
Waterbody:	River mile:
Driving directions-How would a user find this location from a major highway or interstate?	

Project type, check all that apply:

- ☐ Construction (any ground disturbance)
☐ Master Plan

- ☐ Property
☐ Acquisition/Consultant Services

2- ACCESS SITE AND WATERBODY INFORMATION

Fees: Identify all entrance, parking, day-use, or facility fees charged to a boater.

Example \$3.00/foot or \$5 parking

Launch \$_____ Parking \$_____ Day Use \$_____ Moorage \$_____ Boat in Camping\$_____

Are all boating fees used for operation and maintenance of recreational boating access site? ☐ yes ☐ no

If no, describe how the fees are used. _____

Type of boats using the site: *check all that apply*

- ☐ Open Motorboat ☐ Jet boat ☐ Cabin cruiser ☐ Pontoon ☐ Drift boat ☐ Sail
☐ Personal watercraft (PWC) ☐ Raft ☐ Kayak ☐ Canoe ☐ Kite/Sail Board
☐ Stand-Up Paddle Board (SUP) ☐ Other _____

Boating activities *per year*

Number of launch/retrievals_____ Number of boats mooring overnight (Water)_____

Number of boat-in camping nights (Land) _____

Identify the months that boating activities take place at the facility or waterbody, using a scale of High (H), Medium(M), and Low (L) for use occurring in the month. *If no activity leave blank*

Month	Boating Activities						
	Fishing	Watersports (ski/wake)	Cruising	Sailing	Flat water paddling	White water paddling	Other
January							
February							
March							
April							
May							
June							
July							
August							
September							
October							
November							
December							

Please identify Other Boating Activity: _____

Identify monthly percentage of use by boat type. Monthly total equals 100%												
Month	Boat use for year by boat type											
	Open motor-boat	Jet boat	Cabin cruiser	Pontoon	Sail	PWC	Drift	SUP	Raft	Kayak	Canoe	Kite/Sail board
January												
February												
March												
April												
May												
June												
July												
August												
September												
October												
November												
December												

Identify any other public or private (available for public use) boating facilities within a 5-mile radius on the same waterbody. This includes ramps, tie-up facilities or marinas. Do not include private homeowner docks.

	Name of Facility	Direction (N, S, E, W)	Distance (Miles)
1			
2			
3			
4			
5			
6			

3- PROPERTY OWNERSHIP AND MANAGEMENT.

(All applicants requesting funding for construction, master planning or technical assistance for design, engineering or permitting must complete)

Current Ownership _____

☐ Site is owned in fee simple by the applicant. How long has the applicant owned the site? _____ yrs.

Describe any easements or deed restrictions. _____

☐ Site is leased by applicant. Number of years remaining on lease. _____ years

Name of property owner. _____

Describe other interest in site and tenure: _____

Identify the applicant's current management of the site:

☐ Site is managed solely by the applicant. ☐ Site is managed cooperatively with another entity.

Identify the entity (volunteer host, concession, etc.): _____

Who will maintain the completed project? _____

4- PROPOSED PROJECT FUNDING- (All Applicants Must Complete)**A - ADMINISTRATIVE MATCH** *Not eligible for Grant Reimbursement*

	Applicant	Other	Marine Board	TOTAL
Administration	\$	\$	N/A	\$
Federal indirect rate (<i>complete table below</i>)	\$	\$	N/A	\$
Pre-agreement expenses (<i>complete table below</i>)	\$	\$	N/A	\$
Permit fees	\$	\$	N/A	\$
Legal fees	\$	\$	N/A	\$
System development charge (SDC)	\$	\$	N/A	\$
Other (specify) _____	\$	\$	N/A	\$
Total Administrative Match	\$	\$	N/A	\$

Federal Indirect Rate

Federal Approved Indirect Rate	What is it applicable to?	Total Value	How much is match?
		\$	\$
		\$	\$

Pre-agreement Expenses and Match (*include documentation*)

Item Description	Value
	\$
	\$
	\$
	\$

B- PROPOSED FORCE ACCOUNT MATCH

<i>Complete tables below for each</i>	Applicant	Other	Marine Board	TOTAL
Force account labor	\$	\$	N/A	\$
Force account equipment	\$	\$	N/A	\$
Force account materials or supplies	\$	\$	N/A	\$
Total Force Account Match	\$	\$	N/A	\$

Force Account Labor

Staff	Other	Labor Description	Value
<input type="checkbox"/>	<input type="checkbox"/>		\$
<input type="checkbox"/>	<input type="checkbox"/>		\$
<input type="checkbox"/>	<input type="checkbox"/>		\$
<input type="checkbox"/>	<input type="checkbox"/>		\$

Force Account Equipment			
Owned	Donated	Equipment Description and Purpose	Value
<input type="checkbox"/>	<input type="checkbox"/>		\$
<input type="checkbox"/>	<input type="checkbox"/>		\$
<input type="checkbox"/>	<input type="checkbox"/>		\$
<input type="checkbox"/>	<input type="checkbox"/>		\$

Force Account Materials or Supplies			
Owned	Donated	Material or Supply Description and Purpose	Value
<input type="checkbox"/>	<input type="checkbox"/>		\$
<input type="checkbox"/>	<input type="checkbox"/>		\$
<input type="checkbox"/>	<input type="checkbox"/>		\$
<input type="checkbox"/>	<input type="checkbox"/>		\$

C- PROPOSED CASH MATCH				
	Applicant	Other*	Marine Board	TOTAL
Property acquisition cost	\$	\$	\$	\$
Construction contract	\$	\$	\$	\$
Materials Purchased	\$	\$	\$	\$
Equipment Rental	\$	\$	\$	\$
Eligible permit fees	\$	\$	\$	\$
Federal indirect rate* (complete table below)	\$	\$	\$	\$
Consultant contract (attach copy of contract)	\$	\$	\$	\$
Other: _____	\$	\$	\$	\$
Total Cash Match	\$	\$	\$	\$

Federal Indirect Rate			
Federal Approved Indirect Rate	What is it applicable to?	Total Value	How much is match?
		\$	\$
		\$	\$

D-TOTAL PROPOSED PROJECT FUNDING				
	Applicant	Other	Marine Board	TOTAL
Total Administrative Match (from A)	\$	\$	N/A	\$
Total Force Account Match (from B)	\$	\$	N/A	\$
Total Cash Match (from C)	\$	\$	\$	\$
GRAND TOTAL	\$	\$	\$	\$

E- "OTHER" SOURCE, TYPE AND AMOUNT OF (NON-APPLICANT) CONTRIBUTIONS

Grant/Loan Agency	Name of Grant/Loan	Approved Y/N	Amount of Grant
			\$
			\$
			\$
			\$

Cash Contributions by	Amount of Contribution
	\$
	\$
	\$
	\$

F- BUDGET PRORATION DESCRIPTION

Describe how the budget was prorated between recreational boating and non-boating uses. Attach an itemized budget or estimate illustrating the proration.

5- PROJECT NARRATIVE DESCRIPTION- *(Applicants requesting funds for construction, property acquisition, master planning and technical assistance for design, engineering or permitting must complete)*

This section is your opportunity to sell your project. Do not assume that Marine Board staff will know the answers to the questions. You have onsite knowledge and experience related to the project location that must be conveyed in your responses. Provide clear and concise responses to each question.

A. Describe the project purpose, how long have the issues existed, what measures have been taken to address the concerns or issues and how will the proposed project resolve the issues?

B. Describe the specific actions, materials or equipment that will be completed or donated by the applicant and others. Include limitations for these contributions and how that is factored into the overall project.

C. Describe all non-boating uses and activities occurring at the site, the proximity of the activities to the boating facility portion of the overall site. (picnicking, camping, trails etc.) and plans to make other facility improvements or modifications.

D. Briefly describe the history of the boating facility property.

E. Describe how the project relates to local or regional plans to meet current and future public recreation needs and the needs of the boating public. Identify if the project is included in a Master Plan, Resource Management Plan or other plan. If project location is on the Willamette River, identify how it meets Goal 15 Willamette River Greenway.

F. Describe the project implementation and completion timeline.

G. Identify if this project will result in a change of use at the facility or waterbody.

H. Describe what opportunities have been provided to involve the public and underserved communities in decisions resulting in this proposed project

I. Describe how environmental and racial justice were considered for this project

J. Describe past performance on OSMB grants. If you have not received a previous grant from OSMB describe past performance with Oregon State Parks, Oregon Dept. of Fish and Wildlife or other state or federal agency awarded grant.

7- PUBLIC SUPPORT OR OPPOSITION *(All applicants must complete)*

Identify specific public support and opposition to the proposed project:

Note: this section is part of the grant ranking criteria-include emails and letters with application

Supporters Name

Opponents Name

Adjacent landowners:

User groups:

Neighborhood association

Local government:

State/federal government:

Legislator/congressional:

General Public

Other (specify):

8- LAND USE, CULTURAL, HISTORIC AND ENVIRONMENTAL APPENDICES--*(All applicants requesting funds for construction must complete Appendix A, B and C. Applicants requesting funds for property acquisition must complete Appendix A through D.*

Appendix A-Land Use Compatibility Statement form

Appendix B- Historic and Cultural Resources form

Appendix C- Natural Resources form

Appendix D- Property Acquisition form

9- OREGON BUYS

Provide your Oregon Buys vendor ID number _____

If not currently registered, the applicant must be registered before signing any potential grant agreements

10- APPLICATION SIGNATURE AND CERTIFICATION *(All applicants must complete)***Applicant Signature and Certification**

Application is hereby made for the activities described above, together with attachments. I certify that I am familiar with the information contained in the application and, to the best of my knowledge and belief, this information is true, complete, and accurate. I further certify that I possess the authority, including the necessary requisite property interests, to undertake the proposed activities.

I also certify that the Applicant's governing body is aware of this request and has authorized the person identified as the official representative of the Applicant to act in connection with this application and subsequent project as well as to provide additional information as may be required.

By signing below, I affirm the Applicant's intention to enter into a Cooperative Facility Grant Agreement and agree to comply with Oregon State Marine Board's program rules, policies, and guidelines as well as all applicable federal, state, and local laws relating to this proposal, additional conditions applicable to an approved Boating Facilities Grant, and the resulting project.

Print/Type Name

Title

Applicant Signature

Date

ATTACHMENTS *(Are the following items attached to this application?)*

Required For:	Acquisition	Consulting	Construction
Cover letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photos of project site, existing condition	<input type="checkbox"/>	If applicable	<input type="checkbox"/>
Map or Aerial of project site (Assessor's Map)	<input type="checkbox"/>	If applicable	<input type="checkbox"/>
Design or Plans	If applicable	If applicable	<input type="checkbox"/>
Cost estimate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permit-attach either application with letter noting acceptance or actual permit as approved by regulatory agencies.	<input type="checkbox"/>	If applicable	<input type="checkbox"/>
Wetland Delineation Report	<input type="checkbox"/>	If applicable	<input type="checkbox"/>
Tribal Consultation Letter/Email	<input type="checkbox"/>	If applicable	<input type="checkbox"/>
Consultant contract	If applicable	<input type="checkbox"/>	If applicable
Pre-agreement documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Federal indirect rate documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letters/emails of support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facility owner site operation agreement	If applicable	If applicable	If applicable
Land Use Compatibility Statement (LUCS) Appendix A	<input type="checkbox"/>	If applicable	<input type="checkbox"/>
Historical, Cultural, Archaeological Resources form, Appendix B	If applicable	If applicable	<input type="checkbox"/>
Natural Resources form, Appendix C	If applicable	If applicable	<input type="checkbox"/>
Property Acquisition form, Appendix D	<input type="checkbox"/>	If applicable	If applicable

For more information about completing this application refer to the [Boating Facility, and Waterway Access Procedures Guide](#) found on our website, www.oregon.gov/osmb/boating-facilities .

For questions contact Janine Belleque, Boating Facilities Manager, 503-378-2628,
janine.belleque@boat.oregon.gov

Submit completed application and documentation to, Facilities Administrative Assistant 503-378-2727

APPENDIX A

Land Use Compatibility Statement (LUCS)

A Land Use Compatibility Statement (LUCS) is used to ensure that proposed projects are consistent with local land use requirements.

Section 1- Applicant and Site Information (to be completed by applicant)

Applicant/Entity Name:			
Project Manager Name		Phone:	
Project Name:			
Project Address:		City, Zip	
Latitude		Longitude	
Township	Range	Section	Tax Lot:
Project Description:			

Section 2- To be completed by City or County Planning Official

Determination of Compliance with Local Land Use Requirements.

The project property is located <input type="checkbox"/> Inside City Limits <input type="checkbox"/> Outside City Limits <input type="checkbox"/> Inside UGB <input type="checkbox"/> Outside UGB	
Current Comprehensive Plan Designation:	Current Zoning:
Does the project require land use review to determine compliance with land use regulations? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If No , it means that no local land use review is needed. Skip to Planning Official Information below. If Yes , what is the status of the land use application: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Under Review <input type="checkbox"/> Not Yet Received	
List file numbers:	
Is this decision final: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Comments:	

Jurisdiction:	
Planning Official Name and Title:	
Mailing Address:	
City, Zip:	
Phone:	Email:
Planning Official Signature	Date:

Appendix B

Historical, Cultural, Archaeological Resources Form

CULTURAL RESOURCES PROTECTION LAWS: Applicants involved in ground-disturbing activities should be aware of federal and state cultural resources protection laws. ORS 358.920 prohibits the excavation, injury, destruction, or alteration of an archaeological site or object, or removal of archaeological objects from public and private lands without an archaeological permit issued by the State Historic Preservation Office. 16 USC 470, Section 106, National Historic Preservation Act of 1966 requires a federal agency, prior to any undertaking, to consider the effect of the undertaking that is included on or eligible for inclusion in the National Register. For further information, contact the State Historic Preservation Office at 503-378-4168, extension 232.

Please answer the following to the best of your ability.

1. Are there any historic, cultural or archaeological sites or resources on the site? If yes answer the questions below.

- a. Describe how the proposed work may affect these resources and identify proposed measures to mitigate any impacts (*NOTE: Do not divulge the location of archaeological sites or objects here. Archaeological site information is exempt from the public records disclosures and must be kept confidential pursuant to both federal and state laws.*)
- b. Describe the natural condition prior to modifications or settlement:
- c. Describe the land-use history, when it was first settled or modified, and the depth of ground disturbance or fill:
- d. Describe the current land use and condition. Identify any natural agents (e.g., sedimentation, vegetation, inundation) or cultural agents (e.g., cultivation) that might affect the ability to discover cultural resources:
- e. Explain whether you or anybody else knows of cultural resources in or near the project area:

2. Provide the SHPO reference number of the cultural resources survey or report that was completed for this project site.

3. Have you consulted with Tribal Governments regarding this project? *Attach documentation of consultation. Identify specific Tribal Government(s) and contact person(s)*

Tribal Government	Name	Phone
a. _____	_____	_____
b. _____	_____	_____
c. _____	_____	_____
d. _____	_____	_____

4. Have you consulted with State Preservation Office? *Attach documentation of consultation.*

☐ Yes ☐ No

Appendix C

Natural Resources Form

Please answer the following to the best of your ability.

Part 1: Wetland Water Resources

1. Do you know if wetlands are present? ☐ Yes ☐ No
2. Has a wetland delineation been completed? ☐ Yes ☐ No
3. Describe the type and condition of wetlands present. Are they tidal or fresh, disturbed or not, permanent or seasonal, etc.?
4. Describe the type of work to be done and the size and extent of the area affected:
5. Describe where the proposed work will be in relationship to any wetlands and any impacts on wetland resources:
6. Describe any past restoration or planned restoration at the project property or nearby on the same waterway:
7. Describe the location, type, and amount of compensatory mitigation work to be completed or anticipated for permits:

Part 2: Water Resources

1. Has the US Army Corps of Engineers permit been approved? ☐ Yes ☐ No
Number _____ Date approved _____
If no, give date application was submitted. _____
2. Has the Department of State Lands permit been approved? ☐ Yes ☐ No
Number _____ Date approved _____
If no, give date application was submitted. _____

If applications have not been submitted, complete the following questions.

3. Identify any fish or aquatic species federally listed as threatened or endangered:
4. List any consultations, biological opinions (provide copy), Endangered Species Act (ESA) Section exemptions, or other ESA related activities that may apply to this project:
5. Describe how the project may impact the migration, spawning, rearing, or habitat of affected salmon, eulachon, or sturgeon species and the mitigation measures that will be used to reduce adverse effects on protected species and their habitat:

6. Describe how the project may impact the migration, feeding, or habitat of other threatened or endangered species and the mitigation measures that will be used to reduce adverse effects on the species and their habitat:
7. Have you consulted with the local Oregon Department of Fish and Wildlife (ODFW)?
Name of ODFW local biologist: _____ Phone _____.

Part 3: Upland Resources

1. Are there any protected upland species or habitat on this site?
- a. Identify any listed species and where the proposed work will be in relationship to the species and any impacts.
- b. Describe how the project may impact the protected plan or animal species including changes to their habitat. Identify the mitigation measures that will be used to reduce adverse effects on the species and their habitat.

Identify other permits, permissions, certifications, etc., required for this project and the approval status:

- | | | |
|-----------------|------------------------|----------------------|
| 1. Title: _____ | Approval status: _____ | Approval date: _____ |
| 2. Title: _____ | Approval status: _____ | Approval date: _____ |
| 3. Title: _____ | Approval status: _____ | Approval date: _____ |
| 4. Title: _____ | Approval status: _____ | Approval date: _____ |
| 5. Title: _____ | Approval status: _____ | Approval date: _____ |
| 6. Title: _____ | Approval status: _____ | Approval date: _____ |

Appendix D

Property Acquisition Form

Please answer the following to the best of your ability.

Appraisal completed: ☐ Yes ☐ No Date of Appraisal: _____ Type of appraisal: _____

Appraised value of property: \$_____ Assessed value: \$_____ Acreage: _____

Current ownership: ☐ Private ☐ Public Agency ☐ Other (Specify) _____

Willing seller: ☐ Yes ☐ No Name of Seller (unless confidential): _____

Acquisition Method: ☐ Purchase ☐ Eminent Domain ☐ Transfer ☐ Condemnation ☐ Donation

Current Zoning: _____ Will property need to be rezoned? ☐ Yes ☐ No

1. Describe what is located on the site and how the site is currently being used:
2. Is the applicant prepared to initiate within two years from the purchase, design, permitting and construction of boating facility improvements Yes ☐ No ☐ If **NO** answer the following questions:
 - a. Reasons for immediate acquisition of property.
 - b. Facilities to be developed and timeline for development.
 - c. Describe how non-boating use will be removed from the property purchased with boating funds, the project date. If non-boating use on the property is not terminated within three years from date of acquisition, then conversion requirements may apply.
 - d. Type of public recreation access to be provided during the interim period.
 - e. Demonstration that income derived during the interim period will be used on the project site.
3. Attach supporting documentation.



Small Grant Application

FOR OSMB USE ONLY		Grant number:
Biennium:	Date Received:	

Refer to the Boating Facility, Waterway Access and Small Grant Procedure Guide for information on facilities, access and education.

1- APPLICANT PROJECT TYPE AND LOCATION <i>(All applicants must complete)</i>	
Applicant or entity name:	Phone number:
If different from above provide Assumed Business Name:	
Applicant mailing address:	City, State, Zip
Physical address:	City, State, Zip
Type of Government Applicant: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Port <input type="checkbox"/> Parks District </div> <div style="width: 45%;"> <input type="checkbox"/> State Agency <input type="checkbox"/> Federal Agency <input type="checkbox"/> Tribal Government <input type="checkbox"/> Other (Specify) _____ </div> </div>	
Type of Private Entity Applicant: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <input type="checkbox"/> Non-profit 501c3 or 501c4 <input type="checkbox"/> Private <input type="checkbox"/> Business Corporation <input type="checkbox"/> Professional Corporation <input type="checkbox"/> Oregon Limited Liability Company </div> <div style="width: 45%;"> <input type="checkbox"/> Oregon Limited Liability Partnership <input type="checkbox"/> Foreign Limited Liability Partnership <input type="checkbox"/> Business Trust <input type="checkbox"/> Other (Specify) _____ </div> </div>	
Name of Project Manager:	Title:
Email:	Phone:
Name of Fiscal Point of Contact:	Title:
Email:	Phone:
Project Name:	Physical Address of Project, Education Activity or Equipment Storage:
Latitude (decimal):	Longitude (decimal):
Driving directions-How would a user find this location from a major highway or interstate?	

Project type, check all that apply:

- ☐ Construction (any ground disturbance)
☐ Education
☐ Construction with Education
☐ Property Acquisition
☐ Master Plan
☐ Consultant Services

2- PROJECT NARRATIVE DESCRIPTION

Describe the project, identify the purpose, outcome, match, what is being requested from the Board, what is being provided by the applicant, any permits, clearances or other items necessary to complete the project.

3- PROPOSED PROJECT FUNDING- (All Applicants Must Complete)

A - ADMINISTRATIVE MATCH *Not eligible for Grant Reimbursement*

	Applicant	Other	Marine Board	TOTAL
Administration	\$	\$	N/A	\$
Federal indirect rate <i>(complete table below)</i>	\$	\$	N/A	\$
Pre-agreement expenses <i>(complete table below)</i>	\$	\$	N/A	\$
Permit fees	\$	\$	N/A	\$
Legal fees	\$	\$	N/A	\$
System development charge (SDC)	\$	\$	N/A	\$
Other (specify) _____	\$	\$	N/A	\$
Total Administrative Match	\$	\$	N/A	\$

Federal Indirect Rate

Federal Approved Indirect Rate	What is it applicable to?	Total Value	How much is match?
		\$	\$
		\$	\$

Pre-agreement Expenses and Match *(include documentation)*

Item Description	Value
	\$
	\$
	\$
	\$

B- PROPOSED FORCE ACCOUNT MATCH				
<i>Complete tables below for each</i>	Applicant	Other	Marine Board	TOTAL
Force account labor	\$	\$	N/A	\$
Force account equipment	\$	\$	N/A	\$
Force account materials or supplies	\$	\$	N/A	\$
Total Force Account Match	\$	\$	N/A	\$

Force Account Labor			
Staff	Other	Labor Description	Value
<input type="checkbox"/>	<input type="checkbox"/>		\$
<input type="checkbox"/>	<input type="checkbox"/>		\$
<input type="checkbox"/>	<input type="checkbox"/>		\$
<input type="checkbox"/>	<input type="checkbox"/>		\$

Force Account Equipment			
Owened	Donated	Equipment Description and Purpose	Value
<input type="checkbox"/>	<input type="checkbox"/>		\$
<input type="checkbox"/>	<input type="checkbox"/>		\$
<input type="checkbox"/>	<input type="checkbox"/>		\$
<input type="checkbox"/>	<input type="checkbox"/>		\$

Force Account Materials or Supplies			
Owened	Donated	Material or Supply Description and Purpose	Value
<input type="checkbox"/>	<input type="checkbox"/>		\$
<input type="checkbox"/>	<input type="checkbox"/>		\$
<input type="checkbox"/>	<input type="checkbox"/>		\$
<input type="checkbox"/>	<input type="checkbox"/>		\$

C- PROPOSED CASH MATCH				
	Applicant	Other*	Marine Board	TOTAL
Property acquisition cost	\$	\$	\$	\$
Construction contract	\$	\$	\$	\$
Materials Purchased	\$	\$	\$	\$
Equipment Rental	\$	\$	\$	\$
Eligible permit fees	\$	\$	\$	\$
Federal indirect rate* (complete table below)	\$	\$	\$	\$
Consultant contract (attach copy of contract)	\$	\$	\$	\$
Other: _____	\$	\$	\$	\$
Total Cash Match	\$	\$	\$	\$

Federal Indirect Rate			
Federal Approved Indirect Rate	What is it applicable to?	Total Value	How much is match?
		\$	\$
		\$	\$

D-TOTAL PROPOSED PROJECT FUNDING				
	Applicant	Other	Marine Board	TOTAL
Total Administrative Match (from A)	\$	\$	N/A	\$
Total Force Account Match (from B)	\$	\$	N/A	\$
Total Cash Match (from C)	\$	\$	\$	\$
GRAND TOTAL	\$	\$	\$	\$

E- "OTHER" SOURCE, TYPE AND AMOUNT OF (NON-APPLICANT) CONTRIBUTIONS			
Grant/Loan Agency	Name of Grant/Loan	Approved Y/N	Amount of Grant
			\$
			\$
			\$
			\$

Cash Contributions by	Amount of Contribution
	\$
	\$
	\$
	\$

4- APPLICATION SIGNATURE AND CERTIFICATION *(All applicants must complete)*

Applicant Signature and Certification

Application is hereby made for the activities described above, together with attachments. I certify that I am familiar with the information contained in the application and, to the best of my knowledge and belief, this information is true, complete, and accurate. I further certify that I possess the authority, including the necessary requisite property interests, to undertake the proposed activities.

I also certify that the Applicant's governing body is aware of this request and has authorized the person identified as the official representative of the Applicant to act in connection with this application and subsequent project as well as to provide additional information as may be required.

By signing below, I affirm the Applicant's intention to enter into a Cooperative Facility Grant Agreement and agree to comply with Oregon State Marine Board's program rules, policies, and guidelines as well as all applicable federal, state, and local laws relating to this proposal, additional conditions applicable to an approved Boating Facilities Grant, and the resulting project.

Print/Type Name

Title

Applicant Signature

Date

ATTACHMENTS <i>(Are the following items attached to this application?)</i>		
	Construction	Education
Cover letter	<input type="checkbox"/>	<input type="checkbox"/>
Photos of project site, existing conditions. Show the problem.	<input type="checkbox"/>	<input type="checkbox"/>
Aerial of location	<input type="checkbox"/>	<input type="checkbox"/>
Quote from contractor, vendor or estimate establishing cost	<input type="checkbox"/>	<input type="checkbox"/>
Permit or letter from regulatory agencies if applicable	<input type="checkbox"/>	<input type="checkbox"/>
Supporting documentation (plans, permits, etc.)	<input type="checkbox"/>	<input type="checkbox"/>

Questions about this grant? Contact Janine Belleque, Boating Facilities Manager at 503-378-2628 or janine.belleque@boat.oregon.gov

Submit application and supporting documentation to Ann Fleckner, Facilities Administrative Assistant at 503-378-2727 or ann.fleckner@boat.oregon.gov