



# CITY OF MILL CITY

## AGENDA OF THE CITY COUNCIL

November 14, 2023  
City Hall  
444 S 1<sup>st</sup> Avenue  
Mill City, Oregon

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### REGULAR SESSION

1. CALL TO ORDER/FLAG SALUTE      6:30 p.m.      Mayor Kirsch
2. CITY COUNCIL ROLL CALL/INTRODUCTION OF STAFF      Mayor 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](http://www.ci.mill-city.or.us/documents/packets).*

- a. Approval of Minutes of Regular City Council Meeting of October 24, 2023
- b. Approval of Accounts Payable
- c. Acceptance of Monthly Revenues and Expenditures Report, October, 2023
- d. Ratification of Mayor Kirsch's Appointment of Misty Strasser to Serve the Remainder of the First Two Years of a Four-Year Term, Expiring June 30, 2026
- e. Ratification of Mayor Kirsch's Appointment of Mike Van Atta to Serve the Remainder of a Four-Year Term, Expiring June 30, 2024
- f. Authorization of 1/2 -Day Paid Holiday on Friday, December 22, 2023
- g. Authorization of Holiday Bonus of \$50.00 for Each City Employee

#### 5. SWEARING IN OF NEWLY APPOINTED COUNCIL MEMBERS

#### 6. LINN COUNTY SHERIFF'S REPORT

#### 7. PUBLIC WORKS REPORT

- a. Pump Report
- b. Water Project Update
- c. Public Works Truck Quotes
- d. Other

#### 8. CITIZEN COMMENTS/QUESTIONS LIMITED TO THREE (3) MINUTES

#### 9. PUBLIC HEARING: None Scheduled.

**10. PRESENTATIONS:** Sean Tate, Tate Public Affairs; Small Municipalities Advocacy Coalition

**11. OLD BUSINESS**

- a. Request for Reduction of Water Charges; 627 SE Fairview St.
- b. Oregon State Marine Board Facilities Grant – Brock Browning, Santiam River Manager; eNRG Kayaking
- c. Audit RFP
- d. Marion County ARPA Sewer Grant Update
- e. Cedar Creek Bridge Update
- f. Other

**12. NEW BUSINESS**

- a. Resolution No. 89X(3) – Sole Source; Consolidated Supply Co
- b. Request for Donation – Mill City Odd Fellows Lodge #144
- c. Civil West Engineering - Amendment #1 to Engineering Contract Per Development Agreement; NE 4<sup>th</sup> Ave Street Improvements
- d. Request for Reduction of Water Charges – 715 NW River Rd.
- e. D&I Excavating, Inc. Waterline Project Change Order #03 – SE Grove & SE Hazel
- f. Consolidated Supply Co. AMR & Meter Hardware Change Order #01
- g. Other

**13. STAFF/COMMISSION REPORTS**

- a. City Recorder Report:
  - i. List of On-Going Old Business Items
  - ii. Out-of-Office, Vacation; November 27 – December 1, 2023
  - iii. Other
- b. City Attorney's Report:
  - i. Ziply Fiber Franchise
  - ii. Other
- c. Planning Commission Report/Record of Action:
  - i. Minutes of Regular Meeting of September 8, 2023
- d. 4<sup>th</sup> of July Committee Report/Record of Action:
  - i. Minutes of Regular Meeting of September 6, 2023
  - ii. Minutes of Regular Meeting of October 4, 2023

**14. BUSINESS FROM MAYOR & CITY COUNCILORS**

Administration/ Intergovernmental

- a. Building
- b. Parks/Safety
- c. Water/Sanitation
- d. Street
- e. Police
- f. Mayor

**15. EXECUTIVE SESSION: ORS 192.662(2)(e) – to conduct Deliberations with Persons You have Designated to Negotiate Real Property Transactions**

**16. INFORMATIONAL ITEMS: None.**

## 17. ADJOURNMENT

### CALENDAR OF UPCOMING CITY MEETINGS & EVENTS

Saturday	November 18, 2023	4 <sup>th</sup> of July Committee Site Visit – Kimmel Park 12:00p.m.	
Thursday	November 23, 2023	THANKSGIVING DAY – CITY HALL CLOSED	
Friday	November 24, 2024	CITY HALL CLOSED	
Tuesday	November 28, 2023	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Thursday	December 7, 2023	4 <sup>th</sup> 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 <sup>th</sup> 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.
		Council Meeting	6:30p.m.
Wednesday	February 7, 2024	4 <sup>th</sup> of July Committee	7:00p.m.
Friday	February 9, 2024	Planning Commission Meeting	8:30a.m.
Tuesday	February 13, 2024	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Monday	February 19, 2024	PRESIDENT'S DAY – CITY HALL CLOSED	
Tuesday	February 27, 2024	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Wednesday	March 6, 2024	4 <sup>th</sup> of July Committee	7:00p.m.
Friday	March 8, 2024	Planning Commission Meeting	8:30a.m.
Tuesday	March 12, 2024	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Tuesday	March 26, 2024	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Wednesday	March 3, 2024	4 <sup>th</sup> of July Committee	7:00p.m.
Tuesday	April 9, 2024	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Friday	April 12, 2024	Planning Commission Meeting	8:30a.m.
Tuesday	April 23, 2024	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Wednesday	May 1, 2024	4 <sup>th</sup> of July Committee	7:00p.m.
Monday	May 6, 2024	Budget Committee Meeting	6:30p.m.
Friday	May 10, 2024	Planning Commission Meeting	8:30a.m.
Monday	May 13, 2024	Budget Committee Meeting	6:30p.m.
Tuesday	May 14, 2024	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Monday	May 27, 2024	MEMORIAL DAY – CITY HALL CLOSED	
Tuesday	May 28, 2024	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.
Wednesday	May 29, 2024	Budget Committee Meeting (if needed)	6:30p.m.
Monday	June 3, 2024	Budget Committee Meeting (if needed)	6:30p.m.
Wednesday	June 5, 2024	4 <sup>th</sup> of July Committee	7:00p.m.
Tuesday	June 11, 2024	Municipal Court	9:30a.m.
		Council Meeting	6:30p.m.

## **REQUEST FOR COUNCIL ACTION**

**DATE:** November 9, 2023  
**TO:** Mayor Kirsch and City Councilors  
**FROM:** Stacie Cook, MMC, City Recorder  
**REGARDING:** Consent Agenda Items

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- a. Approval of Minutes of Regular City Council Meeting of October 24, 2023
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- e. Ratification of Mayor Kirsch's Appointment of Mike Van Atta to Serve the Remainder of a Four-Year Term, Expiring June 30, 2024
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**MILL CITY  
MINUTES OF THE CITY COUNCIL  
Tuesday, October 24, 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. Staff members in attendance were City Recorder Stacie Cook and City Clerk Tree Fredrickson.

**Citizens in Attendance** were Ann Carey, Marge Henning, Carl Henriksen, Roel Lundquist, Randy Mickey, Don Strasser, Julie Strasser and Misty Strasser.

**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 Zeyen-Hall** moved and was seconded by **Councilor Winn**, to approve items 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 4<sup>th</sup> of July Committee and Declaring the Position Vacant, g; Ratification of Mayor Kirsch's Removal of Emily Henness from the Mill City 4<sup>th</sup> 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 4<sup>th</sup> 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, and k; Ratification of Planning Commission Approval of Minor Partition - 441 SW Kingwood Ave, Mill City; File No. 2023-03. Mrs. Fredrickson polled the Council. The motion passed unanimously, (4:0).

**CITIZEN COMMENTS/QUESTIONS:** Misty Strasser, NW River Rd., asked when the water project will be completed, stating that her water has had a chemical taste since the project started. Mayor Kirsch said that the project due date was extended until the end of November. Mrs. Cook said this project would not affect her water quality as it is on the opposite side of the city. Public Works will be notified of the concern.

Ann Carey, SW 1<sup>st</sup> Ave., said that she has been advised that if hydrants have been flushed then it can cause debris and taste issues.

Mrs. Strasser said that Marion County cut down the blackberry bushes growing onto her property but left overhanging branches on her fence.

**REQUEST FOR REDUCTION OF WATER CHARGES; 218 SW BROADWAY ST.:** A letter requesting reduction of water charges for 218 SW Broadway St. due to an August water/sewer bill totaling \$805.32 from an irrigation system timer that quit functioning was provided for consideration.

Property owner Randy Mickey stated that he has turned off the irrigation system until the timer can be fixed.

**Mayor Kirsch** moved and was seconded by **Councilor Zeyen-Hall**, to Approve Request for Reduction of Water Charges to the Highest Consumption in the Previous Twelve Months for 218 SW Broadway St. The motion passed unanimously, (4:0).

**REQUEST FOR REDUCTION OF WATER CHARGES; 716 S 1<sup>ST</sup> AVE.:** Lynda Harrington and Dorothy Keasey submitted two letters requesting a reduction of water charges for St. Catherine of Sienna Church, due to two water/sewer bills from September and October.

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

Mayor Kirsch stated that he is a parishioner of the church but this decision does not have an affect on his finances.

**Councilor Plotts** moved and was seconded by **Councilor Winn**, to Approve Request for Reduction of Water Charges to the Highest Consumption in the Previous Twelve Months for 716 S 1<sup>st</sup> Ave. The motion passed unanimously, (4:0).

**REQUEST FOR REDUCTION OF WATER CHARGES; 627 SE FAIRVIEW ST.:** Mariah Davis has submitted a request on behalf of her father, who is dealing with severe health issues, for a reduction of water/sewer charges for 627 SE Fairview St.

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. Mrs. Cook was asked if the bills were reaching the owner. Mrs. Cook said that no bills have been returned and Ms. Davis was aware of the charges when she called.

The water meter was removed effective October 17, 2023, which ceases all charges, per Ms. Davis' request.

Consensus to table this issue until the next meeting to allow Councilors to review the letter and talk with staff about the situation.

**REQUEST FOR LETTER OF SUPPORT – MILL CITY ENTRY PROJECT; Gay Stuntzner and Dianne Moore:** The City has received a request for a letter of support for the Mill City Entrance project that Gay Stuntzner and Dianne Moore have been working on for a number of years. The letter is requested to address potential funding from the City, water availability and maintenance of the site.

Planning Advisor Dave Kinney and Mrs. Cook have reviewed initial designs for the site. However, design modifications, based on ODOT comments and requirements, were to be made and resubmitted for review. As of yet the revised plans and project costs have not been submitted.

Mayor Kirsch said that he is hesitant to provide a letter of support for this project without first knowing what financial and future maintenance responsibilities the City would have.

Consensus to table further discussion until plans and a cost estimate have been provided.

Councilor Zeyen-Hall asked if there had been any response from ODOT on replacing the S 1<sup>st</sup> Ave. metal railing damaged by a vehicle. Mrs. Cook said that she has not heard from ODOT about the rail.

**OREGON STATE MARINE BOARD FACILITIES GRANT; Brock Browning, Santiam River Manager, eNRG Kayaking:** Mrs. Cook said that Brock Browning was unable to make tonight's meeting and requested that this be placed on the next agenda.

## MISC. CITY RECORDER ITEMS:

*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 include:

- 10 AM to 12 Noon – 5K Ugly Sweater Run/Walk
- 12 Noon to 5PM – Santiam Canyon Christmas Bazaar and Kids Crafts
- 12 Noon to 5PM – Pictures with Santa and Bake Sale
- 5:30 PM Christmas Tree Lighting @ City Hall

A request for assistance in purchasing two banners advertising the event was made. However, Mrs. Cook was informed that the organizers have found another company that can provide the banners at about half the cost. An updated cost for consideration has not been provided.

Zach Zinda, Pacific Power, will hang the wreath on the RR Bridge, decorations along 1<sup>st</sup> Ave. and Broadway St. as well as decorate the Christmas tree at City Hall. The hope is to have this all completed prior to Thanksgiving.

*Recreational Vehicles as Residences:* City Attorney Jim McGehee has issued complaints to property owners with RV's which remain in use as a residence. These have been set for court dates of November 14<sup>th</sup> and 28<sup>th</sup>, 2023.

*Miscellaneous Parking Changes:* Public Works has painted the yellow 'no parking' strip along the curb at Hammond Park. Signs have been ordered for 'no parking', '30-minute parking' and 'no blocking sidewalk' which will be posted along the right-of-way.

*2021-2022 Audit Update:* Accuity, LLC will be at City Hall on October 30 and 31, 2023 gathering information for the federal single audit necessary because of COVID relief funds and the water project. Once this portion of the audit is completed it will be submitted to the state and work can begin on the 2022-2023 audit.

During this time, Mayor Kirsch and Mrs. Cook will meet with Accuity to discuss communication concerns before a potential new contract is signed.

*Storm Water Project Update:* Planning Advisor Dave Kinney and Mrs. Cook met with Ryan Retzlaff, Keller Associates, to discuss the status of the City's storm water project. Mr. Retzlaff has submitted a tentative schedule for completion of the Storm Water Master Plan which has the final deliverable to the City by early October 2024.

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

- SW 5<sup>th</sup> Ave. Outfall
- Spring St. Basin from SJSHS west
- Kimmel Park Storm

Mr. Kinney and Keller met today to look at the SW 5<sup>th</sup> Ave. Outfall to determine what needs to be done for engineering. Mr. Retzlaff is working on the Spring Street basin engineering. Once the engineering is finished bid packs can be prepared.

*Marion County ARPA Sewer Grant Update:* The City is moving forward with the Marion County ARPA grant. The Keller Associates contract amendment 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
- I&I Inspection and Repairs – Keller Task Order signed in September. Ore-VAC West contracted to complete TVing of system. Work commenced October 19<sup>th</sup> and is expected to take 40-50 work days to clean and inspect the collection system.

Mrs. Cook stated that the first line that was opened was completely corroded and they will have to bring in a machine to bore the line out.

- Collection System Repairs and Improvements – City needs to solicit proposals for contractors to perform leak repairs on T&M basis with one to three contractors 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, upgrading of the 1<sup>st</sup> Ave. pump station and/or replace the sewer main from NW 2<sup>nd</sup> Ave. to the 1<sup>st</sup> Ave. pump station will be completed.
- Permit Compliance Repairs at WWTP (DEQ letter) – Pipe seals at rock filter have been repaired and leaks eliminated. ACE Septic provided a proposal to clean all filter screens, backwash and flush the recirculating rock filter piping, which is expected to commence in November. Results will be evaluated with options identified for repairs and/or routine maintenance.

*State of Oregon ARPA Sewer Grant Update:* The City received a \$2.5M grant from the State of Oregon for interim sewer repairs/upgrades to allow for stabilization of the WWTP for future growth. With the ever-changing direction of the future sewer project and DEQ's denial of the interim fix, these funds have yet to be allocated toward a project.

Staff is working with BizOR to enter into an IGA with Marion County for the bulk of the \$2.5M 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 the grant requirement, and can be used for land purchase, sewer main extensions and the decommission of the old sewer plant when the time comes.

*SRTS Grant Update:* The survey work for the SRTS grant has started. This includes 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.

Mrs. Cook and Planning Advisor Dave Kinney will be meeting with property owners to show the impact of the improvements on their properties, which in some cases removes driveway access along SW 4<sup>th</sup> Ave.

*Water Project Update:* D&I Excavating has completed installation of the water line and the service connections on SE Grove St. Pressure testing will be scheduled at a later date so that the tie-in at Kingwood Ave. to S 1<sup>st</sup> Ave. can be completed. The main from SW Ivy St. to Kingwood Ave. went live on October 23<sup>rd</sup>. SE 4<sup>th</sup> Ave. will be sawcut the week of 23<sup>rd</sup> so that the main can be installed.

There will be funds available after completion of all of the water lines, service connections and installation of the electronic meters. Staff is currently looking into purchasing the remaining number of meters needed to switch the entire city over to electronic meters. An extension will be required on the project deadline with BizOR to purchase and install the meters.

*Mill City Falls Park – Phase 2 Update:* The final layout of the Mill City Falls Park – Phase 2 is being worked on. There were a few issues with grading at the entrance to the park to meet ADA requirements. These have been rectified.

A meeting has been set for October 26<sup>th</sup> 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 council will award the project by December 12, 2023, with work to begin in the spring, completed by September 1, 2024.

Mr. Lundquist requested an update on the Cedar Creek Bridge project, noting that this project has been in the works for over a year. Mrs. Cook said that the review is currently with FEMA, who just forwarded the changes to their environmental department on October 20<sup>th</sup>, with a statutory 30-day review period.

Mayor Kirsch said that the NSSA open house is set for tomorrow at 6:30p.m. at the school. A second open house will be at the Gates Fire Hall on October 25, 2023.

#### **EXECUTIVE SESSION**

At 7:24PM Mayor Kirsch adjourned into executive session under ORS 192.660(2)(e) To Conduct Deliberations with Persons You Have Designated to Negotiate Real Property Transactions.

At 7:40PM Mayor Kirsch reconvened into regular session.

#### **ADJOURNMENT**

The meeting was adjourned at 7:41PM.

Prepared by:

Approved by:

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Stacie Cook, MMC  
City Recorder

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Tim Kirsch  
Mayor

Mill City

Pumping Report - meter read date to meter read date

YEAR 2022						
Month	Gallons Billed Out	Dollars Billed Out	System Pumped	Total Gallons Avail for Sale	Gallons Avail Less Billed	% Unmetered Loss
DEC	3,235,848		5,540,000	5,540,000	2,304,152	41.59%
JAN	3,710,828		5,799,000	5,799,000	2,088,172	36.01%
FEB	3,137,860		5,225,000	5,225,000	2,087,140	39.95%
MAR	2,908,972		5,706,000	5,706,000	2,797,028	49.02%
APR	3,477,452		5,812,000	5,812,000	2,334,548	40.17%
MAY	3,556,740		6,431,000	6,431,000	2,874,260	44.69%
JUNE	3,917,276		6,987,000	6,987,000	3,069,724	43.93%
JULY	6,403,628		10,721,000	10,721,000	4,317,372	40.27%
AUG	9,598,336		10,346,000	10,346,000	747,664	7.23%
SEP	6,696,096		8,373,000	8,373,000	1,676,904	20.03%
OCT	4,734,840		7,039,000	7,039,000	2,304,160	32.73%
NOV	3,306,160		6,145,000	6,145,000	2,838,840	46.20%
DEC	5,339,149		6,394,000	6,394,000	1,054,851	16.50%
TOTALS	60,023,185		90,518,000	90,518,000	30,494,815	33.69%

year 2023						
Month	Gallons Billed Out	Dollars Billed Out	System Pumped	Total Gallons Avail for Sale	Gallons Avail Less Billed	% Unmetered Loss
DEC	5,339,149		6,394,000	6,394,000	1,054,851	16.50%
JAN	3,519,938		6,211,000	6,211,000	2,691,062	43.33%
FEB	3,588,904		5,641,000	5,641,000	2,052,096	36.38%
MAR	2,772,836		6,383,000	6,383,000	3,610,164	56.56%
APR	3,453,516		6,591,000	6,591,000	3,137,484	47.60%
MAY	3,973,376		8,684,000	8,684,000	4,710,624	54.24%
JUNE	6,540,512		9,670,000	9,670,000	3,129,488	32.36%
JULY	8,524,956		11,932,000	11,932,000	3,407,044	28.55%
AUG	9,358,976		11,429,000	11,429,000	2,070,024	18.11%
SEP	5,608,504		7,093,000	7,093,000	1,484,496	20.93%
OCT	3,733,268		6,647,000	6,647,000	2,913,732	43.84%
NOV						
DEC						
TOTALS	56,413,935		86,675,000	86,675,000	30,261,065	34.91%



## CITY OF MILL CITY - ORCPP #KM2465

Preview Order K001 - F1K - 4x2 XL Regular Cab: Order Summary Time of Preview: 09/13/2023 13:04:29 Receipt: 9/13/2023

## ONE (1) 2024 FORD F150 REG CAB XL 4X2

Dealership Name: Butler Ford

P.A.# 1657 - PO-10700-00007182

Sales Code : F72455

Dealer Rep.	Keith Devenport	Type	Fleet	Vehicle Line	F-150	Order Code	K001
Customer Name	das	Priority Code	A1	Model Year	2024	Price Level	415

DESCRIPTION	MSRP	DESCRIPTION	MSRP
F150 4X2 REGULAR CAB XL - 141	\$36870	FORD FLEET SPECIAL ADJUSTMENT	\$0
141 INCH WHEELBASE	\$0	FRONT LICENSE PLATE BRACKET	\$0
TOTAL BASE VEHICLE	\$36870	50 STATE EMISSIONS	\$0
OXFORD WHITE	\$0	EXTENDED RANGE 36GAL FUEL TANK	\$0
VINYL 40/20/40 FRONT SEAT	\$0	PRICE CONCESSION INDICATOR	\$0
MEDIUM DARK SLATE	\$0	REMARKS TRAILER	\$0
EQUIPMENT GROUP 101A	\$0	SPECIAL DEALER ACCOUNT ADJUSTM.	\$0
.XL SERIES	\$0	SPECIAL FLEET ACCOUNT CREDIT	\$0
.17" SILVER STEEL WHEELS	\$0	FUEL CHARGE	\$0
2.7L V6 ECOBOOST	\$0	NET INVOICE FLEET OPTION (B4A)	\$0
ELEC TEN-SPEED AUTO W/TOW MODE	\$0	PRICED DORA	\$0
.245/70R 17 BSW ALL-SEASON	\$0	ADVERTISING ASSESSMENT	\$0
3.55 RATIO REGULAR AXLE	\$0	DESTINATION & DELIVERY	\$1995
6220# GVWR PACKAGE	\$0		
TOTAL BASE AND OPTIONS			MSRP \$38865

MSRP	\$38,865.00
INVOICE AFTER CONCESSIONS AND DEALER COST	\$35,596.00
DMV E-PLATES	\$131.50
.005% VEHICLE PRIVIEGE TAX	\$177.98
est. .0041% CORPORATE ACTIVITY TAX	\$145.94
TOTAL	\$36,056.42

\*\* ADD \$2.00 A MILE ONE WAY FOR DELIVERY\*\*

\*\* BUTLER FORD CAN NOT GUARANTEE A DELIVERY DATE OR BUILD

BUTLER FORD  
1977 HIGHWAY 99 N  
ASHLAND, OREGON  
97520

KEITH DEVENPORT  
BUTLER FORD FLEET MANAGER  
keithdevenport@butlerman.com  
541-482-2521



**Fleet Price Quote****Gresham Ford-1999 East Powell Blvd. Gresham, OR 97080****Janet Teran**

Government and Commercial Fleet Manager

Military Deliveries

State of Oregon Contract #1659

Cell: 503.333.2891

Office: 503.665.0101

Fax: 503.665.0497

[Janet@GreshamFord.com](mailto:Janet@GreshamFord.com)**Quoted to:**

City of Mill

Kaitlyn Waid

Cell/Phone 831-613-3872

Date Quoted 9/27/2023

Contract FIN QS045

FAX

This Quote is per one vehicle

End User FIN

E-Mail [kwaid@ci.mill-city.or.us](mailto:kwaid@ci.mill-city.or.us)**Vehicle Quoted:**

Model Code

F1K 122.5 in. Wheelbase, XL 4x2 RC SS 6.5 Box

Model Year

2024

**Quote:**

Item Code

Item Description

Price

Base	F1K 122.5 in. Wheelbase, XL 4x2 RC SS 6.5 Box	\$ 36,000.00
WB	141 In. Wheel Base	incl.
GVRW	6220 GVRW	
Color	YZ Oxford White	incl.
Interior	A Vinyl 40/20/40	incl.
Interior Color	S Medium Dark Slate	incl.
Trim	101A Equip Group, XL Series	incl.
Engine	99P 2.7 V6 Ecoboost	incl.
Transmission	44G Electronic 10 Speed Automatic	incl.
Emissions	425 50 States Emissions	incl.
	X19 3.55 Reg. Axle	

Cost of Vehicle \$ 36,000.00

Oregon Vehicle Privilege Tax \$ 180.00

Oregon Corporate Activity Tax \$ 133.20

E-Plates N/A

Delivered to Mill City, Oregon.

#77

Total Vehicle Quote \$ 36,313.20





Preview Order D556 - F1K - 4x2 XL Regular Cab : Order Summary Time of Preview: 09/28/2023 13:01:29 Receipt: NA

Dealership Name : Landmark Ford

Sales Code : F74022

Dealer Rep.	Diane Pohl	Type	Fleet	Vehicle Line	F-150	Order Code	D556
Customer Name	MILL CITY	Priority Code	A1	Model Year	2024	Price Level	415

DESCRIPTION	MSRP	DESCRIPTION	MSRP
F150 4X2 REGULAR CAB XL - 141	\$36870	.245/70R 17 BSW ALL-SEASON	\$0
141 INCH WHEELBASE	\$0	3.55 RATIO REGULAR AXLE	\$0
TOTAL BASE VEHICLE	\$36870	6220# GVWR PACKAGE	\$0
OXFORD WHITE	\$0	FRONT LICENSE PLATE BRACKET	\$0
VINYL 40/20/40 FRONT SEAT	\$0	50 STATE EMISSIONS	\$0
MEDIUM DARK SLATE	\$0	EXTENDED RANGE 36GAL FUEL TANK	\$0
EQUIPMENT GROUP 101A	\$0	SPECIAL FLEET ACCOUNT CREDIT	\$0
.XL SERIES	\$0	FUEL CHARGE	\$0
.17" SILVER STEEL WHEELS	\$0	PRICED DORA	\$0
2.7L V6 ECOBOOST	\$0	ADVERTISING ASSESSMENT	\$0
ELEC TEN-SPEED AUTO W/TOW MODE	\$0	DESTINATION & DELIVERY	\$1995

	<b>MSRP</b>
TOTAL BASE AND OPTIONS	\$38865
DISCOUNTS	NA
TOTAL	\$38865

**LANDMARK FORD STATE CONTRACT 1660 PRICE**

**\$34,875.00**

**\$174.38 PRIV TAX**

**\$129.04 CAT TAX**

**\$161.50 E-PLATES**

**\$35,339.91 TOTAL**

**This order has not been submitted to the order bank.**

**This is not an invoice.**

**Prepared for: Kaitlyn Waid**

City of Mill City

Prepared by: SHARON TUCKER

10/05/2023

Northside Ford Truck Sales, Inc. | 6221 N E Columbia Blvd. Portland Oregon |

972182995



2024 F-150 4x2 Regular Cab 8' box 141" WB XL (F1K)

Price Level: 415

**As Configured Vehicle**

Code	Description	MSRP	Invoice
------	-------------	------	---------

**Base Vehicle**

F1K	Base Vehicle Price (F1K)	\$36,870.00	\$35,210.00
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**Packages**

101A	Equipment Group 101A Standard	N/C	N/C
------	----------------------------------	-----	-----

*Includes:**- Engine: 2.7L V6 EcoBoost**Includes auto start-stop technology.**- Transmission: Electronic 10-Speed Automatic**Includes SelectShift with progressive range select and selectable drive modes: normal, ECO, sport, tow/haul, slippery and trail.**- 3.55 Axle Ratio**- GVWR: 6,170 lb Payload Package**- Tires: 245/70R17 BSW A/S**- Wheels: 17" Silver Steel**- Radio: AM/FM SiriusXM w/360L**Includes 4 speakers and auxiliary audio input jack.**- SYNC 4 w/Enhanced Voice Recognition**Includes 12" LCD capacitive touchscreen with swipe capability, wireless phone connection, cloud connected, AppLink with App catalog, 911 Assist, Apple CarPlay and Android Auto compatibility, digital owners manual, conversational voice command recognition and connected navigation. Note: Navigation services require SYNC4 and FordPass Connect (optional on select vehicles). Eligible vehicles receive a complimentary 1-year trial of navigation services that begins on the new vehicle warranty start date. Customers must unlock the navigation service trial by activating the eligible vehicle with a FordPass member account. If not subscribed by the end of the complimentary period, the connected navigation service will terminate, and the system will revert to embedded offline navigation. Connected service and features depend on compatible AT&T network availability. Evolving technology/cellular networks/vehicle capability may limit functionality and prevent operation of connected features. FordPass App, compatible with select smartphone platforms, is available via a download. Message and data rates may apply.***Powertrain**

99P	Engine: 2.7L V6 EcoBoost <i>Includes auto start-stop technology.</i>	Included	Included
44G	Transmission: Electronic 10-Speed Automatic <i>Includes SelectShift with progressive range select and selectable drive modes: normal, ECO, sport, tow/haul, slippery and trail.</i>	Included	Included
X19	3.55 Axle Ratio	Included	Included
STDGV	GVWR: 6,170 lb Payload Package	Included	Included

**Wheels & Tires**

STDTR	Tires: 245/70R17 BSW A/S	Included	Included
64C	Wheels: 17" Silver Steel	Included	Included

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

**Prepared for: Kaitlyn Waid**

City of Mill City

Prepared by: SHARON TUCKER

10/05/2023



Northside Ford Truck Sales, Inc. | 6221 N E Columbia Blvd. Portland Oregon |

972182995

2024 F-150 4x2 Regular Cab 8' box 141" WB XL (F1K)

Price Level: 415

**As Configured Vehicle (cont'd)**

Code	Description	MSRP	Invoice
------	-------------	------	---------

**Seats & Seat Trim**

A	Vinyl 40/20/40 Front Seat	N/C	N/C
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**Other Options**

141WB	141" Wheelbase	STD	STD
PAINT	Monotone Paint Application	STD	STD
STDRD	Radio: AM/FM SiriusXM w/360L	Included	Included

*Includes 4 speakers and auxiliary audio input jack.**Includes:**- SYNC 4 w/Enhanced Voice Recognition**Includes 12" LCD capacitive touchscreen with swipe capability, wireless phone connection, cloud connected, AppLink with App catalog, 911 Assist, Apple CarPlay and Android Auto compatibility, digital owners manual, conversational voice command recognition and connected navigation. Note: Navigation services require SYNC4 and FordPass Connect (optional on select vehicles). Eligible vehicles receive a complimentary 1-year trial of navigation services that begins on the new vehicle warranty start date. Customers must unlock the navigation service trial by activating the eligible vehicle with a FordPass member account. If not subscribed by the end of the complimentary period, the connected navigation service will terminate, and the system will revert to embedded offline navigation. Connected service and features depend on compatible AT&T network availability. Evolving technology/cellular networks/vehicle capability may limit functionality and prevent operation of connected features. FordPass App, compatible with select smartphone platforms, is available via a download. Message and data rates may apply.***Fleet Options**

WARANT	Fleet Customer Powertrain Limited Warranty	N/C	N/C
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**Requires valid FIN code.***Ford is increasing the 5-year 60,000-mile limited powertrain warranty to 5-years, 100,000 miles. Only Fleet purchasers with a valid Fleet Identification Number (FIN code) will receive the extended warranty. When the sale is entered into the sales reporting system with a sales type fleet along with a valid FIN code, the warranty extension will automatically be added to the vehicle. The extension will stay with the vehicle even if it is subsequently sold to a non-fleet customer before the expiration. This extension applies to both gas and diesel powertrains. Dealers can check for the warranty extension on eligible fleet vehicles in OASIS. Please refer to the Warranty and Policy Manual section 3.13.00 Gas Engine Commercial Warranty. This change will also be reflected in the printed Warranty Guided distributed with the purchase of every new vehicle.***Emissions**

425	50 State Emissions System	STD	STD
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**Exterior Color**

YZ_01	Oxford White	N/C	N/C
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**Interior Color**

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**Prepared for: Kaitlyn Waid**

City of Mill City

Prepared by: SHARON TUCKER

10/05/2023



Northside Ford Truck Sales, Inc. | 6221 N E Columbia Blvd. Portland Oregon |

972182995

2024 F-150 4x2 Regular Cab 8' box 141" WB XL (F1K)

Price Level: 415

**As Configured Vehicle (cont'd)**

Code	Description	MSRP	Invoice
AS_02	Black w/Medium Dark Slate w/Vinyl 40/20/40 Front Seat	N/C	N/C
SUBTOTAL		\$36,870.00	\$35,210.00
Destination Charge		\$1,995.00	\$1,995.00
TOTAL		\$38,865.00	\$37,205.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



**Prepared for: Kaitlyn Waid**

City of Mill City

Prepared by: SHARON TUCKER

10/05/2023

Northside Ford Truck Sales, Inc. | 6221 N E Columbia Blvd. Portland Oregon |

972182995



2024 F-150 4x2 Regular Cab 8' box 141" WB XL (F1K)

Price Level: 415

## Pricing Summary - Single Vehicle

**MSRP***Vehicle Pricing*

Base Vehicle Price	\$36,870.00
Options	\$0.00
Colors	\$0.00
Upfitting	\$0.00
Fleet Discount	\$0.00
Fuel Charge	\$0.00
Destination Charge	\$1,995.00
<b>Subtotal</b>	<b>\$38,865.00</b>

*Pre-Tax Adjustments*

<b>Code</b>	<b>Description</b>	<b>MSRP</b>
Delivery	Delivery per contract \$2.50 per mile after 60.	\$65.00
Govt Disc	Government discount	-\$4,369.68
1656	As per state contract #1656	\$0.00
<b>Subtotal</b>		<b>\$34,560.32</b>

*Sales Taxes*

<b>Code</b>	<b>Description</b>	<b>MSRP</b>
CAT	Corporate Activity Tax	\$138.24

*Estimated CAT tax (gross receipts tax) in effect 1/1/20.*

Oregon Tax	Oregon Privilege Tax	\$172.80
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*Oregon Privilege Tax for all new vehicles and any used vehicles with less than 7500 miles that have not previously been registered in Oregon.*

<b>Subtotal</b>	<b>\$34,871.36</b>
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Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

**Prepared for: Kaitlyn Waid**

City of Mill City

Prepared by: SHARON TUCKER

10/05/2023



Northside Ford Truck Sales, Inc. | 6221 N E Columbia Blvd. Portland Oregon |

972182995

2024 F-150 4x2 Regular Cab 8' box 141" WB XL (F1K)

Price Level: 415

## Pricing Summary - Single Vehicle

### Post-Tax Adjustments

Code	Description	MSRP
CAT Doc 75	Adjustment for CAT on \$75 Doc fee	\$0.30
<i>CAT tax adjustment for doc fee. Tax is to be collected for document processing fee.</i>		
E-Doc	Doc fee for E-Plates	\$75.00
<i>Doc fee for processing E-Plates</i>		
E-RegPlate	Plate and registration for E-Plates	\$30.50
<i>\$25.50 Plate fee \$5.00 Registration</i>		
Title-19	Title fee for vehicles getting 0-19 MPG avg	\$101.00
<b>Subtotal</b>		<b>\$35,078.16</b>
<b>Total</b>		<b>\$35,078.16</b>

\_\_\_\_\_  
Customer Signature\_\_\_\_\_  
Acceptance Date

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

## **Memorandum**

**Date:** October 4, 2023  
**To:** Mayor Kirsch and Council  
**From:** Stacie Cook, MMC, City Recorder  
**Subject:** **Old Business for October 10, 2023 Council Meeting**

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

The Council received a request for reduction of water/sewer charges for 627 SE Fairview St. at the October 24<sup>th</sup> meeting. A decision on the request was held to allow Councilors to speak with staff about the request so that a more informed decision could be made.

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.**

**b. Oregon State Marine Board Facilities Grant – Brock Browning, Santiam River Maager; 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.**

**c. Audit RFP**

Mayor Kirsch and I met with Glen Kearns and Kori Sarrett, Accuity, LLC, last month to discuss auditing services and communication concerns. After our conversation we have no concerns with moving forward with the contract award.

Accuity provided an all-inclusive fee of \$23,500, including single audit services. Should single audit services be unnecessary the fee would reduce by \$4000. A copy of the proposal has been placed in Council boxes.

Staff recommends awarding the 2023-2024 Audit Services Contract to Accuity, LLC.

**Requested Action: Motion to Award 2023-2024 FY Audit Services Contract to Accuity LLC.**

**d. Marion County ARPA Sewer Grant Update**

The request to Marion County to modify the scope of work for our \$1 Million ARPA Sewer grant as outlined at the last meeting has been approved.

**Requested Action: None. Information Only.**

**e. Cedar Creek Bridge Update**

We are still waiting for a response from FEMA Environmental and Historic Preservation (EHP) on the changes to the Cedar Creek Bridge Scope of Work. Considering the length of time that this project has been delayed and the hard deadline of September 15, 2024 for full close out, staff has requested that Kevin Groom, Linn County Senior Engineer, prepare the bid pack so that the project is ready to put out for bid ASAP upon notification to move forward.

**Requested Action: None. Information Only.**

**f. Other**





# Boating Facility and Waterway Access Grant Application for Construction and Permitting

<b>FOR OSMB USE ONLY</b>		Grant number:
Biennium:	Date Received:	

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

<b>1- APPLICANT PROJECT TYPE AND LOCATION</b> <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	\$
<b>Total Administrative Match</b>	\$	\$	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	\$
<b>Total Force Account Match</b>	\$	\$	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: _____	\$	\$	\$	\$
<b>Total Cash Match</b>	\$	\$	\$	\$

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)	\$	\$	\$	\$
<b>GRAND TOTAL</b>	\$	\$	\$	\$

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
	\$
	\$
	\$
	\$

<b>F- BUDGET PRORATION DESCRIPTION</b> Describe how the budget was prorated between recreational boating and non-boating uses. Attach an itemized budget or estimate illustrating the proration.
---

<b>5- PROJECT NARRATIVE DESCRIPTION-</b> <i>(Applicants requesting funds for construction, property acquisition, master planning and technical assistance for design, engineering or permitting must complete)</i> <p>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.</p> <p><b>A.</b> 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?</p> <p><b>B.</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.</p> <p><b>C.</b> 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.</p> <p><b>D.</b> Briefly describe the history of the boating facility property.</p> <p><b>E.</b> 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.</p> <p><b>F.</b> Describe the project implementation and completion timeline.</p>
--

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?)*

<b>Required For:</b>	<b>Acquisition</b>	<b>Consulting</b>	<b>Construction</b>
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) <b>Appendix A</b>	<input type="checkbox"/>	If applicable	<input type="checkbox"/>
Historical, Cultural, Archaeological Resources form, <b>Appendix B</b>	If applicable	If applicable	<input type="checkbox"/>
Natural Resources form, <b>Appendix C</b>	If applicable	If applicable	<input type="checkbox"/>
Property Acquisition form, <b>Appendix D</b>	<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](http://www.oregon.gov/osmb/boating-facilities) .

For questions contact Janine Belleque, Boating Facilities Manager, 503-378-2628, [janine.belleque@boat.oregon.gov](mailto: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 <b>No</b> , it means that no local land use review is needed. <b>Skip to Planning Official Information below.</b> If <b>Yes</b> , 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 plant 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

<b>FOR OSMB USE ONLY</b>		Grant number:										
Biennium:	Date Received:											
<b>Refer to the Boating Facility, Waterway Access and Small Grant Procedure Guide for information on facilities, access and education.</b>												
<b>1- APPLICANT PROJECT TYPE AND LOCATION</b> <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: <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> County</td> <td><input type="checkbox"/> State Agency</td> </tr> <tr> <td><input type="checkbox"/> City</td> <td><input type="checkbox"/> Federal Agency</td> </tr> <tr> <td><input type="checkbox"/> Port</td> <td><input type="checkbox"/> Tribal Government</td> </tr> <tr> <td><input type="checkbox"/> Parks District</td> <td><input type="checkbox"/> Other (Specify) _____</td> </tr> </table>			<input type="checkbox"/> County	<input type="checkbox"/> State Agency	<input type="checkbox"/> City	<input type="checkbox"/> Federal Agency	<input type="checkbox"/> Port	<input type="checkbox"/> Tribal Government	<input type="checkbox"/> Parks District	<input type="checkbox"/> Other (Specify) _____		
<input type="checkbox"/> County	<input type="checkbox"/> State Agency											
<input type="checkbox"/> City	<input type="checkbox"/> Federal Agency											
<input type="checkbox"/> Port	<input type="checkbox"/> Tribal Government											
<input type="checkbox"/> Parks District	<input type="checkbox"/> Other (Specify) _____											
Type of Private Entity Applicant: <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> Non-profit 501c3 or 501c4</td> <td><input type="checkbox"/> Oregon Limited Liability Partnership</td> </tr> <tr> <td><input type="checkbox"/> Private</td> <td><input type="checkbox"/> Foreign Limited Liability Partnership</td> </tr> <tr> <td><input type="checkbox"/> Business Corporation</td> <td><input type="checkbox"/> Business Trust</td> </tr> <tr> <td><input type="checkbox"/> Professional Corporation</td> <td><input type="checkbox"/> Other (Specify) _____</td> </tr> <tr> <td><input type="checkbox"/> Oregon Limited Liability Company</td> <td></td> </tr> </table>			<input type="checkbox"/> Non-profit 501c3 or 501c4	<input type="checkbox"/> Oregon Limited Liability Partnership	<input type="checkbox"/> Private	<input type="checkbox"/> Foreign Limited Liability Partnership	<input type="checkbox"/> Business Corporation	<input type="checkbox"/> Business Trust	<input type="checkbox"/> Professional Corporation	<input type="checkbox"/> Other (Specify) _____	<input type="checkbox"/> Oregon Limited Liability Company	
<input type="checkbox"/> Non-profit 501c3 or 501c4	<input type="checkbox"/> Oregon Limited Liability Partnership											
<input type="checkbox"/> Private	<input type="checkbox"/> Foreign Limited Liability Partnership											
<input type="checkbox"/> Business Corporation	<input type="checkbox"/> Business Trust											
<input type="checkbox"/> Professional Corporation	<input type="checkbox"/> Other (Specify) _____											
<input type="checkbox"/> Oregon Limited Liability Company												
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	\$
<b>Total Administrative Match</b>	\$	\$	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>B- PROPOSED FORCE ACCOUNT MATCH</b>				
<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	\$
<b>Total Force Account Match</b>	\$	\$	N/A	\$

<b>Force Account Labor</b>			
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"/>		\$

<b>Force Account Equipment</b>			
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"/>		\$

<b>Force Account Materials or Supplies</b>			
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"/>		\$

<b>C- PROPOSED CASH MATCH</b>				
	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: _____	\$	\$	\$	\$
<b>Total Cash Match</b>	\$	\$	\$	\$

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)	\$	\$	\$	\$
<b>GRAND TOTAL</b>	\$	\$	\$	\$

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

<b>ATTACHMENTS</b> <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](mailto: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](mailto:ann.fleckner@boat.oregon.gov)

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

## **Memorandum**

**Date:** November 9, 2023  
**To:** Mayor Kirsch and Council  
**From:** Stacie Cook, MMC, City Recorder  
**Subject:** **New Business for November 14, 2023 Council Meeting**

**a. Resolution No. 89X(3) – Sole Source; Consolidated Supply Co**

Enclosed is Resolution No 89X(3), which outlines authorization for sole source purchasing through Consolidated Supply Co. for any goods and products related to the Automated Meter Reading (AMR) system.

Because new meters must be compatible with the current software, we must purchase Mueller Water Products components. Consolidated Supply Co. is the sole supplier of Mueller Water Products AMR components within Oregon, Washington and Idaho.

**Requested Action: Motion to Approve Resolution No. 883 – Sole Source Consolidated Supply Co.**

**b. Request for Donation – Mill City Odd Fellows Lodge #144**

Enclosed is a letter requesting a donation toward water damage repairs for the Mill City Odd Fellows Lodge #144. The letter states that painting, roof repairs and various smaller projects have been funded through fundraisers and savings, leaving no funds to cover costs for the water damage.

At one time the City allocated funds annually for requests such as this. Unfortunately, the practice was stopped by a previous Council.

**Requested Action: Discussion.**

**c. Civil West Engineering – Amendment #1 to Engineering Contract Per Development Agreement; NE 4<sup>th</sup> Ave Street Improvements**

Enclosed is Amendment #1 to the Civil West Engineering Services Agreement for engineering design of the NE 4<sup>th</sup> Ave street improvements. The City is working with Civil West per a development agreement as a Condition of Approval for the Craft PourHouse land use decision.

Amendment #1 modifies the engineering agreement to include a drainage system extension along the east side of NE 4<sup>th</sup> Ave and onto Hwy 22 on a T&M basis with cost not to exceed \$7600.

**Requested Action: Motion to Approve Civil West Engineering**

**Amendment #1 to Engineering Contract for  
NE 7<sup>th</sup> Ave Street Improvements at a Cost  
Not to Exceed \$7600.**

**d. Request for Reduction of Water Charges; 715 NW River Rd.**

We have received a request from the owner of 715 NW River Rd. for reduction of water charges for the September billing. The request states that a leak was found in the sprinkler system, which has since been fixed. There was a total of 95 units of water over the last two months for this property, a portion of which has not yet been billed out.

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 13 units.

**Requested Action:    Discussion.**

**Possible Motions:    To Deny Request for Reduction of Water  
Charges for 715 NW River Rd.**

**To Approve Request for Reduction of Water  
Charges to the Highest Consumption in the  
Previous Twelve Months for 715 NW River  
Rd.**

**To Approve Request for Reduction of Water  
Charges in the Amount of \_\_\_\_\_ for  
715 NW River Rd.**

**e. D&I Excavating, Inc. Waterline Project Change Order #03 – SE Grove & SE Hazel**

Enclosed is D&I Excavating, Inc. Change Order #03 for the City's waterline project. Change Order #3 authorizes the additional materials, equipment and labor to compete tie-in work at S 1<sup>st</sup> Ave and SE Grove St as well as at S 1<sup>st</sup> Ave and SE Hazel St.

The costs for the additional items are \$2085.53 and \$2889.89, respectively. The work was authorized by Public Works Supervisor Russ Foltz and City Engineer John Ashley during the course of the project as there were required in order to continue moving forward with the project.

The total contract modification is \$4975.42, making the revised contract amount \$1,366,820.18.

**Requested Action:    Motion to Approve D&I Excavating, Inc.  
Waterline Project Change Order #3 in the  
Amount of \$4975.42.**

**f. Consolidated Supply Co. AMR & Meter Hardware Change Order #01**

Enclosed is Change Order #01 for the Consolidated Supply Co. Automated Meter Reading System and Hardware Contract. This Change Order authorizes the purchase of an additional 500 water

meters and meter boxes with lids.

As indicated at a previous meeting, there will be funds remaining in the loan/grant that the City received from BizOR. Failure to use the full amount does not reduce the loan total, rather the grant so it is in the interest of the City to move forward with the additional purchase. Purchasing an additional 500 meters should ensure that every meter in the City is moved to the electronic system.

The Council earlier adopted Resolution No. 893, which authorizes a sole source purchase from Consolidated Supply Co. for these components.

The total for all items is \$191,085, making the revised contract amount \$322,104.44.

**Requested Action: Motion to Approve Consolidated Supply Co.  
AMR & Meter Hardware Change Order #01  
in the Amount of \$191,085.00.**

g. Other

## **RESOLUTION NO. 89X(3)**

### **A RESOLUTION AUTHORIZING A SOLE SOURCE CONTRACT TO CONSOLIDATED SUPPLY FOR PRODUCTS RELATED TO CITY OF MILL CITY AUTOMATED WATER METER READING SYSTEM**

**WHEREAS**, the City of Mill City purchased an automated water meter reading (AMR) system from Mueller Water Products in 2021 through a competitive bid process; and

**WHEREAS**, the City of Mill City needs to purchase additional AMR components to complete the replacement of water meters throughout the City and will need to make purchases as components fail or meet their life cycle; and

**WHEREAS**, In accordance with ORS 279B.075 Sole-source procurements:

(1) A contracting agency may award a contract for goods or services without competition when the local contract review board determines in writing, in accordance with rules adopted under ORS 279A.065, that the goods or services, or class of goods or services, are available from only one source.

(2) The determination of a sole source must be based on written findings that may include:

- (a) That the efficient utilization of existing goods requires the acquisition of compatible goods or services;
- (b) That the goods or services required for the exchange of software or data with other public or private agencies are available from only one source;
- (c) That the goods or services are for use in a pilot or an experimental project; or
- (d) Other findings that support the conclusion that the goods or services are available from only one source.

(3) To the extent reasonably practical, the contracting agency shall negotiate with the sole source to obtain contract terms advantageous to the contracting agency; and

**WHEREAS**, the AMR system from Mueller Water Products is non-compatible with other AMR system components; and

**WHEREAS**, the Mueller Water Products AMR components are exclusively distributed by Consolidated Supply Co in Oregon, Washington and Idaho; and

**WHEREAS**, Pursuant to ORS 279B.075 (2)(a), as the local contract review board for the City of Mill City, the City Council finds that efficient utilization of existing goods requires the acquisition of compatible goods or services from only one source; Consolidated Supply Co;

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Mill City that:

**Section 1:** The recitals set forth above are incorporated into this resolution as if fully set forth herein.

**Section 2:** Consolidated Supply Co shall be the sole source of goods and products related to the City of Mill City automated water meter reading (AMR) system.

**Section 3:** This Resolution shall take effect when executed by the Mayor.

**ADOPTED BY** the City Council of the City of Mill City, Oregon this 14<sup>th</sup> day of November 2023.

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

By: \_\_\_\_\_  
TIMOTHY L. KIRSCH, Mayor

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

Attest: \_\_\_\_\_  
STACIE COOK, MMC, City Recorder





Mueller Water Products  
Headquarters  
1200 Abernathy Road NE  
Suite 1200  
Atlanta, GA 30328

phone: 770-206-4200

10-23-23

To Who it may concern,

Mueller Systems is proud to partner with Consolidated Supply Co as our exclusive distributor for all Mueller Systems Products and Services in Oregon, Washington, and Idaho.

Mueller Systems has a 25+ year relationship with Consolidated Supply. This longevity has shown to benefit Consolidated Supply's metering customers, bringing knowledge, stability, and long-term success of their Mueller Meter Systems.

If there are any questions, please contact me at the information below.

Thanks,

*Matt Zellers*

Matt Zellers

Territory Manager - OR, WA, ID, MT, WY, AK

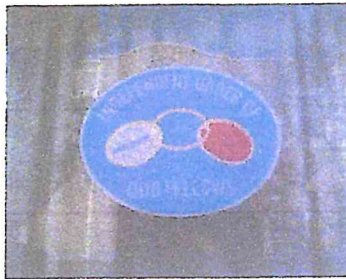
[mzellers@muellerwp.com](mailto:mzellers@muellerwp.com)

503-310-5993

MUELLER® | ECHOLOGICS® | HYDRO GATE® | HYDRO-GUARD® | HYMAX® | JONES® | KRAUSZ® | MI.NET®

MILLIKEN® | PRATT® | PRATT INDUSTRIAL® | SINGER® | U.S. PIPE VALVE AND HYDRANT

Mill City Odd Fellows #144  
PO Box 444  
Mill City OR, 97360



RECEIVED  
OCT 20 2023  
BY: .....

Dear Members of the Santiam Canyon Community,

The Mill City Odd Fellows Lodge #144 is in dire need of funds to finish repairs to Stewart's Hall. While Santiam Hearts to Arts has generously helped with finding grant funding to renovate the interior, as the owners and custodians of this historic building at 158 SW Broadway St., in Mill City, we are responsible for its maintenance and repairs.

Last year we painted half the building and still need to finish that along with other, smaller projects that we have been able to finance through various fundraisers. Roof repairs, which have been completed were very expensive, taking most of our savings. There is water damage upstairs and we now need to fix that and we are out of funds.

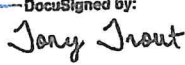
We are asking you, our friends and family in the Santiam Canyon, for help funding needed repairs.

We have never asked for donations before but don't have any other options. We know that our wonderful community appreciates the historic significance of this building that has been part of our community since 1913. Renamed Stewart's Hall in 2021, it is now home to other non-profit organizations such as Santiam Hearts to Arts that includes KYAC Radio and Canyon Chorus. Other non-profits using space are Canyon Gleaners and Santiam Kids and Tourism Effort (SKATE).

Your generous donation, in any amount, will help us maintain this important piece of Mill City history and continue to provide a much-needed space for community and private events, at low or no cost. Please send your checks to:

Mill City Odd Fellows Lodge #144  
P.O. Box 144  
Mill City, OR 97360.

Sincerely,

DocuSigned by:  
  
425426FBA5424FC...

Tony Trout, Noble Grand



**Rogue Valley Office**  
10558 Hwy 62, Ste. B-1  
Eagle Point, OR 97524  
541-326-4828

**Coos Bay Office**  
486 'E' Street  
Coos Bay, OR 97420  
541-266-8601

**Albany Office**  
200 Ferry St. SW  
Albany, OR 97321  
541-223-5130

**Newport Office**  
409 SW 10<sup>th</sup> Street  
Newport, OR 97365  
541-264-7040

## **AMENDMENT # 1**

Date: October 27, 2023

Work Order Number:

To: David Kinney, Planning Consultant – City of Mill City

From: Kerry Sessions, Senior Project Manager, Civil West Engineering Services, Inc.

RE: **Development Agreement - Craft Pour House – Scope Amendment for Additional Engineering Services**  
Civil West Project Number: 2209-002

The purpose of this amendment is to identify additional engineering services that are needed to complete the street improvement design for the project.

### **Background Summary**

The original scope of services for this project included time to prepare additional survey along the east side of NE 4<sup>th</sup> Avenue and provide plans for widening of the street to a minimum 28-foot-wide street width. Based on our findings from the results of the survey we have determined that additional engineering services will be required to provide a drainage system extension along the east side of NE 4<sup>th</sup> Avenue then turning easterly on Highway 22 to adequately address the drainage and grading required for the street widening.

The following engineering services are required to meet this additional work.

### **Part A: Scope of Services Amendment**

#### **Task 1 Storm Drain System Extension**

- Civil West will depict a storm drain extension the improvement plans beginning at the end of the existing pipe located east of NE 4<sup>th</sup> Avenue and south of Highway 22. The new line will be constructed within the right-of-way and extend northerly to a point beyond the northwest corner of the property at 405 NE Alder Street. From there the line will proceed easterly within the Highway 22 right-of-way, north of the 405 NE Alder Street property, to an inlet designed to receive flows in a swale that lies just north of the right-of-way.
- The extension will also require the addition of a ditch inlet that lies west of the 405 NE Alder Street property to capture drainage that currently flows to the open end of the existing pipe.

#### **Task 2 Storm Drain Extension Detailing**

- Civil West will provide details and cross-sections to depict the construction requirements for the new ditch inlet and new storm drain inlet.



**Part B: Amendment Fee**

Civil West is hereby offering to provide the additional services as specified in **Part A: Scope of Services Amendment** for the budgeted amounts shown below:

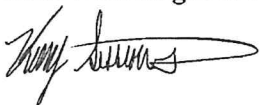
Task	Description	Proposed Budget
1	Storm Drain System Extension	\$3,040
2	Storm Drain Extension Detailing	\$4,560
Total		\$7,600

The above budget is considered to be a not-to-exceed maximum for the scope of work described and will be billed at a time & materials rate based on the rate schedule shown on **Exhibit A**. The terms of the original contract are applicable to this amendment.

We are grateful for this opportunity to provide these additional services in support of your project. Please let me know if you have any questions. We ask that you indicate your understanding and acknowledgment of the additional tasks to be performed and the associated fee by signing below and returning a copy to our office for our records.

Sincerely,

**Civil West Engineering Services, Inc.**



Kerry Sessions, P.E.  
Senior Project Manager  
Civil West Engineering Services, Inc.

---

Authorized Representative Signature Accepting Scope of Services Amendment

Date



## Exhibit A

Civil West Engineering Services, Inc. - 2022 Rate Schedule	
STAFF/ITEM	Bill Rate
<b>ENGINEERING</b>	
Expert Witness	\$415
Principal	\$194
Regional Manager	\$189
Senior Project Manager	\$184
Senior Project Engineer	\$164
Senior Engineering Technician	\$139
Project Manager	\$179
Project Engineer	\$152
Staff Engineer	\$130
Engineering Technician	\$99
Drafter	\$89
Inspector 1	\$184
Inspector 2	\$152
Inspector 3	\$130
Clerical	\$76
<b>Surveying</b>	
Senior Surveyor (PLS)	\$174
Senior Survey Technician	\$147
Survey Technician	\$124
1-person Survey Crew	\$195
2-person Survey Crew	\$227
3-person Survey Crew	\$273
<b>REIMBURSABLES</b>	
Mileage - or current IRS Rate	\$0.575
Survey Equipment	\$400/day
Lodging, meals as required for travel	Cost
Reproduction, Printing, Shipping, Etc.	Cost plus 15%
Lab Fees	Cost plus 15%
Subconsultants	Cost plus 15%
Expert Witness Support Expenses	Cost



**CITY OF MILL CITY**  
**WATERLINE REPLACEMENT PROJECT – PHASE 2**  
**CONTRACT MODIFICATION**

Contract Modification No<sup>1</sup>:

**03**

☒

CHANGE ORDER



WRITTEN AMENDMENT  
(use for non-engineering / non-technical)

Project: CITY OF MILL CITY – WATERLINE REPLACEMENT PROJECT – PHASE 2

Project Contractor: D&I EXCAVATING, INC. Superintend DEREK HANSEN

Project Owner: CITY OF MILL CITY, OR

*The following Contract Modifications are hereby ordered, as further outlined and authorized below:*

**Reason for Modification(s):**

Per Project Review Meeting with Contractor on October 25, 2023.

- Item 1. SE Grove St. Tie-in – Additional Materials, Equipment & Labor to Complete Tie-in at S. 1<sup>st</sup> Avenue and SE Grove St.: Contractor incurred additional material, equipment and labor expenses to go under the existing storm sewer on the east side of the S. 1<sup>st</sup> Ave/SE Grove St. intersection, as shown in the attached Contractor's time and material summary log dated July 15, 2023.

Add \$ 2,085.53  
Delete 0.00  
Total \$ 2,085.53

- Item 2. SE Hazel St. Tie-in – Additional Materials, Equipment & Labor to Complete Tie-in at S. 1<sup>st</sup> Avenue and SE Hazel St.: Contractor incurred additional material, equipment and labor expenses to dive under existing utilities on the east side of the S. 1<sup>st</sup> Ave/SE Hazel St. intersection, as shown in the attached Contractor's time and material summary log dated July 15, 2023.

Add \$ 2,889.89  
Delete 0.00  
Total \$ 2,889.89

**Description and Cost of Work (attach additional pages as required):**

- See attached cost summary sheets from D & I Excavating dated July 15, 2023 for work in July 2023 on the 1<sup>st</sup> Avenue water main tie-ins at SE Hazel and SE Grove St.
- Total Contract Modification this Change Order = + \$ 4,975.42

Contract Amount		Contract Times (Calculate Days)	
Original Contract Amount:	<u>\$ 1,350,322.00</u>	Original Contract Date:	<u>October 4, 2023</u>
Previous Modification(s): (CO#1)	<u>11,522.76</u>	Previous Modification(s): (Add / Deduct / None)	<u>+ 57</u> Days
This Contract Modification:	<u>4,975.42</u>	This Contract Modification: (Add / Deduct/ None)	<u>0</u> Days
Revised Contract Amount:	<u>\$ 1,366,820.18</u>	Revised Contract Date:	<u>November 30, 2023</u>

Therefore, in consideration of this and previous Contract Modifications, the Original Contract Date is to hereby modified with a final completion date of:

November 30, 2023

**Recommendation(s) for Modification<sup>2</sup>:**

**ENGINEER**

**PUBLIC WORKS**

By: \_\_\_\_\_

By: \_\_\_\_\_

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

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

**Authorization:**

**IN WITNESS WHEREOF**, duly authorized representatives of the parties have executed this Contract Modification with the effective date, the year and day last written below.

**CONTRACTOR**

**CITY**

**D&I EXCAVATING, INC.**

**CITY OF MILL CITY, OREGON**

By: \_\_\_\_\_

By: \_\_\_\_\_  
*Mayor*

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

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

**ATTEST:**

By: \_\_\_\_\_  
*City Recorder*

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





# Daily Time & Material Log

Field Use Only  
Office Use Only

Project: Mill City Waterline P2

Date: 7/15/2023

Foreman/Supervisor: Brent Kodama

Phase: Hazel Tie-In CO

## Materials:

Supplier	Product	Measurement	Total Units	Unit Cost	Total Cost
Consolidated Supply	8" MJ x MJ 45 Degree Elbows	Each	4.00	\$198.03	\$792.12
Consolidated Supply	8" Megalug Restraints	Each	8.00	\$80.14	\$641.12
Consolidated Supply	Freight	Lump Sum	1.00	\$117.65	\$117.65

Total Material Cost: \$1,550.89

## Equipment:

Number/Make/Model	Operator Name	P/W Class	Total Hours	Hourly Rate	Total Cost
316 Excavator	Brent Kodama	PEO G4	2	\$182.00	\$364.00

Total Equipment Cost: \$364.00

## Labor/Operator:

Name	Class	P/W Class	Total Hours	Hourly Rate	Total Cost
Unknown	Labor	Group 2	3	\$75.44	\$226.32
Unknown	Labor	Group 2	3	\$75.44	\$226.32
Brent Kodama	Operator	PEO G4	1	\$102.46	\$102.46

Total Labor Cost: \$555.10

## Subcontractors:

Company Name	Trade Description	Measurement	Total Units	Unit Rate	Total Cost

Total Subcontractor Cost:

Work Performed: Install extra fittings to go under existing utilites.


	Mark-Up	Sub-Total	Total w/MU
Material	17%	\$1,550.89	\$1,814.54
Equipment	17%	\$364.00	\$425.88
Labor	17%	\$555.10	\$649.47
Subcontractors			
Daily Grand Total:			\$2,889.89

Owner Representative:

Title:

Contractor Representative:

Title:



# Daily Time & Material Log

Field Use Only  
Office Use Only

Project: Mill City Waterline P2

Date: 7/15/2023

Foreman/Supervisor: Brent Kodama

Phase: Grove Tie-In CO

## Materials:

Supplier	Product	Measurement	Total Units	Unit Cost	Total Cost
Consolidated Supply	8" MJ x MJ 45 Degree Elbows	Each	2.00	\$198.03	\$396.06
Consolidated Supply	8" Megalug Restraints	Each	4.00	\$80.14	\$320.56

Total Material Cost: \$716.62

## Equipment:

Number/Make/Model	Operator Name	P/W Class	Total Hours	Hourly Rate	Total Cost
316 Excavator	Brent Kodama	PEO G4	1	\$182.00	\$182.00

Total Equipment Cost: \$182.00

## Labor/Operator:

Name	Class	P/W Class	Total Hours	Hourly Rate	Total Cost
Brent Kodama	Operator	PEO G4	2	\$102.46	\$204.92
Unknown	Labor	Group 2	4	\$75.44	\$301.76
Unknown	Labor	Group 2	5	\$75.44	\$377.20

Total Labor Cost: \$883.88

## Subcontractors:

Company Name	Trade Description	Measurement	Total Units	Unit Rate	Total Cost

Total Subcontractor Cost:

Work Performed: Install extra fittings and excavate deeper than originally anticipated to get under existing utilities.

	Mark-Up	Sub-Total	Total w/MU
Material	17%	\$716.62	\$838.45
Equipment	17%	\$182.00	\$212.94
Labor	17%	\$883.88	\$1,034.14
Subcontractors			
Daily Grand Total:			\$2,085.53

Owner Representative:

Title:

Contractor Representative:

Title:

**CITY OF MILL CITY**  
**AUTOMATED WATER METERING SYSTEM**  
**AND WATER METER HARDWARE**  
**CONTRACT MODIFICATION**

Contract Modification  
No<sup>1</sup>:

**01**

**X**

**CHANGE ORDER**

**WRITTEN AMENDMENT**  
(use for non-engineering / non-technical)

Project CITY OF MILL CITY – AUTOMATED WATER METERING SYSTEM - Sept. 6, 2021 Contract

Supplier : CONSOLIDATED SUPPLY CO. Authorized By: \_\_\_\_\_

Project Owner: CITY OF MILL CITY, OR

***The following Contract Modifications are hereby ordered, as further outlined and authorized below:***

**Reason for Modification(s):**

Amend contract for goods and services dated September 6, 2021.

The City of Mill City will purchase 500 additional ¾" x 7.5" water meters and 15" x 22" meter boxes with lids to provide automated radio read water meters for customers connected to the City of Mill City water system. Materials shall be provided per specifications and terms in the contract. Payment shall be on a per unit basis, as delivered to the City of Mill City Public Works shop at 475 SW Kingwood Avenue, Mill City, Oregon. Delivery by December 15, 2023. Installation by others.

**Bid Schedule**

Item B-1 Water Meters. Provide 500 -- ¾"x7.5" LL Water Meter w/ sealed Encoder Register with analog display and MIU, factory potted weather-proof connection between encoder register and MIU.

Item C-1 Water Meter Box with Lid: Provide 500 -- DFW Plastics GRAY "Wide Body" Meter Box with Lid, 11" x18" x 12" deep, or equal. Meter boxes & lids must be H20 load rated for use in sidewalks and driveways.

**Description and Cost of Work (attach additional pages as**

- See attached supplier proposal and summary of costs.

Contract Amount		Contract Times (Calculate Days)	
Original Contract Amount:	<b>\$ 127,893.00</b>	Original Contract Date:	<b>NA</b>
Previous Modification(s): (CCD #1 - Add )	<b>+ 3,126.44</b>	Previous Modification(s): (Add / Deduct / <b>None</b> )	<b>90</b> Days
This Contract Modification: (Add / Deduct / None)	<b>+191,085.00</b>	This Contract Modification:	<b>NA</b> Days
<b>Revised Contract Amount:</b>	<b>\$ 322,104.44</b>	<b>Revised Contract Date:</b>	<b>Deliver by December 15, 2023</b>

**Therefore, in consideration of this and previous Contract Modifications, the  
Original Contract Date is to hereby modified with a final completion date of:**

**December 15, 2023**

**Recommendation(s) for Modification<sup>2</sup>:**

**PROJECT CONSULTANT**

By: \_\_\_\_\_  
David W. Kinney

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

**PUBLIC WORKS**

By: \_\_\_\_\_  
Russ Foltz

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

**Authorization:**

**IN WITNESS WHEREOF**, duly authorized representatives of the parties have executed this Contract Modification with the effective date, the year and day last written below.

**SUPPLIER**

**CONSOLIDATED SUPPLY, CO.**

**CITY**

**CITY OF MILL CITY, OREGON**

By: \_\_\_\_\_

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

By: \_\_\_\_\_  
Mayor

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

**ATTEST:**

By: \_\_\_\_\_  
City Recorder

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

Enclosure: Cost Proposal dated September \_\_, 2023  
Water Meters and Meter Boxes w/ Lids

Change Order #1

AMR Metering System and Water Meter Hardware  
Consolidated Supply Co.  
Original Contract Date: September 6, 2021

<sup>1</sup>Number all Contract Modifications consecutively.  
<sup>2</sup>Recommendation necessary for Change Orders.

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

## **Memorandum**

**Date:** November 9, 2023  
**To:** Mayor Kirsch and City Councilors  
**From:** Stacie Cook, MMC, City Recorder  
**Subject:** City Recorder Report for November 14, 2023 Meeting

1. **List of On-Going Old Business Items**

Enclosed is the current list of on-going old business items. If there are items which should be added that I have missed, please let me know. As always, if there are any items on the list that you would like to discuss please pull it under old business on the agenda.

**Requested Action: None. Information Only.**

2. **Out-of-Office, Vacation; November 27 – December 1, 2023**

I will be out of the office the week of November 27<sup>th</sup> for vacation.

**Requested Action: None. Information Only.**

3. **Other**

## **On-Going Old Business Items**

1. Personnel Handbook
2. Nuisance Grass Fee Schedule
3. Security Cameras
4. City Administrator Job Description
5. Sewer Rate Study
6. Sewer SDC Study
7. Additional SDC Implementation (Street, Storm, Parks, etc.)
8. Update Current Fee Schedule
9. Implementation of Missing Fees (Notary, etc.)
10. Engineering RFQ
11. Large Event Use Policy
12. NW Alder Street Slide Area
13. Strategic Plan/Goal Setting
14. Misc Parking Changes
15. City Hall Entry Posts/Cleaning
16. MCGRA Agreement
17. Entry Signs
18. The Reid House Property
19. TIGER Grant Update
20. Storm Water Project
21. Mill City Falls – Phase 2
22. SRTS Grant Update
23. Recreational Vehicles as Residences
24. Public Property Exclusion & Trespass
25. Skate Feature at Kimmel Park
26. State of Oregon \$2.5M Sewer Grant



**MILL CITY PLANNING COMMISSION**  
**Meeting of September 8, 2023**

Planning Commission members present: Chair Marge Henning, Woody Koenig, Dave Leach, Caitlin Purdy and Don Strasser.

Staff in attendance: City Recorder Stacie Cook.

City Council Representatives: None.

Agency/Applicant Representatives: Kori Mabe and Melburn Satterfield.

Citizens: None.

The meeting was called to order at 8:33 a.m. Chair Marge Henning led the pledge of allegiance.

**APPROVAL OF MINUTES:** *Chair Henning moved, seconded by Caitlin Purdy to approve the minutes of August 11, 2023. The motion carried, (5:0).*

**PUBLIC COMMENT:** None.

**PUBLIC HEARING:**

	File No. 2023-04
	Recreational Vehicle Use as a Residence Due to Medical Hardship
Applicant:	Melburn Satterfield
Location:	745 NE Alder St, Mill City
Assessor's Map #	T9S R3E Section 29, Tax Lot 300

Chair Henning opened the public hearing at 8:34 a.m. with the hearing procedures and called for any potential conflicts of interest, bias or ex parte contact. Being none, Chair Henning called for additional applicant's presentation.

**APPLICANT'S PRESENTATION:** Kori Mabe stated that after purchasing the property they have done a lot of work to clean it up including placing an RV pad for his father-in-law to reside in. It is not connected to sewer.

**STAFF REPORT:** City Planner Dave Kinney said that this is a fairly straight forward application. The code allows for use of an RV as a residence for a medical hardship. It appears that the RV is set back on the private property.

Mr. Mabe said that there is a property pin near the blackberry bushes which leaves 15'-20' of frontage beyond the RV placement.

Mr. Kinney said that the City has received a letter from Mr. Satterfield's doctor indicating the need for the hardship.

The fire department indicated that there should be a distinction between the RV and home if emergency services are necessary so that the responders know where to go.

Staff recommendation is to approve the Conditional Use Permit. Conditions of approval include:

1. Approval expires September 30, 2024 at 5:00p.m. unless an annual extension is granted by the City.
2. An annual extension may be granted by the City. This request will go to the City Recorder with the ability to automatically grant an extension as long as the medical needs remain the same.
3. The approval expires if the applicant no longer resides on the property and/or circumstances change and the medical hardship no longer exists. The City may terminate the conditional use permit in accordance with provisions in MCMC 17.52.070.
4. Upon either the expiration of the conditional use permit or if the application no longer resides in the RV, the property owner shall remove the RV from the lot within sixty (60) days or store the RV in accordance with City code.

**PROPONENT’S TESTIMONY:** None.

**OPPONENT’S TESTIMONY:** None.

**GENERAL TESTIMONY:** None.

**QUESTIONS OF CLARIFICATION FROM PLANNING COMMISSION:** Ms. Purdy asked if the deck around the RV is a permanent structure. Mr. Satterfield said that it is semi-permanent and can be easily removed.

Chair Henning asked about the right-of-way location potentially being an issue in the future. Mr. Kinney said that with the identification of the property pin this is no longer an issue.

**STAFF SUMMARY:** None.

**CLOSE OF PUBLIC HEARING:** Chair Henning closed the hearing at 8:53 a.m.

**PLANNING COMMISSION DELIBERATION:** *Caitlin Purdy moved, seconded by Woody Koenig to approve the conditional use permit for Melburn Satterfield at 745 NE Alder St, to adopt the findings of fact, conclusions, and recommended conditions of approval for File No. 2023-04. The motion carried, (5:0).*

**NOTE:** *Two neighbors of the medical hardship applicant arrived to provide testimony in support of the application after the hearing was closed.*

<b>PUBLIC HEARING:</b>	File No. 2023-03
	Minor Partition
Applicant:	441 SW Kingwood LLC (Doug Doty and Glen Kent)
Location:	441 SW Kingwood Ave, Mill City



Chair Henning opened the public hearing at 9:35 a.m. stating that since the applicants are not in attendance the hearing will be continued to October 13<sup>th</sup> at 9:00a.m.

**OLD BUSINESS:**

*Storm Drainage Master Plan* –Keller Associates has modeled the storm sewer system and are working to finalized the appropriate sizes that need to be used in each storm water basin. When the modeling work is complete the information will be shared with the Planning Commission. The plan must be completed by September 2024.

*Water Project Update* – The contract was supposed to be completed by October 1 but this deadline will not be met. The contract may be extended to November 30. Part of the project will include installation of electronic meters.

*Wastewater Treatment Plant Capacity & Recent Upgrades/Maintenance* – Mr. Kinney said that Keller Associates was asked to update the capacity report. The conclusion was that the City is close to capacity. With the addition of the apartments, it is unclear whether there is adequate capacity to continue to meet the City's permit allowance. Staff believes that additional I&I work will offset the needed capacity. If there is another major development Keller Associates may not be willing or able to state that capacity exists to serve it.

*Mill City/Gates Wastewater Master Plan (DRAFT) & Project Update* –The Wastewater Master Plan is about 90% complete. The proposal is for a sequential batch reactor plant. Four different properties were considered and one identified as the most optimal for the system needs.

**NEW BUSINESS:**

*Mill City Falls Park Design – Construction Plans* – Mr. Kinney said that plans for the next phase of improvements for Mill City Falls Park will be provided at the next meeting.

*Reschedule November 10, 2023 Meeting to November 17, 2023* – Mr. Kinney said that the November meeting is on a holiday and needs to be rescheduled to November 17, 2023.

**INFORMATIONAL ITEMS:**

*City Recorder Report* – Mrs. Cook gave a report on the following items:

- 4<sup>th</sup> of July Committee/Celebration
- SKATE MOU

**OTHER BUSINESS:** None.

The meeting was adjourned at 9:53 a.m.

Prepared by:

Stacie Cook, MMC City Recorder

Minutes approved by the Planning Commission on the 13<sup>th</sup> day of October 2023



## CITY OF MILL CITY

### MINUTES OF THE MILL CITY 4<sup>TH</sup> OF JULY COMMITTEE

September 6, 2023

7:00 p.m.

City Hall

444 S 1<sup>st</sup> Avenue

Mill City, Oregon

Present: Jason Bradshaw, Laura Bradshaw, Braeden Cook, Stacie Cook and Ron Van Vlack.

#### **Election of Officers:**

Braeden Cook said that he is interested in being Chair. Jason Bradshaw said that he will be Vice Chair. Consensus to appoint as stated.

Staff will act as Secretary.

#### **Minutes: None.**

**Budget:** Mrs. Cook explained that the City budgeted \$5000 for the 23/24 FY. However, just over \$2700 was expended for the 2023 event.

Mr. Bradshaw asked about fundraisers throughout the year to help cover costs for the event. Mrs. Cook explained that fundraisers can be held. However, because the City would be holding them, we would need to be sure to meet all state requirements for tracking. Additionally, the City's auditor would need to be contacted to see if there are concerns about specific types of fundraisers.

Mrs. Cook said that the City does not look at the 4<sup>th</sup> of July Celebration as a money maker but an event to bring the community together and provide revenue for vendors.

**Length of Event/Schedule:** Consensus to hold a three-day event; Thursday, July 4 to Saturday, July 6.

**2024 Theme/Contest:** Mrs. Cook said that a theme for the 2024 celebration will need to be determined. In previous years the theme has been decided by the Committee with assistance from the community for ideas.

**Grand Marshal(s):** The Grand Marshal(s) should be someone from the Canyon area who has made an impact in the community. This could be through volunteerism, participation within a community organization or similar.

**Button Design/Contest:** Buttons have been popular in past years. However, this may be changing. The Committee should decide whether to have a button or not.

Mr. Cook suggested designing a sticker, which has become popular in recent years to put on water bottles.

**Possible Event Activities:** Mrs. Cook went through a list of events that have been held in the past or discussed as possibilities. Suggestions to add to the list were: dunk tank, cornhole tournament and REACH helicopter.

**Assignment of Events to Committee Members:** To be done at a later date once events have been determined.

**Volunteer Recruitment:** Volunteers will be needed throughout the celebration to ensure that all events can be held without issue. Committee members were asked to begin recruiting volunteers.

**Adjournment:** Meeting adjourned at 8:14 p.m.



**CITY OF MILL CITY**  
**MINUTES OF THE MILL CITY 4<sup>TH</sup> OF JULY COMMITTEE**  
October 4, 2023  
7:00 p.m.  
City Hall  
444 S 1<sup>st</sup> Avenue  
Mill City, Oregon

Present: Jason Bradshaw, Laura Bradshaw, Braeden Cook, Stacie Cook, Becky Van Atta and Ron Van Vlack.

**Minutes:** Becky Van Atta moved, seconded by Jason Bradshaw to approve the minutes of September 6, 2023. The motion passed.

**Budget Sample:** Mrs. Cook provided a copy of the General Fund budget documents for review, explaining that 4<sup>th</sup> of July revenues and expenditures are included in the miscellaneous category within the budget.

**Fee Schedule:** Mrs. Cook provided the fee schedule for 4<sup>th</sup> of July events stating that if there are any changes or additions that the Committee would like to recommend they should be incorporated fairly soon as the resolution must be approved by the Council.

Mr. Bradshaw said that the fees should be raised since this year will be a three-day event. Mrs. Cook suggested that the resolution be modified to allow for a multi-day fee schedule.

Chair Braeden Cook asked the Committee to review the fee schedule and be prepared to discuss and make a recommendation at the November meeting.

**Map Layout of Events:** Chair Cook asked that a date be set at the November or December meeting to meet at Kimmel Park so that the Committee can have a first hand understanding of the space before a decision is made about the event layout.

**Parade Route/Staging Map:** Chair Cook briefly went through the parade route and staging for last year's event, stating that if there are any suggestions for changes they should be brought up to the group.

Mrs. Cook said that while it may not work due to the hill on S 1<sup>st</sup> Avenue, the Committee could consider lining the parade up on SW Ivy Street.

**Event Activities Decision:** The Committee went through possible events for the 4<sup>th</sup> of July Celebration. The following were determined to be a possibility or certainty.

Grand Parade	YES
Kiddie Parade	POSSIBLE – Hold a different day/time than grand parade to allow participation in both.
Vendors	YES
Beer Garden	YES
Music	YES
Fireworks	YES
Contest (BBQ?)	POSSIBLE
Horseshoe Tourney	YES
3 on 3 Basketball Tourney	YES
Pickleball Tourney	POSSIBLE
Logging Exhibition	POSSIBLE
Car Show	POSSIBLE

Cornhole Tournament        YES  
Dunk Tank                    YES  
REACH/National Guard Helicopter YES

Laura Bradshaw suggested having a Hobby Horse Competition, explaining that it is with wooden horses are used and a course is set up to go through.

Chair Cook suggested holding a lawn mower race.

Mrs. Van Atta stated that vendors that are for kids need to be targeted.

**Assignment of Events to Committee Members:** Hold to later date.

**Volunteer Recruitment:** Chair Cook said that he will set up a table at the Santiam Alumni Tournament and the Fireman's Benefit, if possible, to recruit volunteers.

Mrs. Van Atta said that the events need to be organized to determine the amount of manpower necessary for each then volunteer recruitment will be easier.

Mrs. Cook said that the school's Leadership group should be contacted about volunteering as each student involved must complete a certain number of volunteer hours each year.

**Adjournment:** Meeting adjourned at 8:12 p.m.