



AGENDA

CITY COUNCIL & STATE OF THE CITY

91136 N Willamette Street

541-682-7852 | coburgoregon.org

Tuesday, January 09, 2024 at 6:00 PM

CALL THE CITY COUNCIL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

2024 STATE OF THE CITY BY MAYOR BELL

5 Minute Recess

MAYOR COMMENTS

1. Kyle Blain Recognition
2. Council Vacancy Consider Appointment or Recruitment Extension

AGENDA REVIEW

CITIZEN TESTIMONY *(Sign up prior to meeting. Limit 3 minutes.)*

CONSENT AGENDA *(Councilors may remove an item from the "Consent" agenda for discussion by requesting such action prior to consideration.)*

3. Park Tree Committee Appointment for 2024 Calendar Year
4. Minutes November 28, 2023 City Council Work Session
5. Minutes December 12, 2023 City Council

ORDINANCES AND RESOLUTIONS

6. **Public Hearing**
Sole Source Procurement process for Wastewater Facilities Master Plan

COUNCIL ACTION ITEMS

7. Certified Local Government (CLG) Grant Application Approval

ADMINISTRATIVE INFORMATION REPORTS

8. System Development Fee Update
9. Council Retreat Discussion
10. Administration Monthly Report

COUNCIL COMMENTS | LIAISON UPDATES

UPCOMING AGENDA ITEMS

Audit Presentation
2024-2025 Council Goals & Work Plan
Public Contracting Ordinance

FUTURE MEETINGS

January 10 Heritage Committee
January 15 City Hall Closed - Martin Luther King Jr Day
January 16 Park | Tree Citizen Advisory Committee
January 23 Finance | Audit Committee
February 13 City Council

February TBD Council Retreat

ADJOURNMENT

The City of Coburg will make reasonable accommodations for people with disabilities. Please notify City Recorder 72 hours in advance at 541-682-7852 or sammy.egbert@ci.coburg.or.us

All Council meetings are recorded and retained as required by ORS 166-200-0235.



COBURG CITY COUNCIL ACTION ITEM

Park | Tree Citizen Advisory Committee Appointment

Meeting Date	Staff Contact	Phone	Email
January 9, 2024	Brian Harmon, Public Works Director	541-682-7857	brian.harmon@ci.coburg.or.us

REQUESTED COUNCIL ACTION

Annual appointment of the Park | Tree Citizen Advisory Committee voting members.

Suggested Motion

"I move that Mayor Bell appoint Tom Beatty, Karen Coury, Coleen Marshall, Lonna Meston, Joe Morneau, Mary Mosier and Michelle Shattuck as the seven voting members of the Park | Tree Citizen advisory Committee for the 2024 calendar year."

BACKGROUND

Park | Tree Advisory Committee Bylaws state all terms expire on December 31st. Existing members wishing to continue to serve will automatically be included in the appointments for the upcoming year.

The Committee consists of seven voting committee members that reside within the Coburg Fire District. Current members are:

- Tom Beatty
- Karen Coury
- Coleen Marshall
- Lonna Meston
- Joe Morneau
- Mary Mosier
- Michelle Shattuck

RECOMMENDATION AND ALTERNATIVES

1. Recommendation it to appoint the seven voting committee members.

BUDGET / FINANCIAL IMPACT

This committee meets monthly and is staffed by the Public Works Director and is required to follow Oregon Public meeting law. As with all public meetings, “soft costs” are incurred for staff time for meeting preparation (agenda/packets), meeting posting (website, social media, etc) meeting attendance and meeting minutes preparation. Staff is currently piloting a transition from contract minute taking services to an in-house model that has already shown indications of cost savings and enhanced quality of the product.

PUBLIC INVOLVEMENT

Not required for the annual appointments per bylaws Article IV, Section 4.

NEXT STEPS

At the Park | Tree Citizen Advisory Committee Meeting on January the appointed Committee members will elect a Chair and Vice Chair for 2024.

ATTACHMENTS

1. Park | Tree Citizen Advisory Committee Bylaws.



PARKS/TREE CITIZEN ADVISORY COMMITTEE BYLAWS

ARTICLE I – NAME AND/OR AUTHORITY

The Name of this organization shall be the Parks/Tree Citizen Advisory Committee for the City of Coburg Oregon; hereinafter referred to as Committee.

ARTICLE II – PURPOSE

Utilize the Parks and Open Space Master Plan as a guide to accomplish the goals as set forth within the Plan as adopted by City Council.

Participate in promoting donations for future park improvements.

The Committee will advise City Council on matters pertaining to Parks, Trails, Street Trees and related facilities.

ARTICLE III – DUTIES AND RESPONSIBILITIES

The Committee shall have the ability, as vested by the City Council, and be required to: Recommend to the City Council, after public input, the adoption, amendment or repeal of ordinances, resolutions, or requirements pertaining to the preservation, enhancement and advancement of the viability and attractiveness of the Parks, Street Trees, and related facilities.

Make recommendations to the City Council concerning City policies and decisions relating to Street Trees

Participate in studies in the area of Parks

Act in an advisory capacity to the City Council in matters pertaining to public recreation, including playgrounds

Review and make recommendations to the City Council pertaining to the annual budget of the Parks Fund

Make recommendations to City Council for revisions to the Parks and Open Space Master Plan. Review and make long-range recommendations concerning the planning of a program for parks and recreation. Promote and stimulate public interest and involvement.

Perform other duties as may from time to time be prescribed by City Council.

ARTICLE IV – MEMBERSHIP

Section 1. Membership

The Committee shall consist of a maximum of seven (7) voting Committee Members, hereinafter referred to as Members. And one non-voting staff representative, referred to as Staff, appointed by the City Administrator.

Section 2. Qualifications

The voting Members must reside within the Coburg Fire District with a majority residing within Coburg City limits.

Section 3. Application for Membership

Prospective Members shall file an application with the City Recorder. If the applicant is a minor the application must be co-signed by a parent or guardian.

Section 4. Method of Appointment

All voting Members shall be appointed by City Council. An applicant must have the approval of the Committee prior to appointment by City Council. All existing members wishing to continue to serve will automatically be included in the appointments for the upcoming calendar year.

Section 5. Good Standing and Reporting of Absences

It is the responsibility of Staff to bring serious attendance issues to the attention of City Council.

Section 6. Termination

If a Member accrues three (3) or more consecutive absences with a total lack of participation and/or communication, the Committee may recommend, to the City Council, to remove the Member from the Committee.

The City Council reserves the right to terminate a Member for any reason at any time.

All terms expire on December 31

Section 7. Ex-Officio Membership “Optional”

The Committee may find that, because of the complexity of its work, it is desirable to add member(s) at-large to the Committee to serve as non-voting Ex-Officio Member to lend other opinions or expertise. The Committee shall recommend to City Council such member(s) for temporary appointment as a non-voting Ex-Officio Member.

ARTICLE V – OFFICERS AND ELECTIONS

Section 1. Officers

Officers of the Committee shall consist of a Chair and Vice Chair.

Section 2. Election of Officers

In the regular scheduled meeting in January of every year, there shall be an election from among the Members of the Committee to elect a Chair and Vice Chair.

Section 3. Term of Office

The term of office for the Chair and Vice Chair is one calendar year (January-December).

Section 4. Nominations/Voting

In the absent of a Chair or Vice Chair, a Designee will be temporarily appointed by the Committee to chair the nomination process.

The Chair or Designee will open the floor to nominations. Any Member may nominate a candidate including the Designee for the position of Chair or Vice Chair.

Once the nominations are complete, the Chair or Designee will ask for a motion to close the nominations; a second of, and vote on the motion is required.

The Chair or Designee then declares that it has been moved and seconded, that the nominations be closed, and the members proceed to the election.

The candidate who receives a majority of the votes is then declared to be legally elected to fill the office of Chair, and will immediately chair the remainder of the meeting.

The same procedure is followed for the election of Vice Chair.

Section 5. Vacancy of an Officer

Should a vacancy occur, for any reason, in the office of Chair or Vice Chair a special election shall be held to fill the vacant office from among the Members. Refer to ArticleV.

Section 6. Removal of Elected Officers

The Chair or Vice Chair may be removed by a majority vote of the Committee at a regularly scheduled meeting. In order for the Committee to entertain a motion to remove an officer an agenda item must be placed on the meeting agenda prior to a regular scheduled meeting. Any officer removed ceases to hold the office once the vote has been tallied and announced. If the Chair is removed, the Vice Chair shall become the new Chair. An item to elect a new officer will be placed on the agenda of the next scheduled meeting

Section 7. Duties of the Chair

The Chair shall preside at all regular meetings and may call special meetings. The Chair may amend the agenda and shall use all points of order and procedure during the meeting; the Chair may be overruled by a majority vote of the Committee. The Chair may not make motions, but may second motions. The Chair acts as primary contact for Staff and may represent the Committee before City Council. The Chair and Staff shall jointly set the meeting agenda. The Chair may delegate the recording of the minutes to other Members.

Section 8. Duties of the Vice Chair

The Vice Chair shall assume all duties of the Chair in the absence or disability of the Chair.

Section 9. Duties of the Acting Chair

In case of absence of both the Chair and the Vice Chair from any meeting, an acting Chair shall be elected from among the Members present, to serve only during the absence of the Chair or Vice Chair.

ARTICLE VII – STAFF SUPPORT

Section 1. Staff

Staff support and assistance is provided, but the Committee does not have supervisory authority over City Employees. While they may work closely with advisory bodies, staff members remain responsible to their immediate supervisors and ultimately to the City Administrator.

The City Administrator shall designate appropriate staff to act as Staff person(s) to assist and support the Committee. Staff shall attend all regular and special Committee meetings. Staff shall be responsible for coordination of such reports, studies, and recommendations as are necessary to assist the Committee in the conduct of its business according to City Council policy. Staff may enlist the assistance of other departments as required. Staff shall be responsible for all public notification regarding all regular and special Committee meetings and related events. From time to time and/or at the request of the Committee, the City Administrator may appoint addition Staff to assist the Committee.

Staff shall supervise volunteers and interns, shall work closely with the Chair between meetings, shall make recommendations, prepare reports and proposals to the Committee, may represent the Committee at other meetings, presentations, and other public functions as requested, and shall perform administrative tasks.

Staff shall be responsible for the maintenance of proper records and files pertaining to Committee business. Staff shall receive and record all documents or other materials presented to the Committee in support of, or in opposition to, any question before the Committee. Staff shall sign all notices prepared in connection with Committee business, shall attest to all records of actions, transmittals, and referrals as may be necessary or required by law, and shall be responsible for compliance with all Brown Act postings and noticing requirements.

Section 2. Staff Relationship to the Committee

Given limited staff resources, the Chair or individual members shall not make separate requests of Staff without approval of the Committee. The staff’s supervisor shall determine whether the request will be granted. If a member has a research or report request, it shall be brought to the Committee for discussion, consideration, and recommendation prior to making the request of staff. If not approved by the Committee, the individual member shall be responsible for his/her own research or report. Staff and the Chair shall jointly set the meeting agenda.

ARTICLE VIII – MEETINGS

Section 1. Time and Location of Meetings

The Committee will meet monthly, time, date and location as posted by the City Recorder.

Section 2. Cancellation

If a majority of the membership deems it necessary or desirable, a scheduled regular meeting may be cancelled or rescheduled upon giving notice to the Staff. This determination may be made via email or phone with members.

Section 3. Special Meetings

The Chair of the Committee, Staff, or a majority of the membership of the Committee may call a special meeting.

ARTICLE IX – CONDUCT OF MEETINGS

Section 1. Compliance with City Council Policies

All regular, special, and adjourned meetings of the Committee shall be open meetings to which the public and the press shall be encouraged. Meetings will be held at City facilities which are accessible to persons with disabilities.

Section 2. General Conduct of Meetings

Points of order and conduct, including those not addressed by these Bylaws, shall be settled by the Chair, unless overruled by a majority vote of the Committee. Points of order should use Robert’s Rules of Order. The Chair will consult with staff as necessary.

Section 3. How Items Are Placed on the Agenda

A request to have an item placed for consideration on a future agenda may be made by Staff, Committee Member or a member of the public. The Chair and Staff will consider if that item should be placed on an agenda

Section 4. Quorum

A quorum shall consist of four (4) voting Members, whether or not there are vacancies on the Committee.

Section 5. Absence of a Quorum

In the absence of a quorum at any meeting, no formal recommendations or actions may be taken.

Section 6. Agenda

The Chair and staff shall jointly set the meeting agenda and its format shall conform to any framework set by City Council Policy.

Section 7. Order of Business

The Chair or a majority vote of the Committee may change the order of business. The Chair may be overruled by the majority of the membership.

ARTICLE X – PROCESSING MOTIONS (Robert’s Rules of Order)

Section 1. Call for Motion

Upon conclusion of preliminary discussion, any member other than the Chair may place a motion on the floor. The motion shall contain the proposed action.

Section 2. Seconding a Motion

The Chair shall receive all motions and shall call for a second to each motion. The Chair may second a motion.

Section 3. Lack of a Second

If, after a reasonable time, no second has been made, the motion shall be declared dead for lack of a second and the Chair shall state this. This shall not be considered an action of the Committee and shall not be included in the minutes.

Section 4. Discussion/Debate

After a motion has been made and seconded, the Chair shall call for a discussion of the question. All discussion shall be limited to the motion on the floor. At the close of the discussion, the Chair shall put the matter to a vote. The Chair may, at his/her discretion, limit debate of any motion; except that each member shall have the opportunity to speak.

Section 5. Amending a Motion

A motion to amend may be made by any member to revise a motion on the floor; but it cannot be a freestanding motion on its own, nor can it substitute for a main motion. The motion to amend must be voted upon, unless the maker and the second accept it as a friendly amendment, and, if it passes, it then becomes part of the main motion.

Section 6. Withdrawing a Motion

Any motion may be withdrawn by the maker and the second and shall not be included in the meeting minutes.

Section 7. Motion to Table

A motion to table may be made to suspend consideration of an item that appears on a meeting agenda for reasons of urgency or to end an unproductive discussion. A motion to table is not in order when another Member has the floor. A motion to table requires a second, is not debatable, is not amendable, requires a majority vote for passage, and, if adopted, cannot be reconsidered at the meeting at which it is adopted. Members will refrain from using a motion to table as a means of capriciously limiting debate among Members, to suppress a minority of the Committee, or to avoid public input on an agenda item under consideration by the Committee.

Section 8. Results of Voting

The Chair shall state the results of each vote, e.g., "The motion passes by a vote of five to two."

ARTICLE XI – VOTING

Section 1. Conflict of Interest

No member shall make or participate in a governmental decision which she/he knows or has reason to know will have a reasonably foreseeable material financial effect distinguishable from its effect on the public generally. Any member who has a

disqualifying interest on a particular matter shall do all of the following:

- 1) Publicly identify the financial interest that gives rise to the conflict of interest or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required;
- 2) Recuse himself or herself from discussing and voting on the matter;

Any question regarding conflicts of interest shall be referred to the City Attorney.

Section 2. Voice Vote

All questions shall be resolved prior to the voice vote. Each member shall vote “Yea” or “Nay” and the vote shall be so entered into the minutes. A Member may state the reasons for his or her vote, which reasons shall also be entered into the minutes of the meeting. All members including the Chair shall vote on all matters, except where she/he has a conflict of interest.

ARTICLE XII – REPORTS

Section 1. Agenda Reports to Committee

All agenda items require a written or an oral report. Written reports serve as the analysis, detail, history, and justification for each agenda item. Oral and written reports shall include recommendation(s) and background. Draft reports not submitted in a timely manner shall be placed on a future agenda.

Section 2. Preparation of Committee Generated City Council Agenda Reports

All resolutions and recommendations adopted by the Committee and addressed to the City Council shall be delivered to the City Administrator, generally fourteen days before the Council Meeting. Reports to the City Council from the Committee shall be written reports consistent with content, style, and formatting of City Council agenda reports.

ARTICLE XIII – RECORD KEEPING

Section 1. Maintenance of Records

All records shall be maintained according to the State of Oregon Retention Schedule.

Section 2. Minutes

Minutes shall be reviewed, corrected as appropriate, and or amended and approved by the Committee at a subsequent meeting. Minutes are a permanent document and shall be maintained in hard copy in addition to an electronic version.

ARTICLE XIV – AMENDMENTS

A majority of the full membership of the Committee may amend these Bylaws, subject to the approval of the City Council.

ARTICLE XVI – ADOPTION OF BYLAWS

Upon adoption of the City Council, these Bylaws shall be in full force and effect. Any and all previously adopted Bylaws are hereby superseded.

These Bylaws shall not be considered or construed as superseding any ordinance or directive of the City Council of the City of Coburg, nor shall they preclude the preparation and adoption of further procedural manuals and policies by which the Committee may direct its activities.

Adopted by City Council on January 8, 2013
Amended January 13, 2015
Amended September 13, 2016
Amended April 13, 2021



MINUTES
City Council Work Session
November 28, 2023
Coburg City Hall
91136 N Willamette Street

MEMBERS PRESENT: Nancy Bell; Mayor, John Fox, Alan Wells, Cathy Engebretson, Claire Smith, John Lehmann

MEMBERS ABSENT: Kyle Blain

STAFF PRESENT: Adam Hanks; City Administrator, Sammy Egbert; City Recorder, Brian Harmon; Public Works Director

RECORDED BY: Trenay Ryan; Lane Council of Governments (LCOG)

CALL TO ORDER

Mayor, Nancy Bell called the meeting to order at 6:00pm.

PLEDGE OF ALLEGIANCE

Mayor Bell led the Pledge.

ROLL CALL

City Recorder, Sammy Egbert called roll. A quorum was present.

WORK SESSION DISCUSSION

a. Water System Update

Adam Hanks and Brian Harmon presented an informal and summarized version of the Water Master Plan. The first municipal well was constructed in 1940. In 1977 a second well and reservoir was added, then in 2016 a new 20-year Water Master Plan was implemented. In addition to major improvements of the pump station and reservoir, a variety of pipe sizes and their materials were replaced. When the second well was constructed, a handshake and verbal agreement had been made with the property owner to grant an easement in perpetuity for unlimited water use. The Covid pandemic led to nationwide price increases in nearly everything. A rise in construction costs meant reconfiguring data in the Master Plan.

An Overview Summary:

- The 2016 Master Plan had initially called for a third well and reservoir. It was determined not to be a functional site for a reservoir.
- The Stallings property was then purchased for the placement of Well-3 and a reservoir and it has been drilled. The flow is not as much as what was anticipated, however they were able to, with some added costs of testing and redevelopment, improve upon it. Part of the process is to complete Well-3, the other part of that is in treating the water. The goal is to bring a transmission line into town, construct a Well House, run power to it and get it skated to the site and then to have the water line directly hooked up/connected online to the system near the Fire Station.
- Many different options were explored with the well driller and the engineer. The well driller offered a discounted agreement for the added hours to redevelop the Well-3 plan and has been a good asset in troubleshooting and in coordinating the efforts. If ever needed, the Stallings property has room to accommodate a fourth well and reservoir.
- The transmission/distribution lines have been replaced for North & South Coleman, East McKenzie, Van Duyn, I-5 Bore and Thomas and Harrison/Macy/North Williams Streets.

Time to Review and Reassess:

1. Prioritize the Capital Improvement Projects on the water side, versus the amount of money left. Complete Well-3 for final Production Data. Final Water Quality and Flow Results are expected in January of 2024.
2. Conduct a Supply/Capacity System Modeling
3. (Re)Prioritize Water System Projects in CIP
4. Complete Financing Disbursements and prepare a Summary Report for Council to review.
5. Completion of the Water Management & Conservation Plan

In the Meantime:

1. Protect the City of Coburg's Water Rights by showing beneficial use of those water rights, which will ensure those rights are retained.
2. An updated Water Conservation Plan will allow for some grant funding to be available to the City of Coburg.
3. Discuss possible outcomes, alternatives and reprioritizing.
4. Narrow-down the planning process and get a better sense of what is the smartest utilization of the remaining current funds.
5. There is a shortage of public sector contractors, which may cause construction delays.

The Next Steps:

- Replacement lines for Dixon, Industrial and North Loop and Premier RV will be brought online for water.
- Implement System Review
- Supply/Capacity Modeling Contract. Final Report expected - April of 2024
- Prepare CIP Update for Council Review at the February 2024 Council Retreat. Council Decision scheduled on the 3/12/2024 Council Agenda
- Present Updated Water Financing (Loan) Status, scheduled on the 3/12/2024 Council Agenda

The City of Coburg will host an OPEN HOUSE on Tuesday December 5, 2023 at 6:00 p.m. Residents of Pioneer Valley Estates are invited to attend and encouraged to share their concerns on the neighborhood’s aging water distribution pump.

For those unable to attend the Open House, a ZOOM Virtual Session is scheduled on Thursday December 7, 2023 at 5:30 a.m.

ADJOURNMENT

Having nothing further to discuss, Mayor Bell adjourned the City Council Work Session at 7:31 p.m.

APPROVED by the City Council of the City of Coburg on this 9th day of January, 2024.

Nancy Bell, mayor of Coburg

ATTEST: _____
Sammy L. Egbert, City Recorder



MINUTES
City Council Meeting
December 12, 2023
Coburg City Hall
91136 N Willamette Street

MEMBERS PRESENT: Nancy Bell; Mayor, John Fox, Alan Wells, Cathy Engebretson, Claire Smith, John Lehmann

MEMBERS ABSENT: none

STAFF PRESENT: Adam Hanks; City Administrator, Sammy Egbert; City Recorder, Brian Harmon; Public Works Director, Greg Peck; Finance Director, Larry Larson; Chief of Police

RECORDED BY: Lynn Taylor; Lane Council of Governments (LCOG)

CALL TO ORDER

Mayor, Nancy Bell called the meeting to order at 6:01pm.

PLEDGE OF ALLEGIANCE

Mayor Bell led the Pledge of Allegiance.

ROLL CALL

City Recorder, Sammy Egbert called roll. A quorum was present.

MAYOR COMMENTS

Mayor Bell shared:

- The Christmas in Coburg was a rousing success and she thanked many of those who contributed to that accomplishment, including the Main Street organization, the Coburg Grange, Public Works staff and the countless volunteers who worked to make the event happen.
- The food drive for the local food pantry was also a great success
- A holiday party in appreciation of Coburg city staff was scheduled for December 14, 2023
- There had been very good attendance at the meeting with Pioneer Valley Estates. She hoped for an open dialogue with residents and improved trust. While the development was not within Coburg city limits, those living there did consider themselves part of the community.

- Council Kyle Blain officially resigned effective November 28, 2023, and the Charter required the Council to declare that vacancy by a majority vote and she invited a motion to make that declaration.

MOTION: Councilor Smith, seconded by Councilor Fox, moved to declare City Council Position 5 vacant and to move forward with the recruitment to fill the vacancy.

The motion passed unanimously — 5:0.

Mayor Bell stated that Councilor Blain had served as Council President and the Council would need to elect a councilor to serve as Council President until January 2025.

MOTION: Councilor Wells, seconded by Councilor Lehmann, moved to elect Councilor Engebretson as to Serve as the Council President.

The motion passed unanimously — 5:0.

Mayor Bell said that Councilor Blain had also served as the Council's liaison to the Planning Commission, but filling that position would be delayed until Councilor Blain's position was filled.

AGENDA REVIEW

There were no changes made to the agenda.

CITIZEN TESTIMONY

There were no request(s) made to publically speak. There were no written statement(s) received.

CONSENT AGENDA

Mayor Bell briefly reviewed the items on the Consent Agenda and there were no requests to remove an item for separate consideration.

1. Finance Audit Committee Member Appointment
2. Minutes November 14, 2023

MOTION: Councilor Engebretson, seconded by Councilor Fox moved to approve the Consent Agenda as presented.

The motion passed unanimously — 5:0.

COUNCIL ACTION ITEMS

1. Transportation Safety Ad Hoc Appointment

Mr. Hanks stated that the Council had created an ad hoc committee to address transportation safety issues as described in the agenda materials. There had been an excellent response from the community, with six people applying to serve on the committee along with Mayor Bell, Councilor Lehmann and Planning Commissioner John Marshall. In an effort to maximize community involvement, the recommendation was to appoint four citizen members to the committee, with the two other citizen applicants serving as alternates.

Mayor Bell explained that the recommended citizen appointments were taken in the order of their application dates and the alternates would be provided all meeting materials and welcomed to attend committee meetings. The slate of appointments was:

Bryan Hamburger - citizen member
 Brandon Rhodes - citizen member
 James Bell - Planning Commission member alternate
 Jean Schapper - citizen member
 McKenzie Bryant - citizen member
 Alan Wells - City Council member alternate
 Michael McDonald - citizen member alternate
 Vilma McDonald - citizen member alternate

Councilors Lehmann and Smith supported the idea of appointment of community member alternates to maintain balance between elected officials and community members.

MOTION: Councilor Wells, seconded by Councilor Fox, moved to recommend Mayor Bell appoint Bryan Hamburger, Brandon Rhodes, Jean Schapper and McKenzie Bryant, as well as Alan Well as an alternative city councilor and James Bell as an alternative planning commissioner to the Transportation Safety Ad Hoc Committee, and in addition Michael McDonald and Vilma McDonald as alternate citizens at large to the Transportation Safety Ad Hoc Committee.

The motion passed unanimously — 5:0.

2. Water Fund Capital Project Expenditure for Coburg Water (Hydraulic) Modeling

Mr. Hanks briefly summarized the item, which had been discussed during the Council's November 28 work session. The intention with the modeling was to conduct an analysis now that there was more information about well #3 and adjusted population data and growth forecast. That would assist in examining scenarios with the changed data points from the original master plan. If the Council concurs with the modeling, by the spring of 2024 with the combination of a conservation management plan and the modeling, an updated Capital Improvement Plan (CIP) and an updated financial picture should culminate in the ability to determine what projects were priorities and in what order.

Councilor Lehmann asked about the status of an earlier consultant's report discussing the option of a third reservoir and improvements to the existing two reservoirs and recommendations regarding lowering usage of the existing tanks. Mr. Hanks replied that recommendations on the existing tanks had not been implemented. Staff was searching for grant funding to complete a seismic rehabilitation project that would allow the capacity to remain the same or slightly increase. The cost of a third tank was high and the modeling would help determine priorities.

In response to a question from Councilor Fox, Mr. Hanks said staff was working with Lane County on development of a grant application in the June-July 2024 time period with submission by the County to the Federal Emergency Management Administration (FEMA) in October. It was a competitive process and other funding sources such as other grants and loans were also being researched.

Mr. Harmon added that the reservoir levels would not be reduced prior to the third well production line coming into the system in order to maintain capacity in the event of one of the wells required recharging.

MOTION: Councilor Lehmann, seconded by Councilor Fox, moved to approve utilization of up to \$25,000 of budgeted Water Fund appropriations to conduct water system hydraulic modeling consistent with the attached scope of work.

The motion passed unanimously — 5:0.

3. Wastewater Facilities Master Plan Sole Source Procurement

Mr. Hanks explained that the Council's role at the local Contract Review Board required approval of the staff request to enter into a sole source contract with a vendor the City had used in the past rather than using a competitive solicitation process. Materials in the agenda packet provided details of the requirements for using the sole source procurement method. He said that the proposed vendor, Kennedy Jenks Consultants, was the contractor that developed the Wastewater Master Plan, possessed all details of the system and plans and was best positioned to deliver a facilities plan in the most efficient and economic way with the highest level of expertise without the time and expense involved in issuing a request for proposals (RFP) for the project.

Councilor Lehmann expressed some concern, but understood the rationale for the sole source request.

Councilor Wells noted that \$65,000 had been appropriated for the project and asked if the contract amount would be negotiated. Mr. Hanks said if the negotiations with Kennedy Jenks resulted in a higher amount to do the work, the City would have the option of issuing an RFP. Mr. Harmon added that in his discussions with the vendor the cost was estimated at \$35-40,000; \$65,000 was appropriated as a buffer in case issues arose during the project that required additional time.

Councilor Fox observed that Coburg's system was unique. Mr. Harmon agreed and the two primary engineers responsible for the system design were still employed with Kennedy Jenks and would work on the project.

Councilor Wells asked if there was a concern that potential vendors knew how much was available for a project contract. Mr. Hanks replied that the City's budget was public information and contract amounts were individually negotiated; \$65,000 was the total budgeted project cost, not the amount of the contract. Staff would still conduct the same analysis of a sole source contract as would be done in a competitive situation.

MOTION: Councilor Lehmann, seconded by Councilor Wells, moved to approve a sole source exemption from competitive bidding for the planned wastewater facilities plan contract and concur that the request complies with the exemption requirements set forth in Ordinance A-91-c, Section 7, the City of Coburg Rules for Public Contracting.

The motion passed unanimously — 5:0.

4. Wetland Credits for Waterline Extension and Service Connection

Mr. Hanks provided an overview of the item, explaining that it related to the purchase of wetland credits that would enable the City to obtain the environmental permits necessary to extend water service to Premier RV and eventual extension of water service to the 107 acres of land immediately east of Premier RV. Public improvements projects impacted a small .184 portion of land and that triggered mitigation, which could include either onsite mitigation with associated maintenance and reporting plan over a five year period or the purchase of credits that demonstrate an equal amount of wetlands had been protected, maintained or restored in another area. Time elapsed since the original disturbance prevented the onsite mitigation option, but the cost of purchasing credits was about equivalent to that option. A sample contract was provided in the agenda materials. He said wetland credits were in demand and the cost was rising. He hoped, if approved by the Council, the purchase could move forward in January 2024.

Mayor Bell pointed out that the City did not know the area was considered a wetland when the project began. Mr. Harmon replied that at the time the bore pit was dug the wetland designation was not called out; that occurred when annexation of the 107 acres was under consideration and permits were being obtained. He said the purchase of credits would cost about the same as mitigation work, but without the maintenance and reporting requirements for a five year period.

MOTION: Councilor Wells, seconded by Councilor Smith, moved to authorize the City Administrator to execute a contract for the purchase of wetland credits for the purpose of fulfilling permit requirements of the eastside waterline extension, estimated at a current market rate cost of between \$32,000 and \$35,000 for the .184 acre of required credits.

The motion passed unanimously — 5:0.

ADMINISTRATIVE INFORMATION REPORTS

5. City Logo Discussion

Mr. Hanks said the logo was an item in the Council's goals and current work plan. There had been discussions of the logo from the perspective of messaging from the City that was distinctive from other organizations such as Main Street and the Chamber of Commerce. There were several options to consider such as one logo for the entire City or separate logos for department, what should the City's logo convey to the public and what elements of the current logo should be retained or revised. He said updating the logo could be done in house with assistance from a graphic designer and the estimated cost was based on that option. He asked for guidance from the Council.

Councilor Lehmann anticipated questions from community members could include when was the logo created and was there a need for change. He liked the current logo, but understood the need to consider whether a redesign might be needed to better communicate with the community.

Mr. Hanks said there had been discussion of separation of the branding Main Street was doing to promote tourism and the City's messaging.

Councilor Wells commented that the current logo looked dated, but updating it would require changing the City's letterhead, website, signage and other places the logo was used.

Councilor Smith said she had no objection to either continuing to use the current logo or updating it. She felt it was important that the City's logo be very different from the logos of other organizations so people would understand if, for example, Main Street was hosting an event, the City was not funding that function. She suggested adding the word "City" to the current logo.

Mr. Hanks said another element that could be added was the date Coburg was established.

Mayor Bell said the logo had been the topic of discussion for a number of years, but with all of the City's pressing projects she was not certain how to move forward. She was not unhappy with the current logo, but the word "City" could be added for better identification. The date the City was established could also be added.

Councilor Engebretson indicated she was not certain there was a need to update the logo with the other priorities the City was facing, but liked the idea of adding "City" and the established date to the current version. It would be helpful to compare the City's logo to that of other organizations in the community.

Councilor Lehmann said the historic nature of Coburg was celebrated and perhaps the word "Historic" could be added instead of "City."

Mr. Hanks summarized that the Council felt it was worthwhile for staff to explore some options for an updated logo and present alternatives that reflected the Council's discussion at the next retreat.

6. Pioneer Valley Estates Open House Update

Mr. Hanks briefly reviewed the information provided in the agenda materials that included the invitation to the open house and a summary of the event. He said the turnout was excellent and those

present understood the intent of the meeting was to begin a dialogue, hear what Pioneer Valley Estates residents had to say and re-establish communications. The most tangible takeaway was that the infrastructure project was not in the City's CIP. It was a known deficiency in the City's system and should be included in the CIP. Staff would research the cost and recommend placement in the CIP. It was a policy decision about how to consider residents outside of the city limits in terms of including them in the water system.

Mayor Bell said Lane County was planning on resurfacing roads in that development and the City would need to coordinate with the County regarding installation of water lines.

Councilor Lehmann commended Mayor Bell and Mr. Harmon for their facilitation of the meeting.

7. Council Vacancy Recruitment and Appointment Process

Mr. Hanks summarized the recruitment and appointment processes information provided in the agenda materials.

Mayor Bell noted that it was a partial term and only a 12 month commitment was required.

8. Administration Monthly Report

Mr. Hanks Briefly reviewed the items in the Monthly Report.

COUNCIL COMMENTS

Councilor Fox commended Mr. Harmon and Public Works staff for their work on crosswalks and coordination with Lane County.

Mayor Bell thanked Mr. Harmon for listening to his staff and adjusting work schedules, thereby increasing staff satisfaction and retention

Councilor Smith expressed appreciation for the consistently positive responses from Public Works to inquiries and suggestions and willingness to help make the community a better place.

Councilor Lehmann asked if there would be a letter of appreciation to Councilor Blain for his service and an invitation to him and his family to attend the staff appreciation holiday party.

Mayor Bell determined there was consensus to extend an invitation to the holiday party and present a plaque at the next Council meeting in recognition of his service.

Councilor Fox observed that the Christmas event was the best ever. He heard the same feedback from community members.

Mr. Hanks said there was a great working relationship between Public Works and the Main Street organization.

ADJOURNMENT

Mayor Bell adjourned the meeting at 7:57 pm.

APPROVED by the City Council of the City of Coburg on this 9th day of January, 2024.

Nancy Bell, mayor of Coburg

ATTEST: _____
Sammy L. Egbert, City Recorder

DRAFT



CITY COUNCIL

Public Hearing

WASTEWATER FACILITIES PLAN

SOLE SOURCE PROCUREMENT – PUBLIC HEARING

Meeting Date: January 9, 2024

Prepared by: Adam Hanks, City Administrator

At its December 12, 2023 Council meeting, Council unanimously approved the utilization of a sole source procurement method consistent with Ordinance A-91-c (Section 7) for the upcoming Wastewater Facilities Plan project set to commence in the spring of 2024.

To complete this procurement process approval, a public hearing is required by both state law and local ordinance. No additional information has been developed or submitted since the initial decision of Council at the December 12, 2023 meeting.

Staff is available to answer any additional process, rationale or legal questions from Council members, interested/concerned citizens or potential interested project bidders.

The staff report from the December 12, 2023 packet is attached for reference.



COBURG CITY COUNCIL

Public Hearing

Wastewater Facilities Plan Sole Source Procurement

Meeting Date	Staff Contact	Email
December 12, 2023	Adam Hanks, City Administrator Brian Harmon, Public Works Director	Adam.Hanks@ci.coburg.or.us Brian.Harmon@ci.coburg.or.us

REQUESTED COUNCIL ACTION

The adopted FY23-24 budget includes \$65,000 appropriated for a Wastewater Facilities Plan. Prior to the development of a contract for securing engineering services for this plan, Staff is seeking Council approval, in its role of the Local Contract Review Board, for a special solicitation method as detailed in Ordinance A-91-c, (Section 7) Rules for Public Contracting.

The special solicitation method proposed and requested by staff is for an exemption from competition for the contract award based on the findings provided below that, in staff's opinion, contain the necessary justification for Council to concur and grant the process exemption.

Suggested Motion

I move to approve a sole source exemption from competitive bidding for the planned wastewater facilities plan contract and concur that the request complies with the exemption requirements set forth in Ordinance A-91-c, Section 7, the City of Coburg Rules for Public Contracting.

BACKGROUND

The City of Coburg previously secured the services of Kennedy Jenks Consultants to complete its Wastewater Master Plan. Staff has developed the following responses to the standards required for Council to make a special solicitation determination. (in bold and italics)

B. Basis for Approval. The approval of a special solicitation method or exemption from competition must be based upon a record before the City Council that contains the following:

(1) The nature of the contract or class of contracts for which the special solicitation or exemption is requested;

The exemption request is for a professional services contract for engineering services to conduct and complete a Wastewater Facilities Plan that will be utilized by staff and City Council to support future capital infrastructure planning and prioritization as well as potential updating or modifications to operations and maintenance of the system.

- (2) The estimated contract price or cost of the project, if relevant;
The estimated contract price for the project is \$65,000, which has been appropriated in the FY23-24 Adopted Budget.
- (3) Findings to support the substantial cost savings, enhancement in quality or performance or other public benefit anticipated by the proposed selection method or exemption from competitive solicitation;
The City of Coburg has utilized the proposed sole source vendor, Kennedy Jenks Consultants, in the past for the most recent Wastewater Master Plan. The unique knowledge of both the design and operating characteristics of the City's wastewater system, as well as the technical data and analysis that formed the current Master Plan make Kennedy Jenks uniquely qualified to efficiently and effectively complete and deliver a high quality final product as a cost that is exceedingly competitive within the very select market of wastewater specific engineering firms that are qualified and available to bid on such a project.
- (4) Findings to support the reason that approval of the request would be unlikely to encourage favoritism or diminish competition for the public contract or class of public contracts, or would otherwise substantially promote the public interest in a manner that could not practicably be realized by complying with the solicitation requirements that would otherwise be applicable under these regulations;
There are a limited number of firms within the region that are qualified and specialize in wastewater systems, with an even few number that have the ability to take on new customers and projects. Firms outside the region are not as familiar with the City's system, often have higher rate schedules and would have higher travel related costs.
- (5) A description of the proposed alternative contracting methods to be employed; and
The City secure the services of its contract engineers, Branch Engineering, to develop a formal request for proposals bid package and manage that process on the City's behalf. There would be additional costs associated with this alternative for Branch's technical RFP document as well as response review, scoring and recommendation.
- (6) The estimated date by which it would be necessary to let the contract(s).
If Council confirms the use of a sole source procurement process, staff intends to develop a contract and present to Council for approval and authorization to execute at either the February or March 2024 Council meetings with the work commencing upon contract execution. Project completion is estimated to be early fall 2024.

In making a determination regarding a special selection method, the City Council may consider the type, cost, amount of the contract or class of contracts, number of persons available to make offers, and such other factors as it may deem appropriate.

C. Hearing.

- (1) The City shall approve the special solicitation or exemption after a public hearing before the City Council following notice by publication in at least one newspaper of general circulation in the city's area.
- (2) At the public hearing, the city shall offer an opportunity for any interested party to appear and present comment.

- (3) The City council will consider the findings and may approve the exemption as proposed or as modified by the City council after providing an opportunity for public comment.

RECOMMENDATION AND ALTERNATIVES

Staff recommends the approval of the use of a sole source procurement with Kennedy Jenks Consultants for the wastewater facilities plan project

BUDGET / FINANCIAL IMPACT

The Wastewater Facilities Plan is included in both the City’s adopted Capital Improvements Plan (CIP) and its FY23-24 Adopted budget, with an appropriation set at \$65,000.

PUBLIC INVOLVEMENT

The CIP and FY23-24 Budget were both presented and approved in prior Council and Budget Committee public hearings.

NEXT STEPS

Upon authorization, staff will coordinate with Kennedy Jenks on the development of a professional services contract that will be presented for Council review and authorization to execute at a future Council meeting, likely in either February or March of 2024.

ATTACHMENTS

- 1. Ordinance A-91-c – Rules for Public Contracting



COBURG CITY COUNCIL ACTION ITEM

Authorization to Submit Oregon Parks & Recreation Department Certified Local Government Grant Application

Meeting Date	Staff Contact	Phone	Email
January 9, 2024	Megan Winner	541.682.7862	megan.winner@ci.coburg.or.us

REQUESTED COUNCIL ACTION

Authorize an application to the Oregon Parks and Recreation Department (OPRD) for the Certified Local Government (CLG) grant program for the 2024-2025 cycle for an amount not to exceed \$15,000.

Suggested Motion

I move to authorize an application to the Oregon Parks and Recreation Department for the Certified Local Government grant program for the 2024-2025 cycle.

BACKGROUND

The Certified Local Government (CLG) grant program is funded by a Federal apportionment to Oregon through the National Park Service, Department of the Interior (CFDA 15-904). Communities must be a Certified Local Government, currently meeting all requirements and in active status, to apply for this non-competitive grant program. The funds may be used for projects promoting historic preservation including documentation, designation, and rehabilitation of historic properties, planning, review and compliance, and public education. No specific match amount is required for cities with population 4,999 or under.

The Coburg Heritage Committee has developed several projects to pursue with the 2024-2025 CLG award, including but not limited to the continuation of the historic preservation plaque program, oral history documentation and community engagement and events such as guest speakers.

RECOMMENDATION AND ALTERNATIVES

Both the Heritage Committee and City staff recommend developing and submitting a grant application to CLG to further the work of the committee in benefit of the community.

1. Do not seek CLG grant funding for 2024-2025

BUDGET / FINANCIAL IMPACT

If awarded, the funds will be recorded as general fund revenue and all eligible direct costs

associated with the grant activities will be appropriated from the Planning Department component of the general fund. It is not anticipated that the grant award would on its own require a supplemental budget request to Council.

PUBLIC INVOLVEMENT

The Heritage Committee will be involved in all CLG projects. Other events/specific projects may include community engagement strategies such as surveys and outreach efforts.

NEXT STEPS

Complete application and submit by the deadline at the end of February. If awarded, Council will determine whether to accept the award at a Council meeting soon after staff is notified of the award.

ATTACHMENTS

- A. 2024 CLG grant guidelines

Certified Local Government Grant 2024 Guidelines

STATE HISTORIC PRESERVATION OFFICE, OREGON HERITAGE

Oregon Parks and Recreation Department values and serves everyone and is committed to providing safe and equitable access to state parks and agency programs. The department will not tolerate racism, harassment, discrimination, or intimidation in any form.

The Certified Local Government (CLG) Grant program is funded by a Federal apportionment to Oregon through the National Park Service, Department of the Interior (CFDA 15-904). Communities must be a Certified Local Government, currently meeting all requirements and in active status, to apply for this non-competitive grant program. The funds may be used for projects promoting historic preservation including documentation, designation, and rehabilitation of historic properties, planning, review and compliance, archaeology, and public education.

The grant cycle is 15 months if the grant agreement is signed promptly.

Grant Timeline

- Deadline: February 23 (11:59pm), 2024
- Notification & Agreements sent: by April 1, 2024
- Required interim reporting & reimbursement request deadline: July 15, 2024
- Survey (RLS & ILS) 1st draft deadline: February 1, 2025
- Survey (RLS & ILS) final draft deadline: May 31, 2025
- Project completion deadline: June 30, 2025
- Final report deadline: July 15, 2025

NO EXTENTIONS ARE AVAILABLE

Financial Information

AWARD AMOUNT:

You may request up to \$15,000. Awards will be adjusted based on the number of applicants and the amounts requested. If you need \$15,000 to complete the work, request that amount, but the award may be lower.

MATCH:

We encourage you to seek local funding and donations in addition to your grant request. Local support allows the program to assist more CLGS and shows community interest in the project. Match can be in the form of cash, in-kind donations and volunteer time.

- A 1:1 match to funds requested is required for cities with population of 5,000 or more and counties with population of 10,000 or more.
- No specific match amount is required for cities with population 4,999 or under and counties with population 9,999 or under.
- Tracking match is required for all grant awardees.



BUDGET INFORMATION:

Bids and estimates strengthen the grant request. Any work over \$10,000 requires at least three estimates. Volunteer rate is Oregon minimum wage. Volunteers using professional skills, may use professional rates.

GRANT REPORTING AND PAYMENT:

Awarded projects will be the subjects of binding agreements between the State and the applicants that also follow the Historic Preservation Fund Grant requirements. Grant funds are dispersed on a reimbursable basis when progress reports are submitted documenting completed work. Interim reporting and reimbursement requests are required at the end of each state fiscal year and the end of the grant period.

Eligibility**CERTIFIED LOCAL GOVERNMENTS:**

Local governments that have established a historic commission and implemented a preservation program approved by the State Historic Preservation Office (SHPO) and certified by the National Park Service (NPS) may apply. CLGs must currently meet all certification requirements and be in active status to apply. CLGS may apply up to once every two years.

PROJECTS:

The CLG Grant funds projects that support the preservation of historic properties and archaeological sites.

- Survey – the documentation of historic properties and archaeological sites
- Designation – Designating a historic property or archaeological site to the local landmarks list or National Register of Historic Places.
- Pre-Development – Building preservation plans, structural reports, designs, etc. for historic properties.
- Development – Rehabilitation of properties listed on the National Register of Historic Places.
- Planning – Community preservation plans, archaeology studies, etc.
- Review and Compliance – Management of the CLG’s preservation program, processing design review applications, design guidelines, etc. This should generally be matching source, this grant is not intended to fund the operation of the preservation program.
- Public Education – Preservation month activities, speakers and trainings, historic property walking tours, mobile device tours, scanning of historic property photos, maps, etc. Signs and interpretive panels are NOT eligible for funding.
- Other activities – Trainings and conferences for staff and commissioners, membership in preservation organizations to access resources, training materials, etc. National Alliance of Preservation Commissions membership and trainings are highly recommended.

STANDARDS:

All projects must meet the Secretary of the Interior’s Standards for the Treatment of Historic Properties, meet the requirements of the Historic Preservation Fund Grant Manual, follow the State Historic Preservation Office Guidelines for Historic Resources Surveys, and State Historic Preservation Office Guidelines for Conducting Field Archaeology in Oregon. Work must be complete by professionals who meet the requirements described in the Historic Preservation Fund Grant Manual.

ASSISTANCE:

For grant questions, translation assistance, and OPRD: Grants Online support, contact: Kuri Gill, kuri.gill@opr.d.oregon.gov, 503-986-0685.

Application Process

GRANT ANNOUNCEMENT: The grant application will be announced through various media outlets. Grant application information and online system instructions can be found at <https://www.oregon.gov/oprd/OH/Pages/Grants.aspx#seven>.

REGISTER ON TO APPLY ONLINE: To access the application, register at oprgrants.org. Please use the [OPRD: Grants Online instructions](#) or [video](#) to set up your account and password. If you have used the system before, there is no need to register again. If you already have an account and you do not see the application in your available grant options, then request through Kuri.Gill@opr.oregon.gov or 503-986-0685 to add this grant option to your account. Log in using your email address and your password. See online [OPRD: Grants Online instructions](#) for or watch the [How to Navigate the OPRD Grants Online System](#) video for detailed directions to use the online grant system. General system information and additional tutorial videos can be found online. <https://www.oregon.gov/oprd/OH/Pages/Grants.aspx#one>

NOTE: Account registration can take up to three days and cannot be completed outside regular business hours.

APPLICATION SUBMISSION: Once you have a login, you will be able to create, edit, and submit your application. You can enter information, save, log out, log back in, enter more, etc. as many times as you would like before you submit. It will be helpful for you to know what to enter in the system if you use the [OPRD: Grants Online instructions](#).

The application must be complete and submitted online by the grant application deadline. Contact Kuri Gill, kuri.gill@oregon.gov or 503-383-6787, for accessibility or translation support.

APPLICATION PREPARATION RESOURCES: Please contact the grant coordinator to talk through project ideas. Also use Oregon Heritage resources to develop your application. The grant coordinator may also provide comments on the application up to two weeks prior to the deadline, as time allows.

APPLICATION QUESTIONS: The following questions will appear on the online application.

- Contact information – Most of this is filled in based on your account information.
 - Applicant – Enter the organization
 - Project Contact – This is the person we contact to discuss details of the project. If you are submitting the application, but you will not be the project contact, the project contact must have an account in the system to be entered. Please request an account or use the online registration to create one.
 - Address
 - Reimbursement Contact – This is the person who we contact to handle the financial side, may organization have a person managing the books who is not the project contact. The reimbursement contact must have an account in the system to be entered. Please request an account or use the online registration to create one.
- Project information
 - Project title – make a clear, short project title (ex. Jones Collection Cataloging)
 - Brief Project Description – please keep this brief and specific. Only state what the project is, not why it is important.
 - Project start date (must be after March 1, 2024)
 - Project end date (must be before June 30, 2025)
 - Site name – if the project location has a name, or enter NA
 - Site city/town/area
 - Site county

- Site description - provide a short description of the building(s) and the setting of the project.
- Site acreage – enter ‘1’
- Latitude & Longitude – use the ‘find lat/long’ button to enter information in this field. (If you have trouble with this section, please see the [online system instructions](#) and [video](#).)
- Finance – Please see the [OPRD: Grants Online instructions](#) and [video](#) for directions.
 - Requested amount
 - Match amount
 - Total amount
 - Budget expenses grouped by project type (Survey, Development, etc.) and category. **See Appendix D for example.**
 - Contractor/Consultant
 - Staff time
 - Volunteer time
 - Materials & equipment
 - Printing, publication & design
 - Travel
 - Other (specify)
 - Show source of funding using categories like, volunteer time, in-kind donations, staff time, organizational cash, donations, grants.
 - Budget must include both expenses and income, including other sources of funding.
 - Rates for volunteer services may not exceed Oregon minimum wage, except in those instances in which the volunteer is using their professional skills for the grant assisted work. For example, if a carpenter or bookkeeper donates carpentry or bookkeeping services to the project, these services may be valued at the hourly rate the carpenter or bookkeeper would normally charge.
 - Contingency is not allowed to be funded by grant dollars and cannot be considered part of the required match amount.
- Supplemental
 - Grant Administration – Costs related specifically to the management of the grant – tracking volunteer hours, submitting reports, etc. Costs related to projects (RFP process, contracting) should be included in that project category. Total for this section must not exceed 15% of the total project amount. Generally, this category should only be used for match to the grant funds. Provide scope of work, include staff and tasks involved.
 - Reconnaissance Level Survey – Systematic architectural survey conducted by qualified consultants or archaeological survey conducted by qualified archaeologists. Architectural survey products must meet the standards established in [“Guidelines for Conducting Historic Resources Surveys in Oregon”](#) (current version). A public presentation of survey results is highly recommended. Archaeological surveys must generate a survey report and appropriate site and isolate forms required by SHPO. The documentation must meet state standards. Provide scope of work including reason for survey, reason for property selection, number of properties included, and geographic area. **Note: Deadlines for RLS – first draft of survey is due by February 1, 2025 and final draft due May 31, 2025.**
 - Intensive Level Survey (ILS) – Historical Documentation of building identified in the Reconnaissance Level Survey or other process, or, archaeological survey involving comprehensive survey of all areas within survey boundaries. Architectural survey products must meet the standards required in [“Guidelines for Conducting Historic Resources Surveys in Oregon”](#) (current version). Archaeology survey must meet state standards and requirements. Consultants must meet professional requirements in the [Historic Preservation Fund Grant Manual](#). Provide timelines, properties to be documented and reason for the selection of those properties. Please explain the Reconnaissance Level Survey or other process that was used to determine the need for ILS, submit RLS or other process documentation. Please note if property owners have given permission for the ILS or not. **Note: Deadlines for ILS – first draft of survey is due by February 1, 2025 and final draft due May 31, 2025.**

- National Register Nominations – Completion of forms and supporting documentation for National Register designation of significant resources. It takes approximately 100-150 hours to complete all of the details for a single property nomination and up to a year to complete the process. Check with SHPO about the eligibility of properties prior to the application. Provide timelines, property to be nominated, reason for property selection. Submit ILS, RLS or other determination of eligibility of the property. Please note if property owners have given permission for the nomination or not. **Note: A completed Historic Resource Record is required as an attachment to the application.**
- Public Education – Historic Preservation month activities, tours, mobile device tours, lectures, brochures, public events, websites, workshops, newsletters, preservation awards, etc.; must be related to preservation of historical or archaeological sites. Provide timeline, quantity and type of product, outreach and promotion details, intended audience, goals. Signs and interpretive panels are NOT eligible.
- Planning – Community preservation plans and planning tools. Provide timeline, public engagement plan, purpose for plan, goals, etc.
- Review and Compliance – General preservation program management, local review of proposals for alteration, new construction and demolition, design assistance and guidelines, etc. General program management and design review should primarily be used as match for the grant funds. Provide the product information, people involved, approximate number of meetings, goals, etc.
- Pre-Development – Preparation of feasibility studies, working drawings, structural reports, preservation plans for the maintenance and/or rehabilitation, preservation and/or stabilization of properties eligible for or listed in the National Register of Historic Places. Projects must meet the Secretary of the Interior’s Standards for Rehabilitation and must be performed by professionals the meet Historic Preservation Fund Grant standards. Provide timeline, scope of work, reason for the work, reason for the property selection, information on estimates.
- Development - Labor and materials costs for rehabilitating National Register properties (must be on the Register or contributing to a district prior to the work). Provide scope of work including timeline, materials, methods, property location, condition, etc. NOTE: The entire review process for SHPO and NPS before work can begin is at least 90 days. **For known development projects, attach complete development project packet including current photo, historic photo if available, map, work plan drawings, and cover page.**
- Other Activities – Attendance at approved in-state and out-of-state historic preservation conferences and trainings, other projects that do not readily fit a category above. Provide timeline, work plan, conference name, number of participants. Provide details for each different type of project in this category.
- Back-up activity – Provide information on a back-up activity in case one of your projects falls through.
- Budget Detail – Provide details on estimates, committed in-kind participation, etc. Attach a detailed budget.
- Project Timeline – Provide target start and completion dates for all projects. Include benchmarks like: release RFP, hire consultant, initial public participation, complete project.
- Risk Assessment – Describe your accounting staff support and system.
- Attachments:
 - Budget detail (this can be whatever format you chose, but should show expense detail)
 - RLS – Map of area to be surveyed, or photo property type if based on property types, and completed Appendix D from the guidelines
 - ILS – Current photo property, historic photo of property, RLS report information, letter of commitment from property owner
 - National Register Nomination – Current photo property, historic photo of property, RLS report information, ILS report information or Historic Resource Record and SHPO eligibility letter, and letter of commitment from property owner
 - Public education – submit outreach plan, examples from similar past activities, etc.
 - Pre-development - Current photo property, historic photo of property
 - Development

- If the project is known: Current photo property, historic photo of property, map, complete development project packet
- If it will be a local grant process: Submit the process, application, timeline
- If you don't have attachments for the specific categories in the grant application system, then attach a document with N/A.
- Submission
 - Be sure to click submit.

Grant Review and Award Process

GRANT REVIEW AND SELECTION:

This is a non-competitive grant program. Following the grant deadline the application will be reviewed by staff to make sure it is complete. You will be contacted if the application needs additional information or if the projects do not meet the following criteria.

Criteria:

- The capability of the applicant to carry out the proposed project – reasonable budget, scope of work, timeline.
- Eligibility for funding under the Historic Preservation Fund.

GRANT AWARD:

The grant award will be made by the Deputy State Historic Preservation Officer. If applications do not meet the above criteria we will work with you to adjust the projects to be altered or changed. If it does, then you will be sent the grant agreements for signature.

GRANT AGREEMENT:

Shortly after you are notified that you have been awarded a grant, you will receive a Grant Agreement. By signing the Grant Agreement, you attest to acceptance of a state grant for the purposes outlined in your grant application and those outlined in the Agreement. These guidelines are considered to be part of your Grant Agreement. Some of the items in the Agreement include:

- An approved Project Budget with line items specifying project expenses covered by grant funds and specific project expenses covered by the applicant match.
- Grant starting date and grant completion & final report date.
- Special conditions for the project.
- Specific language for the acknowledgement of public funds provided by the State Historic Preservation Office and the National Park Service.
- Requirements for submitting reports and reimbursement requests.
- Requirements for inspections and audits.

Agreements can be completed electronically or by hard copy, but electronic is preferred.

- For hard copy agreements, wet signature is required. Please sign both copies of the agreement and return both copies. We will sign both and return one fully executed copy to you.
- For e-signature agreements we will need the email and name of the person with authority to sign. These will be sent through Adobe Sign by email for secure e-signature.

AMENDMENTS TO THE AGREEMENT:

You may not, without prior written approval, make changes that would substantively alter the scope of work, timeline, or budget stipulated in the Agreement, or make any changes that authorized the award of the grant. The contract was with the assumption that the work would be completed as agreed. If an issue arises that you think may require an amendment, contact us immediately.

Submit requests for changes as a progress report in [OPRD GrantsOnline](#), staff will be notified there is a report to review. Be sure to submit and not just save the progress report. If the change is approved, an amendment may be required.

Grant Management

Because the Grant Agreement involves the use of public funds from the State of Oregon and the federal government, you are expected to follow certain requirements for their use. These requirements will affect consultant or contractor selection, public notices, work plans, progress reports and billings, project photographs, final reports and billings, and recordkeeping.

FEDERAL PASS-THROUGH FUNDS

CLG grant funds are awarded through SHPO from the Nation Park Service Historic Preservation Fund. All grantees must follow the requirements of the Historic Preservation Fund Manual, 2 CFR Part 200, and others detailed in the grant agreement.

CONSULTATION WITH SHPO

SHPO staff has expertise in all types of typical CLG projects. While ongoing communication with the CLG Coordinator is required, you will be working closely with other staff assigned by SHPO in the program areas related to your project. Assigned staff will reach out to you directly.

CONSULTANTS/CONTRACTORS

A consultant or contractor is any individual or firm who is not a staff member on the permanent payroll of the grantee's organization. If you plan to use a consultant or contractor to carry out any tasks in your project, the selection must be consistent with Oregon State policies and the Secretary of Interior's Historic Preservation Professional Qualification Standards (http://www.nps.gov/history/local-law/arch_stnds_9.htm).

These provisions apply to the hiring of consultants or contractors when the funds to pay their fees are either CLG Grant Funds or are part of the non-federal matching share of a CLG grant. Depending on their involvement in the project, your staff may be required to meet the Secretary of Interior's standards for historic preservation professionals also.

Evidence of competition for direct negotiated professional services of under \$10,000 is not mandatory.

Services and materials that cost \$10,000 to \$75,000 must show evidence of competition, including soliciting proposals from at least three potential contractors.

Grantees shall maintain documentation on file to support all hiring and contracting procurements involving Federal and matching funds, including evidence that the services of the consultant are needed and cannot be met by current staff whose salaries are paid in part under the grant. Documentation must include:

- How contractor was solicited and selected;
- Why contractor was selected (references, quality, previous work, time frame, cost, etc).

SHPO may request that the Grantee check the Consultant's references, if evidence of this is not submitted with the approval request. This is good hiring practice.

The Grantee has the responsibility for project completion, as they are under contract with the SHPO. Management of the consultant contract is included in this responsibility. The Grantee needs to maintain regular contact with the consultant to receive progress reports and assure that the agreed upon timeline is being met, and that the products meet their contracted obligations.

All work carried out by the contractor or consultant must be submitted first to the grantee, not to SHPO. When the Grantee approves the work, the Grantee will submit the report, any documents that are products, photos, and the payment request to SHPO. In no case does the contractor or consultant submit work or reports directly to SHPO without the Grantee included; drafts for SHPO review must also come from the Grantee or the Grantee must be included in the notification or submission to SHPO.

WORK PLANS

Work plans must be approved by the State Historic Preservation Office before work begins. For approval submit the following to the Grants Coordinator:

If no changes have been made to the plan...

- An email indicating that the plan remains as proposed in the application

If the plan is different than the one proposed in the application...

- Before photographs
- Plan drawings
- Work description including materials, tools and processes to be used
- Timeline

SHPO staff **must** approve drafts of publications and interpretation prior to production. If required language does not appear on the documents, the work cannot be reimbursed or included as match.

STAFF TIME

Documentation of staff time for grant funded work and for matching source work is required. Documentation must include the person, the tasks, hours, and rate for each employee.

VOLUNTEER TIME

Documentation of volunteer time for matching source work is required. Volunteer work may not be reimbursed by the grant. The volunteer rate is Oregon minimum wage. If a volunteer is using professional skills, the professional rate may be used. A document from that volunteer indicating the rate is required for each submission. Documentation must include the person, the tasks, hours, and rate for each volunteer.

PUBLIC NOTICE REQUIREMENT

It is in your best interest to spread the news about the grant award and the project progress. Upon grant award, at key project points and upon completion you should do the following.

- Send a news release to local media
- Inform your members and interested parties
- Post on social media
- Inform your public officials (local, state and federal)
- Have celebratory and/or informational events (construction tour, ribbon cutting, etc.)

All grant or match-funded publications, literature, and videos must be reviewed, revised if needed, and approved in draft form by SHPO **prior** to final publication. This includes context statements, pamphlets, brochures, booklets, interpretive panels, exhibits, preservation plans, structural plans, etc. See the Development project section for additional public notice requirements for development projects.

ACKNOWLEDGMENT OF SUPPORT

An acknowledgment of State Historic Preservation Office and NPS support must be made in connection with the publication or dissemination of any printed, audio-visual, or electronic material based on, or developed under, any activity supported by HPF grant funds. Projects that must include this are newsletters, brochures, plans, reports, etc. This acknowledgment shall be in the form of the following statement:

“The activity that is the subject of this [type of publication] has been financed [in part/entirely] with Federal funds from the National Park Service, U.S. Department of the Interior. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior. “

NONDISCRIMINATION STATEMENT

Publications (brochures, preservation plans, etc.) and audio-visual materials must also include the following nondiscrimination statement:

“This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, disability or age in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to: Office for Equal Opportunity, National Park Service, 1849 C Street NW, Washington, D.C. 20240.”

PUBLIC INFORMATION

Press releases, publications, and any other public dissemination of information (including electronic materials such as internet pages) by a grantee made possible by grant assistance shall acknowledge Department of the Interior, National Park Service grant support by use of the above statements.

Grantee must provide a digital copy of any public information releases concerning this award that refer to the Department of the Interior, National Park Service, or Historic Preservation Fund. Specific text, layout photographs, etc. of the proposed release may be submitted for prior approval.

We cannot reimburse for projects that don't include the above statements.

You may be asked to contribute to the Oregon Heritage Exchange blog following project completion.

COPIES OF PUBLICATIONS

Upon publication, a minimum of one electronic copy must be submitted to SHPO. One copy of the publication will be furnished by SHPO to NPS, which will furnish one copy to the Department of the Interior's Natural Resource Library for deposit. Publications covered by this section include any formal, bound publication produced as a result of research or any other work funded in whole or in part by CLG grants, except National Register Nominations and Inventories, which conform to their own submission requirements.

SURVEY PROJECT REQUIREMENTS (RLS & ILS)

The CLG must work with SHPO to:

- Develop the survey proposal to be submitted to SHPO before starting work and timeline.
- Develop the RFP.

This communication should occur in the first quarter of the grant period.

SHPO will work with the selected consultant and the CLG to:

- Coordinate the database access.
- Coordinate information transfer.
- Ensure SHPO requirements are achieved.

Survey Project Deadlines

These deadlines are required for submission to SHPO, they do not include the CLG and commission/board review, which should be accounted for in the contract timeline.

1st draft database, maps and report outline to SHPO – February 1, 2025

SHPO return comments – March 1, 2025

SHPO & consultant work through revisions (as needed) – March 1, 2025-May 31, 2025

Final draft to SHPO – May 31, 2025

DEVELOPMENT PROJECT REQUIREMENTS

Eligible Projects

Rehabilitation and preservation of properties listed on the National Register of Historic Places individually or contributing to a district.

- Painting alone is ineligible for funding.
- Projects eligible for funding.
 - Roofing
 - Window repair
 - Foundation repair
 - Siding repair
 - Replacement of missing architectural features, etc.

Preservation Agreement Requirement

All development or rehabilitation projects require a Preservation Agreement between the SHPO and the property owner. An example Preservation Agreement is available as a fillable form on Oregon Heritage website: <https://www.oregon.gov/oprd/OH/pages/clg.aspx>. You may submit this with the application or as a progress report in OPRD Grants Online. This is **required before work** can begin on the project. If the Federal funds use on a property accumulate to over \$25,000 then a covenant is required. If a covenant is required, then a copy of the deed will need to be submitted. Contact your grant coordinator in this case.

Section 106 and NEPA Compliance

Completion of Section 106 and NEPA documentation is required for all development projects. Both processes must be completed before work begins. Submit the CLG Development Project packet with your application or as a progress report in OPRD Grants Online. SHPO will begin the Section 106 review and the NEPA process upon receipt of the complete packet.

- If the project is eligible for funding and the work meets the Secretary of the Interior's Standards, the signed packet will be uploaded to OPRD Grants Online, and the grantee will be notified.
- SHPO will begin the NEPA process.
- The 30 day tribal and public comment period will be completed.
- The NEPA documentation including the approved CLG Development Project Packet will be sent to NPS.
- The grantee will be notified of the project start date.

The packet coversheet and CLG development project checklist are [online](#).

Photographs

Before, during and after photographs are required for the interim and final report reports that request reimbursement. Photos are required in a digital format (300dpi or higher, jpeg or tiff). Do not submit photographs in a PDF format.

Grant Reporting and Reimbursement

GRANT REPORTING

Reports are submitted through [OPRD GrantsOnline](#). Reports are submitted as a progress report through [OPRD GrantsOnline](#). See [Reporting through OPRD GrantsOnline](#) and [Using the OPRD Grant Application & Reporting System](#) sections of the [Oregon Heritage Grants webpage](#) for instructions and videos.

Interim reports: Interim grant reports are required **July 15, 2024, December 31, 2024 and July 15, 2025**.

You will be sent a report reminder to submit it. Reports must include the current status of the project and summary of work completed, results and benefits of the project, a timeline for completion, and any issues or challenges. Submit supporting attachments like photographs, professional review, inspection results, etc.

Reports are submitted through [OPRD GrantsOnline](#) as a progress report. Reports must include:

- Start and end dates for the reporting period.
- The current status of the project and summary of work completed and work remaining, a timeline for completion, and any issues or challenges.
- Supporting attachments like photographs of work in progress and people doing the work, inspection results, etc. Any appropriate evidence that work was completed. See the list below for recommended attachments.
- Estimated amount of grant funds expected in the next grant period.

Oregon Heritage staff will review and approve reports. A site visit may be required for approval, but this is rare with strong documentation submitted. You will be notified if a site visit must be scheduled. A report is required to submit a reimbursement request.

Final report: A final report is required within 45 days of completing the project or by **July 15, 2025**, whichever is first. Reports are submitted through [OPRD Grants Online](#) as a progress report, check the box 'Final Report'. See [Reporting through OPRD GrantsOnline](#) and [Using the OPRD Grant Application & Reporting System](#) sections of the [Oregon Heritage Grants webpage](#) for instructions and videos. Reports must include a summary of work completed and any changes to the original plan. Submit additional documentation including:

- Photographs before, during and after the project is complete (300 dpi or higher),
- Summaries of participation and results of programs,
- Electronic copies of documents, promotional materials, etc.,
- Contractor specifications and invoice, inspection report, and other evidence of work completed,
- Grant Evaluation and Project Impact Form (Appendix A) – This information is used to improve our grant processes and services and to measure the value of our grant programs, please use the [online form](#).

Descriptions and supporting document requirements for typical project types:

Reconnaissance Level Survey

Summary: Describe the location, the number of properties, the general results of the survey, the number of people attending the public presentation of the survey.

Attachments: Submit the final survey report. The database and list of properties will be submitted directly to the survey program, so do not upload those.

Intensive Level Survey

Summary: Provide the address and property name, if there is one, and describe the property and a few sentences of the results of the survey, and recommendations for next steps.

Attachments: Submit the final report.

National Register Nomination

Summary: Provide the address and property name, if there is one, and describe how far the nomination is through the listing process.

Attachments: Submit a photograph of the property and the coversheet of the nomination form. The full nominations are submitted through the National Register program.

Pre-Development

Summary: Provide the address and property name, if there is one. Describe the purpose the pre-development work.

Attachments: The report, drawings, plans, etc. Be sure the required credit statements appear on the documents.

Development

Summary: Provide the address and property name, if there is one. Describe the work completed, the methods and materials used, the original materials retained or lost.

Attachments: Prior to work beginning the signed Preservation Agreement and complete CLG Development Project Packet must be submitted. For the final report, attach photos of people doing the work and before and after photos (jpg or tiff, 300 dpi or higher) and summary from contractor of work completed.

Review and compliance

Summary: Describe the number of meetings, the numbers of projects reviewed (by commission and/or staff).

Attachments: *Packet of meeting agendas or minutes (agenda only, not meeting packets).*

Planning

Summary: Describe the planning work completed, and a few sentences about the public participation and the results.

Attachments: Electronic copies of products (design guidelines, preservation plans, etc.) Be sure the required credit statements appear on the documents.

Public Education

Summary: For events, list each event, who and how many attended and the results. For brochures, describe what they are, how many were printed and how they were distributed. For formal publications, describe what they are, how many were printed and how they were distributed. For web-based projects describe what they are and many have accessed them.

Attachments: For events, submit flyers, articles, photos of the event, programs, etc. For brochures, submit the brochure. For formal publications, submit hard copies outside of OPRD Grants Online. For web based projects submit the url and screen shots that convey the work completed. Be sure the required credit statements appear on the documents.

Additional resources for reporting:

- [Grant reporting and reimbursement checklist](#)
- [OPRD Grants Online Reporting and Reimbursement Instructions](#)
- [How to submit a progress report – Video Tutorial](#)

GRANT REIMBURSEMENT:

Grant funds are dispersed on a reimbursable basis. A project report and a reimbursement request are required to receive a reimbursement. Both must be submitted through [OPRD GrantsOnline](#). See [OPRD Grants Online Reporting & Reimbursement Instructions](#) for detailed instructions or the [video](#) to complete your reimbursement request online.

The reimbursement request must include all expense information for the period the request covers, including costs covered by match.

Enter project expenses in the project expense section. Include all costs for the project, including match source funded expenses and volunteer time. Only the match amount must be provided, not the matching source. Expenses may be grouped by expense category:

- Contractor/Consultant
- Staff time

- Volunteer time
- Materials & equipment
- Printing, publication & design
- Travel
- Other (specify)

Submit the following attachments.

- Copies of invoices or receipts for expenses over \$500
- Itemized list of expenses under \$500
- Volunteer time tracking
- Staff time tracking
- Evidence of in-kind donation value
- See OPRD Grants Online Reporting & Reimbursement Instructions
<https://www.oregon.gov/oprd/OH/Documents/OPRDOOnlineGrantReimbursementReportingInstructions.pdf>
for a detailed guide to completing your report online.
- See Grant Reporting and Reimbursement Checklist for additional guidance.
<https://www.oregon.gov/oprd/OH/Documents/ReportingReimbursementChecklist.pdf>
- [How to submit a reimbursement request](#) – video tutorial
- DO NOT submit canceled checks as proof of payment. This is a privacy protection issue. Only proof of expense is required.

Separate reimbursement requests are required for each state fiscal year. Submit a reimbursement report for work in each of the following periods.

- April 1, 2024 – June 30, 2024, deadline July 15, 2024
- July 1, 2024 – June 30, 2025, deadline July 15, 2025

THINGS TO KNOW:

- Interim reimbursements may be requested as work is completed.
- Match requirements should be met with each request. The entire final payment will be withheld until all products are received, and approved by SHPO. No more than 50% of the expenditures to date will be paid in any payment, to assure the required 1:1 minimum match required for cities over 5000 and counties over 10,000 population.
- Full reimbursement is allowed when work is complete and the match requirements are met. OPRD may withhold up to 10% of the award amount until that time.

FINAL PRODUCTS: Federal Guidelines make it very clear that the product is the measurable result of CLG projects. Products must meet the Secretary of Interior's Standards for the applicable project objectives. It is very important that you complete each element agreed upon in the Agreement. If goals are not met, it is SHPO's responsibility to withhold final reimbursement, or request re-payment of funds. Your ability to secure future grants from SHPO may also be affected.

AUDITS: A field or desk audit may be made after completion of the project to verify your expenditures. The auditor will contact you several days in advance to arrange a convenient time if a field audit is necessary. To expedite this audit, all supporting documents should be readily available.

IN FIELD MONITORING: You may receive one or more site inspections involving both the project coordinator and/or persons conducting the work. Typically, the meeting might consist of a visit to the project area; a review of the boundaries, concentrations or types of resources, discussion of the progress of the project, or attendance at a public hearing or meeting. Record keeping and financial systems may be examined. In-field monitoring will be scheduled in advance of the meeting.

RECORD KEEPING: Keep records of your grant management for five years. For details about accounting procedures see Appendix B.

ASSISTANCE:

Grant questions and OPRD: Grants Online: Kuri Gill, kuri.gill@oregon.gov, 503-986-0685.

APPENDIX A

Oregon Heritage Grant Evaluation and Impact Form (Please use the [online form](#).)

Thank you for completing this form. This is valuable information we use to improve our programs and document their value. Don't worry if your project did not address some of the questions, we are attempting to track the performance of our grants overall. If you want to include additional detail, please use the comment boxes.

Project Impact Form

In three sentences or less, what was the impact of the grant funds?		
	No	Yes
Did the grant directly affect your ability to complete the project? If yes, how?		
Comments:		
Select the Oregon Heritage Plan Goal that your project most addressed and explain how it did that.	<ol style="list-style-type: none"> 1. Include more voices 2. Increase access to heritage 3. Promote the value of heritage 4. Pursue best practices 	
Comments:		
Select the Oregon Historic Preservation Plan Issue that your project most addresses and explain how it did that.	<ol style="list-style-type: none"> 1. Government Partnerships 2. Advocacy and Heritage Partner Networking 3. Public Outreach and Education 4. Professional Preservation Education 5. Information Sharing and Accessibility 6. Identification and Designation of Cultural Resources 7. Preservation, Rehabilitation, and Protection of Cultural Resources 8. Grants & Funding 9. Economic Development 10. Statutes, Ordinances, Codes, and Processes 	
Comments:		

APPENDIX B

RECOMMENDED ACCOUNTING PROCEDURES

In any program where reimbursement is requested for a portion of project costs, or matching share is claimed, adequate records are essential. There should be definite supporting evidence for EACH item of cost claimed, estimates are not sufficient. While these may not be required for reporting purposes, they are recommended for your record keeping in case of audit. The procedures below may not apply in every case, so look through them and identify and use those that are relevant to your project. Grantees must follow the requirements of the National Park Service HPF Grant Manual and 2 CFR 200.

Contact Kuri Gill at Kuri.Gill@oregon.gov, or phone 503-986-0685 if you have questions.

In order to promote a better understanding of the records required and to avoid the possibility of having costs disallowed at the time of audit, the following accounting procedures are suggested:

- Establish a separate account for each agreement project.
- Maintain the account so that it includes the project name, and lists payment for salaries and wages, contracts, equipment, materials and supplies, and other items that conform to categories listed on the grant reimbursement request.
- Each entry in the account must be cross-referenced to a voucher, payroll invoice or other supporting document. Each payment must be supported by a cancelled check or warrant, available in the grantee's records in the event of an audit. DO NOT SUBMIT CANCELED CHECKS.

The following paragraphs provide you information about the specific budget categories:

Allowable Costs

Expenditures may be charged to this grant only if they:

- are in payment of an obligation incurred during the contracted grant period,
- are necessary to the accomplishment of approved grant objectives, and
- conform to the "Standards for Allowability of Costs" and "Matching Share Standards" in the NPS Historic Preservation Fund Grants Manual, Chapters 13 & 14.
- Refreshments may not be funded by or act as match for these grant dollars.

Note Regarding Federal Employees: You may not use any Federal grant funds or matching funds to pay any expenses of current employees of the Federal Government. This is in accordance with 18 USC 209 stating that a Federal employee can't receive supplemental compensation for their services in their capacity as Federal Government employees.

Federal Requirements of the Grant

Federal Administrative Requirements. The provisions of Office of Management and Budget Circulars apply to CLG grants. 2 CFR 200 is primary. Failure to comply with these Circulars may be the basis for withholding payments for proper charges, recovery of such funds, and the termination of financial support. Most of the circulars are on the Web, at <http://www.whitehouse.gov/OMB/circulars/>.

- Environmental Requirements. Activities funded by CLG grants shall be conducted in full accord with the policies and provisions of the National Environmental Policy Act of 1969 (Public Law 91-190), the Coastal Zone Management Act, and the Floodplain Management Act, as applicable.

- Equal Opportunity. Equal Opportunity information must be posted in all project offices and sites. All activities assisted under the HPF grant program are subject applicable Federal laws as stated in your contractual agreement, including the provisions below:
- Title VI of the Civil Rights Act of 1964, 78 Stat. 241, as amended, which provides that no person on the grounds of race, color, age, national origin, or handicap shall be excluded from participation in, be denied the benefits of, or be subject to discrimination under any activity receiving Federal financial assistance.
- DI Form 1350, Assurance of Compliance (with Title VI, Civil Rights Act of 1964)
- Property acquired or developed with HPF assistance shall be open to entry and use by all persons, regardless of race, color, age, national origin, or handicap who are otherwise eligible. Discrimination on the basis of residence, including preferential reservation or membership systems, is prohibited, except to the extent that reasonable differences in admission or other fees may be maintained on the basis of residence.

Following is information about the specific budget categories:

Professional Contractor or Consultant

Proper contractor or consultant selection procedures must be followed and proper documentation maintained for audit, or contract costs are subject to disallowal.

Payments made by the grantee should be supported by a statement or invoice from the consultant. The consultant hours do not need to be broken down if contracted in a lump sum, since the consultant agreement should state a total contracted amount.

Payments made include fee for service, salary, per diem, payment for the travel, or other allowable services. These costs do not need to be itemized in the expenses if contracted in a lump sum.

Employees

When a staff member is involved in a grant project, their time on the project must be clearly tracked electronically or on a timesheet, showing hours on their usual job and hours on the project separately. Total hours may not exceed 40 hours/week, with the only exception being the well documented time at meetings occurring outside normal work hours. Payrolls need to be signed by an authorized person.

The Grantee shall adjust the minimum wage paid, if necessary, to meet the Secretary of Labor's annual E.O. minimum wage. The Administrator of the Department of Labor's Wage and Hour Division will publish annual determinations in the Federal Register not later than 90 days before the effective date of the new E.O. minimum wage rate. The Administrator will also publish the applicable E.O. minimum wage on www.wdol.gov and on all wage determinations issued under the Service Contract labor Standards statute or the Wage Rate requirements statute. The applicable published E.O. minimum wage is incorporated by reference into this agreement.

Grantees may be entitled to adjustment due to the new minimum wage.

Time and Attendance

Records (daily, weekly, or monthly) must show total daily hours for each project and description of work performed.

Fringe benefit rates should be developed using actual costs, and individual components should be identified.

Documentation should show how rate or cost was derived. This amount must be traceable through the grantee's records.

Travel

State guidelines require that all mileage rates do not exceed the maximum state rate, which is generally the same as the standard Internal Revenue Service rate. The reimbursement request must show the name of the individual, time of departure and return, dates, mileage (odometer readings or locations), meals claimed, and purpose. A copy of lodging receipts for overnight travel must be maintained.

Materials and Equipment

Value and Use of Owned Equipment: Equipment value (for owned equipment) should be supported by time records and by a schedule of hourly rates developed from actual historical costs, or in the event no previous cost data exists, from reasonable estimates of such factors as useful life, annual hours or use, insurance premiums, etc. These estimated rates must be adjusted each year based on the previous year's actual costs. The State has developed a form that may be used for this purpose; copies are available from the grants coordinator.

Equipment Rental (Outside): Payments made by the project sponsor for equipment rented for specific project area are generally allowable under state regulations. Payments made by the project sponsor must be supported by a statement or invoice from the vendor that indicates the time period the equipment was rented.

Supplies

Supplies and materials charged to the project must be supported by purchase orders and supplier's invoices.

The original or a photocopy of the cancelled checks must be available for a field audit, please **do not** submit these with your grant report/reimbursement request.

Printing, Publication Design, etc. - If you make, design or print a publication as part of your project, include those costs here. The costs can only be paid if a statement recognizing the grant contribution is included.

Value of Contributed Goods and Services

Valuation of In Kind Contributions from Third Parties The value of labor, materials, equipment usage, etc., donated by sources other than the grantee may be included on the Payment Request Form only if documented. Documentation can be a sheet with work done and hours worked recorded and signed by the project manager and the volunteer.

Volunteer services may be furnished by professional and technical personnel, consultants, and other skilled and unskilled labor.

Volunteered services may be counted as matching share if they are a necessary part of the project. A packet of forms are available from the grants coordinator for use by grantees who are tracking values of volunteer work and donations to projects. The forms are, for the most part, self explanatory.

Rates for volunteer services may not exceed minimum wage, except in those instances in which the volunteer is using their professional skills for the grant assisted work. For example, if a carpenter or bookkeeper donates carpentry or bookkeeping services to the project, these services may be valued at the hourly rate the carpenter or bookkeeper would normally charge. In such cases, the donor must sign a brief statement that notes the donor's usual occupation, intent to donate their usual services, and the date. These statements are then included in the payment request support documentation.

Donated Materials Invoices, where applicable, must be marked “donated” and signed, and attached to the Payment Request Form.

Donated Equipment Invoices, where applicable, must be marked “donated” and signed, and attached to the Payment Request Form.

APPENDIX C

PROFESSIONAL QUALIFICATIONS STANDARDS

Note: Consultants hired for CLG projects should meet the following qualifications.

The following requirements are used by the National Park Service, and are published in the Code of Federal Regulations, 36 CFR Part 61. The qualifications define minimum education and experience required to perform identification, evaluation, registration, and treatment activities. In some cases, additional areas or levels of expertise may be needed, depending on the complexity of the task and the nature of the historic properties involved. In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

History

The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

Archeology

The minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or closely related field plus:

1. At least one year of full-time professional experience or equivalent specialized training in archeological research, administration or management;
2. At least four months of supervised field and analytic experience in general North American archeology, and
3. Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.

Architectural History

The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history, or a bachelor's degree in architectural history, art history, historic preservation or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

Architecture

The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time experience in architecture; or a State license to practice architecture.

Historic Architecture

The minimum professional qualifications in historic architecture are a professional degree in architecture or a State license to practice architecture, plus one of the following:

1. At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
2. At least one year of full-time professional experience on historic preservation projects. Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.

APPENDIX D

▲ Project Budget Worksheet	
Project Budget Worksheet	
Public Education - Printing, design, etc	\$2,000.00
RLS - Consultant	\$4,000.00
Public Education - Staff time	\$1,000.00
Public Education - Volunteer time	\$500.00
RLS - staff time	\$500.00
Review and Compliance - Staff time	\$3,000.00
Source of Funding Worksheet	
Public Education - Staff time (Staff time)	\$1,000.00
Public Education - Volunteer time (Volunteers)	\$500.00
RLS - staff time (Staff time)	\$500.00
Review and Compliance - Staff time (Staff time)	\$3,000.00
Total Project Cost	
<input type="text" value="\$11,000.00"/>	
Total Match from Sponsor	
<input type="text" value="\$5,000.00"/>	
Grant Funds Requested	
<input type="text" value="\$6,000.00"/>	



City Administration Report

January 9, 2024

This report is intended to provide Council with an overview of current activities, project status updates and previews of select upcoming issues and activities of Council and Staff.

Featured Items

1. **Law Enforcement Data System (LEDS) Audit** – Chief Larson and his staff, led by Police Department Technician Jeramiah Rupe, recently completed a required on-site audit for the City’s utilization of LEDS, a statewide program organized and administered by the Oregon State Police (OSP). LEDS is a criminal justice telecommunications and information system for the State of Oregon and is the control point for access to similar programs operated by other states and the Federal Government.

Audits are required at least once every three years and includes a review of current user agreements, staff training records, physical access to the system, communication on training, security and operational updates and all agency policies relating to the use of the LEDS system.

Attached to this report is the final audit letter from OSP indicating a successful (in compliance) audit. Chief Larson is currently also in the process of completing two other important third party audits in the Department’s continuing efforts to ensure all minimum standards are met and new best practices are properly incorporated into the complex set of regulations that local law enforcement agencies work within. Results of these audits will be shared when completed.

2. **Utility Billing Online Customer Portal**– The City’s Admin and Utility Billing staff recently launched a new customer facing online utility billing tool that allows customers to sign up and get full access to their account. Customers can review current and prior billing statements, payment history, historical water consumption data, sign up for auto bill-pay, select paperless billing and other account features.

In addition to providing customers with improved access to information and additional payment options, the system improves the operational efficiency of the City’s customer service operations. City Recorder, Sammy Egbert and Utility Billing Specialist Sara Athey are the lead staff on the project and we are all appreciative and excited at the quick “go live” and the initial positive customer response. Attached is a flyer that will be distributed to all customers this month to highlight this new tool.

3. **Police Department CHETT Program Enhancement** – A number of years ago Chief Larson initiated a community assistance program modeled after another police agency in the region called the CHETT (Community Help Easing in Troubled Times) program. The program is donation based and provides a variety of low cost, but often essential assistance to a variety of people that find themselves in challenging situations. Funds have been utilized for motel rooms, gas, bus fare, etc to help people towards solutions to their immediate predicament.

In coordination with Public Works Director Brian Harmon, the CHETT program has recently been expanded to include the purchase of tools to loan out to those needing mechanical assistance to be able to continue their journeys. Additionally, in certain situations, Public Works staff has also assisted with troubleshooting and “hands-on” support to solve the immediate situation. In its short existence, these two CHETT program enhancements have proven to be valuable community tools to help those in need and, in many cases, prevent longer-term and higher cost problems from occurring.

4. **Municipal Court Amnesty Program**– Municipal Court Judge Phillip Williams and Court Administrator Mandy Balcom have developed an amnesty program that will start in early 2024 and run through the month of May. The intent of the program is to provide those with long term, outstanding Court fine balances a financial incentive to settle their accounts and close out their case files. Payment of 50% of the total amount currently owing will be matched with a waiver of the remaining 50% and the case file will be closed.

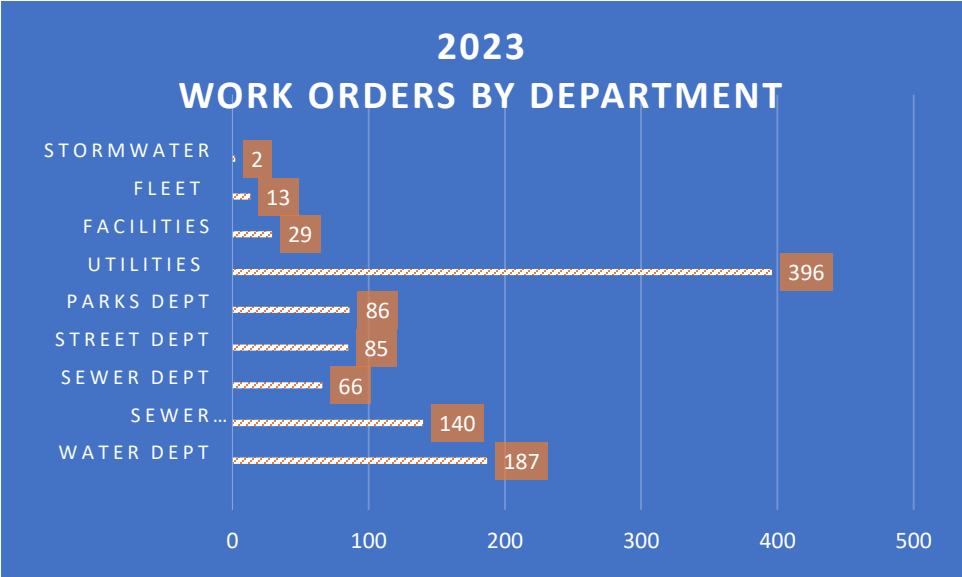
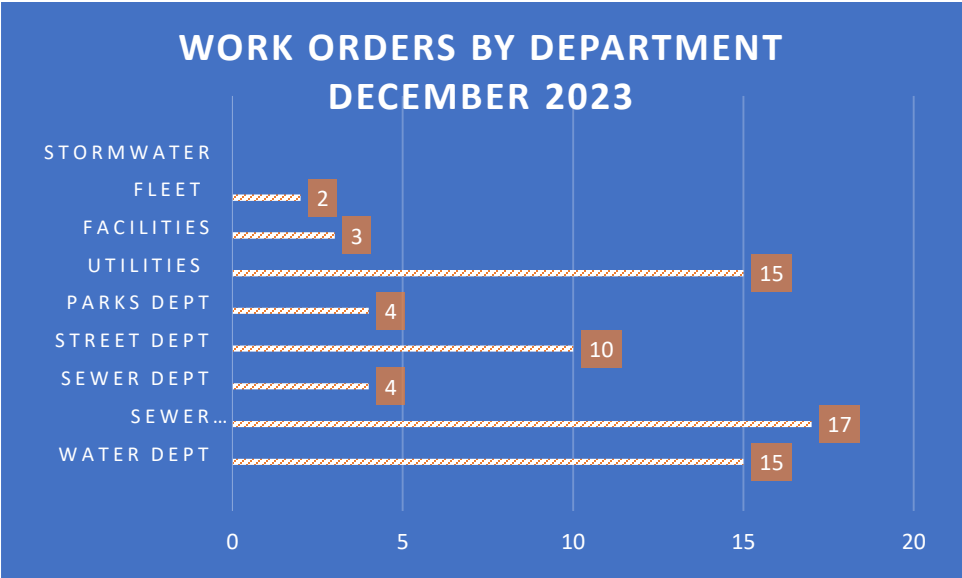
While the 50% waiver is a reduction in anticipated revenue, the potential for 50% payments on balances that may otherwise be required to be written off as bad debt likely equals or exceeds the “lost” revenue. A report on the success of the program will be provided to Council in June or July of this year.

Department Activity & Statistics

Staff maintains various activity, work order and case log type records that are utilized for a variety of required reporting to other agencies and/or for day-to-day oversight and management of their operations. Some of the data comes from third party software systems and typically not always in a format that is easily summarized or customized.

Staff will continue to refine the statistics and work to provide Council and the community with useful, relevant activity indicators and will also work towards the development of service level indicators that can often better connect the City funds (taxes, rates, fees) with the type and quality of the services provided.

Public Works



December 2023 Highlights

Water:

Leak on N Harrison
Complaint regarding pressure pulsating

Streets:

Leaf pickup continues. Dump Truck is in the shop
Crossalk Signal at Willamette and McKenzie is operational

Sewer:

We are having issues in the new subdivision with a rash of

bad floats. Working with vendor for resolution on this.

Planning

- SUB 02-20 & SUB 01-22: Public improvements for the first addition are complete. No new dwelling permits issued in December;
- Eight Structural/Plumbing/Mechanical/Electrical permits issued in December;
- Attended regional transportation meetings including a special meeting of the Transportation Planning Committee featuring an ODOT bridge specialist, Safe Lane Transportation Coalition, Transportation Options Advisory Committee and Technical Advisory Sub-Committee (of MPC);
- Received approval on the zoning determination application to Lane County for the waterline extension application;
- Planning Commission developed 2024 work plan goals;
- Heritage Committee developed 2024 work plan goals.

Municipal Court

- **December 2023 Activity Measures:**
 - **Citations (Crimes and Violations)**
 - New Citations for December 5, 2023 Court Date: 7
 - **December 2023 Court Receipts Including Collections,**
 - **Total Fines:** \$4,939.64 (total monies taken in for the month, nothing deducted), *compared to \$8,853.38 in December of 2022*
 - **Net Fines:** \$ 1,234.02 (City share only, NOT including collections), *compared to \$4,896.00 in December 2022*
 - **December 2023 Professional Credit Service Collections:**
 - **Total Collection Revenue:** \$3,705.62 *compared to \$3,957.38 in December 2022*
 - **Turned over to collection:** \$ 0 *compared to \$33,073.00 in December 2022*

Comparisons should only be considered when viewing the year-to-date amounts as court dates are not consistently held on the same dates each month, nor is there consistent cases presented to the court.

Other Information:

- Upcoming Court Date: January 9, 2024, Regular Court Session
January 23, 2024, Jury Trial

Police

- The department received \$1,050 in donations to the Coburg CHETT program
- The department received \$3,015 in donations to the Coburg Shop with a Cop program
- Officer investigated a missing person who was last seen in Coburg.
- Officer cited a female for multiple misdemeanor warrants.
- Officer cited a male for multiple misdemeanor warrants.
- Officer cited a male for a misdemeanor warrant.
- Officer took a report of a traffic crash and conducted a commercial truck inspection.
- Officers investigated a potential stolen RV and determined it was a civil problem.
- Officer arrested a male for a domestic assault and several warrants.
- Officer jumped two vehicles with dead batteries.
- Officers used the CHETT program to help a stranded citizen.
- Officers changed a tire for a stranded motorist.
- Officers took a report of damage to the Norma Pfeiffer
- Officer used the CHETT funds to purchase fuel for a stranded motorist.
- Officer contacted a sex offender and is pursuing fail to register as a sex offender charges.
- Officer took a report of a stolen bag taken from a car.
- Officers responded to the Coburg Storage for suspicious conditions.
- Officer investigated a bomb threat from out of the area and is working with other agencies to make arrest.
- Officers blocked traffic for the Coburg Light Parade.
- Officers participated in the Annual Shop with A Cop with kids from the Coburg Charter School.

Upcoming Events:

Department Range

SFST training



Oregon State Police
Headquarters
3565 Trelstad Ave Se
Salem, Oregon 97317
503-378-3720

December 18, 2023

Chief Larry Larson
Coburg Police Department
PO Box 8306
91136 N Willamette St
Coburg, OR 97408

Re: LEDS/NCIC Triennial System User Audit Findings – ORI OR0200700

Dear Chief Larson:

The Law Enforcement Data System is designated as Oregon's CJIS Systems Agency (CSA) for the Federal Bureau of Investigation's National Crime Information Center (NCIC). As such, we are required to conduct an audit of each agency in the state with a terminal accessing LEDS and NCIC at least once every three years. The goal of our audit program is to improve the quality of records in LEDS and NCIC and assist your agency in reducing potential areas relating to the use of these systems.

This audit is based on a questionnaire completed as part of an onsite audit conducted by OSP Auditor Candace Benson, with the cooperation of agency TAC Jeremiah Rupe. The questionnaire covered administration, training, security, record maintenance, and access to and security of criminal history information. In addition, your training records were reviewed, and a sample of records accessed by your agency was audited.

The Coburg Police Department was found to be IN COMPLIANCE with LEDS and NCIC policies and procedures.

Additional notes: I have sent an updated LEDS User Agreement to Chief Larson, for his signature. There is a current agreement on file; However, I removed the term 'Interim' from Chief's title.

Also, the Resolution with City of Coburg that authorizes Coburg PD to run a Computerized Criminal History (CCH) for city employment, is still in effect. However, Chief Larson was going to bring an updated agreement before City Counsel, as the former agreement is dated from 2009. Once this has been completed, please forward a copy to Auditor Candace Benson, to place in your agency file that is maintained at Oregon State Police.

An audit assessment is attached, which provides information on each of the areas covered during the audit. I would like to thank both Chief Larson and TAC Jeremiah Rupe for their



Oregon

Tina Kotek, Governor

Item 10.

Oregon State Police
Headquarters
3565 Trelstad Ave Se
Salem, Oregon 97317
503-378-3720

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assistance and cooperation in conducting the audit. Please contact me at 503 934-0301 or email candace.benson@osp.oregon.gov if you have any questions.

Thank you again,

Candace R Benson
LEDS Auditor | CJIS Division
Oregon State Police
3565 Trelstad Ave SE, Salem, OR 97317



PAY ONLINE!

You can now pay your Utility Bills online!
Just use the link on our website to sign up.

see back for more instruction



www.coburgoregon.org

ONLINE PAYMENT SYSTEM FAQ'S

What does the customer portal offer?

With the customer portal, you can easily make a payment, view your bill, activity and usage, edit your profile, view payment history or prior billing statements, & request paperless billing.

Are there any convenience fees assessed to customers using the portal?

There are NO additional fees added to your bill if you choose to pay online.

I am already on autopay in the City of Coburg's current payment system. Do I have to set up a new account?

If you are enrolled in our ACH or autopay system already, please contact us at 541-682-7850 before you sign up online.

I pay my bill through an online bill payments service provided by my bank. Do I have to set up a new online account?

If you would like to utilize the payment options from our new system, you would need to discontinue your payment service with your bank. You can also keep that payment service and sign up to our new system to be able to view account details, without making payments.

If I don't pay online, what are my other options?

You can still call and pay with a card over the phone (during office hours), send in or drop off a check or cash (in-person, in the drop boxes, or in the mail).

Can I set up multiple utility billing accounts? Can I access them under one log-in?

Yes. An additional benefit of the customer portal is the ability to add multiple utility billing accounts using the same profile.

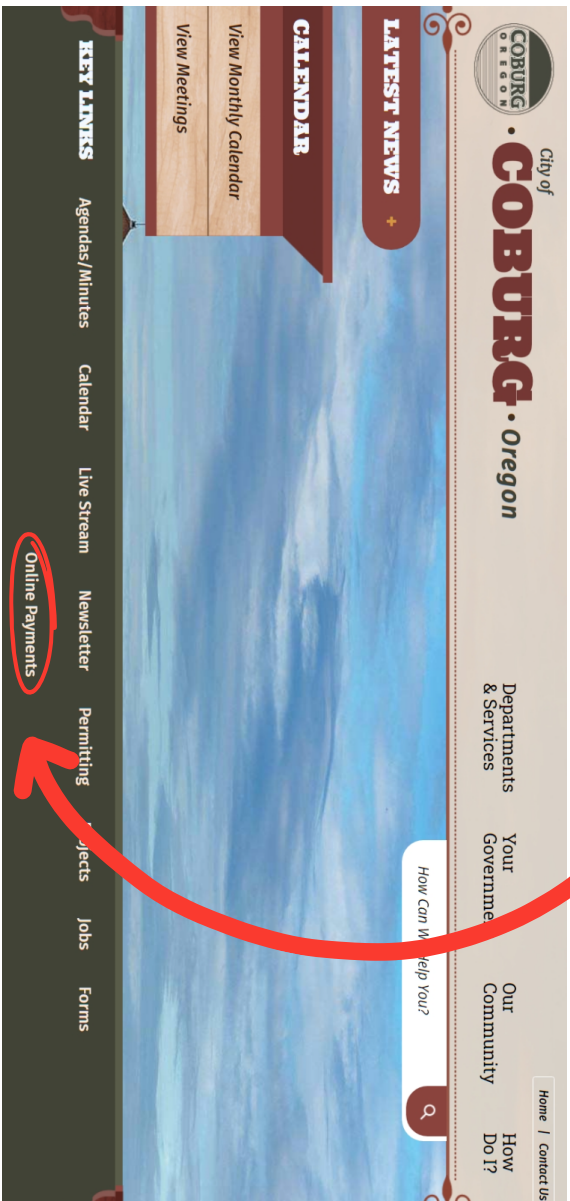
In order to set up autopay and choose paperless billing, you must verify your email after signing up

If you have any more questions, please contact us at 541-682-7850, or come into City Hall and we can help answer questions or walk you through the process.

HOW TO SIGN UP:

Item 10.

1. Visit our website for the link to sign up



2. Click sign up

Welcome

LOGIN

example@gmail.com

.....

Remember Me




[Forgot Password?](#)

Sign Up

LOG IN

Don't have an account? Save payment info for future use.

One Time Payment
Make a payment without registering.

Contact Us   

3. Enter your information & hit Complete Registration

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Account Information

Create your account.

Email *

Confirm Email *

Password *

Confirm Password *

Password must be at least 8 characters in length, and include three of the following:

- Lowercase Letters
- Uppercase Letters
- Numbers
- Special Characters (!, @, #, \$, %)

Utility Bill Verification

A recent utility bill is required to fill in some of the information below.

Last Name or Business Name *

Utility Account Number *

Please make sure you enter the account number with all leading and trailing zeroes and dashes.
For example: 123456-123

COMPLETE REGISTRATION