

Lowell City Council
Work Session and Special Meeting
Tuesday, July 6, 7:00 pm
Maggie Osgood Library, 70 N. Pioneer Street

Call to Order/Roll Call

Councilors: Mayor Bennett ___ Harris ___ Stratis ___ Dragt ___ Myers ___

Work Session Agenda

The work session is being held for the City Council to receive background information on City business and to give Council members an opportunity to ask questions and express their individual views. No decisions are made, and no votes are taken on any agenda item. The public is invited to attend, however, there is no public comment period.

1. Presentation by Jacob Callister, Principal Planner with Lane Council of Governments, to give an update on the "Lowell Development Code Amendment Project."
2. Review proposal from the University of Oregon Museum of Natural and Cultural History for an "Archaeological baseline survey for the Rolling Rock Park Improvements Project."
3. Discussion and further direction on debt financing for Rolling Rock Park and the Maggie Osgood Library renovation projects.

Adjourn the Work Session. The Special Meeting will immediately follow the Work Session.

Special Meeting Agenda

1. Authorize the hire of a new City Clerk above Step 1 in the pay scale, pursuant to the City of Lowell "Personnel Policies and Procedures."
Recommended Motion: "Motion to approve the hire of a new City Clerk at Step 4 in the approved fiscal year 2021-2022 pay scale, and to authorize a step increase in 6 months contingent on a favorable performance review."

Adjourn

<p>The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the City Clerk, Joyce Donnell, at 541-937-2157.</p>
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Agenda Item Sheet
City of Lowell City Council



Type of item:	Contract
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Item title/recommended action:

Review proposal from the University of Oregon Museum of Natural and Cultural History for an "Archaeological baseline survey for the Rolling Rock Park Improvements Project."

Justification or background:

The City will be receiving a \$214,000 grant award from the National Parks Service for the Land and Wildlife Conservation Grant for the Rolling Rock Park project. A precondition of receiving those funds includes completing all federal compliance reviews, which for Lowell involves an archaeological survey for Rolling Rock Park. City staff have contacted several qualified archaeological consultants, and the only response we have received is from the University of Oregon's Museum of Natural and Cultural History. Their proposal is attached for review, with a cost not to exceed \$17,109. I am recommending approval of the proposal at City Council's regular July meeting. The City may not proceed with any work at Rolling Rock Park until the study is completed and we are issued a "notice to proceed" from the National Parks Service after signing a federal grant agreement.

Budget impact:

Expenditure not to exceed \$17,109.

Department or Council sponsor:

Parks

Attachments:

Archaeological baseline survey for the Rolling Rock Park Improvements Project proposal dated 6/28/2021

Meeting date:	07/06/2021
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June 28, 2021

TO: Jeremy B. Caudle
City Administrator
City of Lowell, OR
JCaudle@ci.lowell.or.us

FR: Julia Knowles

RE: Archaeological Baseline Survey for the Rolling Rock Park Improvements Project, City of Lowell

The City of Lowell is currently undergoing a planning process to expand the current 1.6-acre Rolling Rock Park. The slightly larger (ca. 2-acre) park would be a consolidated block as opposed to its current linear layout (Figure 1). Design elements and use areas would include a hierarchy of pathways and park entrances, create parallel parking on all adjacent streets, plant trees, construct seating benches throughout the park, and potentially add picnic pavilions and dispersed picnic tables at a later time. The historic caboose currently in the park will be used as an interpretive feature along North Shore Drive on portions of track to be constructed parallel to the historic alignment. The northeast corner of the park will be a broad park entrance plaza. An amphitheater will be created by grading to allow for at least two 18" high terraced seating benches. A tree grove picnic and interpretive area is planned. A 60' by 30' covered picnic pavilion is proposed toward the northwest corner of the park. A small playground area is also proposed. The east side of the park, including a large lawn, is intended to be kept as a flexible open area to accommodate events. Cannon Street will be constructed on the east side of the park at a later date.

The park parcel has never been formally surveyed for cultural resources. Two archaeological sites are known to exist to the southeast of the park: 35LA479 and 35LA1285. Site 35LA479 is described as an open midden site extending into the reservoir. Basalt, chert, and jasper lithic tools and waste flakes were noted in a ca. 2-acre area (Fagan 1973). Site 35LA1285 is a mixture of lithic material and modern debris. Archaeologist Carol Winkler, who examined the site, noted that ground stone artifacts and obsidian flakes had been reported in the vicinity by National Forest employees (Winkler 2003).

The park is located on a high terrace above a former portion of the Coast Fork of the Willamette River, before the construction of the Dexter Dam, and is considered to have a high probability for buried cultural resources. The Confederated Tribes of the Grand Ronde recommended that sub-surface explorations be conducted by a qualified archaeologist prior to the implementation of the project.

Guidelines from the Oregon State Historic Preservation Office (SHPO) recommend shovel test probes of 30 cm in size to test for the presence of buried cultural material, set at intervals of no more than 20 meters. Shovel test probes are typically dug in 10 cm levels or by natural stratigraphy, to a minimum depth of 50 cm; they may be deeper, and must be dug to at least 20 cm below any cultural material, unless an impasse is encountered. Excavations deeper than 80 cm cannot be practically dug by shovel, but may be extended with soil augers.

MUSEUM OF NATURAL & CULTURAL HISTORY

& Oregon State Museum of Anthropology · 1224 University of Oregon · Eugene, OR 97403-1224
Collections (541) 346-5120 · Public Programs (541) 346-3024 · Research (541) 346-3031

The Rolling Rock Park parcel is roughly 100 by 100 meters, thus a grid of 25 shovel test probes is recommended. In addition, up to eight probes may be placed to explore areas with positive results. All excavations will be dug by natural strata or by maximum 10 cm levels, to at least two levels below cultural deposits or to bedrock. All excavated fill will be screened through 1/8" hardware mesh to aid in the recovery of cultural items. Recovered items will be placed in bags labeled with provenience information, and findings will be documented on field record forms. Stratigraphic profiles will be described, drawn, and photographed. The location of all excavations and profile work will be recorded.

Recovered cultural materials will be taken to the Museum's archaeology labs for cleaning, identification, and analysis. At the end of the analysis and reporting, the field records and photographs, and any archaeological material recovered, will be curated at the State Museum of Anthropology. A report of the archaeological investigations, and necessary archaeological site or isolate forms meeting the State Historic Preservation Office standards will be produced. The Museum's proposal is limited to the identification of cultural materials. Site testing, if any archaeological sites are discovered, and determination of significance would be conducted as a separate project.

The archaeological survey (and relevant tasks) will be completed by professional staff who meet the Secretary of the Interior's professional standards and have participated in ODOT Cultural Resources Qualification Training prior to performing any work under this Agreement. Portions of tasks may be completed by staff who do not meet the above requirements as long as final documentation and reports are reviewed and lead authored by staff who meet the relevant Secretary of the Interior's professional standards.

Work is done on a cost-reimbursable basis, and the following budget should be considered a not-to-exceed number. For budgeting purposes, personnel costs are based on top rates in various job categories and do not necessarily reflect actual personnel costs.

References

Fagan, Brian

1973 Site record form for 35LA497 (originally recorded as 35LA192). On file at the Oregon State Historic Preservation Office, Salem.

Winkler, Carol

2003 Site record form for 35LA1285. On file at the Oregon State Historic Preservation Office, Salem.

Rolling Rock Park (Lowell)

(T19S R1W Sec.14; USGS Lowell 1:24000 Quad)



1:24,000
Date: 6/28/2021

 RRP_APE

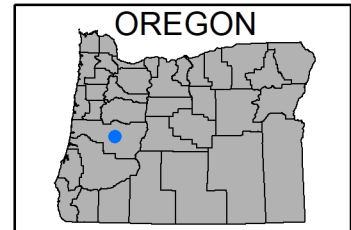
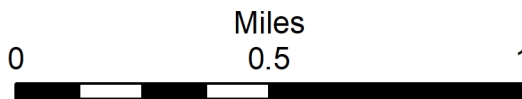


Figure 1. Location of the City of Lowell Rolling Rock Park expansion project in Lane County, Oregon.

**Archaeological Baseline Survey for the Rolling Rock Park Improvements Project,
City of Lowell**

WAGES:¹

Prep (coordination, permitting):			
Project Director 1 days @ \$384/day	\$	384	
Fieldwork:			
Project Director 3 days @ \$384/day		1,152	
3 Crew 3days @ \$124/day		1,116	
Lab Processing			
Lab Manager 1 day @ \$240/day		240	
Lab Technician 4 days @ \$124/day		496	
Research/Analysis/Report Preparation:			
Project Director 7 days @ \$384/day		2,688	
GIS specialist 1 days @ \$240/day		240	
Lab Assistant 5 days @ \$124/day		620	

Subtotal		6,936	
Payroll Assessments: 79.0% Subtotal		5,479	

Total Wages:			----- \$ 12,415

SERVICES AND SUPPLIES:

Expendable supplies	200	
Curation Fees	175	
Field vehicle use	300	

Total S&S:		----- 675

SUBTOTAL:	----- 13,090
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INDIRECT COSTS (30.7% of Subtotal):	4,019
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TOTAL PROJECT COSTS:	----- \$17,109
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Budget date: June 28, 2021

¹ Project personnel days are used for the purpose of estimating total project costs and do not constitute effort commitments to be tracked and documented by the University of Oregon.

Agenda Item Sheet
City of Lowell City Council



Type of item:	Discussion
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Item title/recommended action:

Discussion and further direction on debt financing for Rolling Rock Park and the Maggie Osgood Library renovation projects.

Justification or background:

City Council has directed me to obtain debt financing options for the Maggie Osgood Library renovation and Rolling Rock Park renovation. I have attached an email showing debt financing options from Government Capital Corporation, which previously worked with the city on financing various property acquisitions. The options provide minimum and maximum amounts for both projects, as well as 5 and 8 year repayment options (with 8 years being the maximum they would allow). I have also attached budgets for both project that we submitted with our grant applications to give you an idea of the planned city match, as well as other resources (if any) that were anticipated to be programmed towards these projects. As stated in the proposed FY 21/22 budget message, it is highly recommended that we offset increased debt service expenditures with additional utility bill revenues or property taxes.

Budget impact:

To be determined.

Department or Council sponsor:

Administration

Attachments:

Email from Government Capital Corp.; Ford Foundation funding status report and budget; Ford Foundation guidelines and emails; LWCF grant application.

Meeting date:	07/06/2021
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Jeremy Caudle

From: Lisa Hott <lisa.hott@govcap.com>
Sent: Wednesday, June 9, 2021 11:32 AM
To: Jeremy Caudle
Subject: Finance Info for Park and Library Projects

Follow Up Flag: Follow up
Flag Status: Flagged

Jeremy,

Thanks for inquiring about financing the City of Lowell's upcoming park and library projects. I understand these projects are early in the planning stage and may not come to fruition until Q3 or Q4 of this year.

I'm providing rates and payments based on the minimums and maximums we discussed. This financing is set-up as tax-exempt. Should these projects become taxable, the rates will be reviewed. Rates and payments are provided for five and eight years. Payments noted below include all applicable legal and documentation fees. Rates are valid for (14) days; rates will be indexed to the markets at such time. And, of course should the minimums and maximums change, I'm happy to provide updates.

Park Project – Maximum of \$500,000.00

(5) Annual Payments of \$110,110.82 Rate of 2.777%
(8) Annual payments of \$72,074.15 Rate of 2.927%

Park Project – Minimum of \$215,000.00

(5) Annual Payments of \$47,863.95 Rate of 2.873%
(8) Annual Payments of \$31,436.99 Rate of 3.073%

Library Project – Maximum of \$200,000.00

(5) Annual Payments of \$44,600.50 Rate of 2.873%
(8) Annual Payments of \$29,293.56 Rate of 3.073%

Library Project – Minimum of \$100,000.00

(5) Annual Payments of \$22,735.38 Rate of 2.873%
(8) Annual Payments of \$14,935.57 Rate of 3.073%

As Government Capital has financed other projects for the City of Lowell; financing for these projects would be expeditious and painless as we have most of the necessary documents in our files. I anticipate only needing current financials.

I'll follow up to see if you have questions or if you need anything additional for your July work session.

Thanks again for the opportunity to provide rates and payments for these projects.

Best,

Lisa Hott

LISA HOTT
CLIENT SERVICES

GOVERNMENT CAPITAL CORPORATION
345 MIRON DRIVE | SOUTHLAKE, TX 76092
DIRECT: 817-722-0238
OFFICE: 817-421-5400
WWW.GOVCAP.COM

Funding Status Report

Date 10/1/2020

Request # _____
(Foundation use only)

Organization City of Lowell

Project Title Maggie Osgood Library

Total Request Amount: \$150,000 Percent of Total Budget: 25%

If multi-year request complete amount per year:

(Yr 1)	(Yr 2)	(Yr 3)

Project Budget \$598,390

*Contributions less than \$1,000 may be grouped together as one total and listed as "Contributions less than \$1,000."

*The total contributions of Committed, Pending, Planned, In-kind and the amount requested from The Ford Family Foundation must equal or exceed the total project budget amount.

*If you are requesting programmatic or operating funds, use the space below to provide information on your operating budget for the fiscal year you would receive funding from The Ford Family Foundation. If a multi-year request, the numbers should reflect Year 1 only.

Contributed Revenue

Sources	Committed	Pending	Planned	In-kind	Total
Government:					
City Match	\$ 90,000	\$ -	\$ -	\$ -	\$ 90,000
City of Lowell	\$ 290,000				\$ 290,000
Lane County	50,000	-	-	-	50,000
Subtotal	\$ 430,000	\$ -	\$ -	\$ -	\$ 430,000
Foundation Grants:					
Ford Family Foundation Governmental Grant	\$ -	\$ 150,000		\$ -	\$ 150,000
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Subtotal	\$ -	\$ 150,000	\$ -	\$ -	\$ 150,000
Businesses:					
	\$ -	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-
	-	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Individuals:					
Contributions Less than \$1,000	\$ 13,390	\$ -	\$ -	\$ -	\$ 13,390
Shawn Watson	3,000	-	-	-	3,000
Julie Cherry	1,000	-	-	-	1,000
Hall O'Regan	1,000	-	-	-	1,000
	-	-	-	-	-
Subtotal	\$ 18,390	\$ -	\$ -	\$ -	\$ 18,390
Special Events:					
	\$ -	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Other:					
	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Total Contributed Revenue	\$ 448,390	\$ 150,000	\$ -	\$ -	\$ 598,390

Earned Revenue

Sources	Committed	Pending	Planned	In-kind	Total
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Contracts:					
	\$ -	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Program Fees:					
	\$ -	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Investment Revenue:					
	\$ -	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-
	-	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Other:					
	\$ -	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Total Earned Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 448,390	\$ 150,000	\$ -	\$ -	\$ 598,390

Form updated 6 November 2019

Budget Form

Organization Name: City of Lowell
Project Title: Maggie Osgood Library
Total Project Budget: \$598,390
***Budget Year:** Fiscal Year Ending: June 30, 2021

***IF your Request is for Multi-year support, complete Project Budget Year 2 &/or Year 3**

(Use this form as a template, use categories listed)

Revenue	TFFF Funds	Organization Budget	Project Budget Year 1	Project Budget Year 2	Project Budget Year 3
Funds Requested from The Ford Family Foundation	\$ 150,000		\$ 150,000		
Other Foundations					
Government grants and contracts			\$ 50,000		
Earned Revenue (program fees, investment income, etc.)					
Donations from businesses					
Donations from over 220 individuals			\$ 18,390		
Special events					
In-Kind					
Other: City Matching Funds			\$ 90,000		
Other: City of Lowell			\$ 290,000		
Other: [Add source of revenue]					
Total Revenue =		\$ -	\$ 598,390	\$ -	\$ -

Expenses	TFFF Funds	Organization Budget	Project Budget Year 1	Project Budget Year 2	Project Budget Year 3
Salaries and Benefits					
Consultants and Contracted Services					
Operating Expenses (Rent, Utilities, Supplies, etc.)					
Finance, Legal, Administration (Insurance, Taxes, etc.)					
Repairs, Maintenance, Upgrades					
Travel & Meetings					
Special Events					
Program Expenses					
In-Kind					
Other: Captial Improvements - Library Buildings & Facilities			\$ 269,365		
Other: Property purchase			\$ 290,000		
Other: 7% contingency			\$ 39,025		
Total Expenses =		\$ -	\$ 598,390	\$ -	\$ -

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> [Community Economic Development \(/program-areas/community-economic-development\)](#) > Community Building Spaces

Community Building Spaces

Capital grants in support of our priority program areas



The Chehalem Cultural Center, Newberg, Oregon 📷 *Photo: Chehalem Cultural Center*

OVERVIEW

Community Building Spaces Capital Grants: OPEN

Encourage civic participation, community collaboration and other ways of bringing residents together for the well-being of the community. Grants support the development of physical places that are open to the public and have multiple uses.

Typical grant range: \$25,000 to \$250,000. Funds requested may not exceed one-third of the project's total budget.

Length: Primarily single year

EXAMPLES

For information purposes only (similar projects are not guaranteed funding):

- Building improvements at county fairgrounds
- Libraries
- Fire halls
- Community centers
- Auditoriums
- Theaters
- Land acquisition
- Purchase of buildings
- New construction and renovation
- Fixtures, furnishings and equipment
- Parks, playgrounds, splash pads and pools (limited to \$25,000)

Community Building Spaces Capital Grants will not be made for fundraising activities, to retire debt, reimbursement for items already purchased, computer software or technology updates, or capital projects on university campuses.

If you have a project that is not listed above or has been identified as a result of inclusive community building work, contact us to discuss the project before submitting an application. If your project does not fit this category, check out our other [Current Funding Opportunities \(/how-we-work/grants/current-funding-opportunities\)](/how-we-work/grants/current-funding-opportunities).

COMMUNITY BUILDING SPACES CAPITAL GRANTS NEED TO:

- Meet the Foundation's [eligibility and readiness requirements \(/how-we-work/grants/current-funding-opportunities#Eligibility\)](/how-we-work/grants/current-funding-opportunities#Eligibility).
- Serve communities in rural Oregon or Siskiyou County, Calif., with less than 35,000 in population not adjacent to or part of an urban or metropolitan area
- Show evidence of a sound design that meets a compelling need and is central to the mission of the applying organization
- Have a strong staff and project team overseeing the plan and a strong board commitment to the project
- Have a clear timeline and project budget, including adequate reserves for contingencies and possible cost overruns
- Have evidence of sustainability, including a clear and defensible budget for on-going operational costs of the facility and the organization's program
- Show organizational financial stability and evidence that the capital project will not have a negative effect on the sustainability of the applying organization

- Demonstrate evidence of strong community support and collaboration. Evidence of support is prioritized as follows:
 1. Resident cash contributions (Amount and number of donors)
 2. Business contributions (Amount and number of donors)
 3. In-kind donations
 4. Bond measures
 5. Municipal funds
 6. County funds
 7. State funds
 8. Federal funds
- Show funding, including in-kind, committed from a wide variety of sources and a credible plan to raise remaining funds
- Provide evidence of positive community impact and the means to evaluate that impact
- Have at least 50% of funding (may include in-kind) for the total project budget committed before applying.

We give priority to:

- Smaller communities with demonstrated need

Lower priority

Under certain circumstances, we will consider applications in support of:

- Government projects
- K-12 schools
- Hospitals, colleges and universities, vehicles, sports equipment, library collections, computer equipment and scientific equipment
- Stand-alone athletic facilities
- Projects that are in an inundation zone and buildings that do not have adequate seismic protection

Please contact Yvette Rhodes at yrhodes@tfff.org (<mailto:yrhodes@tfff.org>) to discuss your project before preparing an application.

WHAT TO EXPECT

- Very small grants can be decided within two months.
- Large grants can take up to six months.
- If your request makes it beyond the initial review, we are happy to talk to you about decision timing to aid in your planning.

- Funds for any capital grant awarded by the Foundation will not be released until all funding is in place.

Current funding opportunities » (/how-we-fund/grants)

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[Children, Youth & Families \(/program-areas/children-youth-and-families\)](/program-areas/children-youth-and-families)

[Community Economic Development \(/program-areas/community-economic-development\)](/program-areas/community-economic-development)
[Community Building Spaces](#)

[Ford Institute for Community Building \(/program-areas/ford-institute-community-building\)](/program-areas/ford-institute-community-building)

[Postsecondary Success \(/program-areas/postsecondary-success\)](/program-areas/postsecondary-success)

[Visual Arts \(/program-areas/visual-arts\)](/program-areas/visual-arts)

SPOTLIGHT



[\(/community-vitality/fall-2011-issue-2/community-celebration-dorris\)](/community-vitality/fall-2011-issue-2/community-celebration-dorris)

[A celebration in Dorris \(/community-vitality/fall-2011-issue-2/community-celebration-dorris\)](/community-vitality/fall-2011-issue-2/community-celebration-dorris)

When the people of the Butte Valley threw a party in 2011, they were celebrating more than the grand opening of their new community center. They were also celebrating a hope for the future ...

[Ⓧ READ MORE \(/COMMUNITY-VITALITY/FALL-2011-ISSUE-2/COMMUNITY-CELEBRATION-DORRIS\)](/COMMUNITY-VITALITY/FALL-2011-ISSUE-2/COMMUNITY-CELEBRATION-DORRIS)

The Ford Family Foundation serves the people and the communities of Oregon and Siskiyou County, California.



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Headquarters | [\(Map - PDF\) \(/sites/default/files/TFFFRoseburgMapMay2018.pdf\)](#)

1600 NW Stewart Parkway | Roseburg, OR 97471-1957

Local: (541) 957-5574 | [Contact Us](#) » [_ \(mailto:info@tfff.org\)](mailto:info@tfff.org)

Scholarship Office | [\(Map - PDF\) \(/sites/default/files/documents/TFFFScholarshipOfficeMapSep2016.pdf\)](#)

44 Club Road, Suite 100, Eugene, OR 97401

Toll Free: (877) 864-2872 | Local: (541) 485-6211

[Contact the Scholarship Office](#) » [_ \(mailto:fordscholarships@tfff.org\)](mailto:fordscholarships@tfff.org)

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Jeremy Caudle

From: Rozalyn Mock <RMock@tfff.org>
Sent: Monday, January 4, 2021 4:33 PM
To: Marsha Miller
Subject: FW: Maggie Osgood Library
Attachments: Ford_Grant_-_Funding_Status_Report_final.xlsx; Ford_Grant_-_Budget_Form_final.xlsx

Importance: High

Hi Marsha,

I realize I replied to this email so it may have been missed, so I am resharing it.

Thank you,
Rozalyn

Rozalyn Mock | Associate Program Officer – Community Economic Development
The Ford Family Foundation | 1600 NW Stewart Parkway | Roseburg, Oregon 97471
(541) 492-2389 | Fax (541) 957-5720 | rmock@tfff.org | www.tfff.org
Connect with us: [Facebook](#), [Twitter](#), [LinkedIn](#).

From: Rozalyn Mock
Sent: Monday, January 4, 2021 11:23 AM
To: Marsha Miller <mmiller@ci.lowell.or.us>
Subject: RE: Maggie Osgood Library
Importance: High

Hi Marsha,

I have updated the project budget you submitted based on the information you provided below. I have added a contingency line of \$39,025 (includes your \$15K contingency listed below) and updated the project budget to be \$598,390. We typically like see capital projects have a 10% contingency, so I suggest leaving your request amount at \$150K to ensure an 7% contingency.

I have also updated your funding status report to reflect these changes. Can you please review these two documents and let me know if they look accurate?

Thank you,
Rozalyn

Rozalyn Mock | Associate Program Officer – Community Economic Development
The Ford Family Foundation | 1600 NW Stewart Parkway | Roseburg, Oregon 97471
(541) 492-2389 | Fax (541) 957-5720 | rmock@tfff.org | www.tfff.org
Connect with us: [Facebook](#), [Twitter](#), [LinkedIn](#).

From: Marsha Miller <mmiller@ci.lowell.or.us>
Sent: Tuesday, December 15, 2020 4:29 PM
To: Rozalyn Mock <RMock@tfff.org>
Subject: Re: Maggie Osgood Library

Hello Rozalyn,

Thank you again for your email regarding the status of our Ford Foundation Grant. I would like to provide a little more information on the Library project first and then address your follow up questions.

Background

Prior to 2019 the Lowell Library operated in several back rooms of the current City Hall. Building. The Library was an important component of the community even though it was very small. It was a resource for students and preschool children and their families. Computers were available for online learning and for those not having internet services. The Library served about 5,000 residents from Lowell, Fall Creek and Dexter. The City of Lowell's population is 1,090. The Library served a larger community than the City and functioned more as a regional asset. It was the only community gathering place for the city residents aside from the Grange.

In early 2019 a huge snowstorm hit the area and the roof on the portion of the building occupied by the Library was damaged beyond repair. That portion of the building was determined to be unsafe to occupy due to the snow damage.

In February 2019, the City of Lowell purchased a Jehovah Witness property and building to serve as a future Library. The City Council approved a conceptual plan in January 2020. I've included the conceptual drawing for the Library as an attachment.

Since 2019, the City of Lowell has been without a Library. Even though there isn't a functioning Library, the community continues to donate funds for the project and continues to bring in book donations. They are very anxious to see progress on a new Library to serve the community and ask about the status almost daily!

Follow Up Questions

- What will TFFF funds specifically be used for in this project?

The TFFF funds with the other resources for the project will be used to renovate the existing building to accommodate a Library. Improvements include making all areas accessible including restrooms, adding windows to increase natural light, upgrading electrical, mechanical, and plumbing systems, increasing shelving, equipment, creating an all-purpose room for community activities and creating a children's area among other things.

- Can you update the project budget to include purchase of the property?

Project Budget

○ Purchase of Building	\$290,000
○ Building Renovation Costs	\$188,035
○ Design and Engineering	\$31,595
○ Furniture, Fixtures and Equip.	\$38,960
○ Site Development	\$10,775
○ Contingency	\$15,085
Total cost Estimate	\$574,450

- Can you share information on the operations of the Library, for example how will volunteers be used?

The prior Library was staffed completely with volunteers. There were between 9-10 volunteers and they contributed between 3 - 6 hours on average per day. The City has approved funding for a part time Librarian in the FY 2020 Budget. That Librarian will coordinate the volunteers to cover the operating hours. Details of those hours will be worked out with the Librarian and the Library Advisory Committee. Volunteers will staff the reference desk, assist patrons, check out books, shelve materials etc.

- Can you please provide the operating budget for the Library?

The Library is part of the General Fund and is supported through that fund. I have attached the specifics for the Library from our Budget Document.

- What is the long -term funding plan for the Library?

The Library is in the General Fund and operations have been covered in that fund in the past. The new Library will of course cost a little more to maintain than the previous one. The Library operating budget for FY 2020 is \$32,293. The fees in lieu of Franchise fees that were approved in the FY 2020 Budget are estimated to bring in an additional \$37,00 in the General Fund. That revenue can be used for the ongoing operation of the Library as well as other General Fund programs. The City Council may consider assessing small fees for residents outside the city limits as an additional revenue source. In addition, annual fundraising activities are planned. The Lowell residents have been very generous in donations. The goal for donations was originally \$10,000. At the time of the Ford Foundation Grant application, we had received \$13,874. We now have \$18,390.

I hope this information answers all your questions. Please feel free to let me know if there is anything else I can provide.

Thank you again for your consideration of this important project for the City.

Marsha A. Miller
Interim City Administrator
City of Lowell

mmiller@ci.lowell.or.us

541-937-2157 (office)

541-554-6311 (cell)

From: Marsha Miller <mmiller@ci.lowell.or.us>

Sent: Wednesday, December 9, 2020 1:43 PM

To: Rozalyn Mock <RMock@tfff.org>

Subject: Re: Maggie Osgood Library

Good Afternoon Rozalyn,

I am so pleased to hear back from you. I have been checking the status of our application daily for the last several weeks.

Thank you for your consideration of this Library project for the City of Lowell. The Library is very important to this community. I will put together some additional information to address your questions below.

Marsha A. Miller
Interim City Administrator
City of Lowell

mmiller@ci.lowell.or.us

541-937-2157 (office)

541-554-6311 (cell)

From: Rozalyn Mock <RMock@tfff.org>
Sent: Tuesday, December 8, 2020 3:25 PM
To: Marsha Miller <mmiller@ci.lowell.or.us>
Subject: Maggie Osgood Library

Hi Marsha,

My name is Rozalyn Mock and I lead The Ford Family Foundation's Community Building Spaces grant program. Thank you for submitting a grant application for the Maggie Osgood Library. It looks like this project is a good fit for our Community Building Spaces grant program. I have attached a handout that outlines our Community Building Spaces grant program. I have a few follow up questions.

- What will TFFF funds specifically be used for in this project?
- Can you update the project budget to include the purchase of the property? The Community Building Space grant program can only accommodate requests that are 1/3 of the total project budget and are not typically more than \$250,000.
- Can you share more information on the operations of the Library, for example how volunteers will be used?
- Can you please provide the operating budget for the library?
- What is the long-term funding plan for the library?
 - I know the application states, "The City Council and Budget Committee are considering these fees and the possibility of user fees and memberships to cover and sustain maintenance and operations." But if they do not use these fees and memberships to cover maintenance and operations is there another plan?

Thank you,
Rozalyn

Rozalyn Mock | Associate Program Officer – Community Economic Development
The Ford Family Foundation | 1600 NW Stewart Parkway | Roseburg, Oregon 97471
(541) 492-2389 | Fax (541) 957-5720 | rmock@tfff.org | www.tfff.org
Connect with us: [Facebook](#), [Twitter](#), [LinkedIn](#).

Rolling Rock Park Improvements - Phase I - Application #6741

LWCF Development Application

Project Information

Project Name

* Rolling Rock Park Improvements - Phase I

Brief Project Description

* The project will develop a central park for community activities and events. This includes the installation of irrigation, turf, playground, amphitheater seating, walking paths, shelter, restrooms, and interpretive exhibits.

Project Start Date

* 10/01/2020



Project End Date

* 06/30/2021



Site Name

* Rolling Rock Park

Site City/Town/Area

* Lowell

Site County

* Unknown

Baker

Benton

Clackamas

Clatsop

Columbia

Coos

Crook

Curry

Deschutes

Douglas

<input type="checkbox"/> Gilliam
<input type="checkbox"/> Grant
<input type="checkbox"/> Harney
<input type="checkbox"/> Hood River
<input type="checkbox"/> Jackson
<input type="checkbox"/> Jefferson
<input type="checkbox"/> Josephine
<input type="checkbox"/> Klamath
<input type="checkbox"/> Lake
<input checked="" type="checkbox"/> Lane
<input type="checkbox"/> Lincoln
<input type="checkbox"/> Linn
<input type="checkbox"/> Malheur
<input type="checkbox"/> Marion
<input type="checkbox"/> Morrow
<input type="checkbox"/> Multnomah
<input type="checkbox"/> Polk
<input type="checkbox"/> Sherman
<input type="checkbox"/> Tillamook
<input type="checkbox"/> Umatilla
<input type="checkbox"/> Union
<input type="checkbox"/> Wallowa
<input type="checkbox"/> Wasco
<input type="checkbox"/> Washington
<input type="checkbox"/> Wheeler
<input type="checkbox"/> Yamhill

Site Description

The site includes approximately 1.02 acres of the existing Rolling Rock Park, which includes a small restroom facility, amphitheater, two small shelters, train caboose and interpretive kiosk. An additional 1.05 acres have been purchased to expand the park south to Main Street and reconfigure the space from a linear to a central, community park.

Site Acreage

* 2.07

Find Lat/Lng

Latitude

* 43.91876563164322

Longitude

* -122.78260411714564

Contact Information

Applicant

City of Lowell

Project Contact

* Jared Cobb

Address

Jared Cobb
107 E Third St
Lowell, Oregon 97452

Reimbursement Contact

Financial Information



Financial fields are updated once you have filled out your Project Budget Worksheet and clicked the 'Save Application' Button.

Requested Amount

* \$214,243.00

Match Amount

* \$214,243.00

Total Project Cost

* \$428,486.00

Grant %

50 %

Match %

50 %

Project Budget Worksheet**Project Budget Worksheet**

Small Pavilion	\$12,500.00
Seating Benches (ADA Compliant)	\$4,400.00
Railroad Interpretive Exhibits	\$5,072.00
Walking Path Lighting	\$17,326.00
Design and Engineering	\$43,878.00
Permitting Fees	\$5,738.00
EV Charging Station	\$3,300.00
Bike Racks	\$1,980.00
Dry Creek Bed (Stormwater Biofilter)	\$4,756.00
Lawn and Central Irrigation System	\$128,194.00
Shade Trees	\$6,398.00
Planting Beds and Central Irrigation	\$6,454.00
Playground Surfacing	\$9,070.00
Playground Equipment	\$42,652.00
Concrete Sidewalks and Plaza	\$59,638.00
Site Preparation and Earthwork	\$77,130.00

Source of Funding Worksheet

Small Pavilion (General Fund)	\$6,250.00
Seating Benches (ADA Compliant) (General Fund)	\$2,200.00
Railroad Interpretive Exhibits (General Fund)	\$2,536.00
Walking Path Lighting (General Fund)	\$8,663.00
Design and Engineering (General Fund)	\$21,939.00
Permitting Fees (General Fund)	\$2,869.00
EV Charging Station (General Fund)	\$1,650.00
Bike Racks (General Fund)	\$990.00

Project Budget Worksheet

Dry Creek Bed (Stormwater Biofilter) (General Fund)	\$2,378.00
Lawn and Central Irrigation System (General Fund)	\$64,097.00
Shade Trees (General Fund)	\$3,199.00
Planting Beds and Central Irrigation (General Fund)	\$3,227.00
Playground Surfacing (General Fund)	\$4,535.00
Playground Equipment (General Fund)	\$21,326.00
Concrete Sidewalks and Plaza (General Fund)	\$29,819.00
Site Preparation and Earthwork (General Fund)	\$38,565.00

Total Project Cost

\$428,486.00

Total Match from Sponsor

\$214,243.00

Grant Funds Requested

\$214,243.00

Supplemental Information**Application Due April 13, 2020 by 11:59 PM PST****1. PROJECT NARRATIVE (Please limit each answer to 400 words or less.)**

a. What will this project do? Describe all elements of the project. What new facilities will be constructed? What existing facilities will be renovated or removed? Describe present development on the site and how the proposed project fits in with current and future development. *

The Rolling Rock Park Improvement Project was identified as the catalytic project in the newly adopted 2019 Downtown Master Plan to support and promote the development of a central business district. It was also identified as the first priority of the 2020 Parks and Recreation Master Plan. The project will transform the City's linear park into a central park to serve as the primary venue for community events; hub of a planned trail system, with connections to the Eugene to Pacific Crest Trail, Lowell State Recreation Site (OPRD), Orchard Park (USACE), and the Lowell Covered Bridge Interpretive Center (Lane County); interpretive center with exhibits showcasing the community's logging history; accessible playground developed with universal design; and feature defined open spaces for passive recreation.

The project has been broken down into three phases. The first phase develops and integrates the newly acquired (2019) property into Rolling Rock park; second phase includes rehabilitation of the western half of the existing park;

and a third phase will re-purpose the section of Rolling Rock Park east of Cannon Street for downtown commercial development.

Phase I of the project includes the following development tasks:

- Clearing and regrading the entire project site
- Installation of new drought-tolerant tall fescue turfgrass with a water efficient irrigation system
- Concrete walking paths (6,991 SF) with lighting
- Creation of a new interpretive area by relocating the logging equipment to a new tree grove and placing the equipment in its "natural environment"
- Accessible playground (3,300 SF) utilizing universal design principles
- Installation of benches and shade structure
- Installation of a small pavilion
- Installation of an electric vehicle charging station

Phase II of the project include demolition, rehabilitation, and redevelopment of the western half of the existing park including:

- Removal of 1,000 square feet of concrete paths have degraded over time, creating slopes that are not ADA compliant, and were aligned for a linear park.
- Clearing and regrading the entire project site, installing drought-tolerant tall fescue turfgrass and irrigation system
- Removal of two (2) small shelters that require extensive repairs.
- Residing and making miscellaneous repairs to the historic caboose
- Replacement of weathered park signage
- Installation of three (3) seat walls for the amphitheater
- One (1) large pavilion for community events, with furnishings that utilize universal design principles

Phase III of the project includes removal of walking paths, regrading and seeding the property to prepare the site for downtown, pedestrian-oriented commercial development and an extension of the trail system along North Shore Drive.

b. Why is this project a priority? What needs will be met by this project? How will these needs be met? *

The Downtown Master Plan and Parks and Recreation Plan included a consolidated survey on needs and priorities of the downtown area. Both Steering Committees conducted significant public outreach and also identified the project as the first priority. Highlights of the survey and public outreach include a (1) clearly defined downtown district with Rolling Rock Park serving as the "anchor" and catalyst; (2) improved facilities to accommodate larger community events such as the Farmers Market, Movies in the Park, and Blackberry Jam Festival; (3) playground for children to enjoy while parents attend community events; (4) comfortable space with green grass for passive recreation, including sports and picnics; and safe walking paths for exercise. Phase I addresses all four (4) needs.

c. Who will do the project work? Who will provide project supervision? *

The City has hired a landscape architect to review the conceptual plan and develop construction plans. A public open house was held on February 5 to review drafts of the proposed site plan and solicit feedback. Construction plans are under development. Upon completion, the project will go out to bid. The landscape architect will serve as project manager, with additional oversight provided by the City Administrator.

2. SCORP CRITERIA: CONSISTENCY WITH STATEWIDE PRIORITIES (0-20 points)

d. Who and how many people will benefit from this project? *

The project will benefit the residents of Lowell, Fall Creek, and Dexter, which has an estimated population of 4,946 (2010 Census by Zip Code). Residents of Lowell will utilize the playground and open space for recreation, while the broader region will visit for community events, including the weekly Dexter Lake Farmers Market and annual

Blackberry Jam Festival. The Farmers Market is open every Sunday from May through September and includes vendors from Lowell, Pleasant Hill, Dexter, and Fall Creek. The 2020 Parks and Recreation Master Plan also includes a goal and strategies to increase the number of events held in Rolling Rock Park.

a. Does the project meet needs identified in the Oregon Public Provider Survey, and if so, which needs are addressed? Select the Close-To-Home priorities or Dispersed-Area priorities that apply. (See Table 12.1, page 216 of the 2019-23 SCORP)

Children's playgrounds and play areas built with manufactured structures|Picnic areas and shelters for small visitor groups|Picknicking / day use and facilities|Interpretive displays

b. Does the project meet needs identified in the Oregon Resident Survey, and if so, which needs are addressed? Select the Close-To-Home priorities or Dispersed-Area priorities that apply. (See Table 12.2, page 216 of the 2019-23 SCORP).

3. SCORP CRITERIA: CONSISTENCY WITH STATEWIDE ISSUES (0-10 points)

To what extent does the proposed project address ONE or MORE of the following four Statewide Issued identified in the 2019-23 SCORP? (Please be brief with your responses)

a. Aging Population: Does the project meet outdoor recreation needs of an Aging population, and if so, what needs are addressed? (See Tables 12.3-12.8, pages 216-218 of the 2019-23 SCORP) If question is not relevant, enter N/A. *

Yes; Lane County Tables 12.3 and 12.5., Expanding park facilities, Providing more free-of-charge recreation opportunities, Developing walking / hiking trails closer to home, Picnic areas and shelters for small visitor groups

b. Diverse Population: Does the project meet outdoor recreation needs of an increasingly Diverse population, and if so, what needs are addressed? (See Tables 12.9-12.14, pages 219-221 of the 2019-23 SCORP) If question is not relevant, enter N/A. *

Yes; Lane County Table 12.9, Developing walking / hiking trails closer to home, Developing parks closer to home, More shaded areas, More places and benches to observe nature and others

c. Families with Children: Does the project meet outdoor recreation needs of Families with Children, and if so, what needs are addressed? (See Tables 12.15-12.17, pages 221-222 of the 2019-23 SCORP) If question is not relevant, enter N/A. *

While the City of Lowell and Lane County are not identified on Tables 12.15 and 12.16, the project addresses the following outdoor recreation needs: Providing more free-of-charge recreation opportunities, Developing parks closer to home, Developing walking / hiking trails closer to home, Children's playgrounds built with manufactured structures, Picnic areas and shelters for small visitor groups

d. Low-Income Population: Does the project meet outdoor recreation needs of a Low-Income population, and if so, what needs are addressed? (See Tables 12.18-12.20, pages 222-223 of the 2019-23 SCORP) If question is not relevant, enter N/A. *

Yes; Lane County Table 12.18, Providing more free-of-charge recreation opportunities, Developing walking / hiking trails closer to home, Developing parks closer to home, Picnic areas and shelters for small visitor groups,

4. SCORP CRITERIA: LOCAL NEEDS AND BENEFITS (0-25 points)

Is your project in a CLOSE-TO-HOME AREA (located within an urban growth boundary (UGB), unincorporated community boundary, or in a Tribal Community), or in a DISPERSED AREA located outside these boundaries? Select from the drop-down menu. A map clearly identifying the project location and UGB, or unincorporated community boundary drawn on it, must be uploaded in the attachments section of this application. *

Close-to-home area

Please identify how the proposed project satisfies State, local, or county level needs by using priorities identified in one of the following local public planning processes (a-e). (Please be brief with your responses)

a. Public Recreation Provider Identified Need: Does the project address county-level needs identified by the Public Recreation Provider Survey? (See Tables 12.21-12.56, pages 224-229 of the 2019-23 SCORP) If so, enter which priority or priorities are identified for the project county. Please use either the Close-To-Home Priorities or Dispersed Area Priorities, not both. *

N/A

b. Oregon Resident Identified Need: Does the project address Statewide level needs identified in the Oregon Resident Survey? (See Tables 12.57-12.60, page 230 in the 2019-23 SCORP) If so, enter which priority or priorities are identified. *

N/A

c. Local Planning: To what extent does the project satisfy priority needs, as identified in a current local planning document (park and recreation master plan, city or county comprehensive plan, trails master plan, transportation system plan or bicycle and pedestrian plan)? *

The Parks and Recreation Master Plan Steering Committee identified the project as their highest priority and voted unanimously to submit a grant application. The Downtown Master Plan also includes the redevelopment of Rolling Rock Park as a high priority.

d. Public Involvement Effort: If the project is not included in a current local planning document, describe the public involvement effort that led to the identification of the priority project including citizen involvement through public workshops, public meetings, surveys, and local citizen advisory committees during the project's planning process. *

N/A

e. Parkland Mapping: To what extent was the Parkland Mapping Tool used to identify the need for this project? If the Parkland Mapping Tool was used, consider uploading a PDF of the image(s) that illustrates the need for this project. *

5. SCORP CRITERIA: PHYSICAL ACTIVITY BENEFITS (0-5 points)

Is the project located within a high-priority area? See Tables 12.62-12.63 on page 231 for a listing of high-priority counties and UGBs for resident BMI. (Note: For projects in dispersed settings, use county priority only).

a. High-priority counties:

b. High-priority UGBs:

c. Parkland Mapping: To what extent was the Parkland Mapping Tool used to identify the need for this project? If the Parkland Mapping Tool was used, consider uploading a PDF of the image(s) that illustrates the need for this project. *

d. Does the project meet one of the four physical activity priorities identified in Table 12.61 on page 231 of the 2019-23 SCORP, and if so, which needs are addressed. *

6. SCORP CRITERIA: NEED FOR MAJOR REHABILITATION (0-5 points)

a. MAJOR REHABILITATION projects involve the restoration or partial reconstruction of eligible recreation areas and facilities. If the project includes major rehabilitation, please check all that apply:

b. Please list the specific facilities that are in need of rehabilitation. Upload photos in the Attachments showing the facilities in need of rehabilitation. *

c. If only part of the project is rehabilitation, approximately what percentage of the project is rehabilitation?

7. SCORP CRITERIA: ACCESSIBILITY ACCOMMODATIONS (0-5 points)

a. Does the project meet one or more of the statewide accessibility needs? (See Table 12.64, page 231 of the 2019-23 SCORP)? *

More accessible paved trails|More benches along trails

If other was selected, please describe.

b. Is the project located in a high priority target population area in the state? (See section (F)(b) on page 214 of the 2019-23 SCORP) *

Project is located within a Young Old population high priority county or UGB|Project is located within a Middle Old population high priority county or UGB|Project is located within a Latino population high priority county or UGB|Project is located within a Low-Income population high priority county or UGB

c. Does the project satisfy one or more of the needs identified in Table 12.65 (page 232 of the 2019-23 SCORP)? If so, which needs are satisfied?

Yes; More benches along trails, More safe walking areas, Allow electric mobility devices on trails, More accessible paved trails, More accessible playground facilities

8. UNIVERSAL DESIGN CONCEPTS / INCLUSIVE OUTDOOR RECREATION OPPORTUNITIES (0-5 points) (Please be brief with your responses)

a. Universal design attempts to meet the needs of all people, and includes those of all ages, physical abilities, sensory abilities and cognitive skills. It includes the use of integrated and mainstream products, environmental features and services, without the need for adaptation or specialized design. Please describe how your project goes beyond the American with Disabilities Act (ADA) and strives to incorporate Universal Design concepts. Please show evidence that the design has considered cognitive, vision, hearing, social, and other kinds of disabilities. *

The City Administrator was introduced to inclusive design in 2012 through a playground project with the City of El Dorado, Kansas and the KaBOOM! organization. The selected landscape architect will be charged with applying inclusive design principles with guidance from organizations such as KaBOOM! and Innovative Solutions for Universal Design to create a park that is usable by all people without specialized ADA modifications. For Phase I, particular attention will be paid to the playground features and park furnishings.

9. COMMUNITY SUPPORT (0-5 points)

a. To what extent does the project have broad community support? Please include supporting documentation. Examples can include letters of support and/or survey analysis from park users, neighbors, and a variety of project stakeholders, results or summary documentation of recent community or neighborhood meetings concerning the project. *

Community support has been demonstrated by the outreach conducted with the Parks and Recreation Master Plan and Downtown Master Plan. In addition, letters of support and a household survey are also attached. The Parks and Recreation Committee has voted unanimously twice to submit grant applications for the project.

10. FINANCIAL COMMITMENT (0-10 points)

Project applicants are encouraged to develop project applications involving partnerships with other agencies or organizations. Project applicants are also encouraged to demonstrate solid financial commitment to providing necessary project maintenance and upkeep.

a. What is the source of local matching funds for the project? A Resolution to Apply must be submitted with this application to indicate a commitment of local match funding for the project. *

The City acquired four (4) tax lots (including one home) that will be used as project match. These properties appraised for a total of \$280,000. Unfortunately, due to competition the City acquired the properties for a total of \$390,000. The City received a 20-year loan to fund the acquisitions, which will be repaid by the General Fund.

The City is also committed to providing 50% (\$1 for \$1) cash match for all project expenses as indicated in the project budget,

These contributions of cash and property represent the largest financial commitment in the City's history for a parks project.

b. To what extent does the project involve partnerships with other agencies or groups? Are donations and/or funding from other agencies or groups secured? *

The City of Lowell will handle routine maintenance. Other organizations, such as the Blackberry Jam Festival Committee and Lowell Grange, annually assist with special projects during Lowell Beautification Day. These organizations also provide events and programming in Rolling Rock Park from May through September. As an example, the Dexter Lake Farmers Market has a monthly theme; the Lowell Fire Department has participated in "Wellness Month" by providing free health screenings. The City has also partnered with the Lowell School District to financially support a summer recreation program for children in the school district.

c. Other than this grant application, to what extent has funding been secured or committed to complete the project? *

The property for Phase I was secured in 2019. The City Council has committed at least an additional \$200,000 in cash match for the project.

11. ACCESSIBILITY COMPLIANCE

a. Does your agency have a board or city council adopted/approved ADA Transition Plan? *

No

If you selected "No" to question 11a., the applicant should conduct an ADA Site Evaluation for the project. An ADA Site Evaluation should identify and propose how to fix problems that prevent people with disabilities from gaining equal access to sites and activities. To review and access ADA evaluation tools, see the ADA Resources included with this application.

b. If you selected "No" to question 11a., has an ADA Site Evaluation been completed for this project?

No

c. How will the project meet current ADA accessibility standards? To what extent will this project involve consultation with building officials, contractors or companies required to know and apply ADA requirements?

* An ADA Site Evaluation Plan will be completed. The project will involve consultation with the landscape architect, building officials, and contractors.

12. READINESS TO PROCEED

a. Have you submitted a signed Land Use Compatibility Statement with this application? *

Yes

b. Have you submitted a site plan, construction plans or concept plans with this application? *

Yes

c. List required permits and status of permit applications for the project (i.e. Corps of Engineers, Oregon Department of State Lands, building permits, etc.). Describe any possible delays or challenges that could occur in receiving permits. *

The project will require a zone change from Downtown Commercial to Public Use. The City received a DLCD Code Assistance Grant; however, work has been delayed due to COVID-19. Since the project was developed with extensive public outreach, input, and review by major stakeholders – including local business owners, park users, Lowell School District, and Lowell Fire District – staff does not anticipate any challenges to the zone change. Site plan review by the Planning Commission and building permits will also be required. While minor conditions or changes may be required, staff does not anticipate any delays with these proceedings.

d. If this project is selected for funding, what will be the next step in the process? E.g. pursue construction drawings, apply for permits, solicit bids, etc. *

Development of construction plans is underway. Next steps would include processing the zone change request, completing site plan review with the Planning Commission, publishing the invitation to bid the project, and selecting a contractor. The tentative timeline would be to start construction in February or March 2021 and to complete the project by late June 2021.

e. How will you be able to legally insure that the project site will be managed for public outdoor recreation in perpetuity? *

The property is owned by the City of Lowell, which is willing to provide any necessary assurance.

If you answered "No" to any of questions in 12a.-e., please explain.

13. CONTROL AND TENURE

a. Project land is controlled by: *

Fee Simple (Deed)

b. If 'other' was selected, please describe.

14. ACTIVE AND PAST GRANTS PERFORMANCE

a. Describe your performance and compliance with all active and past OPRD grant awards. OPRD has five recreational grant programs including LWCF. *

Staff recently closed out an OPRD Planning Grant (LGGP Grant #LG17-034). The Parks and Recreation Master Plan and Comprehensive Plan Amendment were adopted on February 4, 2020. The City also received and closed two other LGGP grants (Paul Fisher Park Playground Update #LGP0218, Heritage Park Plaza Trail/Picnic Facility #LGP0030) and one LWCF grant (Lowell Community Park #OP2046).

Prior OPRD grants can be found in the Projects panel of your OPRDgrants.org account.

18 of 17 Required Attachments

✓ Additional Attachment

Rolling Rock Park - Phase I	jpg
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✓ Construction Drawings

Rolling Rock Park Plan	pdf
------------------------	-----

✓ LWCF Park Boundary Map - 6(f)(3) Map

Proposed Park Map	jpg
6f boundary map	pdf

✓ Land Use Compatibility Statement (LUCS) - Completed

Land Use Compatibility Statement	pdf
----------------------------------	-----

✓ Letters of Support

Lowell Rural Fire Protection District	pdf
Lowell School District	pdf

✓ PD/ESF - Completed

PD/ESF	docx
Supplemental	docx

✓ Photos

Phase 1_Development (2)	jpg
Phase 1_Development (1)	jpg

Phase 1_Development_53 E Main Before Removal jpg

✓ Property Deed or Easement or Lease Agreement

Deed 1 pdf

Deed 2 pdf

Deed 3 pdf

✓ Resolution to Apply for Grant

Resolution 735 pdf

✓ SHPO Attachments

SHPO Cover Letter pdf

✓ SHPO Clearance From - Completed

SHPO Clearance Form doc

✓ SHPO Map: 7.5 min. USGS Topo Map or 1 Sq. Mile Map

SHPO Topo Map jpg

SHPO Google Earth map kml

✓ SHPO Submittal Form - Completed

SHPO Submittal Form pdf

✓ Site Plan

Rolling Rock Park Plan pdf

Rolling Rock Park Plan pdf

✓ State Agency Review - Completed

ODEQ pdf

ODFW pdf

ODSL pdf

ODLCD pdf

✓ Urban Growth Boundary Map

UGB Map pdf

✓ Vicinity Map

Vicinity Map pdf

16 Files

ADA Checklist

ADA Quick Reference Guide - Camping

ADA Quick Reference Guide - General

ADA Quick Reference Guide - Parking

ADA Quick Reference Guide - Restrooms and Showers

ADA Site Evaluation Tools

Land Use Compatibility Statement (LUCS) - Blank

Resolution to Apply for a Grant - Blank Form

2013-2017 SCORP Apdx A - Planning Guide

2019-2023 SCORP

Parkland Mapping Tool

SHPO Clearance Form (Built environment assessment) - Blank

SHPO Submittal Form (Archaeological assessment) - Blank

PD/ESF- Blank

PD/ESF example with notes

State Natural Resource Agency Review Instructions and Forms

Agenda Item Sheet
City of Lowell City Council



Type of item:	Personnel
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Item title/recommended action:

Authorize the hire of a new City Clerk above Step 1 in the pay scale, pursuant to the City of Lowell "Personnel Policies and Procedures."
Recommended Motion: "Motion to approve the hire of a new City Clerk at Step 4 in the approved fiscal year 2021-2022 pay scale, and to authorize a step increase in 6 months contingent on a favorable performance review."

Justification or background:

The City has completed the recruitment process for a new City Clerk and has made an offer to one of the finalists. After reviewing this finalist's credentials, the City Administrator is recommending that the City start the new hire at Step 4 on the approved FY 21/22 pay scale, with the possibility of a step increase in 6 months contingent on a favorable performance review. The personnel policy requires City Council approval for starting new employees above Step 1 based on an recommendation by the City Administrator, which is why this item is on the agenda for your review and action. For reference, the current City Clerk is at Step 10 on the pay scale.

Budget impact:

To be determined.

Department or Council sponsor:

Administration

Attachments:

Approved FY 21/22 pay scale; p. 28 from personnel policy, "Pay Administration."

Meeting date:	07/06/2021
---------------	------------

No	GL	Position	Proposed Pay Scale									
			Step									
			1	2	3	4	5	6	7	8	9	10
1		City Administrator	Negotiated by Contract									
2		City Clerk	37,565	39,443	41,415	43,486	45,660	47,943	50,340	52,857	55,500	58,275
		Monthly	3,130.40	3,286.92	3,451.25	3,623.83	3,805.00	3,995.25	4,195.00	4,404.75	4,625.00	4,856.25
		Hourly	18.06	18.96	19.91	20.91	21.95	23.05	24.20	25.41	26.68	28.02
3		Public Works Director	48,966	51,414	53,985	56,684	59,518	62,494	65,619	68,900	72,345	75,962
		Monthly	4,080.48	4,284.50	4,498.75	4,723.67	4,959.83	5,207.83	5,468.25	5,741.67	6,028.75	6,330.17
		Hourly	23.54	24.72	25.95	27.25	28.61	30.05	31.55	33.13	34.78	36.52
4		Utility Worker	39,312	41,278	43,342	45,509	47,784	50,173	52,682	55,316	58,082	60,986
		Monthly	3,276.00	3,439.83	3,611.83	3,792.42	3,982.00	4,181.08	4,390.17	4,609.67	4,840.17	5,082.17
		Hourly	18.90	19.85	20.84	21.88	22.97	24.12	25.33	26.59	27.92	29.32
5		Maintenance Worker	26,520	27,846	29,238	30,700	32,235	33,847	35,539	37,316	39,182	41,141
		Monthly	2,210.00	2,320.50	2,436.50	2,558.33	2,686.25	2,820.58	2,961.58	3,109.67	3,265.17	3,428.42
		Hourly	12.75	13.39	14.06	14.76	15.50	16.27	17.09	17.94	18.84	19.78
6		Librarian/Special Events	32,760	34,398	36,118	37,924	39,820	41,811	43,902	46,097	48,402	50,822
		Monthly	2,730.00	2,866.50	3,009.83	3,160.33	3,318.33	3,484.25	3,658.50	3,841.42	4,033.50	4,235.17
		Hourly	15.75	16.54	17.36	18.23	19.14	20.10	21.11	22.16	23.27	24.43
7		Temporary/Seasonal	26,520	27,846	29,238	30,700	32,235	33,847	35,539	37,316	39,182	41,141
		Monthly	2,210.00	2,320.50	2,436.50	2,558.33	2,686.25	2,820.58	2,961.58	3,109.67	3,265.17	3,428.42
		Hourly	12.75	13.39	14.06	14.76	15.50	16.27	17.09	17.94	18.84	19.78

The proposed scale has been changed to identify the annual salary as 1 FTE for step 1 of each position, then calculate the monthly and hourly rates from the annual salary

This scale reflects a 5% increase between each step

This scale includes a 5% increase for step 1

step 1 for Maintenance Worker and Temporary/Seasonal Worker positions were increased to reflect the new minimum wage standard for Oregon as of July 1, 2021

This sheet will auto populate when the "Proposed Scale" is completed

PAY ADMINISTRATION

The City of Lowell values quality employees and is committed to compensating employees for their efforts and results. It is our intent to provide a competitive compensation package that will attract, retain, and motivate employees within the constraints of the City's budget. It is also our intent that policies and pay practices be administered consistently throughout the City.

Merit Salary Increases

The City has a six step merit pay scale for each employee position. This pay scale is evaluated annually and every attempt is made to adjust it as necessary for cost of living increases and to insure it is competitive. There is no guarantee that adjustments will be made in any given year and they can only be made if funding is available.

As a new employee you will be entered at Step 1 unless your previous experience and skills indicate you should be entered at a higher step. Such initial entry at a higher step must be recommended by the City Administrator and approved by the City Council.

After initial entry in the pay scale, employees are eligible, in most cases, for merit pay increases annually, on the July 1st of each year. In order to be eligible for a merit pay increase, the annual performance appraisal for the previous year must be overall satisfactory or better, however, you may not receive an increase for a number of reasons. Some instances where you may not receive a pay increase include; budget deficit or lack of available funding, top step of a salary range or poor performance in an important sub-area of the annual appraisal. A merit pay increase may be withheld if performance or conduct significantly deteriorates between the end of the appraisal period and the effective date of the merit pay increase. All merit pay increases must be recommended by the supervisor on the performance appraisal, concurred in by the City Administrator and approved by the City Council.