



AGENDA

CITY COUNCIL MEETING

Date: 02.04.26
Time: Immediately following Public Hearing
Zoom Meeting: <https://us02web.zoom.us/j/82821379678?pwd=gr4EyprMEBU2PKDrc9VyiczNYAZsb8.1>

This meeting will be via zoom only

Meeting ID: 828 2137 9678
Passcode: 97040

Phone one-tap: +16694449171,,82821379678#,,,,*97040# US

- I. Call to Order/Roll Call – Mayor Anderson
- II. Agenda corrections or additions
- III. Approval of 01.07.2026 Council Meeting Minutes
- IV. Business from the Audience - This is for Mosier residents and anyone else to express concerns, needs, or opportunities. Please keep your comments succinct and under two minutes. You may bring in written materials for the Council and Staff to review. The Chair can assign the issue to a future Council meeting, or to an appropriate Council or staff member. Please realize we cannot always offer a response immediately but will give the matter due consideration. We encourage the participation of all stakeholders in our community.
- V. BUSINESS
 - a. Resolution: FY 2026-27 Budget Calendar – Monica Morris, Finance Director
 - b. Stormwater Plan Update – Jody Behr, YSM Solutions
 - c. General Planning Updates – Jaime Crawford, City Planner
 - d. Volunteer Project Management Agreement for Jacob’s Park – Andrea Rogers, City Manager
- VI. City Updates / Reports / Upcoming Meeting Topics
- VII. ADJOURN

Public meeting locations are virtual and accessible to persons with disabilities. Requests for interpreters, communication aids, or other accommodation must be made at least 48 hours prior to the meeting. Contact the City Recorder, by e-mail at recorder@cityofmosier.gov or phone 541-478-3505. Oregon Relay Service 1-800-735-2900.

MINUTES

CITY COUNCIL MEETING



Date: January 07, 2026
Time: 6:00 pm
Meeting called to order by: Mayor Anderson at 6:01 pm

IN ATTENDANCE

Council: Mayor Witt Anderson, Noah Estes, Lydia Koerner, Charlie Cannon, Ron Wright, Gary Lindemyer, Brenna Campbell

Staff: City Manager Andrea Rogers, City Recorder Amy Szilagyi, Finance Director Monica Morris, Special Projects Coordinator Colleen Coleman

AGENDA CORRECTIONS/ADDITIONS: None

SUMMARY: The city council meeting covered several key operational and infrastructure matters, including discussions about train horn noise concerns, skate park funding, and the closure of a trust fund with a negative balance. The council reviewed various administrative updates including staff hiring, process improvements, and short-term rental permitting progress, while also approving a new bulk water service fee schedule for both residential and commercial customers. The conversation ended with updates on ongoing projects including the Union Pacific Railroad easement, Joint Use Facility development, and transient lodging tax revenue collection.

APPROVAL OF 12.10.2025 MINUTES: As corrected

MOTION: Councilor Lindemyer moved to approve minutes as corrected. Councilor Wright seconded. The motion carried with the following votes.

Ayes: Anderson, Estes, Koerner, Cannon, Wright, Lindemyer, Campbell

Nays: None

Abstentions: None

OPEN MEETING

Public Comment

- Scott Hege: Nothing to report, attending just to observe
- Jayne Elken: Raised concerns about train horn noise and potential impacts of Union Pacific construction on the skate park project.
 - City Manager Rogers: Explained that while Union Pacific is being asked to limit horn blowing, certain safety requirements necessitate honking. Mayor Anderson: Instructed Jayne to report any significant increases to City Hall, who will work with Aaron Hunt from UPRR on finding a solution.

1. **Resolution: Close the Community Celebration Trust Fund:** Finance Director Monica Morris reported on the Community Celebration Trust Fund, noting it was established by a 2013 resolution and remains open. She requested council approval to close the fund, which currently has a negative balance of \$567 that will be absorbed by the general fund, explaining that closing it will simplify accounting and ensure a clean audit.

MOTION: Made by Councilor Wright to approve Resolution 2026-01 Authorizing the Closure and Cancellation of the Community Celebration Trust Fund. Councilor Estes seconded. The motion carried with the following votes.

Ayes: Anderson, Estes, Koerner, Cannon, Wright, Lindemyer, Campbell

Nays: None

Abstentions: None

2. **Year in Review:** City Manager Andrea Rogers presented a year-in-review, highlighting completed projects, ongoing initiatives, and goals for the next fiscal year. She noted the City's milestone of hiring full-time staff, including Amy Szilagyi, who has improved office operations, streamlined short-term rental permitting, and enhanced responsiveness. City Manager Rogers recognized Colleen Coleman as project manager and Monica Morris for finance and administrative support, noting their management of seven major projects, including grant-funded efforts such as the upcoming parking study. She emphasized maintaining focus on current projects, strengthening record retention and compliance, and updating the employee handbook. Mayor Anderson and Council members asked clarifying questions on staff roles, project management, and timelines, with Rogers detailing team structure, project allocation, and compliance priorities. Anderson commended her leadership and team-building.
3. **Bulk Water Rates:** The Council reviewed proposed bulk water sales rates. City Manager Rogers explained a \$250 daily access fee and per-load charges of \$10–\$75 for commercial deliveries, noting that water is no longer potable once it leaves the City system. The Council agreed to update the intergovernmental agreement with the Fire Department to provide oversight during water filling. Councilors discussed fee structure, impacts on the water table, and water availability during peak use. Mayor Anderson suggested consulting GSI hydrogeologists, and Rogers confirmed commercial rates would be higher than residential, consistent with other communities.

MOTION: Made by Councilor Campbell to adopt Resolution 2026-02, as proposed by staff, amending the Consolidated Fee Schedule to establish bulk water fees, and authorizing the City Administrator to implement the process. Councilor Lindemyer seconded. The motion carried with the following votes.

Ayes: Anderson, Estes, Koerner, Cannon, Wright, Lindemyer, Campbell

Nays: None

Abstentions: None

- **Short-Term Rental (STR) Permitting Update:** City Recorder Amy Szilagyi thanked the STR Committee, with special acknowledgment to Elizabeth Payne, and provided an update on STR compliance. As of December 31, nine permits were complete, with 8–9 applications pending additional information, and 10–15 potential STRs identified for review. Councilors asked about map accuracy, revenue figures, and enforcement options. Amy noted the map is current; \$190,000 reflects total TLT collections since the City gained access, and additional compliance could increase revenue. City Manager Rogers added that most compliant STRs are in the commercial zone; some neighborhoods have exceeded the 10% cap, voluntary registrants are tracked, and legislative efforts are underway to adjust TLT allocation for more flexible use.
4. **City Activities Updates/Reports:**
 - City Manager Rogers: Continuing to work with City Attorney Laura Westmeyer on finalizing a temporary easement contract around the staging area, including a lease payment as a revenue source. Expected to be sent to Union Pacific by the end of the week.
 - Mayor Anderson: Gave update on the Joint Youth Facility / Mosier Center: committee met in December, discussed options, next step is to request funding in the short legislative session (Feb). Noted meeting with Senator Drazen to discuss project importance; no commitments yet.

- Councilor Lindemyer: First meeting of the Skate Park Rules Committee held last month developed a set of rules which will be presented to Council. Next meeting is scheduled to finalize signage and policy suggestions; process is moving productively.
- Councilor Estes: Columbia Gorge Food Bank president, Breen Goodwin, will be available for a meeting tomorrow to discuss collaboration on food security.
- Special Projects Coordinator Cole Coleman: Confirmed scheduling of well water staff for a future council meeting to address questions about the water system.

Meeting Adjourned 6:53 pm

ACTION ITEMS:

City Manager Rogers:

- Follow up with Aaron Hunt at Union Pacific regarding train horn noise concerns, especially if issues persist, and coordinate with Jane and other residents as needed.
- Finalize and send the temporary easement contract to the Union Pacific representative by the end of the week.

City Recorder Szilagyi:

- Continue outreach and follow-up with STR operators, and investigate additional properties not currently identified by Host Compliance.
- Research Oregon Department of Revenue enforcement options for TLT compliance and report back to Council.
- Contact Councilor Lindemyer regarding addresses of known STR's not currently on the compliance map.

Special Projects Coordinator Coleman:

- Arrange for GSI (hydrogeologist) and/or Schneider (driller) to present a report to Council on the city's well project, water yield, and aquifer status, to address questions about water table sustainability.
- Schedule GSI and/or well project representatives to attend a future Council meeting to provide a water system update.

Witt Anderson, Mayor

Amy Szilagyi, City Recorder

Approved by City Council on _____



Staff Report

Meeting Date: February 4, 2026

Reported by: Monica Morris, Mountainside Services, LLC – Finance Director

Agenda Item: Budget Calendar for the 2026-27 Budget Process

Fiscal Impact: None

Recommendation: Approve the Calendar

Background:

Budget Calendar-

The budget calendar outlines the council's schedule to work through the budget process.

Budget Officer-

The budget officer is designated by the Charter in Chapter V, Powers and Duties of Officers. The designee is the City Manager; therefore, no appointment is needed rather a recognition the City Manager Andrea Rogers is the Budget Officer.

Recommended Council Action/Decision/Motion (if any): Accept the budget calendar



**BUDGET PROCESS TIMELINE
FOR FISCAL YEAR 2026-27**

FEBRUARY

2-4-26 Council Meeting 6:00 PM
Review Budget Calendar, Appoint Budget Officer, Advertise for Budget Committee Members

MARCH

3-4-26 Council Meeting 6:00 PM
Appoint Budget Committee Members

APRIL

4-1-26 Council Meeting 6:00 PM
4-8-26 Proposed Budget Distributed, Meeting notice posted
4-15-26 Budget Committee Meeting 6:00 PM

May

5-06-26 Council Meeting 6:00 PM

JUNE

6-03-26 Council Meeting 6:00PM
Hold Budget Hearing at Regular Council Meeting to Adopt Budget

JULY

7-15-26 Submit Budget Resolution & All Documents to County

BUDGET COMMITTEE

Council:
Witt Anderson – Mayor
Brenna Campbell
Ron Wright
Charles Cannon
Lydia Koerner
Gary Lindemyer
Noah Estes

Appointed Members:

Mosier SWMP

Projected Schedule - SWMP

J. Behr 1-29-26

Project Status

- All comments addressed pending reviewer acceptance
- SWMP completion pending Wa. St. finalization of plans/details

Feb 4, 2026: City Council

- SWMP comments and resolution
- Revised project list

February-March 2026

- Draft planning code changes by Willamette Partnership

April 2026

- Completion of SWMP
- Coordination final SWMP w/ planning code changes

May/June 2026

- Adoption SWMP & Planning code changes

Mosier Draft Stormwater Management Plan Nov '25

Comment	Reviewer	Agency	Location	Comment	Response with Resolution
1	Coleman	City of Mosier	Sect 4, after 3rd para.	Please include mention of the Wasco County Landslide Study done by DOGAMI https://storymaps.arcgis.com/stories/c636418e140848cb962fa5e80a96e28b	Added paragraph to Section 4 referencing study. Recommend planners update the city code to codify the requirement in this paragraph for new development.
2	Coleman	City of Mosier	Sect 8, last para.	Please provide specific examples of "systems failed from lack of maintenance"	Added 4 figures with local examples.
3	Coleman	City of Mosier	Sect 12, last bullet	Also may require a geologic assessment to determine disturbance capacity.	Recommend planners evaluate/modify the current code to require geotechnical evaluations for slope stability on steep hillsides. It's mentioned indirectly in Chapter 13.01 currently.
4	Coleman	City of Mosier	General	What is Mosier's annual rainfall total and should this be included?	Depending on source, the annual rainfall varies from 21 to 30 inches per year, and is approximately 50% of the total in Cascade Locks. This is not used to design stormwater facilities but is a determining factor in plant adaptability.
5	Coleman	City of Mosier	Cost Implications	Review and incorporate relevant information from 3 provided references in 11-21-25 email.	Added link to EPA's webpage for environmental, social and economic benefits of Green Infrastructure to footnote, end of 1st paragraph in Section 2.
6	Anderson	City of Mosier	General	Please provide short executive summary (maybe two paragraphs) would be helpful	Added executive summary.
7	Anderson	City of Mosier	General	I suggest we need further clarity on these statements: "The grant's focus is the public right-of-way and commercial and industrial land within the city. Although all future development within the city is required to comply with this SWMP.' That is, residential development is (presumably) within the scope of the SWMP and any resultant code. And if so, are the two platted developments - Mosier Buffs and Tanawashee (undeveloped lots) - subject to more or new requirements subsequent to existing requirements, e.g. I know in MB the city has required certain actions for managing stormwater runoff?"	All new development within the city is required to comply. Existing residential development that does not treat rainwater through vegetated treatment is encouraged to add vegetated treatment to their existing infiltration system. Testing of water exiting hillsides will inform whether pollutants are being transported downstream. Educating the community is the 1st step.

Mosier Draft Stormwater Management Plan Nov '25

Comment	Reviewer	Agency	Location	Comment	Response with Resolution
8	Anderson	City of Mosier	General	In hand with the above, I think it would be good, to the extent reasonably possible, to note how much remaining undeveloped land (commercial, industrial, residential...) there is in the city. This to inform we policy makers of the breadth of application of the policy.	Added Table in Section 4 with information from the Mosier 2018 Building Lands Inventory which estimated 103.5 acres developable land with 281 housing units on public, private and mixed ownership (infill etc.) land.
9	Anderson	City of Mosier	General	Whether in the plan, or elsewhere, I think it should be made clear where the technical responsibility/authority lies for decisions on BMPs and application thereof in a development project - e.g. city engineer, city planner...ultimately city manager...	This will follow the standard system development permit process. The application is reviewed by the City Planner and City Engineer who will refer to the design criteria in city code for compliance. The applicant's designer is the one who will creatively apply the design criteria for each project site.
10	Anderson	City of Mosier	General	In regard to BMP requirements and native vegetation it seems a bit far reaching to require a local native plant expert must select plants; and, the O&M plan. Perhaps this would be more reasonable for larger commercial/industrial projects if there were some way to determine a size or potential impact of stormwater threshold.	Plant Expert: Removed requirement. O&M plan: Added sentence that use of one of the examples in Appendix can satisfy requirement when applicable. These examples will be helpful to individual responsible for maintenance and will assist the education component. This will support city staff when/if lack of maintenance impacts downstream properties.
11	Anderson	City of Mosier	General	As I noted in the council discussion, I think it would be helpful to describe how BMPs might affect project cost, if at all, especially for residential projects. Again, so council policy makers appreciate the implications.	Typically BMPs recommended in this plan are less expensive to implement than conventional hardscape engineered solutions. See EPA documents on economic benefits of green infrastructure: https://www.epa.gov/green-infrastructure/economic-benefits-green-infrastructure Recommendations made in city code from this plan will provide a series of viable options for developers.
12	Anderson	City of Mosier	General	Perhaps not in the plan, but part of the next council discussion, the next steps regarding policy adoption and subsequent code amendment/revision would be useful.	Coordination with the planner (Willamette Partnership) is underway. Code changes and associated process will be defined and coordinated with the final SWMP.
13	Powell	ODFW - Mid Columbia District	General	Reviewed with no comments relating to fish or wildlife.	no action required
14	Seals	ODFW - Mid Columbia District	General	Oregon DEQ is the primary agency reviewer. DEQ will reach out to ODFW if they need additional input.	no action required

Mosier Draft Stormwater Management Plan Nov '25

Comment	Reviewer	Agency	Location	Comment	Response with Resolution
15	Gilbert	Mosier Watershed Council	General	From my point of view it appears you have everything covered. I'm glad the plan is focused squarely on improving onsite water infiltration capacity and retaining natural flow, infiltration, and vegetation wherever possible.	no action required
16	Gilbert	Mosier Watershed Council	Direct pipe discharges to creeks	Regarding undocumented pipe system stemming from U.S. 30, has this been investigated and determined to be storm water outflow? We've seen pipes plumbed directly from homes into creeks in other parts of the county.	The pipe at the SW corner of the U.S. 30 bridge over Mosier Creek is carrying stormwater including groundwater from the west bridge approach area, a catch basin at Idaho St and another undocumented pipe from the west. There is no evidence of this being anything more than stormwater.
17	Edwards	Oregon DEQ	Sect9, p. 14	1 a. Consider locating structures and impervious surfaces (parking lots) on Group C and D soils. Retain Group A and B soils for stormwater facilities.	Added paragraph to Section 9:Development Planning to prioritize the highest infiltraing soils for BMPs, and repeated in Section 11 with design criteria #4
18	Edwards	Oregon DEQ	Sect9, p. 14	1 b. Are Group A and B soils considered a resource in LIDA guidelines?	Not in CWS manual. Addressed w/ additional language as noted in previous comment.
19	Edwards	Oregon DEQ	Extended Dry Basin	Avoid Extended Dry Basins unless: a. Modified, such as a swale in a box. B. As a polishing treatment facility that skims from the surface (e.g. clarifier) prior to discharge. c. As a component of a treatment train, not as a stand-alone facility.	Added B and C to requirements in section 10 table for extended dry basin. Concrete curbed "swales" similar to Portland's "green streets" would not be considered an Extended Dry Basin in this SWMP and are not being encouraged. Mosier is an "uncurbed" town so far.
20	Edwards	Oregon DEQ	Geotechnical	Require Geotechnical report for each site developed to include a. Identify soil group type and location on site. b. Determine highest anticipated groundwater.	Added requirement to section 11 requiring geotechnical evaluation to determine highest anticipated groundwater for sites with high seasonal groudwater. Also clarified infiltration testing requirements in section 11 referencing City of Gresham typical with simple tests (per City of Portland) acceptable for SF homes.
21	Edwards	Oregon DEQ	Soil media	Consider developing media composition for stormwater facilities. Engineered media may be required in specific facilities. Layering of media types (growth media, filtration, rock, native soil) may also be needed to achieve specific results dependent on facility objective.	Added requirement to meet City of Gresham's blended soil and mulch requirements. Will be included in details for Wa St (Appendix B).

17 Recommendations

The following actions are recommended for implementation with this SWMP:

1. Coupling educational outreach for the public and developers on the reasons for NBSM and how to creatively apply these solutions on their properties with the TMDL outreach and education is recommended. This could include citizen work parties on public spaces, like the efforts conducted at Rock Creek Park.
2. Water quality testing is recommended downstream of infiltration facilities that do not have vegetated water quality treatment. There are several locations where the subsurface rainwater daylighted out of the cliffs on the south side of downtown. These water quality tests will help determine how urgent the incorporation of vegetated water quality BMPs into the existing infiltration systems in the southern residential neighborhoods is. Currently the stormwater from the roads and roofs infiltrates directly into the soils and fractured bedrock via the roadside ditches and single-family home infiltration beds. If contaminants are found through testing, the specific pollutants and level of intensity may indicate the worst offenders for the pollution (streets or roofs).
3. Similar testing at the pipe discharge at the southwest corner of the U.S. 30 bridge over Mosier Creek is recommended. There may be additional opportunities for testing along the banks of either Mosier Creek or Rock Creek where additional pipe discharges are found and/or subsurface water daylighted.
4. The addition of water quality treatment for any untreated stormwater discharging to infiltration systems is recommended. This water quality treatment could include small rain garden BMPs for roofs at downspout locations and vegetated filter strip or rain garden BMPs for driveways, parking lots, or other impervious surfaces that are currently discharging directly to infiltration systems.
5. In support of the TMDL responsibilities, this SWMP provides guidelines for transitioning the stormwater management for the Miles Creek Subbasin from conventional methods to NBSM, which could be implemented throughout the subbasin. The native plant list will be helpful for restoration work in the creeks. The commitment to evaluate methods to eliminate the creek direct discharges are addressed in recommendations 6-9.
6. Options for the direct discharge at Huskey Road and 3rd Avenue include the addition of roadside swale BMPs along Huskey Road to treat and slow the water on the approach to 3rd Avenue. Sedimentation transport has been an issue at this intersection in the past and the swale design may need to include a sedimentation bay. Huskey Road is steep so check dams would be required. Property acquisition may also be needed. Infiltration testing would be required to evaluate the potential to eliminate or significantly reduce the amount of water directly discharging. Wasco County would be a partner in this effort.

7. The ODOT pipe discharge at U.S. 30/Mosier Creek may be primarily spring water. Water quality treatment of the surface runoff captured in the grate inlet at Idaho Street should be required with any improvements to U.S. 30. ODOT's *SloMo* plan which utilized roadside swale BMPs would be excellent. ODOT would be a partner or lead in this effort.
8. Addition of water quality treatment at the ODOT's I-84 bridges over Rock Creek, initiated by Mosier residents (Item 4 in Table 6), would treat the polluted interstate water. Conversations with ODOT were initiated in the summer of 2024. There is a low point on the bridge with scuppers discharging directly to the creek. Stormwater planter BMPs are likely the most practical solution, with one at each scupper (total of 4 required). Piping on the bridge columns may be required to address the windy nature of the area. ODOT would be a partner in this effort.
9. ODOT's I-84 bridges over Mosier Creek discharge stormwater runoff at the four bridge corners to vegetated areas a significant distance from Mosier Creek and/or the Columbia River. Water quality BMPs could be added at the discharge locations. This is a lower priority project due to the distance between the discharge locations and the water bodies.
10. Capture and use of the spring water daylighting at the base of the cliff area south of downtown would support native plant vegetation along 3rd Avenue and future BMPs along the downtown's existing roads. There is enough water to support large native trees which provide shade and cooling during the hot summers. Education on this opportunity could spark innovative development solutions.
11. Regular maintenance, and possibly replacement to facilitate maintenance, of the slotted drain across Center Street will reduce and possibly eliminate the winter icing conditions on Fourth Avenue (Item 2 in Table 6). Slotted drains are high-maintenance conventional stormwater solutions. Alternatively, the west half of the street could be repurposed as a vegetated BMP using plants with very high transpiration rates that would absorb and store the water for expiration later.
12. Educational outreach for private system maintenance (see sample O&M plans) is recommended.
13. Establishing annual maintenance schedules and providing support to city crews to maintain the existing systems is recommended. Outreach to neighboring cities for specialty vehicle loans (water and/or vacuum trucks) is suggested.



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TO: Honorable Mayor & City Council
FROM: Jaime Crawford, Contract Land Use Planner
RE: Planning Staff Report for the City of Mosier
MEETING: February 4, 2026

Dear Mayor Anderson and Council Members,

I requested to be on your February Council Meeting agenda to provide the Council updates on current planning applications and long-range planning projects. This staff report summarizes these land use planning activities.

PLANNING APPLICATIONS

Currently, all open land use applications fall under the City's "Type II" land use process. Type II applications involve a decision by the City Planner and a notification of the decision to the surrounding property owners (within 100-feet of the site). If any of these applications are appealed, the appeals will be heard by the City Council. I do not anticipate any appeals, but it is always a possibility.

LONG-RANGE PLANNING PROJECTS

The City was awarded a Housing Assistance Grant for zoning code updates. I applied for the grant in July/August 2025 and the City was awarded in the fall. . The City has been awarded \$45,000 to fund updates to our zoning code. City staff have met with the State representatives to define the scope and expectations for the Grant. The grant timeline is to being work this spring and have a product adopted prior to June 2027.

Needs from the Council:

1. Advisory Committee. An Advisory Committee will be formed to guide the code revisions. Traditionally, a planning commission would serve as the committee. Since Mosier does not have a planning commission, I would like the Council's guidance on assembling a diverse committee for the project. Participants do not need to live in Mosier, but they should have some connection and benefit to inform reviews and discussions.
2. Knowledge. Your experience with the current code is valuable. Please provide a written response about your experiences with the current code.

Here are the grant responses that I wrote in the request to the state:

1. The project fulfills a housing-related statutory obligation.

The City's Zoning Ordinance (ZO) has been piece-meal amended over the last 20 years, but it has not been comprehensively reviewed in decades. Similarly, work to update the Comprehensive Plan was conducted 5 to 6 years ago, but that project was not finalized and housing stock and needs within Mosier have changed drastically since that time. Additionally, certain State legislation - like allowing single-room occupancies - and legal interpretations - like requiring only clear and objective review criteria - are currently not reflected within the ZO or Comprehensive Plan (Plan).

Staff and the appointed advisory committee will audit the Plan and ZO against all applicable goals, administrative rules, statutes, and State policies related to housing and factors affecting housing (ex., provision of public utilities, procedures for processing housing applications, parking requirements, etc.). In these ways, our proposal will support Priority #1.

2. The project facilitates housing production, affordability, and choice where it is needed most, including in tribal governments.

The City used to be an affordable place to live for many households within the Columbia Gorge. Unfortunately, the lack of available housing stock for all income levels has limited the City's population and economic growth. We believe that current limitations on housing choice and cumbersome regulations discourage housing production.

To correct these factors, Staff and the advisory committee will work to allow more middle-housing options and review planning procedures and regulations to target housing production and housing variety around the City. In these ways, our proposal will support Priority #2.

3. The project emphasizes fair and equitable housing outcomes.

Emphasis will be placed on reducing regulatory barriers to housing. A barrier to providing nearly all forms of housing is the usability of the code and the public's lack of land use familiarity. To curb these barriers, the City will develop educational materials and user-friendly application packets that will reduce consulting costs for complex housing proposals, including transitional housing and affordable housing.

The City will also create a public outreach campaign that will aim to include a variety of voices. Including individuals with varied experiences during the life of the grant will ensure that ZO and Plan amendments will be reflective/responsive to the largest share of those living/working/visiting Mosier. The City is also seeking to digitize and make available all planning documents and literature on the City's website. Development of educational materials/revise land use forms, a tailored public outreach campaign, and

online access to all planning documents will all contribute to ensuring fair and equitable housing outcomes in Mosier (Priority #3).

Sincerely,

JAIME CRAWFORD

Contract Land Use Planner

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CITY OF MOSIER
small enough to make a difference

Staff Report

Meeting Date: 02.04.2026

Reported By:	Andrea Rogers
Agenda Item:	Volunteer Project Management Agreement for Jacob's Park
Fiscal Impact:	None
Duration:	6 Months
Recommendation:	Authorize City Manager to sign Agreement

Background:

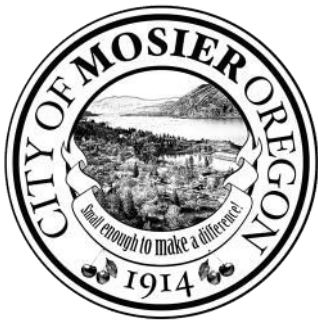
John Grim and Lee Campbell will provide construction project management services for the City of Mosier, in support of the construction of Jacob's Skatepark. The project management services will be provided on a volunteer basis and will not be reimbursed by the city. John and Lee will monitor and manage the budget, scope, and schedule of the project, including management of the construction contract and the grant funding associated with the project.

Action:

Allow for Volunteer Management of the Mosier Skatepark Project through approval for the City Manager to enter into this agreement.

Proposed Motion:

"I move that Council authorize the City Manager to enter into volunteer service agreements with John Grim and Lee Campbell for project management of Jacob's Skatepark."



Volunteer Services Agreement

Jacob's Skatepark - Mosier Oregon

Construction Project Management

This Volunteer Services Agreement (this "Agreement") is entered into by and between the City of Mosier, Oregon (the "City") and _____ ("Volunteer").

Recitals

- A. Volunteer has offered to provide services at no cost or remuneration to the City, to assist the City in the development of Jacob's Skatepark (the "Project").
- B. The services that Volunteer will be providing are Construction Projection Management services for the development of the Project and the administration of the requirement and conditions of a grant (the "Services").
- C. The purpose of this Agreement is to describe the duties, responsibilities, and expectations of the City and Volunteer in the provision of the Services.

Terms

1. The Services. Volunteer will provide the Services in support of the Project as described in Exhibit A. Volunteer agrees that Volunteer will not perform any act that is beyond the scope of the Services described in Exhibit A without written authorization from the City Manager.
2. Consideration. In exchange for the City's authorization to Volunteer to perform the Services, the Volunteer agrees to perform the Services pursuant to the Terms of this Agreement. This is the whole consideration.
3. No-Compensation. Volunteer agrees that Volunteer will receive no compensation for the provision of the Services. Volunteer has no expectation or contemplation of remuneration for the Services provided.
4. No Employment Relationship. The Parties agree that this Agreement does not constitute an employer-employee relationship between Volunteer and the City, and that Volunteer has no rights available generally to employees of the City. No Workers' Compensation Coverage will be provided to Volunteer under ORS 656.031. Volunteer is not an employee for purposes of ORS Chapters 654, 657, 659A.150-659A.186 or the Fair Labor Standards Act.
5. Compliance with Law and Policies. Volunteer agrees to comply with all applicable state law, City Code, policies, and procedures.
6. Administration of Grant. Volunteer shall report to the City Manager on the Services provided. Volunteer agrees that the Services include Volunteer's administration of the conditions and requirements of the City under the Oregon Parks and Recreation Department Local Government Grant Program Agreement under Grant No. LG25-021 (the "Grant"). Volunteer agrees that the Services will be provided in a manner that will meet the requirements of the City under the Grant and that Volunteers actions will be deemed actions of the City and of the City Manager for purposes of the Grant. The Parties agree that the City is ultimately responsible for the administration and execution of the Grant.
7. Indemnify and Hold Harmless. Volunteer hereby agrees to indemnify and hold harmless the City, its public officials, officers, contractors, volunteers, agents, and employees, from and against any and all claims, actions, suits, liability, loss, costs, demands, expenses, and damages of whatsoever nature, including injury, death, and/or destruction to people or property, which the Volunteer may personally sustain for any claims related to or arising out of the Services or this Agreement.
8. Liability Coverage. Volunteer is generally covered for liability and personal injury to the property or person of others under the Oregon Tort Claims Act when acting within the scope of the Services on assigned duties. The City is additionally insured through CIS for liability coverage. So long as Volunteer is

performing the Services within the scope of Volunteer's assigned Services and as authorized by the City then Volunteer will have the same coverage as City employees are provided under the City's liability coverage with CIS.

9. Confidentiality. Volunteer agrees to not share information that would reasonably be considered confidential information that Volunteer receives in the course of performing the Services, without the prior express written permission of the City.
10. Termination. Either Volunteer or the City may terminate this Agreement, at any time and for any reason, by providing written notice to the other Party to this Agreement.
11. Effective Date. This Agreement is effective as of the date of the last party to sign (the "Effective Date"). This Agreement will remain in effect for the duration of the Services and will automatically terminate upon the earlier of the completion of the Services or December 31, 2027.

IT IS AGREED:

For the City:

Andrea Rogers, City Manager

Date

For Volunteer:

Name

Date

Exhibit A to Volunteer Services Agreement for Jacob's Skatepark Construction Project Management

Overview:

John Grim and Lee Campbell have offered to provide voluntary construction project management services for the City of Mosier, in support of the construction of Jacob's Skatepark. The project management services will be provided on a volunteer basis and will not be reimbursed by the city. John and Lee will monitor and manage the budget, scope, and schedule of the project, including management of the construction contract and the grant funding associated with the project.

John and Lee began management of the project as members of Main Street Mosier (MSM), beginning with fundraising for design and a competitive selection process of Dreamland Skateparks for design /construction services. Dreamland's design contract with MSM was managed by John and Lee and the construction documents are now complete.

The MSM Skatepark Committee secured a Local Government Grant from Oregon State Parks and Recreation Department (OPRD,) to fund the project through construction. The grant application was written by MSM, on behalf of the city. Lee and John will work with the Mosier City Manager to administer the requirements of the grant.

The construction contract will be between the city and Dreamland Skateparks. John and Lee will be acting as volunteers for the City, according to this agreement and as approved by Mosier City Council. John and Lee will manage Dreamland's contract, to ensure compliance with the terms of the contract and any contract amendments. Dreamland will act as a general contractor, managing subcontractors.

John and Lee will keep the City Manager informed of any impacts or changes to the project budget, scope, or schedule.

The City of Mosier will be the Owner of the skatepark, upon completion of construction and the closeout of project contracts.

Project Status:

- A Design / Construction contractor (Dreamland Skateparks) was selected through a competitive process.
- Site Selection is complete and Conditional Use approval was granted by the Mosier City Council.
- MSM funded the Conceptual Design, Design Development, and Construction Document expenses through fundraising events.
- Grant funding was approved by the Oregon Parks and Recreation, Local Government Grant Program (LGG). OPRD has issued a Notice to Proceed with construction.
- The complete construction drawings, and documentation of the proposed park rules and regulations, have been and will be presented to the City Council, as stipulated in the Conditional Use approval, for approval of the Site Development permit.
- Pending final City Council approvals, construction is anticipated to begin in March 2026.

Grant Administration

- Contractor payment requests will be submitted by Dreamland Skateparks to the City of Mosier Manager and also to John and Lee. The city manager will obtain review and confirmation of readiness to make payment from John and Lee prior to payment and submitting a receipt for reimbursement from OPRD. Approval of payment requests will be based on John and Lee's verification of completed work. The city will make payments directly to Dreamland Skateparks and will receive reimbursement directly from OPRD.
- John and Lee will provide grant management support and reporting through completion of the project.

Budget Control

- The budget includes the Dreamland Skatepark estimate of the skate area construction costs. Additionally, costs outside of the skate area construction were included in the budget (i.e. arborist, tree removal, new trees, signage, ADA parking, site amenities, project management fees, site survey.)
- Requests for any Change Order to the construction contract (due to unforeseen site conditions) will be evaluated by John and Lee and reported to the city if there is any impact to the overall project budget.
- Funds will be managed by the City Manager, John, and Lee, in accordance with the OPRD contract.

Scope Control

- John and Lee will work with Dreamland to manage contract specifications including site safety, and construction processes (update meetings, inspections, and documentation.)
- Public input will not be solicited during construction (any changes in scope will be costly at this stage.)
- Funding from the OPRD grant cannot be increased. Any significant budget impact will require the team to identify an additional source of funds or project scope reductions.
- The scope of the project will not be changed during construction unless there is a specific request made by City Council, or Dreamland (due to unforeseen site conditions), or the necessity to maintain the budget.

Schedule Control

- Dreamland Skateparks will be responsible for providing a construction schedule detailing contractor activity.
- John and Lee can provide a baseline project schedule, if requested by the city, that includes the Dreamland schedule and city activities that may impact the project (i.e. Mosier Center Construction, Union Pacific Railroad Construction, or major city events.)
- Work may commence on the site in March 2026 and is anticipated to take 90 -120 days to complete, pending final city approval.
- Any significant impact to the schedule will be reported by John and Lee to the City Manager and the City Council.

Post Construction

- John and Lee will be responsible for contract close-out by providing a punch-list inspection of the work and ensuring that all contractual obligations are met.