



AGENDA

CITY COUNCIL MEETING

Date: 08.19.2026
Time: 6:00 pm
Zoom Meeting: <https://us02web.zoom.us/j/88074065202?pwd=DYr30WguppA0GzazO5auX5tdx8glr0.1>

This meeting will be via zoom only

Meeting ID: 880 7406 5202

Meeting Password: 97040

- I. Call to Order/Roll Call
- II. Agenda corrections or additions
- III. Approval of 07.01.2026 Council Meeting Minutes
- IV. Business from the Audience - This is an opportunity for residents and others to share concerns, needs, or opportunities.
Please limit comments to two minutes and feel free to submit written materials for Council and staff review. The Chair may refer items to a future Council meeting or appropriate staff, and while immediate responses may not always be possible, all comments will be given due consideration. We encourage participation from all members of the community.
- V. BUSINESS
 - a. FY 2025-26 Financial Summary – Monica Morris, Finance Director
 - b. Perimeter Map Presentation - Sheridan McClellan, Wasco County Sherriff's Office
 - c. WA Street Project Update – Colleen Coleman, Project Manager
 - d. Skatepark Project Amendment – Andrea Rogers, City Manager
 - e. DLCD Project Contract Approval – Andrea Rogers, City Manager
 - f. City Engineer RFP – Andrea Rogers, City Manager
- VI. City Updates / Reports / Upcoming Meeting Topics
- VII. ADJOURN

small enough to make a difference

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

IN ATTENDANCE

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

Absent: Charlie Cannon

Staff: City Manager Andrea Rogers, City Recorder Amy Szilagyi, Special Projects Coordinator Colleen Coleman,

AGENDA CORRECTIONS/ADDITIONS: Mayor Anderson announced two additions to the agenda: consideration of the annual temporary fireworks ban, and discussion of additional information submitted by Jane Elkin regarding a proposed fire risk sign at the Plateau Trail. By consensus, Council approved adding both items to the end of the business agenda. Chris McCaleb was unable to attend the meeting but provided his quarterly reports for Council review. No other agenda corrections or additions were made.

SUMMARY: The Mosier City Council discussed several key matters, including water system concerns, stormwater management planning, and development of an artificial intelligence (AI) use policy. Mark Paine reported ongoing issues with the Blanchard Boulevard water tank, including multiple water losses since March 2025; staff reported that potential solutions have been identified through clay valve adjustments and SCADA system repairs. Ethan Brown of Willamette Partnership presented proposed low impact development (LID) code amendments based on the City's stormwater management plan, including construction permit triggers, enforcement considerations, and exceptions. Council discussed concerns regarding potential financial impacts of residential LID requirements on lower-income residents and considered making residential LID practices optional while retaining requirements for commercial and industrial development. Council also reviewed a draft AI policy for administrative use, with discussion focused on data security, third-party technology systems, and public records retention requirements; additional policy development was requested prior to adoption. Council approved a temporary fireworks ban effective July 1 through December 31, 2026, and discussed installation of a fire risk notification sign at the Plateau Trail entrance.

APPROVAL OF 06.03.2026 MINUTES: No corrections

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

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

Nays: None | **Abstentions:** None

OPEN MEETING

Public Comment

- Mark Paine: Reported ongoing water service interruptions affecting properties served by the Blanchard Boulevard water tank, noting multiple outages since March 2025. He thanked staff for their responsiveness and asked whether the tank supplies fire hydrants and residential sprinkler systems.
 - Mayor Anderson: Reported that staff have identified issues with the SCADA/telemetry system and clay valves, with repairs underway and the system recently returned to automatic operation.
 - City Manager Rogers: Noted the issue is being actively addressed and expressed confidence that the identified solutions will resolve the problem. Staff confirmed the reservoir system supplies both fire hydrants and residential sprinkler systems.

- Brent Bybee: Of Basecamp Planning and Consulting Services expressed interest in assisting the City with planning services, highlighting his experience with Wasco County, comprehensive planning, and code updates. He also endorsed Lisa Smith, noting her planning expertise and experience, and offered potential collaboration between applicants if beneficial to the City.

1. **Water/Wastewater Reports:** Council reviewed the water and wastewater report provided by Chris McCalib of TEC, who was unable to attend. City Manager Rogers reported that the wastewater system is operating well but noted concerns regarding potential illegal dumping and plans to mark sewer manholes during upcoming maintenance activities. Staff also discussed reducing administrative costs by managing certain routine contracts directly and the need for closer water system response support during emergencies. Chris is expected to provide a detailed update at a future meeting. No action was taken.
2. **Stormwater Master Plan Presentation:** Ethan Brown of Willamette Partnership presented proposed stormwater code amendments implementing the City's Stormwater Master Plan and Low Impact Development (LID) standards. Council discussed development thresholds, applicability to residential versus commercial and industrial properties, affordability concerns, and consistency with the adopted plan. Council expressed general support for applying LID requirements to commercial and industrial development while requesting additional review of residential requirements. Project Coordinator Coleman, Councilor Koerner and Councilor Wright volunteered to review the redlined draft with staff before it returns to Council for further consideration. No action was taken.
3. **City Engineering & Planning RFP Updates:** City Manager Rogers presented the results of the City Planner RFP process, noting that seven proposals were received and reviewed by a committee consisting of Finance Director Morris, Project Coordinator Coleman, and City Recorder Szilagyi. Based on evaluation criteria including experience, qualifications, local knowledge, availability, and cost, Lisa Smith was recommended for the contract due to her planning experience, familiarity with Mosier, and affordability. Council discussed the potential for additional support from other planners as needed and approved moving forward with contract negotiations with Lisa Smith. Staff reported that two Engineering proposals had been received, with the submission deadline extended to the following week. Additional information and recommendations are expected to come before Council at a future meeting.

MOTION: Made by Councilor Estes to approve City Manager Rogers to enter into a contract to hire a new City Planner. Councilor Koerner seconded. The motion carried with the following votes.

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

Nays: None | Abstentions: None

4. **Formal City Artificial Intelligence (AI) Policy:** City Recorder Szilagyi presented a proposed AI Use Policy developed following municipal clerk training and CIS guidance. Council discussed the use of AI for administrative tasks, with Councilors Koerner, Estes, and Campbell raising concerns regarding data protection, cybersecurity, public record retention requirements and implementation of the policy prior to selecting a new IT provider. Councilor Wright requested information on measuring productivity impacts, and City Recorder Szilagyi described significant time savings in several administrative areas with the use of AI. City Manager Rogers clarified that the discussion was focused on two separate issues: secure information storage and the continued use of AI tools by staff to streamline workflows. The group agreed to continue limited AI use by staff while refining the policy and working toward selecting a new IT provider to replace RadComp. No action was taken.
5. **Resolution Declaring Emergency Temporary Fireworks Ban:** Council discussed the annual temporary fireworks ban and directed staff to proceed with a resolution prohibiting fireworks in Mosier through December 31, 2026. City Manager Rogers noted the resolution would mirror the previous year's action and that public outreach would be

provided due to current high-fire danger conditions. Council also discussed future consideration of a permanent fireworks ordinance. Council approved moving forward with the temporary ban.

MOTION: Made by Councilor Koerner to ban the use of fireworks from July 01, 2026, to December 31, 2026.

Councilor Estes seconded. The motion carried with the following votes.

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

Nays: None | Abstentions: None

6. **Plateau Trail Fire Risk Sign:** Council discussed a request from Jane Elkin regarding installation of a wildfire awareness sign near the Plateau Trail. Discussion included potential sign location, right-of-way considerations, and coordination with ODOT and Friends of the Gorge. Staff will continue evaluating the proposal. No action was taken.

7. **City Activities Updates/Reports:**

- City Manager Rogers noted potential upcoming August agenda items, including an update from Chris McCaleb, introduction of the new City Planner, initiation of the DLCD project, continued AI policy discussion, a parking study update, and further review of the Stormwater Management Plan and related ordinance revisions. The parking study is currently underway, with interviews being conducted and a report to be prepared for public presentation. Staff will also return with updates and revised stormwater ordinance language for Council review.
- Special Projects Coordinator Coleman reported that evaluation scores for engineering service proposals are expected by the next meeting. The well project is nearing completion, with initial water samples testing clean, final testing and Oregon Health Authority review pending, and substantial completion and punch list items to follow. Generator design and pricing are also underway, with a permanent generator planned for Well 4/Well 5 through USDA funding. Council discussed additional backup power options for water infrastructure, including use of existing portable generators and potential coordination with Hood River County for interim needs.
- Councilor Estes announced an upcoming Prescribed Burn Association meeting hosted by Kathy Slevin and Connor McKibben at the Mosier Grange and encouraged Council participation. He also shared information regarding a potential Oregon Restoration Grant opportunity supporting projects such as stream restoration and fuels reduction and will provide additional details to staff.
- Council Availability: Mayor Anderson announced he will be unavailable beginning July 14 for approximately three weeks but expects to return for the August meeting.

Meeting Adjourned 8:14 pm

ACTION ITEMS:

City Manager Rogers:

- Work with staff to explore alternative IT providers.
- Coordinate with Friends of the Gorge and the fire department regarding the placement of a fire risk sign at the base of the Plateau Trail.
- Finalize contract negotiations with Lisa Smith for planning services.
- Ensure the portable generator is tested and operational, and explore options for additional permanent generators at critical water system sites.

Special Projects Coordinator Coleman:

- Continue the process for the engineering RFP and present scores at the August meeting.
- Coordinate with Councilors Koerner and Wright to review the redline version of the proposed stormwater ordinance for the August meeting.
- Description

City Recorder Szilagyi:

- Collect comments and suggested wording adjustments on the proposed AI policy and bring an updated version back to Council for the August Meeting

Councilor Lindemyer:

- Follow up with City Manager Rogers regarding trees for the skate park and discuss options for city support in maintaining them.

Councilor Estes:

- Send information about the Oregon Restoration Grant opportunity to City Manager Rogers and Project Coordinator Coleman.
- Attend the Prescribed Burn Association meeting at the Mosier Grange and report back to Council.

Witt Anderson, Mayor

Amy Szilagyi, City Recorder

Approved by City Council on _____



City of Mosier Staff Report

Reported By:	Monica Morris, Finance Director
Date:	08/12/26
Agenda Item:	Year End Financial Summary
Fiscal Impact:	n/a
Duration:	July 2025 through June 2026
Recommendation	n/a

Summary: The City closed FY2025-26 with the General fund in a positive but narrow position. Utility performance ended better than expected even though Sewer expenses exceeded budget. This was an active year for capital projects with total spending of \$2,650,005.

Background: At year end, the General Fund is tracking slightly ahead of budgeted revenue, with total revenue estimated at \$427,723, or 102% of the \$420,530 budget, while total expenses are estimated at \$411,258, essentially in line with the \$410,000 budget. Within the General Fund, stronger-than-budget results in property taxes, franchise fees, cost recovery planning, and rental revenue offset shortfalls in transient lodging tax, Rock Creek parking, and the beginning fund balance.

GENERAL FUND SUMMARY, through June (100% of Fiscal Year)						Prior Fiscal Year 2024-25	
Department	July 2025-June 2026 Budget	Actuals July Through Jun. 2026	Year End Estimate	Year End Estimate Over / (Under) Budget	Percent of Budget thru Jun. 2026	Budget	Year-End Actuals
General Fund Revenue							
Property Taxes	106,500	116,699	116,699	10,199	110%	103,000	106,834
Transient Lodging Tax	100,000	83,670	83,670	(16,330)	84%	100,000	85,357
Franchise Fees	48,000	58,648	58,648	10,648	122%	46,305	56,016
Rock Creek Parking	10,500	6,798	6,798	(3,702)	0%	-	-
Cost Recovery Planning	-	39,637	39,637	39,637	0%	-	-
All Other	30,530	84,007	84,007	-	275%	359,463	342,396
Beginning Fund Balance	125,000	38,264	38,264	(86,736)	31%	243,000	147,296
REVENUE TOTAL	420,530	427,723	427,723		102%	851,768	737,899
General Fund Operating Expenses							
Payroll Expenses	152,530	125,819	125,819	(26,711)	82%	111,607	96,232
Materials and Services	257,470	257,082	257,470	-	100%	406,652	394,839
Debt Services	-	-	-	-	0%	-	-
Transfers	-	-	-	-	0%	-	-
Capital Purchases	-	28,357	28,357	28,357	-	227,586	236,627
EXPENSE TOTAL	410,000	411,258	411,646		100%	745,845	727,698
<i>Estimated Ending Fund Balance</i>		16,465					

Water and Sewer service revenue received met expectations and expenses are under budget for Water but slightly over budget for Sewer.

Department	July 2025-June 2026 Budget	Actuals July Through Jun. 2026	Year End Estimate	Year End Estimate Over / (Under) Budget	Percent of Budget thru Jun. 2026	Budget	Year-End Actuals
UTILITY AND STREET FUND SUMMARY, through June (100% of Fiscal Year)						Prior Fiscal Year 2024-25	
Water Operations							
Income	589,430	399,692	399,692	(189,738)	68%	676,218	639,186
Expenses	242,781	192,836	192,836	(49,945)	79%	339,528	201,090
Debt	88,541	87,206	87,206	(1,335)	98%	142,420	109,708
Balance	258,108	119,650	119,650			194,270	328,388
Sewer Operations							
Income	492,951	585,663	585,663	92,712	119%	516,704	623,000
Expenses	323,276	328,351	328,351	5,075	102%	389,177	480,117
Debt	134,519	129,062	129,062	(5,457)	96%	199,685	146,026
Balance	35,156	128,250	128,250			(72,158)	(3,143)
Streets Operations							
Income	74,000	142,804	142,804	68,804	193%	203,000	112,558
Expenses	215,456	123,812	123,812	(91,644)	57%	46,738	50,841
Balance	(141,456)	18,992	18,992			(249,738)	(163,399)

OTHER MAJOR REVENUE SOURCES SUMMARY, through June (100% of Fiscal Year)						Prior Fiscal Year 2024-25	
Major/Project Resources	July 2025-June 2026 Budget	Actuals July Through Jun. 2026	Year End Estimate	Year End Estimate Over / (Under) Budget	Percent of Budget thru Jun. 2026	Budget	Year-End -not audited
Water Service Revenue	289,088	289,430	289,430	342	100%	298,000	279,165
Sewer Service Revenue	300,451	301,956	301,956	1,505	101%	288,981	292,548
Transportation Utility Fee	23,000	23,972	23,972	972	104%	23,000	22,854

Project and SDC fund expenditures are significantly below budget overall, with year-end spending estimated at \$2,650,005, or 45% of the \$5,861,722 budget, primarily due to large under-budget amounts in the Joint Use Facility, WWTP Facility Improvement, Water USDA Project, and Washington Street Sidewalk projects.

FUND/PROJECT SUMMARY EXPENSES ONLY, through June (100% of Fiscal Year)						Prior Fiscal Year 2024-25	
Projects/SDC Funds Expenditures	July 2025-June 2026 Budget	Actual Spent July Through Jun. 2026	Year End Estimate	Year End Estimate Over / (Under) Budget	Percent of Budget thru Jun. 2026	Budget	Year-End Actuals
Joint Use Facility	1,517,000	15,169	15,169	(1,501,831)	1%	1,711,988	47,728
SDC Water	7,004	7,003	7,003	(1)	100%	39,715	39,355
SDC Parks-Skate Park Project	560,841	513,713	513,713	(47,128)	92%	-	3,405
SDC Sewer	7,004	7,003	7,003	(1)	100%	7,003	15,644
SDC Stormwater-Plan	72,127	51,831	51,831	(20,296)	72%	100,000	26,965
SDC Streets	10,000	-	-	(10,000)	0%	23,178	-
Washington Street Sidewalk	234,000	64,951	64,951	(169,049)	28%	250,000	27,944
Water USDA Project	1,261,746	953,326	953,326	(308,420)	76%	1,359,000	268,044
WWTP Facility Improvement	2,192,000	1,037,009	1,037,009	(1,154,991)	47%	2,030,577	108,090
TOTAL	5,861,722	2,650,005	2,650,005	(3,211,717)	45%	5,877,432	781,891

Pooled cash and investments declined 24% from June 2025.

Pooled Cash & Investments TOTAL	
Jun. 2025	1,694,677
Jun. 2026	1,286,446

The largest expenses are embedded in the total expense of the financial report.

PAYROLL BY FUND, THREE EMPLOYEES, TOTAL \$237,904			
Class	Payroll	% of payroll	
11 - GF - Administration	\$89,785	37.7%	
12 - GF - Parks Admin.	\$34,647	14.6%	
15 - GF - Cemetery Adm.	\$1,387	0.6%	
25 - Water Fund - Restricted	\$40,970	17.2%	
35 - Sewer Fund - Restricted	\$38,462	16.2%	
45 - Streets Fund - Restricted	\$32,652	13.7%	
Largest payroll allocation: GF Administration at \$89,785 (37.7%).			

CONTRACT ACCOUNT TOTALS		
Account	Amount	% of expenses
Contracted Services	\$126,852	3.2%
'Colleen Coleman	project management	
'John Worsley	website, parking	
'Radcomp Technology	IT support, management	
'Monica Morris	Finance management	
'Control Systems NW	scada system on call	
Contract Operations	\$231,973	5.9%
'TEC	water operations	
'TEC	sewer operations	
Legal	\$58,738	1.5%
'Cable Huston	city attorney	
Combined	\$417,564	10.7%

The following table demonstrates the estimated ending fund balance on June 30, 2026 compared to the budgeted beginning fund balance for July 1, 2026.

FUND	ENDING BALANCE ESTIMATE	BUDGETED BEGINNING BALANCE
General	15,567	115,020
Water	23,448	9,235
Sewer	253,536	20,377
Streets	18,992	38,658
SDC Parks	(20,593)	0
SDC Water	6,538	15,085
SDC Sewer	0	0
SDC Streets	62,776	58,074
SDC Stormwater	21,144	0
JUF Fund	1,246,125	1,226,459

The ending balance estimate represents the projected amount expected to remain in each fund after year-end revenues, expenditures, transfers, and final activity are accounted for. The budgeted beginning balance reflects the amount originally anticipated to be available at the start of the fiscal year when the budget was prepared. Comparing these two columns helps identify whether each fund is expected to finish the year above or below the level assumed in the adopted budget.

Year-End Wrap Up

Overall, the year-end financial position is stable, with service revenue meeting expectations and most major project spending remaining below budget. Key areas to monitor next year include the decline in pooled cash and investments, funds with lower or negative ending balances, and continued cost pressure in Sewer operations.

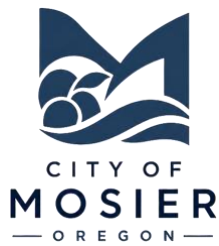
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TOTAL	5,861,722	2,650,005	2,650,005	(3,211,717)	45%	5,877,432	781,801

FISCAL YEAR 21-25 DRAFT - PRIOR YEAR FINANCIALS AND AUDITS NEED COMPLETED

Pooled Cash & Investments TOTAL	
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City of Mosier Staff Report

Reported By:	Colleen Coleman
Date:	08/19/2026
Agenda Item:	Washington Street Construction Project
Fiscal Impact:	\$250,000 grant from ODOT (\$165,000 construction, \$85,000 engineering)
Duration:	8/19/26 – 10/30/26 (approx..)
Recommendation:	Council approve the recommended bidder by project engineer

Summary: All bids came in today (8/19/26) for the Washington Street sidewalk project, which includes a sidewalk, stormwater swale and retaining wall along the east side of Washington Street between 3rd Avenue and Hwy 30. This staff report provides an attached graphic of project design and description of the construction process. Council will also receive the list of bidders and their bids, along with a recommendation to contract with one of the bidders from the project engineer, Riston Andrews of Bell Design Co.

Staff Recommendation: Approve the recommended bidder by the project engineer

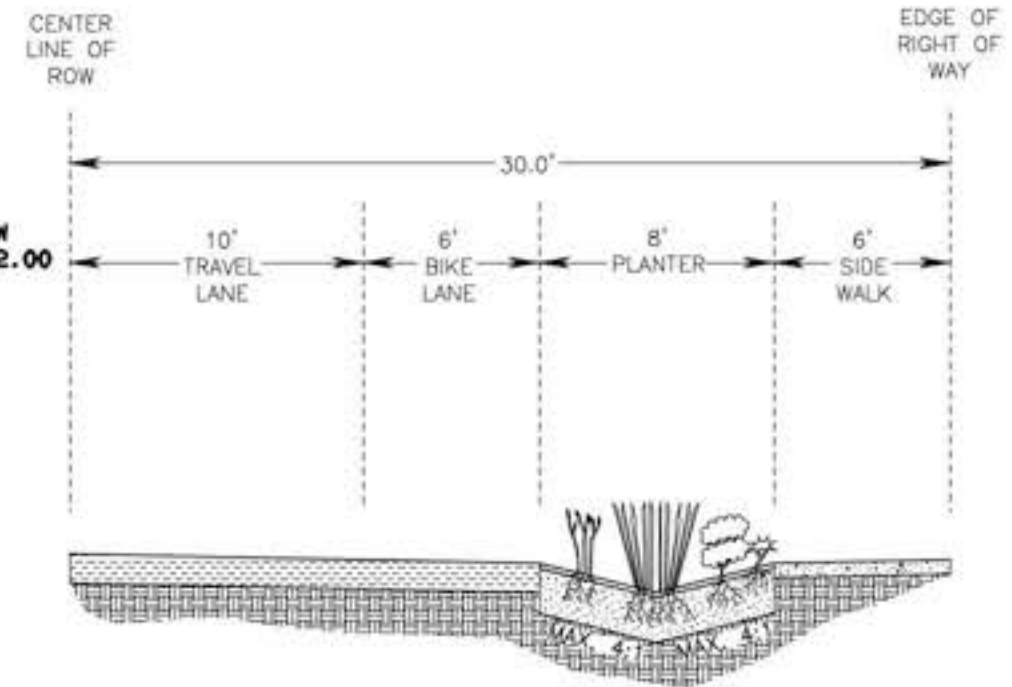
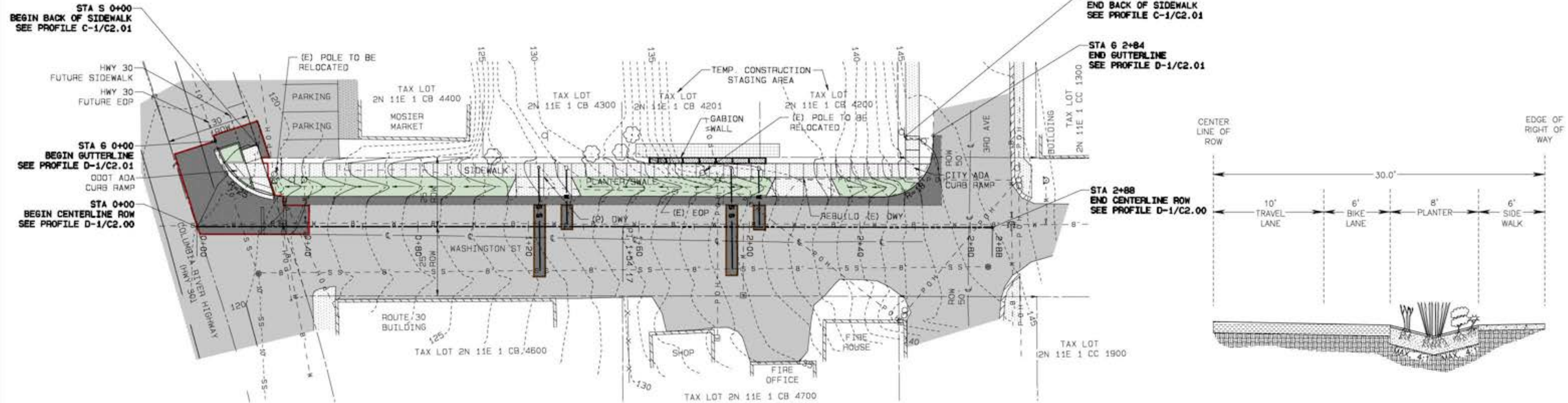
Proposed Motion: “I move to approve hiring [name of recommended bidder] to construct the Washington Street project.

Attachments:

- Project Design Illustration
- Bids and proposed selected bidder to be presented during Council

SWALE, ALT. BID, & CONST. EASEMENT LEGEND

-  PLANTER SWALE - EXCLUDE CONSTRUCTION EQUIPMENT & FOOT TRAFFIC TO PREVENT COMPACTION
-  ALTERNATE BID #1 - UTILITY SERVICES
-  ALTERNATE BID #2 - WORK IN CDOT ROW
-  5' x 52' TEMPORARY CONSTRUCTION EASEMENT





City of Mosier Staff Report

Reported By:	Andrea Rogers
Date:	8/19/2026
Agenda Item:	Skatepark Agreement Amendment
Fiscal Impact:	None
Duration:	3 months
Recommendation:	Approve of contract amendment to allow invoice for percentage of Project Management up to \$11,000

Summary: To obtain full reimbursable costs of OPRD grand funds an amendment is needed to allow a portion of Project Manager John Grim's time spent on the Skatepark project to be paid. Approximately \$11,000 remains that can be reimbursed to the city to cover administrative costs incurred. Having transparency and council approval for this action is best practice. This project has a substantial budget and will be an auditable item for the 2026-2027 budget cycle. This amendment may result in reducing the cities out of pocket costs of the skatepark project.

Background: We were informed by OPRD that certain expenses expected to be reimbursed were not allowed. These included engineering, planning, and legal expenses paid during the planning process for Jacob's Skatepark project. Discussions with the OPRD grant administrators concluded that those expenses were the responsibility of the city, and the expenses of the Project Management team would be allowed for reimbursable expenses. Project management volunteer agreements were completed. An amendment to John Grim's agreement will be necessary to allow for a portion of his time to be billable. City attorney was consulted and agreed that an amendment to that agreement to allow a portion of the work to be paid is valid.

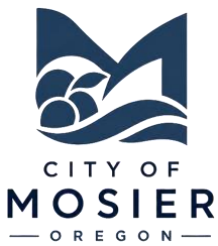
Proposal: The Project Management Contract Agreement will be amended to provide mechanisms to allow Skatepark Project Manager to bill the city for up to \$11,000 dollars. This will be submitted for reimbursement to OPRD. John Grim has stated that he will donate this back to the city to reduce the city's portion of expenses for construction of Jacob's Park.

Fiscal Impact:

- Total Cost: None, Budgeted in the original grant budget of \$16,000 in administrative costs. Funding Source: OPRD Grant

Staff Recommendation: Allow amendment to Skatepark contracts

Proposed Motion: I move to approve additional agreement and amendments for the Skatepark Project created by the city attorney to allow a portion of Project management costs to be billable.



City of Mosier Staff Report

Reported By:	Colleen Coleman and Andrea Rogers
Date:	08/19/2026
Agenda Item:	DLCD Housing Planning Assistance Scope of Work and Contract
Fiscal Impact:	\$44,154 Grant from DLCD
Duration:	August 2026 to June 2027
Recommendation:	Council approve the Scope of Work and Contract with Bell Design Company to implement the Grant

Summary: The City was awarded a grant from the State of Oregon Department of Land Conservation and Development (DLCD). The grant provides funding for updating Mosier's comprehensive plan and associated ordinances to bring our residential zone permit requirements into compliance with the State's 2024 rules for Middle Housing.

Background:

The City of Mosier's Community Development Code (MCDC) has been amended piece-meal over the last 20 years but has not been comprehensively reviewed in decades. Similarly, work to update the Comprehensive Plan (Plan) was conducted 6 to 7 years ago, but was not finalized. Since then, housing stock needs within Mosier have changed drastically. Additionally, recent State legislation on housing and plan review are not reflected within the MCDC or Plan.

Project Scope of Work Synopsis:

(1) Become consistent with State regulations, (2) ensure internal consistency, (3) simplify permitting requirements and procedures, and (4) develop and publicize educational materials and revised land use forms.

Final Products:

Amended Comprehensive Plan, amended Community Development Code, and revised application forms and public-facing information on permitting housing.

Middle Housing:

The City used to be an affordable place to live for many households within the Columbia River 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.

Staff Recommendation: Approve the recommended scope of work and contract with Bell Design Co. for Andrea's signature

Proposed Motion: "I move to approve the attached scope of work, allowing the City Manager to sign the attached contract with Bell Design, Co. to complete the project."

Attachments:

- EXHIBIT A - DLCD Housing Planning Assistance Scope of Work
- Draft Letter for Advisory Board Recruitment
- Bell Design Contract for this project

EXHIBIT A

2025-2027 HOUSING PLANNING ASSISTANCE GRANT:

City of Mosier – Scope of Work & Project Schedule

This document contains the scope of work and project schedule for the Oregon Department of Land Conservation and Development (DLCD) City of Mosier’s Housing Planning Assistance Grant. This document intends to satisfy Grant Products:

- *Summary of major tasks and action items for the project*
- *Proposed project schedule*

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GRANT INFORMATION

Project Name:

City of Mosier Comprehensive Plan
and Community Development Code
Amendments

Grant Number:

HA-27-032

Grant Administrator:

Rachel Six, Housing Planner
971-375-6352

Rachel.Six@dlcd.oregon.gov

City of Mosier:

Colleen Coleman, Project Manager
541-478-3505 x 107

Projects@cityofmosier.gov



Consultant:

Jaime Crawford, Land Use Planner
Bell Design Comp.
509-493-3886 x 1217
503-780-1787

JaimeCrawford@BellDesignCompany.com

PROJECT PURPOSE & BACKGROUND

Amend the Comprehensive Plan and Community Development Code to facilitate housing production.

GOALS

(1) Become consistent with State regulations, (2) ensure internal consistency, (3) simplify permitting requirements and procedures, and (4) develop and publicize educational materials and revised land use forms.

FINAL PRODUCTS

Amended Comprehensive Plan, amended Community Development Code, and revised application forms and public-facing information on permitting housing.

BACKGROUND

The City of Mosier's Community Development Code (MCDC) 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 (Plan) was conducted 6 to 7 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 MCDC or Plan.

MIDDLE HOUSING VARIETY

The City used to be an affordable place to live for many households within the Columbia River 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.

SCOPE OF WORK

This section provides a summary of the major tasks/action items, and deliverables for the project. There are six tasks within this project:

- Task 1 – Establish Baselines, Code Audit & Code Concepts
- Task 2 – Targeted Interviews & Middle Housing Survey
- Task 3 – DRAFT Plan & MCDC
- Task 4 – FINAL Plan & MCDC
- Task 5 – City Council Adoption & Post-Acknowledgment Plan Amendment Process
- Task 6 – Forms & Information

TASK 1 – Establish Baselines, Code Audit & Code Concepts

TENTATIVE TIMEFRAME: August – October, 2026

This task will establish shared baselines for the life of the project. The Consultant will learn from City Staff and the Advisory Committee (AC) about the community, and City Staff and the AC will learn from the Consultant about State law and the variety of housing options for the City.

Under this task, (1) the AC will learn from the Consultant about relevant “housing laws¹”, (2) the Consultant will learn about the City through a review and audit of adopted planning documents in relation to housing laws, and (3) the AC and Consultant will work together to define a project path forward for the draft Plan and MCDC. A summary of audit findings will be provided to the State for courtesy review.

The Advisory Committee (AC) will be assembled by City Staff. The City has an active Council but does not have a Planning Commission. This project will benefit from both community liaisons and Council members participating on the AC. All AC meetings will be advertised and open to the public. The City will publicize meeting materials and products on the City’s website.

¹ Defined in ORS 197A.800(5)(a):

“Housing law” means ORS chapter 197A and ORS 92.010 to 92.192, 92.830 to 92.845, 197.360 to 197.380, 197.475 to 197.493, 197.505 to 197.540, 197.660 to 197.670, 197.748, 215.402 to 215.438, 227.160 to 227.186, 455.148, 455.150, 455.152, 455.153, 455.156, 455.157, 455.165, 455.170, 455.175, 455.180, 455.185 to 455.198, 455.200, 455.202 to 455.208, 455.210, 455.220, 455.465 and 455.467 and administrative rules implementing those laws, to the extent that the law or rule imposes a mandatory duty on a local government or its officers, employees or agents and the application of the law or rule applies to residential development or pertains to a permit for a residential use or a division of land for residential purposes.



ADVISORY COMMITTEE (AC) MEETINGS:

AC Meeting #1 – Introductions & Housing Law Seminar

AC Meeting #2 – Mosier Planning Documents Audit

CONSULTANT'S RESPONSIBILITY/PRODUCTS:

- Planning Document Audit
- Meeting materials and facilitate AC Meeting #1
- Meeting materials and facilitate AC Meeting #2

CITY'S RESPONSIBILITY/PRODUCTS:

- Publicly notice AC Meetings #1 and #2
- Record meeting minutes for AC Meetings #1 and #2
- Publicly post products for AC Meetings #1 and #2

TASK 2 – Targeted Interviews & Middle Housing Survey

TENTATIVE TIMEFRAME: September – November, 2026

The City aims to include a variety of voices from the region, not just residents within the City. Including individuals with varied experiences during the life of the project will ensure that MCDC and Plan amendments will be reflective/responsive to the largest share of those living/working/visiting Mosier

The AC will be asked to identify a series of bellwether individuals for the Consultant to interview. To capture more input from the interested public, an online survey linked on the City's website will be open during this task. The Consultant will present the survey results, their interview results, and a thematic summary during the third AC meeting.

ADVISORY COMMITTEE (AC) MEETINGS:

AC Meeting #3 – Community Conversations Seminar

CONSULTANT'S RESPONSIBILITY/PRODUCTS:

- Targeted Interviews
- Content for online survey
- Meeting materials and facilitate AC Meeting #3

CITY'S RESPONSIBILITY/PRODUCTS:

- Identify Community Bellwether Individuals
- Host online survey on City's website
- Publicly notice AC Meeting #3
- Record meeting minutes for AC Meeting #3
- Publicly post products for AC Meetings #3



TASK 3 – DRAFT Plan & MCDC

TENTATIVE TIMEFRAME: September – December, 2026

Consultant will rely on input gathered during Tasks 1 and 2 to develop draft Plan and MCDC amendments. All amendments will relate to residential development, including complying with “housing laws.” The draft amendments will be posted on the City’s website, provided to the State for review, and workshopped with the AC during the fourth AC meeting. The draft amendments will be produced in both public-facing and legislative formats.

ADVISORY COMMITTEE (AC) MEETINGS:

AC Meeting #4 – DRAFT Plan & MCDC Workshop

CONSULTANT’S RESPONSIBILITY/PRODUCTS:

- DRAFT Plan and MCDC Amendments, in public-facing and legislative formats
- Amended planning maps (if deemed necessary)
- Meeting materials and facilitate AC Meeting #4

CITY’S RESPONSIBILITY/PRODUCTS:

- Publicly notice AC Meeting #4
- Record meeting minutes for AC Meeting #4
- Publicly post products for AC Meeting #4

TASK 4 – FINAL Plan & MCDC

TENTATIVE TIMEFRAME: December – February, 2027

Consultant will rely on input gathered during Task 3 to prepare a final amendment package. All amendments will relate to residential development, including complying with “housing laws.” The final amendments will be posted on the City’s website, provided to the State for review, and presented to the AC during the fifth AC meeting. The final amendments will be produced in both public-facing and legislative formats.

During AC Meeting #5, the AC will identify the development forms and educational materials that the Consultant should produce under Task 6.

ADVISORY COMMITTEE (AC) MEETINGS:

AC Meeting #5 – FINAL Plan & MCDC Review

CONSULTANT’S RESPONSIBILITY/PRODUCTS:

- Final Plan and MCDC Amendments, in public-facing and legislative formats
- Meeting materials and facilitate AC Meeting #5

CITY’S RESPONSIBILITY/PRODUCTS:

- Identify forms and educational materials for Consultant to produce
- Publicly notice AC Meeting #5
- Record meeting minutes for AC Meeting #5
- Publicly post products for AC Meeting #5



TASK 5 – City Council Adoption & Post-Acknowledgment Plan Amendment Process

TENTATIVE TIMEFRAME: January – April, 2027

Consultant and City will work together to shepherd the final amendment package through the Post-Acknowledgement Plan Amendment (PAPA) adoption process.

The Consultant will be available to support the City if the amendment package is appealed, but any potential appeals are not funded through this project.

CONSULTANT'S RESPONSIBILITY/PRODUCTS:

- Public notice for public hearing(s)
- PAPA notice
- Staff Report
- Adoption Ordinances
- Facilitate public hearing(s) before City Council

CITY'S RESPONSIBILITY/PRODUCTS:

- Meeting minutes for public hearing(s)

TASK 6 – Forms & Information

TENTATIVE TIMEFRAME: March – May, 2027

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 Consultant and AC will work together to create appropriate development forms and educational materials. The City is looking to publicize and promote these materials through partners like Mainstreet Mosier, Wasco County and the Mid-Columbia Economic Development District, among other stakeholders.

The final products will be reviewed by the AC during the sixth and final meeting for this project.

ADVISORY COMMITTEE (AC) MEETINGS:

AC Meeting #6 – Forms & Information

CONSULTANT'S RESPONSIBILITY/PRODUCTS:

- Prepare forms and information identified by the AC during Meeting #5
- Facilitate AC Meeting #6
- Final forms and flyers informed by input during AC Meeting #6

CITY'S RESPONSIBILITY/PRODUCTS:

- Meeting minutes for AC Meeting #6



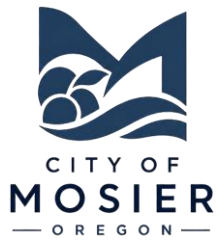
GRANT PRODUCTS

- Summary of major tasks and action items for the project
- Proposed project schedule
- Code audit findings and recommendations
- HAPO courtesy review of code audit findings and recommendations
- Draft redline updates to the development code and comprehensive plan
- HAPO courtesy review of draft updates to the development code and comprehensive plan
- Final redline code updates to the development code and comprehensive plan
- HAPO courtesy review of final draft updates to the zoning ordinance and comprehensive plan
- Final draft development forms and educational materials
- Presentation materials, engagement summaries, online middle housing survey, staff reports, meeting notices, hearing notices, agendas and notes or meeting summaries for all project-related meetings.

PROJECT SCHEDULE

This section contains the proposed project schedule. Project meetings and task timeframes are tentative. The project completion shall be no later than **June 19, 2027**.

Task 1 – Establish Baselines, Code Audit & Code Concepts	August – October, 2026
AC Meeting #1 – Introductions & Housing Law Seminar	Mid-September
AC Meeting #2 – Mosier Planning Documents Audit	Mid-October
Task 2 – Targeted Interviews & Middle Housing Survey	September – November, 2026
AC Meeting #3 – Community Conversations Seminar	Mid-November
Task 3 – DRAFT Plan & MCDC	September – December, 2026
AC Meeting #4 – DRAFT Plan & MCDC Workshop	Mid-December
Task 4 – FINAL Plan & MCDC	December – February, 2027
AC Meeting #5 – FINAL Plan & MCDC Review	Late January / Early February
Task 5 – City Council Adoption & Post-Acknowledgment Plan Amendment Process	January – April, 2027
Possible workshop; Adoption hearing(s)	March / April 2027
Task 6 – Forms & Information	March – May, 2027
AC Meeting #6 – Forms & Information	April / May 2027
PROJECT COMPLETION DEADLINE	June 19, 2027



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St. Mosier, Oregon 97044
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info@cityofmosier.gov

[Date]

[Recipient Name]
[Street Address]
[City, State ZIP]

Subject: Invitation to Serve on the City of Mosier Housing Planning Advisory Committee

Dear [Recipient Name],

The City of Mosier is undertaking an important effort to update its Comprehensive Plan and Community Development Code to help facilitate housing production and expand housing choices in our community. We are inviting a small group of community members and local leaders to participate on a Housing Planning Advisory Committee, and we would be pleased to have you consider serving.

The project is supported through a 2025–2027 Housing Planning Assistance Grant from the Oregon Department of Land Conservation and Development. The City's goals are to ensure that its planning regulations are consistent with State requirements, improve consistency within the City's planning documents, simplify permitting requirements and procedures, and develop clearer public information and forms related to housing. The resulting amendments will focus on residential development and housing opportunities in Mosier.

Why Your Participation Matters

Mosier has experienced significant changes in its housing stock and housing needs, while portions of the City's Comprehensive Plan and Community Development Code have not been comprehensively reviewed in many years. The project is intended to address barriers to housing production and provide greater housing variety, including opportunities for middle housing.

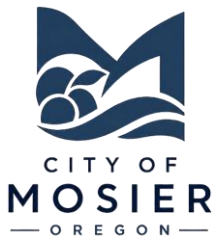
The Advisory Committee will provide an important community perspective throughout this process. We are particularly interested in bringing together people with varied experiences and connections to Mosier—not only residents, but also individuals who live, work, own property, conduct business, or otherwise have an interest in the community. The goal is to ensure that proposed changes are responsive to the broadest possible range of people who live, work, and visit Mosier.

What Would be Expected of Advisory Committee Members

Committee members will work with City staff and the project consultant, Jaime Crawford of Bell Design Company, throughout the project. The committee will:

- Participate in approximately six public Advisory Committee meetings over the course of the project;
- Learn about relevant State housing laws and how they affect local planning and housing development;
- Share knowledge and perspectives about Mosier's community, housing needs, and development experience;
- Review the City's existing planning documents and the consultant's audit findings;
- Help identify community members and stakeholders who can provide additional perspectives through

small enough to make a difference



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targeted interviews;

- Review and provide feedback on draft amendments to the Comprehensive Plan and Community Development Code;
- Participate in workshops and reviews of the draft and final amendment packages;
- Help identify useful development forms and educational materials for property owners, applicants, and the public; and
- Review the final forms and educational materials developed through the project.

All Advisory Committee meetings will be publicly noticed and open to the public, and meeting materials and project products will be made available through the City's website.

Anticipated Schedule

The first Advisory Committee meeting is anticipated for mid-September 2026, with additional meetings tentatively scheduled for mid-October, mid-November, mid-December, late January/early February, and April/May 2027. The overall project is expected to be completed by June 19, 2027.

We recognize that serving on an advisory committee is a commitment of your time, but we believe your experience and perspective could make a meaningful contribution to this effort. The City hopes to assemble a committee that reflects a broad range of community voices and helps shape practical, thoughtful housing policies for Mosier.

We hope you will consider participating. If you are interested in serving, please contact **XX by XX DATE XX**. We would be happy to answer any questions about the committee or the project.

Thank you for considering this invitation and for your continued interest in the future of Mosier.

Sincerely,
[Your Name]
[Your Title]
City of Mosier

PROFESSIONAL SERVICES AGREEMENT
CITY OF MOSIER
&
BELL DESIGN CO.

DATE: August 12, 2026

PARTIES: City of Mosier (“City”)
208 Washington Street
P.O. Box 456
Mosier, OR 97040

Bell Design Company (“Contractor”)
PO Box 308
Bingen, WA 98605

PROJECT: City of Mosier 2025-2027 Housing Planning Assistance Grant Award

RECITALS

Contractor is being engaged to provide professional land use planning services to the City for the Project. This Contract was procured pursuant to Oregon Revised Statute (ORS) 279B.070.

NOW, THEREFORE, BASED ON THE MUTUAL PROMISES OF THE PARTIES, THE PARTIES AGREE AS FOLLOWS:

Statement of Work. Contractor shall provide the products and services set forth in Exhibit “A” (the “Work”). Contractor shall perform the Work as directed by the City and in accordance with the terms and conditions of this Contract.

All Costs by Contractor. Contractor shall, at its own risk and expense, perform the Work described above and, unless otherwise specified, furnish all labor, equipment and materials required for the proper performance of the Work.

Qualified to Provide Work. Contractor has represented, and by entering into this Contract now represents, that Contractor and all personnel assigned to the Work required under this Contract, if any, are fully qualified to perform the service to which they will be assigned in a skilled and workmanlike manner and, if required to be registered, licensed or bonded by the State of Oregon, are so registered, licensed and bonded.

Contract Term. This Contract becomes effective on the date this Contract has been fully executed by each party. The term of this Contract is the term of the grant agreement between the City and the Oregon Department of Land Conservation and Development. Contract termination does not extinguish or prejudice City’s right to enforce this Contract with respect to any default by Contractor that has not been cured.

Compensation. Contractor shall be paid in two disbursements, tied to the completion of tasks described in the Work and project timeline.

- The first payment shall be half of the grant disbursement, \$22,077, and shall be due after completion of task 1 described in the Work.
- The second, and final, payment shall be \$22,077, and shall be due after the completion of all Work.

Ownership of Documents. All documents and other work products created by Contractor pursuant to this Contract shall be the property of the City.

Indemnification. Contractor shall defend, save, hold harmless, and indemnify the City and its officers, employees and agents from and against all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature whatsoever, including attorneys' fees, resulting from, arising out of, or directly relating to the activities of Contractor or its officers, employees, subcontractors, or agents under this Contract.

Contractor shall not be held responsible for any claims, suit, actions, losses, damages, liabilities, costs and expenses directly, solely, and proximately caused by the negligence of City.

Termination. This Contract may be terminated by either party by giving thirty (30) days written notice to the other party.

Independent Contractor Status. Contractor shall perform all Work as an independent Contractor. The City reserves the right (i) to determine and modify the delivery schedule for the Work and (ii) to evaluate the quality of the Work Product, however, the City may not and will not control the means or manner of Contractor's performance. Contractor is responsible for determining the appropriate means and manner of performing the Work.

Contractor understands and agrees that it is not an "officer", "employee", or "agent" of the City, as those terms are used in ORS 30.265.

Contractor is responsible for all federal or state taxes applicable to compensation or payments paid to Contractor under this Contract and, unless Contractor is subject to backup withholding, City will not withhold from such compensation or payments any amount(s) to cover Contractor's federal or state tax obligations. Contractor is not eligible for any social security, unemployment insurance or workers' compensation benefits from compensation or payments paid to Contractor under this Contract, except as a self-employed individual.

Insurance. Contractor shall maintain the following insurance policy:

- *Professional Liability* insurance with a combined single limit, or the equivalent, of not less than 1 million for each claim, incident or occurrence. This is to cover damages caused by error, omission or negligent acts related to the professional services to be provided under this Contract.
- *General Liability* insurance with a combined single limit, or the equivalent, of not less than 2 million for each occurrence and 2 million in the aggregate for Bodily Injury and Property Damage Coverage. It shall include contractual liability coverage for the indemnity provided under this Contract. It shall provide that the City, its officers and its employees are Additional Insureds but only with respect to the Contractor's services to be provided under this Contract.

Assignment and Subcontracts. Contractor shall not assign this Contract or subcontract any portion of the work without the written consent of City. Any attempted assignment or subcontract without written consent of City shall be void. Contractor shall be fully responsible for the acts or omissions of any assigns or subcontractors and of all persons employed by them, and the approval by City of any assignment or subcontract shall not create any Contractual relation between the assignee or subcontractor and City.

Governing Law; Venue; Consent to Jurisdiction. This Contract shall be governed by and construed in accordance with the laws of the State of Oregon. Any claim, action, suit or proceeding between City and Contractor that arises from or relates to this Contract shall be brought and conducted solely and exclusively within the Circuit Court of Jefferson County for the State of Oregon or, if the claim, action, suit or proceeding must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon.

Merger Clause; Waiver. This Contract and attached exhibits constitute the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Contract. No waiver, consent, modification or change of terms of this Contract shall bind all parties unless in writing and signed by both parties and all necessary State approvals have been obtained.

Amendments. No amendment to this Contract is effective unless it is in writing signed by the parties. Contract amendments shall be in accordance with Oregon Administrative Rule (OAR) 137-047-0800.

Attorney Fees. In the event of any action or proceeding to enforce the terms of this Contract, the prevailing party shall be entitled to recover its reasonable attorney fees, in addition to costs and disbursement, at arbitration, trial, and on appeal.

No Third-Party Beneficiaries. The signatories to this Contract are the only parties to this Contract and are the only parties entitled to enforce its terms. Nothing in this Contract gives, or is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly, or otherwise, to third persons unless such persons are individually identified by name herein.

Counterparts. This Contract may be executed in one or more counterparts, including by signature pages delivered in electronic format, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

Professional Services Agreement

CONTRACTOR and CITY, by execution of this CONTRACT, hereby acknowledge that CONTRACTOR and CITY have read this CONTRACT, understand this CONTRACT, and agree to be bound by the CONTRACT terms and conditions.

CONTRACTOR:

By: Stoner W. Bell
Title: President, Bell Design Co.

CITY:

Andrea Rogers
City Manager, City of Mosier

Executed on this date: _____



City of Mosier Staff Report

Reported By:	Andrea Rogers
Date:	08/19/2026
Agenda Item:	Engineer of Record/City Engineering Services RFP Selection and Award
Fiscal Impact:	On Call Services Contract with City Engineer
Duration:	Proposed 3-Year Contract with Option to Extend addl. 2 years
Recommendation:	Council approve the selected Engineering Firm

Summary: The City put out a request for proposal (RFP) for On Call City Engineering Services. The City received five proposals from qualified engineering firms (AKS, Bell Design, HECO, Keller Assoc., and OWRSP).

AKS Engineering scored the highest due to their qualified local staff, experience and service approach. The selection committee included City Manager, Andrea Rogers, City Recorder, Amy Szilagyi, Finance Director, Monica Morris and Project Manager, Colleen Coleman. A summary of the evaluation criteria and scores are below.

Evaluation Criteria	Total Points Available	AKS	Bell Design	HECO	Keller	OWRSP
Firm's experience in the delivery of successful City Engineering services to meet the defined scope of work	60	45	45	41	41	42
Qualifications and experience of the staff assigned by Proposer to perform services	100	75	74	71	71	72
Service approach and methodology	60	42	31	33	33	40
Knowledge of local issues in the City of Mosier and the surrounding region	40	30	30	24	24	28
References: Two required	40	30	30	29	29	28
Knowledge of applicable local, state, and federal regulations including but not limited to governing public water, wastewater, stormwater, and transportation systems	40	30	30	30	30	30
Cost	60	43	35	29	29	42
	400	295	275	257	257	282

Staff Recommendation: Approve award of Mosier's City Engineering On Call Services to AKS Engineering as recommended by the City Manager.

Proposed Motion: "I move to award the On Call City Engineering Services contract to AKS Engineering"