

CITY OF COOS BAY CITY COUNCIL
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
February 7, 2017	

TO: Mayor Benetti and City Councilors

FROM: Jim Hossley, Public Works Director 

THROUGH: Rodger Craddock, City Manager

ISSUE: Approval of MOU between the City and Coos Bay School District for Marshfield High School Tribute Hall Grant

SUMMARY:

The Tribute Hall Fundraising Committee/Coos Bay Schools Community Foundation, met with City staff to present their plans to construct Tribute Hall Building at Marshfield High School. The building would recognize past and present veterans of all branches, as well as serve as storage for athletic department. The School District would like to partner with the City, and have the City apply for a Veterans' and War Memorial Grant. A memorandum of understanding with the School District has been crafted for this project. City staff would be responsible for grant administration, accounting, and grant reporting. The total project budget is \$420,000, the grant through Oregon Parks and Recreation Veterans' and War Memorial Grant program would be for \$80,000.

Application Timeline: grant application opened in late December 2016 and will close mid-February 2017. Award in April, if awarded the project must be completed in two years.

ACTION REQUESTED:

If Council agrees with the language in the Memo of Understanding, authorize the City Manager to sign the document on behalf of the City.

ATTACHMENTS:

Draft MOU document

MEMORANDUM OF UNDERSTANDING

Between City of Coos Bay
 500 Central Avenue
 Coos Bay OR 97420

And Coos Bay School District
 1255 Hemlock Ave.
 Coos Bay, OR 97420

Date February , 2017

PREAMBLE

WHEREAS, the City of Coos Bay (“City”) is an Oregon municipal corporation, and is located in Coos County, Oregon;

WHEREAS, the Coos Bay School District (“District”) is an Oregon school district which operates various elementary and secondary educational facilities in the City of Coos Bay, Coos County, Oregon;

WHEREAS, the District operates Marshfield High School, which is located at S 10th & Ingersoll Streets, Coos Bay, Oregon;

WHEREAS, the District wishes to proceed with the construction of a two-story building on the Marshfield High School campus, which will be named “Tribute Hall,” for the purposes of storing athletic equipment and honoring the service of veterans (“the project”);

WHEREAS, the estimated cost of the project is \$420,000;

WHEREAS, a majority of the students attending Marshfield High School reside in the City of Coos Bay, the City wishes to assist the District in completing the project;

WHEREAS, a grant in the amount of up to \$80,000, may be available through the State of Oregon Department of Parks and Recreation Department (“ODPR”);

WHEREAS, while the City is eligible to apply for such grant, and the District is not;

WHEREAS, the City wishes to assist the District in completing the project by obtaining funds from such grant for the project;

WHEREAS, the disbursement of the grant proceeds by ODPR will be on a reimbursement basis, rather than up-front payments;

WHEREAS, in order for the City to qualify for and obtain the ODPR grant, the City is required to administer the entire construction project.

AGREEMENT

The parties agree as follows:

1. The City will apply for a grant of \$80,000 from the Oregon Parks and Recreation Department, which grant application will be for the purpose of constructing the project.
2. The District will assist as necessary the City in applying for such grant, including, but not limited to providing information, drawing, diagrams, or other documents necessary for completion and submission of the grant application;
3. In the event that the City obtains the grant funding, all other funds to be used for construction of the project will be transferred to the City for purposes of administering the construction of the project.
4. All funds transferred to the City for purposes of the project will be kept and maintained in a separate and identifiable line item within the City's budget, and only project related expenses will be paid for through such line item account.
5. The City will be responsible for complying with all bookkeeping and accounting requirements pertaining to the ODPR grant.
6. The construction of the project will be awarded by the City, pursuant to the public contracting rules and requirements of the City.
7. Prior to the City awarding any contract for the construction of the project, including engineering work, the District shall deposit with the City funds in the full amount necessary to complete the project.
8. As the City receives the grant funds from OPRD, the City will reimburse such funds to the District.
9. The District will be the owner of the completed project, will be responsible for all future maintenance and repair of the project, and will comply with ODPR grant requirements relating to maintenance and repair of the project.

10. In the event that insufficient funds are raised for the project, and the project is abandoned, the City will return to ODPR any awarded grant money received by the City.
11. Now, therefore, this memorandum of understanding having been approved by the District and the City, this agreement shall become effective at the time of the last signature below.

Dated: February __, 2017

Dated: February __, 2017

City of Coos Bay

Coos Bay School District

Rodger Craddock, City Manager

Bryan Trendell, Superintendent

CITY OF COOS BAY
JOINT CITY COUNCIL / URA WORK SESSION
Agenda Staff Report

MEETING DATE December 13, 2016	AGENDA ITEM NUMBER
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TO: Mayor Benetti and City Councilors

FROM: Randy Dixon, Operations Administrator

THROUGH: Rodger Craddock, City Manager
Jim Hossley, Public Works Director *JH*

ISSUE: Grant Assistance Request from School District 9 - Veterans Memorial

BACKGROUND:

Mac McIntosh, with Tribute Hall Fundraising Committee/Coos Bay Schools Community Foundation, met with City staff to present their plans to construct Tribute Hall Building at Marshfield High School. The building would recognize past and present veterans of all branches, as well as serve as storage for athletic department. Mac attempted to apply through Oregon Parks and Recreation for a War Memorial Grant however, schools are not qualified to apply for war memorial grants. Mac would like to partner with the City, and have the City apply for the grant. City staff would work with Mac on the application, and manage the grant. A memorandum of understanding will need to be created if council so desires to partner with Marshfield High School on this project. City staff would be responsible for grant administration, accounting, and grant reporting. The total project budget is \$400,000, the grant through Oregon Parks and Recreation would be for \$80,000.

The Veterans' and War Memorial Grant program provides funds for up to 80 percent funding assistance with a minimum of 10 percent cash. Match may include budgeted funds, donated funds, value of equipment used, and donated materials, volunteer labor, planning or any combination thereof. The project sponsor may provide the remaining match by planning work done prior to project authorization or planning, construction, or restoration work performed following project authorization. Planning work includes research, design, engineering, environmental, and site survey for any construction or restoration project.

Application Timeline; grant application will open in late December 2016 and close mid-February 2017. Award in April, if awarded the project must be completed in two years.

ADVANTAGES:

This project will be a great addition to the community and will honor local veterans for their service.

DISADVANTAGES:

None noted.

BUDGET IMPLICATIONS:

The Coos Bay Schools Community Foundation will be responsible for acquiring the grant and additional funding for the project. There will be a cost to the City of Coos Bay in the form of staff salaries. Some staff time will be necessary during the grant preparation process at a cost of \$250 to \$1000. Should the application be successful and because the grant would be in the City's name, the amount of staff time will increase significantly. Public Works and Finance staff will be responsible for grant tracking and reporting. It is possible that staff project construction oversight may be necessary to satisfy grant requirements.

ACTION REQUESTED:

If Council agrees to sponsor the Veterans Memorial Grant, staff will negotiate an agreement with School District 9, which will include the following responsibilities:

- ✓ Grant Sponsorship
- ✓ Grant Administration
- ✓ Grant Reporting
- ✓ Project Funding, construction, and maintenance

Once negotiations and the draft agreement are complete, the agreement will be brought to Council to consider its approval.

ATTACHMENTS:

Vision for Tribute Hall (Tribute Hall Website)
Rendering of Tribute Hall (McSWAIN & WOODS ARCHITECTS, LLP)
Veterans & War Memorials Grant Summary – **NOTE** Dates are for last year's grant cycle (Oregon Heritage, OPRD)

From the Coos Bay Schools Community Foundation/Tribute Hall Fundraising Committee website - <http://piratecoach.wixsite.com/tributehall>

ABOUT US

We are volunteers with a passion for preserving, honoring and teaching others about the storied legacy created by veterans affiliated with the Coos Bay School District. Many of our fathers joined the ranks of 16 million who served in World War II. Some of our children answered the nation's call to arms and volunteered to go in harm's way, defeating oppressive regimes and freeing millions of people. Some continue to serve as Army Rangers, Navy SEALs, Air Force and Navy fighter pilots and Marine riflemen.

We are driven by a sense of urgency. According to statistics released by the Veteran's Administration, our World War II vets are dying at a rate of approximately 492 a day. This means there are approximately 855,070 veterans remaining of the 16 million who served our nation in World War II. We feel a real sense of urgency to complete our tribute to these members of the "greatest generation."

The Coos Bay Schools Community Foundation acts as fiscal agent for our Tribute Hall Fundraising Committee, offering tax-exempt status to donors.

OUR VISION

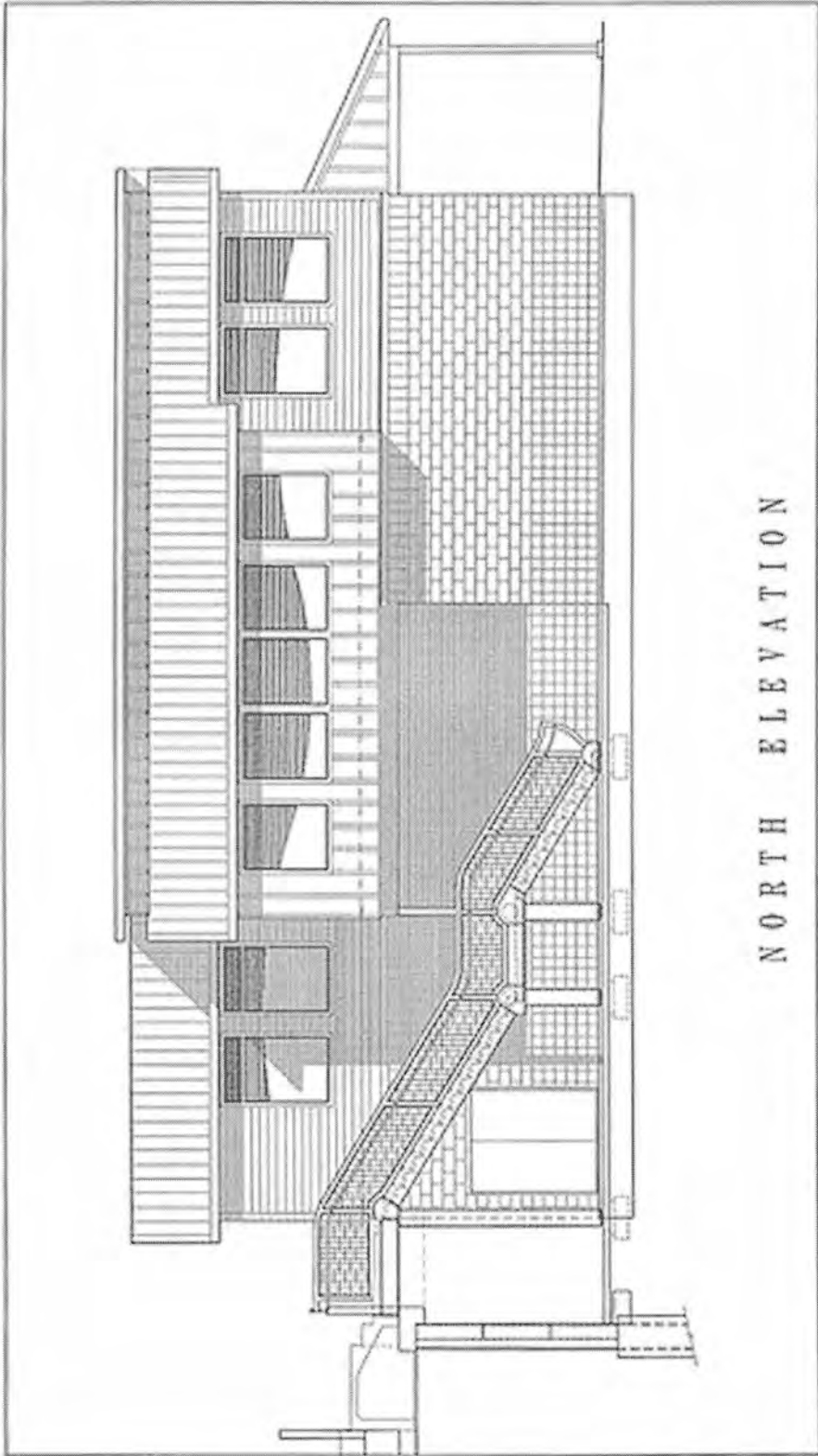
We see an impressive two-story building abutting the west end of the south stands, adding the same sense of pride and permanence to Prefontaine Track as the Bowerman building at Hayward Field. With 20,000 cubic feet of dry, secure storage and two new ADA-compliant bathrooms on the ground floor, the building will protect the District's Olympic-caliber pole vault and high jump pits, hurdles, football and band equipment.

We see a 1400-square foot meeting area on the second floor with four large, themed display areas honoring veterans affiliated with the Coos Bay School District. This space serves as a living museum, recording military service of every affiliated veteran, celebrating the legacy of our most famous, and educating future generations.

We see local veterans' groups drawn to the hall and its reverent respect for their service. We see a place for ceremonies and educational forums, team meetings, classroom field trips, and a joyous gathering place for alumni and sports fans.

We see a community joining hands to create something remarkable. We see Pirate pride embodied in a building that captures and honors our military heritage.

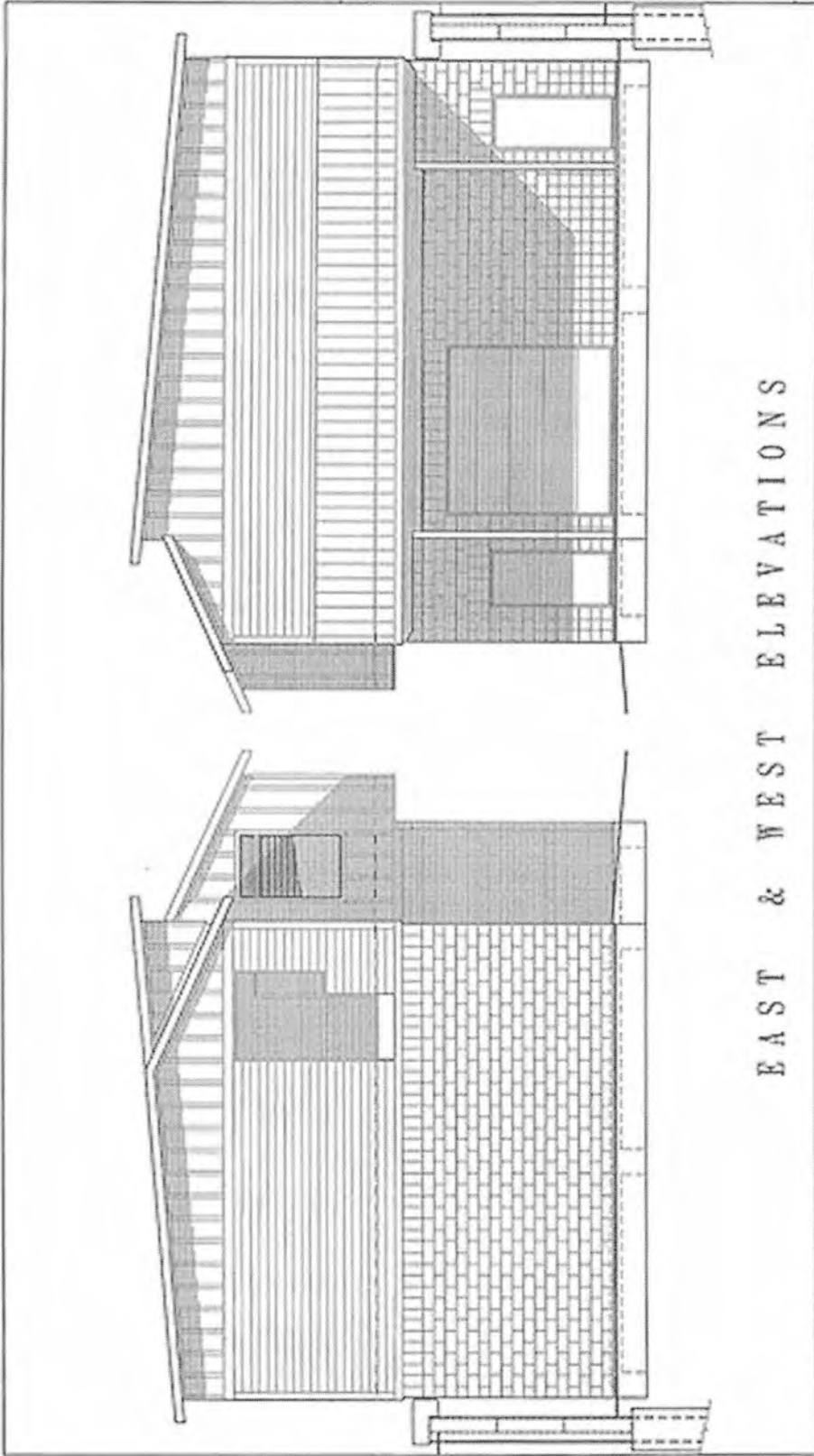
We see Tribute Hall.



NORTH ELEVATION

THEITE BUILDING MARSHFIELD HIGH SCHOOL OODS BAY, OREGON SEPT. 1, 2015

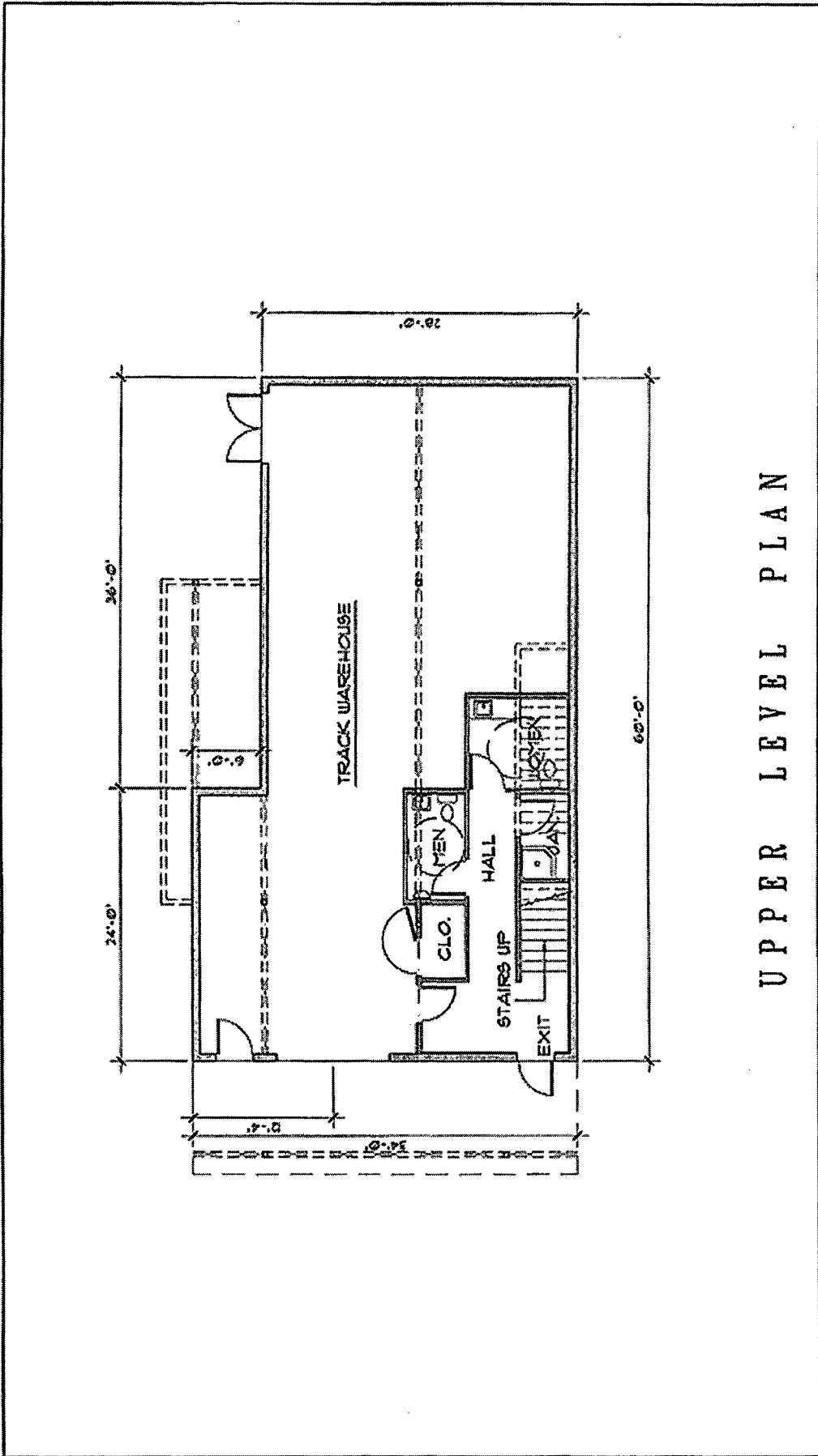
MCWAIN & WOODS ARCHITECTS, LLP



EAST & WEST ELEVATIONS

THELMA BUILDING MASSFIELD HIGH SCHOOL COOS BAY, OREGON SEPT. 1, 2016

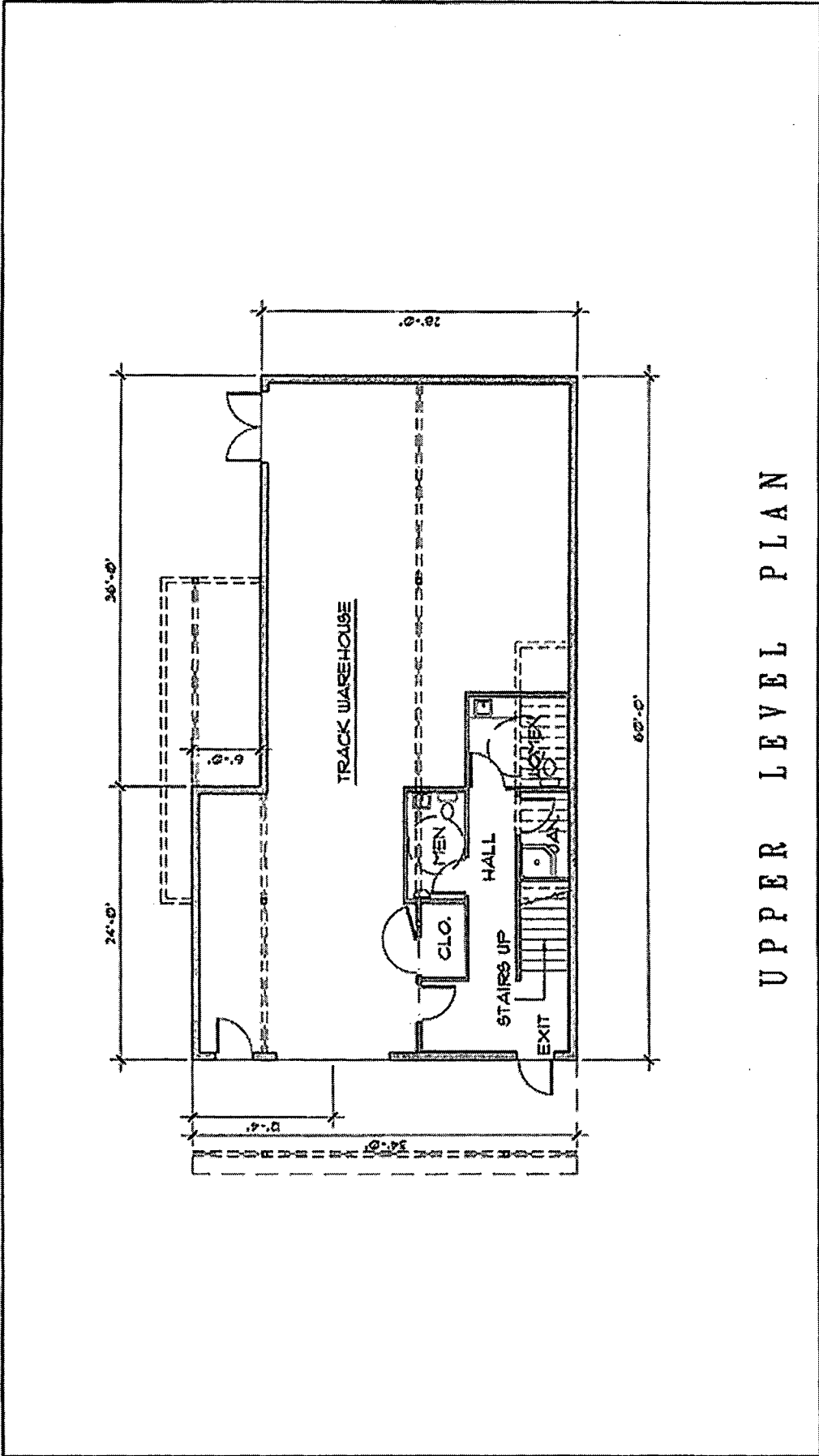
MUSTLIN & EGGS ARCHITECTS, LLP



U P P E R L E V E L P L A N

McSWAIN & TODDS ARCHITECTS, LLP

TREBITE BUILDING MARSHFIELD HIGH SCHOOL COOS BAY, OREGON SEPT. 1, 2016



U P P E R L E V E L P L A N

McSTAIN & WOODS ARCHITECTS, LLP

TRIBUTE BUILDING MARSHFIELD HIGH SCHOOL COOS BAY, OREGON SEPT. 1, 2016

VETERANS & WAR MEMORIALS GRANT 2016

OREGON PARKS AND RECREATION DEPARTMENT

The Veterans' and War Memorials Grant Program was created and established to provide funding assistance to local governments for the construction and restoration of veterans' and war memorials. The program will help honor Oregon's soldiers and veterans by commemorating their service to the country.

Grants must be submitted through the Oregon Parks and Recreation Department Grants Online program.

FINANCIAL INFORMATION: Awards have ranged \$14,000-\$80,000. \$150,000 is available to award.

MATCH: The Veterans' and War Memorial Grant program provides, subject to the availability of funds, for up to 80 percent funding assistance with a minimum of 10 percent cash. Match may include budgeted funds, donated funds, value of equipment use, donated materials, volunteer labor, planning or any combination thereof. The project sponsor may provide the remaining match by planning work done prior to project authorization or planning, construction, or restoration work performed following project authorization. Planning work includes research, design, engineering, environmental, and site survey for any construction or restoration project.

BUDGET INFORMATION: Bids and estimates strengthen the grant request when applicable.

GRANT REPORTING AND PAYMENT: Awarded projects will be the subjects of binding agreements between the State and the applicants. Typically, grant funds are dispersed on a reimbursable basis. Details of payment arrangements and grant reporting will be provided at the time of award.

GRANT TIMELINE:

Deadline – December 15, 2015 (11:59pm)

Notification – February 28, 2016

Reporting deadline – Apr. 30, 2018

ELIGIBILITY, CRITERIA AND PRIORITIES:

ELIGIBILITY

- **ORGANIZATIONS:** Local governmental entities are eligible to apply. The governmental entity must partner with veteran organization. Local governmental entities include cities (municipal corporations); counties (political subdivisions); metropolitan service districts, park and recreation districts, and port districts. Partner veteran's organizations must meet the following criteria:
 - A. Represent veterans of the Armed Forces of the United States of America;
 - B. Were established for the purpose of supporting or recognizing veterans;
 - C. Have an established membership, that includes officers, and bylaws; and
 - D. Are physically located in Oregon or have a Chapter that is physically located in Oregon.



Oregon Heritage, OPRD

www.oregonheritage.org

- **SITE/LOCATION:** To be eligible for a grant, veterans' and war memorials must be placed on public property owned and controlled by a government entity. A government entity is a body of government, whether district, local, state, federal, or Tribal that owns or leases the property on which the project is to reside. The property can be owned by a government entity that is not the applicant, there is an agreement in place between the two.

The named government entity must agree to the memorial's siting and maintenance for not less than 25 years from completion of the project.

For a construction project, an applicant must demonstrate that the government entity that owns or controls the public property will accept the memorial on that site. For a restoration, an applicant must demonstrate the government entity that owns or controls the public property will authorize restoration activities on the memorial.

- **PROJECTS:** The types of eligible projects include construction of a new memorial or restoration of an existing memorial. A memorial is a monument or place designated to commemorate or preserve the memory of wars involving the United States of America or to honor veterans of the Armed Forces of the United States of America. Maintenance projects are NOT eligible for grants.

CRITERIA:

- The capability of the applicant to carry out the proposed project.
- The effectiveness of the proposed project to recognize veterans and wars.
- The level of commitment to long term maintenance of the memorial.

PRIORITIES:

- Projects with a well-prioritized, clearly explained work plan with an appropriate level of detail and realistic cost estimates.
- Geographic diversity.
- Project readiness, including matching dollar share in-hand.
- Projects that are part of a long range plan.

REVIEW: The Grant Review Committee will review all grant requests and make funding recommendations to the OPRD Director.

REGISTER ON TO APPLY ONLINE: Visit the OPRD: Grants Online at www.oprdgrants.org to request an account and receive your login. Register for only one login per organization. Please use the instructions for OPRD: Grants Online which can be found at http://www.oregon.gov/oprd/GRANTS/pages/veterans_apply.aspx.

APPLICATION SUBMISSION: Once you have a login, you will be able to submit your application. You can enter information, save, log out, log back in, enter more, etc. as many times as you would like before you submit. Instructions for OPRD: Grants Online visit our website. <http://www.oregon.gov/oprd/HCD/FINASST/Pages/grants.aspx>

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

- Brief Project Description – Please limit this to 80 words and be specific.



Oregon Heritage, OPRD

www.oregonheritage.org

- Finance – Please see the OPRD: Grants Online instructions for more detail.
 - Project Budget - use categories: contractor/consultant; volunteer time; employee; travel; materials & equipment; printing, publication, design, etc.; other.
 - Funding Source - use categories: organizational funds (include staff time, operations, donations), in-kind donations, volunteer time (volunteer time must match the volunteer time in expenses). Enter matching grants individually.
 - What is your organization’s financial need for this project?
 - How firm is your match – have funds, volunteers and in-kind donations been committed for this project?
 - How will in-kind donations be used for the project?
 - What is your organization’s ability to meet long-term financial responsibilities?
- Project Description – What are the primary goals and objectives? What is the timeline? If the project includes removing and replacing an existing memorial, explain the need to remove the original memorial and the public engagement and decision making process.
- Project Need and Value – What veterans or war does this recognize and how does it accomplish this? How is the memorial unique in the community? Does it recognize veterans who would otherwise go unrecognized? How does it differ from other veteran and war memorials in your community?
- Project Specifications – List specific activities – quantity and scope. Describe how the memorial will be restored or constructed? If the project is a restoration, does the work plan follow standards that promote the long-term preservation of the memorial?
- Project Management - Describe who will do the work and who will manage the project.
- Community Support and Organization Support – Does this project have support and involvement of the local community? What organizations are involved? In what way are veteran organizations or veterans involved in the project? Include letters of commitment.
- Long Term Commitment to Maintenance – Describe long-term plan for care and maintenance of the memorial. Who will provide the maintenance and what is the anticipated cost?
- Photos and work plans are required.

ASSISTANCE:

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



Oregon Heritage, OPRD

www.oregonheritage.org