

City of Canby Historic Review Board

Meeting Minutes: August 2, 2016

Members in attendance: Carol Palmer, Tony Crawford, John Baker, and John Serlet

Members absent: Rebekah Goodfellow, and Barb Garber

City Staff in attendance: Jamie Stickel, Main Street Manager

Meeting started at 5:35pm

Discussion Items

Introductions with new member Tony Crawford

Board Expansion – part 2

- Carol and Jamie attending Bridging Cultures meeting on August 9 to share information about the HRB and to listen to their issues and concerns
- Tony is on the Bridging Cultures Board of Directors
- Have contacted the Hispanic Inter-agency Network Organization (Clackamas County) and the Governor's Commission on Hispanic Affairs for guidance

RLS and ILS Update

- Sara Paulson should complete the RLS by the end of the month
- Tama Tochiyama indicated she would complete the ILS reports by mid-month

City Hall National Registry Nomination

- Carol reported that the decision to nominate City Hall was still under discussion, although the developer indicated support. After discussion, the Board agreed that that this group should make our position clear. John Baker moved that the Historic Review Board pass a motion urging the City to take action to ensure the 1936 portion of City Hall is protected from demolition by nominating the structure to the National Registry and, if that fails or is unworkable, placing the site on Canby's Historic Landmark Registry. John Serlet seconded and the motion passed unanimously.
- Carol will inform Renate Mengelberg

Heritage Trail

- Finalized launch preparations – balloons, plaques, tables, PA, brochures.
- Will be held at gazebo at Wait Park at 6p on August 5th

Cemetery

- Grant agreement attached
- RFP is out
- Ideas for rededication ceremony discussed. Tony will assist with involvement of elementary students.

Local Nomination

- Bryan Brown will attend our October 3rd meeting and walk us through the code that describes the process.

2017-18 Projects Funding

- Discussion on and additions to the list. Carol to revise and distribute before our October meeting

NEXT MEETING: October 3, 2016; September meeting cancelled due to Labor Day Holiday.

Meeting adjourned at 6:25

Attachment



July 27, 2016

Jamie Lee Stickel
City of Canby
111 NW 2nd Ave
Canby, OR 97013

Re: Historic Cemetery Grant CG-16-01

Dear Jamie Lee:

Enclosed is your fully signed copy of the grant agreement for your project. Please make sure that those individuals responsible for carrying out duties under this agreement are familiar with its terms and goals, and reporting and billing requirements. Maintaining complete records will assure the verifiability of your expenditures.

The grant report forms will be sent via email or by mail by request. The grant manual can be found on our website <http://www.oregon.gov/oprd/HCD/FINASST/Pages/grants.aspx> or by request. To expedite your reimbursement, your organization or individual tax id will be required. Please contact Sharrie Cripe (503-986-0710) who is trained in information security and who will process the payment to provide this information.

We wish you the best in completing your project. If you have any questions, please don't hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Kuri Gill".

Kuri Gill
Grant and Outreach Coordinator
(503) 986-0685
Kuri.Gill@oregon.gov

Enclosure

Grantee: City of Canby

Grant Amount: \$6,200 **Match Amount:** \$2,390 **Estimated Overmatch:** \$0

Project Summary: Repair 26 markers and train 10 volunteers to clean 30 markers at Baker Prairie Cemetery in Canby. Create flyers, programs, and promotional material for a re-dedication event. Install an interpretive plaque in association with Canby's Heritage Trail.

The grant funds and matching local contributions will be used to accomplish the work items detailed in the Budget and Work Description sections that follow. OPRD Heritage Programs staff must approve any changes to this Scope of Work.

PROPOSED BUDGET

1. Property Improvements - Cemetery		
Staff time	\$1,450	
Volunteer	\$440	
Contractor	<u>\$5,700</u>	
	Total	\$7,590
2. Public Education - Cemetery		
Materials & Supplies	\$150	
Printing, Publication, Design	<u>\$850</u>	
	Total	<u>\$1,000</u>
	Total Project Budget	\$8,590

WORK DESCRIPTION

1. Property Improvements - Cemetery \$7,590

Products:

Repair 26 markers and train 10 volunteers to clean 30 markers at Baker Prairie Cemetery in Canby.

Standards and Provisions:

Project Standards:

- Any purchases or contracts for services over \$10,000 should follow appropriate procurement procedures, including obtaining at least three estimates.
- Prior to starting the rehabilitation project, the grant recipient must submit a work plan for the project to Heritage Programs and receive written approval of that work plan.
- The work plan and the actual work must conform to the Secretary of the Interior's "Standards for Rehabilitation" (1990 revised version). Work that does not meet these standards is ineligible for reimbursement.
- Work plans and contracting processes must be approved by the property owner.
- A project sign must be displayed in a prominent location at each project site while project work is in progress. The sign must identify the project and the Oregon Commission on Historic Cemeteries grant support.
- Credit must be given to the Oregon Commission on Historic Cemeteries in brochures, news releases, programs, publications, and other printed materials.
- Before, during and after pictures are required for reimbursement. Digital images of 300dpi or higher are preferred. If the images are not digital, then prints must be professionally

Attachment A for Historic Cemetery Grant # CG-16-01

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Create flyers, programs, and promotional material for a re-dedication event. Install an interpretive plaque in association with Canby's Heritage Trail.

- Pictures of exhibits, programs and events are required for reimbursement. Digital images of 300dpi or higher are preferred. If the images are not digital, then prints must be professionally printed.

- Electronic copies of all promotional materials

Standards and Provisions:

Project Standards:

- Prior to starting the public education project, the grant recipient must receive written approval from Oregon Heritage on the final work plan and final draft of publications prior to printing and distribution.
- Any purchases or contracts for services over \$10,000 should follow appropriate procurement procedures, including obtaining at least three estimates.
- Prior to publication, a draft of all products, newsletters, brochures, etc. must be submitted to and approved by Oregon Heritage.
- Information in all interpretive materials must be authentic and documented.
- All reports, publications, panels or signs related to this project must give credit to the Oregon Commission on Historic Cemeteries.
- Pictures of exhibits, programs and events are required for reimbursement. Digital images of 300dpi or higher are preferred. If the images are not digital, then prints must be professionally printed.

Federal Award Identification:

1. Subrecipient name (which must match registered name in DUNS):
2. Subrecipient's DUNS number:
3. Federal Award:
4. Federal Award Date:
5. Sub-award Period of Performance Start and End Date: #Type!
6. Total Amount of Federal Funds Obligated by the Agreement:
7. Total Amount of Federal Funds Obligated to the Subrecipient by the pass-through entity including this Agreement:
8. Total Amount of Federal Award committed to the Subrecipient by the pass-through entity:
9. Federal Award Project Description:
10. Name of Federal awarding agency, pass-through entity, and contact information for awarding official of pass-through entity:
 - (a) Name of Federal awarding agency: National Park Service
 - (b) Name of pass-through entity: State Parks and Recreation, Oregon
 - (c) Contact information for awarding official of pass-through entity:

*Christine Curran, Deputy State Historic Preservation Officer
State Historic Preservation Office
Oregon Parks and Recreation Department
725 Summer Street NE, Suite C
Salem, Oregon 97301*
11. CFDA Number and Name: 15-904 Historic Preservation Fund Grants in Aid
Amount:
12. Is Award Research and Development? No
13. Indirect cost rate for the Federal award: 0%

*For the purposes of this Exhibit, the term "Subrecipient" refers to the Grantee, and the term "pass-through entity" refers to State Parks and Recreation, Oregon.

