

AGENDA ITEM FOR ADMINISTRATIVE MEETING

() Discussion only

(X) Action

FROM (DEPT/ DIVISION): Douglas R. Olsen
County Counsel

SUBJECT: Approve HELP Grants

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| <p>Background: The Helix Enhancement Launch Program committee is recommending funding of grants from the community benefit plan for 2024. The grants are before the Board for approval.</p> | <p>Requested Action: Approve grants and adopt Order No. BCC2025-009</p> |
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ATTACHMENTS: Minutes; Proposed Order

*****For Internal Use Only*****

Checkoffs:

- () Dept. Head (copy)
- () Budget (copy)
- () Fiscal
- (X) Legal (copy)
- () (Other - List:)

To be notified of Meeting:
Robert Pahl

Needed at Meeting:

Scheduled for meeting on: January 22, 2025

Action taken:

Tuesday, May 14, 2024

Committee members present: Brad Bixler, Jack Bascomb, and Jerry Terjeson,. Dan Dorran was not present.

Committee chair, Jerry Terjeson called the meeting to order at 9:05 am.

Brad Bixler moved to approve the minutes from the June 6, 2023 HELP Committee meeting. Jack Bascomb seconded the motion. The motion passed with a 3-0 vote.

Old Business:

The committee reviewed the 2023 HELP projects.

Brad Bixler reviewed the Helix School District 2023 fund request for \$14,250. The money was allocated to help fund adding access control to 14 exterior doors and one interior door. The funding for this project was to come out of SIA, as well as HELP. The final bill for this project came in lower than anticipated, and the District had to use the SIA money as allocated, so the HELP money was not used. Brad asked that the committee allow him to include the 2023 HELP money to help fund this year's projects. Jack made a motion to approve reallocating last year's money toward the 2024 HELP project for the Helix School District. Brad seconded the motion. The motion passed with a 3-0 vote.

Kylie McClintock stated that the City of Helix is still trying to spend their 2022 and 2023 HELP money. They have been trying to get a speed sign and have not been successful due to it being on backorder. They still plan on pursuing the stop sign and fulfilling the 2022 HELP request. The 2023 HELP request for \$14,250 would install a new mini split heating and cooling system and enhance the area around the newly acquired "Ticket House" by adding a small retaining wall on the back side of the property and a memorial garden that will be maintained by the City Library. The completion of this project is still underway. The City will not be requesting reimbursement at this time.

New Business:

HELP Committee Officers were discussed and a motion was made to have Jerry Terjeson – Chairman; Dan Dorran - Vice-Chair; Brad Bixler - Secretary.

Jack Bascomb **moved:** To approve the HELP Committee members
seconded: Brad Bixler **Vote:** 3-0 to approve

Brad Bixler presented the Helix School District 2024 fund request for \$94,250. The District received a bid from McLaughlin Landscaping to remove dirt and rocks from the infield and replace it with sod for \$23,966. The remaining funds would be used toward the remodeling of the locker rooms. Brad said that the

process is currently underway to design the new locker rooms and then the District plans to use a CM/GC RFP to complete the project. The total project cost is currently a rough estimate of \$200,000. The district has other committed funds to help with the completion of this project.

New Business (cont')

Jack Bascomb moved: To approve the Helix School District's 2024 HELP fund application requesting \$94,250. Jerry Terjeson seconded: Vote: 3-0 to approve

Kylie McClintock said that the City needs additional time to pull their 2024 HELP request together. The council meets on Monday, May 20th and she anticipates they will vote on their project at that meeting. She said that they should be ready for another HELP meeting in June to finalize their project idea.

Next meeting was discussed and will likely occur in the middle of June, but scheduling will dictate the exact date.

There being no further business the meeting was adjourned at 9:36 am.

Respectfully Submitted,
Brad Bixler
HELP Committee Secretary

Monday, September 23, 2024

Committee members present: Brad Bixler, Jack Bascomb, Jerry Terjeson, Dan Dorran and [Kylie McClintock](#).

Committee chair, Jerry Terjeson called the meeting to order at 4:05 pm.

Brad Bixler moved to approve the minutes from the May 14, 2024 HELP Committee meeting. Dan Dorran seconded the motion. The motion passed with a 5-0 vote.

Old Business:

None

New Business:

[Kylie McClintock](#) presented the projects that the City of Helix would like to complete.

HAPN Contribution- HAPN is a non-profit committee in Helix that has taken on the project of restoring the historical City Hall/Library building. To date the committee has made improvements to the building that had totaled just over \$315,000 and includes projects like replacing all the windows, installing mini split heating/cooling units, electrical upgrades, and a complete remodel of the community room. The committee is currently working on raising funds to complete the remodel of the building. Total cost to complete the remodel is approximately \$253,000. The City would like to contribute to the remodel project since the City benefits from the upgrades being made to the building, the Council has approved a contribution of \$25,000 from the City's allotted HELP Funds.

Water System Upgrades- Last winter it came to the city's attention in an emergency water situation that the City's water system has some major water repairs and maintenance items that have been neglected. The city needs to have their water system gone through; valves shut-off valves need to be replaced; tracer wire needs to be installed, and water meters need to be upgraded.

Equipment/Building Upgrades and Repairs- The city's insurance company has expressed concern over the roof of the Quonset hut that the city uses to store city equipment. The city is getting the roof inspected to determine if a repair can be made or if a new roof system will have to be installed on the building. The city would also like to purchase a Leaf Vac Trailer. The city has several trees on their properties and would like to have a Leaf Vac to help clean and manage the leaves that come from those trees. Also, the city is in contract with the Helix

Cemetery District for lawn care and having a Leaf Vac would be extremely helpful in that capacity as well.

Brad made a motion to approve the application as presented. Dan seconded the motion. Jack recused himself from the vote. 4-0 vote, with one abstention. Next meeting was discussed for Thursday, May 29 at 4:00 pm.

There being no further business the meeting was adjourned at 4:21 pm.

Respectfully Submitted,
Brad Bixler
HELP Committee Secretary

THE BOARD OF COMMISSIONERS OF UMATILLA COUNTY

STATE OF OREGON

In the Matter of Approval)
of Grants of 2024 Helix) Order No. BCC2025-009
Enhancement Launch Program)

WHEREAS on January 1, 2002, the Helix Enhancement Launch Program (HELP) was formed by the Board of Commissioners;

WHEREAS HELP was established to distribute private charitable donations for community improvements projects within HELP's Service Area, including funds from Community Services Fees under the Oregon Strategic Investment Program, with a current balance available for awarding of new grants of approximately \$160,000;

WHEREAS the HELP Board reviews grant requests for the funds and makes a recommendation to the Board of Commissioners for review and approval;

WHEREAS the Helix School District grant from 2023 funds in the amount of \$14,250 for door access control was not needed as other funding covered the cost, so this amount is added to 2024 available funding;

WHEREAS the HELP Board has made recommendations for recipients of the 2024 grants for the community service fees for NextEra Stateline 3 and Eurus Combine Hills II projects, interest on the funds, and also from unspent funds from previous grant years.

NOW THEREFORE, the Board of Commissioners approves the following for distribution of HELP funds:

1. Helix School District - \$94,250
 Infield re-sodding;
 Locker room remodel
2. City of Helix - \$80,000
 City Hall/Library improvements;
 Water system upgrades; Quonset hut roof;
 Leaf vacuum/trailer purchase

The projects and improvements are to be completed by December 31, 2025. Each recipient shall execute acknowledgment for awarded

funds. Funds will be distributed on reimbursement basis to recipients upon request and verification by recipient.

DATED this 22nd day of January, 2025.

UMATILLA COUNTY BOARD OF COMMISSIONERS

Celinda A. Timmons, Chair

Daniel N. Dorrان, Commissioner

John M. Shafer, Commissioner

ATTEST:
OFFICE OF COUNTY RECORDS

Records Officer