

File (signed)

CITY OF ANTELOPE
Antelope, Oregon 97001

Minutes of the Special City Council Meeting, July 16, 2014
Antelope Community Center

Presentation of “Letter of Conditions” by USDA– RD Rep, Pam Swires. Meeting called to order at 10:12 am.

The purpose of this meeting was to allow Ms. Pam Swires of USDA Rural Development to present, as a requirement of USDA’s grant procedures, a LETTER OF CONDITIONS regarding our SEARCH grant funding.

Role Call: Liz Pilling, Betty Samul, Larry Smith, Tim Richardson, Robin Moats. On the recording, it was incorrectly stated that the meeting was “Wednesday, July 15th, 2014”. The meeting was actually Wed, July 16, 2014.

Others Present: Guest USDA Rural Development Representative, (USDA RD) Pam Swires.

Presentation by Ms. Swires of USDA RD: Ms. Swires introduced herself, gave a bit of background as to the necessity of the reading of the LETTER OF CONDITIONS (LETTER). She stated she was required by USDA Regulations to actually read the LETTER out loud to the council and that at the conclusion, the council head (Robin Moats) would be asked to sign a Letter of Intent and a Request for Funds, which should complete the process, on the city’s side, for funding. Because the engineers could not be present for this meeting, a further meeting between Ms. Swires and the engineers will be required before the application process can be fully completed.

The required reading was performed and other questions were asked and answered. There were some changes made due to typos in the original and Ms. Swires stated she would read the letter, with the changes, but that she would send out a clean version to Mr. Richardson, via email. There was actually quite a bit of discussion such as (just as an example) the use of the word “collateral” which turned out to mean bank collateral, not city assets, but no objections of note. We were informed of the need to have, and to advertise on all official city communications (such as water bills) access for the hearing and speech impaired.

There was discussion about setting up a new bank account, specifically, and solely for the grant money deposits for approved invoices. Discussion had resulted in the selection of a name for this bank account of “City of Antelope / Water System Capital Improvement Fund”.

Finally the two letters (Letter of Intent and Request for Funds) were presented and signed by the Acting Mayor, Robin Moats.

Meeting was adjourned at 11:49AM. Next regular Council meeting to be held Wednesday, August 6th at 2:00 pm.

Submitted by Tim Richardson, City Recorder

Approved this 6 day of August, 2014 by:

Robin Moats
Robin Moats, Acting Mayor

and attested to by:

Tim Richardson
Tim Richardson, City Recorder