



SCAPPOOSE *Oregon*

City Council Meeting Agenda
Monday, August 16, 2021
Regular Meeting, 7:00 Pm
Council Chambers
33568 East Columbia Avenue
Scappoose, Oregon 97056

ITEM AGENDA TOPIC	Action
Call to Order	
Pledge of Allegiance	
Roll Call	
Approval of the Agenda	
Public Comment	
1. Consent Agenda ~ July 19, Work Session minutes, July 19 City Council meeting minutes, August 2, 2021 City Council meeting minutes, reappointment of Susie Wilson, Jeannet Santiago, and Brenda Michael to the Economic Development Committee, appointment of Marisa Jacobs as a full member on the Planning Commission and appointment of Andrew Lafrenz as a full member on the Park and Recreation Committee	
<u>New Business</u>	
2. Coronavirus State and Local Fiscal Recovery Funds, established by the American Rescue Plan Act of 2021	Approval
Interim City Manager Alexandra Rains; Fire Chief Jeff Pricher; Executive Director Paul Vogel	
3. Ordinance No. 897: Amendments to Municipal Code Chapter 2.04, Council Meetings	
Interim City Manager Alexandra Rains; City Attorney Peter Watts	
	Public Hearing/First Reading
Announcements – information only	
4. Calendar	
5. Updates: City Manager, Councilors, and Mayor	
Adjournment	

PLEASE NOTE: IF YOU WOULD LIKE TO SPEAK WITH CITY STAFF ABOUT A PARTICULAR AGENDA ITEM, PLEASE CALL CITY HALL at 503-543-7146, EXT. 224, NO LATER THAN 3:00 PM ON MONDAY, AUGUST 16, 2021.

This meeting will be conducted in a handicap accessible room. If special accommodations are needed, please contact City Hall at (503) 543-7146, ext. 224 in advance.

TTY 1-503-378-5938

**MONDAY, JULY 19, 2021
CITY COUNCIL WORK SESSION**

JOINT SESSION WITH SCAPPOOSE SCHOOL BOARD – 6:00 PM

Mayor Burge called the work session to order at 6:00pm.

Present: Mayor Scott Burge; Council President Megan Greisen; Councilor Joel Haugen; Councilor Josh Poling; Councilor Brandon Lesowske; Councilor Pete McHugh; Interim City Manager Alexandra Rains; Police Chief Norm Miller; City Recorder Susan Reeves; City Planner Laurie Oliver Joseph; City Engineer Chris Negelspace; Assistant to Public Works Director Huell Whitehaus; Legal Counsel Peter Watts; Scappoose School District Superintendent Tim Porter; School District Board Members: Vice Chair Phil Lager; Michelle Graham; Gwynn Klobes; Executive Assistant/Board Secretary Julie Hinkle; and Grabhorn ad hoc Committee Chair Cara Heinze.

Remote: School District Board Members: Branda Jurasek; Chair Will Kessi; Jim Hoag; Summer Stutsman-Hoag; Director of Student Achievement Jen Stearns; Program Analyst Intern Isaac Butman; Monica Ahlers; Paul Fidrych; and two unknown callers.

Excused: Councilor Tyler Miller

SPORTS FIELDS

What is their inventory

How/when are they used

What is our responsibility to add/maintain for sports activities?

A calendar or sign-up option on their website and ours for all field use/availability across the district and city

Tim Porter went over the School District inventory. He explained at present they have the varsity softball field which is by the District Office, at the High School they have the gymnasium, the football field, varsity baseball and junior varsity baseball, the 6th Street field (which it is non ADA accessible) and so it's not usable as a game field. He explained at the Middle School they have the Chinook soccer field, JV softball field, Anderson JV soccer field, Anderson softball field, the lower football field, the annex gym and the upper gym. At Otto Petersen they have just the gym. At Grant Watts they have the small gym and the playground which is basically used for t-ball. At Warren they have the small gym, a field that is not sports specific, and three baseball fields that are typically used for Little League softball and baseball.

Jim Hoag stated there are tracks at the Middle School and High School.

Councilor Lesowske asked Tim Porter for an overview of priority use of those fields and how does the School District go about deciding that, and, if the public wanted to utilize those spaces, what would be the steps they would take to potentially reserve them.

Tim Porter gave a handout regarding that. He explained they have three different categories. He explained category one is school associated and then they have priority a, b, and c, within that category. Then category two, is community partners, and that has priority d, e, and f within it. Then they have category three which is for profit organizations and that is category g. He explained this is for any facility that the community might want to use. He explained they have a facility use form that is sent to the School District Office, and they send it out to the schools to make sure they have availability and then they send it back to the district office to be signed off. If there are any changes that are assessed, they are given to the people who want to use the facilities.

Councilor Lesowske discussed concerns that have been brought to his attention regarding limited access to school facilities. He stated the last 18 months a lot of our decisions have been tied to the States decisions and because of that, availability may have been limited. He stated as we are moving forward and we are having these conversations, the more we can collaborate to better understand each other's process, he thinks it will help us be able to deliver the message on field availability for a lot of our nonprofit organizations, specifically, Little League, football, soccer, and flag football so we can support the community. He knows that the City is looking at an inventory of our field spaces through our parks as well, just trying to maximum recreational activities for our community members collaboratively would be a goal and an opportunity for us to build on.

Tim Porter explained he has been in about seven different districts in the State of Oregon and that is an issue in every single district, there is never enough facility space for all of the needs.

Councilor Haugen talked about exploring the avenue of a memorandum of understanding (mou) between the City of Scappoose and the School District.

Council President Greisen explained she feels there hasn't always been a cohesive relationship between the school district and the community members at large to use field space. She thinks one of the most unfortunate things that happened when Otto Petersen school was built was the loss of softball. She explained they have a huge stack of public comments here tonight for potential amenities for the Grabhorn property and it is quite controversial right now. There's a lot of people who have opinions on what sports we should be putting our energy into and then there's some people who think no sports fields, just open natural landscapes would be best. There's a lot of pressure on the City, and the only other option of who to put pressure on is the School District. She explained, as of late, we've carried this weight of hearing from special interest groups and assessing the needs in the community and those are the fields you have

and the space that we have and making decisions on what route to go. She thinks that not everyone will be pleased with the route that they have to go but if there is a way just to have some joint responsibility, or as Councilor Haugen mentioned, a mou for an openness to share space. She mentioned she had something come up in a conversation regarding a calendar or sign-up option on this school districts website or on the City's website for field use and just availability across the City.

Tim Porter explained the idea of a joint calendar is a difficult one because most of our facilities, as you can see from the prioritized list, are going to our athletic teams in the school district. They are going to get priority for those facilities and what happens a lot of times in the spring or fall is that because of the weather that we have around here we haven't had a home varsity playoff game in football for about five or six years. They have to go to Saint Helens or Hillsboro because our fields are always beat up so if they let other people use the fields in the interim, they are not going to have any varsity softball games because it will be chewed up.

Tim Porter stated it goes back to where he said there are never enough facilities.

Mayor Burge mentioned figuring out a way to upgrade the 6th Street field so it would be ADA accessible.

Councilor Lesowske asked if the School District has explored upgrading their current sites to a turf field or adding lights at other locations to expand the use, especially in the fall season.

Tim Porter replied that all comes down to money and to do those things it is expensive.

Councilor Lesowske asked if the School District has talked about going out for adding bonds?

Gwynn Klobes talked about the bond process and the bond that passed in 2008 was 40 years after they had passed the previous one. It's not the easiest thing to do. She explained due to being in a recession they got a lot of bang for their buck, but they didn't touch all the surfaces that they needed to. She explained one of her things that she promised a lot of people was that they would look at long term planning again because it is something that should be going on all the time.

Councilor McHugh talked about Scappoose not having a tennis team.

Tim Porter explained they do have a long-term planning grant and they are in the process of starting that.

Will Kessi stated it probably would be advantageous to have a council member on that long range planning Committee.

Mayor Burge agrees.

Councilor Haugen talked about needing a new middle school.

Paul Fidrych explained he is on the Parks and Rec Committee and a quick search online shows that a turf field is about \$100,000 less to maintain than a grass field. He stated it might take more up front, but it is going to cost less to maintain. He explained he spoke with Mayor Burge today and explained the Parks and Rec Committee would love to get involved with the issue of the fields, they would love to help out.

Mayor Burge stated we are going to try to engage the Parks and Rec Committee and our staff with the School District to work on some of these facility issues that we can jointly work together on.

DIVERSITY EQUITY INCLUSION

As the District works towards adopting an equity policy; how can we at a city level offer support?

Jenn Stearns gave an overview of diversity equity inclusion. She explained they began this journey in September. She explained they developed a team that is composed of students, staff, administrators, parents and community members. They really see this as transformative work for our community. The participants have been growing their foundational knowledge, but they've also really built an assertive action plan, it is a three-year timeline that they have related to specific targets. They have three main targets that they are working towards. First and foremost, it is to be able to improve the achievement of all of their students. She explained their second target is to make sure that the leadership ensures that all of the educators are able to demonstrate culturally relevant teaching practices and credibility and assessment and teaching strategies that are going to result in that increased achievement for all students. She explained the last target is really to make sure that they are maintaining public trust, that they are creating transparency and are supporting environments of inclusion and access for all of the students and families, and that the families are having a large voice in discipline making that is happening and they are truly partners in the work. She gave an overview of the subcommittees. She explained they will be bringing that policy to the School Board this fall to determine if it is the right direction for our school district. She explained they're really excited about the work they're doing but it really needs to be a partnership with the City. She is here to invite the City to join the equity team with them to come alongside them to be a voice at that table and contribute the City's needs and also at the same time grow themselves because it is a learning process and journey for all of us.

Mayor Burge thanked Jen and asked her to keep the City informed so we can get involved.

STUDENT RESOURCE OFFICER

Priority for position and financial support from District

Mayor Burge stated the City continues to make the Student Resource Officer a priority.

Tim Porter explained he and Chief Miller have spoken about this and for this year they don't plan to have a school resource officer, but they do want to make sure they are revising this as the year goes on. He explained he and Norm have a great relationship and they will continue to communicate what their needs are.

Councilor Poling explained one thing he would like to try and communicate a little bit is if there's a possibility that as a group, because you are all a part of the community and have a lot of communications with the community (as does the City), if they can have some collaboration on that, perhaps in our newsletter's. He explained the City would be glad to share information so that we are accessing more people, if that is possible.

Councilor McHugh stated he approached Tim Porter on that topic earlier this year and they graciously ran the City' survey in their newsletter. He thinks that is really an easy thing for all of us to do.

Mayor Burge talked about the City's long-range plan and how the School District will be included because we are looking at big picture items and those will include where are the future schools going to be. He stated it would be good for both organizations to mesh.

Council President Greisen talked about funding for the Student Resource Officer and asked if there is a line item in our budget for this year.

Chief Miller replied there is not a line item this year. He explained during the conversations it was discussed that if they are going to have a school resource officer, they would have to add another person to the police department based on the call loads.

Will Kessi thanked the City for reaching out. He stated this is a great start.

Mayor Burge adjourned the work session at 6:56pm.

Mayor Scott Burge

Attest:

City Recorder Susan M. Reeves, MMC

**MONDAY, JULY 19, 2021
CITY COUNCIL MEETING,
Regular meeting, 7:00 PM
COUNCIL CHAMBERS
33568 EAST COLUMBIA AVENUE
SCAPPOOSE, OREGON 97056**

Call to Order

Mayor Burge called the meeting to order at 7:00 p.m.

Pledge of Allegiance

Roll Call

Scott Burge	Mayor	Alexandra Rains	Interim City Manager
Megan Greisen	Council President	Norm Miller	Police Chief
Joel Haugen	Councilor	Susan M. Reeves	City Recorder
Josh Poling	Councilor	Dave Sukau	Public Works Director
Brandon Lesowske	Councilor	Chris Negelspace	City Engineer
Pete McHugh	Councilor	Laurie Oliver Joseph	City Planner
		Huell Whitehaus	Assistant to Public Works Director
		Isaac Butman	Program Analyst Intern
Peter Watts	Legal Counsel		

Excused: Councilor Tyler Miller

Remote: Branda Jurasek; Paul Fidrych; Robby Backus; Michelle; and one unknown caller.

Approval of the Agenda

Councilor Poling moved, and Council President Greisen seconded the motion to approve the agenda. Motion passed (6-0). Mayor Burge, aye; Council President Greisen, aye; Councilor Haugen, aye; Councilor Poling, aye; Councilor Lesowske, aye and Councilor McHugh, aye.

Public Comment

Betsy Johnson stated she is honored to be your State Senator. She explained she came here tonight for one purpose and that was to publicly thank Interim City Manager Alex Rains for her invaluable assistance to her and her office in securing nearly 14 million dollars for Scappoose water projects. She explained Alex could tell you that there were some challenges. She called Alex after hours and on weekends and Alex was unfailingly cheerful, helpful and exceedingly

competent and thorough, her whole team was, and she especially wants to point out Laurie and Chris because she knows they got pulled into some of those meetings as well. She stated the City should be extremely proud of your staff because that money would not have happened without your staff. She stated the result of their work is obvious. She stated this is a lot of new money and a clear path to completing some essential projects as Scappoose continues to grow. She explained some of this money has expenditure time limits with prescribed deadlines as dictated by the US Department of the Treasury and the City should start soon with Alex as your full-time City Manager. She stated, in her opinion, it would be catastrophic if you had to break in a new manager who didn't know the projects or understand the Oregon Political process. She stated the City doesn't have the luxury of time. You are so lucky to have the staff; Alex, Laurie, Chris, the whole staff in this City ready to go and ready to go now. She thanked Council for permission to make the comments and handed Alex a bouquet of flowers.

Peggy Shoemaker LeBlanc, Scappoose, read her letter to Council.

My name is Peggy Shoemaker-LeBlanc. I have written previously about my concerns as we own the property along the full length of the Grabhorn/future park land.

First, I would like to thank the Ad Hoc committee for the event they held on July 10th. However, I am confused on the survey that was offered. It was confusing and once opened was closed before much allowance for circulation. The questions were understandable but leading. Especially the road and sport field questions.

Also, we had tree work done on July 9th. We used a very well-known arborist to do it and he also is the arborist that has maintained the Cedar Trees along the property line. He is often called in by the City of Portland when sensitive issues for development arise where the city wishes to preserve the trees. He has informed me that should excavation to the degree required for road development and utility placement at the proximity to the trees as shown in the plan occur, the root structure of the trees would be damaged to the point of causing their destruction.

As both the City Council, the interim City Manager and the Ad Hoc committee have promised to protect the trees I am extremely interested to see the revised plans for this property.

As there is now a lot of conversation about Heat Islands especially in park development it is very important that we are environmentally vigilant in moving forward. Heat islands are the result of gas emissions and paving over land. The more asphalt and cement that is laid down the hotter it becomes. This is very noticeable in the Pacific Northwest with the death of trees. Cedar trees are very vulnerable to these Heat Islands. KGW has been doing reports on this for a short while and have aired their show Straight Talk regarding this topic. I ask you to please consider this when addressing the park and road development.

I would hope that Arborists, Environmentalist and Hydrologist are all brought in for official surveys before anything is finalized.

I know the Ad Hoc Committee is working very diligently to try and accommodate the needs of the City. They do seem to be aware this property is not a good fit for some of the suggestions and other areas should be considered to fill those needs. I was pleased to hear that they very much varied a more natural design moving forward.

Regards,

Peggy Shoemaker-LeBlanc

end of letter

Marissa Jacobs, Scappoose, read her letter to Council.

Good evening Mayor Burge, City Council and City Staff:

My name is Marisa Jacobs, speaking as a citizen & resident of Scappoose. I have been watching the public videos of the Grabhorn Ad Hoc Committee's sessions, whose work and intensions have been much appreciated and needed. This past Thursday's ad hoc meeting was insightful. The meeting number barely reached quorum. As the Chair presented the presentation you will see this evening, it quickly became clear this was the first time the committee members saw the presentation, and as the dialogue and questions continued, it was evident there was zero committee collaboration on the presentation. The chair commented that it might be too late to make changes to the presentation, even after varying viewpoints on the validity of the content presented. As a result of last week's meeting, it's become clear the timeline council set out for this group to complete the body of work is too tight. Simply, the committee needs more time to finalize their research and move to the design phase. The City has 5 years to apply for a grant to develop the property. Given this property represents an amazing development opportunity for the city, it's critical council enable this committee the additional time to bring you a fully vetted plan inclusive of why elements were included and excluded. Another observation of the committee's work was the release of a survey. In tonight's presentation from the committee, they are highlighting responses from a survey. I'm formally challenging this survey as it did not meet established survey administration and developmental guideline standards. *

1. The survey was not clear on purpose
2. The survey did not include how the results would be utilized prior to taking the survey
3. Questions were leading
4. No published timeframe the survey would be open
5. The survey was not made available in multiple modes for participants to take the survey
6. The technology used to administer the survey had no controls in place to manage multiple entries or identifiers to confirm single submission.

For these reasons, council cannot accept the data and the results should not be presented as a fair and equitable representation of what the citizens are seeking. Should the committee find a survey necessary to refine their understanding of the community needs, council should extend the committees timeline to include a survey. I continue to praise the good work the committee is mining for our city to utilize holistically. First, our town lacks an emergency response plan. A

plan that is required for all cities. Council should prioritize the creation of this plan which would be beneficial to finally answer the question, "what is the need for expanding a road through a park?" Second, the committee has thoroughly investigated alternative locations for the dog park without success. The dog park is a top amenity of the park. As there is no inventory available for the park to be relocated, it should stay at the same size and location it sits currently. Thirdly, the committee aligned to preserving the trees along the Shoemaker-LeBlanc property. When applying the critical root zone calculation to determine feasibility of developing near these trees, the results indicate the following:

Excavation would need to be at a minimum 50 feet from the trees which puts any potential road or access point in the middle of the Grabhorn floodplain rendering the space useless.

Based upon these 3 key discoveries, the options are becoming clear; the property can be developed for a road, or a park, not both.

In closing, I'm asking council for the following:

1. Move grant application to the following year, extend the timeline for the ad hoc committee to thoroughly represent the needs of the citizens of Scappoose.
2. Develop and present the town Emergency Response Plan.
3. Disregard survey responses as they are invalid and commission a 3rd party to create and manage a valid survey that would assure accuracy and represent the true needs of the citizens of Scappoose, at the park & recs request.

Thank you,

Marisa Jacobs

Scappoose, OR

*Reference Pew Research Center as a source for survey administration and development.

end of letter

Jim Lykins, Scappoose, read his letter to Council.

I'm representing the Dog Park in the Ad Hoc Committee's deliberations. I decided to write out my comment to Council in order to be clear and relatively concise, so please forgive me for reading. As things stand at the moment, the Dog Park is in just as much danger of disappearing as it was when the initial plans for the Grabhorn addition were presented to Council. The current proposal includes a fish-friendly culvert and tons of fill that haven't even been discussed with the appropriate state agencies, as far as I can tell, and certainly haven't been approved. And, the proposed placement of the park's equipment shed would cut down the size of our existing large enclosure by approximately 42% ... to almost half the size it has now, when we actually need twice the size we now have. And the smaller enclosure for small or less-socialized dogs, which also sees daily use, remains unaddressed. Needless to say, though I will ... That is not encouraging. The "Cathead" property near the airport has been considered as a possible site for a new dog park. I have been there twice to survey the area, the second time to confirm the actual boundaries of that site with someone familiar with it and to reexamine my first opinion. I recall the city's promise not to endanger the wetlands habitat when they annexed the property in that area. That alone would make putting a dog park on the Cathead site impossible; but the cost of providing access, parking, landscaping, water, shelter, and other

simple amenities on that site make it simply ridiculous to consider. And, it would undoubtedly be unusable for a substantial part of the year.

It's not near wetland habitat: it IS wetland habitat. The Cathead idea is neither reasonable nor feasible. It could become a great area for a non-invasive nature trail, but not for a dog park.

City government makes very public statements of regard for the livability of our town.

Regarding Grabhorn again, the plan for a road through the park-to-be seems both short-sighted, unnecessary, and very detrimental to the notion of livability. The new businesses and organizations moving into Scappoose need a park that is a park for the people that will come here with them to work and live, not another thoroughfare. It certainly won't help the Dog Park and is not favored by a large portion of people who have responded to plans for it. It is also the most inconvenient and unwanted route for additional city utilities. When the new bridge on JP West was built, it included the addition of city utilities. If the Smith Road bridge were replaced to current standards, it would not only provide the same ability to route and upgrade city utilities and would also solve the issue of emergency access to that portion of town. The fire department, for example, could just make a right turn coming out of their facility. And I imagine it could cost less than the unfavored road that would take up a large portion of park property, divide it into sections, destroy a needed stand of heritage cedars, and create even more of a traffic hazard than already exists. I've seen no real consideration for that or other option and fail to see why that is the case. If the unclear real need for that unwanted road is future development, allow me to suggest that the city remind developers that taxpayers don't pay for necessities for their projects or their profit, they do! Beyond that, there are simply other choices that City Council needs to consider much more seriously. Thank you for your time.

end of letter

John Riutta, Scappoose, explained he is going to bring you something just a tad different. He has been told in the past that there have occasionally been fireworks at these meetings. He is not going to bring them, but he is going to talk about them. He stated he and his wife were married on July 2nd and for many years they took vacations around this particular time taking advantage of the 4th of July but for the past decade or so they have not left their home over the 4th of July because they live in reasonable proximity to a number of amateur explosive enthusiasts and these folks go to great lengths possibly and go to other States in order to obtain the source of their amusement. He explained for most of the 4th of July they are treated to explosions that go on well into the night, sometimes into the following morning next morning, and they awake to find bits of exploded fireworks in their front lawns, on their vehicles, their back porch, roofs, gardens. He stated when he's talking about fireworks, he's not talking about just the annoying little ones, maybe they're a bit loud and maybe they're a bit bigger than somebody would want, but they're not maybe excessively beyond the Oregon limitation of a firework that doesn't rise more than 12 inches in the air or expanding a circle circumference more than six feet. No, he is talking about large professional aerial shells that rise higher than rooftops, that rise higher than treetops, that explode with vast spreads of 25 yards and more. He and his neighbors have found debris as far as 75 yards away from where they know they were launched. He stated for years they've put up with this, it's the 4th of July after all. They

don't want to be killjoys and they don't want to get in anyone's fun. They've put up with their daughter being terrified as she grew up and they put up with their dog being traumatized and having to be sedated and having to sit with her in the central bathroom of our home because it's the only room that doesn't have an external wall and doesn't therefore get the full force of the concussion of each explosion. But, this past 4th of July as he sat out on his back porch watching the explosions from the street adjacent to them and listening as the bits of flaming debris rained down on the trees behind their house and wondering which one of them was actually going to catch fire, he finally decided he'd had enough. He comes to Council tonight to bring to you the fact that we have a problem in Scappoose. If you go up on the hill on the 4th of July night, and sometimes if the weather is fair on New Year's Eve, you will see something that looks akin to a small professional pyrotechnics display. Now these fireworks are not available in Oregon, they are being brought in either from native land, or possibly from adjacent states. He's spoken with the local officers, they've been very professional and very friendly, and they've said that the problem they have is that it's difficult to catch the culprits in the act because they have to catch them actually igniting these fireworks and even if they did catch them, the penalty is not particularly onerous. However, in conversation, we realized that there are other things that can be levied. For instance, creating a nuisance and disturbing the peace. He explained that he formally worked in the firearms industry, so he is very familiar with the ATF and bringing these across State lines into a federal offense. It's an offense in the US Code punishable by up to a year in prison. He doesn't think that people fully understand the full ramifications of this and he's not bringing this to Council because it's simply annoying or because he's personally troubled. He would venture to say that probably more than one person in this room lives with a dog. He can't speak for cats because he's never lived with one, but he does know that fireworks absolutely terrify dogs, and the reason is because they're hearing is so much better than ours. They're not just terrified of the sound, it's the actual physical concussion through the air. They can hear fireworks going off long before we notice them. He stated the other group that's in the community, and he thinks we all wish to honor them as often as we possibly can, are Veterans. He stated we have many veterans in the community, and many are combat veterans. He stated, some are unfortunate enough to have been burdened with PTSD. He knows from many of his friends too that our veterans say that this is a very real problem and that Veterans all across the country are annually traumatized by being subjected to these amateur high explosive displays. He explained they can avoid public displays of fireworks such as the ones set off in Saint Helens, but they can't avoid having their neighbors suddenly set off Roman candles above their own homes. This is something that we need to respect. He stated he doesn't have an actual solution, but he would advise that perhaps at least an information campaign to let people know what the possible penalties of this could be, and what the possible dangers are, because we are in a drought situation again this year and any small spark could very easily trip large conflagration that could destroy a sizable portion of this town, including putting hard working people and their families out of their homes for an extended period of time. He asked Council to please consider this matter seriously and consider

trying to find a solution to it. It's gone on long enough and it does need to stop. He thanked Council very much for their time this evening.

Consent Agenda ~ May 17, 2021 City Council meeting minutes, June 7, 2021 City Council meeting Minutes, June 21, 2021 City Council meeting minutes and appointment of Robert Backus as alternate member on the Economic Development Committee

Councilor Poling moved, and Councilor McHugh seconded the motion to approve the Consent Agenda ~ May 17, 2021 City Council meeting minutes, June 7, 2021 City Council meeting Minutes, June 21, 2021 City Council meeting minutes and appointment of Robert Backus as alternate member on the Economic Development Committee. Motion passed (6-0). Mayor Burge, aye; Council President Greisen, aye; Councilor Haugen, aye; Councilor Poling, aye; Councilor Lesowske, aye and Councilor McHugh, aye.

New Business

Grabhorn Park ad hoc Committee Progress Report 2 GPAHC Committee Chair Cara Heinze & Co-Chair Kim Holmes-Kantrowitz

Cara Heinze thanked Council for having her this evening to present on their findings so far. She explained everything that was discussed on Thursday night at the meeting which included some of the changes that committee members wanted to make, they were able to make them. She explained they had a public forum on July 10th and one of the committee members had suggested that they have a survey for people who attended the forum so that they can get a good idea of how they felt after they were presented with new information. They were able to add new questions, they were able to streamline some of our questions, and then several of the committee members wanted specific questions added to the survey that were not present in the fall survey. She explained it was also suggested that they allow the survey to circulate on social media for a couple days just to gain more feedback and she would say that the data that we collected was pretty consistent with the original questions. She went over her presentation.

City Council

GPAHC Progress Report 2
July 19th, 2021
Revised at GPAHC 7/15/2021

Public Forum

- 30-40 people in attendance
- 36 who were attending took a post attendance survey
- Survey opened up to general public after forum
- 157 total respondents for the survey

Survey Responses - Highlights

- 55% would like dog park to stay at Veteran's
- 30% would support a dog park at the edge of town
- 29.9% support a through road through Grabhorn
- 42% support emergency access through Grabhorn
- 40% support a 6-lane pool at Grabhorn
- 18.7% would like to work with other agencies to help support the pool
- 59.5% support a splash pad at Grabhorn

Survey Responses Continued

- 52.3% support a softball field at Grabhorn
- 58.3% support a soccer field at Grabhorn
- 56.4% support fields with turf and lighting
- 47% feel that they would use walking trails as a regular means of connection
- 42.9% feel that trail connections would be helpful but they wouldn't necessarily use them to get from one road to another

Survey Responses - Top Amenities

- Playground 63.8%
- Basketball Courts 54.3%
- Tennis Courts 37%
- Pickleball 23.9%

Survey Responses - Use of Open Space/Trail

- 65.1% would enjoy seeing some portions left for wetlands/open space
- Top amenities among the trail
 - Benches/viewpoints 28.9%
 - Mini/natural play areas 21.5%
 - Picnic Tables 20.7%
- 40.6% of people would also use exercise equipment if it was there

Survey Responses - Signage

- 57.9% of people would like signage discussing the role of Scappoose Creek within the watershed
 - 54.4% would like to know more about the wildlife they see at the park
 - 50.9% would like to have signs that discuss the importance of wetlands
 - 49.1% would like signs that show how to identify local plants in the area
-

Highlights of Forum From Attendees

- Strong need shared by softball team for a softball field that can be managed by City to avoid access issues
 - Would like fields to have turf and lights for longer play times/seasons
 - Citizens are concerned about noise/traffic from potential fields
 - Citizens would like to have bridge on EJ Smith fixed and brought up to code prior to a road
 - Citizens are concerned regarding safety issues of a road
 - Two citizens expressed concern that not having a road and having fields on Grabhorn would create logistical issues for caregivers (i.e. parking), moving back and forth between field with multiple children playing
-

Highlights of Forum Continued

- Citizens are concerned that road will damage incense cedars. (It has been noted by SBWC rep that cedars do provide a wind break which would be helpful for park goers)
 - Citizens would like us to work with Harpers Playground for an ADA and inclusive play area
 - Citizens are concerned with taxes, cost and funds for maintenance and development of this area
 - Citizens would like foot bridges for access
 - Citizens would like the road to be multimodal
 - Citizens would like a larger dog park
-

Dog Park Updates

- Fish friendly culvert is a potential mitigation option but ODFW seeks most minimal impact possible
 - Concerns from City staff regarding large geese/duck population that lives on the “Cathead” parcel at the eastern City limits
 - Planning for multiple smaller dog parks would not allow for ample space for dogs to run, the same size or larger dog park is needed
 - GPAHC reps are working to set up a time to walk Cathead to review potential for a dog park at this location
 - Comments suggest that Dog Park is a top amenity of the park, but no feasible alternative has been identified
-

GPAHC Suggestions/Action Items

- Jim Lykins would like to tour Cathead with a member from the city to see feasibility of this area as a dog park
- GPAHC would like to have pool/splash pad discussion with School District, PCC and other entities interested in a pool/splash pad
- GPAHC would like to meet with School District regarding shared field options to increase access for our athletes, however, we are aware that the sports teams need of more fields, not just increased utilization of existing fields
- Review options for dual-purpose fields (i.e. pickleball/tennis court)
- Protection of Westerly tree line - Critical Root Zone concerns, ~40-60ft buffer

Councilor Lesowske wants to make sure that we don't build out on individual needs, but what our true needs are so it can be more inclusive, so it opens up the park use to a wider variety of our community members, and we don't have too many reoccurring themes in our parks, so it creates diversity. He would like to remind the committee that as the City seeks to incorporate this land as part of a grant, that what amenities that we are proposing in the plan will also help us in potentially receiving those grant dollars. He thanked the committee and City staff for supporting the Grabhorn ad hoc committee.

Council President Greisen stated they greatly appreciate all the work that the Grabhorn Park ad hoc Committee has done.

Councilor Poling stated he appreciates everything the committee has done, along with those speaking up.

Mayor Burge thanked Cara for her work and all she has done. He thanked everyone who keeps bringing information back because it opens our eyes, and it is actually making the committee do better work.

Cara Heinze asked, if they as a committee wanted to take more time for this process, what is everybody's thoughts on that, if they wanted to wait until one next year to make that happen.

Mayor Burge replied the first thing is to make sure everyone on the committee is willing to continue and then just let the City know.

Councilor Lesowske asked, when is the grant cycle?

Interim City Manager Rains replied to meet the next grant cycle you would probably need to be wrapped up and prepared by January. She stated if the committee wanted more time we would just push it out a year.

Purchase of Wide Area Mower

Public Works Director Dave Sukau explained tonight we are seeking Council approval for a new mower. He explained with the addition of new City Parks and Greenspace Facilities, the workload of Scappoose Public Works has increased. To meet these new demands and provide the highest level of service and efficiency, Public Works is seeking the purchase of a wide area mower. These mowers cut an 11' width and can reduce labor and equipment hours by half versus traditional mowers. Public Works has researched available wide area mowers and their pricing. Please see the following results: 1) John Deere 1600 Turbo III \$60,092.20 2) Jacobsen HR-600 \$64,128.00 3) Toro Groundsmaster 4000-D \$73,066.57 FISCAL IMPACT: This purchase

was budgeted for in the approved 2021-2022 Parks Department Budget. He explained staff recommends Council authorize Interim City Manager Rains to purchase the John Deere 1600 mower from Pape' Machinery in the amount of \$60,092.20.

Councilor Lesowske moved, and Councilor Haugen seconded the motion that Council authorize Interim City Manager Rains to purchase the John Deere 1600 mower from Pape' Machinery in the amount of \$60,092.20. Motion passed (6-0). Mayor Burge, aye; Council President Greisen, aye; Councilor Haugen, aye; Councilor Poling, aye; Councilor Lesowske, aye and Councilor McHugh, aye.

Outside Water Hookup Connection Application

City Engineer Chris Negelspach explained he is here to present an application for outside water hook up on Dutch Canyon Road. He explained the application is complete and the applicant has agreed to all of the terms.

Councilor Lesowske asked if we ever take into consideration the potential for subdividing into larger lots?

City Engineer Negelspach replied it is in the City's code that they would be locked into the single unit.

Councilor Haugen moved, and Councilor Poling seconded the motion to approve the outside water hookup connection application from David Vanderhoof. Motion passed (6-0). Mayor Burge, aye; Council President Greisen, aye; Councilor Haugen, aye; Councilor Poling, aye; Councilor Lesowske, aye and Councilor McHugh, aye.

100-Year Celebration Event

Police Chief Norm Miller thanked Councilor McHugh for all his work on this. He also thanked Isaac Butman for all the work that he has done behind the scenes, he is doing a great job. He went over the restricting parking, parking permits, street closures, parade route, and then the extended hours.

Councilor Poling asked if there will be signs up early regarding road closures?

Chief Miller replied yes, there will be signs the week of the event.

Council President Greisen stated the Council packet is the same as she received at her house. She asked if she received it because she is in the affected neighborhood?

Program Analyst Isaac Butman replied, they sent out information to approximately a third of the City who were in close proximity of the events occurring.

Chief Miller explained he received an email from someone on NE Prairie Street that wanted to have restricted parking there because they come and go. He stated that has never been one of the roads in any event that they do restrictive parking.

Councilor Haugen moved, and Councilor Lesowske seconded the motion that the Council approved the 100 year event as presented. Motion passed (6-0). Mayor Burge, aye; Council President Greisen, aye; Councilor Haugen, aye; Councilor Poling, aye; Councilor Lesowske, aye and Councilor McHugh, aye.

Pool Cost Public Outreach Campaign – Survey Analysis

Program Analyst Intern Isaac Butman went over the staff report. At the March 15, 2021, City Council Meeting, Council directed City Staff to release the Pool Cost Survey, the Survey closed on June 3, 2021, and this report contains the analysis of the Pool Cost Survey responses. ANALYSIS: This report contains the analysis of the results of the Pool Cost Survey. The Survey was released electronically and in paper form, was available for over two months, and was widely distributed and advertised. • Electronic surveys were available from March 24, 2021 through June 3, 2021. The City advertised the availability of the electronic survey on Facebook through scheduled postings and a pinned post; the City Newsletter, the City Website, the City App; and a QR code. • Paper surveys were sent out in the City's June and July newsletters, and were also made available on the City Website starting March 24, 2021. • Submissions were accepted through June 3, 2021. Exhibit A – Survey Instrument Exhibit B – Quantitative Data Analysis Exhibit C – Qualitative Data Analysis Exhibit D – Survey Submission Analysis Exhibit E – Survey Data 6. 95 Exhibit F – Survey Responses Received After the Survey Closed Exhibit G – Pool Feasibility Studies Exhibit H – Qualitative Data Analysis Process Memo Grabhorn Park Ad Hoc Committee Comments Some members of the Grabhorn Park Ad Hoc Committee expressed concern pertaining to the Survey. Specifically, some members were concerned that the costs presented in the Survey (capital and operating) were too high. It is important to note that user fees and fees for programming were not included in the survey as user fee structures would require a far more detailed analysis based on the type of facility that would be desired and designed. Staff estimates of pool capital construction costs and on operation costs were based on thorough research into pool costs in Oregon. Research looked at operation costs for pools in similarly situated cities, with pools of similar size and type to the pool shown on the conceptual plan, and at professionally researched pool feasibility studies in Oregon and other states. See Exhibit G. Staff presented their research to City Council, along with their initial estimates for construction and operation costs. Based on Council and City Attorney feedback staff increased their initial estimates to reflect true construction and operations costs more accurately. Response Analysis The Pool Cost Survey garnered the largest response ever recorded for a

Cityadministered survey. Submissions: see Exhibit D A total of 655 responses to the Survey were received. 77 of these were made by nonresidents and were excluded from the data analysis as these individuals are not subject to measures placed on the ballot regarding the City of Scappoose, nor would they be affected by a tax increase, if such a measure were to be authorized by Scappoose voters. Survey Validity 578 Survey responses were made by residents within Scappoose, city limits, representing 7.9% of the population. This represents a reasonable sample size for Scappoose's population and has an acceptable margin of error of approximately $\pm 3.5\%$, with a 95% confidence level. Comparing the age ranges of survey respondents to United States Census Data for Scappoose, Oregon (controlled for age)¹ shows that survey respondents are representative of the population of Scappoose. Submission Methods (Total) 1 Two of 567 respondents were under the age of 19, totaling 0% of respondents. Staff controlled census data to remove the Under 19 age group to account for the lack of survey responses from this group. 96 193 Paper responses 457 Electronic responses 5 QR-Code responses Survey submittals, paper and electronic alike, spiked corresponding to newsletter releases. Paper surveys were more frequently received early in the week, indicating that more people may fill out paper surveys on the weekends. Quantitative Analysis: see Exhibit B 68.8% of respondents indicated they would not support additional property taxes of \$0.40 per \$1,000 of assessed property value to construct, and \$0.69 per \$1,000 of assessed property value to operate an outdoor pool. 71.5% of respondents indicated they would not support additional property taxes of \$1.34 per \$1,000 of assessed property value to construct, and \$0.69 per \$1,000 of assessed property value to operate an indoor pool. The vast majority of respondents, who are representative of the population of Scappoose, when surveyed about their willingness to support a property tax increases to pay for a pool, indicated they would not support property tax increases to pay for either an indoor or outdoor pool. Qualitative Data Analysis: see Exhibits C and H Data received from the Survey was returned in two forms, quantitative and qualitative data. The qualitative data was in the form of open-ended questions that elicited written responses of each respondents choosing. During the survey period 271 respondents submitted qualitative data. This data was analyzed based on best practices for qualitative data analysis. The quantitative data coding process was as follows: 1) Each response was read in full. 2) Major thoughts, feelings, topics areas, feedback, and suggestions were sorted and categorized, then analyzed for commonality, which resulted in "Themes" and each of these was given a reference number. 3) Each response was then coded with reference numbers which matched both the response and the "Themes" present in the response. Most responses had more than one "Coded Theme" associated with the response. 4) The number of responses for each "Theme" was counted. 5) Once a count was assigned to each "Theme", quantitative analysis could take place. 97 Please see Exhibit H for the full analysis memo, along with the data set and coded data. For reference, "negative" and "positive" feelings were ascribed to responses based on the content, context, specific wording, and general feelings exhibited in respondents' writings. Responses that were non-specific to the Pool and responses that could not be determined to be "positive" or "negative" were not ascribed a "feeling". 271 Comments were made on aggregated survey responses. 14% of commenters generally support funding a pool in the manner suggested by

the survey. 60% of commenters generally did not support funding a pool in the manner suggested by the survey. 25% of commenters did not indicate their support one way or the other through their comments. 32% of commenters indicated their taxes were too high. 24% of commenters felt negatively about a pool. 16% of commenters gave other feedback. 13% of commenters felt pools are too expensive. 11% of commenters felt positively about a pool. Findings The respondents to the Pool Cost Survey constitute a representative sample of the population of Scappoose, Oregon. The quantity of respondents is a reasonable sample size, and the margin of error for data coming from the survey is +/-3.5% with a 95% confidence level. The quantitative survey results are reasonably representative of the population of Scappoose. When asked if they support an increase in taxes to pay for a pool, 68.8% indicated they would not support a tax increase to pay for an outdoor pool, and 71.5% indicated they would not support a tax increase to pay for an indoor pool. The qualitative data analysis supports these findings.

Mayor Burge explained it falls right in line with the telephone survey's that were done in 2002-2003.

Council President Greisen asked are we at the point where we can agree that this is something that remains tabled, or funds are used for a different type of a water experience such as a splash pad and the direction of the ad-hoc committee is to no longer use the pool in the plan? She asked, what is the action?

Mayor Burge replied he thinks the direction is the data doesn't support the City building a pool.

Councilor Poling stated he suggests that we don't lead them down a path where we know what the answer will be. He would rather the committee focus their time of something that is positive and moving in the right direction.

Councilor McHugh moved, and Councilor Poling seconded the motion to direct the Grabhorn ad hoc Committee to move ahead without the pool. Motion passed (6-0). Mayor Burge, aye; Council President Greisen, aye; Councilor Haugen, aye; Councilor Poling, aye; Councilor Lesowske, aye and Councilor McHugh, aye.

Announcements – information only

Calendar

Mayor Burge went over the calendar.

Updates: City Manager, Police Chief, Councilors, and Mayor

Interim City Manager Rains explained the peace candle easement has been executed. She stated we have a signup sheet for the City Centennial Event. She explained there will be a joint work session with Columbia County. She explained the final hearing on the Chapman Landing rezone is moving forward.

Mayor Burge would like to talk about EJ Smith Road at the joint work session with Columbia County.

Councilor McHugh thanked Bruce for the sponsorship of the 100-year event. He seconded what Norm said about Isaac doing a fantastic job. He said Joel is helping a lot also. He stated they are looking for volunteers. He explained the Farmers Market is a nice event, if you haven't stopped by you should. He thanked Bill and Josette for all their hard work.

Councilor Poling stated to Pete he has done a phenomenal job with the celebration. He explained staff is doing a great job and he appreciates seeing them work hard. He thanked them.

Council President Greisen stated she echoes what Councilor McHugh said about the Farmers Market. She stated a huge thank you to the Scappoose Library for all they do. She echoed some sentiments that Senator Johnson said about Interim City Manager Rains. She stated we would be in a much worse place if she were not here being our leader. She hears nothing but good things from people who work with Alex in the County and other jurisdictions across the State. She thanked Alex for all that she has done and continues to do for Council. She also thanked all those who fall under her leadership and lead their own teams as well.

Councilor Haugen stated Isaac is an absolute gold mine and very organized.

Councilor Lesowske thanked Huell Whitehaus for attending the Grabhorn ad hoc Committee event on a Saturday. He also thanked Isaac for all his hard work. He stated the 100-year celebration is going to be a monumentous and exciting opportunity for our community. He thanked Councilor McHugh for all of the dedication and support. He stated what Alex Rains has been able to do thus far through these very trying and difficult times for our community shows your leadership and dedication to the work you perform. He thanked Alex for that.

Mayor Burge thanked Council for the work that they do, in addition he thanked staff. He thanked the Grabhorn ad hoc Committee for their work. He stated technically there is no position of an Interim City Manager job in our Charter. He explained her job is city manager for the City of Scappoose, she is just on a short-term contract, that is what it is. He thinks he is going to be hard pressed having seen the work that Alex has done and sit in an interview and be more impressed than that. He stated this isn't like a three-month city manager thing, she has been pushing for a year now and we have seen the work.

Adjournment

Mayor Burge adjourned the meeting at 8:47 pm.

Mayor Scott Burge

Attest:

City Recorder Susan M. Reeves, MMC

DRAFT

**MONDAY, AUGUST 2, 2021
CITY COUNCIL MEETING, 7:00 PM
COUNCIL CHAMBERS
33568 EAST COLUMBIA AVENUE
SCAPPOOSE, OREGON 97056**

Call to Order

Mayor Burge called the Executive Session to order at 7:09 p.m.

Pledge of Allegiance

Roll Call

Present: Mayor Scott Burge; Council President Megan Greisen; Councilor Joel Haugen; Councilor Brandon Lesowske Councilor Pete McHugh; Councilor Tyler Miller; Finance Administrator Jill Herr; City Recorder Susan M. Reeves; Legal Counsel Ashley Driscoll; Jensen Strategies, LLC staff: Erik Jensen, Amelia Wallace and Emily Rehder.

Remote: Councilor Josh Poling; Isaac Dixon with Jensen Strategies, LLC; and Anna Del Savio, South County Spotlight.

Mayor Burge read the Executive Session opening statement.

Executive Session ~ ORS 192.660(2)(a) Employment of Manager or Attorney

Open Session

Mayor Burge came out of Executive Session into open session at 8:49pm.

Consider announcing finalists for the City Manager position

Councilor Haugen moved, and Councilor Lesowske seconded the motion that Council authorize Jensen Strategies to release the names of the finalists for Scappoose City Manager by the end of the week. Motion passed (7-0). Mayor Burge, aye; Council President Greisen, aye; Councilor Haugen, aye; Councilor Poling, aye; Councilor Lesowske, aye; Councilor McHugh, aye and Councilor Miller, aye.

Adjournment ~ Mayor Burge adjourned the meeting at 8:50pm.

Mayor Scott Burge

Attest:

City Recorder Susan M. Reeves, MMC

CITY OF SCAPPOOSE

Council Action & Status Report

Date Submitted:	August 10, 2021
Agenda Date Requested:	August 16, 2021
To:	Scappoose City Council
From:	Scott Burge, Mayor Alexandra Rains, Interim City Manager
Subject:	Coronavirus State and Local Fiscal Recovery Funds, established by the American Rescue Plan Act of 2021

TYPE OF ACTION REQUESTED:

☐ Resolution

☐ Ordinance

☒ Formal Action

☐ Report Only

ANALYSIS: In May of 2021, the Department of the Treasury announced the availability of Coronavirus State and Local Fiscal Recovery Funds, established by the American Rescue Plan Act of 2021. The Act identified \$350 billion in funding for state, local territorial and tribal governments for COVID emergency response.

Scappoose is tentatively scheduled to receive \$1,679,132.67, although the Department of Administrative Services (DAS) has yet to certify that number. The funds will be received in two installments, with the first half expected in August of 2021 and the remaining half one year later. The exact delivery date of funds is unknown at this time, however, the League of Oregon Cities has indicated it could be within the next 4-6 weeks.

Allowable uses of this funding are broader than COVID relief funds received by the City in the past. The following list provides an overview of the general categories and page 3 of Exhibit A provides detailed descriptions of each:

- Support Public Health Expenditures
- Address Negative Economic Impacts caused by the Public Health Emergency
- Replace Lost Public Sector Revenue

- Provide Premium Pay for Essential Workers
- Invest in Water, Sewer and Broadband Infrastructure

OUTSIDE AGENCY REQUESTS FOR FUNDING: The Columbia Economic Team (CET) has approached the City regarding financial support in the amount of \$25,000 for a Columbia County Small Business Resource Center, please see Exhibit B for a summary. CET's Executive Director, Paul Vogel, will be present to discuss this request and answer questions.

Additionally, the Scappoose Rural Fire District has requested \$200,000 to purchase an ambulance, please see Exhibit C for a summary. Fire Chief Jeff Pricher will also be present to provide an overview of his request and answer questions.

STAFF RECOMMENDATION FOR FUNDING:

Water Meter Replacement:

- \$750,000
- Would complete the replacement of failing meters with new higher accuracy AMI meters
- These meters would help address the City's high water loss issues and provide the homeowner with a portal to monitor their own water use and possible leaks.
- Higher meter accuracy has potential to reduce rate increases by turning water loss into revenue which will help the community as well.

Smith Road Pump Station Replacement (Wastewater):

- \$129,132.60
- Identified in Masterplan as a priority, extremely critical infrastructure nearing the end of its useful life

Employee COVID Bonuses:

- \$175,000
- Each employee would receive a bonus in the amount of \$5,000 for working through the pandemic

Premium Pay for Patrol Officers & Command Staff of Police Department:

- \$400,000
- For FYs 2021/2022 and 2022/2023, \$200,000 would be applied per year to raise salaries in the Police Department (effective the pay period the funds are received)

*Allocation amounts are approximate and subject to change

*The City's legal counsel has confirmed that these are allowable expenses

FISCAL IMPACT: The City is tentatively scheduled to receive \$1,679,132.67. These funds will be received in two installments of \$839,566.30, the first in August of 2021 and the second one year later in August of 2022.

Proposed funding allocations based upon information provided above:

1. First installment of \$839,566.30:
 - \$240,000 for Premium Pay for Patrol Officers and Command Staff of Police Department
 - \$175,000 for Employee COVID Bonuses
 - \$25,000 for CET's Small Business Resource Center
 - \$100,000 for Fire District
 - \$129,132.60 for Smith Road Pump Station
 - \$170,433.70 for Water Meters
2. Second installment of \$839,566.30:
 - \$160,000 for Premium Pay for Patrol Officers and Command Staff of Police Department
 - \$579,566.30 for Water Meters
 - \$100,000 for Fire District

OPTIONS FOR COUNCIL CONSIDERATION:

1. Allocate funding to the projects as presented
2. Amend proposed projects and or funding allocations
3. Defer decision to a later meeting

FACT SHEET: The Coronavirus State and Local Fiscal Recovery Funds Will Deliver \$350 Billion for State, Local, Territorial, and Tribal Governments to Respond to the COVID-19 Emergency and Bring Back Jobs

May 10, 2021

Aid to state, local, territorial, and Tribal governments will help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery

Today, the U.S. Department of the Treasury announced the launch of the Coronavirus State and Local Fiscal Recovery Funds, established by the American Rescue Plan Act of 2021, to provide \$350 billion in emergency funding for eligible state, local, territorial, and Tribal governments. Treasury also released details on how these funds can be used to respond to acute pandemic response needs, fill revenue shortfalls among these governments, and support the communities and populations hardest-hit by the COVID-19 crisis. With the launch of the Coronavirus State and Local Fiscal Recovery Funds, eligible jurisdictions will be able to access this funding in the coming days to address these needs.

State, local, territorial, and Tribal governments have been on the frontlines of responding to the immense public health and economic needs created by this crisis – from standing up vaccination sites to supporting small businesses – even as these governments confronted revenue shortfalls during the downturn. As a result, these governments have endured unprecedented strains, forcing many to make untenable choices between laying off educators, firefighters, and other frontline workers or failing to provide other services that communities rely on. Faced with these challenges, state and local governments have cut over 1 million jobs since the beginning of the crisis. The experience of prior economic downturns has shown that budget pressures like these often result in prolonged fiscal austerity that can slow an economic recovery.

To support the immediate pandemic response, bring back jobs, and lay the groundwork for a strong and equitable recovery, the American Rescue Plan Act of 2021 established the Coronavirus State and Local Fiscal Recovery Funds, designed to deliver \$350 billion to state, local, territorial, and Tribal governments to bolster their response to the COVID-19 emergency and its economic impacts. Today, Treasury is launching this much-needed relief to:

- Support urgent COVID-19 response efforts to continue to decrease spread of the virus and bring the pandemic under control;
- Replace lost public sector revenue to strengthen support for vital public services and help retain jobs;
- Support immediate economic stabilization for households and businesses; and,
- Address systemic public health and economic challenges that have contributed to the inequal impact of the pandemic on certain populations.

The Coronavirus State and Local Fiscal Recovery Funds provide substantial flexibility for each jurisdiction to meet local needs—including support for households, small businesses, impacted industries, essential workers, and the communities hardest-hit by the crisis. These funds also deliver resources that recipients can invest in building, maintaining, or upgrading their water, sewer, and broadband infrastructure.

Starting today, eligible state, territorial, metropolitan city, county, and Tribal governments may request Coronavirus State and Local Fiscal Recovery Funds through the Treasury Submission Portal. Concurrent with this program launch, Treasury has published an Interim Final Rule that implements the provisions of this program.

FUNDING AMOUNTS

The American Rescue Plan provides a total of \$350 billion in Coronavirus State and Local Fiscal Recovery Funds to help eligible state, local, territorial, and Tribal governments meet their present needs and build the foundation for a strong recovery. Congress has allocated this funding to tens of thousands of jurisdictions. These allocations include:

Type	Amount (\$ billions)
States & District of Columbia	\$195.3
Counties	\$65.1
Metropolitan Cites	\$45.6
Tribal Governments	\$20.0
Territories	\$4.5
Non-Entitlement Units of Local Government	\$19.5

Treasury expects to distribute these funds directly to each state, territorial, metropolitan city, county, and Tribal government. Local governments that are classified as non-entitlement units will receive this funding through their applicable state government. Treasury expects to provide further guidance on distributions to non-entitlement units next week.

Local governments should expect to receive funds in two tranches, with 50% provided beginning in May 2021 and the balance delivered 12 months later. States that have experienced a net increase in the unemployment rate of more than 2 percentage points from February 2020 to the latest available data as of the date of certification will receive their full allocation of funds in a single payment; other states will receive funds in two equal tranches. Governments of U.S. territories will receive a single payment. Tribal governments will receive two payments, with the first payment available in May and the second payment, based on employment data, to be delivered in June 2021.

USES OF FUNDING

Coronavirus State and Local Fiscal Recovery Funds provide eligible state, local, territorial, and Tribal governments with a substantial infusion of resources to meet pandemic response needs and rebuild a stronger, more equitable economy as the country recovers. Within the categories of eligible uses, recipients have broad flexibility to decide how best to use this funding to meet the needs of their communities. Recipients may use Coronavirus State and Local Fiscal Recovery Funds to:

- **Support public health expenditures**, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;
- **Address negative economic impacts caused by the public health emergency**, including economic harms to workers, households, small businesses, impacted industries, and the public sector;
- **Replace lost public sector revenue**, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
- **Provide premium pay for essential workers**, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
- **Invest in water, sewer, and broadband infrastructure**, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

Within these overall categories, Treasury’s Interim Final Rule provides guidelines and principles for determining the types of programs and services that this funding can support, together with examples of allowable uses that recipients may consider. As described below, Treasury has also designed these provisions to take into consideration the disproportionate impacts of the COVID-19 public health emergency on those hardest-hit by the pandemic.

1. Supporting the public health response

Mitigating the impact of COVID-19 continues to require an unprecedented public health response from state, local, territorial, and Tribal governments. Coronavirus State and Local Fiscal Recovery Funds provide resources to meet these needs through the provision of care for those impacted by the virus and through services that address disparities in public health that have been exacerbated by the pandemic. Recipients may use this funding to address a broad range of public health needs across COVID-19 mitigation, medical expenses, behavioral healthcare, and public health resources. Among other services, these funds can help support:

- **Services and programs to contain and mitigate the spread of COVID-19, including:**
 - ✓ Vaccination programs
 - ✓ Medical expenses
 - ✓ Testing
 - ✓ Contact tracing
 - ✓ Isolation or quarantine
 - ✓ PPE purchases
 - ✓ Support for vulnerable populations to access medical or public health services
 - ✓ Public health surveillance (e.g., monitoring for variants)
 - ✓ Enforcement of public health orders
 - ✓ Public communication efforts
 - ✓ Enhancement of healthcare capacity, including alternative care facilities
 - ✓ Support for prevention, mitigation, or other services in congregate living facilities and schools
 - ✓ Enhancement of public health data systems
 - ✓ Capital investments in public facilities to meet pandemic operational needs
 - ✓ Ventilation improvements in key settings like healthcare facilities

- **Services to address behavioral healthcare needs exacerbated by the pandemic, including:**
 - ✓ Mental health treatment
 - ✓ Substance misuse treatment
 - ✓ Other behavioral health services
 - ✓ Hotlines or warmlines
 - ✓ Crisis intervention
 - ✓ Services or outreach to promote access to health and social services
- **Payroll and covered benefits expenses** for public health, healthcare, human services, public safety and similar employees, to the extent that they work on the COVID-19 response. For public health and safety workers, recipients can use these funds to cover the full payroll and covered benefits costs for employees or operating units or divisions primarily dedicated to the COVID-19 response.

2. **Addressing the negative economic impacts caused by the public health emergency**

The COVID-19 public health emergency resulted in significant economic hardship for many Americans. As businesses closed, consumers stayed home, schools shifted to remote education, and travel declined precipitously, over 20 million jobs were lost between February and April 2020. Although many have since returned to work, as of April 2021, the economy remains more than 8 million jobs below its pre-pandemic peak, and more than 3 million workers have dropped out of the labor market altogether since February 2020.

To help alleviate the economic hardships caused by the pandemic, Coronavirus State and Local Fiscal Recovery Funds enable eligible state, local, territorial, and Tribal governments to provide a wide range of assistance to individuals and households, small businesses, and impacted industries, in addition to enabling governments to rehire public sector staff and rebuild capacity. Among these uses include:

- **Delivering assistance to workers and families**, including aid to unemployed workers and job training, as well as aid to households facing food, housing, or other financial insecurity. In addition, these funds can support survivor's benefits for family members of COVID-19 victims.
- **Supporting small businesses**, helping them to address financial challenges caused by the pandemic and to make investments in COVID-19 prevention and mitigation tactics, as well as to provide technical assistance. To achieve these goals, recipients may employ this funding to execute a broad array of loan, grant, in-kind assistance, and counseling programs to enable small businesses to rebound from the downturn.
- **Speeding the recovery of the tourism, travel, and hospitality sectors**, supporting industries that were particularly hard-hit by the COVID-19 emergency and are just now beginning to mend. Similarly impacted sectors within a local area are also eligible for support.
- **Rebuilding public sector capacity**, by rehiring public sector staff and replenishing unemployment insurance (UI) trust funds, in each case up to pre-pandemic levels. Recipients may also use this funding to build their internal capacity to successfully implement economic relief programs, with investments in data analysis, targeted outreach, technology infrastructure, and impact evaluations.

3. Serving the hardest-hit communities and families

While the pandemic has affected communities across the country, it has disproportionately impacted low-income families and communities of color and has exacerbated systemic health and economic inequities. Low-income and socially vulnerable communities have experienced the most severe health impacts. For example, counties with high poverty rates also have the highest rates of infections and deaths, with 223 deaths per 100,000 compared to the U.S. average of 175 deaths per 100,000.

Coronavirus State and Local Fiscal Recovery Funds allow for a broad range of uses to address the disproportionate public health and economic impacts of the crisis on the hardest-hit communities, populations, and households. Eligible services include:

- **Addressing health disparities and the social determinants of health**, through funding for community health workers, public benefits navigators, remediation of lead hazards, and community violence intervention programs;
- **Investments in housing and neighborhoods**, such as services to address individuals experiencing homelessness, affordable housing development, housing vouchers, and residential counseling and housing navigation assistance to facilitate moves to neighborhoods with high economic opportunity;
- **Addressing educational disparities** through new or expanded early learning services, providing additional resources to high-poverty school districts, and offering educational services like tutoring or afterschool programs as well as services to address social, emotional, and mental health needs; and,
- **Promoting healthy childhood environments**, including new or expanded high quality childcare, home visiting programs for families with young children, and enhanced services for child welfare-involved families and foster youth.

Governments may use Coronavirus State and Local Fiscal Recovery Funds to support these additional services if they are provided:

- within a Qualified Census Tract (a low-income area as designated by the Department of Housing and Urban Development);
- to families living in Qualified Census Tracts;
- by a Tribal government; or,
- to other populations, households, or geographic areas disproportionately impacted by the pandemic.

4. Replacing lost public sector revenue

State, local, territorial, and Tribal governments that are facing budget shortfalls may use Coronavirus State and Local Fiscal Recovery Funds to avoid cuts to government services. With these additional resources, recipients can continue to provide valuable public services and ensure that fiscal austerity measures do not hamper the broader economic recovery.

Many state, local, territorial, and Tribal governments have experienced significant budget shortfalls, which can yield a devastating impact on their respective communities. Faced with budget shortfalls and pandemic-related uncertainty, state and local governments cut staff in all 50 states. These budget shortfalls and staff cuts are particularly problematic at present, as these entities are on the front lines of battling the COVID-19 pandemic and helping citizens weather the economic downturn.

Recipients may use these funds to replace lost revenue. Treasury's Interim Final Rule establishes a methodology that each recipient can use to calculate its reduction in revenue. Specifically, recipients will compute the extent of their reduction in revenue by comparing their actual revenue to an alternative representing what could have been expected to occur in the absence of the pandemic. Analysis of this expected trend begins with the last full fiscal year prior to the public health emergency and projects forward at either (a) the recipient's average annual revenue growth over the three full fiscal years prior to the public health emergency or (b) 4.1%, the national average state and local revenue growth rate from 2015-18 (the latest available data).

For administrative convenience, Treasury's Interim Final Rule allows recipients to presume that any diminution in actual revenue relative to the expected trend is due to the COVID-19 public health emergency. Upon receiving Coronavirus State and Local Fiscal Recovery Funds, recipients may immediately calculate the reduction in revenue that occurred in 2020 and deploy funds to address any shortfall. Recipients will have the opportunity to re-calculate revenue loss at several points through the program, supporting those entities that experience a lagged impact of the crisis on revenues.

Importantly, once a shortfall in revenue is identified, recipients will have broad latitude to use this funding to support government services, up to this amount of lost revenue.

5. Providing premium pay for essential workers

Coronavirus State and Local Fiscal Recovery Funds provide resources for eligible state, local, territorial, and Tribal governments to recognize the heroic contributions of essential workers. Since the start of the public health emergency, essential workers have put their physical well-being at risk to meet the daily needs of their communities and to provide care for others.

Many of these essential workers have not received compensation for the heightened risks they have faced and continue to face. Recipients may use this funding to provide premium pay directly, or through grants to private employers, to a broad range of essential workers who must be physically present at their jobs including, among others:

- | | |
|---|---|
| ✓ Staff at nursing homes, hospitals, and home-care settings | ✓ Truck drivers, transit staff, and warehouse workers |
| ✓ Workers at farms, food production facilities, grocery stores, and restaurants | ✓ Childcare workers, educators, and school staff |
| ✓ Janitors and sanitation workers | ✓ Social service and human services staff |
| ✓ Public health and safety staff | |

Treasury's Interim Final Rule emphasizes the need for recipients to prioritize premium pay for lower income workers. Premium pay that would increase a worker's total pay above 150% of the greater of the state or county average annual wage requires specific justification for how it responds to the needs of these workers.

In addition, employers are both permitted and encouraged to use Coronavirus State and Local Fiscal Recovery Funds to offer retrospective premium pay, recognizing that many essential workers have not yet received additional compensation for work performed. Staff working for third-party contractors in eligible sectors are also eligible for premium pay.

6. Investing in water and sewer infrastructure

Recipients may use Coronavirus State and Local Fiscal Recovery Funds to invest in necessary improvements to their water and sewer infrastructures, including projects that address the impacts of climate change.

Recipients may use this funding to invest in an array of drinking water infrastructure projects, such as building or upgrading facilities and transmission, distribution, and storage systems, including the replacement of lead service lines.

Recipients may also use this funding to invest in wastewater infrastructure projects, including constructing publicly-owned treatment infrastructure, managing and treating stormwater or subsurface drainage water, facilitating water reuse, and securing publicly-owned treatment works.

To help jurisdictions expedite their execution of these essential investments, Treasury's Interim Final Rule aligns types of eligible projects with the wide range of projects that can be supported by the Environmental Protection Agency's Clean Water State Revolving Fund and Drinking Water State Revolving Fund. Recipients retain substantial flexibility to identify those water and sewer infrastructure investments that are of the highest priority for their own communities.

Treasury's Interim Final Rule also encourages recipients to ensure that water, sewer, and broadband projects use strong labor standards, including project labor agreements and community benefits agreements that offer wages at or above the prevailing rate and include local hire provisions.

7. Investing in broadband infrastructure

The pandemic has underscored the importance of access to universal, high-speed, reliable, and affordable broadband coverage. Over the past year, millions of Americans relied on the internet to participate in remote school, healthcare, and work.

Yet, by at least one measure, 30 million Americans live in areas where there is no broadband service or where existing services do not deliver minimally acceptable speeds. For millions of other Americans, the high cost of broadband access may place it out of reach. The American Rescue Plan aims to help remedy these shortfalls, providing recipients with flexibility to use Coronavirus State and Local Fiscal Recovery Funds to invest in broadband infrastructure.

Recognizing the acute need in certain communities, Treasury's Interim Final Rule provides that investments in broadband be made in areas that are currently unserved or underserved—in other words, lacking a wireline connection that reliably delivers minimum speeds of 25 Mbps download and 3 Mbps upload. Recipients are also encouraged to prioritize projects that achieve last-mile connections to households and businesses.

Using these funds, recipients generally should build broadband infrastructure with modern technologies in mind, specifically those projects that deliver services offering reliable 100 Mbps download and 100

Mbps upload speeds, unless impracticable due to topography, geography, or financial cost. In addition, recipients are encouraged to pursue fiber optic investments.

In view of the wide disparities in broadband access, assistance to households to support internet access or digital literacy is an eligible use to respond to the public health and negative economic impacts of the pandemic, as detailed above.

8. Ineligible Uses

Coronavirus State and Local Fiscal Recovery Funds provide substantial resources to help eligible state, local, territorial, and Tribal governments manage the public health and economic consequences of COVID-19. Recipients have considerable flexibility to use these funds to address the diverse needs of their communities.

To ensure that these funds are used for their intended purposes, the American Rescue Plan Act also specifies two ineligible uses of funds:

- **States and territories may not use this funding to directly or indirectly offset a reduction in net tax revenue due to a change in law from March 3, 2021 through the last day of the fiscal year in which the funds provided have been spent.** The American Rescue Plan ensures that funds needed to provide vital services and support public employees, small businesses, and families struggling to make it through the pandemic are not used to fund reductions in net tax revenue. Treasury's Interim Final Rule implements this requirement. If a state or territory cuts taxes, they must demonstrate how they paid for the tax cuts from sources other than Coronavirus State Fiscal Recovery Funds—by enacting policies to raise other sources of revenue, by cutting spending, or through higher revenue due to economic growth. If the funds provided have been used to offset tax cuts, the amount used for this purpose must be paid back to the Treasury.
- **No recipient may use this funding to make a deposit to a pension fund.** Treasury's Interim Final Rule defines a "deposit" as an extraordinary contribution to a pension fund for the purpose of reducing an accrued, unfunded liability. While pension deposits are prohibited, recipients may use funds for routine payroll contributions for employees whose wages and salaries are an eligible use of funds.

Treasury's Interim Final Rule identifies several other ineligible uses, including funding debt service, legal settlements or judgments, and deposits to rainy day funds or financial reserves. Further, general infrastructure spending is not covered as an eligible use outside of water, sewer, and broadband investments or above the amount allocated under the revenue loss provision. While the program offers broad flexibility to recipients to address local conditions, these restrictions will help ensure that funds are used to augment existing activities and address pressing needs.

Exhibit B

Columbia County Small Business Resource Center V9, 5/25/21 Draft Plan (Rev.7.27.21)

For brevity, the plan contains a considerable number of abbreviations and acronyms. This legend may be useful:

SBDC = Small Business Development Center

SBRC = Small Business Resource Center

OSBDCN = Oregon Small Business Development Network

OBDD = Oregon Business Development Department (“Business Oregon”)

PCC/SBDC = Portland Community College Small Business Development Center

Col-Pac = Columbia Pacific Economic Development District

CET = Columbia Economic Team

EDA= US Economic Development Administration

ARPA = American Rescue Plan Act

Situation/Need

Small businesses are the backbone of our local economy. Columbia County has approximately 1,500 small businesses throughout all communities and unincorporated areas of the county, with a strong composition of women-owned, solopreneurs, retail, restaurant, sewing sector, small manufacturers, and home-based businesses.

For over 25 years, SBDC has provided Columbia County small businesses with access to on-site, satellite, and/or remote advising and workshops -- served from its PCC locations. These services have been supported and augmented by small business workshops hosted by PCC/SBDC, MESO, local chambers, and more recently by CET and business partners.

Despite the availability of these resources, low-utilization and the COVID pandemic have further exposed the need for a locally based advisory and coordinated small business support. This reality has been underscored by CET’s 2020/2021 experiences assisting and connecting small businesses with pandemic grants and assistance.

Both historically and currently, there are limited existing local/on-the-ground resources to meaningfully assist individual business owners or to provide consistent group, sector or business-topical training. We have only touchstone and networking organizations for support and mass communication; no significant business advisory especially for solo- and the smallest businesses.

Yet the need for advisory, individual attention, referral and networking to other resources, and contemporary training and refresh function exists and is intensifying due to pandemic conditions. That’s a full-time focus and job. It needs to be a focused function building on existing efforts and infrastructure and integrated into the overall economic development in the county, not just as another shared responsibility. It needs to be in a

Exhibit B

place – though aggressively reaching out into the communities of the county; it needs to be accountable; it needs to be a small business resource center.

To succeed, a small business center must be linked to, and have the buy-in of, key established advisory organizations like PCC/SBDC, Oregon Small Business Development Center Network (OSBDCN), and Business Oregon/OBDD, but also operate independently as a hybrid model. Further, it needs the buy-in of local governments and existing businesses for its start-up and sustained operation -- and the substantial economic contribution from small businesses countywide.

Opportunity and Solution

The timing is right to create a Columbia County Small Business Resource Center. A number of significant factors have aligned to make this model for a Columbia County Small Business Resource Center immediately achievable -- for the first time and at a truly transformative time for the county:

- COVID
- CARES & ARPA funding
- Maturing stakeholder relationships
- CET development and transition

Proposed Plan

Form: To successfully address this gap in local services and assist small businesses in Columbia County's economic recovery, CET members, local leaders, business, and others have expressed renewed interest in establishing a small business assistance center that is:

- Business resources to local small businesses
- No-cost 1:1 advising
- Locally initiated, supported and staffed
- Connected in partnership with PCC/SBDC & Oregon SBDC Network.
- Well-planned and supportable by local stakeholders
- Aligned with CET's \$75,000 dedicated EDA grant as seed, feasibility, and leverage funding
- Aligned with available remaining state and federal CARES allocations and new ARPA funding for additional leverage
- Staffed by a full-time director who advises, markets, teaches and connects well in the community
- Modeled to provide adequate capacity and traction time to establish a foothold, reputation, clientele, offerings portfolio, track record, value and credibility, and simultaneously develop sustainable long-term funding
- A Small Business Resource Center (SBRC) which includes a Small Business Development Center (SBDC) within our family of services -- which is a formal entitlement with siting and set management structure

Exhibit B

Function: The proposed Small Business Resource Center (SBRC) will serve Columbia County small businesses at all stages of development: thinking, launching, growing, reinventing, exiting and export/import. Where appropriate and informed by market research, the SBRC may also provide sector-specific support and coordination (i.e., manufacturing, home-based, solopreneurs, sewing, retail and restaurant, fabrication, and metals). Like SBDCs, immediate emphasis will be on-line consulting, but in-person consulting will be a priority as soon as it is allowed. Further, the SBRC will be staffed full time, enhancing capacity for marketing, outreach, business development, relationship building and collaborative workshops.

Refining, not reinventing: The proposed SBRC will operate as a hybrid model: Locally supported, staffed, and operated, but also connected in partnership with key small business technical assistance organizations like PCC/SBDC, OSBDCN, and OBDD, who concur with this approach, support the plan, and are committing base funding with stretch goals for additional support potential.

Ownership & Accountability: CET will establish and oversee the Small Business Resource Center. The structure and experience are in place for CET to establish, sponsor, manage, oversee, guide revenue generation/recruitment and provide partial funding. CET has both 501(c)(3) and 501(c)(6) certifications in place to facilitate SBRC hosting and long-term revenue optionality.

Alignment & Synergy: CET will fold its current small business engagement/marketing program, Keep it Local, into the Small Business Resource Center for mission and systems alignment, budget contribution, additional staffing support, operational and marketing support capacity.

Staffing: A highly qualified local SBRC Director will be hired using a hiring committee and process that mirrors the SBDCs, according to an SBDC job description for rural communities. Part time support staff also is anticipated.

Governance: An SBRC Advisory Council will be established to mirror the attributes and composition of SBDC Advisory Councils -- “working councils” with key SBA, OSBDC and other Subject Matter Experts (SMEs) and experienced Small Business owners (50%), potentially an OMIC and/or PCC Training Center representative. The Advisory Board will meet twice yearly; the SBRC will report annually to investors and the Director will report quarterly to the CET Board. The SBRC Director will report to the CET Executive Director who is accountable to the CET Board of Directors.

Accountability & Metrics: The SBRC will track key metrics and KPIs consistent with existing SBDCs, and as adopted by the Board of Advisors, in order to refine strategy and operations, provide accountability for investors and provide data for grant/funding applications.

Exhibit B

First year metrics may measure changes in a business condition to include: number of small businesses served, counseling hours (types/total), jobs created and retained, access to capital, increase in sales compared to prior year, new business start-up.

Funding: “Full funding” for this model is a four-year, multi-year “Phase 1” of \$700,000, at \$175,000 per year, based on budgets of comparable SBDCs. The first four -year funding round aligns with the legislative biennium and ~~to~~ allows adequate, responsible time to firmly establish the Center leading into Phase 2.

The convergence of multiple pandemic funding sources and partnership development with OSBDCN are key factors in enabling immediate start-up. Neither of these key elements has previously existed.

OSBDCN is proposing to include funding for the Columbia County SBRC within its Network of Small Business Centers, drawing an annual allocation in each legislative biennium, and may also be able to access up to \$25,000 per year in SBA Cooperative Funds.

OSBDCN is providing a Letter of Intent and will confirm commitment of Network funding in June/July 2021 with the conclusion of the Legislative session, and SBA funds with passage of the 2022 Omnibus Funding Bill.

Full initial SBRC funding is predicated on accessing legislative funds that are allocated to OSBDCN through Oregon Business Development Department (OBDD/Business Oregon), an EDA grant obtained by CET, through Col-Pac; and multiple, other sources, including remaining CARES or other Cooperative funding from OSBDCN and ARPA allocations to city and county government.

Year 1 (FY2021 – 2022) Funding Profile

- An initial commitment of **\$75,000** from OSBDCN is in-hand, with a stretch goal of \$100,00. OSBDCN’s intent is to support the SBRC through legislative allocation, but remaining CARES funds may be a supplemental option, which must be expended by 12/2021.
- Two potential injections of SBA funding, through OSBDCN, if needed and available.
- A **\$75,000** grant from EDA to CET (via Col-Pac) for the purpose of SBRC establishment is in-hand. It must be spent by FY end of 2022.
- Bottom line: Indications are that Year 1 can likely be fully funded, though there may be a \$25,000 gap to be addressed. This will be determined by October 1, at the latest.

Year 2 (FY2022 – 2023) Funding Profile

- **Option A:** Federal Community Project Funding, through Congresswoman Bonamici = **\$175,000** (one year)
- **Option B:** **\$75,000** from OBDD through OSBDCN, with a stretch goal of \$100,000.

Exhibit B

- OSBDCN may also be able to access additional \$25,000 annual funding through SBA, depending upon Congressional Omnibus funding.
- **Bottom line:** If Year 2 Congressional funding is NOT released, a \$75,000 to \$100,000 gap may need to be filled through local sources.

Years 3, 4 (FY2023/24 -2024/25) Funding Profile

- **\$75,000** annual commitment for ongoing support from legislative appropriations to OSBDCN through OBDD, with a stretch goal of \$100,000.
- OSBDCN may also be able to access additional **\$25,000** annual funding through SBA, depending upon Congressional Omnibus funding.
- **Amount TBD:** Each Columbia County city and the County Board of Commissioners have been initially approached regarding requests for a portion of each entity's respective ARPA funds. This SBRC plan will be submitted to local governments with a request for funds in May and June 2021. ARPA funds must be expended by 12/2024. A table is attached projecting respective ARPA allocations.
- **Bottom line:** The OSBDCN commitment (without stretch goal) presents up to a \$200,000 funding gap for Years 3 & 4. Collaborative commitment of ARPA funds by multiple entities can fill that gap, and rolling over OSBDCN base funds year-to-year would allow expenditure of ARPA funds by the 12/2024 deadline.
 - Any additional funds committed and received in excess of the \$175,000 base budget will be managed to carry-over and/or enable SBRC program expansion.

Although this Plan rests on complete funding for a full four years upon start-up, work will begin in Year 2 of Phase 1 to develop a collaborative formula for sustainable funding through local, regional, state and federal and private sources.

- The SBRC also will generate revenue at projectable levels from fee-for-service activity such as training workshops, group events, etc.
- CET will commit a percentage of time for SBRC support and coordination through its \$17,500 annual commitment to a Keep It Local contractor.
- CET and the SBRC Director will actively recruit sponsorship funding from SBRC-allied local businesses
- CET and SBRC support staff will actively submit grant applications to multiple available sources for supplemental funding and growth

Additional support/In-kind Value that will be received

Exhibit B

- Access to statewide OSBDCN, no-cost resources such as market research, Capital Access Team, and the Global Trade Center;
- OSBDCN will make all training, software, licensing and programs available at no cost (approx. \$20k in-kind, annual commitment)
- PCC/SBDC will provide staff training, advisory & specialty advisory services, program & marketing support
- PCC/SBDC will assist in connecting with Mercy Corps, MESO and other allied organizations for support resources, micro-lending, workshops and other services.

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Exhibit B

Budget

Budget Proposal 1-Yr View

	OSBDCN	Local A (Columbia County SBRC)	Local B	Local C
Personnel	75000	15000		
Benefits	18750	4250		
Support Staff (contract)		20000		
Equipment		6000		
Materials & Supplies	4000	2100		
Travel		4100		
Marketing		9000		
Workshops	2250	4000		
Other (Copying, Printing, Promotion, Etc.)		3750		
Facility lease fee (based on current CET rent)		4800		
Memberships		2000		
Total	100000	75000	0	0

*The proposed budget split reflects this 25/15 hourly, 65%/35%; benefits are estimated, to include healthcare, no retirement, on the same split

Small business services will include

- Full-time manager: Consistent with the PCC/SBDC model, 1:1 confidential business advising and related services will be conducted 25 hours per week. The remaining 15 hours per week will be focused on community and business engagement, marketing, group sessions/training
- 1-on-1, no-cost business advising
- Access to low-cost training
- Access to statewide OSBDCN, no-cost resources such as market research, Capital Access Team, and the Global Trade Center;
- Professional resources through networking: e.g., low-cost, locally sourced legal services, financial services/banking, bookkeeping, marketing, and web development

Exhibit B

- Computer lab/meeting area for small business owners to access technology and group advising, training, workshops
- Workshops, standalone, collaboratives with PCC/SBDC, Chambers, local, regional and external private businesses
- Countywide stakeholder engagement and collaboration
- B2B and B2C marketing and cross promotion by integrating Keep It Local
- Integration with Columbia Economic Team strategic plan and initiatives
- Industry, geo and sector data research, analysis, targeting and shared market intelligence
- Part time digital/social marketing, networking and support staff

Engagement & Marketing: The majority of the Director's time (25 hours per week) will be dedicated to business advising and services with the remainder committed to (and tracked) for business development and marketing engagement. It's critical that the SBRC be visibly out in the community. This includes periodic group meetings in the community, engaging and addressing community groups that connect with small business owners, participating in events, etc.

With the Keep It Local (KILCC) contractor leveraged to support the SBRC, current KILCC networking will be blended and enhanced with the SBRC's through more robust digital and social media marketing.

It's expected that a small percentage of the SBRC operating budget (est. \$20k) will be contracted to the KILCC contractor for research, support, grant writing and marketing.

Location: Although the pandemic has forever altered remote, online and in-office workplaces, the SBRC must directly address the well-known dynamics that either encourage or discourage business owners from engaging assistance. Privacy, confidentiality and convenience are critical factors. Though a final location hasn't been determined, multiple locations have been proposed, including co-location with CET and Col-Pac at their current offices (St. Helens Library), in the County's new property, the John Gumm building, with CET and potentially Col-Pac, the S. County Chamber offices, or independent office space. Co-location will help ensure synergy and coordination with all small business/BRE work, convenient clustering of services, long-term continuity and opportunity for collaborative support.

It's projected that September will be the earliest point at which consistent in-person meetings can occur. With a target announcement of the SBRC in June, the intervening time will be committed to hiring (30 days), Training and familiarization (60 days), website development (45 days), materials development (45 days), marketing and engagement (immediate and ongoing).

Next steps/essential actions:

- Finalize Plan
 - Draft Plan Submitted to OSBDCN/PCC SBDC -- 5/6

Exhibit B

- Submit to CET Board and other stakeholders -- 5/10
- Revised plan including revised funding proposal and stretch goals -- 5/19
- Secure/formalize OSBDCN and other financial pledges
 - Submit budget and LOI request to OSBDCN week of -- 5/3
 - OSBDCN provided long-term funding proposal and stretch goals -- 5/12
 - Submit ARPA requests to cities and county beginning -- week of 5/17
- Obtain OSBDCN Letter of Intent (LOI) -- TBD
- Confirm OBDD/OSBDCN funding sources – June/July 2021
- Secure/formalize PCC/SBDC commitment and relationship. **Done**
- Incorporate metrics for success into operational plan and proposal. **Done**
- Target goal of June 2021 for announcement -- Pending
- Initiate hiring, training/onboarding and connection with PCC/SBDC/OSBDCN (Est. August if announced in June)
- Website, materials development, marketing -- TBD
- Office/Location confirmation -- TBD

Phased Funding Sustainability:

- Target annual budget of \$175,000, based upon PCC/SBDC actuals and comparatives;
- Budget on four-year cycle: four-year start-up advised by PCC/SBDC aligns with state/legislative budgeting = \$700,000 for Four-year Phase 1
- Start-up and ongoing operations support from CET, PCC/SBDC, OSBDCN, CARES and ARPA funds & grants
- Phase 1 Budget: \$700,000; funding from COVID-related, CARES, biennial appropriations, grant funding
- Phase 2, Projected sources: OSBDCN, PCC, EDA, USDA, Grants, potential business fees, recommendations from local stakeholders, federal and national sources, grants, other.
- Note: Certain funding sources like CARES, ARPA and Congressional earmarks have time limitations. Budget management will ensure compliance and prevention of gaps/shortfalls.

Funding sources in-hand and identified – against target of \$700,000 (4 years)

Phase 1 (4 years), FY 2021-2025

In-hand for FY #1, 2021: \$175,000

- OSBDCN = \$75,000 (\$100,000 stretch goal)
- CET (EDA) = \$75,000
- Non-cash shared staff support contribution
 - CET Keep it Local contractor = (\$17,500 per year)

Funds in-hand FY #2

Exhibit B

- OSBDCN = \$75,000 (\$100,000 stretch goal)
- Non-cash shared staff support contribution
 - CET Keep it Local contractor = (\$17,500 per year)
- Pending federal CPF appropriation = \$175,000

Funds in-hand for FY3 - 4: \$150,00

- OSBDCN = \$150,000 (\$200,00 stretch goal)
- Non-cash shared staff support contribution
 - CET Keep it Local contractor = (\$17,500 per year)

Funds pending proposal/request for Years 2, 3, 4 (FY 2022 – 2025):

- Congressional Community Project Funds/earmark= \$175,000 (one year only, est. 2022-23)
- ARPA funds, 6 Cities from a combined estimated allocation of \$6,002,092 (must be used by 12/2024)
- ARPA funds, Columbia County allocation = \$10.154m (must be used by 12/2024)

Other potential sources:

- Additional OSBDCN/SBA CARES if available
- SBA Cooperative Funds
- Additional ARPA (state, county)
- PCC
- Business/Financial institutions (CRA)
- Ford Family Foundation
- Other public and private Grants
- EDA
- USDA
- Workshop/training revenue Amount to be determined

Phase 2, FY 2025 and ongoing -- Proposed Funding sources:

- OSBDCN = \$\$75-100,000 per year
- CET/Keep it Local = \$17,500 per year
- City business license fee share % =
- Prospective County business license share % =
- EDA =
- USDA =
- CRA (Banks) =
- National Business Incubation Association =
- PCC =

Exhibit B

- Sponsors/Memberships =
- Fees/Consulting =
- Workshop registration =
- Grants =

Attachment

Current estimated ARPA allocations, pending guidelines:

<u>Non-entitled Jurisdictions</u>	
<u>Clatskanie city</u>	<u>\$373,016</u>
<u>Columbia City city</u>	<u>\$412,152</u>
<u>Rainier city</u>	<u>\$409,706</u>
<u>Scappoose city</u>	<u>\$1,541,799</u>
<u>St. Helens city</u>	<u>\$2,800,474</u>
<u>Vernonia city</u>	<u>\$464,945</u>
<u>APPROXIMATE TOTALS</u>	<u>\$6,002,092</u>

<u>Columbia County</u>	<u>\$10.154m</u>
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Attachment:

DRAFT Job Description (Received, CEDR)

Attachment

Letter of Intent, OSBDCN (received)

Attachment

Statement of commitment, PCC/SBDC (Received)

Attachment

Exhibit B

Current Registered business database demographic, location, industry breakdowns per city and full county (In-hand)

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CITY OF SCAPPOOSE

Council Action & Status Report

Date Submitted: August 10, 2021

Agenda Date Requested: August 16, 2021

To: Scappoose City Council

From: Alexandra Rains, Interim City Manager
Peter Watts, City Attorney

Subject: Amendments to Municipal Code Chapter 2.04, Council Meetings

TYPE OF ACTION REQUESTED:

☐ Resolution

☒ Ordinance

☐ Formal Action

☐ Report Only

ANALYSIS: On May 3, 2021, City Council instructed staff to review Scappoose Municipal Code Chapter 2.04, Council Meetings, compare it to the League of Oregon Cities (LOC) Model Rules of Procedure and make recommendations for modifications. The following includes proposed new language which has been underlined and deleted language which has been ~~stricken~~:

2.04.010 Council meetings. A. Regular meetings of the council shall be held on the first and third Mondays of each month, except holidays. If the regular meeting of the council falls on a holiday, the meeting shall be held the next business day. Meetings shall commence at six p.m. ~~seven p.m.~~ in the council chambers at city hall unless public notice is given of an alternate time or location. Adjournment of the meeting shall be nine p.m. unless a motion is adopted to continue.

~~B. The council may hold special or emergency meetings after providing public notice as required by state law. Special or emergency meetings may be called by the mayor, and shall be called by the mayor upon request of at least three councilors. Special and emergency meeting agendas shall be limited to the purposes for which the meeting is called.~~

E. Presiding Officer. The mayor shall preside over all meetings. The mayor shall retain all rights and privileges of the office of the mayor as set out in the city charter when

acting in this capacity. In the mayor's absence the president of the council shall preside over the meeting. The president of the council shall retain all rights and privileges of the office of the mayor as set out in the city charter when acting in this capacity. If both the mayor and the president of the council are absent from the meeting, the following procedure shall be utilized to determine who is the presiding officer:

1. The city recorder shall call the council to order and call the roll of the members.
2. Those members of council present shall elect, by majority vote, a temporary presiding officer for the meeting.
3. When drafting a quorum requirement, ensure it complies with the city charter, which should indicate what constitutes a quorum and whether the mayor counts towards the quorum requirement.
4. Should either the mayor or the president of the council arrive, the temporary presiding officer shall relinquish control of the meeting immediately upon the conclusion of the item presently being discussed.
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B. The council agenda shall include the flag salute, roll call, ~~approval of prior minutes,~~ communications from the public on non agenda items, new business, old business, staff reports and other agenda categories as directed by the mayor or council. ~~The order of consideration of agenda items shall be as determined by the mayor.~~

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B. Appointments to such committees shall be as provided in Section 2.04.080 of this chapter. ~~Any authority granted to such committees shall be clearly delineated within the text of the resolution creating the committee as approved by council.~~

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1. All members of the council present;
2. All motions, proposals, resolutions, orders, ordinances and rules proposed and their dispositions;
3. The results of all votes, and the vote of each councilor; and
4. The substance of any discussion on any matter.

B. Minutes of executive sessions shall be limited consistent with ORS 192.660.

C. The written minutes or video shall be available to the public for inspection at city hall upon agenda distribution and shall be maintained as a permanent record of the actions of the council by the city recorder.

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~~1. In the event a officer/department head is discharged, asked to resign, or suspended without pay, the officer/department head may request review of the city manager's decision. Such request shall be made in writing, and shall state the facts, the basis of the request for review, city rules or policies violated by the action, and relief requested. The request shall be delivered to the mayor, with a copy to the city manager, within five days of the action to be reviewed.~~

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1. Any proposed amendment to these rules shall be noted on an agenda for a regular meeting, wherein the same shall be discussed, and open for comment by the public.

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~~2.04.190 Emergency. The newly drafted ordinance codified in this chapter represents a culminated effort of citizen input, council deliberations and staff research which is imperative to the orderly decision-making and leadership of the city council. Therefore, the ordinance codified in this chapter shall be enacted by the "emergency" provisions stipulated in the previously adopted council rules and shall become effective upon approval of the City Council on February 5, 2001.~~

Finally, there was mention at the previous Council meeting of removing the Council's rules from the Municipal Code and re-adopting as a resolution. Staff reviewed the Charter and found a requirement that the Council rules must be an ordinance. Therefore, it cannot be rescinded and replaced with a resolution.

FISCAL IMPACT: None.

RECOMMENDATION: Staff recommends City Council approve Ordinance No. 897, thus implementing the proposed amendments to Chapter 2.04 of the Municipal Code.

SUGGESTED MOTION: I move City Council approve Ordinance No. 897, thus implementing the amendments to Municipal Code 2.04, Council Rules.

ORDINANCE NO. 897

**AN ORDINANCE OF THE CITY OF SCAPPOOSE AMENDING SCAPPOOSE MUNICIPAL
CODE 2.04 REGULATING COUNCIL RULES**

WHEREAS, Scappoose City Council saw the need to update Council rules and procedures.

NOW, THEREFORE, THE CITY OF SCAPPOOSE ORDAINS AS FOLLOWS:

Section 1. Chapter 2.04 of the Scappoose Municipal Code shall be amended as shown on the attached Exhibit A (additional language underlined and deleted language ~~stricken~~).

Section 2. Severability. If any provision of this ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of the ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are severable. This City Council hereby declares that it would have adopted this ordinance irrespective of the invalidity of any particular portion thereof and intends that the invalid portions should be severed and the balance of the ordinance be enforced.

CITY OF SCAPPOOSE, OREGON

Scott Burge, Mayor

First reading:
Second reading:

Attest: _____
Susan M. Reeves, MMC
City Recorder

Exhibit A
Recommended Changes to Municipal Code Chapter 2.04

Chapter 2.04 Council Rules

2.04.010 Council meetings. A. Regular meetings of the council shall be held on the first and third Mondays of each month, except holidays. If the regular meeting of the council falls on a holiday, the meeting shall be held the next business day. Meetings shall commence at six p.m. ~~seven p.m.~~ in the council chambers at city hall unless public notice is given of an alternate time or location. Adjournment of the meeting shall be nine p.m. unless a motion is adopted to continue.

~~B. The council may hold special or emergency meetings after providing public notice as required by state law. Special or emergency meetings may be called by the mayor, and shall be called by the mayor upon request of at least three councilors. Special and emergency meeting agendas shall be limited to the purposes for which the meeting is called.~~

E. Presiding Officer. The mayor shall preside over all meetings. The mayor shall retain all rights and privileges of the office of the mayor as set out in the city charter when acting in this capacity. In the mayor's absence the president of the council shall preside over the meeting. The president of the council shall retain all rights and privileges of the office of the mayor as set out in the city charter when acting in this capacity. If both the mayor and the president of the council are absent from the meeting, the following procedure shall be utilized to determine who is the presiding officer:

- 1. The city recorder shall call the council to order and call the roll of the members.*
- 2. Those members of council present shall elect, by majority vote, a temporary presiding officer for the meeting.*
- 3. When drafting a quorum requirement, ensure it complies with the city charter, which should indicate what constitutes a quorum and whether the mayor counts towards the quorum requirement.*
- 4. Should either the mayor or the president of the council arrive, the temporary presiding officer shall relinquish control of the meeting immediately upon the conclusion of the item presently being discussed.*
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F. Public Comment.

- 1. One period for public comment will be reserved for every regular meeting of the council. It shall not exceed a maximum of 30 minutes, unless a majority of councilors present vote to extend the time.*
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CITY OF SCAPPOOSE

September 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4 Scappoose Farmers Market 9 am - 2pm
5	6 City Offices closed ~Labor Day	7 Urban Renewal Agency meeting 6pm City Council 7pm	8	9	10	11 Scappoose Farmers Market 9 am - 2pm
12	13	14	15	16 EDC ~ noon Park & Rec, 6pm Grabhorn Park ad hoc Committee, 6pm	17	18 Scappoose Farmers Market 9 am - 2pm
19	20 Work Session 6:00 pm City Council 7pm	21	22	23 Planning Commission 7pm	24	25 Scappoose Farmers Market 9 am - 2pm
26	27	28	29	30		