



SCAPPOOSE *Oregon*

MONDAY, MAY 2, 2022
CITY COUNCIL MEETING AGENDA
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 ~ Items not on the agenda

Please sign a speaker request form and turn it in to the City Recorder along with any written testimony

1. Consent Agenda ~ April 18, 2022 Council Work Session minutes; April 18, 2022 City Council meeting minutes; Appointment of Monica Ahlers and Ty Bailey to the Planning Commission as full members and Harlow Vernwald as Planning Commission Alternate

2. Proclamations ~ VFW Buddy Poppies
National Small Business Month
National Law Enforcement Week
National Public Works Week

New Business

3. Res No. 22-08: A Resolution Declaring Two Vehicles as Surplus Property Approval
Interim Public Safety Director Brian Jensen

4. Res No. 22-07: A Resolution of the City of Scappoose Authorizing Extended Enterprise Zone Benefits for a Fourth and Fifth Year to Control Solutions, Inc., Located in the South Columbia County Enterprise Zone Approval
Paul Vogel, Executive Director of Columbia Economic Team

5. Follow up on ARPA Funds ~ Habitat for Humanity
Assistant to the City Manager Isaac Butman

6. Res No. 22-09: A Resolution Authorizing the City of Scappoose to Enter into Grant Agreements with the Oregon Business Development Department for Infrastructure Funding Approval
City Manager Alexandra Rains; Public Works Director Dave Sukau;
Assistant to Public Works Director Huell Whitehaus

7. Peace Candle Rehabilitation Approval
Assistant to the City Manager Isaac Butman

Announcements – information only

8. Calendar

9. Updates: City Manager, Police Department, 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 THE DAY OF THE MEETING

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



SCAPPOOSE

Oregon

MONDAY, APRIL 18, 2022

CITY COUNCIL MEETING AGENDA

WORK SESSION ~ Wastewater Rates Update, 6pm

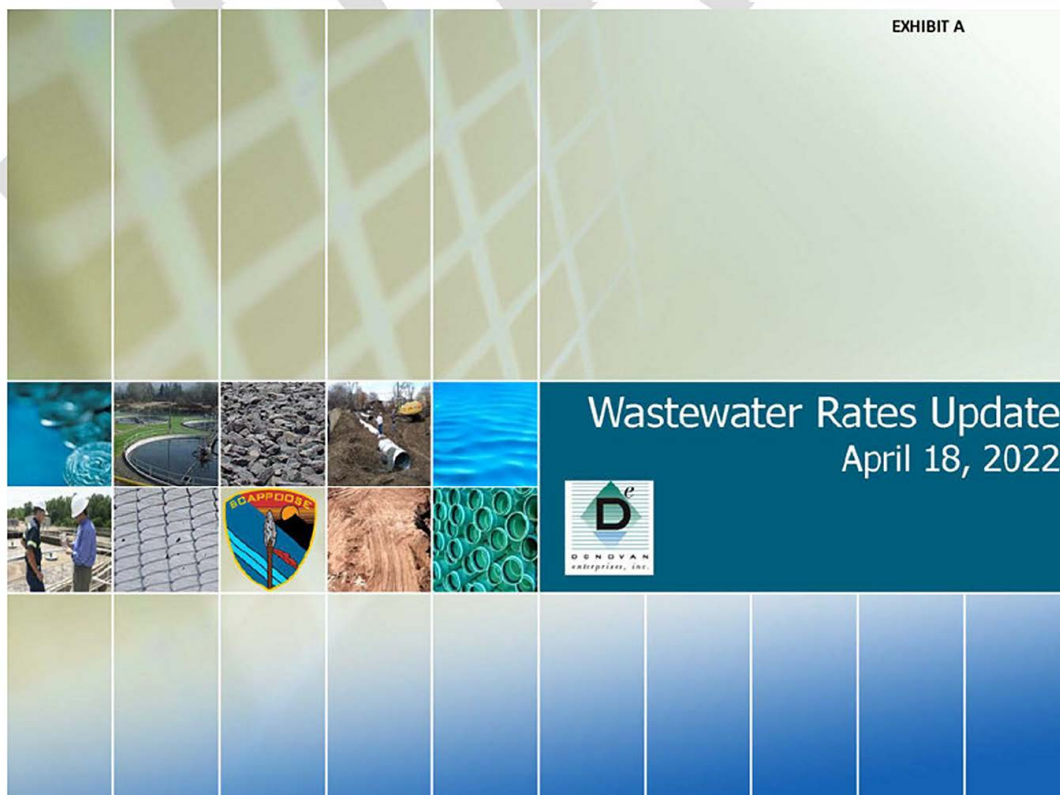
Mayor Burge opened the work session at 6:00 p.m.

Present: Mayor Scott Burge; Council President Megan Greisen; Councilor Josh Poling (arrived at 6:19pm); Councilor Brandon Lesowske; Councilor Pete McHugh; Councilor Tyler Miller; City Manager Alexandra Rains; Legal Counsel Peter Watts; Assistant to the City Manager Isaac Butman; City Recorder Susan M. Reeves; Assistant to Public Works Director Huell Whitehaus; Treatment Plant Operator Kevin Turner; and Consultant Steve Donovan.

Remote: Councilor Josh Poling (in person at 6:19pm) and Holden Tudix (joined at 6:33pm).

Treatment Plant Supervisor Kevin Turner stated we are here this evening to go over the wastewater rates update.

Consultant Steve Donovan went over the presentation.



Agenda



- Wastewater rate projections and profiles:
 - ✓ What has happened since last fall
 - ✓ Latest rate forecast
- Next steps
- Conclusions



2

What has changed since last year



- Phase 1 WWTP Capital Improvement Plan cost trends:



- ARPA* funding support for the WWTP Capital Improvement Plan:

✓ Headworks and Grit Chamber	\$2,200,000
✓ Smith Road Pump Station	900,000
✓ Class A Biosolids Dryer	<u>1,800,000</u>
❖ Total	\$4,900,000

* These funds are from the State of Oregon's ARPA allocation, appropriated by the Oregon Legislature to the City of Scappoose via HB5006.

3

Latest Sewer Rate Forecast



- With ARPA grant support, we are forecasting the need to **continue 7% per year sewer rate increases** over the 10-year forecast horizon based on the following assumptions:
 - ✓ Start year forecast based on draft FY 2022-2023 budget.
 - ✓ First 7% increase starts on July 1, 2022.
 - ✓ Spend ARPA money first (\$4.9 million).
 - ✓ Borrow ~\$8.5 million under the already approved DEQ CWSRF loan for the phase 1 improvements; 20-year term; first draws start in 2024.
 - ✓ Borrow ~\$10 million in 2030 to fund the Phase 2 improvements; 20-year term.
 - ✓ Sewer fund balance never goes below \$1.5 million during the forecast.



4

Next Steps



- Staff works with Business Oregon on ARPA grant contracts.
- City Council approves the FY 2022-2023 wastewater department budget.
- Start engineering design for the ARPA grant-funded projects.
- Coordinate with Oregon DEQ on City's plans to borrow under the approved Clean Water State Revolving loan approved in 2019.
- City Council approves and adopts the updated WWTP Facility Plan Amendment dated March 11, 2022.



5

Conclusions



- ARPA grants from the Legislature are crucial.
- Borrowing is an integral part of the business plan to fund future sewer system improvements.
- Adoption of Facility Plan Amendment is necessary.

Questions



Council President Greisen asked what was so important from Phase II that it needed to move to Phase I?

Treatment Plant Supervisor Kevin Turner replied if you remember a while back we discovered that there was failure of the liner of our aeration basin. This past summer they had a project to switch ponds around and it took longer than they thought but as of March they were 100% flowing into a new aeration basin, and they are about a third of the size. He explained they can see where they had the failure.

Councilor Lesowske asked would this be the same loan or would we be going out for a secondary loan from DEQ?

Steve Donovan replied it will be a new loan and explained how the loan works. He explained it is like a secured line of credit and then when you are done with the project then it turns into a 20-year loan. He stated there will be a second loan for the Phase II project.

Councilor Lesowske asked are there any red flags along the way that we should be mindful of so that we can prepare for any changes?

Treatment Plant Supervisor Kevin Turner replied the plant now is 30 years old, which we have had some upgrades. The equipment is old and we are replacing a lot of things. He stated if a certain pump needs to be replaced and it is in the first phase, time is of the essence. He stated we don't waste money just to replace it again in a few years.

Mayor Burge explained the decision that Council will have to make is whether to accept the 20 year loan versus 15. He stated that is something for the Council to think about.

Steve Donovan explained in order for the City to stay on the 7% per year rate profile that we've talked about for a while, you have to go to a 20 year, if not it will go to 9.5 - 10%. He explained a 20 year loan is a standard that DEQ offers.

Mayor Burge asked if there will be more action coming before the Council on the change of the loan?

City Manager Rains replied she wants to double check because what she doesn't recall correctly is whether or not we actually formalize the loan as a 15 year amortization through DEQ's paperwork or if it is 20 years on their end but we actually decided simply to make payments to bill 15 years. She stated it may actually be in place that it is 20 years, but we were going to pay it off in 15 years.

Council thanked Steve, Kevin, and Huell.

WORK SESSION ~ Construction Excise Tax

Assistant to the City Manager Isaac Butman went over the staff report. The Scappoose School District (District) is asking for changes to the current Construction Excise Tax (CET) they assess, Council asked that Staff put together a work session to help Council understand the genesis of the current CET and CET's in general. ANALYSIS: Oregon Revised Statutes (ORS) Chapter 320, sections 320.170 through 320.195 are the legal foundation for CET's and can be seen in Exhibit A of the staff report. CET funds can only be used for capital improvements or repayment of capital improvement debt; see ORS 320.183 (1). Assessment: CET's are assessed by school districts and collected through local municipalities. In our case this is achieved through the construction permit process. There are a number of restrictions on what sorts of construction improvements the tax can be assessed against, and there are also a large number of exemptions from this kind of tax. CET's are applied on improvements to real property that result in a new structure or additional square footage in an existing structure, and are assessed on residential and nonresidential construction. Rate: CET rates are limited by ORS as follows and are annually adjusted to changes in construction costs by the Oregon Department of Revenue (the most recent schedule can be seen in Exhibit B of the staff report).

Fiscal Year	2021-2022	2022-2023
Residential Rate Limit*	\$1.41	\$1.45
Non-Residential Rate Limit*	\$0.70	\$0.72
Non-Residential Max	\$35,200	\$36,100
*Dollars per square foot		

Collections: CET rates are set by a resolution of the School District board, which states the rates of the tax. Districts then enter into an Intergovernmental Agreement with the municipality collecting the CET. An administrative fee of no more than 4% can be withheld by the collecting municipality for expenses incurred in the collection of the CET. The municipality then adopts an ordinance or resolution imposing the CET on behalf of the school district. Scappoose's resolution to do this, Resolution No. 16-17, can be seen in Exhibit C in the staff report. This exhibit also includes the Districts Long-Term Facility Plan from 2008. Uses and requirements: CET's can only be used for capital improvements or to repay capital improvement debt. ORS 320.183 requires that School District administering CET's adopt a long-term facilities plan. The District submitted a Long-Term Facility Plan with the original implementation of the CET, dated April 14, 2008. Long-range facility plans are required to cover a period of 10-years, the original plan considered years from 2008-2018. There has been some movement made to review the plan. In 2017 the District released a draft of a Facility Plan, seen in Exhibit D of the staff report. The District indicated in email that this was an update to the Plan, however, the executive summary deals with ORS compliance, and the last two pages of the Plan are labeled "DRAFT Plan". It is not abundantly clear if this draft was ever finalized, or if the draft is indeed the current Plan. In May 2021 the District released an RFP to update the Long-Range Facility Plan, Exhibit E of the staff report. Subsequent to this Staff received communication from the District indicating that an update of the Long-Range Facilities Plan will begin on April 13, 2022, coinciding with a School District board meeting.

History of monies collected:

Below is a summary of the amount of money collected and sent to the District since the CET was implemented in 2016. A full accounting of the CET can be seen in Exhibit F in the staff report.

Year ~ 2016-March 2022

Number of Permits ~ 221

Total Collected ~ \$653,254.50

4% to City – Administrative fees ~ \$26,130.18

96% to District ~ \$627,124.32

Analysis: The District has indicated that they wish to increase the CET. The City Attorney has voiced concern about the apparent lack of a current Long-Range Facilities Plan, the amount by which the District has proposed to increase the rate, and the lack of an accounting of how CET funds have been spent to-date.

Legal Counsel Peter Watts explained after getting the request, which seemed like a significant increase, he went to the Department of Revenue's website in order to determine what the maximum amount was and saw that it exceeded the maximum amount. He explained the Statute specifies how they can go past the maximum amount, which they hadn't done that and so he reached back out to the School District and let them know it exceeds the maximum amount allowed under State Law. He explained he asked for the School District to provide some accounting, since City Council likes to verify things for themselves and likes to explain to the public, particularly when monies are going to go somewhere, what the benefit of that is to the public. The response Peter got was it was part of the audit and said it was pass-through funds and suggested filing a public records request. He explained he just wants it to be as transparent as possible for Council. He stated he thinks there is an acknowledgement and it is part of this packet that the facilities improvement plan hasn't changed since 2008, which they are only good for ten years. So he thinks there are two ways to look at it. He stated a more aggressive approach would be should we even be collecting this at all if the facility plan is more than ten years old. He stated the other piece would be should we change the material terms such as an increase if we don't have a long-term facilities improvement plan that is still valid. He stated if you look at this program part of the intent was conversations between the jurisdiction and the School District because they think there's a realization between that School District facilities don't just benefit the school district, they also benefit the City and they kind of wanted people to be on the same page. He explained in the staff report is a copy of a request for proposal to do a new facility improvement plan. He stated this issue was flagged in 2018 so it would have been great if at that point the School District went out for the RFP and if the City would have been able to participate in it at that time, but it didn't happen. He explained he has let the School District know that he is really uncomfortable doing a significant increase in our CET without a long-term facilities improvement plan that is in place. He suspects that you as a Council would want a full accounting of all the funds that have been collected, similar to what

we could do with our fuel tax. He stated he wished this could have gone smoother. He explained he thinks we are kind of at a decision point because the School District really wants the City to increase the CET and they are saying that they are about to go out for RFP.

Mayor Burge asked is there anything in the IGA or State Law that requires the School District to provide accounting for those funds?

Legal Counsel Peter Watts replied he thinks that the problem with these Statutes is they are very ambiguous. He stated there are multiple possible ways of interpreting them. He would say that since the City is collecting it, he thinks that implicit in that would be that we know it is being used for the proper purpose just like our fuel tax. He would hope that the School District would just provide that to us on an annual basis frankly then everybody could go to the community and explain how the funds are being utilized and explain how this is helping our kids and helping our schools. He stated we are not talking about an insignificant amount of money.

Mayor Burge stated for transparency's sake it's odd that the School District is putting up barriers to seeing how this money's being spent. He stated if they are going to want to increase to him it feels like that has to go into the agreement, so there is an annual accounting of the money that is exchanged.

Legal Counsel Peter Watts replied at the very least we need a new agreement.

Council President Greisen explained she doesn't know if this needs to be in writing, but at the very least if there is a request by the City to see these at any point and time that those are freely handed over to the City. She explained not only is there an expectation that on a yearly basis they are submitting something, but if there is some sort of question that those documents would be readily available at all times to the City.

Councilor McHugh explained it seems to him this would be something they would want to be open to the City about and share with us.

Legal Counsel Peter Watts explained he is not suggesting at all that anything untoward has happened and he did not make the request in that spirit at all. He made the request just having worked with you as a Council and knowing the level of information you like to see when making a decision and he errs on the side of more. He explained staff is kind of looking for some guidance to make sure we were walking down the right path.

Councilor Lesowske asked if we need to create a resolution or an amendment to the IGA, which would request an up-to-date facilities plan for when the School District wants to come and ask for an increase moving forward.

Legal Counsel Peter Watts replied when we revisit this agreement it is going to be really prescriptive as far as what everyone's expectations are and what everyone's going to provide because the Statutes are so ambiguous, we really need all our agreements to be super clear and prescriptive.

Council President Greisen stated moving forward she would be very interested to have some more detailed language in our agreement, so on our end we are making sure that our expectations are being met at the minimum. She will share the link to this with the School Board because it obviously involves them and the business that they do.

Councilor Miller talked about working with the School District and getting them any help that we can offer them and he hopes we can get an IGA that sets forth clear expectations.

Councilor Poling stated transparency is going to be key.

Council President Greisen stated we are both in the business of serving people and that is the root of it all, we are not trying to micromanage.

Council thanked staff.

Mayor Burge adjourned the work session at 6:50pm.

Mayor Scott Burge

Attest:

City Recorder Susan M. Reeves, MMC



SCAPPOOSE *Oregon*

MONDAY, APRIL 18, 2022
CITY COUNCIL MEETING AGENDA
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	City Manager
Megan Greisen	Council President	Brian Jensen	Interim Public Safety Director
Josh Poling	Councilor	Isaac Butman	Assistant to the City Manager
Brandon Lesowske	Councilor	Susan M. Reeves	City Recorder
Peter McHugh	Councilor		
Tyler Miller	Councilor		
Jeannet Santiago	Councilor		

Peter Watts Legal Counsel Anna Del Savio with the Columbia County Spotlight

Remote: Holden Tudix and Beth Rajski

Approval of the Agenda

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

Public Comments

There were no public comments.

Presentation to Joel Haugen

Mayor Burge presented a plaque to Joel Haugen.

Thank you Joel for your service to the City of Scappoose!

Council Interviews

Council interviewed Monica Ahlers; Ty Bailey; Kimberly Holmes Kantrowitz; Marisa Jacobs; and Jeannet Santiago.

Councilor Poling stated to all the applicants that they are a very impressive group of people and Council really appreciates their interest.

Council President Greisen stated we could have had one person willing to fill out an application, but she thinks it says a lot about our community and the people who live here and the pride that we have for our town. She stated this is a very strong pool of candidates.

Mayor Burge read the Council ballots.

Council appointed Jeannet Santiago.

Oath of Office for New Councilor Jeannet Santiago Administered by City Recorder Susan Reeves

Congratulations Councilor Jeannet Santiago!

Consent Agenda ~ April 4, 2022 Council Work Session minutes; and April 4, 2022 City Council meeting minutes

Councilor Poling moved, and Councilor Miller seconded the motion to approve the Consent Agenda ~ April 4, 2022 Council Work Session minutes and April 4, 2022 City Council meeting minutes. Motion passed (7-0). Mayor Burge, aye; Council President Greisen, aye; Councilor Poling, aye; Councilor Lesowske, aye; Councilor McHugh, aye; Councilor Miller, aye and Councilor Santiago, aye.

Update to Council Liaison List

Mayor Burge appointed Councilor Jeannet Santiago as the Park and Recreation Committee Liaison.

Proclamation ~ National Volunteer Week

Mayor Burge read the National Volunteer Week Proclamation.

Police Vehicle Purchase (ARPA)

City Manager Alexandra Rains introduced Interim Public Safety Director Brian Jensen. She did a brief recap regarding the purchasing of one new patrol vehicle for the Police Department. During the March 21 City Council Work Session on ARPA, staff included a request for two new patrol vehicles for the Police Department. The new vehicles will enable the Department to begin adhering to a more routine schedule for fleet vehicle replacements. City Council expressed concern with funding both vehicles using ARPA funds, preferring an option where one of those vehicles would be purchased out of the City's budget. Gresham Ford has two Ford Interceptor SUVs currently available on their lot. The City purchased one of the vehicles two weeks ago. The Dealer agreed to hold the second vehicle for two weeks as a courtesy on behalf of the City. If the decision is made to wait on purchasing the second vehicle, delivery time of an ordered vehicle is approximately 12 months out. The cost to purchase the vehicle is approximately \$40,000. The cost to outfit and install the necessary law enforcement equipment is estimated to cost approximately \$20,000. Vehicle outfitting services are separate from the vehicle purchase, as they are not performed by the dealership. Staff recommends Council appropriate \$60,000 from the City's ARPA allocation to purchase one police patrol vehicle and pay for the outfitting services.

Interim Public Safety Director Brian Jensen explained the fleet at the Police Department right now is hemorrhaging money. He explained in the past they bought a bunch of vehicles all at once, which is a poor decision and because of that now they are all dying at once. He explained we really need to get into a rotation just to keep the fleet healthy and that is starting with the vehicle that we just purchased. He explained currently we are down three cars and we are putting money in them to just keep them functioning.

Councilor Lesowske talked about we as a City needing to address these things moving forward and take on as an opportunity for better efficiency within our tax dollars utilized for this equipment.

Councilor Santiago asked if Council has seen a list with the vehicle information on it, such as year, miles, etc.?

Mayor Burge replied we can get that information.

Councilor Miller stated just for clarification the reason we are replacing these two particular vehicles is because of the maintenance costs that they are starting to accrue.

City Manager Rains replied correct.

Councilor Poling stated he thinks this is a great use for the ARPA funds, and just being smart with the money and not putting any more burden on the

Councilor Poling moved, and Councilor Santiago seconded the motion that Council appropriate \$60,000 from the City's ARPA allocation to purchase one police patrol vehicle and pay for the outfitting services. Motion passed (7-0). Mayor Burge, aye; Council President Greisen, aye; Councilor Poling, aye; Councilor Lesowske, aye; Councilor McHugh, aye; Councilor Miller, aye, and Councilor Santiago, aye.

Announcements – information only

Calendar

Mayor Burge went over the calendar.

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

Interim Public Safety Director Brian Jensen stated hats off to all the candidates, that was super impressive. He appreciates the opportunity that he has to be here and serve the City.

Councilor Miller gave an update on the Community and Senior Center efforts. He explained City Manager Rains, Councilor McHugh and he met with Kay and they talked a little bit about what their needs are and it is quite a list. He explained they were able to help them come up with 12 laptops. System Alternatives is committing to setting up the computers for the Center at no cost. He explained they took a tour of the Centers kitchen; however they are not able to open the kitchen up yet as they are still waiting on the clearance from the State. He explained after they find out when they can open the kitchen they will plan a thorough deep cleaning, which there is a group of very dedicated enthusiastic citizens who have offer to help with that. He explained they are working on some other things.

Councilor Poling stated again this is the most amount of people they have had apply in quite a long period of time, which just means that people are interested in what's going on and they want to be involved and we really appreciate that. He shared the news that he just had his fourth child. He talked about how he enjoyed growing up and living here and being a part of the community.

Council President Greisen stated she is grateful that all the other applicants are already involved in other things, so we're not losing them. She thanked them for staying committed to the City, we appreciate it. She welcomed Councilor Santiago to the team. She stated we have a lot to learn from each other and we can only do better and be better together, and she is excited for that.

Councilor Lesowske welcomed Councilor Santiago and said he is extremely excited to work with her and he appreciates her dedication. He thanked all the other applicants for applying along

with their service to our community, which he greatly appreciates that as well. He stated it has been a great stellar group of applicants that we had to choose from this evening and he think that reflects our community, so it is a good issue to have. He talked about the Annual Town Meeting that is coming up and he is very excited that we can have it in person. He also talked about the events happening on Earth Day. He explained we continue to move forward here in Scappoose and it is one of the things that he is extremely proud of and he continues to look forward to seeing what the future entails with the work of this Council and most importantly our volunteers and our citizens.

Councilor McHugh thanked all the candidates and said they are amazing. He appreciates all they have done and will do in the future. He congratulated Councilor Santiago for being selected. He thanked Councilor Miller for all his work with the Community and Senior Center, which he appreciates. He stated it is giving some help to an organization that really needs a little bit of a break right now. He stated congratulations to Councilor Poling.

Councilor Santiago thanked Council for appointing her. She stated Council had a tough decision. She stated she is excited about taking this position.

Mayor Burge welcomed Councilor Santiago. He explained since he has been on the Council this is probably the most qualified group of people that he thinks he has ever had the opportunity to interview. He thanked the applicants for applying and interviewing. He explained PCC OMIC training center ribbon cutting celebration is May 11, which they do require RSVP. He talked about the City having more park property. He went over the City park sites that are all waiting to be developed. He stated that he is really excited about the future of what the Park and Rec Committee is going to look at over the next several years.

Adjournment

Mayor Burge adjourned the meeting at 8:52pm.

Mayor Scott Burge

Attest:

City Recorder Susan M. Reeves, MMC



**Citizen Interest Application
Planning Commission**

City of Scappoose
33568 East Columbia Avenue
Scappoose, Oregon 97056
phone 503-543-7146/fax 503-543-7182



Name: Monica Ahlers Date: Jan. 5, 2022

Address: (Res): [REDACTED] Res Phone: [REDACTED]

Address: (Bus): [REDACTED] Bus Phone [REDACTED]

E-mail address: [REDACTED]

Lived in Scappoose since: 2014 Are you a registered voter? yes
(must be at least 18 years old)

Do you reside inside City Limits? yes (one Planning Commissioner may reside
outside the City limits in the Urban Growth Boundary.)

Educational background: Bachelor of Architecture, 2006
University of Oregon

Occupational background: Architectural Designer since 2006

Other information & general remarks: I am currently employed part-time at
Convergence Architecture, located in the St. Johns neighborhood
of Portland.

Why are you interested in serving on the Planning Commission?
My background in architecture and residing in Scappoose fuels my interest
in being a part of the Planning Committee. I have three young children
(ages 6, 4 & 1), and have vested interest that Scappoose be a wonderful
place to grow up. My husband is a paramedic/firefighter at SFRD.

What do you think are the most important planning issues the City should be focusing on?
As the population of Scappoose grows, it is important to make careful decisions in regards to placement of housing, services, recreation, throughout the City. Masterplanning can aid in the development of a thriving city. Additionally, increased development of the 'downtown district' and architectural language, beautification of existing and new developments along Hwy 30, traffic slowing methods on Hwy 30, an increase in street trees, natural landscaping and sidewalks, preservation of natural areas, are some ideas.

What experience do you have that you believe would be valuable as a member of the committee?
I recently served as a neighborhood representative on the Grabhorn Park Adhoc Committee.
I have served as job captain on multiple public projects at the two architectural firms I have worked at, and am very familiar with the public project process.

How would you judge the City's performance:

Poor _____ Adequate _____ Good X _____ Excellent _____

Other comments: I enjoyed serving as a neighborhood representative on the Grabhorn Park Adhoc Committee, and feel the community involvement initiated by this committee was very positive. I have found that the more communicative and involved a jurisdiction is with their community, the better the response and support they receive from the community is achieved.

Date received at City Hall: 1/5/2022
Date copy given to Mayor: 1/5/2022
Date appointed: _____
Inside City: _____ Urban Growth Boundary: _____



Citizen Interest Application
Planning Commission

City of Scappoose
33568 East Columbia Avenue
Scappoose, Oregon 97056
phone 503-543-7146/fax 503-543-7182



Name: Ty Bailey Date: 04/25/2022

Address: (Res) _____ Res Phone: _____

Address: (Bus): _____ Bus Phone: _____

E-mail address: _____

Lived in Scappoose since: 2015 Are you a registered voter? Y
(must be at least 18 years old)

Do you reside inside City Limits? Y (one Planning Commissioner may reside
outside the City limits in the Urban Growth Boundary.)

Educational background: Masters in History from University of Leicester

BS in Computer Science from WPI

BS in History from WPI

Occupational background: Executive in support engineering

Other information & general remarks: _____

Why are you interested in serving on the Planning Commission? _____

I want to help ensure a steady balance in growth
for the city, as well as ensuring that it does not
become simply a bedroom community.

What do you think are the most important planning issues the City should be focusing on?
the balance between residential and commercial growth.

ensuring that no 1 specific industrial or corporate
interest dominates the economy

What experience do you have that you believe would be valuable as a member of the committee?
My background in strategic planning and budget allocations

How would you judge the City's performance:

Poor _____ Adequate _____ Good X Excellent _____

Other comments: _____

Date received at City Hall: _____

Date copy given to Mayor: _____

Date appointed: _____

Inside City: _____ Urban Growth Boundary: _____

RECEIVED

OCT 28 2011



Citizen Interest Application
Planning Commission

City of Scappoose
33568 East Columbia Avenue
Scappoose, Oregon 97056
phone 503-543-7146/fax 503-543-7182



Name: Charles Verward Date: 10/28/11

Address: (Res) [REDACTED] Res Phone: [REDACTED]

Address: (Bus): _____ Bus Phone: _____

E-mail address: [REDACTED]

Lived in Scappoose since: 2005 Are you a registered voter? Yes
(must be at least 18 years old)

Do you reside inside City Limits? Yes (one Planning Commissioner may reside
outside the City limits in the Urban Growth Boundary.)

Educational background: College

Occupational background: Real estate, business owner

Other information & general remarks: I love the Scappoose
Area and the small town community.

Why are you interested in serving on the Planning Commission?

I've always been interested in serving
in the community. This would be new to
me as far as serving.

What do you think are the most important planning issues the City should be focusing on?

Housing, business, Recreation

What experience do you have that you believe would be valuable as a member of the committee?

18 years in Real Estate & Property Management
Business Owner in Scappoose / Portland
member of the Community w/ Kids that have
graduated in Scappoose

How would you judge the City's performance:

Poor _____

Adequate _____

Good X

Excellent _____

Other comments: experience w/ zoning, land use

(Not extensive but enough knowledge & ideas
Regarding development, etc

Date received at City Hall: _____

Date copy given to Mayor: _____

Date appointed: _____

Inside City: _____ Urban Growth Boundary: _____

***City of Scappoose
VFW Buddy Poppies
Proclamation***

WHEREAS, the annual distribution of Buddy Poppies by the Veterans of Foreign Wars of the United States has been officially recognized and endorsed by governmental leaders since 1922; and

WHEREAS, VFW Buddy Poppies are assembled by disabled veterans, and the proceeds of this worthy fund-raising campaign are used exclusively for the benefit of disabled and needy veterans, and the widows and orphans of deceased veterans; and

WHEREAS, the basic purpose of the annual distribution of Buddy Poppies by the Veterans of Foreign Wars is eloquently reflected in the desire to “Honor the Dead by Helping the Living”; and

WHEREAS, leadership within the City of Scappoose is built upon the philosophy that daily decisions and actions must incorporate individual accountability and ethical character qualities such as honesty, dedication, personal integrity, courage, compassion, love and respect for all people.

NOW, THEREFORE BE IT RESOLVED, I, Scott Burge, Mayor of the City of Scappoose do hereby urge the citizens of this community to recognize the merits of this cause by contributing generously to its support through your donations for Buddy Poppies on May 20th and 21st, 2022, for the distribution of these symbols of appreciation for the sacrifices of our honored dead.

FURTHER, I urge all patriotic citizens to wear a Buddy Poppy as mute evidence of our gratitude to the men and women of this country who have risked their lives in defense of the freedoms which we continue to enjoy as American citizens

IN WITNESS WHEREOF, I hereunto set my hand and cause the seal of the City of Scappoose, to be affixed. Done at City Hall in the City of Scappoose, Oregon, on this ____ day of May, 2022.

CITY OF SCAPPOOSE, OREGON

Scott Burge, Mayor

Attest: _____

Susan M. Reeves, MMC
City Recorder

Proclamation National Small Business

WHEREAS, the month of May 2022, has been designated as National Small Business Month, in recognition of the critical contributions of America's entrepreneurs and small business owners; and

WHEREAS, nationally more than half of Americans either own or work for a small business, and they create two out of every three new jobs in the U.S. each year. Small businesses are the backbone of our economy and we must work to ensure that our city recovers and rebuilds not only from the top down, but also from the bottom up and the middle out; and

WHEREAS, locally, in Scappoose, Oregon 95% of our businesses are small businesses with 50 or fewer employees. The City of Scappoose offers assistance by waiving the city business license fee, and also recognizes that small business assistance is a partnership with our affiliated organizations; and

WHEREAS, the City of Scappoose takes this opportunity to highlight the impact of outstanding entrepreneurs and small business owners, and recognizes that Small Business Month is a time for us to celebrate the successes of small business and to thank our small business owners for their contributions to our city, our economy, and our nation.

NOW, THEREFORE, I, Scott Burge, Mayor of Scappoose, do hereby proclaim May 2022, as:

“Small Business Month”

In the City of Scappoose, and urge all residents of Scappoose to participate in this observance.

IN WITNESS WHEREOF, I hereunto set my hand and cause the seal of the City of Scappoose, to be affixed this ____ day of May, 2022.

CITY OF SCAPPOOSE, OREGON

Scott Burge, Mayor

Attest:

Susan M. Reeves, MMC, City Recorder

CITY OF SCAPPOOSE PROCLAMATION

National Law Enforcement Week

To recognize National Police Week 2022 and to honor the service and sacrifice of those law enforcement officers killed in the line of duty while protecting our communities and safeguarding our democracy.

WHEREAS, there are approximately 665,000 law enforcement officers serving in communities across the United States, including the dedicated members of the Scappoose Police Department;

WHEREAS, some 60,000 assaults against law enforcement officers are reported each year, resulting in approximately 18,000 plus injuries;

WHEREAS, since the first recorded death in 1786, over 25,736 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty, including 190 officers in Oregon;

WHEREAS, the names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, D.C.;

WHEREAS, new names of fallen heroes are being added to the National Law Enforcement Officers Memorial this spring, this includes 609 officers killed in 2021.

WHEREAS, May 15 is designated as Peace Officers Memorial Day, in honor of all fallen officers and their families;

THEREFORE, BE IT RESOLVED that City of Scappoose formally designates May 11-16, 2022, as Police Week in Scappoose, and publicly salutes the service of law enforcement officers in our community and in communities across the nation.

IN WITNESS WHEREOF, I hereunto set my hand and cause the seal of the City of Scappoose, to be affixed. Done at City Hall in the City of Scappoose, Oregon, on this __ day of May, 2022.

CITY OF SCAPPOOSE, OREGON

Scott Burge, Mayor

Attest: _____
Susan M Reeves, MMC
City Recorder

CITY OF SCAPPOOSE PROCLAMATION

National Public Works Week

WHEREAS, public works services provided in our community are an integral part of our citizens' everyday lives; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewers, streets and highways, public buildings, and solid waste collection; and

WHEREAS, the health, safety, and comfort of this community greatly depends on these facilities and services; and

WHEREAS, the quality and effectiveness of these facilities, as well as their planning, design and construction, is vitally dependent upon the efforts and skill of public works officials; and

WHEREAS, the efficiency of the qualified and dedicated personnel who staff public works department is materially influenced by the people's attitude and understanding of the importance of the work they perform,

THEREFORE, BE IT RESOLVED that I, Scott Burge, Mayor of the City of Scappoose, do hereby proclaim the week of May 15- 21, 2022, as "National Public Works Week" in the City of Scappoose, and I call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions which public works officials make every day to our health, safety, comfort, and quality of life.

IN WITNESS WHEREOF, I hereunto set my hand and cause the seal of the City of Scappoose, to be affixed this ____ day of May, 2022.

CITY OF SCAPPOOSE, OREGON

Scott Burge, Mayor

Attest:

Susan M. Reeves, MMC
City Recorder

RESOLUTION 22-08**A RESOLUTION DECLARING THREE VEHICLES AS SURPLUS PROPERTY**

WHEREAS, the City of Scappoose is a municipal entity which provides services to the residents of the community, and;

WHEREAS, the City of Scappoose purchases vehicles and other items in order provide services to residents of the community, and;

WHEREAS, these vehicles need to be replaced when they can no longer reliably meet police needs, and;

WHEREAS, Resolution No. 17-12 Public Contracting outlines the procedure for declaring property surplus and disposing of property.

NOW THEREFORE BE IT RESOLVED that the Scappoose City Council hereby declares the following vehicles as surplus and directs the City Manager or designee to dispose of surplus property pursuant to Resolution No. 17-12 and as the City Manager or designee deems appropriate.

2009 Dodge Charger 2B3KA43T49H569107

2009 Dodge Charger 2B3KA43T29H569106

2014 Dodge Charger 2C3CDXAT7EH367911

PASSED AND ADOPTED by the Scappoose City Council and signed by me, and the City Recorder, in authentication of its passage this ____ day of May, 2022.

CITY OF SCAPPOOSE, OREGON

Scott Burge, Mayor

Attest:

Susan M. Reeves, MMC, City Recorder

RESOLUTION NO. 22-07

A RESOLUTION OF THE CITY OF SCAPPOOSE AUTHORIZING EXTENDED ENTERPRISE ZONE BENEFITS FOR A FOURTH AND FIFTH YEAR TO CONTROL SOLUTIONS, INC., LOCATED IN THE SOUTH COLUMBIA COUNTY ENTERPRISE ZONE.

WHEREAS, the South Columbia County Enterprise Zone has six (6) sub-area co-sponsors, the City of Scappoose, the City of St. Helens, the City of Columbia City, the City of Vernonia, the Port of St. Helens, and Columbia County offering economic incentives through property tax relieve to businesses and industries providing capital investments resulting in job growth; and

WHEREAS, Control Solutions is located at 35851 Industrial Way, St. Helens, Oregon 97051 and has made an application to extend the three-year property tax abatement by two years for a total of five years; and

WHEREAS, the Control Solutions invested \$1,183,405.00 in enterprise zone qualified building construction at their manufacturing operations located in St. Helens, Oregon resulting in the creation of a minimum of (2) new jobs within the South Columbia County Enterprise Zone; and

WHEREAS, Control Solutions is required to pay employee wages and benefits at a rate of not less than 150% of the Average Annual Covered Payroll, which is \$40,729, and that Average Annual Compensation Standard of 150% is \$61,093, and

WHEREAS, the co-sponsors and the zone manager of the South Columbia County Enterprise have reviewed the application and agree that the proposed investment is consistent with the Enterprise Zone Purpose; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Scappoose authorizes the two-year extension request for a total of five years exemption subject to the terms and conditions set forth in an Extended Enterprise Zone Exemption Agreement that will be confirm the Firm's commitment to all state and Zone requirements and conditions.

The South Columbia County Enterprise Zone, upon concurrence of all the other sub-zone sponsors, is authorized to execute an Extended Enterprise Zone Exemption Agreement with Control Solutions.

PASSED AND ADOPTED by the Scappoose City Council this ____ day of May, 2022, and signed by me and the City Recorder in authentication of its passage.

CITY OF SCAPPOOSE, OREGON

Scott Burge, Mayor

Attest: _____

Susan M. Reeves, MMC, City Recorder



Board of Directors

Robert Blumberg

Board President

Wauna Credit Union

Tony Hyde

Board Treasurer

Knife River

Bob Short

Board Secretary

CalPortland

Scott Burge

City of Scappoose

Nina Carlson

NW Natural

Marc Farmer

Clatskanie PUD

Sean Clark

Port of Columbia County

Deborah Hazen

Clatskanie Cultural Center

Henry Heimuller

Columbia County Commission

Greg Hinkelman

City of Clatskanie

Andrew Lattanner

Portland Community College

Dan Luckett

Global Partners

Michael Sykes

Columbia River PUD

John Walsh

City of St. Helens

Staff

Paul Vogel,

Executive Director

Wela Negelspach,

Office Manager

PO Box 1653

St. Helens, OR 97051

(503) 410-1061

columbiaeconomicteam.com

Date: March 7, 2022
To: Mayor Scott Burge
From: Paul Vogel, Executive Director, CET/Zone Manager
Subject: Request for Extended Enterprise Zone Authorization, Control Solutions, Inc.
Cc: Alexandra Rains

Mayor, attached is a sample resolution for Port of Columbia County Board of Commissioners' consideration, as co-sponsor of the South Columbia County Enterprise Zone.

The resolution would act on the application for a two-year extended Enterprise Zone abatement for Control Solutions, Inc., located in St. Helens. A letter from company Founder and President Kevin Wick is also included, as is the agreement between CET, Zone Sponsor, and Control Solutions for Standard Enterprise Zone Exemption, dated in 2021, the year the investment/building construction was completed. The Extension request was anticipated as an option and due to market conditions and need to invest in growth, the applicant has opted to formalize the extension request.

The application qualifies for Enterprise Zone Extension under existing statutes.

The application:

- Represents a completed investment by an existing business, Control Solutions, Inc. at its location in St. Helens, within the South Columbia County Enterprise Zone
- Meets (and exceeds by 3X) the new job-creation requirements for both a standard and extended exemption
- Meets the requirement of 150% of annual covered wage requirement for a standard and extended exemption
- Has completed, signed, and submitted the required agreement for First Source Hiring
- Has been reviewed and discussed with Business Oregon
- Has been reviewed in a Pre-Authorization Conference and additional consultation with the Columbia County Assessor's office, per state Enterprise Zone Guidelines
- Requires authorization by all six Zone sponsors, extending the agreement and exemption, sustaining commitment by the applicant to meet all appropriate and required conditions.

As Zone Manager, CET respectfully requests a vote for authorization by the Scappoose City Council at its next available opportunity. I will attend the designated City Council meeting, along with Mr. Kevin Wick, President of Control Solutions. In addition to scheduling, I'll be pleased to provide additional information in advance, or at the meeting, as requested.

Control Solutions Inc
35851 Industrial Way Suite D
St. Helens, OR 97051
503-410-5996



Mr. Paul Vogel

March 17, 2022

Manager
South Columbia County Enterprise Zone
C/O Columbia Economic Team
PO Box 1653
St. Helens, Oregon 97051

Dear Mr. Vogel,

Thank you for qualifying Control Solutions for Enterprise Zone exemption for our recent building construction and relocation. We are pleased to be able to report construction completion, occupation of the building, and addition of employees in excess of the level required, and at the wage level required, as well.

As you know, coming out of the COVID pandemic, many companies have entered or expanded into our field of product expertise. We're competing well, we've added more employees than required or even projected. However, we also have identified need and opportunities to diversify or product offerings by making some production adjustments and modifications to enter new verticals. We've identified both need and market channels in pharmacies, the farm to fork chain, environmental applications, and even museums. Doing more vertical marketing means some new or additional costs for development into these channels. In order to execute this diversification into production not yet producing revenue, we request an Extended Enterprise Zone abatement of two years, to a total of five years, to augment growth capitalization.

We understand the Extended exemption requires authorization by the Zone sponsors. Please let us know what we need to do to move forward to achieve the authorization.

Sincerely,

Kevin Wick

President

EXTENDED ENTERPRISE ZONE EXEMPTION AGREEMENT

This Extended Enterprise Zone Exemption Agreement (this "Agreement") is made and entered into by and among the City of St. Helens, Oregon ("St. Helens"), the City of Columbia City, Oregon ("Columbia City"), the City of Scappoose, Oregon ("Scappoose") Port of St. Helens ("Port"), the City of Vernonia ("Vernonia") and Columbia County, Oregon ("Columbia"), as zone sponsors of the South Columbia County Enterprise Zone, and Control Solutions Inc./Faith E Holdings, ("the Firm"). St. Helens, Scappoose, Port, Columbia City, Vernonia and Columbia County are sometimes referred to collectively as the "Zone Sponsor," and the "Zone Sponsor" and the "Firm" are sometimes referred to individually as the "Party" and/or collectively as the "Parties."

RECITALS

WHEREAS, the Oregon Legislative Assembly has adopted ORS Chapter 285C creating provisions for the establishment and operation of Enterprise Zones. ORS 285C.175 provides that the qualified property of a qualified business firm shall be exempt from ad valorem property taxation under certain circumstances. ORS 285C.180 describes what kinds of property are qualified for the tax exemption provided under ORS 285C.175. ORS 285C.135 describes what kind of business firm is qualified to receive a property tax exemption under ORS 285C.175 for its qualified property; and

WHEREAS, pursuant to ORS 285C.175, the tax exemption shall apply to the first tax year for which, as of January 1 preceding the tax year, the qualified Property is in service. The exemption shall continue for the two succeeding assessment years if the property continues to be owned or leased by the qualified business firm and located in the Enterprise Zone; and

WHEREAS, pursuant to ORS 285C.160, the tax exemption, may be extended up total of five consecutive assessment years, i.e. an additional two years, if the qualified business firm agrees with the sponsor of the Enterprise Zone in writing at the time of pre-certification:

- (a) To annually compensate all new employees hired by the firm at an average rate of not less than 150 percent of the county's average annual wage until the end of the tax exemption period, as determined at the time of authorization. If the Zone is in more than one county, the county with the highest average annual wage shall be used; and
- (b) To meet any additional requirements which the Zone Sponsor may reasonably request; and

WHEREAS, the Firm has agreed that the Firm's property, which is located within the Enterprise Zone, has been developed as a paper converting facility and that the Firm's proposed investment will expand existing operations and production and is expected to provide new full-time jobs within the Enterprise Zone. The commitment made by the Firm under term (a) above, and in Section 2.3, below, is given to assure that the average annual compensation paid to all New Employees, as defined in Section 2.3.3 below, who work at the facility during the exemption period shall not be less than 150 percent of the most recent average annual wage paid in Columbia County available from the

Oregon Employment Department at the time that the Firm's application for precertification is approved under the Oregon Revised Statutes; and

WHEREAS, the Oregon Business Development Department has adopted Chapter 123, Division 674 of the Oregon Administrative Rules (OAR), to administer the statutory provisions regarding Enterprise Zones; and

WHEREAS, the South Columbia County Enterprise Zone is a non-urban Enterprise Zone and pursuant to ORS Chapter 285C, the Zone Sponsor wishes to offer the Firm the extended tax exemption provided by ORS 285C.175(2)(b) in exchange for the Firm's location of qualified property improvements within the Enterprise Zone.

NOW, THEREFORE, in consideration of the terms and conditions set forth herein, the Parties agree as follows:

1. ZONE SPONSOR'S AGREEMENTS.

1.1 Approval of Authorization Application. Upon timely submission of the Firm's claim for authorization as provided by ORS 285C.220 and paragraph 2.1 below, the Zone Sponsor agrees to approve the application if the Zone Sponsor determines that the Firm is eligible under ORS 285C.135 and that the Firm has committed to meet the requirements of ORS 285C.200.

1.2 Approval of Tax Exemption Claim. Upon timely submission of the Firm's claim for tax exemption as provided by ORS 285C.220, and paragraph 2.2, below, the Columbia County Assessor shall determine whether the property for which the tax exemption is sought satisfies the requirements of ORS Chapter 285C. That determination is beyond the authority of the Zone Sponsor. However, the Zone Sponsor agrees that the three-year tax exemption provided for by ORS 285C.175 shall remain in effect if the Firm remains in compliance with the other requirements for Enterprise Zones under ORS Chapter 285C and OAR Chapter 123, Division 674. Nothing in this Agreement shall modify or infringe on the regular three-year exemption or the requirements thereof.

1.3 Extended Tax Abatement. Notwithstanding ORS 285C.175, the Zone Sponsor agrees to extend the period of property tax abatement or exemption by two additional years to a total of five consecutive assessment years, subject to compliance with paragraph 2.3 below and the other requirements for Enterprise Zones under ORS Chapter 285C and OAR Chapter 123, Division 674. The Firm may separately apply for the extended five-year exemption for different portions of qualified property in the Zone that are covered by a single authorization as such portion becomes eligible for exemption pursuant to OAR 123-674-6200, and 123-674-6300.

1.4 Additional Requirements. The Zone Sponsor requires the following additional community benefit investments to qualify for the additional two years of property tax abatement:

1.4.1 \$2,221.09 per year for five consecutive years payable to the Columbia County Economic Team beginning on April 1, 2021. The amount is Betterment Contribution based upon 10% of estimated annual property tax of \$22,210.86.

1.4.2 Companies agree to enter into First Source Hiring Agreement with local employment agencies to hire qualified Columbia County residents.

2. THE FIRM'S AGREEMENTS.

2.1 Application for Authorization. The Firm agrees to file an application for authorization pursuant to ORS 285C.140 following adoption of this Agreement.

2.2 Notices. The Firm agrees to provide and, if necessary, file applicable notices, statements, claims or reports required by ORS Chapter 285C or OAR Chapter 123, Division 674 and shall file all claims or reports as required by ORS 285C.220.

2.3 County Average Annual Wage. As required by ORS 285C.160, the Firm agrees to annually compensate all new employees, as that term is used in ORS 285C.050(13), hired by the Firm at an average rate of not less than 150 Percent (150%) of the County Average Annual Wage until the end of the tax exemption period.

2.3.1 Pursuant to OAR 123-574-0600, to qualify for the additional one or two years of an enterprise zone exemption, all of the eligible business Firm's Affected Employees, as that term is defined by OAR 123-674-0600(4), must on average receive Compensation, as that term is defined by OAR 123-674-0600(1), of not less than 150 percent of the County Average Annual Wage, as that term is defined by OAR 123-674-0100(5) during each year throughout the exemption's first three years and the additional two years. The firm agrees to maintain an average wage and benefits package of \$61,094 per year for the five years of exemption.

2.3.2 "County Average Annual Wage" is defined by OAR 123-674-0100(5) and OAR 123-674-0600 and is based on the time the application is approved and is fixed during the entire exemption period. The current County Average Annual Wage is \$40,729, by Business Oregon calculation tables of economic data.

2.3.3 "New Employees" include only employees working at jobs filled for the first time after the application for precertification is filed but prior to December 31 following the first full year of the initial exemption year and performed primarily within the current boundaries of the Zone. "New Employees" include only full-time, year-round, and non-temporary employees engaged a majority of their time in the Firm's eligible operations pursuant to ORS 285C.050(13), whether such employees are leased, contracted for, or otherwise obtained through an external agency or are employed directly by the Firm.

2.4 Election to Forego. The Firm shall have the right to elect to forego the extension of the term for two additional years by delivery of written notice of such election to the Zone Sponsor and Columbia County Assessor prior to expiration of the initial three-year term, and upon delivery of said notice, this Agreement and the Firm's rights and obligations hereunder shall terminate, except that nothing in this Agreement shall modify or infringe on the regular three-year exemption or of the requirements thereof.

3. AUTHORIZATION. The Zone Sponsors have authorized and directed the Executive Director of CCET as Zone Manager to execute this Agreement pursuant to OAR 123-674-0700.

4. COUNTERPARTS. This Agreement may be executed in counterparts, each of which, when taken together, shall constitute fully executed originals. A signature sent and received by facsimile or a scanned signature sent by e-mail shall have the same effect as an original signature.

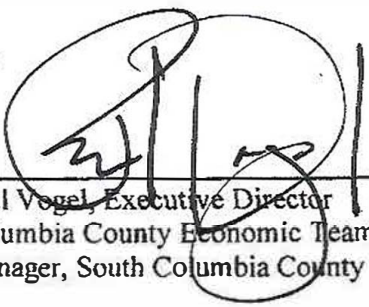
5. ENTIRE AGREEMENT. This Agreement constitutes the entire understanding and agreement of the Parties hereto with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements and understandings, inducements or conditions, express or implied, written or oral, between the Parties with respect to such subject matters.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the 17th day of March, 2021, which shall be known as the "effective date" of the Agreement.

SOUTH COLUMBIA COUNTY
ENTERPRISE ZONE ENTERPRISE ZONE


CONTROL SOLUTIONS INC./FAITH E
HOLDINGS LLC

By:



Paul Vogel, Executive Director
Columbia County Economic Team,
Manager, South Columbia County Enterprise Zone

By:



president/manager
(Title) Kevin Wick

April 25, 2022

Scappoose City Council
33568 E. Columbia Ave.
Scappoose, OR 97056

Dear Councilors,

I am writing to follow up on your request for examples of ARPA funds allocations for affordable housing projects in other jurisdictions in Oregon. In addition, I am including an excerpt of the Supplementary Information provided by the Department of Treasury and a graph showing where Columbia County Habitat for Humanity income limits fall within the Treasury limits for low and moderate income.

Attachments to this letter include:

1. *Supplementary information from the Department of Treasury: pages 1, 104 and 105*
2. *Graph of ARPA and Col. Co. Habitat for Humanity Income Limits*
3. *HFH Lake Oswego Proposal*
4. *Lake Oswego minutes approving proposal: pages 1, 10 and 11*
5. *West Tuality HFH Forest Grove Request*
6. *Forest Grove executed agreement*
7. *Other ARPA distributions*

Thank you again for taking the time to carefully consider this request.

Sincerely,



Jennifer Anderson
Executive Director
Columbia County Habitat for Humanity

This document has been submitted to the Office of the Federal Register (OFR) for publication and is currently pending placement on public display at the OFR and publication in the Federal Register. The document may vary slightly from the published document if minor editorial changes have been made during the OFR review process. Upon publication in the Federal Register, the regulation can be found at www.federalregister.gov, www.regulations.gov, and at www.treasury.gov. The document published in the Federal Register is the official document.

DEPARTMENT OF THE TREASURY

[31 CFR Part 35

RIN 1505-AC77]

Coronavirus State and Local Fiscal Recovery Funds

AGENCY: Department of the Treasury

ACTION: Final Rule

SUMMARY: The Secretary of the Treasury (Treasury) is adopting as final the interim final rule published on May 17, 2021, with amendments. This rule implements the Coronavirus State Fiscal Recovery Fund and the Coronavirus Local Fiscal Recovery Fund established under the American Rescue Plan Act.

DATES: *Effective date:* The provisions in this final rule are effective April 1, 2022.

FOR FURTHER INFORMATION CONTACT:

Katharine Richards, Senior Advisor, Office of Recovery Programs, Department of the Treasury,
(844) 529– 9527

SUPPLEMENTARY INFORMATION:

increase in the sale price of homes.¹⁵³ Meanwhile, many low-income renters and homeowners are struggling with lost employment and income and are behind on their housing payments.¹⁵⁴

Public Comment: Affordable Housing Outside of Low-Income Geographies: A major theme in comments was that affordable housing interventions, especially development of affordable housing, should be allowed outside of QCTs, as concentrating the supply of affordable housing in low-income geographies can have the effect of increasing both concentrated poverty and racial and economic segregation, while locking lower-income households in need of housing support out of high-opportunity neighborhoods with access to employment and amenities.

Treasury Response: Affordable Housing Outside Low-Income Geographies: As previously stated, affordable housing is not confined to low-income geographies under the interim final rule. As discussed elsewhere, the interim final rule presumed that QCTs, as well as communities served by Tribal governments, were disproportionately impacted for administrative convenience, but recipients may identify other populations, households, or geographic areas with disparate impacts of COVID-19 and provide affordable housing services to them. For example, under the interim final rule, a city could determine that its low-income residents faced disproportionate impacts of COVID-19 and develop affordable housing targeted to these households. Such a scenario could include, for example, affordable projects in higher-income neighborhoods that would allow residents to live closer to jobs and well-resourced schools.

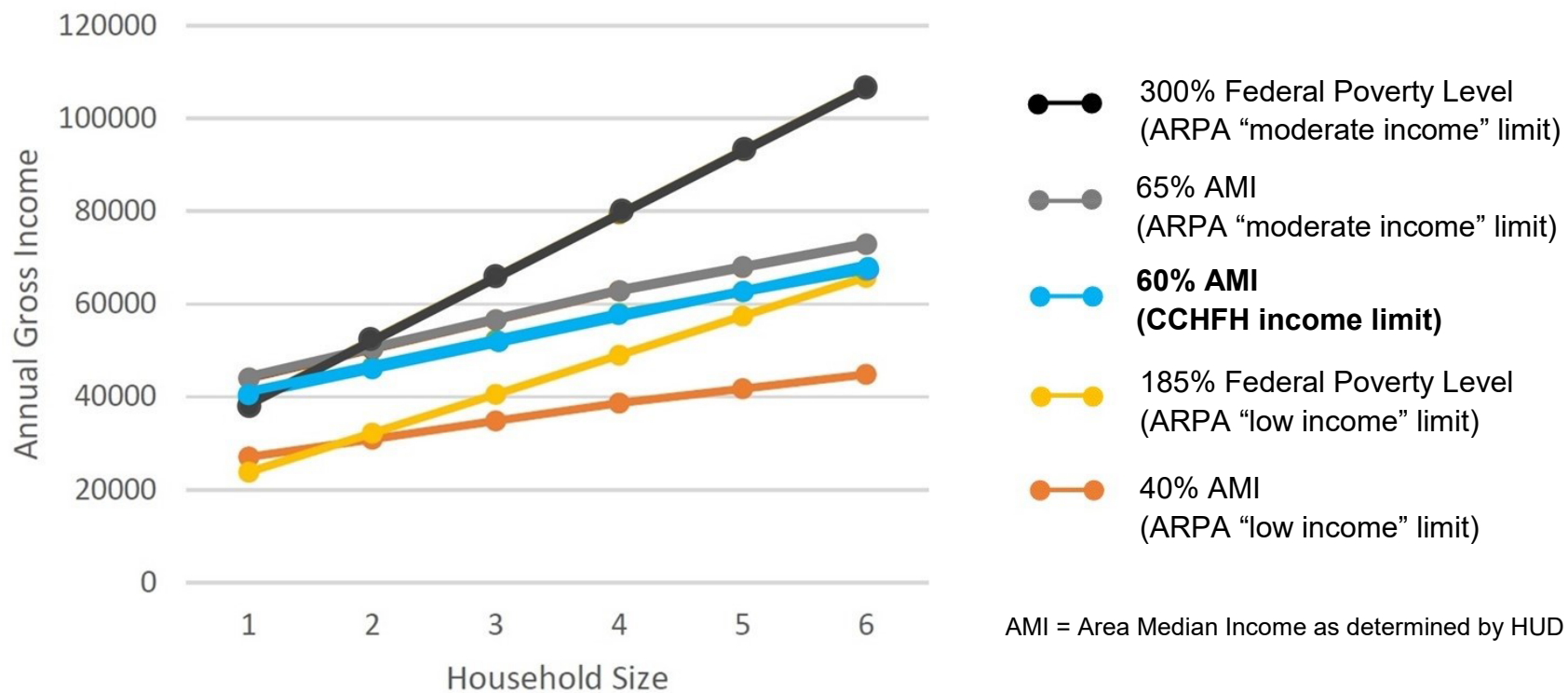
¹⁵³ Joint Center For Housing Studies Of Harvard University. The State of the Nation's Housing (June 2021). https://www.jchs.harvard.edu/sites/default/files/reports/files/Harvard_ICHS_State_Nations_Housing_2021.pdf

¹⁵⁴ Davin Reed and Eileen Divringi. Household Rental Debt During COVID-19: Update for 2021. Federal Reserve Bank of Philadelphia (2020), available at: <https://www.philadelphiafed.org/community-development/housing-and-neighborhoods/household-rental-debt-during-covid-19-update-for-2021>. Further, some research suggests that liquidity may be a more important predictor of default than other factors, including income or equity. See Trading Equity for Liquidity (June 2019), available at <https://www.jpmorganchase.com/content/dam/jpmc/jpmorgan-chase-and-co/institute/pdf/institute-trading-equity-for-liquidity.pdf>.

Additionally, as noted above, Treasury is finalizing the rule with some changes to the treatment of affordable housing development designed to clarify that permanent supportive housing or other programs or services to improve access to stable, affordable housing among individuals who are homeless, and the development of affordable housing to increase supply of affordable and high-quality living units, are responsive to individuals and households that were impacted by the pandemic in addition to those that were disproportionately impacted. This shift is in line with commenters' recommendations and consistent with the facts described above, which demonstrate that lack of supply of affordable housing units contributed to the pandemic's impact on housing insecurity and unsustainable housing cost burdens and that these impacts were experienced broadly across the country.

Public Comment: Eligible Activities: Many commenters asked for clarity on what types of activities (e.g., land acquisition, construction, pre-construction costs, operating costs, etc.) are eligible uses of SLFRF, and what affordability criteria must be applied to affordable housing development. Commenters encouraged Treasury to allow the full array of affordable housing activities, including particular requests for broad flexibility for Tribal communities, and to specify that "development" should include construction, preservation, rehabilitation, and operation. Other commenters requested clarification about permissible program administration approaches for affordable housing, such as contracting methods and distribution of funds.

Some commenters asked that Treasury require SLFRF funds to be focused on the lowest-income households, who suffer the most severe rent burdens and risks of housing instability, and whose housing situation has left them particularly vulnerable to COVID-19. For example, one commenter argued that SLFRF funds should only be used to support affordable housing for households making 50 percent of AMI or less and that recipients should be required to set aside





October 26th, 2021

To: Clackamas County Board of Commissioners + Lake Oswego City Council

Thank you for the opportunity to present Habitat's vision for expanding affordable homeownership in our region. We appreciate the interest and attention that your governments are giving to the issue of housing.

While there are many affordable housing organizations in our region, three area bond measures, and massive budgets for publicly subsidized rentals—there is relatively little being done to address the severe lack of affordable homeownership opportunities in our communities. And as bad as this inequity is, it is disproportionately worse for People of Color seeking to become first-time homebuyers. Despite this, Habitat's model continues to develop a new stock of permanently affordable and sustainable homeownership units with those earning a low-income. Working across the region, we build not only where it is less expensive to do so, we are also advancing projects that are rooted in high-opportunity areas with higher expenses.

One such community is being developed in Lake Oswego and has the opportunity to become the first permanently affordable homeownership community in the City's history. Working with City staff, Proud Ground, and a property owner, Habitat is under contract to purchase a 1.92-acre property from a supporter of affordable housing. The property is located at the intersection of Boones Ferry Road and Upper Drive and has been approved for 23 townhomes. The land is perfectly suited for long-term ownership—close to great schools, transportation, shopping and services, and near high-opportunity employment centers.

Habitat has already completed many of the pre-purchase requirements including a third-party appraisal and has conducted a Phase 1 Environmental Review. Now that we are under contract to purchase the land, we are awaiting a funding agreement with

the State of Oregon for a land-acquisition grant from the offices of Senator Rob Wagner and Representative Andrea Salinas. Additionally, we plan to request LIFT funding from the State to help drive the deep subsidy required to generate this project's affordability.

In the meantime, we are now looking for funding to help us install the necessary infrastructure items associated with developing the land. Given its high-opportunity location, unique topography, and broad market increases in building materials and labor, Habitat needs a higher-than-average subsidy to ensure affordability of this development. The projected budget for installing the build's infrastructure is estimated at \$3,200,000. This includes water, sewer, utilities, and street-lighting installments and permitting fees. Additionally, it covers transportation upgrades in the area including traffic lights, signs, stormwater, retaining walls, and a new road. Attached to this request is a proforma budget with more details.

To help us turn this property into a deeply affordable homeownership community, we are requesting a one-time ARPA allocation of \$800,000 from Clackamas County and \$800,000 from the City of Lake Oswego. Combined with a matching \$1,600,000 from Habitat, this would cover the entirety of the neighborhood's infrastructure installations. Together, we can turn an empty lot into a productive source of wealth from which the local economy will permanently benefit.

Habitat for Humanity has been working to support first-time homeownership for over 40 years. We are developing this community because we know that having a regional footprint of affordable for-sale homes supports local economies, eases traffic congestion, and generates racial equality. This development will also have a permanent affordability component, ensuring these homes remain affordable to future generations of first-time buyers earning a low-income. We know that building wealth is the single most effective way to achieve equity in our society. And time and again we see that the most effective way to build wealth is through homeownership. Together, we can make key investments that will pay dividends far beyond our lifetimes.

In grateful partnership,



Steve Messinetii
President & CEO
Habitat for Humanity Portland Region

Habitat's Lake Oswego Infrastructure Budget	Expense
General Conditions	\$118,123
Erosion Control (EC)	\$52,346
Landscaping Allowance	\$134,247
Traffic Signal	\$167,000
Retaining Walls	\$120,320
On-Site Embankment/Excavation	\$160,736
Street Improvements (Local Residential)	\$170,839
Street Improvements (Private Drive)	\$11,231
Street Signs and Markings	\$18,650
Storm Improvements (On-Site)	\$139,970
Storm Improvements (Off-Site)	\$23,386
Storm Improvements (Water Quality & Detention)	\$149,043
Sanitary Improvements	\$97,265
Waterline Improvements	\$150,205
Franchise Utilities	\$182,100
Development Review	\$34,746
Building Structural Permits	\$76,818
Building -- Trades	\$27,600
SDC Parks and Recreation	\$319,242
SDC Sanitary Sewer	\$70,196
SDC Transportation	\$49,290
SDC Surface Water	\$3,674
SDC Water	\$192,832
DEQ Permit	\$15,350
Erosion Control Fee	\$1,500
Water Meter Fee	\$18,492
Architectural Plan Review	\$170,000
Final Development Plan	\$5,000
Final Plat Review and Recording	\$20,500
Civil Engineering	\$173,500
Security (Site-Fencing)	\$4,350
Temporary Facilities	\$3,600
Insurance and Legal Service Fees	\$95,815
Project Contingency (10%)	\$297,796
TOTAL SITE DEVELOPMENT COSTS:	\$3,275,762

Habitat's Lake Oswego Project

In 2021, Habitat for Humanity signed a contract to purchase a 1.92-acre property from a supporter of affordable housing in Lake Oswego. The discounted land is located at Boones Ferry Road and Upper Drive and has been approved for 23 homes. This project is perfectly suited for long-term ownership—close to great schools, transportation, shopping and services, and high-opportunity employment centers. Now we're looking for funding from local governments to help Habitat leverage our investment to develop the infrastructure for the new neighborhood.

Project Details

- **Land:** 1.92 acres for 23 permanently affordable homes
- **Need:** Infrastructure installation
- **Project Budget:** \$3.2 Million
- **Request:** We're asking the City of Lake Oswego and Clackamas County to each approve a one-time allocation of \$800,000 to match Habitat's \$1.6M investment for this community's infrastructure
- **Timeline:** January 1st 2022 through December 31st 2022

Serving the Community

- 23 permanently affordable homes, preserving affordability for future buyers
- Homeownership for 100+ Lake Oswego residents, over 50 children
- An affordable mortgage payment that brings immediate financial relief, with long-term ability to save for retirement, education, and healthcare
- Habitat homebuyers are diverse: over 80% are People of Color, 40% are single mothers, and nearly a third have a disability

Impact of this Investment: this funding would enable Habitat to develop this property quicker and with greater efficiency, transforming the lives of 23 local families as they become first-time homebuyers and permanent residents of Lake Oswego's economy and community. This would improve the financial outcome of families while also demonstrating the powerful impact that local government can have on our region's housing crisis.



CITY COUNCIL REGULAR MEETING MINUTES

January 18, 2022

1. CALL TO ORDER

Mayor Buck called the regular City Council meeting to order at 3:02 p.m. on January 18, 2022. The meeting was held both virtually via video conferencing and in-person at City Hall, 380 A Avenue.

2. ROLL CALL

Staff Present: Martha Bennett, City Manager; Jason Loos, City Attorney; Bruce Powers, Park Analyst | Project Manager; Ivan Anderholm, Parks & Recreation Director; Kari Linder, City Recorder; Charity Taylor, Management Analyst; Erica Rooney; City Engineer | Public Works Director

Others Present: Jason Morado, Director of Community Research at ETC Institute (via video conferencing)

3. PLEDGE OF ALLEGIANCE

Mayor Buck led the Council in the Pledge of Allegiance.

4. PUBLIC COMMENT

No public comment was provided.

4.1 PRIOR PUBLIC COMMENT FOLLOW-UP

No prior follow-up was provided.

The Mayor took the agenda items out of order and started with the Study Sessions items 6.1, 6.2, and 6.3.

At 4:23 p.m., Council returned from break to begin the Public Hearing.

5. PUBLIC HEARING

5.1 Resolution 22-03, A Resolution of the City Council of the City of Lake Oswego, Acting as the Lake Oswego Public Contracting Review Board Pursuant to ORS

6.2 American Rescue Plan Act (ARPA) Funding Options.

Erica Rooney, City Engineer | Public Works Director, noted the Council Report had been updated from September and expanded upon to provide information on the cost and timing of several infrastructure improvements and capital improvement projects.

Ms. Taylor updated on the grant program which set aside \$600,000 for nonprofits in Lake Oswego that supported tourism and hospitality, and also for nonprofits that support Lake Oswego residents. The Ad Hoc Committee appointed by Council had met twice and determined four primary priorities:

- Determine the grant eligibility requirements which meant considering the structure, outreach, and the application, so that tourism and hospitality nonprofits and those who help all residents receive funding regardless of their grant management capacity
 - Create a streamlined application which meant balancing the information needed to comply with ARPA and to ensure barriers were not created in applying for the funding.
 - Consideration would be given to nonprofit outreach to those in Lake Oswego that were well known but also doing outreach to others that could use additional funding.
 - Establishment of a timeline to do all the steps above.
- She reviewed what was being done to achieve the steps including reviewing new information from the Treasury Department to comply with ARPA.

Ms. Rooney noted other components of the non-profit funding included assistance to the Habitat for Humanity Project which requested \$800,000 from the City and \$800,000 from the County with a balance of \$1.6 million for all of its infrastructure including updates to a signal on Boones Ferry Rd.

- Transportation projects included the North Shore Bridge retaining walls at a cost of \$1.3 million, the Lakeview Blvd street and drainage improvements at about \$7.4 million including pedestrian and storm improvements which currently did not exist. The design effort would cost about \$1.4 million; the development of the McVey/Stafford corridor high-level analysis to address crossing, pedestrian and bike facilities, and signal improvements. The scope of work for the project was estimated at \$350,000.
- Also considered was the redundant power for the water supply system based on last winter's ice storm. The idea was that on-site generation was needed where possible, or at least improvements in connections or plug-ins which could cost as much as \$2 million depending upon the size of the equipment and perhaps some land use activity for the building around the generators. The City of Tigard had considering contributing from their ARPA funding.
- Alternatives for consideration would be to set aside the remaining \$2.4 million for Lakeview Blvd street and storm improvements. Doing so would lessen the impact on the Street Fund and Storm Fund. Another alternative would be to put money aside for further pathway projects. Due to the extensive public engagement effort, possible right-of-way requirements, etc., the pathway process could take two to three years. Resources and timing for spending ARPA funds caused a bit of concern about the ability to spend the funds within the constraints, which was why staff recommended the funds for Lakeview Blvd to free up funds for other projects. One project could be better delivered than being spread thinly over several.

Ms. Rooney answered questions from the Councilors as follows:

- Lakeview Blvd ran on the west side of Bryant Rd near the park, around the corner past Summit, over the railroad tracks, and to the roundabout. Staff would work with the railroad on the crossing.
- ARPA funds were required to be obligated by the end of 2024 and spent by the end of 2026 which was why spending on the Lakeview Blvd project was recommended as it would allow four years on the obligation and spending.
- The McVey/Stafford Rd corridor would be considered from the roundabout to Hwy 43 south to north. The roundabout was a challenge as it was both the County's and City's responsibility and half of it was outside of the urban growth boundary. Staff wanted involvement from the public and from the County.
- In order to remove the roadblocks to getting the projects done in the required amount of time, more staff was needed. Public Works was short nine people and positions were difficult to fill. Only 2 ½ project managers were available in all of engineering. If one or two more staff were available, it might be possible to use the \$2.4 million for pathways before 2026.
- The City had not yet been refunded from FEMA the money for renting generators last winter. The process could take up to 18 months.
- The City wanted to add real pedestrian facilities to Lakeview Blvd and to address the need for parking, paving, incorporation of storm drainage, and to ensure water did not flow onto people's properties. The ARPA funds would not pay for the entire Lakeview Blvd projects but would significantly reduce the amount needed from the Street and Storm Funds.
- Staff envisioned receiving from the McVey/Stafford report recommendations for improvements and their cost. This would provide a list from which to choose projects to place in the capital improvement plan (CIP). She did not envision one big project because it was not necessary to do the entire project now, some things could be done in the short-term over the next 10 years.

Mayor Buck moved that the City Council allocate the \$8.8 million in ARPA funding as follows:

- \$600,000 for a grant program and authorize the creation of an ad-hoc committee to create the grants program and to recommend grant awards.
- \$800,000 for a grant to Habitat for Humanity for development of affordable housing.
- \$5,400,000 towards the North Shore Road Bridge Retaining Wall Improvements, Lakeview Blvd Street & Drainage Improvements, and McVey/Stafford Corridor Study.
- \$2,000,000 for redundant power at the Water Treatment Plant and River Intake Pump Station.

Councilor Mboup seconded the motion.

A voice vote was held, and the motion was passed, with Mayor Buck and Councilors Manz, Mboup, Wendland, Nguyen, Verdick and Rapf voting 'aye', (7-0).

6.3 Council Goals 2021 Year End Update

Martha Bennett, City Manager, recapped Council's goals and initiatives. Quite a bit of progress was made on 17 of 18 initiatives and the 18th would come to Council on a future agenda. She detailed the other goals reached. Some of the goals would need follow-up attention in March. A

TO: Jesse Vanderzanden, City Manager
City of Forest Grove

SUBJECT: American Rescue Plan Investment Ideas

Dear Jesse:

The American Rescue Plan Act (ARPA) offers a once-in-a-lifetime opportunity to address our housing crisis by investing in western Washington County cities and local communities. One of ARPA's key goals is to provide "aid to individuals" recovering from the pandemic by "extending essential homeowner assistance and other needed housing services".

West Tuality Habitat for Humanity has been active in Forest Grove for nearly thirty years, building affordable homes and completing home repair projects for low-income, elderly, disabled and veteran homeowners. By leveraging skilled and unskilled volunteers, and donated/discounted materials, we typically provide **nearly \$2 in service for each \$1 we raise**.

In Forest Grove, we work with persons, some of whom wish to become homebuyers and some who are in need of various repairs or modifications: from wheelchair ramps to siding, flooring, electrical and plumbing needs. We believe these needs to be consistent with ARPA guidelines, and further, that these projects are "ready to go;" that we can easily complete them within the ARPA spending timelines. In many cases, these homeowners, already isolated by crushing financial burdens, age or infirmity, have found their struggles magnified exponentially by the stresses of coping with the pandemic.

We respectfully request your City's consideration of the following proposals in support of our mutual goals and priorities. Your assistance in meeting any/all of these needs will greatly facilitate our ability to provide services in your community:

- \$100,000 per year to facilitate the purchase or rehabilitation of up to ten units of housing for income-qualified buyers (60% AMI or less) or for households with special needs;
- \$20,000 per year to facilitate critical home repairs, the funding will be used strictly for subcontracted skilled labor (ex: plumbers and electricians), permits, or materials needed.
- A set-aside of 3-4% of ARPA funds to promote homeownership and/or home repair services for low-income, elderly, disabled and veteran families in your community.

We further make this pledge to you:

- WTHFH will cover all staffing, administrative, supply costs, marketing/outreach, direct and indirect costs incurred in the delivery of said services by WTHFH. Your funding will be used ONLY for direct costs as indicated above.

- WTHFH will utilize every means possible to increase the economic multipliers in Forest Grove by purchasing all goods and services related to the covered projects from sources within your community to the greatest extent possible.
- We will parlay additional grants and other funds where possible to deliver the maximum community benefit.

These are significant sums of money. Any allocation(s) you could make to facilitate these items serves to even further demonstrate the city's commitment to affordable, sustainable homeownership, a value that you have already long demonstrated in many ways, including your long history of support of West Tuality Habitat for Humanity. Even more significantly, the work these funds make possible is truly pivotal for those whose lives are changed, sometimes for generations.

Because we are so effective at leveraging the funding received, we believe this is a genuinely good use of community funds. The community benefits as well:

- For every electrical issue we fix, that's a potential fire call that didn't have to happen;
- For every ramp or flooring issue we fix, that's a potential 9-1-1 trip-and-fall call that didn't have to happen;
- For every house we paint, that's a neighborhood eyesore gone, property values and neighborhood livability are maintained for all;
- For every family that finds their home is properly configured to provide safe, decent, accessible living conditions, that is the epitome of small town values and good living.

We recognize that the disbursement of ARPA funding in Forest Grove may have already been decided upon. On behalf of the residents of Forest Grove who stand to benefit from any allocation you might be able to make, we are truly grateful. Thank you for your consideration.

Sincerely,

Virginia Ohler

Virginia Ohler
Executive Director
West Tuality Habitat for Humanity

P.S. West Tuality Habitat is a licensed bonded contractor, CCB# 201615, is a Medicaid Part K Authorized Provider, and a 501-c-3 charitable organization with a Platinum rating by Guidestar International for the highest in fiscal integrity and transparency.

AMERICAN RESCUE PLAN FUNDING AGREEMENT

THIS AGREEMENT is made and entered into by and between the City of Forest Grove ("City") and West Tuality Habitat for Humanity ("Grantee"). The City is awarding Grantee \$147,000 in funding from funds the City has received as part of the American Rescue Plan Act (ARPA). The funding is being awarded under the ARPA category "to address negative impacts caused by the health emergency." The purpose of this grant award is to provide funding to assist the Grantee to make critical home repairs and other home repairs for low-income, elderly, disabled, and veteran families in Forest Grove that have been affected by COVID.

Upon execution of this agreement, the parties agree as follows:

- A. The City:
 - 1. Agrees to provide all funds to the Grantee at the time this agreement is executed by both parties. The Grant period will be from the execution of the contract through December 31, 2022.
 - 2. Reserves the right to audit expenditures made by the Grantee and other records pertaining to this Grant to ensure that the requirements of the ARPA are being followed.
 - 3. Reserves the right to terminate the grant if funds are not being spent as approved in this Agreement after giving Grantee notice of the reason for terminating the Grant and giving the Grantee a reasonable period of time as determined by the City to correct the deficiency or deficiencies. If Grant is terminated, Grantee will be required to provide an accounting of how funds have been spent and to return any unspent grant funds to the City.
 - 4. Shall appoint a liaison to act as the point of contact for this Grant.
 - 5. Agrees to permit Sponsor to use in-house skilled staff to make repairs at the Sponsor's discretion in-lieu of using subcontractors.
- B. The Sponsor agrees to:
 - 1. Make repairs to homeowner-occupied properties within the city limits of Forest Grove and as described in the letter to the City titled American Rescue Plan Investment Ideas – Update which states "in keeping with our traditional service offerings, projects expected to be completed with this funding will include large, medium and small projects. A large project is anything over \$1,000 and up to \$5,000, and typically involve larger areas of impact, for example "a whole bathroom." Medium projects typically consist of things such as electrical and plumbing repairs, replacing dry rot, gutters, sinks and appliances. Small projects will include items such as acquiring and installing window-unit air conditioners during summer heat waves, repairing fences, cleaning out gutters, moss-removal from rooftops, and doing yard cleanups. We do not anticipate that we will take on very large projects (over \$5,000) with AARPA funding although it's possible that could occur, for example, for an extremely compelling project under rare

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and special circumstances involving multiple agencies. Our intent will be to create as much impact and overall benefit to the community as possible."

2. Use a sliding scale for repairs for low income, elderly, and disabled at or below 80% of the County's Area Median Income (AMI) while trying to target repairs for people who are at the lower end of AMI to the extent possible such as at or below 30% AMI and housing expense is about 50% of their income.
3. Follow its normal comprehensive intake procedure and will also incorporate an additional set of questions designed to determine the ways in which potential applicants have been COVID-impacted, including but not limited to items such as: increased isolation, illness of self or household members, mental health impairments to include depression, loss of caregivers or aides, difficulty accessing needed medications, household supplies and durable medical equipment, interruptions to employment/income, and increased economic/emotional stress. Persons receiving the repairs are allowed to self-certify that they have been affected by COVID if they meet the income thresholds above.
4. Use Sponsor's skilled staff to make repairs or skilled subcontractors at Sponsor's discretion. If in-house skilled staff are used, sponsor is allowed to recoup the wages and benefits for these staff. Sponsor will provide all indirect programming costs including administration, management, office space, tools, insurance (except for health and workers compensation insurance of in-house repair staff, if any), and any other indirect costs at no cost to this Grant.
5. Provide the City with reports as requested, but not less than quarterly concerning the progress of the Grant. Reports are due to the City no later than 45 days after the end of each quarter. The report should include amount of funds spent on repairs completed, funds committed to make upcoming repairs, uncommitted funds remaining, and a general list of the types of repairs made without listing the names or addresses of where the repairs made.
6. Retain all records pertaining to the expenditure of the Grant funds including, but not limited to: 1) names of people and addresses of where repairs were made; 2) how the qualifications of the persons receiving repairs was determined; 3) any receipts, documents, or contracts showing use of the Grant money; and 4) payroll records of Grantee internal staff used to make repairs.
7. Maintain throughout the period of this Agreement, as extended from time to time, and for a period of two (2) years after completion of the Grant, the following minimum levels of insurance with the City of Forest Grove listed as an additional insured:
 - (a) Workers' compensation coverage as required by law.
 - (b) Comprehensive general liability, including hired and non-owned auto coverage, for damages as a result of death or bodily injury to any persons or destruction or damage to any property with limits of not less than \$1 million per occurrence including completed operations.



Sponsor will require that any subcontractors hired by the Grantee will carry and maintain similar insurance as listed above with the same limits and coverage requirements.

8. Hold the City harmless and indemnify City from any claims or causes of action of whatever nature that may arise out of any repairs made by the Grantee's internal staff or subcontractors or the administration of the grant by the Grantee.
9. Comply with Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color, or national origin (42 U.S. C. § 2000d et seq.), as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, which are herein incorporated by reference and made a part of this contract (or agreement). Title VI also includes protection to persons with "Limited English Proficiency" in any program or activity receiving federal financial assistance, 42 U.S. C. § 2000d et seq., as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, and herein incorporated by reference and made a part of this agreement.

Agrees to comply with the applicable Federal Laws and Regulations attached to this contract as Exhibit A.

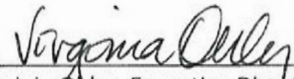
- C. This agreement is the entire agreement between the two parties and may not be modified except in writing and agreed to by both parties in the form of an amendment to this agreement.
- D. The deadline for expending all of the ARPA funds awarded may be extended upon mutual agreement by the City and the Grantee. Such extension shall be approved in writing.
- E. If Sponsor fails to execute and return this agreement to the City by January 31, 2022, Grant is forfeited.

Signed this 5th day of January 2022.

City of Forest Grove

By 
Jesse VanderZanden, City Manager

West Tuality Habitat for Humanity

By 
Virginia Oiler, Executive Director

9. Compliance with Applicable Law and Regulations.

- a. Recipient agrees to comply with the requirements of section 603 of the Act, regulations adopted by Treasury pursuant to section 603(f) of the Act, and guidance issued by Treasury regarding the foregoing. Recipient also agrees to comply with all other applicable federal statutes, regulations, and executive orders, and Recipient shall provide for such compliance by other parties in any agreements it enters into with other parties relating to this award.
- b. Federal regulations applicable to this award include, without limitation, the following:
 - i. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200, other than such provisions as Treasury may determine are inapplicable to this Award and subject to such exceptions as may be otherwise provided by Treasury. Subpart F – Audit Requirements of the Uniform Guidance, implementing the Single Audit Act, shall apply to this award.
 - ii. Universal Identifier and System for Award Management (SAM), 2 C.F.R. Part 25, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 25 is hereby incorporated by reference.
 - iii. Reporting Subaward and Executive Compensation Information, 2 C.F.R. Part 170, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 170 is hereby incorporated by reference.
 - iv. OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement), 2 C.F.R. Part 180, including the requirement to include a term or condition in all lower tier covered transactions (contracts and subcontracts described in 2 C.F.R. Part 180, subpart B) that the award is subject to 2 C.F.R. Part 180 and Treasury's implementing regulation at 31 C.F.R. Part 19.
 - v. Recipient Integrity and Performance Matters, pursuant to which the award term set forth in 2 C.F.R. Part 200, Appendix XII to Part 200 is hereby incorporated by reference.
 - vi. Governmentwide Requirements for Drug-Free Workplace, 31 C.F.R. Part 20.
 - vii. New Restrictions on Lobbying, 31 C.F.R. Part 21.
 - viii. Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655) and implementing regulations.
 - ix. Generally applicable federal environmental laws and regulations.
- c. Statutes and regulations prohibiting discrimination applicable to this award include, without limitation, the following:
 - i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury's implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin under programs or activities receiving federal financial assistance;

EXHIBIT A 1 of 3

- ii. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;
 - iii. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance;
 - iv. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and
 - v. Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.
10. Remedial Actions. In the event of Recipient's noncompliance with section 603 of the Act, other applicable laws, Treasury's implementing regulations, guidance, or any reporting or other program requirements, Treasury may impose additional conditions on the receipt of a subsequent tranche of future award funds, if any, or take other available remedies as set forth in 2 C.F.R. § 200.339. In the case of a violation of section 603(c) of the Act regarding the use of funds, previous payments shall be subject to recoupment as provided in section 603(c) of the Act.
11. Hatch Act. Recipient agrees to comply, as applicable, with requirements of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328), which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by this federal assistance.
12. False Statements. Recipient understands that making false statements or claims in connection with this award is a violation of federal law and may result in criminal, civil, or administrative sanctions, including fines, imprisonment, civil damages and penalties, debarment from participating in federal awards or contracts, and/or any other remedy available by law.
13. Publications. Any publications produced with funds from this award must display the following language: "This project [is being] [was] supported, in whole or in part, by federal award number [enter project FAIN] awarded to [name of Recipient] by the U.S. Department of the Treasury."
14. Debts Owed the Federal Government
- a. Any funds paid to Recipient (1) in excess of the amount to which Recipient is finally determined to be authorized to retain under the terms of this award; (2) that are determined by the Treasury Office of Inspector General to have been misused; or (3) that are determined by Treasury to be subject to a repayment obligation pursuant to section 603(c) of the Act and have not been repaid by Recipient shall constitute a debt to the federal government.
 - b. Any debts determined to be owed the federal government must be paid promptly by

EXHIBIT A 2 of 3

Recipient. A debt is delinquent if it has not been paid by the date specified in Treasury's initial written demand for payment, unless other satisfactory arrangements have been made or if the Recipient knowingly or improperly retains funds that are a debt as defined in paragraph 14(a). Treasury will take any actions available to it to collect such a debt.

15. Disclaimer.

- a. The United States expressly disclaims any and all responsibility or liability to Recipient or third persons for the actions of Recipient or third persons resulting in death, bodily injury, property damages, or any other losses resulting in any way from the performance of this award or any other losses resulting in any way from the performance of this award or any contract, or subcontract under this award.
- b. The acceptance of this award by Recipient does not in any way establish an agency relationship between the United States and Recipient.

16. Protections for Whistleblowers.

- a. In accordance with 41 U.S.C. § 4712, Recipient may not discharge, demote, or otherwise discriminate against an employee in reprisal for disclosing to any of the list of persons or entities provided below, information that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant.
- b. The list of persons and entities referenced in the paragraph above includes the following:
 - i. A member of Congress or a representative of a committee of Congress;
 - ii. An Inspector General;
 - iii. The Government Accountability Office;
 - iv. A Treasury employee responsible for contract or grant oversight or management;
 - v. An authorized official of the Department of Justice or other law enforcement agency;
 - vi. A court or grand jury; or
 - vii. A management official or other employee of Recipient, contractor, or subcontractor who has the responsibility to investigate, discover, or address misconduct.
- c. Recipient shall inform its employees in writing of the rights and remedies provided under this section, in the predominant native language of the workforce.

17. Increasing Seat Belt Use in the United States. Pursuant to Executive Order 13043, 62 FR 19217 (Apr. 18, 1997), Recipient should encourage its contractors to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented or personally owned vehicles.

18. Reducing Text Messaging While Driving. Pursuant to Executive Order 13513, 74 FR 51225 (Oct. 6, 2009), Recipient should encourage its employees, subrecipients, and contractors to adopt and enforce policies that ban text messaging while driving, and Recipient should establish workplace safety policies to decrease accidents caused by distracted drivers.

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EXHIBIT A 3 of 3

ARPA Distributions for Deschutes County, Cities of Forest Grove, North Plains and Cornelius

From: Greg Munn [mailto:Greg.Munn@deschutes.org]

Sent: Wednesday, December 15, 2021 4:04 PM

To: Jackie Keogh <jkeogh@korlandtrust.org>; Cory Misley <cmisley@ci.sisters.or.us>; Becca Tatum <becca.tatum@gmail.com>; 'dwane@habitatlapinesunriver.org' <dwane@habitatlapinesunriver.org>; Scott Rohrer <srohrer@brhabitat.org>; Sharlene Weed <sharlene@sistershabitat.org>; Jacob Clark <jclark@hayden-homes.com>; 'dbrandt@housing-works.org' <dbrandt@housing-works.org>; jim@studiojmc.com

Cc: Daniel Emerson <Daniel.Emerson@deschutes.org>

Subject: Approved ARPA funds

Hi everyone. Congratulations on the grant approvals. Today was a good day! See the award summary below.

Next step is for my office to issue grant contracts. You'll see an email from me with a federally-required risk assessment questionnaire for you to complete. This tells us what kind of grantee your organization is, how we are able to distribute funds and future reporting requirements. We've started this already with previously awarded grants but are limited in staffing so the process is somewhat slow. Let me know if you are in a hurry or need a commitment letter from the County. We can make one or the other happen.

PROJECT	BOCC FUNDED
Habitat for Humanity-Bend 8 Townhomes WaterCress Way	850,000
Habitat for Humanity-Bend 12 Townhomes 27th Street	1,150,000
Habitat for Humanity-Sisters Woodland Project	800,000
Expand Affordable and Workforce Housing in Sisters - Reserve	500,000
Habitat for Humanity La Pine Sunriver Affordable Housing in South County	900,000
Habitat for Humanity La Pine Sunriver Emergency/Critical Home Repairs in South County	100,000
Hayden Homes Affordable Housing Project	1,000,000
Housing Works Redevelopment and Expansion of Spencer Court in Redmond	2,000,000
Affordable Home Ownership - Kor Community Land Trust	500,000
Master Plan assistance for homeless service campus in east Redmond	32,050

Greg Munn | Treasurer & Chief Financial Officer

1300 NW Wall Street | Bend, Oregon 97703

Office: (541) 388-6559 | Mobile: (541) 693-4090

Thu, Apr 21, 11:03
AM

Virginia Ohler

Here is a copy of the executed agreement with the City of Forest Grove, who gave us \$147,000 and is, I believe, considering giving us another disbursement from the second tranche.

The City of Cornelius gave us \$75,000 and required nothing from us but an invoice and a W9.

The City of North Plains gave us \$6,000 and also required nothing but an invoice and a W9.

Virginia Ohler

Executive Director

West Tuality Habitat for Humanity

CITY OF SCAPPOOSE

Council Action & Status Report

Date Submitted: April 26, 2022

Agenda Date Requested: May 2, 2022

To: City Council

From: Alexandra Rains, City Manager
Dave Sukau, Public Works Director,
Huell Whitehaus, Assistant to Public Works Director

Subject: Resolution 22-09

TYPE OF ACTION REQUESTED:

☒ Resolution

☐ Ordinance

☐ Formal Action

☐ Report Only

ISSUE: Resolution 22-09 – A Resolution Authorizing the City of Scappoose to Enter into Grant Agreements with the Oregon Business Development Department for Infrastructure Funding.

ANALYSIS: During the 2021 session of the Oregon Legislature, HB5006 was passed and subsequently signed by the Governor. With HB5006, the Legislature appropriated infrastructure grant funds to over 50 Oregon municipalities, including to the City of Scappoose.

Among the appropriations, the Legislature appropriated \$10,000,000 to be administered by the Oregon Business Development Department (OBDD, a.k.a. “Business Oregon”). OBDD sent two grant agreements (one for water projects and one for wastewater projects) and additional documentation to the City for authorization and execution. Pursuant to Resolution 17-12, Section B(4), City Council’s authorization is required to authorize the Mayor of Scappoose to sign and execute the necessary agreements with OBDD.

Exhibit A: Resolution 22-09

Request for Council Action

RECOMMENDATION: Staff recommends that City Council adopt Resolution No. 22-09, a Resolution Authorizing the City of Scappoose to Enter into Grant Agreements with the Oregon Business Development Department for Infrastructure Funding.

SUGGESTED MOTION: I move Council adopt Resolution No. 22-09: A Resolution Authorizing the City of Scappoose to Enter into Grant Agreements with the Oregon Business Development Department for Infrastructure Funding.

Request for Council Action

RESOLUTION NO. 22-09

**A RESOLUTION AUTHORIZING THE CITY OF SCAPPOOSE TO ENTER
INTO GRANT AGREEMENTS WITH THE OREGON BUSINESS DEVELOPMENT
DEPARTMENT FOR INFRASTRUCTURE FUNDING**

WHEREAS, the Oregon Legislature has appropriated grant monies to the City of Scappoose pursuant to the HB5006, for the purpose of funding certain wastewater and water infrastructure projects; and

WHEREAS, the Oregon Business Development Department (OBDD) is one of two State of Oregon agencies tasked with administering HB5006 grant funds appropriated by the Legislature; and

WHEREAS, OBDD has developed and submitted two grant agreements to the City for authorization and execution; and

WHEREAS, City of Scappoose Resolution 17-12, Section B(4), pertaining the City's Public Contracting Rules and Procedures requires authorization by City Council to enter into a grant agreement; and

NOW, THEREFORE, BE IT RESOLVED, that the Council of the City of Scappoose, pursuant to Res. 17-12, authorizes the Mayor of Scappoose to sign and execute grant agreements SR2222A and SR2222B with the Oregon Business Development Department.

PASSED AND ADOPTED by the City Council of Scappoose and signed by me and the City Recorder in authentication of its passage this ____day of May 2022.

CITY OF SCAPPOOSE, OREGON

Scott Burge, Mayor

Attest:

Susan M Reeves, MMC
City Recorder

CITY OF SCAPPOOSE

Council Action & Status Report

Date Submitted: April 26, 2022

Agenda Date Requested: May 2, 2022

To: Scappoose City Council

From: Isaac Butman, Assistant to the City Manager

Subject: Peace Candle Rehabilitation

TYPE OF ACTION REQUESTED:

☐ Resolution

☐ Ordinance

☒ Formal Action

☐ Report Only

BACKGROUND: Rehabilitating the Peace Candle has been a Council Goal since 2015. Over the last year an opportunity to protect and rehabilitate the Peace Candle has arisen. The developer and owner of the land the Peace Candle sits on have agreed to work with the City of Scappoose to protect the Candle.

On February 21, 2022, Staff presented initial rehabilitation concepts and question to Council. Council decided to move forward with rehabilitating the current flame assembly, and to survey the community for their preferences about paint colors.

The results of that survey are presented in this report.

ISSUE: Staff is seeking a Council on the paint color and remaining rehabilitation elements for the Peace Candle Rehabilitation Project.

Survey Results: Staff ran three concurrent surveys asking which of the three color choices presented to Council the citizens of Scappoose would like the Peace Candle to be painted, knowing that the off-white color could have color changing LED's installed to create a myriad of colors on the Candle.

The survey was posted multiple times on Facebook, Nextdoor, and distributed twice in the City Newsletter.

Request for Council Action

Final results will be available as an Addendum to this Report on May 2, 2022. Staff left the Survey's open for one extra week to allow for the second Newsletter to arrive and answers to come in.

Preliminary Results (4/21/2022) (controlled for those not living in Scappoose Area):

Color	Aggregated Percentage
Red	51.4%
Yellow	6.4%
Off-White	42.2%

Staff is seeking a decision on what color to Paint the Candle.

The emerging theme for the rehabilitation of the Candle is to not make too many changes to this iconic landmark. Comments on the Survey and online trend to rehabilitating the Peace Candle in-line with its history by not drastically changing its symbolism or design. In light of this, Staff recommends that the well-known "Welcome to Scappoose" sign simply be rehabilitated rather than changed, and that the historical signage be moved to a plaque at the base of the Candle.

RECOMMENDATION: Staff recommends that Council make a decision on paint color and other rehabilitation elements so that work can proceed.

SUGGESTED MOTION: I move that Council direct Staff to proceed with rehabilitation of the Peace Candle using the following design elements: paint the Candle [insert color here]; [with or without ambiance lighting, specifically if the paint color is off-white]; and [insert signage choice here].

Request for Council Action

CITY OF SCAPPOOSE

May 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 URA 6pm City Council 7pm	3	4	5	6	7
8	9	10	11	12 Planning Commission 7pm	13	14
15	16 Work Session 6pm City Council 7pm	17 50-Year Stakeholder Advisory Committee Meeting 6pm	18	19 EDC, noon Park & Rec 6pm	20	21
22	23 Budget Committee 5:30 pm	24 Budget Committee 5:30 pm (If needed)	25	26 Planning Commission 7pm	27	28
29	30 City Offices closed	31 50-Year Stakeholder Advisory Committee Meeting 6pm				