



# SCAPPOOSE *Oregon*

**MONDAY, MAY 20, 2024**

**WORK SESSION ~ COMMUNITY ENHANCEMENT PROGRAM PRESENTATIONS 6:00PM**

**CITY COUNCIL MEETING AGENDA  
REGULAR MEETING 7:00 PM  
COUNCIL CHAMBERS  
33568 EAST COLUMBIA AVENUE  
SCAPPOOSE, OREGON 97056**

**ITEM AGENDA TOPIC** **Action**

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**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 15, 2024 City Council meeting minutes; May 6, 2024 City Council work session minutes; and May 6, 2024 City Council meeting minutes**

**New Business**

**2. Proclamation ~ Amyotrophic Lateral Sclerosis Awareness Month 2024**

**Joint Work Session with Planning Commission**

**3. Land Use Training**  
Legal Counsel Ashleigh Dougill

**4. Discussion Regarding Interim position(s)**

**Announcements – information only**

**5. Calendar**

**6. Updates: City Manager, Police Department, Councilors, and Mayor**

**7. Executive Session ~ ORS 192.660 (2) (i) Employee Evaluations**

**Open Session**

**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, 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



**Community Enhancement Program Application - 2024**

<b>Applicant/Organization Name:</b>	Amani Center (Columbia County Child Abuse Assessment Program)
<b>Project Title:</b>	Forensic Child Abuse Assessments for Children in Scappoose (and ColCo)
<b>Amount Requested:</b>	\$5000

Organization Information	
<b>Organization Type:</b> <input checked="" type="checkbox"/> Nonprofit 501c3 <input type="checkbox"/> Other If other, describe:	<b>Federal Tax ID No:</b> 93-1295272 <b>Brief description of organization:</b> The Amani Center provides forensic child abuse interviews and medical assessments, as well as follow up and referral support, for children and families who may have been impacted by abuse or neglect, with the primary goal of providing quality, local, responsive evaluative services to every child, aged 0-18, who may need our services, in Columbia County.

Authorized Signer	
<b>Name:</b>	Amelia Kercher
<b>Phone:</b>	503-318-0400
<b>Title:</b>	Executive Director
<b>Email:</b>	info@amanicenter.org
<b>Street Address:</b>	<b>Mailing Address (if different):</b>
1621 Columbia Blvd St. Helens, OR 97051	PO Box 1001 St. Helens, OR 97051

Project Contact (If different than authorized signer)	
<b>Name:</b>	Beth Pulito
<b>Phone:</b>	503-318-0568
<b>Title:</b>	Deputy Director
<b>Email:</b>	bpulito@amanicenter.org
<b>Street Address:</b>	<b>Mailing Address (if different):</b>
same	same

Please answer each question that applies to your project to the best of your ability. If a question or portion of a question is not applicable to your project, please indicate this.

**1) Please provide an explanation of what your organization provides as goods, services, or other to meet the needs of Scappoose residents. (This is not project specific, but specific to your organization.)**

The Amani Center provides Child Abuse Forensic Evaluations and Family Support Services for victimized children in Scappoose and Columbia County, ensuring that alleged child abuse victims in Columbia County are provided with quality, trauma-informed medical and forensic assessment/intervention and support services in a secure, timely and developmentally appropriate manner. Outside of the recent years impacted by the Covid-19 pandemic, the number of requests for the Center's assessment/treatment services had continued to increase each year, more than doubling from 2015 to 2019. As we have exited the pandemic, service needs are, again, on the rise as more children are referred to the Amani Center for needs and families are supported through systems navigation, follow up services, and continued access to Amani Center staff through the investigative process. In recent years we have served 185 (2021); 224 (2022) and 243 (2023).

The City of Scappoose has a 5.7% higher rate of people under the age of 18 years than Columbia County's average (per 2020 census). In 2023, 18.5% of the clients served by the Amani Center were residents of Scappoose and/or victimized in Scappoose. In 2023 Amani Center provided 243 assessment services, with 45 of those from Scappoose. Historically, services to victims in Scappoose range between 12-18%.

**2) Please provide: a brief description of your project; a description of the problem your project attempts to solve; and an estimate of how many persons will be served by this project.**

The Amani Center is requesting funds in the amount of \$5,000 from the City of Scappoose to support the center's ongoing Child Abuse Assessment Services. This funding request represents less than 1% of our annual budget requirements for the next fiscal year.

To sustain the current level of services and meet the increasing needs of child victims in Columbia County, the Amani Center sought just over \$1M for the 2022/2023 FY from multiple grantors, program revenue streams and community members through contributed support donations. The budget for 2023/2024 was just over \$2M (with the addition of a mental health therapy program and expansions in both the Assessment Program and Multidisciplinary Team Program). Acquiring funding from the CEP will help retain existing program services and positions within the agency (including a full time medical provider), provide necessary assessment resources, help to sustain essential medical exam availability, and provide supplies required for the center's operations. In 2023/2024, the Amani Center has launched the implementation phase of in-house mental health services for our children and families, as well.

The importance of the assessment team, including a Medical Provider, Child Forensic Interviewer and CHW/Victim Advocate is crucial to the victim, their caregivers and our community partners. The immediate intervention by the assessment team is integral to the physical and emotional welfare of the child. This initial process is the most important step taken in the healing of the child and the support of non-offending caregivers. Furthermore, the specialized services provide professional diagnosis of child abuse and expert testimony used later for medical/therapeutic treatment and throughout the investigation/prosecution of offenders.

At a time when service needs suggest that ethically and morally our community should be increasing services to this vulnerable population, we are continually faced with the possibility of not being able to provide an adequate number of services to these children and their families. Through diligent fund sourcing and tireless fundraising, we have been able to increase Medical Provider availability to 5 days/week. Because of this availability we have seen an increase in the number of weekly assessments, a confirmation that the staffing increase was a necessity in our county. Unfortunately, we do not see this need decreasing in the future and to keep up with Medical Provider availability, we see the need to increase Forensic Interview and Family Support Services staffing levels. Our current goal is to sustain funding for these necessary positions to provide responsive assessment services to every child who needs them in our community.

**3) Briefly outline major tasks and projected timeline; if this project is on private land or in a private space, discuss the public benefit of this project; and describe coordination with other organizations as it relates to this project.**

The Amani Center child abuse evaluation and support services is an existing and ongoing project. All services are provided and recorded during the calendar year and all financials are on a July 1 – June 30 fiscal year. This organization has been established since 2000, providing services of child abuse forensic assessments and evaluations since 2003. The Amani Center will continue to provide services to children and their non-offending caregivers as long as the need exists in Columbia County. This project is on a continual cycle and has seen, and will continue to see, both programmatic and organizational growth for many years to come.

Countywide Multidisciplinary Team (MDT) partners such as law enforcement and DHS child protective services depend on the Amani Center as a valuable asset in gathering investigative details used in LE/DHS cases to inform next steps for the child victim as it relates to safety of the child, as well as decisions in legal actions. Other partner organizations include the District Attorney's Office, schools, mental health agencies, healthcare providers, SAFE of Columbia County, and other social service, health and victim's assistance resources.

**4) Please explain to what extent the project advances equity, diversity, and inclusion of the most vulnerable Scappoose residents.**

The Amani Center is dedicated to ensuring quality care and services to ALL clients who enter our doors. Our Multidisciplinary Team Coordinator assists with countywide outreach, ensuring even the most remote, vulnerable and underserved populations in our community receive equitable access to our services. Additionally, we are undergoing extensive DEI training at the board and staff level, including all levels of staff, addressing DEI, implicit bias, inclusive hiring practices, cultural competency, and creating an agency DEI Stance. The Amani Center takes very seriously the fact that all persons deserve equitable and adequate care, regardless of identifying factors such as race, color, national origin (including limited English proficiency), disability, religion, sex, gender identity, sexual orientation, or age. We include socio-economic status and ability to pay in these factors as well.

Child victims of crime are some of the most vulnerable and least able to advocate for themselves. Staff from the Amani Center are able to help be the voice for these children. The Amani Center provides systems navigation for these victims and their supportive, non-offending caregivers to ensure the cycle of abuse is broken and a child can move on to healing and recovery. Child abuse and neglect are not selective about identifying factors, however, we do know that BIPOC children interface at a higher rate with the child welfare system. The Amani Center ensures that a child's case is investigated in a neutral, unbiased environment with cultural sensitivity to gather as much relevant evidence as possible. It is our goal to end child abuse for all children in Columbia County and Scappoose because all children have a right to live in a safe, stable and secure environment where they can learn, grow and thrive.

Recently, multiple bilingual individuals have been added to our staff to provide even greater access to resources for Spanish speakers in Columbia County.

**5) Will the project be completed with the proposed funding, or will future funding be necessary? Please explain.**

Services provided by the Amani Center are ongoing in perpetuity. We believe that the historical continuation of services and growth at the Amani Center (since 2000) has proven the agency's ability to successfully create and maintain programs by providing child victims of abuse, their caregivers and our community partners the support and services they need.

The primary source of revenue for the Amani Center is grants. The Amani Center has extensive experience managing projects, accurately tracking statistical data and reporting to funders on progress. Additional funding sources include fundraisers, contributed support, and medical reimbursement.

**6) How do the outcomes of your project further and enhance the values of Scappoose as expressed through the Scappoose Vision Statement and Council Goals?**

The Amani Center is able to support the current City of Scappoose Council Goals, as well as sustain the community's Vision Statement.

The Amani Center is proud to be a partner with Scappoose Police Department to help keep Scappoose one of the safest communities in Oregon. Scappoose Police Department may refer any child who may have been impacted by abuse, neglect or witness to violence. The Amani Center staff work side-by-side with Scappoose Police Department, DHS and families to ensure that appropriate services are offered. Additionally, the Multidisciplinary Coordinator works on outreach with Scappoose Police Personnel to increase collaboration with community partners in cases of child maltreatment and providing access and support for children and families who have been possible victims. Further, the Amani Center is committed to providing law enforcement a secure facility to observe forensic interviews, as well as reports and DVD recordings of interviews to further assist with investigations. By directly supporting Scappoose Police personnel, we hope that we are assisting in a positive work environment that encourages and sustains staff retention.

This collaborative endeavor provides law enforcement with specialized child forensic interviewing and medical examinations for their cases in a trauma-informed manner. Additionally, it contributes to reducing further trauma that child victims may experience by providing the child friendly and safe environment to collect case information and to ensure the safety of child victims, thereby supporting part of Scappoose's Vision Statement of a Caring Community where people will feel safe and be at peace in their homes.

**7) Is there anything else you would like us to know about your project?**

The Amani Center is currently working towards building a new permanent facility, owned by the organization (instead of a lease as currently established). This facility is to ensure that agency services continue to be available at the rate needed for our growing community, as well as support our internal mental health therapy program and expanded services in Child Fatality Review, Multidisciplinary Team Coordination, and prevention and education efforts.

As we raise funds for this necessary facility, we are committed to continuing to provide services at or above our current capacity for the children and families of Scappoose, and across Columbia County.

### Project Budget

<b>Total Estimated Project Cost</b>	2,123,330.05
<b>% of Total Project Cost provided by your Organization:</b>	+99%
<b>Has the Organization received a Scappoose CEP grant for this project before?</b>	Yes
<b>If so, what year and how much?</b>	2023 - \$5,000.00

If your organization is submitting more than one application, please rank this projects importance, with 1 being the most important. Each rank can only be used once.

**Project Rank:**

Proposed Project Budget: <i>including money from other sources used for this project.</i>				
Line Item	CEP Funds	Organization Funds	Other Funds	Total
See attached budget	5,000.00	2,118,330.05		2,123,330.05
<b>Totals:</b>				

Explain sources of Other Funds	Amount	Status ( <i>Committed, Application Submitted, Potential Source, etc.</i> )
Government Grants - VOCA, CAMI, JRA, NCA		Committed
Foundation Grants - Ford Family Foundation, Stimson-Miller, OCF, Randall Charitable Trust		Committed & Pending
Local Grants - Columbia Pacific CCO		Committed
Individual Donors & Contributed Support		Committed
Corporate Sponsors & Local Businesses - InRoads, Wauna, Richardsons, Dyno Nobel		Committed
Medical Reimbursement - Private Insurance, OHP/CPCCO		Committed

**General Certification**

By signing below, I certify that:

I am authorized to sign this document on behalf of my organization.

I certify that to the best of my knowledge all the information contained in this document is true and accurate.

I further certify that, to the best of my knowledge, this application has been approved by the governing body of the organization or is otherwise being submitted using the governing body's lawful process.

I/we/my organization has read in full and agrees to the Scappoose Community Enhancement Program Application Guidelines; and

By signing this application stipulate that I/we/my organization will abide by all Federal, State, Local or other laws applicable to this project, or work done in completion of this project; and

I/we/my organization agrees to submit all required post-project reporting, or be disqualified from the next round of Scappoose CEP funding; and

I/we/my organization will make a representative of the project/organization available to present this project to City Council during Project Presentations.

Beth M Pulito

\_\_\_\_\_  
Authorized Signer Name (print)

Deputy Director

\_\_\_\_\_  
Title

Beth Pulito



\_\_\_\_\_  
Signature

5/7/2024

\_\_\_\_\_  
Date

Amani Center  
Budget for Fiscal Year 2023-2024  
July 1st 2023 - June 30th 2024

Prepared by Amelia Kercher

	July	August	September	October	November	December	January	February	March	April	May	June	Total	Previous year actuals	Variance
<b>Revenue:</b>															
Medical Reimbursement	\$ 32,730.00	\$ 32,730.00	\$ 72,006.00	\$ 72,006.00	\$ 72,006.00	\$ 72,006.00	\$ 72,006.00	\$ 72,006.00	\$ 72,006.00	\$ 72,006.00	\$ 72,006.00	\$ 72,006.00	\$ 72,006.00	\$ 785,520.00	785,520.00
Contributed Support/Development Revenue	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 8,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 13,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 51,000.00	51,000.00
Fundraising	\$ 7,691.67	\$ 7,691.67	\$ 7,691.67	\$ 7,691.67	\$ 7,691.67	\$ 7,691.67	\$ 7,691.67	\$ 7,691.67	\$ 7,691.67	\$ 7,691.67	\$ 7,691.67	\$ 7,691.67	\$ 7,691.67	\$ 92,300.00	92,300.00
Grants	\$ 155,809.00	\$ 5,000.00	\$ 2,000.00	\$ 516,388.83	\$ -	\$ 63,000.00	\$ 18,000.00	\$ -	\$ 2,000.00	\$ 24,500.00	\$ -	\$ 2,000.00	\$ -	\$ 788,677.83	788,677.83
In-Kind Donations															
Government Grants	\$ 199,249.50	\$ -	\$ 47,670.68	\$ -	\$ -	\$ 47,670.68	\$ -	\$ -	\$ 47,670.68	\$ -	\$ -	\$ 47,670.68	\$ -	\$ 389,932.22	389,932.22
Compensatory Fine Income	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 12,000.00	12,000.00
Other Income	\$ 305.00	\$ 305.00	\$ 545.00	\$ 305.00	\$ 305.00	\$ 305.00	\$ 305.00	\$ 305.00	\$ 305.00	\$ 305.00	\$ 305.00	\$ 305.00	\$ 305.00	\$ 3,900.00	3,900.00
<b>Total Revenue</b>	<b>\$ 399,785.17</b>	<b>\$ 49,726.67</b>	<b>\$ 133,913.35</b>	<b>\$ 605,371.50</b>	<b>\$ 84,002.67</b>	<b>\$ 194,673.35</b>	<b>\$ 102,002.67</b>	<b>\$ 94,002.67</b>	<b>\$ 133,673.35</b>	<b>\$ 108,502.67</b>	<b>\$ 84,002.67</b>	<b>\$ 133,673.35</b>	<b>\$ 2,123,330.05</b>		
<b>Expenses:</b>															
Payroll (Personnel and Benefits)	\$ 125,039.56	\$ 125,039.56	\$ 125,039.56	\$ 125,039.56	\$ 125,039.56	\$ 125,039.56	\$ 125,039.56	\$ 125,039.56	\$ 125,039.56	\$ 125,039.56	\$ 125,039.56	\$ 125,039.56	\$ 1,500,474.68	1,500,474.68	
Meals, Travel, Lodging, Ed-Conf	\$ 12,436.67	\$ 12,436.67	\$ 12,436.67	\$ 12,436.67	\$ 12,436.67	\$ 12,436.67	\$ 12,436.67	\$ 12,436.67	\$ 12,436.67	\$ 12,436.67	\$ 12,436.67	\$ 12,436.67	\$ 149,240.00	149,240.00	
MDT Training Expenses	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 10,200.00	10,200.00	
Miscellaneous	\$ 8,052.00	\$ 6,802.00	\$ 6,552.00	\$ 6,202.00	\$ 6,802.00	\$ 8,502.00	\$ 6,002.00	\$ 6,502.00	\$ 7,112.00	\$ 6,102.00	\$ 6,102.00	\$ 6,152.00	\$ 80,884.00	80,884.00	
Fundraising Expenses	\$ 820.13	\$ 820.13	\$ 16,500.00	\$ 820.13	\$ 820.13	\$ 1,220.00	\$ 820.13	\$ 820.13	\$ 11,000.00	\$ 937.00	\$ 820.13	\$ 820.13	\$ 36,218.00	36,218.00	
Legal & Professional	\$ 5,660.00	\$ 4,660.00	\$ 4,660.00	\$ 5,510.00	\$ 4,735.00	\$ 5,260.00	\$ 5,615.00	\$ 4,660.00	\$ 11,160.00	\$ 4,660.00	\$ 7,010.00	\$ 4,660.00	\$ 68,350.00	68,350.00	
Insurance	\$ -	\$ -	\$ -	\$ 24,040.69	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,040.69	24,040.69	
Medical Assessment Expenses	\$ 874.00	\$ 874.00	\$ 874.00	\$ 874.00	\$ 2,874.00	\$ 874.00	\$ 874.00	\$ 874.00	\$ 874.00	\$ 874.00	\$ 874.00	\$ 5,248.00	\$ 16,862.00	16,862.00	
Office Rent	\$ 3,120.00	\$ 3,120.00	\$ 3,120.00	\$ 3,120.00	\$ 3,120.00	\$ 3,120.00	\$ 3,120.00	\$ 3,120.00	\$ 3,120.00	\$ 3,120.00	\$ 3,120.00	\$ 3,120.00	\$ 37,440.00	37,440.00	
Office Equipment & Depreciation	\$ 5,380.00	\$ 1,480.00	\$ 1,480.00	\$ 1,480.00	\$ 1,480.00	\$ 1,480.00	\$ 1,480.00	\$ 1,480.00	\$ 1,480.00	\$ 1,480.00	\$ 1,480.00	\$ 14,252.39	\$ 34,432.39	34,432.39	
Office Supplies & Postage	\$ 375.00	\$ 375.00	\$ 375.00	\$ 375.00	\$ 375.00	\$ 375.00	\$ 375.00	\$ 375.00	\$ 375.00	\$ 375.00	\$ 375.00	\$ 375.00	\$ 4,500.00	4,500.00	
Utilities (Phone, Storage Unit)	\$ 3,361.00	\$ 3,361.00	\$ 3,361.00	\$ 3,361.00	\$ 3,361.00	\$ 3,361.00	\$ 3,361.00	\$ 3,361.00	\$ 3,361.00	\$ 3,361.00	\$ 3,361.00	\$ 3,361.00	\$ 40,332.00	40,332.00	
Board Reserve	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,356.29	\$ 120,356.29	120,356.29	
<b>Total Expenses</b>	<b>\$ 175,968.35</b>	<b>\$ 169,818.35</b>	<b>\$ 185,248.22</b>	<b>\$ 194,209.04</b>	<b>\$ 171,893.35</b>	<b>\$ 172,518.22</b>	<b>\$ 169,973.35</b>	<b>\$ 169,518.35</b>	<b>\$ 186,808.22</b>	<b>\$ 169,235.22</b>	<b>\$ 171,468.35</b>	<b>\$ 186,671.03</b>	<b>\$ 2,123,330.05</b>		
<b>Change in Net Assets</b>	<b>\$ 223,816.82</b>	<b>\$ (120,091.68)</b>	<b>\$ (51,334.88)</b>	<b>\$ 411,162.46</b>	<b>\$ (87,890.68)</b>	<b>\$ 22,155.12</b>	<b>\$ (67,970.68)</b>	<b>\$ (75,515.68)</b>	<b>\$ (53,134.88)</b>	<b>\$ (60,732.56)</b>	<b>\$ (87,465.68)</b>	<b>\$ (52,997.68)</b>	<b>\$ (0.00)</b>	<b>-</b>	<b>-</b>





### Community Enhancement Program Application - 2024

Applicant/Organization Name:	BRANCHES CHURCH
Project Title:	HWY 30 BEAUTIFICATION
Amount Requested:	\$ 5,000.00

Organization Information	
Organization Type: <input checked="" type="checkbox"/> Nonprofit 501c3 <input type="checkbox"/> Other If other, describe:	Federal Tax ID No: 20-5901815 Brief description of organization: NONDENOMINATIONAL CHURCH COMMUNITY OUTREACH

Authorized Signer	
Name:	JEFF MALONEY
Phone:	(503) 577-7893
Title:	BOARD OF DIRECTORS
Email:	JJMALONEY50@GMAIL.COM
Street Address:	Mailing Address (if different):
33271 SW JENNY LN SCAPPOOSE, OR 97056	

Project Contact (If different than authorized signer)	
Name:	
Phone:	Title:
Email:	
Street Address:	Mailing Address (if different):

## Community Enhancement Program (CEP)

Q1 Branches church provides worship services, funeral services, weddings etc. Branches facility is utilized for a number of various functions that support the wellbeing of the Scappoose community including:

Boy Scouts, Band rehearsals, marriage seminars, NA meetings, youth outreach, WIC sign up location, dance team rehearsals, baby showers, home school coop, and birthday parties

Q2 Branches is located at the center of town on Hwy 30. We are looking to provide curb appeal to our facility while improving and enhancing the Scappoose brand. We are partnering with a local landscaping company (K&C Landscaping). We are looking to bring in two units of soil and multiple plants and river rock to create a dry river bed look at the center of our building. The bid and pictures of the project are included. Additionally, the lower branches of the 3 trees in front of the building will be trimmed to open up the view. The facility serves 450-700 people per week through the various events.

Q3 Major tasks of this project will include bringing in two dump truck loads of dirt, large rocks and plants. Professional design will be provide by K&C

Q4 We are a nondenominal church that is welcoming to all people in the community. Our facility is also used by numerous groups at no charge for various events

Q5 The project would be completed without additional future funding.

Q6 The dry river bed project would highlight the beauty and rugged outdoor feel of our community and the original Chinookan people. Some of our older buildings on Hwy 30 need a more modern updated look. This feature would provide a more natural look to the many citizens who drive in and through our thriving city. Providing care through the various groups and services is our goal. Helping youth, people with addictions, strengthening marriages, and simply providing a place to meet people where they are in life.

Q7 We will eventually provide some signage to the property once the project is complete

Please answer each question that applies to your project to the best of your ability. If a question or portion of a question is not applicable to your project, please indicate this.

1) Please provide an explanation of what your organization provides as goods, services, or other to meet the needs of Scappoose residents. *(This is not project specific, but specific to your organization.)*

2) Please provide: a brief description of your project; a description of the problem your project attempts to solve; and an estimate of how many persons will be served by this project.

5) Will the project be completed with the proposed funding, or will future funding be necessary?  
Please explain.

--

6) How do the outcomes of your project further and enhance the values of Scappoose as expressed through the Scappoose Vision Statement and Council Goals?

--

7) Is there anything else you would like us to know about your project?

--

**General Certification**

By signing below, I certify that:

I am authorized to sign this document on behalf of my organization.

I certify that to the best of my knowledge all the information contained in this document is true and accurate.

I further certify that, to the best of my knowledge, this application has been approved by the governing body of the organization or is otherwise being submitted using the governing body's lawful process.

I/we/my organization has read in full and agrees to the Scappoose Community Enhancement Program Application Guidelines; and

By signing this application stipulate that I/we/my organization will abide by all Federal, State, Local or other laws applicable to this project, or work done in completion of this project; and

I/we/my organization agrees to submit all required post-project reporting, or be disqualified from the next round of Scappoose CEP funding; and

I/we/my organization will make a representative of the project/organization available to present this project to City Council during Project Presentations.

*Adam Pinkston*

Authorized Signer Name (print)

*Associate Pastor*

Title

*[Handwritten Signature]*

Signature

*5/7/24*

Date

K & C LANDSCAPE, LLC

P O BOX 30  
SCAPPOOSE, OR 97056  
(503)396-6373  
LCB# 7513

# Estimate

DATE	ESTIMATE #
4/29/2024	4025

NAME / ADDRESS
Branches Church PO BOX 676 Scappoose, OR 97056

PROJECT

DESCRIPTION	COST	TOTAL
LANDSCAPE add 2 units soil add 40 gal plants create river bed - 1 1/2 river rock change sprinklers	5,000.00	5,000.00
<b>TOTAL</b>		\$5,000.00

K&C LANDSCAPE, LLC IS LICENSED BY STATE LANDSCAPE BOARD #  
(503-3785909)  
2111 FRONT ST. NE SUITE 2-101

SIGNATURE \_\_\_\_\_






## Dry Creek Beds and Water Features | Washington Rock

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## Community Enhancement Program Application - 2024

<b>Applicant/Organization Name:</b>	CASA for Children of Multnomah, Washington, Columbia and Tillamook Counties
<b>Project Title:</b>	Critical Advocacy for Scappoose's Children in Foster Care
<b>Amount Requested:</b>	\$5,000

Organization Information	
<b>Organization Type:</b> <input checked="" type="checkbox"/> Nonprofit 501c3 <input type="checkbox"/> Other If other, describe:	<b>Federal Tax ID No:</b> 93-0923866 <b>Brief description of organization:</b> CASA for Children's unwavering mission is advocating for children who have experienced abuse and neglect. Our resources are dedicated to recruiting, training, and supporting community advocates to provide quality advocacy to as many children as we can.

Authorized Signer	
<b>Name:</b>	Betsy Stark Miller
<b>Phone:</b>	503-988-5115
<b>Title:</b>	Executive Director
<b>Email:</b>	betsy.miller@multco.us
<b>Street Address:</b>	<b>Mailing Address (if different):</b>
1401 NE 68th Ave Portland, OR 97213	

Project Contact (if different than authorized signer)	
<b>Name:</b>	Anna Patterson
<b>Phone:</b>	503-988-5115
<b>Title:</b>	Director of Development & Communications
<b>Email:</b>	anna.patterson@multco.us
<b>Street Address:</b>	<b>Mailing Address (if different):</b>
1401 NE 68th Ave Portland, OR 97213	

Please answer each question that applies to your project to the best of your ability. If a question or portion of a question is not applicable to your project, please indicate this.

**1) Please provide an explanation of what your organization provides as goods, services, or other to meet the needs of Scappoose residents. (This is not project specific, but specific to your organization.)**

CASA for Children strives to improve outcomes for children in foster care by recruiting, training, and supporting community volunteers to advocate for the best interests of children who have experienced abuse and neglect. We envision a community where every child who has experienced abuse and neglect is given the chance to thrive in a safe, loving, and permanent home. We dedicate our activities to recruiting, training, and supporting a community of CASA volunteers (Court Appointed Special Advocates or CASAs) who help us carry out this mission and vision. CASAs are community volunteers who are appointed by a judge to learn all about a child's history and identity, attend hearings and meetings, submit recommendations to the court, and advocate for needed services while working toward a safe and permanent home. Each CASA receives robust training and is committed and effective in their advocacy. Judges and child welfare professionals rely on the CASA's recommendations to make informed decisions that impact the child. One CASA can change the trajectory of a child's life, and last year we advocated for 904 children with the support of 454 CASAs.

Type text here

**2) Please provide: a brief description of your project; a description of the problem your project attempts to solve; and an estimate of how many persons will be served by this project.**

Time spent in foster care can be chaotic and traumatic, and the challenges can continue into adulthood. Children who spent time in foster care suffer from depression, anxiety, and PTSD at twice the rate of peers not in the system. Only a small percentage pursue education beyond high school and, as adults, former foster children are much more likely to experience poverty and homelessness. The CASA model addresses and improves many of these outcomes, and has been validated by dozens of national sources ([nationalcasagal.org/our-impact](http://nationalcasagal.org/our-impact)).

While our state laws mandate access to a CASA, the law is not fully funded like it is in other states such as New Hampshire and Texas, and we rely on donations to operate. The current child welfare system does not have the capacity to provide the level of advocacy and support needed for the juvenile court system to make informed decisions about the child and their future. The state of Oregon provided about 20% of CASA for Children's annual budget last year. High inflation, staff turnover, and decreasing program team caseloads have all contributed to increased financial pressure as we try to meet our annual goals this year. In Oregon, we must still rely heavily on philanthropy and community support to meet the needs of children in foster care. With the funding from City of Scappoose, CASA for Children will be able to continue to provide high quality and critical advocacy services to approximately 83 children in foster care in Columbia County with support of 40 CASAs.

The number of children in foster care in Oregon declined rapidly last year—the number of children in care in our service area dropped from 2,218 in FY22 to 1,439 in FY23 (a drop of 35% in one year, and a 17-year low). Sadly, we are seeing an increase in severity and complexity of cases. There have been more intense levels of child abuse, neglect, drug abuse, and even death. This has also correlated with children spending longer periods of time in foster care. In FY20, cases were open an average of 25.6 months and have increased to an average of 36 months. It has also meant staff are dedicating more time on these complex cases, and therefore we need more staff members to serve this group of children. Last year we served 904 children, approximately 50% of all children in foster care in our service area, leaving over 500 without a CASA.

**3) Briefly outline major tasks and projected timeline; if this project is on private land or in a private space, discuss the public benefit of this project; and describe coordination with other organizations as it relates to this project.**

CASA for Children seeks a \$5,000 grant from the City of Scappoose to support the recruitment, training, and supervision of CASA volunteers in Scappoose and Columbia County as a whole. Our work is ongoing and year round in coordination with Oregon Department of Human Services and the local family courts. Children are referred to our program by a judge, and our organization has an efficient system for intake and case assignment, ensuring that we serve as many children as possible. A CASA volunteer is sworn in by a judge and continuously advocates for their children while working toward a safe, permanent home for the children. Each CASA receives support and supervision from their CASA Supervisor who manages a caseload of approximately 30 volunteers. CASA for Children is fortunate to have amazing organizational partners who are also focused on improving the lives of those living in Columbia County including support for children in foster care. Some of those organizations are: Columbia County Childhood Trauma Informed Network and Columbia County Community Health. Less than one-quarter of our agency's annual organizational budget funding comes the state. We carry out this critical service with the support of our philanthropic and community partners. A grant from the City of Scappoose will help to provide more CASAs to children in foster care- one of the most vulnerable populations in the city's community.

**4) Please explain to what extent the project advances equity, diversity, and inclusion of the most vulnerable Scappoose residents.**

Racial disparities occur at nearly every major decision-making point along the child welfare continuum. A significant body of research has documented the overrepresentation of certain racial and ethnic groups in the child welfare system relative to their representation in the general population (e.g. Cenat et al., 2020; Ganasarajah et al., 2017; Wells, 2011). In 2019, American Indian and Alaska Native children made up 1 percent of the child population and accounted for 2 percent of the foster care population, while African-American children accounted for roughly 14 percent of the child population and 23 percent of the foster care population (Annie E. Casey Foundation, 2020; Children's Bureau, 202b). That same year, White children made up half of the child population and just 44 percent of the foster care population.

CASA for Children serves youth from birth to age 18 (in some cases age 21) who have been removed from their families because of abuse or neglect and placed in foster care. All the children we serve, because of their circumstances, are at or below the poverty line. The service area for our program is Multnomah, Washington, Columbia, and Tillamook counties in Oregon; these counties are home to one-third of Oregon's children in foster care. The children served by our program are approximately 66% White, 15% Black/African American, 9% Native American/Alaska Native/or Hawaiian, 2% Asian, 3% multiracial, and 5% other.

**5) Will the project be completed with the proposed funding, or will future funding be necessary? Please explain.**

Oregon law mandates that every child in custody of the state be provided a CASA, however the state provides less than one-quarter of our operating budget. CASA for Children relies heavily on philanthropy and support from the community to continue to meet the mandate and needs of children in foster care. Our continued success in securing funding from community members, organizations, and foundations directly impacts the number of children we are able to serve and affects our future capacity. There are children waiting today in the foster care system for an advocate, and every dollar allows us to recruit and supervise more volunteers.

**6) How do the outcomes of your project further and enhance the values of Scappoose as expressed through the Scappoose Vision Statement and Council Goals?**

The CASA for Children program reflects the City of Scappoose's Vision and Council Goals of promoting a "Connected Community" and "Caring Community". The CASA model, a court appointed volunteer advocating for the needs and best interests of children in foster care, is proven effective at significantly improving a child's circumstances. Multiple sources of longitudinal research report that a child with a CASA receives more of the services they need, has better outcomes in school, and is more likely to find a safe, permanent home.

**7) Is there anything else you would like us to know about your project?**

CASA advocacy is imperative, and it is even mandated (although unfunded) by the State of Oregon that every child in foster care should have access to a CASA. A CASA commits to the child for the duration of their case and advocates for resources that benefit the child personally, in school, in relationships, and in achieving a safe, permanent home. Strong relationships like these with reliable, caring adults can be transformative in preventing the effects of Adverse Childhood Experiences (ACEs), like abuse or neglect, according to the Centers for Disease Control and Prevention (CDC). One CASA can completely change the trajectory of a child's life. The past several years have been unpredictable, and each year has played out differently than we had planned. We are proud of the stability and significant support provided to children during these challenging years. We hope we can count on the City of Scappoose's support as we navigate a challenging reality and aim to serve as many children as possible.

CASA for Children is a leader nationally and one of the largest and longest serving CASA agencies in the country. We have been named, for 11 consecutive years, as one of Portland Business Journal's Top 10 Oregon's Most Admired Companies—in 2023, our agency was #2 on the list.

Our finance and operations teams prioritize financial stability and organization sustainability, and we are confident that we will continue to address these challenges with creativity and commitment so that the children in our program receive consistent, quality support. In 2023, we were proud to have earned the prestigious Gold Seal of Transparency from Candid. This official seal recognizes philanthropic organizations that demonstrate a deep commitment to transparency, accountability, and inclusivity and operate from a position of strong financial health.



**PROJECT BUDGET**

Total Estimated Project Cost   
 % of Total Project Cost Provided by your Organization   
 Has the Organization received a Scappoose CEP grant for this project before?   
 If so, what year and how much?

If your organization is submitting more than one application, please rank this projects importance, with 1 being the most important, Each rand can only be used once.

Project Rank:

**Proposed Project Budget: including money from other sources used for this project.**

Line Item	CEP Funds	Organization Funds	Other Funds	Total
Personnel Services	4,800	49,721	188,654	
Supplies	100	4,500	6,000	
Marketing, other materials	100	2,195	4,000	
Other		11,200	6,100	
<b>TOTALS:</b>	<b>5,000</b>	<b>67,616</b>	<b>204,754</b>	

Explain sources of Other Funds	Amount	Status (Committed, Application Submitted, Potential Source, etc.)
Organization Funds: State of Oregon funding specific to Columbia County	67,616	Committed
Other Funds: Are a mix of local and national funding from companies and foundations including Joseph E. Weston Public Foundation of OCF-\$51,300, James & Shirley Rippey Foundation-\$50,000, James R. Kuse Family Fdn-\$30,000, Rose E. Tucker Charitable Trust-\$15,000, Schamp Family Fund of OCF-\$11,000, Ford Family Foundation-\$8,900	166,200	Committed
Ackley Foundation-\$25,000, Irwin Foundation-\$6,000, Jackson Foundation-\$5,000 misc. event dollars for balance	38,554	Pending/applications submitted

**General Certification**

By signing below, I certify that:

I am authorized to sign this document on behalf of my organization.

I certify that to the best of my knowledge all the information contained in this document is true and accurate.

I further certify that, to the best of my knowledge. This application has been approved by the governing body of the organization or is otherwise being submitted using the governing body's lawful process.

I/we/my organization has read in full and agrees to the Scappoose Community Enhancement Program Application Guidelines; and

By signing this application stipulate that I/we/my organization will abide by all Federal, State, Local or other laws applicable to this project, or work done in completion of this project; and

I/we/my organization agrees to submit all required post-project reporting, or be disqualified from the next round of Scappoose CEP funding; and

I/we/my organization will make a representative of the project/organization available to present this project to City Council during Project Presentations.

Betsy Stark Miller

\_\_\_\_\_  
**Authorized Signer Name (print)**

Executive Director

\_\_\_\_\_  
**Title**



\_\_\_\_\_  
**Signature**

5/7/2024

\_\_\_\_\_  
**Date**



## Community Enhancement Program Application - 2024

Applicant/Organization Name:	Columbia County HUB aka CCHUB
Project Title:	Youth Entrepreneurship Program
Amount Requested:	\$5,000

Organization Information	
<b>Organization Type:</b> <input checked="" type="checkbox"/> Nonprofit 501c3 <input type="checkbox"/> Other If other, describe:	<b>Federal Tax ID No:</b> 83-2239047 <b>Brief description of organization:</b> Columbia County HUB is an organization focused on elevating opportunities for youth and those going through transition in their lives, such as: addiction recovery, houselessness, career transition, etc.  We are focused on elevating tomorrow's leaders who are simply held back by today's challenges

Authorized Signer	
<b>Name:</b>	Amanda Normine
<b>Phone:</b>	503-369-6845
<b>Title:</b>	Chair of the Board
<b>Email:</b>	columbiacountyhub@gmail.com CC: amanda@normine-lombard.com
<b>Street Address:</b>	<b>Mailing Address (if different):</b>
Columbia County HUB 52696 NE 1st Street Scappoose, OR 97056	SAME

Project Contact (If different than authorized signer)	
<b>Name:</b>	SAME
<b>Phone:</b>	
<b>Title:</b>	
<b>Email:</b>	
<b>Street Address:</b>	<b>Mailing Address (if different):</b>



Please answer each question that applies to your project to the best of your ability. If a question or portion of a question is not applicable to your project, please indicate this.

**1) Please provide an explanation of what your organization provides as goods, services, or other to meet the needs of Scappoose residents. (This is not project specific, but specific to your organization.)**

Columbia County HUB is focused on providing youth services and opportunities to residents across Columbia County, with a core focus on South County. Our programs are focused on breaking down barriers such as houselessness, addiction and poverty. We are also very focused in elevating career and leadership opportunities in the community, helping to grow our local economy through empowering local residents.

Some of our active programs include:

- a. Campership Program for youth 12-17.
- b. Partnership with Youth Era, providing active peer counseling services and working to build a youth drop in Scappoose.
- c. Business Development and Career Coaching

**2) Please provide: a brief description of your project; a description of the problem your project attempts to solve; and an estimate of how many persons will be served by this project.**

This grant is ideal for current program: the youth entrepreneurship competition. This is a multi-faceted program that is set to serve about 40 locals across South County. The impact of the program, however, will be much larger.

The program starts with training classes which will be held both in person and online – they will run from May 15 - June 15 and will give participants all they need to plan for an entrepreneurial venture. The goal is that at the end of the program, each person will have at least an outline that they can turn into an actionable business plan.

Upon completion of the training, we will be opening the contest for those who are serious about making their dream come true. The contest will have several parts which include self-standing marketing events, a group marketing event and individual challenges. There is also a component of mentoring involved where local businesses will be able to partner with these youths to help empower them and create partnership. The top three contestants will then be given an opportunity to enter into the Shark Tank where they will battle it out for a prize of \$12,500: a mix of grant and low interest loan.

The winner not only walks away with the money, but also three years of mentoring and support from our group. The goal is that over that first three years, this new business will build itself up to a point where it can be self-sustaining and will have fully paid off the low interest loan portion of their prize. It is at that time that we will roll this program out again; with the goal of helping at least one new business open every 3 years. The “at least” part is because we feel that more than just the winners will have an opportunity to realize their dream. It is our hope that the runners up will also have formed strong bonds in the community and can possibly tier up through pop ups and partnerships even if they don’t achieve the full financing. Through that the impact will be vast and felt across the community, as who doesn’t love a new local shop!

**3) Briefly outline major tasks and projected timeline; if this project is on private land or in a private space, discuss the public benefit of this project; and describe coordination with other organizations as it relates to this project.**

This project will start on April 15 and will run through October. The timeline is as follows:

Classes 4/15 – 6/10  
Contest Opens: 6/15  
Contest Begins: 7/1  
Group Event – End of Summer  
Shark Tank Contest – September  
Award Given - October

This program also involves a lot of community partnerships and outside funding. Some of our partners include Columbia River PUD, Inroads, Normine Lombard Recruitment, Wauna CU, Continental Sales and Marketing, and several private volunteers. This is a great way to bring together many community organizations to show their support for growing our local economy through small businesses and entrepreneurs.

**4) Please explain to what extent the project advances equity, diversity, and inclusion of the most vulnerable Scappoose residents.**

Columbia County is a community whose diversity is strongly socio-economic. There are many people here who struggle with the most basic needs such as transportation. We also have a lot of capable, differently abled, individuals here. This competition would even the playing field and allow individuals who otherwise wouldn't be able to attain the funding needed to follow their dreams.

This will empower those to take a step from a small booth at a local bazaar to selling on Etsy or Amazon. This competition isn't exclusive to those who have special skills or training or access to resources. It is our goal to break down all those barriers and help people find a way to make their passions the thing that pays their bills.

**5) Will the project be completed with the proposed funding, or will future funding be necessary? Please explain.**

The budget for this project is \$20,000 and we have raised \$12,000. We will be able to start the program with this funding as we feel confident that we can raise the remaining funds through our 3 events that are planned before the contest begins.

**6) How do the outcomes of your project further and enhance the values of Scappoose as expressed through the Scappoose Vision Statement and Council Goals?**

The vision statement outlines a goal of "an active and connected community that is world class and economically competitive." And that is right in line with this program. Through empowering the community with the knowledge needed to open their own enterprises we can elevate our overall economy – and if those businesses are local storefronts is it twofold making money and keeping it here.

Additionally, a part of the council's commitment is to the following areas – all directly related to this project.

- Expand economic development efforts
- Create a business incubator

**7) Is there anything else you would like us to know about your project?**

This project is based on another that was very successful for SHEDCO. It opened Vault Elite and Hallows Pizza, and the two committee chairs were on the board of SHEDCO during both of those events. We believe that having several years of experience with a similar program will help us to avoid some of the learning pains that you often feel in launching something new.

Additionally, our group is committed to many of the same things that your council is. Aside from this particular competition – we would love to discuss working together on some of our youth programs.

## Project Budget

Total Estimated Project Cost	20,000		
% of Total Project Cost provided by your Organization:	75%		
Has the Organization received a Scappoose CEP grant for this project before?	No		
If so, what year and how much?			

If your organization is submitting more than one application, please rank this projects importance, with 1 being the most important. Each rank can only be used once.

Project Rank:

Proposed Project Budget: <i>including money from other sources used for this project.</i>				
Line Item	CEP Funds	Organization Funds	Other Funds	Total
Loan Collateral			7,500	7,500
Grant Funds	5,000			5,000
Marketing Support for Contestants and Program		2,250		2,250
Marketing for Program		1,500		1,500
IT Support Costs		500		500
Mentor Recruitment / Support		750		750
Event Costs		2500		2,500
<b>Totals:</b>	5,000	7,500	7,500	20,000

Explain sources of Other Funds	Amount	Status ( <i>Committed, Application Submitted, Potential Source, etc.</i> )
Events and Raffles	4,000	Funded
Columbia River PUD	7,500	Funded
General Donations	900	Funded

**General Certification**

By signing below, I certify that:

I am authorized to sign this document on behalf of my organization.

I certify that to the best of my knowledge all the information contained in this document is true and accurate.

I further certify that, to the best of my knowledge, this application has been approved by the governing body of the organization or is otherwise being submitted using the governing body's lawful process.

I/we/my organization has read in full and agrees to the Scappoose Community Enhancement Program Application Guidelines; and

By signing this application stipulate that I/we/my organization will abide by all Federal, State, Local or other laws applicable to this project, or work done in completion of this project; and

I/we/my organization agrees to submit all required post-project reporting, or be disqualified from the next round of Scappoose CEP funding; and

I/we/my organization will make a representative of the project/organization available to present this project to City Council during Project Presentations.

Amanda Normine

\_\_\_\_\_  
**Authorized Signer Name (print)**

Chair of the Board

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**General Certification**

By signing below, I certify that:

I am authorized to sign this document on behalf of my organization.

I certify that to the best of my knowledge all the information contained in this document is true and accurate.

I further certify that, to the best of my knowledge, this application has been approved by the governing body of the organization or is otherwise being submitted using the governing body's lawful process.

I/we/my organization has read in full and agrees to the Scappoose Community Enhancement Program Application Guidelines; and

By signing this application stipulate that I/we/my organization will abide by all Federal, State, Local or other laws applicable to this project, or work done in completion of this project; and

I/we/my organization agrees to submit all required post-project reporting, or be disqualified from the next round of Scappoose CEP funding; and

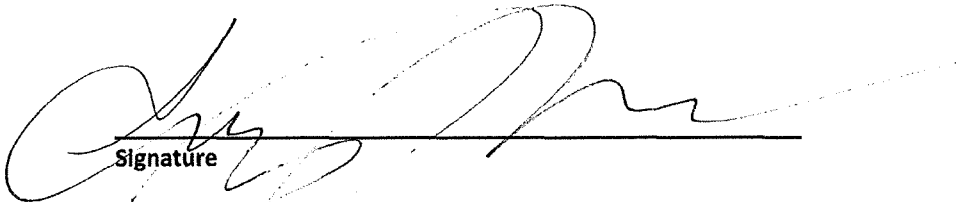
I/we/my organization will make a representative of the project/organization available to present this project to City Council during Project Presentations.

Amanda Normine

\_\_\_\_\_  
**Authorized Signer Name (print)**

Chair of the Board

\_\_\_\_\_  
**Title**

  
\_\_\_\_\_  
**Signature**

4/3/24

\_\_\_\_\_  
**Date**



## Community Enhancement Program Application - 2024

<b>Applicant/Organization Name:</b>	Grant Watts Parent Organization (GWPO)
<b>Project Title:</b>	Grant Watts Community Garden
<b>Amount Requested:</b>	\$2,849.25

Organization Information	
<b>Organization Type:</b> <input checked="" type="checkbox"/> Nonprofit 501c3 <input type="checkbox"/> Other	<b>Federal Tax ID No:</b> 93-0842634
<b>If other, describe:</b>	<b>Brief description of organization:</b> GWPO is comprised of parent volunteers who are passionate about supporting students, educators, classrooms, schools, and the community. GWPO encourages the involvement to foster collaboration in education. GWPO sponsors experiences to promote growth, enrichment, and opportunities that go beyond the public school budget.

Authorized Signer	
<b>Name:</b>	Beth Rajski
<b>Phone:</b>	970-573-2659
<b>Title:</b>	Treasurer
<b>Email:</b>	gwposcappoose@gmail.com
<b>Street Address:</b>	<b>Mailing Address (if different):</b>
52000 SE 3rd Pl Scappoose, OR 97056	

Project Contact (If different than authorized signer)	
<b>Name:</b>	
<b>Phone:</b>	
<b>Title:</b>	
<b>Email:</b>	
<b>Street Address:</b>	<b>Mailing Address (if different):</b>

Please answer each question that applies to your project to the best of your ability. If a question or portion of a question is not applicable to your project, please indicate this.

**1) Please provide an explanation of what your organization provides as goods, services, or other to meet the needs of Scappoose residents. (This is not project specific, but specific to your organization.)**

Organization wide, GWPO provides engaging activities for community involvement such as the Harvest Festival, Hearts & Arrows Dance, Bingo Night, offering after school activities where students, families, and community can gather and enjoy. We support the public education system by financing field trips, school assemblies, classroom enhancements, and more. We believe that by supporting students, we are engaging citizens, supplementing education, and creating a community.

**2) Please provide: a brief description of your project; a description of the problem your project attempts to solve; and an estimate of how many persons will be served by this project.**

The Grant Watts Community Garden provides an educational space, a community space, and nourishment. Since breaking ground in 2022, we have seen students, educators, and community members enjoy the space. There is a school tradition of going into the garden on Earth Day to celebrate the beginning of the growing season, and then throughout the spring students engage with the space with a variety of educational opportunities. Throughout the summer, we invite the community into the space, to share and harvest, and just enjoy the area. When we have an abundance of harvest, we donate to the Produce Distribution at the Public Library on Wednesdays. As students return, tomatoes are still producing, and we are able to supplement the lunch room with fresh tomatoes. Connecting the Earth, garden, classroom, community, with food and education has endless opportunities and we are looking to continue the program and provide sustainable materials. There are approx. 350 students, 60 staff members, and as many community members as we can share with that engage with the space.

Currently our garden boxes are starting to show wear and age. We utilized wooden raised beds, as that was the easiest to source during 2022 with supply chain issues. One has already broken and we are looking to change to a metal raised bed that has a rated lifespan of 20+ years. The space has 16 raised beds, and ideally, we would love to replace them all. Investing in boxes that last 20+ years shows the dedication and commitment of the organization and the community to providing a community garden.



**3) Briefly outline major tasks and projected timeline; if this project is on private land or in a private space, discuss the public benefit of this project; and describe coordination with other organizations as it relates to this project.**

As boxes go through their growing cycle and season, volunteers would coordinate new garden box assembly times. The timeline would depend on what is growing currently in the space. Some boxes have spring harvest, where we could rotate boxes in after they are done, and some would need to wait until after the fall harvest.

We often collaborate with the Earth Sciences classes at the High School, as well as the Scappoose Watershed Council for advisement, and a variety of local business and individuals who volunteer and donate resources to fill boxes, supplement, seeds, or starts.

This space is on Scappoose School District property at Grant Watts Elementary. We have coordinated with the school and district to maintain this space as an organization. It is open to the public during non school hours. Individuals and families can often be seen enjoying the space on weekends, after t-ball, or in the summer.

For this project, we would be coordinating with general volunteers to assist with the construction and upgrades. Depending on the time, we get students involved, high school students, or other nonprofits to bring additional community involvement into the garden.

**4) Please explain to what extent the project advances equity, diversity, and inclusion of the most vulnerable Scappoose residents.**

Gardens are often for people with land, yards, and assets. When we bring students into the space for Earth Day, we like to ask for a show of hands for who has a garden at home, and we follow up by saying, "Guess what? If you did or did not raise your hand, it doesn't matter. This garden is your garden. We are here together and we can use this space to share". The joy that comes to our learners and the pride of being a part of the community immediately sets in with them. Providing a space where the community can come, learn, and harvest, removes barriers. People from all backgrounds, cultures, and identifiers can participate in this space.

Over the past few years, we have seen increases of food insecurity. Providing for our community, and also educating with grown foods, fosters social resilience and provides connections.

**5) Will the project be completed with the proposed funding, or will future funding be necessary? Please explain.**

We are seeking funding to support the purchase of garden boxes and supplies. Depending on funding, we will seek additional funding and grants. With the proposed funding, we would be able to complete the upgrade to more sustainable garden boxes. If we are not fully funded, we would replace what we can and continue to work. Gardens are a continual space, so future funding may be requested but for different aspects of the garden.

**6) How do the outcomes of your project further and enhance the values of Scappoose as expressed through the Scappoose Vision Statement and Council Goals?**

When configuring park and recreational spaces, the City lists school playgrounds. Partnering with GWPO to assist in enhancing the space aligns with Council Goals of enhancing community livability, as well as the development of the diverse park system.

The vision of Scappoose talks about lifelong learning, connected community, caring community, local pride, and passionate stewardship. The Grant Watts Community Garden emboldens those values. It connects with the school, it engages the community, it allows us to care for ourselves, our spaces, and each other. When we talk about this space being for the community, the pride and ownership that radiates from all ages shows the excitement and joy of the garden.

**7) Is there anything else you would like us to know about your project?**

GWPO appreciates all of the support and collaboration the city does with local schools, nonprofits, and the efforts to engage the community.

We invite you to join us in the garden some time. You may find a snap pea, or a strawberry, and someone on the playground might just come up to tell you that they helped mix the soil to wake up the boxes this spring.

Noted below that the City of Scappoose did grant GWPO in 2020. We received \$2,917.00, which was utilized to create the outdoor learning classroom. Funding was allowed to be shifted from the original project due to Covid and still faired equitably for the garden outdoor space.

We would like to note that this space is still used, and is a wonderful expansion to GWPO and Grant Watts.

## Project Budget

Total Estimated Project Cost	\$5488.95
% of Total Project Cost provided by your Organization:	27.33%
Has the Organization received a Scappoose CEP grant for this project before?	Yes
If so, what year and how much?	\$2,917.00

If your organization is submitting more than one application, please rank this projects importance, with 1 being the most important. Each rank can only be used once.

Project Rank:

Proposed Project Budget: <i>including money from other sources used for this project.</i>				
Line Item	CEP Funds	Organization Funds	Other Funds	Total
17" Modular Metal Raised Garden Beds (qty 15 @ \$189.95)	\$2,849.50			
17" Modular Metal Raised Garden Beds (qty 5 @\$189.95) *			\$949.75	
17" Modular Metal Raised Garden Beds (qty 1 @\$189.95)			\$189.95	
Updated supplies (Trellis - multiple; hose and hose box, classroom supplies)		\$1,500.		
<b>Totals:</b>	\$2,849.25	\$1,500	\$1,139.70	

Explain sources of Other Funds	Amount	Status ( <i>Committed, Application Submitted, Potential Source, etc.</i> )
5 boxes could potentially be donated by company that sells garden beds *	\$949.75	Application Submitted
1 box donated by private citizen to replace immediate need (broken box)	\$189.95	Sourced; ordered.
*If vendor donates, we would return grant funding, or allocate to another use in the space		
if allowed by the City and Council		

**General Certification**

By signing below, I certify that:

I am authorized to sign this document on behalf of my organization.

I certify that to the best of my knowledge all the information contained in this document is true and accurate.

I further certify that, to the best of my knowledge, this application has been approved by the governing body of the organization or is otherwise being submitted using the governing body's lawful process.

I/we/my organization has read in full and agrees to the Scappoose Community Enhancement Program Application Guidelines; and

By signing this application stipulate that I/we/my organization will abide by all Federal, State, Local or other laws applicable to this project, or work done in completion of this project; and

I/we/my organization agrees to submit all required post-project reporting, or be disqualified from the next round of Scappoose CEP funding; and

I/we/my organization will make a representative of the project/organization available to present this project to City Council during Project Presentations.

Beth Rajski

\_\_\_\_\_  
**Authorized Signer Name (print)**

Treasurer

\_\_\_\_\_  
**Title**

*Beth Rajski*  
\_\_\_\_\_  
**Signature**

May 7, 2024

\_\_\_\_\_  
**Date**



## Community Enhancement Program Application - 2024

Applicant/Organization Name:	Riverside Community Outreach
Project Title:	Fostering Success 2024
Amount Requested:	\$5,000

Organization Information	
<b>Organization Type:</b> <input checked="" type="checkbox"/> Nonprofit 501c3 <input type="checkbox"/> Other If other, describe:	<b>Federal Tax ID No:</b> 83-3839513 <b>Brief description of organization:</b> Riverside Community Outreach serves vulnerable children and supports families impacted by foster care in Columbia, Clatsop, and Tillamook counties.

Authorized Signer	
<b>Name:</b>	Abby Olson
<b>Phone:</b>	5037403036
<b>Title:</b>	Executive Director
<b>Email:</b>	abby@riversidecommunityoutreach.org
<b>Street Address:</b>	<b>Mailing Address (if different):</b>
1465 Columbia Blvd St Helens OR 97051	PO Box 245 St Helens OR 97051

Project Contact (If different than authorized signer)	
<b>Name:</b>	
<b>Phone:</b>	<b>Title:</b>
<b>Email:</b>	
<b>Street Address:</b>	<b>Mailing Address (if different):</b>

Please answer each question that applies to your project to the best of your ability. If a question or portion of a question is not applicable to your project, please indicate this.

**1) Please provide an explanation of what your organization provides as goods, services, or other to meet the needs of Scappoose residents. (This is not project specific, but specific to your organization.)**

RCO originated from a crucial need to ensure the safety of vulnerable children, offer encouragement to foster parents, and provide assistance to biological families. Presently, RCO operates programs and initiatives while collaborating with local organizations to serve this vulnerable demographic.

RCO's mission encompasses caring for children at risk of entering the foster care system, offering support to foster families, and empowering biological families towards successful reunification. We aid vulnerable children by addressing their tangible needs, offering support, and providing respite care. Moreover, RCO strives to deliver comprehensive services to families, assisting them in meeting their needs and facilitating the transition of children back home after being in foster care. Additionally, we offer resources to families to prevent the necessity of removal. These vital services are provided through our network of relationships, partnerships, and programs.

As a result, RCO has emerged as a crucial link for families affected by foster care in Columbia County, connecting them to the necessary assistance and support they require.

**2) Please provide: a brief description of your project; a description of the problem your project attempts to solve; and an estimate of how many persons will be served by this project.**

In 2022, 256 young individuals found themselves spending at least one night in foster care across Columbia, Clatsop, and Tillamook counties due to confirmed cases of abuse and neglect. Unfortunately, there were only 115 approved homes available to meet their needs. Additionally, 85 children received support through in-home services from ODHS Child Welfare.

As a rural community, essential services are notably lacking, particularly for the families affected by foster care that we serve. These families often struggle to access local services and are directed to resources in Portland, but face challenges due to transportation limitations.

Our region grapples with significant challenges. Drug abuse has a deep-rooted history within our community, and Clatsop County was included in the list of areas facing homelessness crises by the governor of Oregon in 2022. In Columbia County, 1 in 4 children experiences food insecurity. These distressing circumstances suggest that the number of children requiring care will either remain constant or potentially increase. Urgently needed are services tailored for children and families affected by foster care within our three counties, a necessity that will persist in the foreseeable future.

Fostering Success is an outreach program to empower and enrich the lives of youth impacted by foster care in Columbia, Clatsop, and Tillamook counties through recruitment, retention, reunification, prevention, and support.

**3) Briefly outline major tasks and projected timeline; if this project is on private land or in a private space, discuss the public benefit of this project; and describe coordination with other organizations as it relates to this project.**

The Fostering Success program is outlined below:

**Recruitment:** More foster families are needed in three different categories; general, culturally specific, and therapeutic. In order to reduce movement and trauma, strategic placements are necessary. RCO hosts "Explore Fostering Socials" virtually. This program connects seasoned foster parents with prospective foster parents to share about the struggles and joys of foster parenting.

**Retention:** One of the largest needs of Foster Parent's is respite. Through our Foster Parent's Night Out program, RCO is able to provide 4 hours of respite care to foster families in Columbia County once a month.

**Reunification:** 54.3% of youth in foster care are reunified with their biological families. In order for these reunifications to be successful long term, family stabilization is needed. RCO meets tangible needs for families starting over together.

**Prevention:** In 2022 85 children received services while still being able to remain in their homes in Columbia County. These families were at risk of their children needing to be removed. RCO provides support and meets tangible needs for these families.

**Support:** The foster care reimbursement rate is 60% of what is needed to raise a child. This is the amount given to foster parents to help cover the costs of the youth in their home. The USDA reports the cost of providing for teenagers is even more expensive. RCO meets tangible needs to fill the financial gap for foster families. This includes clothes, shoes, beds, baby gear, and providing scholarships for sports and camps.

**4) Please explain to what extent the project advances equity, diversity, and inclusion of the most vulnerable Scappoose residents.**

Several barriers contribute to the inequalities within the community we serve, including poverty, limited access to essential services, racial bias, stereotypes about youth in foster care, scrutiny towards parents with open Child Welfare cases, and geographical isolation from more populated areas.

To address these challenges within our organization, we prioritize serving individuals living in poverty, facilitate deliveries, and accommodate travel needs. We also implement equity training programs for our staff to recognize and combat biases, extend our services to individuals with open Child Welfare cases, and expand our outreach to adjacent counties. We actively seek opportunities to support underserved populations and enhance access for minority communities, and bring essential services to rural areas where many of our families reside.

Our Fostering Success program aims to reduce barriers among youth impacted by foster care through various interventions, including:

Addressing the tangible needs of both families of origin and foster families to promote stability.

Providing trauma-informed training to foster parents, equipping them to support youth effectively and reduce disruptions in care.

Strategically recruiting foster parents who can offer safe and culturally appropriate homes for youth.

**5) Will the project be completed with the proposed funding, or will future funding be necessary? Please explain.**

Providing care to families impacted by foster care is an on-going need. RCO is thankful for the support of the City of Scappoose, and we will continue each year during the grant process to invite the city to partner with us to meet the needs of the foster care community.

**6) How do the outcomes of your project further and enhance the values of Scappoose as expressed through the Scappoose Vision Statement and Council Goals?**

This initiative embodies the essence of a "Caring Community." In Scappoose, individuals are generously opening their hearts and homes to provide refuge for youth in need of a safe environment. Similarly, there are youth from Scappoose residing in homes throughout Columbia County. When foster parents feel acknowledged and supported by their community, they are more inclined to continue fostering for extended periods, greatly benefiting the youth in our community. Maintaining a stable and nurturing environment within their own community is vital for the well-being of children and teens. In instances where safe and loving homes cannot be secured locally, children and youth may face relocation to other cities or counties. Therefore, it is imperative to prioritize keeping children and teens within their familiar surroundings. While not everyone may be able to become a foster parent, everyone can contribute to fostering care for children and youth.

Half of the youth entering foster care are reunited with their families of origin. Taking a holistic approach to foster care, it is essential to provide comprehensive support during the reunification process. Limiting transitions is crucial in reducing trauma, which includes minimizing instances of children and teens returning to foster care. A caring community extends its support to children and teens during these vulnerable periods of transitioning back to their homes.

Additionally, there are instances where Child Welfare determines that a family is not experiencing abuse or neglect but rather facing challenges related to poverty. In response, RCO offers services to families with in-home safety plans and open assessments, even if their children have not been removed from the home. Being a caring community also entails assisting families in crisis to prevent disruptions and relocations. Often, these families simply need a helping hand. Leveraging our strong relationships within the foster care community, including partnerships with ODHS Child Welfare and recovery programs like Iron Tribe, RCO is able to extend support to children and teens in foster care, their foster parents, and their families of origin.

**7) Is there anything else you would like us to know about your project?**

RCO is in a perpetual state of growth, learning, and adaptation. Originating as a grassroots non-profit in St. Helens, Oregon, our fervor lies in bettering the lives of families affected by foster care within our community. Over the past year, RCO embarked on renovating a brand-new 5,000-square-foot building nestled in the center of St. Helens. This fresh space presents RCO with a prime opportunity to enhance its services for families even further.

The founder and Executive Director of RCO has a deeply personal connection to the cause. Being adopted, having spent 12 years as a foster parent, and having adopted 5 children herself, she possesses a profound understanding of the needs within foster care families.

RCO consistently interacts with the foster care community to enhance our support for families. The Executive Director and other board members frequently convene with community members, engaging foster parents, youth transitioning from foster care, reunified birth parents, and advocate for marginalized groups to listen, learn, and refine our programs. Within the RCO Board, multiple members have experience as foster parents or have adopted children.

The RCO Board is a dedicated group of leaders committed to evaluating and enhancing our programs for the betterment of foster families in our community.



## Project Budget

Total Estimated Project Cost	\$180,600
% of Total Project Cost provided by your Organization:	97%
Has the Organization received a Scappoose CEP grant for this project before?	yes
If so, what year and how much?	2021-\$2,794 and 2022-\$3,800 and 2023-\$5,000

If your organization is submitting more than one application, please rank this projects importance, with 1 being the most important. Each rank can only be used once.

Project Rank:

Proposed Project Budget: <i>including money from other sources used for this project.</i>				
Line Item	CEP Funds	Organization Funds	Other Funds	Total
Recruitment	\$1000	\$35120		\$36120
Retention	\$1000	\$35120		\$36120
Reunification	\$1000	\$35120		\$36120
Prevention	\$1000	\$35120		\$36120
Support	\$1000	\$35120		\$36120
<b>Totals:</b>	\$5000	\$175,600		180,600

Explain sources of Other Funds	Amount	Status ( <i>Committed, Application Submitted, Potential Source, etc.</i> )
Oregon Community Foundation	\$40,000	Application Submitted
Every Child Oregon	\$10,000	Committed
Columbia Pacific CCO	\$25,000	Committed
Fundraising Events	\$10,000	Potential Source
Monthly Supporters (year)	\$20,000	Committed
Yearly Business, Commuity Groups, Church	\$17,522	Committed

**General Certification**

By signing below, I certify that:

I am authorized to sign this document on behalf of my organization.

I certify that to the best of my knowledge all the information contained in this document is true and accurate.

I further certify that, to the best of my knowledge, this application has been approved by the governing body of the organization or is otherwise being submitted using the governing body's lawful process.

I/we/my organization has read in full and agrees to the Scappoose Community Enhancement Program Application Guidelines; and

By signing this application stipulate that I/we/my organization will abide by all Federal, State, Local or other laws applicable to this project, or work done in completion of this project; and

I/we/my organization agrees to submit all required post-project reporting, or be disqualified from the next round of Scappoose CEP funding; and

I/we/my organization will make a representative of the project/organization available to present this project to City Council during Project Presentations.

Abby Olson

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**Authorized Signer Name (print)**

Executive Director

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**Title**



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**Signature**

May 6, 2024

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**Date**



### Community Enhancement Program Application - 2024

Applicant/Organization Name:	Sande School of Horsemanship
Project Title:	Facility Expansion for Therapeutic Programming
Amount Requested:	\$5,000

Organization Information	
<b>Organization Type:</b> <input checked="" type="checkbox"/> Nonprofit 501c3 <input type="checkbox"/> Other If other, describe:	<b>Federal Tax ID No:</b> 27-5028426  <b>Brief description of organization:</b> Sande School of Horsemanship was founded in 2010 with a mission to provide accessible equine programs focusing on life skill development for all individuals, including at risk youth and people with intellectual and developmental disabilities.

Authorized Signer	
Name:	Kassi Sande Euwer
Phone:	503-369-3008
Title:	Executive Director
Email:	kassi@sandeschoolofhorsemanship.org
Street Address:	Mailing Address (if different):
31386 Raymond Creek Rd. Scappoose, OR 97056	N/A

Project Contact (if different than authorized signer)	
Name:	N/A
Phone:	Title:
Email:	
Street Address:	Mailing Address (if different):

**1) Please provide an explanation of what your organization provides as goods, services, or other to meet the needs of Scappoose residents. (This is not project specific, but specific to your organization.)**

Sande School of Horsemanship was founded in 2010 with a mission to provide accessible equine programs focusing on life skill development for all individuals, including at-risk youth and people with intellectual and developmental disabilities. At Sande, programs utilize the power of equine relationships to teach students integral life skills while they take on the fun and rewarding challenge of equestrian sports.

Clients represent all socioeconomic demographics, genders, sexual orientations and ethnicities, and each program serves a diverse clientele. These programs and populations served include:

- **Therapeutic Riding (TR)** provides horsemanship lessons to people with intellectual and developmental disabilities (I/DD) whose needs require at least one staff member for each student. Lessons address the individualized needs of each client and are often utilized as a supplemental form of physical therapy. In addition to building confidence and communication skills, lessons bolster physical strength, improve balance and release spastic muscles.
- **Equine-Assisted Psychotherapy (EAP)** provides equine-assisted mental health to people who seek an alternative to talk-based therapy. Sessions are conducted by an Equine Specialist and Mental Health Professional. Sessions include a combination of experiences and activities designed to help process trauma, increase resiliency, improve self-awareness and emotional regulation skills. Currently our EAP primarily serves low-income individuals, with 85% currently on the Oregon Health Plan and half of those clients in foster care.
- **Youth Leadership** provides group classes in three levels, which all support the development of youth into responsible leaders. Level 1 classes integrate a horsemanship lesson with a character trait, aiming to bridge the gap for students between horsemanship and life and primarily serves youth in foster care. Level 2 trains students to become Youth Horse Care Volunteers and integrates other youth who have achieved a high enough level of horsemanship to test into the class. Level 3 trains students to become Peer Mentors and Junior Instructors, eventually growing into paid positions
- **Integrated Horsemanship Lessons** serve any youth or adult who wants to learn how to ride, handle, understand and care for horses. Time is equally spent in mounted and unmounted activities, with the overall focus of lessons learning to form a successful relationship with equines. Classes combine neuro-typical students with individuals living with I/DD who are able to be integrated into groups.

**2) Please provide: a brief description of your project; a description of the problem your project attempts to solve; and an estimate of how many persons will be served by this project.**

Sande School of Horsemanship respectfully requests support for a carefully planned facility expansion, which would double Sande's capacity to serve two of our rural county's most under-served populations- people in need of mental health services and individuals with intellectual and developmental disabilities (I/DD).

Sande's facility expansion will include a covered 48' x 80' arena, built adjacent to its existing arena, and a 48' x 36' mental health area. The mental health area will include two offices, three equine stalls, an ADA restroom and a 24'x24' private area to hold hands-on EAP sessions. Sande maintains strong relationships with Columbia Community Mental Health (CCMH) and National Alliance on Mental Illness (NAMI), which has guided our evidence-based programming and helped us effectively recruit mental health providers to deliver on-site services.

Columbia County experiences a significant void of mental health services. According to the 2022 Behavioral Health Report to the Oregon Health Authority, Columbia County has just one Mental Health Provider for every 2,083 residents, compared to one for every 313 residents in Multnomah County. In addition to an insufficient number of providers, Columbia County lacks a diversity of Mental Health services, which reduces participation levels by those in need. Currently Sande School of Horsemanship is the only program in Columbia County offering an alternative to talk-based therapy that can bill insurance. Many individuals do not find talk therapy to be effective, especially those who have experienced trauma and those with intellectual or developmental disabilities.

Its services for our I/DD population are also extremely limited, with no dedicated sports teams or organizations. Sande provides Therapeutic Riding, which builds mental and physical health, confidence, physical strength, stress-management skills and both verbal and non-verbal communication skills. Many of these students cannot ride when the arena is busy due to extra space needed and/or the risks associated with being overstimulated. Sande can only offer TR before 4:00 pm during the week, making it inaccessible for many. Sande's expansion will remove the restrictions on serving people who experience I/DD by creating the private, calm area they need.

Sande School of Horsemanship serves approximately 110 students per week across its four programs. Its mental health programs and Therapeutic Riding programs are regularly at capacity with a waitlist. Once this expansion is complete, Sande will be able to serve 160 students per week, increasing capacity in the Equine-Assisted Psychotherapy program from 10 to 35 and increasing Therapeutic Riding capacity from 25 to 45.

**3) Briefly outline major tasks and projected timeline; if this project is on private land or in a private space, discuss the public benefit of this project; and describe coordination with other organizations as it relates to this project.**

Sande School of Horsemanship is located at a 10-acre equine facility, owned by Marlene and Doug Sande, which is leased by the non-profit organization, Sande School of Horsemanship. Sande School was Founded by their daughter, Kassi Sande Euwer, in 2010. Sande School has a long-term lease on the facility, which was recently renewed for another 10 years.

Work will be completed by four contractors; three of whom are local:

- Happy Hollow Construction (St. Helens, OR)
- Hood to Coast Contracting (Scappoose, OR)
- Lonny Brady Excavating (Warren, OR)
- Miner Pole Buildings (Woodburn, OR)

Coordination for the programmatic expansion post-expansion is assisted by:

- Amy Quaring, LPC, CDACII (Scappoose, OR)
- CCMH Developmental Disability Program (St. Helens, OR)

The facility expansion will be executed in three phases, spanning from July - November, 2024. The phases are detailed in the timeline below:

June 2024:

- Boot Scootin' Benefit fundraiser
- Deadline to secure funding for Phase 1 (all funding for Phase 1 has been secured)
- Sign work contracts with Lonny Brady Excavating and Miner Construction in order to secure construction dates.

July - August 2024: Phase 1:

- Modifications to existing facility to accommodate expansion
- All site preparation work is completed by Lonny Brady Excavating:
  - Installing drain tile
  - Adding / compacting / leveling fill
  - Installing septic tank and drain field
  - Leveling and compacting gravel in new parking areas
- Sande (in-house) staff will build small retaining between parking area and existing arena
- Hood to Coast Contracting will extend roofline of existing arena to cover future walkway connecting new parking area to existing classroom / barns
- Doug Sande will complete fencing modifications

July 2024:

- Deadline to secure funding for Phase 2 (to date, 30% of funding for Phase 2 is secured. The rest is pending with back-up funders identified)
- Sande begins hiring / training process for two additional mental health providers

#### August - September 2024: Phase 2.

- Miner Construction will build the arena extension and exterior structure of the mental health area (8/26 - 9/13)
- Volunteers will lay the paver stone walkways connecting parking areas and all new / existing spaces
- Gutters and arena removable divider wall installed

#### September 2024

- Deadline to secure funding for Phase 3
- Contracts signed with Happy Hollow Construction to secure work dates

#### October - November, 2024: Phase 3

- Interior of Mental Health Wing is finished, including:
  - 3 equine stalls
  - 2 offices
  - ADA restroom with wash and first aid station
  - Indoor EAP area
- New providers begin seeing clients on a limited basis until construction is complete

#### December 2024

- Space opens
- Community open house

#### **4) Please explain to what extent the project advances equity, diversity, and inclusion of the most vulnerable Scappoose residents.**

While Sande School of Horsemanship serves all individuals wanting to develop life skills through horsemanship, its expansion plan focuses specifically on marginalized populations, including youth in foster care, individuals living with intellectual and developmental disabilities and people for whom talk-therapy is ineffective. Sande has a proven record of successfully delivering evidence-based services to these populations.

Sande's Equine-Assisted Psychotherapy (EAP) Program provides therapy to clients on Oregon Health Plan, and about half of our current clients are in foster care. Sande is the only option in the community for experience-based therapy and one of the only alternatives to mainstream sports, which is integral for kids in foster care. According to Drew Yoder, foster parent and DHS Caseworker, "Most kids in foster care do not engage in extra-curriculars, which further

exacerbates their feelings of isolation. These kids need activities that make them feel good. Programs at Sande don't have the barriers of mainstream sports. Clients can start at any age, at any level. Many are naturally interested in horses, which motivates participation even when it's hard. Kids learn valuable resilience-building skills and can grow through various levels in the program, from students to volunteers, which contributes to their sense of community." DHS Child Welfare Division has been referring kids in foster care to Sande and paying their tuition for 13 years.

The CCMH Developmental Disability Program has also been a significant supporter of Sande since Sande's inception with hopes to deepen the collaboration. According to Betty Bundy, CCMH Developmental Disability Program Director, "Our county lacks services for the I/DD population and Sande School provides an essential service. Clients benefit physically, mentally and emotionally. We see a huge opportunity for Sande to expand their services to include Skills Training, and once their facility can accommodate this program expansion, we plan to help them through the process and refer many of our 300+ clients."

Sande School of Horsemanship's programs are vital to the well-being of the community's most under-served populations. The continued partnerships, collaboration and support from other key organizations in the community who serve these populations prove that we provide a vital and unique service.

Sande School of Horsemanship has DEI, Non-Discrimination, and Accessibility statements as follows:

**DEI Statement:**

Sande School of Horsemanship is committed to employing and serving individuals from all walks of life. We believe that horses are for everyone. As a female founded and led organization, we understand the value of equity and equality. We will do our best to fulfill our mission of serving and including individuals from all aspects of life. We won't always get it right, but we will always try.

**Non-discrimination statement:**

Sande School of Horsemanship does not discriminate against individuals regardless of race, color, ethnicity, national origin, age, gender, gender identity, sexual orientation, disability, marital status, religion, political affiliation or any other such group as prohibited by law.

**Accessibility statement:**

Sande School of Horsemanship is actively seeking to improve our accessibility for those with all types of disabilities. Completed improvements include a large bathroom to accommodate wheelchairs, wheelchair ramps, and a hoist lift. We are currently in the process of funding an additional ADA bathroom, ADA parking, and wheelchair ramps included our arena expansion project. If you require any additional accommodations, please contact us so that we can work with you in meeting these needs.



**5) Will the project be completed with the proposed funding, or will future funding be necessary?  
Please explain.**

Yes, the project will be completed with the proposed funding.

The three phases of the project have separate funding goals and timelines. Currently all funding for Phase 1 has been secured. All funding for Phase 2 is either secured or pending. All funding for Phase 3 is either pending or planned.

**6) How do the outcomes of your project further and enhance the values of Scappoose as expressed through the Scappoose Vision Statement and Council Goals?**

This project will help further two goals set forth in Scappoose's Vision Statement – (1) Develop a vibrant and diverse local economy and (2) Enhance Community Livability.

Residents of Columbia County who experience mental health challenges and intellectual / developmental disabilities (I/DD) regularly have to leave our county to access therapeutic services, because our community lacks needed support for these vulnerable populations. In a recent study, the State of Oregon reported that Columbia County has just 1 provider for every 2,083 residents, compared to 1 for every 313 in Multnomah County. Additionally, Columbia County does not have any organized sports for people who experience I/DD, and the closest chapters of Special Olympics are located in Longview or Portland. With this facility expansion, Sande will be able to meet our community's needs with Equine-Assisted Therapy and increased access to Equestrian Sports. This keeps local dollars in our economy while promoting the wellbeing of vulnerable community members.

The expansion will also increase the number of visitors to our county as more people will travel from neighboring areas to access our services. The closest facility to Sande that offers Equine Therapy is in Beaverton, and currently has a 1+ year waitlist to access mental health services. There are very few programs like ours that operate within the Portland area as it requires such a large facility and amount of land. After our expansion is complete, we will be able to triple capacity in our mental health programs, eliminate our current waitlist for services and accommodate some of the additional demand of the greater Portland area.

Sande School currently employs 8 local youth and 9 adults at the facility. When the expansion is complete, two adults will increase their hours to full-time and we will hire two additional mental health providers. Sande will also hire 1-2 additional part-time support staff and begin training additional youth mentors to fulfill the expanding need. Three of the four contractors signed on to the program are local, further supporting the health of our local economy and community.

**7) Is there anything else you would like us to know about your project?**

Sande School of Horsemanship's facility is located in Warren, within the Scappoose School District line but not within the Urban Growth Boundary. More than half of Sande's participants – about 65 per week – live in Scappoose. Even though the location of service delivery falls outside of the boundaries, Sande respectfully asks to be considered for this funding because it performs services essential to the community of Scappoose and serves so many of its residents.

Additionally, the Founder and Executive Director graduated from Scappoose High School, now living in Scappoose with her husband and two children.

### Project Budget

Total Estimated Project Cost	<b>\$262,550</b>	
% of Total Project Cost provided by your Organization:	<b>2%</b>	
Has the Organization received a Scappoose CEP grant for this project before?	<b>no</b>	
If so, what year and how much?		

If your organization is submitting more than one application, please rank this projects importance, with 1 being the most important. Each rank can only be used once.

Project Rank:	
---------------	--

Proposed Project Budget: <i>including money from other sources used for this project.</i>				
Line Item	CEP Funds	Organization Funds	Other Funds	Total
(please see the included project budget)				
<b>Totals:</b>				

Explain sources of Other Funds	Amount	Status ( <i>Committed, Application Submitted, Potential Source, etc.</i> )

## Sande School of Horsemanship

### Facility Expansion Budget, 2024

Project Contributions	Amount
<b>Secured</b>	
Oregon Community Foundation	\$35,000.00
The Oregonian Season of Giving Campaign	\$11,745.00
Medicine Wheel Recovery Services	\$5,000.00
Columbia River PUD	\$5,000.00
Oregon Community Foundation, Donor-Advised Funds	\$5,000.00
National Alliance on Mental Illness (NAMI)	\$1,000.00
Private Donors	\$1,000.00
In-Kind Donation of Fill Dirt	\$5,000.00
In-Kind Donation of Ag-Tech Footing Installation	\$4,700.00
In-Kind Donation of Four Stall Fronts	\$3,500.00
In-Kind Donation of Labor and Materials to complete Fencing Modifications	\$7,000.00
In-Kind donation of Labor to install paverstone walkways	\$6,500.00
In-Kind Donation of Lumber for interior completion	\$3,500.00
<b>Total Secured</b>	<b>\$93,945.00</b>
<b>Pending</b>	
The Ford Family Foundation	\$25,000.00
Sande School of Horsemanship Boot Scootin' Benefit	\$15,000.00
Scappoose Community Enhancement Program	\$5,000.00
The Holzman Foundation	\$7,500.00
The Autzen Foundation	\$7,500.00
Bank of America Volunteer Match	\$2,000.00
Intel Employee Volunteer Match	\$800.00
<b>Total Pending</b>	<b>\$62,800.00</b>
<b>Planned</b>	
Marie Lamfrom Charitable Foundation	\$26,255.00
MJ Murdock Charitable Trust	\$32,000.00
Community Wellness Investment Fund, Columbia Pacific CCO	\$25,000.00
Clark Foundation PDX	\$10,000.00
PacificSource Foundation for Health Improvement	\$12,550.00
<b>Total Planned</b>	<b>\$105,805.00</b>
<b>TOTAL CONTRIBUTIONS</b>	<b>\$262,550.00</b>
<b>Project Expenses</b>	
<b>Phase 1, Summer 2024</b>	
Land Excavation including site prep and drain tile	\$7,500.00

Exterior retaining wall between parking area and existing arena	\$2,080.00
Septic tank installation	\$30,000.00
Ag Tec All-Weather footing and erosion control for horse turnout area	\$5,750.00
Gravel for parking areas	\$2,100.00
Extend roofline of existing arena to cover walkways	\$6,500.00
<b>Total Phase 1</b>	<b>\$53,930.00</b>
<b>Phase 2, Fall 2024</b>	
Construction of 80'x48' arena and 48'x36' attached mental health area	\$122,560.00
Exterior walkways	\$2,280.00
Fabrication and Installation of gutters	\$2,980.00
Removable Divider wall for new arena and footing for new EAP area	\$1,850.00
<b>Total Phase 2</b>	<b>\$129,670.00</b>
<b>Phase 3, Fall - Winter 2024</b>	
Interior finishing of mental health area	\$60,000.00
Interior furnishings for offices	\$2,600.00
Windows, Doors, Hardware and Lights	\$4,500.00
Plumbing, Electrical and Phone Line installation	\$8,350.00
Ductless Heat Pump purchase and installation for heating / cooling	\$3,500.00
<b>Total Phase 3</b>	<b>\$78,950.00</b>
<b>TOTAL EXPENSES</b>	<b>\$262,550.00</b>

**General Certification**

By signing below, I certify that:

I am authorized to sign this document on behalf of my organization.

I certify that to the best of my knowledge all the information contained in this document is true and accurate.

I further certify that, to the best of my knowledge, this application has been approved by the governing body of the organization or is otherwise being submitted using the governing body's lawful process.

I/we/my organization has read in full and agrees to the Scappoose Community Enhancement Program Application Guidelines; and

By signing this application stipulate that I/we/my organization will abide by all Federal, State, Local or other laws applicable to this project, or work done in completion of this project; and

I/we/my organization agrees to submit all required post-project reporting, or be disqualified from the next round of Scappoose CEP funding; and

I/we/my organization will make a representative of the project/organization available to present this project to City Council during Project Presentations.

*Kassi Sande Euwer*

Authorized Signer Name (print)

*Executive Director*

Title

*Kassi Sande Euwer*

Signature

*5/13/24*

Date



### Community Enhancement Program Application - 2024

Applicant/Organization Name:	Scappoose Historical Society
Project Title:	Scappoose Holiday Light Fight
Amount Requested:	4700

Organization Information	
<b>Organization Type:</b> <input checked="" type="checkbox"/> Nonprofit 501c3 <input type="checkbox"/> Other If other, describe:	<b>Federal Tax ID No:</b> 93-0967506 <b>Brief description of organization:</b> Scappoose non profit dedicated to preserving and promoting local history of Scappoose and surrounding area

Authorized Signer	
<b>Name:</b>	Janet Williams
<b>Phone:</b>	971-645-3320
<b>Title:</b>	President
<b>Email:</b>	scappoosehistoricalsociety@gmail
<b>Street Address:</b>	<b>Mailing Address (if different):</b>
52432 S.E. 1st	P.O. Box 441

Project Contact (If different than authorized signer)	
<b>Name:</b>	
<b>Phone:</b>	<b>Title:</b>
<b>Email:</b>	
<b>Street Address:</b>	<b>Mailing Address (if different):</b>

Please answer each question that applies to your project to the best of your ability. If a question or portion of a question is not applicable to your project, please indicate this.

1) Please provide an explanation of what your organization provides as goods, services, or other to meet the needs of Scappoose residents. (This is not project specific, but specific to your organization.)

We organize and host meetings including our new monthly 'History Connection' talks, participate in the City's annual town hall meeting and summer event in Heritage park. We promote cultural heritage and provide tours of the historic house and newly refurbished museum opening June 8th for visitors.

2) Please provide: a brief description of your project; a description of the problem your project attempts to solve; and an estimate of how many persons will be served by this project.

The holiday lighting contest is open to anyone within the city or 97056 zip code area. It provides a fun event and family activity for the month of December. We don't have an actual count of participants but know it was well received by the community based on the comments on social media and the feedback from participants regarding the onlookers driving by.

All participating homes are fully decked out in lights and decorations and a map and voting form supplied to onlookers. Participating homes also had yard signage to indicate they were in the contest.



3) Briefly outline major tasks and projected timeline; if this project is on private land or in a private space, discuss the public benefit of this project; and describe coordination with other organizations as it relates to this project.

Promotion and advertising begins in October with information regarding deadlines, details and prize money. This would include newspapers, social media (Facebook and our own website) Schools and businesses.

We have help with Scappoose community club promoting to local businesses.

4) Please explain to what extent the project advances equity, diversity, and inclusion of the most vulnerable Scappoose residents.

All members of the community are invited to showcase their homes and businesses regardless of age, race, ethnicity, gender or physical ability or socioeconomic status. The same applies to those visiting the decorated homes and businesses

5) Will the project be completed with the proposed funding, or will future funding be necessary? Please explain.

This is an annual event with future funding needed each year.

6) How do the outcomes of your project further and enhance the values of Scappoose as expressed through the Scappoose Vision Statement and Council Goals?

This project promotes a sense of community spirit and pride. We had many visitors last year who came to 'Whoville' at the Watts house and stayed in town to tour the light displays.

7) Is there anything else you would like us to know about your project?

We are proud to sponsor this event in conjunction with 'Whoville'. The feedback and positive comments were overwhelming last year. We had 12 homes the first year (2022), 24 homes in 2023 and expect even more in 2024. This year we will add a prize category for businesses.

### Project Budget

Total Estimated Project Cost	5,900
% of Total Project Cost provided by your Organization:	20%
Has the Organization received a Scappoose CEP grant for this project before?	yes
If so, what year and how much?	2023, \$4000

If your organization is submitting more than one application, please rank this projects importance, with 1 being the most important. Each rank can only be used once.

Project Rank:

Proposed Project Budget: including money from other sources used for this project.				
Line Item	CEP Funds	Organization Funds	Other Funds	Total
1. Graphic design for posters, banners, online map, flyers	1500	500		2,000
2. Vinyl Banners	200	100		300
3. Posters, flyers, forms, yard signs	500	100		600
4. Prize money	2500	500		3000
<b>Totals:</b>	<b>4700</b>	<b>1200</b>		<b>5,900</b>

Explain sources of Other Funds	Amount	Status (Committed, Application Submitted, Potential Source, etc.)

**General Certification**

By signing below, I certify that:

I am authorized to sign this document on behalf of my organization.

I certify that to the best of my knowledge all the information contained in this document is true and accurate.

I further certify that, to the best of my knowledge, this application has been approved by the governing body of the organization or is otherwise being submitted using the governing body's lawful process.

I/we/my organization has read in full and agrees to the Scappoose Community Enhancement Program Application Guidelines; and

By signing this application stipulate that I/we/my organization will abide by all Federal, State, Local or other laws applicable to this project, or work done in completion of this project; and

I/we/my organization agrees to submit all required post-project reporting, or be disqualified from the next round of Scappoose CEP funding; and

I/we/my organization will make a representative of the project/organization available to present this project to City Council during Project Presentations.

Janet Williams

**Authorized Signer Name (print)**

President

**Title**

Janet Williams

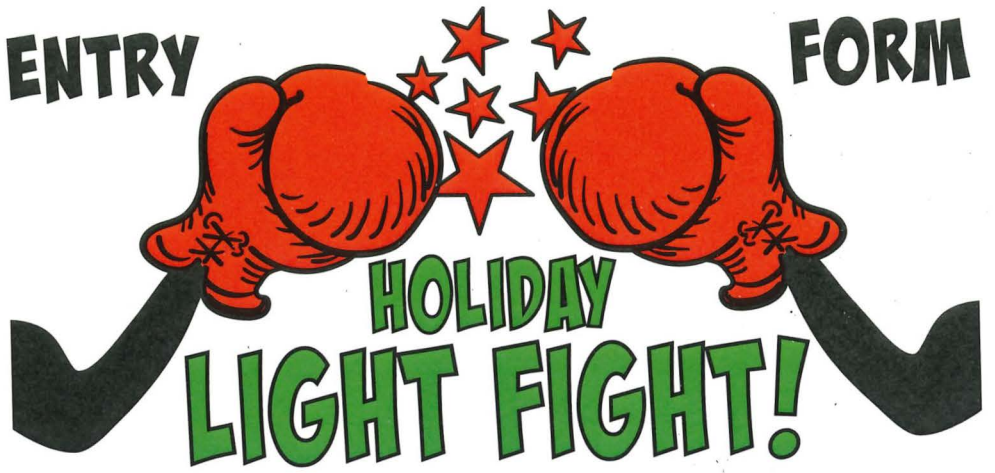
**Signature**

May 3, 2023

**Date**

**ENTRY**

**FORM**



**NAME:** \_\_\_\_\_

**DISPLAY ADDRESS:** \_\_\_\_\_

**CONTACT EMAIL / PHONE** \_\_\_\_\_



In Scappoose, the Grinch did roam, Scowling 'midst the lights that shone,  
"Scappoose Lights and Sites," they cheered, But he scoffed at the joy that  
neared. Yet as the colors danced and spun, Warmth crept in,  
his heart undone, for even the Grinch couldn't fight,  
The magic of Scappoose's festive light.

**TURN OVER!**

# HOLIDAY LIGHT FIGHT!

LIGHTS ON! CONTEST STARTS DECEMBER 2ND!  
LAST DAY TO VOTE IS DECEMBER 31ST.  
CASH PRIZES FOR WINNING ENTRIES

ENTER YOUR DISPLAY TO BE CONSIDERED!!  
DEADLINE FOR ENTRY IS NOVEMBER 15TH!  
ENTER HERE

OR AT SCAPPOOSE HALL



Scan Me

<https://forms.gle/8eNUvvggZ5ukphiLr9>

<sup>2023</sup>  
**LIGHTS ON!  
CONTEST  
STARTS  
DECEMBER  
2ND!**

**LAST DAY  
TO VOTE!  
DECEMBER  
31ST**



In Scappoose, the Grinch did roam, Scowling 'midst the lights that shone,  
"Scappoose Lights and Sites," they cheered, But he scoffed at the joy that neared.  
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his heart undone, for even the Grinch couldn't fight,  
The magic of Scappoose's festive light.

**CASH PRIZES FOR WINNING ENTRIES** →

**ENTER YOUR DISPLAY TO BE CONSIDERED!!  
DEADLINE FOR ENTRY IS NOVEMBER 15TH!  
ENTER HERE:** <https://forms.gle/8eNUvvggZ5ukphiLr9>

**OR AT SCAPPOOSE TOWN HALL**



Scan Me





### Community Enhancement Program Application - 2024

Applicant/Organization Name:	Scappoose Kiwanis Youth Rec Center
Project Title:	Scappoose Kiwanis Youth Rec Center
Amount Requested:	\$5,000.00

Organization Information	
<b>Organization Type:</b> <input checked="" type="checkbox"/> Nonprofit 501c3 <input type="checkbox"/> Other If other, describe:	<b>Federal Tax ID No:</b> 93-0571324 <b>Brief description of organization:</b> Summer program for children grades 4-8 located at Otto Petersen Elementary.

Authorized Signer	
Name:	Mary McNabb
Phone:	Title: Director
Email:	mmcnabb@scappoose.k12.or.us
Street Address:	Mailing Address (if different):
33782 SE Elm St. Scappoose OR 97056	Same

Project Contact (If different than authorized signer)	
Name:	Amanda Longtain
Phone:	Title: Director
Email:	alongtain@scappoose.k12.or.us
Street Address:	Mailing Address (if different):
34350 Heron Meadow Dr Scappoose OR 97056	Same

Please answer each question that applies to your project to the best of your ability. If a question or portion of a question is not applicable to your project, please indicate this.

1) Please provide an explanation of what your organization provides as goods, services, or other to meet the needs of Scappoose residents. (This is not project specific, but specific to your organization.)

Our organization provides a safe, supervised place for kids to hang out, play games, and go on field trips during the summer. We provide snacks and Popsicles (Hot Days :)).

2) Please provide: a brief description of your project; a description of the problem your project attempts to solve; and an estimate of how many persons will be served by this project.

Scappoose YRC, held at Petersen Elementary is a Rec center for youths between grades 4-8. Students can play board games, Ping Pong, fooseball, wii, Intramural games, outdoors, arts/crafts and take weekly field trips. Members pay \$25 membership fee and a trip fee (trip fees are discounted from actual cost for members). Our goal is to keep it affordable for ALL families in the city. The money donated by the city of Scappoose helps supplement the trip fees, bussing, and wages for staff. The Rec center is ran by Amanda Longtain. (4th Grade teacher at OPE), Mary McNabb (Secretary at OPE) & Sean McNabb (coach/teacher at SHS). This year is our 29<sup>th</sup> year and it continues to be available to our youth because of the city & Scappoose

Kiwanis. Thank you for your ongoing support for our youth! We served 110 kids last summer!

3) Briefly outline major tasks and projected timeline; if this project is on private land or in a private space, discuss the public benefit of this project; and describe coordination with other organizations as it relates to this project.

We work with the School District and run out of Otto Petersen Gym, Cafeteria. This is a central location that families can easily get to. This year we will run from June 24<sup>th</sup> (one week after school gets out) to July 26<sup>th</sup>. We are open 10am to 5pm Monday-Thursday. Friday's we partner with the bus barn and take the kids on field trips to Oaks Park, Eisenschmidt Pool, Oregon Trail lanes, and the Movie Theatre. We are very grateful to all parties involved for working with us to provide this opportunity to our kids.

4) Please explain to what extent the project advances equity, diversity, and inclusion of the most vulnerable Scappoose residents.

Many families in our area can not afford to send their kids to expensive camps. The Rec Center provides all families an opportunity to have a fun place to hang out and go on weekly field trips. For some/many of our kids this program is the highlight of their summer.

5) Will the project be completed with the proposed funding, or will future funding be necessary? Please explain.

The Summer of 2024 will be completed however, we run annually and need future funding each summer.

6) How do the outcomes of your project further and enhance the values of Scappoose as expressed through the Scappoose Vision Statement and Council Goals?

The Rec Center enhances goal number 3 and 4 by providing a safe place that is supervised for kids to hang out at in the summer. The Rec center is affordable for all families and is a program that is greatly appreciated by the parents, kids, and community.

7) Is there anything else you would like us to know about your project?

We are extremely grateful for the partnership with the city over the last 29 years to provide this opportunity to our youth.

Project Budget

Total Estimated Project Cost	
% of Total Project Cost provided by your Organization:	
Has the Organization received a Scappoose CEP grant for this project before?	Yes
If so, what year and how much?	2023 we got \$5,000

If your organization is submitting more than one application, please rank this projects importance, with 1 being the most important. Each rank can only be used once.

Project Rank: 1 - only project

Proposed Project Budget: including money from other sources used for this project.				
Line Item	CEP Funds	Organization Funds	Other Funds	Total
Bussing	\$1600	\$0		\$1600
Building use Fee		\$25		\$25
Field Trips		2268.50		\$2268.50
Personnel Services	\$2400	\$2400		\$4800
Supplies	\$1,000	\$0		\$1,000
Totals:	\$5000	\$4693.50		\$9,693.50

Explain sources of Other Funds	Amount	Status (Committed, Application Submitted, Potential Source, etc.)
Membership Dues \$25/student	\$2750	if 110 Students join
Membership Field Trip Dues	\$2000	Based on 50 Kids
	\$4750	

Amounts are based on 2023 prices for Bussing & Trips.

**General Certification**

By signing below, I certify that:

I am authorized to sign this document on behalf of my organization.

I certify that to the best of my knowledge all the information contained in this document is true and accurate.

I further certify that, to the best of my knowledge, this application has been approved by the governing body of the organization or is otherwise being submitted using the governing body's lawful process.

I/we/my organization has read in full and agrees to the Scappoose Community Enhancement Program Application Guidelines; and

By signing this application stipulate that I/we/my organization will abide by all Federal, State, Local or other laws applicable to this project, or work done in completion of this project; and

I/we/my organization agrees to submit all required post-project reporting, or be disqualified from the next round of Scappoose CEP funding; and

I/we/my organization will make a representative of the project/organization available to present this project to City Council during Project Presentations.

*Mary McInabb*

\_\_\_\_\_  
**Authorized Signer Name (print)**

\_\_\_\_\_  
**Title**

*Mary McInabb*

\_\_\_\_\_  
**Signature**

*5/8/2024*

\_\_\_\_\_  
**Date**



## Community Enhancement Program Application - 2024

<b>Applicant/Organization Name:</b>	Scappoose Public Library District
<b>Project Title:</b>	Scappoose Earth Day 2025
<b>Amount Requested:</b>	\$1,000

Organization Information	
<b>Organization Type:</b> <input type="checkbox"/> Nonprofit 501c3 <input checked="" type="checkbox"/> Other <b>If other, describe:</b> Government	<b>Federal Tax ID No:</b> 93-0954162  <b>Brief description of organization:</b> The public library of Scappoose is organized as a Special District Library under the laws of Oregon. We receive no direct financial support from the city government.

Authorized Signer	
<b>Name:</b>	Jeffrey Weiss
<b>Phone:</b>	503-543-7123
<b>Title:</b>	Director
<b>Email:</b>	jweiss@scappooselibrary.org
<b>Street Address:</b>	<b>Mailing Address (if different):</b>
52469 SE Second St Scappoose, OR 97056	PO Box 400 Scappoose, OR 97056

Project Contact (If different than authorized signer)	
<b>Name:</b>	
<b>Phone:</b>	<b>Title:</b>
<b>Email:</b>	
<b>Street Address:</b>	<b>Mailing Address (if different):</b>

Please answer each question that applies to your project to the best of your ability. If a question or portion of a question is not applicable to your project, please indicate this.

**1) Please provide an explanation of what your organization provides as goods, services, or other to meet the needs of Scappoose residents. (This is not project specific, but specific to your organization.)**

Scappoose Public Library provides services to the community beyond the standard services of a public library. We provide a variety of successful, high quality community and educational programs on a weekly basis for adults and children. We provide circulating laptop computers and wireless hot spots so residents and students can access the Internet. We circulate STEM based science kits to children. We have the only meeting room in the community that Scappoose residents can use. We provide much of the public programming that the city relies on to fulfill Council goal #2 including Earth Day, Movies by Moonlight in Heritage Park, The Scappoose Summer Fun Fest, weekly family game nights, RPG nights, extensive family programming, summer reading club with daily children's activities, and a club for writers. We are the heart of the community.

**2) Please provide: a brief description of your project; a description of the problem your project attempts to solve; and an estimate of how many persons will be served by this project.**

One of the citywide events the library hosts is Earth Day which is held in Heritage Park. The city of Scappoose asked Library Director Jeff Weiss to help plan and produce the first Scappoose Earth Day with city staff in 2018. After that small but successful event, COVID stopped Earth Day in Scappoose for 3 years. In 2022, a small relaunch was attempted. Jeff and JJ Duehren were asked by the Scappoose Parks Committee to help plan an Earth Day event a couple of weeks before Earth Day. In 2023, the Scappoose Parks Committee asked Jeff and JJ to plan a larger event. We produced an event with community service in the morning, a free lunch, and education and entertainment in the afternoon. We gave out 250 recycled swag bags and 250 recycled kids string backpacks between 11AM and 3PM. Event attendance was well in excess of 500 people. Local speakers provided the tech talk sessions. Local bands provided entertainment. Local businesses and non-profits had displays and educational booths around a theme of saving energy and the environment. The police department served food. We repeated this formula in 2024 with increased attendance and once again gave away 500 bags. We planted over 220 native plants along the CZ Trail in 2024. In 2024, the Community Club also held a Toxaway Day during Earth Day. At both events, we gave away a electric bicycle. In 2024, we also gave away battery operated tools. This event is the only formal Earth Day event in Columbia County and has been funded completely by private sponsorships and volunteers for the past 2 years. This event serves a dual purpose. It is a citywide event that costs nothing to attend in Scappoose. Scappoose has few community events, most of which are produced by the library for the general public. Scappoose Earth Day also allows education for the public on energy conservation and other earth friendly topics.



**3) Briefly outline major tasks and projected timeline; if this project is on private land or in a private space, discuss the public benefit of this project; and describe coordination with other organizations as it relates to this project.**

The major tasks are finding speakers, entertainment, and sponsors. Like all the events the library produces, we cannot produce them out of our operating budget. It is too small to absorb the cost of these events. We start planning Earth Day in January and line up speakers and sponsors. The Scappoose Parks Department and the Scappoose Parks Committee come up with projects to do in the morning session. The library and event booths plan activities for the afternoon during the last month of planning.

January-February 2025: Find sponsors, entertainment, speakers.

March-First week of April 2025: Plan events, children's activities, work with Parks Dept. for green projects.

**4) Please explain to what extent the project advances equity, diversity, and inclusion of the most vulnerable Scappoose residents.**

Like all library sponsored events, Earth Day is a totally free event open to the public. It is a family friendly event that appeals to all ages. Like every library activity, we work hard to make certain everyone is welcome and included regardless of their backgrounds or beliefs.

**5) Will the project be completed with the proposed funding, or will future funding be necessary?  
Please explain.**

The project will be completed with current funding.

**6) How do the outcomes of your project further and enhance the values of Scappoose as expressed through the Scappoose Vision Statement and Council Goals?**

This project fulfills large parts of 2023 Council Goals 2 and 3.  
2.2: Promote Community Events, Increase Community Outreach, and Track the Outreach Impact:  
This is a community event that enhances livability and is well loved by the community. The event costs the city little to produce with the library bearing the hard cost and staffing costs. It's great PR for the city and gives citizens a free family event to attend.  
Outreach. The event provides a free way for community organizations to have outreach in the community at no cost. The event is well attended and has a large community impact  
3.3: Fund Increased Community Engagement and Outreach for Public Safety: Library events have been very successful venues for the police department to engage the community in a non-threatening setting. Currently, city wide library events are the main way the police have community outreach.

**7) Is there anything else you would like us to know about your project?**

The city has not provided any funding for this event since 2018. This event as well as the other citywide events the library produces for the city cause the library budgetary and staff strain. Producing the 7 events for the city in 2024 that the library has agreed to will cost about \$30,000 which has required months of fundraising to be able to produce them. Most city residents believe city government is producing these events, which gives the city good publicity at little cost.

## Project Budget

<b>Total Estimated Project Cost</b>	\$7.000	
<b>% of Total Project Cost provided by your Organization:</b>	25%	
<b>Has the Organization received a Scappoose CEP grant for this project before?</b>	no	
<b>If so, what year and how much?</b>		

<b>If your organization is submitting more than one application, please rank this projects importance, with 1 being the most important. Each rank can only be used once.</b>	
<b>Project Rank:</b>	2

<b>Proposed Project Budget: including money from other sources used for this project.</b>				
Line Item	CEP Funds	Organization Funds	Other Funds	Total
Raffle items			\$1,500	\$1,500
Food			\$1,200	\$1,200
Entertainment	\$500			\$500
Event Promotion	\$500	\$600		\$1,100
Library Staff (40 hours)		\$1,200		\$1,200
Volunteer Hours (60 hours)			\$1,500	\$1,500
<b>Totals:</b>	\$1,000	\$1,800	\$4,200	\$7,000

Explain sources of Other Funds	Amount	Status (Committed, Application Submitted, Potential Source, etc.)
Library budget	\$1,800	Committed
Donations and sponsorships	\$2,700	Potential
Library volunteers	\$1,500	Committed

**General Certification**

By signing below, I certify that:

I am authorized to sign this document on behalf of my organization.

I certify that to the best of my knowledge all the information contained in this document is true and accurate.

I further certify that, to the best of my knowledge, this application has been approved by the governing body of the organization or is otherwise being submitted using the governing body's lawful process.

I/we/my organization has read in full and agrees to the Scappoose Community Enhancement Program Application Guidelines; and

By signing this application stipulate that I/we/my organization will abide by all Federal, State, Local or other laws applicable to this project, or work done in completion of this project; and

I/we/my organization agrees to submit all required post-project reporting, or be disqualified from the next round of Scappoose CEP funding; and

I/we/my organization will make a representative of the project/organization available to present this project to City Council during Project Presentations.

Jeffrey V Weiss

**Authorized Signer Name (print)**

Director

**Title**

**Jeffrey V Weiss**

Digitally signed by Jeffrey V Weiss  
DN: cn=Jeffrey V Weiss, o=Scappoose Public Library, ou=Scappoose Public Library District, email=jweiss@scappooselibrary.org, c=US  
Date: 2024.05.07 10:48:03 -07'00'

**Signature**

5-5-2024

**Date**



## Community Enhancement Program Application - 2024

<b>Applicant/Organization Name:</b>	Scappoose Public Library District
<b>Project Title:</b>	Scappoose Movies in the Park
<b>Amount Requested:</b>	\$2,000

Organization Information	
<b>Organization Type:</b> <input type="checkbox"/> Nonprofit 501c3 <input checked="" type="checkbox"/> Other <b>If other, describe:</b> Government	<b>Federal Tax ID No:</b> 93-0954162 <b>Brief description of organization:</b> The public library of Scappoose is organized as a Special District Library under the laws of Oregon. We receive no direct financial support from the city.

Authorized Signer	
<b>Name:</b>	Jeffrey Weiss
<b>Phone:</b>	503-543-7123
<b>Title:</b>	Director
<b>Email:</b>	jweiss@scappooselibrary.org
<b>Street Address:</b>	<b>Mailing Address (if different):</b>
52469 SE Second St Scappoose, OR 97056	PO Box 400 Scappoose, OR 97056

Project Contact (If different than authorized signer)	
<b>Name:</b>	
<b>Phone:</b>	<b>Title:</b>
<b>Email:</b>	
<b>Street Address:</b>	<b>Mailing Address (if different):</b>

Please answer each question that applies to your project to the best of your ability. If a question or portion of a question is not applicable to your project, please indicate this.

**1) Please provide an explanation of what your organization provides as goods, services, or other to meet the needs of Scappoose residents. (This is not project specific, but specific to your organization.)**

Scappoose Public Library provides services to the community beyond the standard services of a public library. We provide a variety of successful, high quality community and educational programs on a weekly basis for adults and children. We provide circulating laptop computers and wireless hot spots so residents and students can access the Internet. We circulate STEM based science kits to children. We have the only meeting room in the community that Scappoose residents can use. We provide much of the public programming that the city relies on to fulfill Council goal #2 including Earth Day, Movies by Moonlight in Heritage Park, The Scappoose Summer Fun Fest, weekly family game nights, RPG nights, extensive family programming, summer reading club with daily children's activities, and a club for writers. We are the heart of the community.

**2) Please provide: a brief description of your project; a description of the problem your project attempts to solve; and an estimate of how many persons will be served by this project.**

Movies by Moonlight in Heritage Park is an annual summer event in Scappoose which benefits the community by providing a free family event to county residents. In 2018, a Scappoose city goal had been to provide events for families in city parks, but none had been produced for at least a decade. So, beginning in 2018, every Friday night in August, Scappoose Public Library provided an outdoor family movie along with contests and family entertainment in Scappoose's Heritage Park. The event has grown and now we typically have over 250 people attending each showing and this has become an annual event that residents expect. Scappoose Public Library is an independent special district library and is not affiliated with or funded by the city of Scappoose. The event also provides space and a method for local small nonprofit organizations to network, spread community awareness, and fund raise during the event. A history of these events can be found at <https://www.facebook.com/ScappooseMoviesbyMoonlight/>

Scappoose Public Library has funded this event with partial underwriting from private business and (occasional) minor funding from the city. The main support the city gives to the event is allowing use of the park. Library staff and a handful of volunteers provide all the support and staffing of the event. Scappoose Public Library is 119th in per capita funding of 136 libraries in Oregon and has 40% of the budget of St Helens library while serving about the same number of customers and having more programming and circulating more materials. Putting on these events annually is a financial and staffing burden for the library. In 2018, this was the first citywide event produced by anyone in many years. Now it is a tradition. Extensive social media advertising and a billboard were purchased to promote the events. We partner with the Scappoose Police Department to serve food at the events, giving the department a forum to engage with the community in a social context. We provide space for community organizations and allowed them to vend and make money at the events at no cost. We also have paid professional entertainment before each movie.

**3) Briefly outline major tasks and projected timeline; if this project is on private land or in a private space, discuss the public benefit of this project; and describe coordination with other organizations as it relates to this project.**

We have reserve Heritage Park for every Friday night in August and received approval from the city for the event. We will book entertainment, corporate sponsors, and media sponsors in May and will book the movies in early June. Promotion of the event will begin in mid-June. We also plan on continuing the partnership with the Scappoose Police Department. The total time line of the project is May - August with a completion date of Sept. 1, 2024.

**4) Please explain to what extent the project advances equity, diversity, and inclusion of the most vulnerable Scappoose residents.**

Movies by Moonlight in Heritage Park has always been a completely free, inclusive event for everyone. It is a family event that anyone can attend for free. Like every service we provide at the library, except private use of our meeting room, Movies by Moonlight in Heritage Park is a free service.

We work hard in planning these events so that they are family friendly, but also represent a diversity of viewpoints and people. We pick films that show a diversity of people and culture. This year we will also have entertainment before the movies and we will select diverse, professional entertainment that does not belittle or demean anyone in our community.

**5) Will the project be completed with the proposed funding, or will future funding be necessary? Please explain.**

The project will be completed with current funding

**6) How do the outcomes of your project further and enhance the values of Scappoose as expressed through the Scappoose Vision Statement and Council Goals?**

This project fulfills large parts of 2023 Council Goals 2 and 3.

2.2: Promote Community Events, Increase Community Outreach, and Track the Outreach Impact:

This is a community event that enhances livability and is well loved by the community. T

he event costs the city little to produce with the library bearing the hard cost and staffing costs. It's great PR for the city and gives citizens a free family event to attend.

Outreach. The event provides a free way for community organizations to have outreach in the community at no cost.

The event is well attended and has a large community impact

3.3: Fund Increased Community Engagement and Outreach for Public Safety: Library events have been very successful venues for the police department to engage the community in a non-threatening setting. Currently, city wide library events are the main way the police have community outreach.

**7) Is there anything else you would like us to know about your project?**

This has been a Scappoose summer activity since 2018. It is one of the few free events in Scappoose open to all. 710 people follow the event Facebook page and 1,700+ people follow the library Facebook page. This is a popular annual event paid for by the library and local sponsors and the citizens of Scappoose look forward to it occurring every year.

We used increase funding last year to pay for better promotion and a better experience for attendees which resulted in record attendance. We plan on maintaining that level of quality this year and providing an excellent experience for all. This year, there are 5 Fridays in August. We anticipate a 25% higher cost than 2023.



## Project Budget

Total Estimated Project Cost	\$11100
% of Total Project Cost provided by your Organization:	46%
Has the Organization received a Scappoose CEP grant for this project before?	yes
If so, what year and how much?	2023, \$1,000

If your organization is submitting more than one application, please rank this projects importance, with 1 being the most important. Each rank can only be used once.

Project Rank:	1
---------------	---

Proposed Project Budget: <i>including money from other sources used for this project.</i>				
Line Item	CEP Funds	Organization Funds	Other Funds	Total
Entertainment	\$2,000		\$1,000	\$3,000
Movie Rentals		\$600	\$2500	\$3100
Billboard		\$1500		\$1500
Staffing		\$3000		\$3000
Printing, Highway Signs, banners			\$500	\$500
<b>Totals:</b>	\$2000	\$5100	\$4000	\$11100

Explain sources of Other Funds	Amount	Status ( <i>Committed, Application Submitted, Potential Source, etc.</i> )
Columbia River PUD	\$1000	committed
US Bank	\$1000	committed
Sponsorships	\$2,000	Potential
Library Budget	\$5,100	Committed

**General Certification**

By signing below, I certify that:

I am authorized to sign this document on behalf of my organization.

I certify that to the best of my knowledge all the information contained in this document is true and accurate.

I further certify that, to the best of my knowledge, this application has been approved by the governing body of the organization or is otherwise being submitted using the governing body's lawful process.

I/we/my organization has read in full and agrees to the Scappoose Community Enhancement Program Application Guidelines; and

By signing this application stipulate that I/we/my organization will abide by all Federal, State, Local or other laws applicable to this project, or work done in completion of this project; and

I/we/my organization agrees to submit all required post-project reporting, or be disqualified from the next round of Scappoose CEP funding; and

I/we/my organization will make a representative of the project/organization available to present this project to City Council during Project Presentations.

Jeffrey Weiss

\_\_\_\_\_  
**Authorized Signer Name (print)**

Director

\_\_\_\_\_  
**Title**

**Jeffrey V Weiss**

Digitally signed by Jeffrey V Weiss  
DN: cn=Jeffrey V Weiss, o=Scappoose Public Library, ou=Scappoose Public Library District, email=jweiss@scappooselibrary.org, c=US  
Date: 2024.05.06 14:58:25 -07'00'

\_\_\_\_\_  
**Signature**

5-3-24

\_\_\_\_\_  
**Date**



## Community Enhancement Program Application - 2024

<b>Applicant/Organization Name:</b>	Scappoose School District Chess Clubs
<b>Project Title:</b>	2024 Mike Sheehan Memorial Chess Tournament
<b>Amount Requested:</b>	\$3,260

Organization Information	
<b>Organization Type:</b> <input type="checkbox"/> Nonprofit 501c3 <input type="checkbox"/> Other XX If other, describe: School District	<b>Federal Tax ID No:</b> 93-0561782  <b>Brief description of organization:</b> K-12 Education District serving the greater Scappoose area.

Authorized Signer	
<b>Name:</b>	Tim Porter
<b>Phone:</b>	971-200-8000
<b>Title:</b>	Superintendent
<b>Email:</b>	tporter@scappoose.k12.or.us
<b>Street Address:</b>	<b>Mailing Address (if different):</b>
33589 SE High School Way Scappoose, OR 97056	

Please answer each question that applies to your project to the best of your ability. If a question or portion of a question is not applicable to your project, please indicate this.

**1) Please provide an explanation of what your organization provides as goods, services, or other to meet the needs of Scappoose residents. (This is not project specific, but specific to your organization.)**

K-12 Education services and activities for the Scappoose School District

**2) Please provide: a brief description of your project; a description of the problem your project attempts to solve; and an estimate of how many persons will be served by this project.**

The Mike Sheehan Memorial Chess Tournament began in 2018 and was conducted in cooperation with Scappoose School District for two years pre-COVID. It will serve approximately 100 Oregon/Washington students and adults in our community. Overall, chess tournaments can be a valuable educational tool and a wholesome recreational activity that benefits students, parents and the community. Benefits include:

1. **Enhanced Cognitive Development:** Chess is known for its demand on higher-order thinking skills like problem-solving, critical thinking, and strategic planning. Participation in chess can help enhance these skills, which are transferable to academic subjects and decision-making in daily life.
2. **Improved Academic Performance:** Studies have shown that chess can contribute to better performance in mathematics and reading comprehension. The game helps in improving concentration, pattern recognition, and logical reasoning, all of which are crucial for academic success.
3. **Social Interaction and Inclusion:** Chess tournaments provide a platform for people from diverse backgrounds to interact and compete in a respectful and intellectually engaging environment. This can foster a sense of community and inclusion among participants.
4. **Parent-Child Bonding:** When parents and children engage together in chess tournaments, it can strengthen their relationship through shared interests and activities. It also allows parents to be actively involved in their children's hobbies and educational pursuits.

5. **Teaching Life Skills:** Chess teaches patience, discipline, and the importance of hard work. The ability to anticipate consequences, learn from mistakes, and deal with winning and losing gracefully are all life skills that chess promotes.
6. **Stress Relief and Mental Health:** Engaging in chess can be a form of mental exercise that helps in reducing stress and improving overall mental health. The focus required can serve as a meditation of sorts, allowing both students and adults to detach from daily stresses.
7. **Building Confidence and Self-Esteem:** Success in chess, like mastering difficult strategies or winning games, can boost self-esteem and confidence. For children, these are crucial aspects of their development and self-perception.
8. **Career and Academic Opportunities:** Proficiency in chess can also lead to scholarships and recognition in educational settings. Many schools and universities recognize chess as an important skill and offer various incentives for excelling in it.

**3) Briefly outline major tasks and projected timeline; if this project is on private land or in a private space, discuss the public benefit of this project; and describe coordination with other organizations as it relates to this project.**

Projected Timeline:

<u>Task</u>	<u>2024 Timeframe</u>
Select an October/November 2024 Saturday	May-June
Contract with Tournament Director	May-June
Secure Awards & Medals	Completed
Advertise& Market Tournament	August-October
Coordinate with Oregon Chess Federation	August-October
Tournament PREP	October-November
Conduct the 2024 Sheehan Chess Tournament	October-November
Conduct post-tournament analysis	November

**4) Please explain to what extent the project advances equity, diversity, and inclusion of the most vulnerable Scappoose residents.**

**The tournament will be open to all and while it will have a \$10 entry fee, no one will be turned away from entering due to means, since entry scholarships will be freely available.**

**5) Will the project be completed with the proposed funding, or will future funding be necessary? Please explain.**

The 2024 Mike Sheehan Memorial Chess Tournament will be completed with the proposed funding, but future City funding or sponsorship is desired.

**6) How do the outcomes of your project further and enhance the values of Scappoose as expressed through the Scappoose Vision Statement and Council Goals?**

The Mike Sheehan Memorial Chess Tournament directly fits the 2024 Goals and Objectives one and two by 1) Assisting with community branding and 2) Promoting community events and outreach. It also fits nicely with the current Scappoose Vision Statement; particularly with “Caring Community, Lifelong Learning, Connected Community, and Local Pride” elements.

**7) Is there anything else you would like us to know about your project?**

**A community chess tournament not only provides the benefits noted in block 2 above, but also provides an excellent opportunity to showcase Scappoose to parents from Seattle to Medford, many of whom are leaders in business, education, and government. In fact, an annual Chess Tournament could be a signature event to make Scappoose a standout among LOC communities. It would probably make sense to promote the 2024 tournament at the Fall Conference in Bend this year and do what the City can do to support and promote this tournament going forward.**

Project Budget

Total Estimated Project Cost	\$7,673
% of Total Project Cost provided by your Organization:	58%
Has the Organization received a Scappoose CEP grant for this project before?	Yes
If so, what year and how much?	2019 totaling \$3,000

**If your organization is submitting more than one application, please rank this projects importance, with 1 being the most important. Each rank can only be used once.**

Project Rank:

<b>Proposed Project Budget: including money from other sources used for this project.</b>				
Line Item	CEP Funds	Organization Funds	Other Funds	Total
Liability Insurance, ADMIN, and Technical Services	--	277	--	277
Tournament Facilities	--	936	--	936
Advertising & Marketing	1500	--	--	1500
Tournament Director Fees	500	--	--	500
Awards, Medals, T-shirts, and Snacks	900	--	--	900
Custodial Services	360	--	--	400
Volunteer In-kind Time	--	--	~3,200	3,200
<b>Totals:</b>	\$3,260	\$1,213	\$3,200	\$7,673

Explain sources of Other Funds	Amount	Status (Committed, Application Submitted, Potential Source, etc.)



**General Certification**

By signing below, I certify that:

I am authorized to sign this document on behalf of my organization.

I certify that to the best of my knowledge all the information contained in this document is true and accurate.

I further certify that, to the best of my knowledge, this application has been approved by the governing body of the organization or is otherwise being submitted using the governing body's lawful process.

I/we/my organization has read in full and agrees to the Scappoose Community Enhancement Program Application Guidelines; and

By signing this application stipulate that I/we/my organization will abide by all Federal, State, Local or other laws applicable to this project, or work done in completion of this project; and

I/we/my organization agrees to submit all required post-project reporting, or be disqualified from the next round of Scappoose CEP funding; and

I/we/my organization will make a representative of the project/organization available to present this project to City Council during Project Presentations.

Tim Porter


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**Authorized Signer Name (print)**

**Scappoose School District Superintendent**

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**Title**



**Signature**

5/1/2024

**Date**

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## Community Enhancement Program Application - 2024

Applicant/Organization Name:	Scappoose Senior Center
Project Title:	Double-Deep Fryer
Amount Requested:	\$4,936

Organization Information	
<b>Organization Type:</b> <input checked="" type="checkbox"/> Nonprofit 501c3 <input type="checkbox"/> Other If other, describe:	<b>Federal Tax ID No:</b> 23-7151520 <b>Brief description of organization:</b> We provide services to seniors and other community members

Authorized Signer	
<b>Name:</b>	Clara Pell
<b>Phone:</b>	503-543-2047
<b>Title:</b>	Board President
<b>Email:</b>	clara.pell@aol.com
<b>Street Address:</b>	<b>Mailing Address (if different):</b>
33342 SW Meadow Drive Scappoose, OR 97056	

Project Contact (If different than authorized signer)	
<b>Name:</b>	—
<b>Phone:</b>	<b>Title:</b>
<b>Email:</b>	
<b>Street Address:</b>	<b>Mailing Address (if different):</b>

Project Budget

Total Estimated Project Cost	\$ 4,936
% of Total Project Cost provided by your Organization:	0%
Has the Organization received a Scappoose CEP grant for this project before?	No
If so, what year and how much?	-

If your organization is submitting more than one application, please rank this projects importance, with 1 being the most important. Each rank can only be used once.

Project Rank: \_\_\_\_\_

Proposed Project Budget: including money from other sources used for this project.				
Line Item	CEP Funds	Organization Funds	Other Funds	Total
Double Fryer #ATFS-50	1336	0	0	1336
upblast exhaust fan with base, grease cup, disconnect switch, etc.	1550			1550
Permit + Fees	650			650
Labor	1400			1400
Totals:	\$ 4,936			\$ 4,936

Explain sources of Other Funds	Amount	Status (Committed, Application Submitted, Potential Source, etc.)

PLEASE ANSWER EACH QUESTION THAT APPLIES TO YOUR PROJECT

- 1) Please provide an explanation of what your organization provides as goods, services, or other to meet the needs of Scappoose residents. (This is not project specific, but specific to your organization.)

The SSC enhances the lives of seniors and other community members by providing congregate meals, sharing produce grown in our garden, loaning medical equipment at no charge and sponsoring activities that include Taichi, exercise classes. classes to improve balance, as well as gardening, cribbage, tax preparation, bingo, and computer classes. Our quilting and knitting programs are very active and they produce many beautiful items, including a quilt that is being made for the City of Scappoose, Items are sold at the Scappoose Senior Center (SSC) and at a once-a-year Quilt Sale. We distribute lunches for Meals on Wheels, provide meeting space for organizations like the VFW as well as special events like birthdays and anniversaries. Field trips for seniors are also provided.

Over 30 volunteers are involved with the Bread Place, also known as the Bread Store, where free bread is distributed six days a week. Our volunteers pick up the bread from six different bakeries, rotate the inventory and supervise its distribution.

The Senior Center Thrift Store is also fully volunteer driven and open six days a week. It's a sizable business that is well run and provides an important service to the community. The best values in used merchandise and clothing are found here.

All SSC services and programs are available to all people.

- 2) Please provide: a brief description of your project; a description of the problem your project attempts to solve; and an estimate of how many persons will be served by this project.

Our plan that has been approved by the SSC Board is to purchase and install a double-deep-fryer unit in the kitchen. This involves the moving and realignment of some of our kitchen

fixtures, the upgrade of nearby electrical systems to code and proper venting of the newly installed fryers. Weekly congregate meals and Bingo alone will serve 200-300 people.

- 3) Briefly outline major tasks and projected timeline; if this project is on private land or in a private space, discuss the public benefit of this project; and describe coordination with other organizations as it relates to this project.

The SSC is a public, non-profit organization. Depending on the availability of the contractor awarded the contract and permitting requirements, this project should take 2-3 months to complete. It is necessary that we coordinate with the City of Scappoose and the Scappoose Fire District. The public will benefit from this project because it will enhance the SSC's ability to provide better food services to the community. These services are available to all community members, even non-seniors.

- 4) Please explain to what extent the project advances equity, diversity, and inclusion of the most vulnerable Scappoose residents.

Everything the SSC does aligns with equity, diversity and inclusion for the most vulnerable. This project will allow us to better serve the public. It will add to the equity of our kitchen by being properly insulated, up to code, inspected by the health authorities and Fire Marshall. The new fryers will make available a wider choice of foods for both congregate and bingo patrons and will open the door for future events that involve food. It will help bring together family members, not only seniors but children, teens, young parents, single adults, friends of all ages and even babies. People of all gender identifications, ethnic and religious are welcome. We actively assist people who have physical disabilities by providing walkers, wheelchairs, etc.

- 5) Will the project be completed with the proposed funding, or will future funding be necessary? Please explain.

Based on the two bids that we have received thus far; one is over the \$5,000 limit and the other is a little under. The SSC will cover any additional costs.

6) How do the outcomes of your project further and enhance the values of Scappoose as expressed through the Scappoose Vision Statement and Council Goals?

Two parts of the Vision Statement are an especially good fit for the SSC. "Scappoose is friendly and welcoming, and we cherish the way we know, care about, and rely upon each other." Also, under the section *Caring Community*: "Peace and good health are essential to our town's growth and well-being". In both, our services help the City reach these goals.

2024 Council Goal 2.3 states, "Foster collaborative partnership with the Scappoose Senior Center." We are very pleased and appreciative of being specifically included in the 2024 Council Goals.

7) Is there anything else you would like us to know about your project?

We believe that an active, well-run Senior Center is a key element that enhances the quality of life for every person in Scappoose. We, the Board and leadership, are serious about our duties and are working hard to establish one of the best run programs in the state. The new fryers, a well-equipped kitchen, happy cooks and satisfied customers will help us get closer to reaching that goal.

Thank you for your continued support and for your consideration in this grant application.

**General Certification**

By signing below, I certify that:

I am authorized to sign this document on behalf of my organization.

I certify that to the best of my knowledge all the information contained in this document is true and accurate.

I further certify that, to the best of my knowledge, this application has been approved by the governing body of the organization or is otherwise being submitted using the governing body's lawful process.

I/we/my organization has read in full and agrees to the Scappoose Community Enhancement Program Application Guidelines; and

By signing this application stipulate that I/we/my organization will abide by all Federal, State, Local or other laws applicable to this project, or work done in completion of this project; and

I/we/my organization agrees to submit all required post-project reporting, or be disqualified from the next round of Scappoose CEP funding; and

I/we/my organization will make a representative of the project/organization available to present this project to City Council during Project Presentations.

Clara Pell  
Authorized Signer Name (print)

SSC Board President  
Title

Clara Pell  
Signature

4-16-2024  
Date



## Community Enhancement Program Application - 2024

<b>Applicant/Organization Name:</b>	United Way of Columbia County
<b>Project Title:</b>	Dolly Parton's Imagination Library
<b>Amount Requested:</b>	\$1,500

Organization Information	
<b>Organization Type:</b> <input checked="" type="checkbox"/> Nonprofit 501c3 <input type="checkbox"/> Other If other, describe:	<b>Federal Tax ID No:</b> 93-6038634 <b>Brief description of organization:</b> United Way of Columbia County fights for the health, education, and financial stability of all through volunteerism, direct programming, grantmaking, and community collaboration.

Authorized Signer	
<b>Name:</b>	Claire Catt
<b>Phone:</b>	360-430-6778
<b>Title:</b>	Executive Director
<b>Email:</b>	clairec@unitedwayofcolumbiacounty.com
<b>Street Address:</b>	<b>Mailing Address (if different):</b>
305 W 3rd Street Rainier, OR 97048	PO Box 538 Rainier, OR 97048

Project Contact (If different than authorized signer)	
<b>Name:</b>	
<b>Phone:</b>	<b>Title:</b>
<b>Email:</b>	
<b>Street Address:</b>	<b>Mailing Address (if different):</b>



3) Briefly outline major tasks and projected timeline; if this project is on private land or in a private space, discuss the public benefit of this project; and describe coordination with other organizations as it relates to this project.

This is an ongoing project. Funding awarded in the 2024 year will support currently enrolled youth. Major outreach/enrollment events throughout 2024 will include:

- Scappoose Library Earth Day (April)
- 13 Nights on the River (June-August)
- Scappoose Community Movie in the Park (August)
- Childrens Fair (October)

Ongoing outreach strategies include partnerships with Scappoose Library, Head Start, OHSU- Scappoose, local daycare providers, and local realtors.

In Columbia County, ALL 0–5-year-olds are eligible for this program, regardless of income or other factors.

4) Please explain to what extent the project advances equity, diversity, and inclusion of the most vulnerable Scappoose residents.

Each child enrolled in DPIL will receive several bi-lingual books and books representing a variety of cultures, family backgrounds, and interest areas. While the program is not culturally specific for each household, it is culturally diverse, showing main characters who may or may not be similar to the reader.

These books all feature a front cover of helpful tips for families. These tips might be supplementary learning activities or discussion prompts with their child before and after the book. Many books help families have guided discussion of diversity, problem solving, and interpersonal relationships.

5) Will the project be completed with the proposed funding, or will future funding be necessary? Please explain.

As mentioned, this is an ongoing project-- we THANK Scappoose City of ongoing support of this program. While local funds will always be needed to sustain this program, in 2023 the Oregon Legislators set-aside partial funding for program subsidy. We do not yet know what the impact will be to our local budget, but hopeful that it will reduce local financial demand, while we continue to enroll children.

6) How do the outcomes of your project further and enhance the values of Scappoose as expressed through the Scappoose Vision Statement and Council Goals?

Scappoose is a livable community with opportunities for learning throughout the lifespan. This is one simple, but effective program to meet these goals. Families who have equitable access to literacy are more likely to read together, talk together, play together, and spend time together. We know that families who spend time interacting are more likely to be healthy, happy community members. This program is a low-cost way to provide high quality literacy into all Scappoose families with young children!

7) Is there anything else you would like us to know about your project?

Thank you again for the ongoing support. This program would not be possible without local partnerships!

### Project Budget

Total Estimated Project Cost	\$18,554
% of Total Project Cost provided by your Organization:	\$10,000
Has the Organization received a Scappoose CEP grant for this project before?	yes
If so, what year and how much?	\$1,250

If your organization is submitting more than one application, please rank this projects importance, with 1 being the most important. Each rank can only be used once.

Project Rank: N/A

Proposed Project Budget: <i>including money from other sources used for this project.</i>				
Line Item	CEP Funds	Organization Funds	Other Funds	Total
Book and Mailing Invoices from Dollywood	\$1,500	\$10,000	\$7,054	\$18,554
All staff and volunteer time to implement program IN KIND				
<b>Totals:</b>	\$1,500	\$10,000	\$7,054	\$18,554

Explain sources of Other Funds	Amount	Status ( <i>Committed, Application Submitted, Potential Source, etc.</i> )
Sip, Savor, and Read Wine Event	\$5,000	Recieved
InRoads Credit Union	\$850	Received
Wauna Credit Union	\$850	Potential Source
Umpqua Bank	\$850	Potential Source

General Certification

By signing below, I certify that:

I am authorized to sign this document on behalf of my organization.

I certify that to the best of my knowledge all the information contained in this document is true and accurate.

I further certify that, to the best of my knowledge, this application has been approved by the governing body of the organization or is otherwise being submitted using the governing body's lawful process.

I/we/my organization has read in full and agrees to the Scappoose Community Enhancement Program Application Guidelines; and

By signing this application stipulate that I/we/my organization will abide by all Federal, State, Local or other laws applicable to this project, or work done in completion of this project; and

I/we/my organization agrees to submit all required post-project reporting, or be disqualified from the next round of Scappoose CEP funding; and

I/we/my organization will make a representative of the project/organization available to present this project to City Council during Project Presentations.

Claire Catt

Authorized Signer Name (print)

Executive Director

Title



Signature

4/3/2024

Date



# SCAPPOOSE *Oregon*

**MONDAY, APRIL 15, 2024  
CITY COUNCIL MEETING  
REGULAR MEETING 7:00 PM  
COUNCIL CHAMBERS  
33568 EAST COLUMBIA AVENUE  
SCAPPOOSE, OREGON 97056**

Disclaimer: These minutes are intended to summarize the conversations that took place in this meeting rather than provide a full transcript. Anyone wishing to view the full conversation can find a recording of this meeting on YouTube at: [www.youtube.com/watch?v=DTYNjhap8MM](http://www.youtube.com/watch?v=DTYNjhap8MM).

### Call to Order

Mayor Backus called the April 15, 2024 City Council meeting to order at 7:05 pm.

### Pledge of Allegiance

### Roll Call

Joseph A. Backus	Mayor	Larry Lehman	Interim City Manager
Tyler Miller	Council President	Brian Jensen	Interim Public Safety Director
Kim Holmes	Councilor	Carol Almer	Finance Administrator
Andrew Lafrenz	Councilor	Susan M. Reeves	City Recorder
Marisa Jacobs	Councilor		
Ty Bailey	Councilor		

**Remote:** Councilor Jeannet Santiago; Public Works Director Dave Sukau; Associate Planner NJ Johnson (left at 8:40pm); and Elizabeth Millager.

### Oath of Office for Ty Bailey

Mayor Backus went over the Oath of Office with Ty Bailey. Councilor Bailey was officially sworn in at City Hall on April 8, 2024.

### Approval of the Agenda

Council President Miller moved, and Councilor Holmes seconded the motion to approve the agenda. Motion passed (7-0). Mayor Backus, aye; Council President Miller, aye; Councilor Santiago, aye; Councilor Holmes, aye; Councilor Lafrenz, aye; Councilor Jacobs, aye; and Councilor Bailey, aye.

## **Public Comments**

There were no public comments.

## **Consent Agenda ~ April 1, 2024 Council Work Session minutes; April 1, 2024 City Council meeting minutes; and Appointment of Sara Jones-Graham as Full Member on the Planning Commission**

Councilor Bailey moved, and Council President Miller seconded the motion to approve the Consent Agenda ~ April 1, 2024 Council Work Session minutes; April 1, 2024 City Council meeting minutes; and Appointment of Sara Jones-Graham as Full Member on the Planning Commission. Motion passed (7-0). Mayor Backus, aye; Council President Miller, aye; Councilor Santiago, aye; Councilor Holmes, aye; Councilor Lafrenz, aye; Councilor Jacobs, aye; and Councilor Bailey, aye.

## **Proclamations**

### **National Day of Awareness for Missing and Murdered Indigenous Women and Girls**

Mayor Backus read the National Day of Awareness for Missing and Murdered Indigenous Women and Girls Proclamation.

### **National Volunteer Week**

Mayor Backus read the National Volunteer Week.

### **National Small Business Month**

Mayor Backus read the National Small Business Month

## **Old Business**

### **Ordinance No. 918: Franchise with CenturyLink**

Mayor Backus explained Ordinance No. 918: Franchise with CenturyLink is on second reading. Is there any discussion?

Council President Miller explained he had a discussion with Interim City Manager Larry Lehman, and he proposed language that didn't lock the City into a rate that could be potentially adjusted by law at a later time. He would like to propose that Council go ahead and approve the ordinance with the contingency that we change the term to four years.

Council President Miller moved, and Councilor Bailey seconded the motion to amend the previous motion adopting Ordinance No. 918: Franchise with CenturyLink, with the amendment of the term to four (4) years.

Councilor Santiago asked if we amend the term would there be a problem with CenturyLink?

Interim City Manager Lehman replied he doesn't believe so, as he can't imagine any problems.

Motion passed (7-0). Mayor Backus, aye; Council President Miller, aye; Councilor Santiago, aye; Councilor Holmes, aye; Councilor Lafrenz, aye; Councilor Jacobs, aye; and Councilor Bailey, aye.

### **Definition of on duty coverage, survey questions and supplemental information from the city relating to 24/7 policing services in the City of Scappoose**

Councilor Kim Holmes explained following up to the request that came from Council at the last meeting, that Councilor Lafrenz and she worked on developing a survey to go out to residence. She explained after a few back and forth on some survey options and versions, it's clear that she thinks this Council needs to do a little bit more work fundamentally to define both what it means to have 24/7 coverage and how we talk about it and then what we want to get out of the survey itself. She explained there's one piece of supplemental information that City Recorder Susan Reeves was able to print and provide to Council, which is just some versions of the surveys that we bounced back and forth. She is not asking for any sort of decision on a survey format. She explained she is providing this just so Council can see that how the approach we choose would play out and how we design the questions themselves. She explained what she would ask is that this Council have a discussion about how we view 24/7 coverage and what that means and how we talk about that, both in purposes of this survey, but also too for our own department if we're asking them to create a strategic plan around how we achieve that level of service and coverage. She stated what are we asking them to do effectively, and what is the expectation on the level of service from Council. She explained she would like to ask that we have that discussion today and then also discuss kind of revisit what the purpose of this survey was. She explained in her mind, we wanted to understand is when presented with tradeoffs of different scenarios, what would the preferences of residents be, and she thinks Councilor Lafrenz maybe had a different goal with the survey. If he would like to go ahead and expand on that, she would be happy for him to share that, but she thinks also if we are going to take the step of doing the survey, we need to really define what it is that we want, and what is the information that we want to get that we'll be useful for us in the decision making process.

Councilor Jacobs stated before we dive into the conversation of how the survey exercise went, can we first start with definition because she thinks that will help to frame up how we need to move forward. She would like to offer up, if we could first start with what current coverage is and if someone would like to define what we currently have, whether someone on the Council can do it or we have our Public Safety Director Jensen provide that information.

Interim Public Safety Director Jensen explained currently we provide essentially 24/7 coverage, in the sense that we have officers on duty actively patrolling from the 7:00am to 2:00am and from 2:00 am to 7:00am, we have Officers that are on an on call status, which means if there were an emergency type of call or a call that we felt needed a Scappoose Police Officer to respond, Dispatch would then call the on call officer, who would then respond. It would be a little bit delayed in the sense that it wouldn't be as quick as if someone was actually on duty in the City at the time. If it is an emergency, though, the Sheriff's Office does provide 24/7 coverage. So essentially either a Deputy from the Sheriff's Office or a State Trooper, if a Trooper was available, or even a St. Helens Officer could respond in an emergency type of situation to a secure the scene and make sure the scene is safe and then a Scappoose Officer would come to essentially do the investigation and any follow up investigation.

Councilor Jacobs replied it sounds like to her based on how Interim Public Safety Director Jensen explained it we do have 24/7. She asked are we accepting that definition.

Councilor Holmes replied that is up to Council to decide because she would contend that yes, there is someone to call 24/7 but that level of service is not the same uniformly throughout that 24-hour period.

Mayor Backus asked Interim Public Safety Director Jensen if we had three more officers, because we are understaffed, would one of them be in the City during those hours?

Interim Public Safety Director Brian Jensen potentially yes. He explained we would look at where the staffing is needed most, which typically we look at the call volume and where the calls are needed, where the general public needs it more. He stated typically 2am to 7am is very, very low call volume. Whereas 8am there is a bunch going on, we have traffic, school and businesses opening. He explained he thinks if we did have all of our officers operational that we currently are allotted. He stated it would look much different if we chose to have someone on that 2:00 AM to 7:00 AM shift.

Councilor Jacobs explained in doing her own due diligence through the course of these several months and hearing all of the materials we did as a community vote a levy in for the Sheriff's Office. She explained we all pay for that levy and if there is a call that comes in between 2am and 7am, yes, we have someone on duty, but the sheriff is obligated to respond to us. She stated when we say do we have 24/7 coverage, when we say just that, the answer to that question to her is yes.

Councilor Holmes explained she will share that the Sheriff did provide an email to herself, Mayor Backus and Councilor Lafrenz which the Sheriff stated considers that arrangement 24/7 coverage. She explained if there is someone being victimized at 2:00am and the call comes in and his Deputy is often in Mist/Birkenfeld, it could be an hour before they get into town, and she is not sure that that's the type of response that this community necessarily wants. She explained Mayor Backus and her talked about how they have heard from residents through the campaign for the election, that there was a concern that we have a gap in on duty coverage. So,



she went back through some of the social media posts that were driving that concern and it's well documented that there are car prowlers, 5am attempted car break-ins, the car wash has been broken into, the owners of Mogamor came in and gave public comment on September 7, 2021 about ongoing break-ins during that period of time asking for more police support. Another reference to a vehicle being stolen from Fred Meyer and the response time was five hours by the police after it was reported because it was during these off-hour times. She explained there is documented need from the community desire for there to be an on-duty police presence during this time and so she understands that this is the arrangement that we have been forced to function with because we've had we've been short staffed, our officers are working very, very hard to cover what they can. But when we define 24/7 coverage, is that what we're talking about or are we talking about on duty? Because that really does define how we shape the survey questions. She explained what she would say what we should aspire to for 24/7 coverage would be having at least one officer on duty around the clock to give the same level of response and service consistently throughout the day. That none of those hours are going to be treated differently or service would be offered differently during those hours. That would be her ideal. She explained in the surveys, and you'll see there in the survey options, she does offer kind of multiple ways to approach it. She explained we can talk about this is 24, there's 24/7 coverage, but what we currently have is 24/7 coverage that is split between on duty and on call. Then there's 24/7 on duty coverage, so we can call it 24/7 coverage, but she thinks we need to qualify what it is the level of service that's being delivered and offered to the community during that time.

Councilor Lafrenz stated just to add some context one of the reasons why he thinks this is the definition is so important is he was getting a lot of feedback from the community that people would literally come up and based on narrative of this whole exploration in the past four months now, people have been asking him, it sounds like they assume that no one's going to pick up 911 when they call during the gap in coverage and that's far from the truth. He thinks the general feedback from the community is someone's going to answer and someone's going to respond, depending on the level of priority and of course, the response thing is a real issue. He thinks it is pretty easy to argue that we have way more priorities. For example, we have periods during the week where we only have one officer, during high volume call periods, during the day. He stated that was one of his issues with the way that the original draft was put together, it's assuming that this is a Council priority and it's assuming the community wants it. The reality is we need to keep the officers we have safe by not having them by themselves, during these high priority calls during the day.

Councilor Holmes stated it is a Council priority. She explained we have a Council goal to conduct feasibility study with community outreach to increase to 24/7 public safety coverage. So again, that kind of goes back to why this discussion is so important, we have to define what that is.

Councilor Lafrenz stated that was the third goal under Goal #3. If you remember the first one, 3.1 was to retain officers and that's what we should be focusing on right now.

Councilor Santiago explained she does think all the Council members might have a different definition of what a 24/7 means for them but she thinks the real question is we're trying to ask

the question to the public, to the residents of Scappoose how important is it, is it the needs or the wants. She stated is it the need to have one officer and to aspire to having two officers on duty. She thinks those are the questions because personally she would love to have two officers on duty, not all by themselves for safety reasons, but that's her opinion. She stated she thinks we should take ourselves out of that and really just ask the question to the residents how important is this to you? Ultimately if we want to create the Police Department, if people are really wanting to keep this in house, then what does that really look like and we're going to have to put more money into the Police Department because how it is right now, it hasn't been working. She asked so what is it that we need to do to retain. We need to recruit quality officers, recruit a qualified chief ultimately, and so we need to build that infrastructure first and then we can build a Police Department, whether we want to keep it in house. She thinks we should just pose a question to the residents and how important it is to them and ultimately are they willing to pay for it if we need more money.

Council President Miller explained he thinks one of the differentiations that we need to make here too is this question is just about what we defined 24/7 365 coverage as and it doesn't necessarily relate to contracting with CCSO. He thinks there's two different topics here and this is an opportunity to define what 24/7 365 coverage looks like to our community so that if we do keep the police department internal and we know what to aspire to, we know what the goal is, and we know what to work towards based on what the community's input is. The question about the cost in between internal police department and CCSO, or is a completely different topic, but he does think we need to set aside that difference there.

Councilor Lafrenz replied he agrees and that's why he didn't want to get into asking the community about funding issues like that and in our own scheduled or levies. He thinks we fundamentally need to know are they currently happy with the service we have. He hasn't heard otherwise. The only thing we've heard is public comments about prospects support. It's been months and many of us have heard nothing, but that people want to keep the local Police Department.

Councilor Bailey asked reading through the stuff to do we even have time, other than definitional, if we're talking finances, do we even have time to actually make decisions at this point since the budget meetings are in two weeks. He explained even trying to get a survey out in May, it means we're probably not actioning anything until next fiscal year anyway. He doesn't see how we'd be able to align those. He thinks we have run out the clock on the current situation and we have time to talk to the community. He asked is there an interest from a physical standpoint for moving to a county setup? Even if that's the case, what is the definition community wise for the level of coverage that they're willing to pay for or want. He thinks right now it feels there's a level of urgency that the reality isn't going to allow us to actually act upon personally.

Mayor Backus explained they have looked at the budget and there is some funds this year for some growth. We may not have been able to define it yet, but based on the numbers that we have, there is some room in there for a step.

Finance Administrator Carol Almer explained we are two weeks out for her to have the budgets printed and ready to go and that's really pushing it. She can go forward with the budget that Brian and she have proposed, which gives increases to the officers and is actually a lower number than we have in our current budget. We've tried to save money wherever we can, and once we get all of our officer positions filled, that would give us eight officers, plus the two sergeants and the chief.

Council President Miller stated if he is understanding this correctly, one of the things that we've heard is that the Police Department personnel understandably wants us to make a decision on this, but if I'm understanding what I just heard correctly now there's no rush. He stated in his opinion we do have to make a decision to move the City forward.

Mayor Backus explained he really does thank Councilor Holmes for spearheading this discussion. He stated regardless of the outcome, he thinks this is a valuable exercise. It's really going to help educate him on our Police Department, on the County Sheriff's Department and many inputs and thoughts from our citizens. This will help us go forward and build and make this a better, stronger department. He explained we do have goals, 3.1 was to develop and implement a plan to retain the Police Department. Goal, 3.3 was conduct feasibility study with community outreach to increase 24 public safety coverage and to him that was what he was really focusing on, and he felt bad that the first headline is Scappoose is considering dissolving their Police Department when that is not the thing that we're trying to do. When these studies come out and thoughts come out, it did come out that you can contract with the County and a lot of people have, so doing our due diligence and Councilor Holmes really wanting to stay transparent really said we have to look at all this. He explained he has been going around this over and over, and talking to a lot of people, and just with budget timing, and talking to the Police Department, he does think we do need to make a decision. He really is leaning towards, it's just his opinion, and he is not trying to sway any of the Council, but he would like to see what we could do with our local Police Department. If we could get with the Director and come up with a strategic plan to get where we want to go and define that 24/7 public safety coverage. He explained the survey question to him was on a scale of 1 to 10, how important is having a local Police Department cover your city or contract with the County. He is thinking that he is ready to move on and that we do need to make a decision. He does appreciate what we've been doing, and he wants to use that going forward though, as we define our coverage and where we can be to grow and be stronger. He stated he thinks it is important we define that level of service that the citizens desire and deserve the cost and the time frame that will take to get us there and a funding mechanism if it's not within our own budget. He stated it kept coming up retaining police officers, we have a retention issue, we have a lateral hiring issue, we have a leadership issue. He thinks we have seen that; we've identified that. He stated we have a new Council, and he thinks we're ready to try to develop a department that we can be proud of and grow with and it just keeps coming back to that. He explained at the very beginning he looked at all the options and everything kind of was out there, but everything he is looking at now keeps him thinking and from what he is hearing that's where our citizens want us to be.

Councilor Holmes explained she thinks through the discovery process, we all have a very clear

picture of what contracted services would look like for us. What she doesn't think we yet have a clear picture of and she would ask Brian to offer for us is can we get a better picture of what success for this department will look like. The other thing she doesn't want to do is say, well, we've done this discovery, let's just keep doing what we've been doing, because it's been a revolving door in the department and she thinks our police officers deserve better than that. If we want to retain them, we have to create the road map for success. She stated if it's the right time to pause and ask for that from the City, what does success look like and how will we achieve it then she thinks that's a great next step. We do need to give you direction on what your target is, what are we asking you, what level of service are we asking you to strive for.

Interim Public Safety Director Brian Jensen replied he agrees. He thinks that it is appropriate to put together a strategic plan and present it to the Council, so you are very clear on where we're going and our plan to get there. Which he believes we absolutely can get there. It's going to take time and it may take funding. It is achievable. He explained you have great staff over there now. He explained we've identified some of the problems in the past and he thinks we're cleaning that up and again, he thinks if it is put to bed, we're going to hit the ground running tomorrow morning. We have openings that were just waiting for a decision to be made. He explained he talked with the Council President Miller and has agreed to help him with this strategic plan, so it's something that the Council can have an input on exactly what you're looking for and he is confident that we can put that together and move forward.

Councilor Lafrenz replied he appreciates that proposal, but he does have a concern about the word pause, though. We're going to lose officers if we just label it as on pause, meaning we could go back and push play on it. There's not anyone on this Council that would apply for a job where the companies looking at a merger and we have to decide on whether to close this or.....

Councilor Holmes explained she would like to hear from others if they've got opinions, but she thinks we have to do something different going forward and she thinks we need to define what that is, and we need to see what that looks like before we say we're all done here.

Councilor Bailey explained he doesn't think we're going to be saying we're all done for a while. We've had three police chiefs in less than ten years. He stated we do a lot of training of staff and then they go somewhere else so that revolving door is very expensive, so we're going to have to figure that out. He doesn't know if contracting services actually solves any of that fundamentally, it's still local policing challenges. He thinks we would be having the certainty of the local as we get a new city manager and if we find the right people, that's going to be the critical thing. It's a bad look to have a fourth police chief in ten years.

Councilor Santiago stated first, she'd like to thank Councilor Holmes for all her hard work, because she did put a lot of time, her personal time to look into it and she personally appreciates that. She thinks what she is hearing is that we are needing a plan. She explained she does need a plan to figure this out, being that she has been in the Council about a year and a half/two years and she is so glad that this is a whole new Council, it seems like it's very

different from the Council when she entered. She explained she feels that we need to not just think about the chief, but also our leader, our next leader, which is a city manager, has to be a strong city manager that we need to recruit. Someone that's going to be transparent with the Council on what's going on with the Police Department, because she thinks that has been the problem/the issue. We as a Council did not know what was going on and there was no transparency. We as residents of Scappoose, we were hearing things outside the chambers on our Police Department and that's not good. We need to come in and make sure that a city manager is clear on sharing everything that's good and bad and the ugly with the Police Department. She thinks that we need to see how we can work that out with the new city manager. She loves the idea of the strategic plan because if we keep doing the same thing over and over, that's just not going to work. Personally, she is for keeping the Police Department and looking into that with the conditions of having a strong strategic plan, getting a strong city manager that would hire a strong chief and would be transparent with the Council.

Mayor Backus stated he is hearing it, and like Councilor Lafrenz had mentioned about the word pause. He asked what would make Council feel comfortable about the word pause. He asked can we vote to move on with the local Police Department pending the strategic plan and potential survey of level of service that we want to maintain with a local Police Department and just go forward with that?

Councilor Lafrenz replied going back to the Goal 3.3 it talks about exploring this and he feels comfortable that we have explored it, and he thinks using anything that suggested that this was just on hold would set us back tremendously.

Council President Miller explained his idea of a strategic plan is that it would address what we have funding for now and how we utilize what we have now. He explained when he says now, he means we have eight funded patrol officer positions, two sergeants, one lieutenant and one chief. He stated some of the public probably isn't aware of this, but we've had issues within our police department where it has caused some of those folks to go on admin leave and so they're being paid, but they can't work. That was one of the big concerns that this Council had. However, as we move through the motions of clearing those up and we actually get those positions working like the City would like, he does think that we can get to 24/7/365 coverage. It may not be two on at all times, but as we already know, the Sheriff's Office does have Patrol Deputies on 24/7, so at least our officers have cover until we can get the funding and figure out a plan which he would hope the strategic plan will address for how we can have our own officers, because ideally for him he does want to see two police officers on duty at all times within the City limits. He thinks that's a safety issue for our police officers, and he thinks that just common sense tells us if somebody's in our City limits and there's an emergency within our City limits that our local police officers within that area are going to be able to respond a lot quicker. It's just a matter of time before those emergencies happen, especially as we grow. He doesn't think that we need to pause, he thinks that if this Council has enough information at this time to go forward and just say we're going to do this strategic plan using the internal police department model, he thinks as you heard earlier, he agreed to help Brian with the

strategic plan. He thinks they can come up with something really great and that this Council will be very proud of.

Mayor Backus explained we have signed an intergovernmental agreement with the County, we are building that relationship, and he thinks it will be a good partnership. The County helps field train our officers and he thinks we can continue that and build that relationship. He stated we need to do something tonight and move on. He asked are we ready to take either a vote or a thumbs up, thumbs down, ready to move on and focus on keeping as an internal Police Department while developing a strategic plan moving forward and working on the budgets for this year and next.

Councilor Lafrenz made the motion to close the exploration in to contracting with the Sheriff's Office with the expectation that there's a strategic plan in place. (Motion dies due to lack of second).

Councilor Holmes explained she would like to amend that motion to add with the Police Department providing their recommendation of what 24/7 coverage is potentially before the strategic plan is complete so we can have that discussion here. She wants to ask the Police Department what is the level of service that you would try to achieve in that strategic plan.

Interim Public Safety Director Jensen replied he thinks that is going to be a multi layered right where we're at now, where we're going to be in two years and where we're essentially want to be in five years. He stated ideally, we get as many officers on as we can and as often as we can, but the reality is he thinks we first go towards being fully staffed and fully operational, which would give us 24/7 coverage if that's what we choose to do with it as opposed to maybe heavy loading the day shift, the swing shift and then going super light. He stated he thinks right now we are technically at 24/7 coverage. If you call us at 3:00am and there's an emergency, a police officer is going to show up. So that technically in his opinion is 24/7 coverage now. He stated what is it that we're really talking about, we're talking about having an officer in Scappoose on duty all the time, and we're not there. He explained he thinks is the common 24/7 coverage. He stated again once we become fully operational, which he is with working City manager Lehman and they're doing everything they can to make sure that we can get fully operational. There's some legal things that we have to jump through, of course, but we're working at it, but that's strategic plan will address where we're at now, hopefully where we are going to be at in a year, two, three and we will probably go out five years with where we need to be given the City is growing and with an increase in population is going to be increase of speeders, increase of crime, all those things that come with it and he will work with Council President Miller and they will address it in the strategic plan.

Mayor Backus explained he a motion by Councilor Lafrenz mainly to focus on the internal police department moving forward and how we can build a strategic plan and we need to define 24/7 and the number of officers that we have in our budget and come up with a plan going forward internally.

Council President Miller stated if we are removing the whole pause concept, there's really no hurry here to get the strategic plan done. He explained Public Safety Director Jensen and he can work on the baseline, what they think the Council is really going to like, and they can bring it back and we can have constructive dialogue about what this strategic plan looks like with all of Council. There's no rush to get it done, we'll get it done in a timely manner, but the point being is because there's nothing holding advancing the internal PD up now, we have time to have that dialogue with Council.

Councilor Jacobs moved, and Councilor Bailey seconded the motion to close the discovery process for contracting the Police Department with Columbia County. Motion passed (7-0). Mayor Backus, aye; Council President Miller, aye; Councilor Santiago, aye; Councilor Holmes, aye; Councilor Lafrenz, aye; Councilor Jacobs, aye; and Councilor Bailey, aye.

Mayor Backus stated the thought of contracting had nothing negative to do with our current officers and leadership. It really had to do with the loss of officers in the past. He stated for him it was nothing to do with the great officers and people we have working for us now.

Councilor Holmes moved, and Councilor Santiago seconded the motion that Council approve the Police Department to work on a strategic plan with a recommendation for the appropriate level of service over time. Motion passed (7-0). Mayor Backus, aye; Council President Miller, aye; Councilor Santiago, aye; Councilor Holmes, aye; Councilor Lafrenz, aye; Councilor Jacobs, aye; and Councilor Bailey, aye.

## **New Business**

### **Scappoose Senior Center Update**

Clara Pell, President of the Board at the Scappoose Senior Center, gave an update on the Scappoose Senior Center.

Mayor Backus asked Clara Pell if there is anything the City could help with.

Clara Pell explained they do still owe their accountant.

Pete McHugh explained he thinks what they are asking is for the balance of the funds that were previously given to the Senior Center because they have use for the money.

Finance Administrator Carol Almer will check into the balance of the funds and let Council know.

Mayor Backus moved, and Councilor Santiago seconded the motion that Council approve to cut a check to the Senior Center for the remaining balance of the \$20,000 that the City budgeted for the Scappoose Senior Center.

Council President Miller would like to get and update on the remaining balance at the next Council meeting.

Finance Administrator Carol Almer explained she will get that information to Council prior to the next meeting.

Clara Pell thanked the Mayor and Council.

Motion passed (7-0). Mayor Backus, aye; Council President Miller, aye; Councilor Santiago, aye; Councilor Holmes, aye; Councilor Lafrenz, aye; Councilor Jacobs, aye; and Councilor Bailey, aye.

### **Council Discussion on City Committee's**

Mayor Backus went over the discussion on the City Committee's. He explained we have two standing committees that Council is responsible for, Park and Rec Committee and Economic Development Committee. He explained each committee has a council liaison, Parks and Rec liaison is Marisa Jacobs and Economic Development Committee liaison is Jeanette Santiago. He explained he is looking for discussion on Council liaison role and responsibilities with these committees. These are our committees, so what is our vision for these committees? What is the function and purpose that Council sees for these committees? How are the agendas determined? How much staff time is dedicated to these committees? Does Council tasks the committees with things to do or do the committees propose and recommend tasks for them to do themselves? He explained as he sees it is usually a combination of both. He explained in the packet there are resolutions that were adopted late October of 2021 before he was on Council. He wanted to review this information. He has spoken with Councilor Jacobs and Councilor Santiago about this. He thinks these committees are important and he wants to maximize their potential and at the same time use staff appropriately and staff wants to understand their role because if we assign these committees then that is assigning staff to help with them and spend time and money on them. He just wants to touch base, especially since Councilor Jacobs is a new liaison to Parks and Rec, and Councilor Santiago just moved over to the Economic Development Committee.

Councilor Jacobs explained during her conversation with Mayor Backus and Councilor Santiago, they were discussed how do they want to activate the Committees and make sure that they're contributing to the betterment of the community. She thinks where they came out of that conversation was really we have these two Committees that can greatly impact our area and all of them come with a great set of skill sets and we should utilize these talented individuals, but how do we go about doing that in a thoughtful manner. She explained as it relates to Parks and Rec her idea is that while she is the liaison with Council and as well as to the Committee, she would like to see the Committee driving more within the framework of our master plan. We have completed a Parks Master Plan that provides the direction and guidance and how we want to advance and develop the park system. We have a Public Works Director, Dave Sukau, and he also has a body of work that he needs to move forward. She would like for us to be able to help prioritize what are the critical things that we're trying to do over the next year. She thinks if



we're able to round and root ourselves in our master plan and prioritize and move it forward, she thinks there'll be better engagement and involvement with the committee members and a sense of accomplishment. She doesn't want to see us just go to a meeting on a monthly basis to have a conversation just to have a conversation to keep going around in conversations. That's not beneficial use of time. She would like to see our committees activated in a joint partnership. We're guiding and directing, but they're participating and they're helping to bring these things to life.

Councilor Santiago agrees with Councilor Jacobs in regard to the direction that they both have in mind for these two Committees. They are great, talented individuals, who are very committed and have great ideas. What she she kept hearing from the Committees is, especially the EDC, was why are we here, what's the purpose of this committee and it's been something that is been going on for years, she would say. They have lost good Committee members because of the lack of direction throughout the years, and she doesn't want to see that happen. The EDC is working on an economic development strategic plan on how they plan to support the economic growth in Scappoose. This is not something that they'll need a consultant for. This is something that the group, with their combined talents that they have, will see what they can do as individuals, as residents of Scappoose can do for the City. As the liaison she would like to be more in between, for example, like assisting with the agenda with the Committee Chair or Co Chair. If there are any questions or directions that would go through to the liaison also. She would like the staff just to be there to note take, not necessarily go back and forth and answer questions. If there are any questions that the Committee may have, she would like it to be directed more to the liaison and then if the liaison doesn't have the answer or information, they'll take it back to the Council. That's kind of how she would like to structure moving forward on those meetings. Staff would be there again to note take and then the liaison would be more the in between working with the Committee.

Mayor Backus replied thank you. He does think that if the Committee has questions or comments during their meeting that they should direct them towards the liaison versus staff and let the liaison determine if they can answer them or if they're going to have to go back to Council to get more direction. He stated it does show that we will send a secretary or someone to open the room, turn on the lights, get the recording going, keep summary minutes but they may not be very involved in the operations of that meeting, and the agendas will be determined by the liaison and the chair. He does want Council more involved, maybe if the liaison can come to Council to get some direction or if there's questions, ask us because we want to task the Committees with stuff to do so they do feel like they're being listened to and that also then kind of dictates some staff time that might be needed to do research. He wants to bring up some decorum. We have had issues over the years and just to be respectful to each and every staff member and Committee members and public, because they are all public meetings and quite a few people do listen and watch them, and he wanted to make sure he noted that. He thinks these committees can be good. He just thinks they need direction, and he thinks the strategic plan for the EDC is good and it's actually in their bylaws. He wants to make sure they feel that they've got all the information they need to move forward on that and that is one that he thinks they're working well with staff on and developing that strategic plan.

Interim City Manager Larry Lehman explained his understanding is the liaisons will operate with the Committees and the desire for the city staff, is simply to facilitate the meeting, open up the room and have someone take minutes and so forth meaning then that the department heads don't need to be there. Then the liaison would go back to that department head or whatever they need to do in order to facilitate the activity.

Councilor Jacobs replied she thinks we should start with that intention but there may be a week where one of the department heads may need to come. She thinks they want to try for the liaisons to really be that conduit to help limit the number of touch points and consolidate the information to bring back to the Committee.

Interim City Manager Larry Lehman explained if the liaison requested a department head to be at certain meetings to do certain things, absolutely no question about that. He doesn't think we want to have department heads just sitting there, if not needed.

Council President Miller asked what the procedure for requesting city staff is so that everybody can be on the same page with that.

Interim City Manager Larry Lehman explained they can make the request directly to staff or to him, either way, it doesn't matter.

Councilor Santiago replied she would prefer to go directly through the city manager on that.

Council President Miller explained he just wants to make sure everybody is on the same page, so we know what the SOP is here because these Committees keep coming up with issues on an annual basis. The more that we can clarify on SOPs, he thinks the better at this point.

Christine Turner, Chair of the Economic Development Committee (EDC), explained they do get partnership updates from different community members, which includes a City update but that's really the only time, every other month, somebody from the City comes and does a little report for us. That's part of the premise of EDC is so we can report out that information to other community members.

Mayor Backus stated he still sees that as valuable to have staff give the Committee updates on local businesses or what's been happening. That is the same for the Parks and Rec Committee.

Councilor Jacobs stated she thinks it probably goes without saying, but she'll just say it for clarification, City Manager Lehman, when we talk about responsibility of staff like opening up the doors, getting the meeting going, that would also be publishing the agenda, but the agenda will be on the responsibility of the Chair and the liaison in terms of crafting the agenda, but could we have staff publish the agenda onto the website?

Interim City Manager Larry Lehman replied correct, that would be for staff to take care of.

Council President Miller stated just to be clear who is going to do the agenda, the liaison or the chair?

Councilor Jacobs replied what she believes is the order of operation should be, is that the chair working with their Committee creates the agenda and they can send it to the liaison for review, and then that would be signed off by the liaison to then move forward to the City.

Councilor Santiago replied that is exactly what we discussed.

Christine Turner explained she appreciates the clarity as well. She explained that is the preference that we create our own agenda and have it approved by Councilor Jeannet Santiago.

There was a discussion on having meetings and putting forth the agenda.

Public Works Director Dave Sukau explained if he is going to be on an invite basis, because the agendas usually aren't created, that he is aware of, until mere days before the meeting that doesn't leave a lot of time to get on calendars. If that's going to be the protocol, maybe those agendas could be targeted like a month in advance or a little more forethought on what those are going to look like.

Mayor Backus replied he agrees.

Public Works Director Dave Sukau explained in all honesty, it's his intent to be at every meeting, unless Council wants him to be at an invite only, he will do his best to be at every meeting.

Mayor Backus explained he thinks they would appreciate him there as much as he possibly can.

Public Works Director Dave Sukau explained in the where his fears are and he'd be curious to see how your new liaison approach works, because in the past, what's end up happening is the staff member that is facilitating the meeting is getting backed into the corner on some very heated questions and it's been very uncomfortable for that position. He has usually been trying to attend to take that heat off of our staff members because at one point it was interns that were doing that role who don't have the ability to make a judgment call and it just hasn't been very fair to them. He is really intrigued by the new liaison dynamic and if that works and he doesn't need to be there, he appreciates that also.

Paul Fidrych explained he is on both Committees, and both Committees are quite different. There's no head of EDC in staff. The EDC's goal is to hopefully come up with enough interesting ideas to eventually present the Council, and that's pretty much it. Parks are a lot different because Dave is ahead of parks. In the past some of the Councilors have been on these Committees, and there's been a disconnect. For instance, there are some extra money and then Dave goes in front of City Council with an idea that on parks that we've never even heard of and so there's a disconnect because Dave didn't talk to us. They had no idea what was going on. He explained like the Committee is working on something for instance, we just had a lot of

feedback from citizens that they want this, this, this, this and this and then something else comes from the other side. Then conversely when Dave has been in the meetings, what we feel is a great role for us is we are the citizens and we can help you with decisions. If you need us to go out and ask the citizens what is more important to you, is it this or this or this we could help him decide. What's been great with Dave being more connected with us is Dave has said, hey, we have ideas around pickleball for instance, and since some of us on the group play pickleball, we came back to him with research on from the USASA Pickleball Association on what it would take to build pickleball courts, what the costs are, what they recommend for distances, etc. That hopefully took some time that he didn't have to work on, and that has been really successful. He would love to have Dave continue because his role is a lot different than the EDC section because there's not an EDC lead in the staff. That is if Dave is interested in doing it, because he thinks if we continue to work together, we could be much more functional and be very supportive of Dave and to take some load off of him.

Public Works Director Dave Sukau explained he 100% agrees with Paul. He just goes back to originally, we were individual conduits through Council and if we can partner on the front end, he thinks that that definitely helps streamline things. At the end of the day, for the big decisions, obviously that will still go before Council, but if we're both in agreement when we do that, I think it definitely cleans things up. He agrees with the pickleball discussion and now we're working on a reduced version of Grabhorn right now that we're going to be talking about this Thursday and different dynamics. He thinks right now we're on the right track.

Mayor Backus asked if staff has something for the Committees to discuss or if the Committees have something for staff would they go through the liaison?

Public Works Director Dave Sukau explained he just wants to follow whatever direction you all prefer.

Mayor Backus is in favor of our liaison working with the department head and the chair and determine what will work, what they feel will work best for this group and try to determine that.

Councilor Holmes explained having served in the Parks and Rec committee, it can be frustrating, right, because there has been a disconnect. It's good to hear that that's improving between what staff is doing and what the parks and Rec committee is discussing and presenting to Council. She explained we continue to struggle with these Committees, and she sees them working successfully in other cities and she is wondering if the League of Oregon Cities can be a resource to us. Maybe there is a model that we should be looking at for how these groups are structured, how information flows from the committees to Council and staff. If there's just some successful framework that we might want to look at to inform, as these groups continue to evolve and hopefully be successful because you all are very talented people and we're very lucky to have you and happy volunteer week according to the proclamation, we appreciate you!

Mayor Backus explained he will do that; he will look that information up.

Christine Turner explained she and Brian have been on the Economic Development Committee since its inception and through the different city managers, we've acted differently. Two Prior city managers ago was very involved in the EDC and he was very motivated and economic development was very much his focused, so he was an active part in our Committee, as was the former mayor and then we changed city managers and then we kind of just got left to flounder and figured out, go do you and so we kind of tried to do us and then we then we had a liaison, but we never saw that liaison and then all of a sudden we had Andrew and he started participating and then we had a better connection with Council and less connection with staff and that actually helped us quite a bit and so we're still evolving. We're changing gears all the time and think we're making some headway over the last six months. She thinks they've started to do some really good things and work well together, and she would hate to lose that and be limited by that.

Council President Miller stated to Christine's point, if we could get something like a policy for how we operate our committees, and he thinks the baseline for that start would be to see what other cities are doing. We are going to have constant rotation of Council members, liaison, city managers, hopefully not city managers like we have had move along so far, but that does illustrate a need for having policy on this issue.

Mayor Backus explained he will look up LOC and committees and if anybody else wants to as well. Basically, he is going to let the liaison take a little more ownership and give that some time and come back and tell us how it went and if there are any changes or decisions that need to be made. He stated he appreciates all the help and work on this.

### **Announcements – information only**

#### **Calendar**

Mayor Backus went over the calendar.

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

Interim City Manager Lehman explained they are working hard with the Police Department and the Police Union.

Interim Public Safety Director Jensen thanked Council for making a decision tonight. He appreciates the hard work that was put in. He gave some updates on the Police Department.

Councilor Jacobs stated Happy Tax Day! She would like to thank Interim City Manager Lehman. She really appreciates him stepping into this role and tidying up house a bit and taking on some critical items and moving them through and creating wins and capacity for us. She thanked Councilor Holmes for shepherding in a large project and she came under a lot of scrutiny and sort of took the brunt of all of that for Council and she just wanted to thank her for doing the hard work and seeing it through in a transparent manner and know that the work was not done

in vain. It was done for the betterment of all of us, so thank you! She reminded everyone about Earth Day on Saturday. She explained we do have a critical role that we are hiring, which is the city manager, and she thinks if anything, she hopes tonight really sort of amplifies the need for us to hire leadership. We have two critical roles really that we need hired within our City, It's the city manager and a police chief and leadership is really critical and she thinks if all of us going through here on Council, it's going to be our responsibility to make that higher and she thinks for all of us, just to keep in mind that yes, having good tactical skills is important, but you can teach tactical skills. You can teach things that you can learn in a book, but what you can't teach is leadership, and that is really what our city needs.

Councilor Lafrenz he explained he just wants to clarify a couple of things. The conversation about contracting with the County was never for him and he doesn't think for anyone else on Council about putting the Scappoose Police Department against the County. He has a tremendous amount of respect for the County Sheriff's Office, the Deputies, and their Staff. He has no concerns about their ability to perform the services that we were looking into. It was more about the strong belief and faith he has in our core of Police Officers, our Staff, our Interim Director, and Lieutenant Fluellen. He just thinks we're in a unique opportunity where we can correct some of the mistakes of the past. He also does want to clarify, no matter what your definition of 24/7 is clearly there are differences, but he does share the goal of getting two officers on patrol in Scappoose. He does agree with Sheriff Pixley that the levy has been great for the community, and has only made our County safer, but we do need to move towards that. He does think that the priority of making sure that our Officers are safe because they have a second Officer, that the Officers are not going into a dangerous call at 10:00 PM on a Sunday because we're not fully staffed. He thanked Councilor Holmes and Sheriff Pixley for looking into this as well. He stated again, he has a lot of respect for the Sheriff's Office. He stated thank you.

Councilor Holmes replied thank you for the acknowledgement of the work and thank you for everyone who participated in the process. It really was a lot of work to bring together. She thinks we are in a better place having had the discussion, arriving at developing a strategic plan, we're in a better place than we've probably seen this department have real potential in a very long time. She stated thank you everyone for participating. She will say it is quite unfortunate the discourse and the dialogue, she thinks, that devolved around this process to the community. Please reserve immediate judgment and try to continue to have constructive discussions and really base those discussions in facts and she thinks we will all be able to move forward and continue to move forward in a very productive way. She is excited to see what our Police Department can put forward for us and collaborating to support them. She would also note the League of Oregon Cities is going to have their Region 1 meeting on May 3rd in St Helens. The discussion will be some of the challenges that cities are facing in terms of funding, particularly with general fund funding, so it's a timely discussion. It's something that she thinks all of us are struggling with, and so she would encourage Council to attend that, and she looks forward to reporting the learnings out from that.

Councilor Santiago stated first, she'd like to echo what Councilor Jacobs was saying in regard to Interim City manager Larry Lehman and also Councilor Holmes. Also, if in regard to the leadership that we really, really need and seeking for city manager and then hopefully also a new chief. Besides the Earth Day, it's a busy week. On Thursday, April 18th, there is a Columbia County Career Fair going on at OMIC. There's also the Grant Watts Spring Auction on April 20th at 4:30 PM. Spring Cleanup is also taking place this Saturday, April 20th from 8:00 AM to noon.

Council President Miller state thank you Councilor Holmes for her work on the exploration project. He knows it was a lot of work and thanks to the Sheriff's Office too, for participating and providing all the information that they did. He looks forward to helping the Police Department with the strategic plan and he thinks that we can accomplish something really great.

Mayor Backus stated he did also want to thank Councilor Holmes for asking the hard question, taking a lot of pressure off of him. He appreciates that, but the work is not done. It really has just begun and maybe some of the questions won't be as hard, but our goal is always going to be up there. He read the goal of Create a safe city with a visible public safety presence so that is going to be there every day, every meeting we talk about that will be an important thing. He does look forward to the strategic planning and working and growing our Police Department and all the good things.

### **Adjournment**

Mayor Backus adjourned the meeting at 8:52 pm.

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Mayor Joseph A. Backus

Attest:

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City Recorder Susan M. Reeves, MMC



# SCAPPOOSE *Oregon*

MONDAY, MAY 6, 2024

CITY COUNCIL MEETING MINUTES

WORK SESSION WITH PLANNING COMMISSION ~ 50 YEAR PLAN, 6:00 PM

COUNCIL CHAMBERS

33568 EAST COLUMBIA AVENUE

SCAPPOOSE, OREGON 97056

Disclaimer: These minutes are intended to summarize the conversations that took place in this meeting rather than provide a full transcript. Anyone wishing to view the full conversation can find a recording of this meeting on YouTube at: [www.youtube.com/watch?v=--FGNPfnlms](http://www.youtube.com/watch?v=--FGNPfnlms).

Mayor Backus called the work session to order at 6:00 p.m.

**Present:** Mayor Joseph A. Backus; Council President Tyler Miller; Councilor Kim Holmes; Councilor Marisa Jacobs; Planning Commissioner Rita Bernhard; Planning Commissioner Sara Jones-Graham; Planning Commissioner Marty Marquis; Planning Commissioner Bill Blank (arrived at 6:09pm); Interim City Manager Larry Lehman; Community Development Director Laurie Oliver Joseph; City Recorder Susan M. Reeves; and Consultant Beth Goodman with ECONorthwest.

**Remote:** Associate Planner NJ Johnson; Planning Commissioner Harlow Vernwald; and Megan Greisen (joined at 6:30pm).

**Excused:** Councilor Jeannet Santiago and Councilor Andrew Lafrenz

Consultant Beth Goodman, ECONorthwest, went over the presentation.



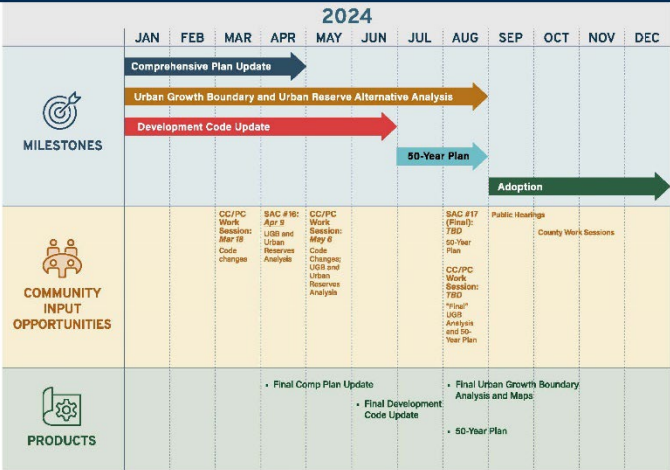
SCAPPOOSE  
50 YEAR PLAN

Urban Growth Boundary Expansion  
City Council and Planning Commission Work Session  
May 6, 2024

**ECONorthwest**  
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# Schedule (2024)



# Progress: 2022 to Now

### Project Deliverables\*

- 50-Year Plan Vision Statement - completed
- Housing Needs Analysis - completed
- Economic Opportunities Analysis - completed
- "Other Land Needs" - completed
- Land Use Efficiency Measures - completed
- Comprehensive Plan Update - completed
- Development Code Changes - in progress
- UGB Alternatives Analysis - in progress

### Public Engagement

- Community Conversations - completed
- Community Events - ongoing
  - Annual Town Meetings
  - Farmers Market and Adventure Fest
- Visioning Surveys - completed
  - 2 completed
  - 457 total responses
- Newsletter Updates - ongoing
- Stakeholder Advisory Committee Meetings - 15 completed; final will be held in August
- Public Hearings - upcoming

\*These are "draft" documents since they have not been approved by City Council yet



Land Need and Areas for the UGB Expansion

## REVISED: Total Land Need with Efficiency Measures

Land Need (2023-2073) with Available Capacity in Gross Acres

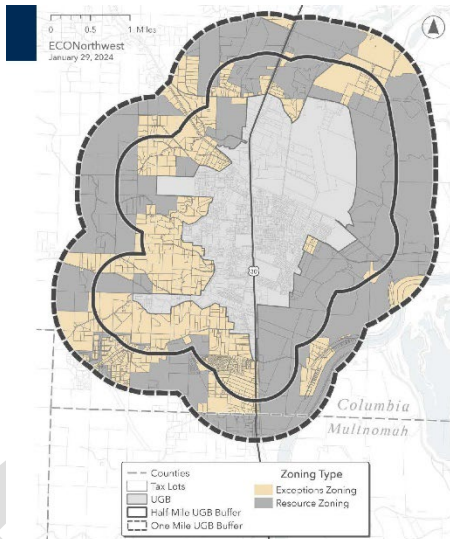
Category	Land Deficit 2023-2043 (acres)	Land Deficit 2043-2073 (acres)	Land Deficit or Surplus 2023-2073 (acres)
<b>Employment</b>			
Commercial	(10)	(62)	(72)
Semi-Public	(4)	(7)	(11)
<b>Housing</b>			
Low-Density*	56	(187)	(187)
Med-Density	(33)	(58)	(91)
High-Density	(1)	(27)	(28)
<b>Public</b>			
Municipal	(10)	(17)	(27)
Parks	0	n/a	0
Semi-Public**	(1)	(2)	(3)
<b>Total</b>	<b>(59)</b>	<b>(360)</b>	<b>(419)</b>

Land Use Efficiency Measures included:

- Density increases by 3% across all residential designations
- Rezone select parcels

\*There is a surplus of 59 acres in low-density residential in the 2023-2043 period. Three acres needed for semi-public would be met by that surplus, leaving 56 acres of surplus in low density residential for the 2023-2043 period.  
 \*\* Semi-Public land uses include cemeteries which are allowed in the Public land designation

5

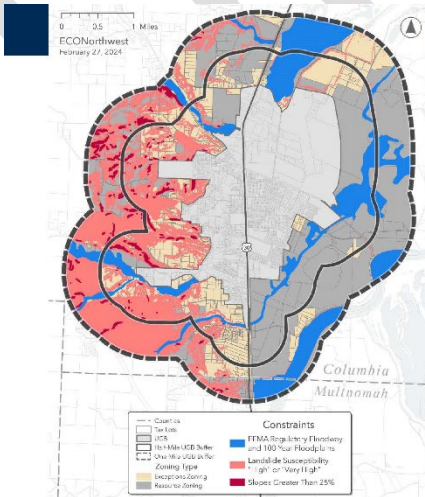


### Priority for Inclusion in the UGB

ORS 197A.285 establishes the following priority of land for inclusion within a UGB:

- First Priority is urban reserves
  - Scappoose does not have urban reserves
- Second Priority is exceptions land and nonresource land.
  - Scappoose does not have nonresource land but has plenty of exceptions land around the UGB
- Third Priority is marginal land
- Fourth Priority is forest or farmland that is not predominantly high-value
- Fifth Priority is agricultural land that is predominantly high-value

6

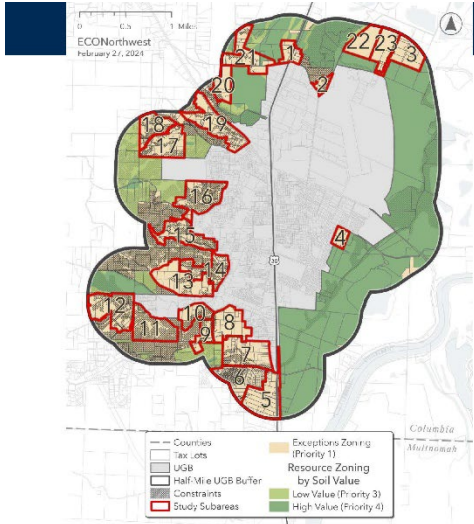


### Map the Constraints

Identify the Constraints

- Floodplain and Floodway
- Slopes greater than 25%
- Landslide hazards

7



## Final Study Area

The Final Study Area includes:

- 1,525 total acres (1,028 unconstrained acres)
- Broken down into 23 subareas for closer examination

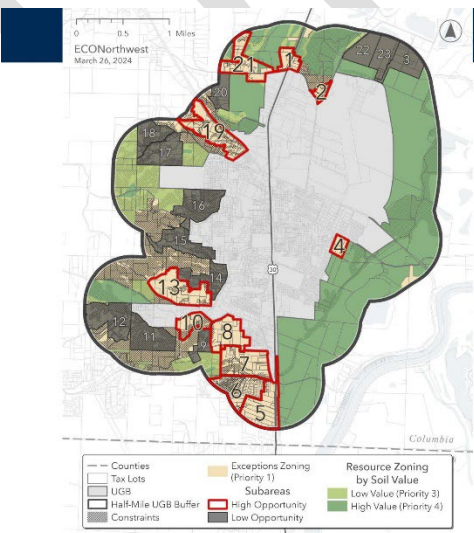
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## Locational Factors (Evaluation Criteria)

Goal 14 establishes location factors that must be considered when evaluating expansion areas:

- Can the area **efficiently meet the City's needs?** (land is developable and connects well with existing neighborhoods)
- Can **public services and utilities** be extended to the area in a cost-effective and logical way?
- What impacts would development have on the **environment, local economy, and community life?**
- What impacts would development have on **nearby farms or forests?**

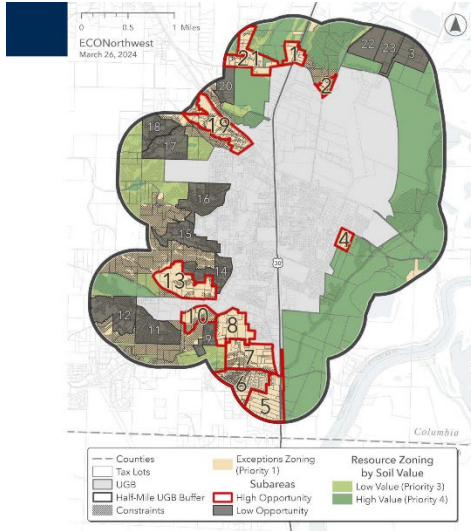
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## Areas Under Consideration

The areas highlighted in **red** are stronger candidates for inclusion in the UGB expansion or Urban Reserves.

10



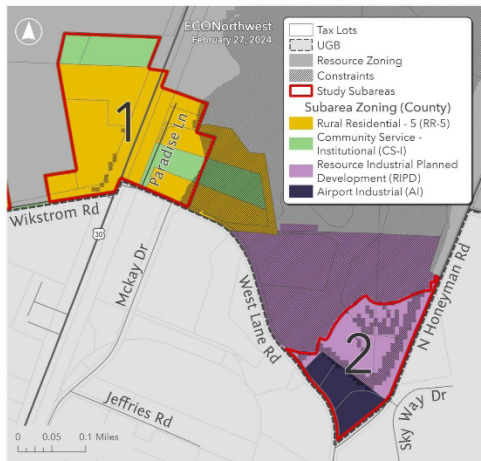
## Areas Under Consideration

The areas identified as “low opportunity” are generally:

- A poor fit for **efficiently meeting the City’s housing and commercial** needs highly constrained, not adjacent to the UGB, or would create other difficulties.
- Have **higher costs** for extending public facilities or utilities, considering distance from city and existing utilities, need for higher cost investments, and other characteristics that increase costs.

11

## Pros/Cons of the Subareas



### Subarea 1:

- Few constraints; located along Hwy 30; adjacent commercial and residential designations
- Cost of infrastructure: Medium/High

Possible Land Need Met: **Commercial – URA**

### Subarea 2:

- Existing commercial uses; adjacent industrial and airport uses
- Cost of infrastructure: Low/Medium

Possible Land Need Met: **Commercial – UGB**

12

## Pros/Cons of the Subareas



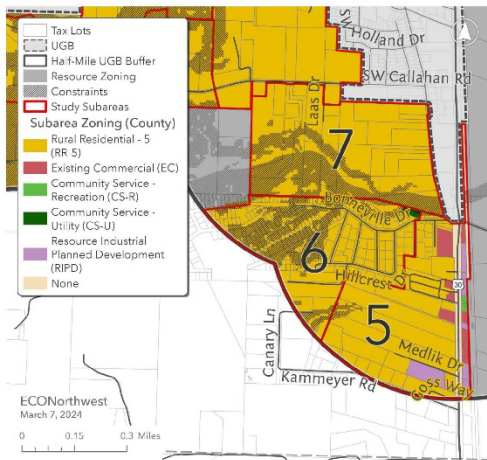
### Subarea 4:

- Few constraints; adjacent to existing neighborhoods; partially built out
- Inclusion would fix existing septic system issues for existing houses
- Cost of infrastructure: Low/Medium

Possible Land Need Met: **Residential – UGB**

13

## Pros/Cons of the Subareas



### Subarea 5:

- Few constraints; located along Hwy 30; need (parts of) subareas 6 & 7 to also come in
- Cost of infrastructure: Medium/High

**Possible Land Need Met:** Commercial and Residential – URA

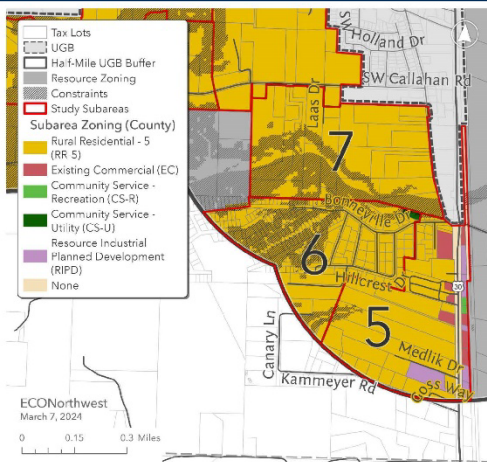
### Subarea 6:

- Western portion highly constrained, parcelized, and partially developed; need subareas 5 & 7
- Cost of infrastructure: Medium

**Possible Land Need Met:** Residential – could be UGB or URA

14

## Pros/Cons of the Subareas



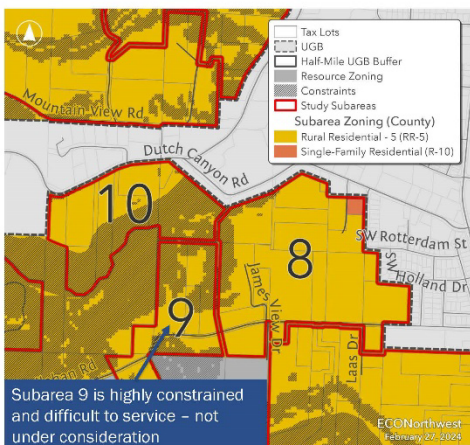
### Subarea 7:

- Constraints limited to southern portion; adjacent to commercial and residential designations
- Cost of infrastructure: Medium

**Possible Land Need Met:** Commercial and/or Residential – UGB

15

## Pros/Cons of the Subareas



### Subarea 8 :

- Few constraints; adjacent to existing residential neighborhood
- Cost of infrastructure: Low/Medium

**Possible Land Need Met:** Residential – UGB

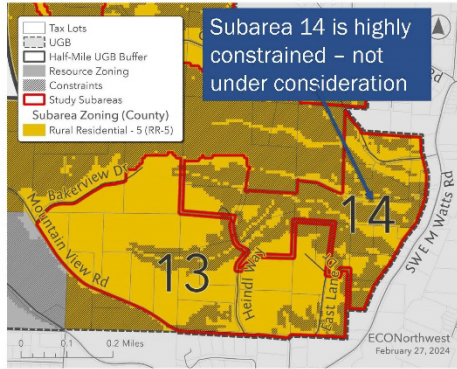
### Subarea 10 :

- Southern and eastern portion highly constrained; existing large estate homes could limit development
- Cost of infrastructure: Medium/High

**Possible Land Need Met:** Residential – URA

16

## Pros/Cons of the Subareas



### Subarea 13:

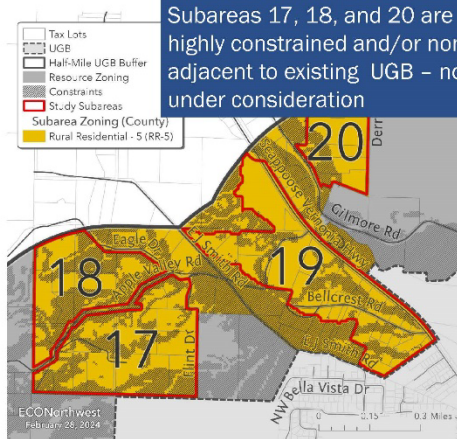
- Few constraints; large parcels with little existing development
- Cost of infrastructure: Medium

#### Possible Land Need Met:

Residential – URA

17

## Pros/Cons of the Subareas



### Subarea 19:

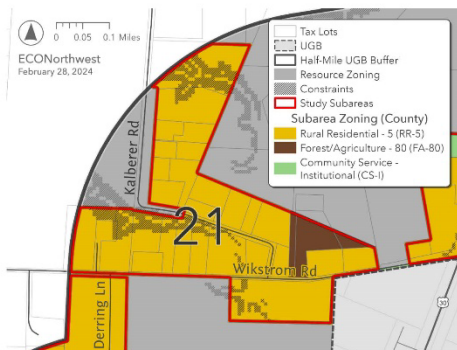
- Constraints run throughout the site; direct connection to UGB via Scappoose Vernonia Highway
- May consider a portion of subarea
- Cost of infrastructure: Medium/High

#### Possible Land Need Met:

Residential – URA

18

## Pros/Cons of the Subareas



### Subarea 21:

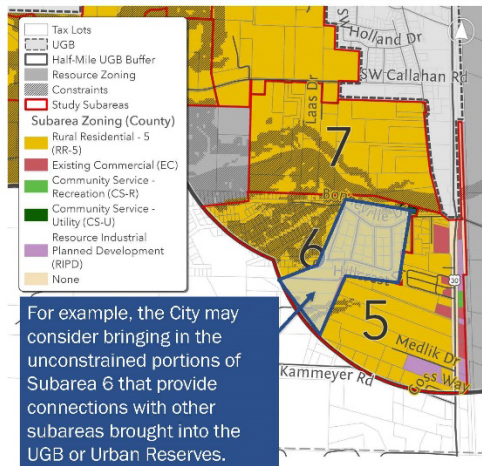
- Limited connection to rest of UGB but eastern portion may make sense to include; few constraints
- Includes a small amount of high value Forest/Agriculture land
- Cost of infrastructure: High

#### Possible Land Need Met:

Residential – URA

19

## Additional Evaluation/Consideration



Next, the City will identify the specific areas to include in the UGB and Urban Reserves. This may involve splitting subareas to bring in the land that fit best with the evaluation criteria.

20

## Next Steps

- Finalize the UGB and Urban Reserves Analysis
- Develop 50-Year Plan document
- Next CC/PC work session: TBD
- County Work Sessions: TBD
- Public Hearings: TBD



Image source: City of Scappoose Facebook page

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Los Angeles



Portland



Seattle



Boise

Council, Planning Commission, and staff reviewed information in the presentation.

Mayor Backus thanked Beth for the information.

City Council work session with Planning Commission

May 6, 2024

8

Adjournment

Mayor Backus adjourned the work session at 6:55pm.

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Mayor Joseph A. Backus

Attest:

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City Recorder Susan M. Reeves, MMC

DRAFT





# SCAPPOOSE *Oregon*

**MONDAY, MAY 6, 2024  
CITY COUNCIL MEETING MINUTES  
REGULAR MEETING 7:00 PM  
COUNCIL CHAMBERS  
33568 EAST COLUMBIA AVENUE  
SCAPPOOSE, OREGON 97056**

Disclaimer: These minutes are intended to summarize the conversations that took place in this meeting rather than provide a full transcript. Anyone wishing to view the full conversation can find a recording of this meeting on YouTube at: [www.youtube.com/watch?v=KQ4TrY8yyds](http://www.youtube.com/watch?v=KQ4TrY8yyds).

## Call to Order

Mayor Backus called the May 6, 2024 City Council meeting to order at 7:00 pm.

## Pledge of Allegiance

## Roll Call

Joseph A. Backus	Mayor	Larry Lehman	Interim City Manager
Tyler Miller	Council President	Brian Jensen	Interim Public Safety Director
Kim Holmes	Councilor	Susan M. Reeves	City Recorder
Marisa Jacobs	Councilor	Dave Sukau	Public Works Director
Ty Bailey (arrived at 7:15pm)	Councilor	Laurie Joseph	Community Development Director

**Remote:** Associate City Planner NJ Johnson (left at 8:11pm); Megan Greisen; Bob Larson with GMP Consultants (left at 7:34pm).

**Excused:** Councilor Jeannet Santiago and Councilor Andrew Lafrenz

## Approval of the Agenda

Council President Miller moved, and Councilor Holmes seconded the motion to approve the agenda with the amendment of adding the National Law Enforcement Week Proclamation. Motion passed (4-0). Mayor Backus, aye; Council President Miller, aye; Councilor Holmes, aye; and Councilor Jacobs, aye.

## Public Comments

Paul Fidrych, Scappoose, explained he is on the 50- Year Planning Committee, the Parks and Rec Committee, and the Economic Development Committee. He explained it is getting extremely frustrating to get things done for many years because of lack of funds. He stated he never hears about how can we cut spending so we have some funds to do some of the great things that the Parks and Rec Committee wants to do and that is his concern. He talked about staff contacting legal counsel instead of going through the League of Oregon Cities. He stated we have to work on the spending. He explained we had a great 2017 Parks Master Plan, it was excellent. For some reason it was decided they were going to completely redo the Master Plan again. There was no need for that. They just needed to do a small amendment to the plan, instead the City spent six figures on a new plan that is not better than the 2017 plan. He said we are waiting for things to happen and without any funds they are not happening. So, he asks Council, fiscal responsibility please going forward.

Lacey Tolles, Port of Columbia County, gave an update on an incident that occurred last week at the Scappoose Airport. She explained there was a plane that crashed, the pilot was not injured.

**Consent Agenda ~ April 29, 2024 Special City Council meeting minutes; Appointment of Judy Isaman to the Economic Development Committee; and Resolution 24-03: A Resolution approving a Special Procurement for IT Services**

Council President Miler moved, and Councilor Holmes seconded the motion to approve the Consent Agenda ~ April 29, 2024 Special City Council meeting minutes; Appointment of Judy Isaman to the Economic Development Committee; and Resolution 24-03: A Resolution approving a Special Procurement for IT Services.

Mayor Backus thanked Judy Isaman for volunteering to be on the Economic Development Committee.

Motion passed (4-0). Mayor Backus, aye; Council President Miller, aye; Councilor Holmes, aye; and Councilor Jacobs, aye.

**Proclamations**

**VFW Buddy Poppies Proclamation**

Mayor Backus read the VFW Buddy Poppies Proclamation.

Thank you to David Sleightam with the VFW Post 4362 for handing out Buddy Poppies and for your service!

**National Mental Health Awareness Month**

Mayor Backus read the National Mental Health Awareness Month Proclamation.

## **National Public Works Week**

Mayor Backus read the National Public Works Week Proclamation.

## **Vietnamese Remembrance Day Proclamation**

Mayor Backus read the Vietnamese Remembrance Day Proclamation.

## **National Law Enforcement Week Proclamation**

Mayor Backus read the National Law Enforcement Week Proclamation.

## **New Business**

### **Update on the City Manager Search**

Bob Larson, GMP Consultants, gave an update on the City Manager search process. He explained they received seventeen applications, and they determined that nine of those are good solid candidates. They will be interviewing those candidates over the next two weeks, then they will present a report to staff that they can distribute to the Mayor and Council. They are anticipating a meeting on Thursday, May 23 in executive session to go over those candidates with the Mayor and Council. He went over the criteria for the position. He explained Mayor and Council will need to design the process.

### **Updated Council Liaison List**

Mayor Backus went over the updated 2024 Council Liaison list.

Council President Miller moved, and Councilor Bailey seconded the motion to approve the Council Liaison List. Motion passed (5-0). Mayor Backus, aye; Council President Miller, aye; Councilor Holmes, aye; Councilor Jacobs, aye; and Councilor Bailey, aye.

### **50 Year Plan Contract Amendment**

Community Development Director Laurie Joseph went over the staff report. Additional funding is needed to complete the 50 Year Plan project due to increased scope. This is related to Council Goal 2.1 - Continue Development of the 50 Year Plan. Analysis: The 50 Year Plan contract was executed on January 10, 2022, between ECONorthwest and the City of Scappoose with a total not to exceed amount of \$278,954. This 3 + year project includes a large variety of deliverables, including:

- Community visioning process resulting in a 50 Year Plan vision statement,
- Economic Opportunities Analysis (EOA),
- Housing Capacity Analysis (HCA),
- Extensive updates to the development code and comprehensive plan,

- UGB and Urban Reserves analysis,
- Ongoing project management meetings with consultants and staff,
- Ongoing stakeholder advisory committee meetings,
- Ongoing joint City Council and Planning Commission work sessions,
- Attendance at the last 3 Annual Town Meetings to discuss the project with the community,
- Production of a 50 Year Plan document to summarize the project, and
- Adoption support

The consultant team has worked diligently to stay within budget; however, there have been some areas of the project that required more hours than were budgeted for or that were not part of the original scope, but that are important to add in order to complete the project. In terms of what items were not included in the original scope of work, the main item was that the County adoption process was not considered when developing the original scope of work; therefore, ECONorthwest did not include in their original scope of work the time to prepare for or attend meetings associated with the County's adoption of the UGB expansion and Urban Reserves. Staff have since been in communication with the County Planning Department and understand that they will require the following:

- 1 internal work session with County Planners, City Planners and DLCD (Department of Land Conservation and Development) representative
- 1 work session with the County Planning Commission
- 1 work session with the Board of Commissioners
- 1 County Planning Commission hearing, subject to the request for additional hearings
- 1 Board of Commissioners hearing, subject to the request for additional hearings

Since UGB expansions and establishment of Urban Reserves could be contentious, city staff would prefer to budget for two hearings with the County Planning Commission and two hearings with the Board of Commissioners up front, so that the money is accounted for in the upcoming budget. This would add 7 meetings for ECONorthwest to attend related to the County adoption process in order to answer technical questions related to the completed studies (EOA and HCA) or questions related to the UGB/Urban Reserves analysis.

The other item not initially included in the scope of work was the drafting of legally defensible findings related to the adoption of the Housing Capacity Analysis (HCA) and the Economic Opportunities Analysis (EOA). These are technical findings which are required to be written to show compliance with Oregon's Statewide Planning Goal 9 (Economic Development) in regard to the adoption of the EOA and Statewide Planning Goal 10 (Housing) in regard to the adoption of the HCA. The need for more extensive and robust findings increased as a result of an external advocacy group requesting these findings<sup>1</sup> and due to the fact that the City will be pursuing a UGB expansion as part of this project and these studies are the basis for establishing the land need for housing and employment uses.

Fiscal Impact: The total additional scope amount requested is \$50,000, which covers the following:

- Consultant attendance at 7 additional meetings: \$17,500
- HNA/EOA adoption findings: \$5,000
- Complete the UGB/UR analysis: \$7,000
- Project management/quarterly updates: \$4,500
- Contingency \$16,000

This additional contract amount of \$50,000 has been included in the upcoming draft 2024 2025 fiscal year budget to ensure that it works with all other budgeted needs within the City.

Contingency of \$16,000 is requested in order to cover any additional analysis needed if for any reason changes to the UGB expansion or Urban Reserves areas is required once we enter the adoption process or for any other additional efforts that are needed to complete the project.

The addition of \$50,000 to the contracted amount would be on a time and materials not-to-exceed basis, so if the two additional County hearings are not needed or we do not need to use the contingency in order to complete the project, then that money would not be spent.

Recommendation: In order to complete this project as efficiently and timely as possible, staff recommends that the Council approve the \$50,000 contract amendment to support the adoption process and completion of the remaining work. This will fulfill Council Goal 2.1.

Community Development Director Laurie Oliver Joseph explained what the previous process in 2011 looked like. She explained the Planning Commission held four hearings and made recommendation to City Council. The City Council held five hearings on that request. She explained for the County Planning Commission they held one hearing and the County Board of Commissioners held three hearings. So, a total of four hearings at the County. She explained this time around they are requesting two additional work session than what was held in 2011. She explained on the previous process the UGB process was appealed so it got tied up for quite some time. It was adopted by Council in 2011 and it was resolved in 2015. She explained she spoke with the previous City planner and from the time they started the process to the time it was resolved it was seven years.

There was a discussion between Council, Staff and Beth Goodman regarding having a consultant for this process. They also talked about having the consultant attend virtually instead of in person.

Council President Miller moved, and Councilor Bailey seconded the motion that Council approve up to \$50,000 contract amendment for completion of the 50 Year Plan in support of Council Goal 2.1 and that those meetings are conducted virtually whenever possible or practical to save money.

Councilor Jacobs would like to see \$7,000 taken off on the meetings to do remote and she also would like to see that contingency either cut in half or taken out completely.

Councilor Bailey explained he would worry about doing the adjustment down because we don't know on the virtual.

Councilor Holmes explained with the uncertainties of how the process will unfold she imagines that's largely why the contingency is what it is.

Beth Goodman explained they would not spend the contingency without written permission from Community Development Director Laurie Oliver Joseph.

Motion passed (4-1). Mayor Backus, aye; Council President Miller, aye; Councilor Holmes, aye; and Councilor Bailey, aye. Councilor Jacobs, nay.

### **Announcements – information only**

#### **Calendar**

Mayor Backus went over the calendar.

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

Interim City Manager Lehman talked about the Special City Council Executive Session on May 23, 2024.

Council agreed it will start at 6:00pm.

Interim Public Safety Director Jensen gave an update on the Police Department.

Public Works Director Sukau gave an update on the Luma Vista hearing at Columbia County.

Joel Haugen talked about during the last couple of city manager recruitments, Council was able to look at all of the applications. He would suggest that you would ask the recruiter to look at all of the applications to make sure they didn't miss something.

Councilor Jacobs explained she would like to see all the applications so she can understand why they eliminated the eight.

Councilor Holmes explained her understanding is they were eliminated because they didn't meet qualifications. She would imagine this Council would not want to entertain someone who didn't meet the minimum experience or education qualifications. She doesn't have a problem having that information shared but she personally doesn't need the information.

Council President Miller replied he feels the same. He explained we hired them for a reason and that was to screen those applicants, so he is fine either way.

Councilor Bailey stated seventeen is not a big number, and he is fine reviewing them all.

Councilor Bailey thanked everyone for helping him come up to speed on the Council. He appreciates everyone's effort. He gave an update on the School District.

Councilor Holmes talked about the LOC meeting on Friday. She talked about a memo being sent clarifying what steps are necessary or not for cities to take advantage of the new recreation immunity.

Council President Miller explained Mayor Backus and he attended the City County dinner meeting. The City of Vernonia did a great job hosting it. He stated the major topic discussed there was the shortfall with the electricity and the issue that St. Helens faced with losing the solar panel manufacturing plant and also the electricity shortfall that we face here in Scappoose.

Mayor Backus explained he attended the LOC Meeting also and they bring up not just the lack of funding but they asked about spending because LOC is taking it upon themselves to really look into a better way of funding cities. He explained he went to the Senior Center for lunch. They have started bingo up again and it is on Mondays and Fridays. He talked about the Grant Watts auction and how it was really good again and they raised over \$60,000. He talked about the Salmon Derby being a good event that raises money for schools also. He explained they went on a tour of the John Gumm County Building.

### **Adjournment**

Mayor Backus adjourned the meeting at 8:27 pm.

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Mayor Joseph A. Backus

Attest:

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City Recorder Susan M. Reeves, MMC



### Amyotrophic Lateral Sclerosis Awareness Month

**WHEREAS**, Amyotrophic lateral sclerosis (ALS), known by many as Lou Gehrig's disease, is a progressive fatal neurodegenerative disease in which a person's brain loses connection with the muscles, slowly taking away their ability to walk, talk, eat, and eventually breathe; and

**WHEREAS**, every 90 minutes someone is diagnosed with ALS and someone passes away from ALS; and

**WHEREAS**, on average, patients diagnosed with ALS only survive two to five years from the time of diagnosis; and

**WHEREAS**, ALS has no cure; and

**WHEREAS**, people who have served in the military are more likely to develop ALS and die from the disease than those with no history of military service; and

**WHEREAS**, securing access to new therapies, durable medical equipment, and communication technologies is of vital importance to people living with ALS; and

**WHEREAS**, clinical trials play a pivotal role in evaluating new treatments, enhancing quality of life, and fostering assistive technologies for those living with ALS; and

**WHEREAS**, we celebrate the 10th Anniversary of the Ice Bucket Challenge through a renewed commitment to galvanize public awareness and support funding leading to significant investments in ALS research; and

**WHEREAS**, the ALS Association, as the largest philanthropic funder of ALS research globally, has committed over \$154 million to support more than 550 projects across the United States and 18 other countries; and

**WHEREAS**, our commitment to accelerating the pace of discovery remains unwavering, fueled by the hope that one day, ALS will be a livable disease for everyone, everywhere, until we can cure it.

**WHEREAS**, ALS Awareness Month increases the public's awareness of people with ALS' dire circumstances, and acknowledges the terrible impact this disease has, not only on the person but on his or her family and the community, and recognizes the research being done to eradicate this disease;



**NOW, THEREFORE**, I, Mayor Backus, do hereby proclaim the month of May 2024 as ALS Awareness Month. I call upon all Americans to join in supporting ALS research, advocating for increased funding, and standing in solidarity with those affected by this relentless disease.

**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, 2024.

**CITY OF SCAPPOOSE, OREGON**

\_\_\_\_\_  
Mayor Joseph A. Backus

Attest:

\_\_\_\_\_  
City Recorder Susan M Reeves, MMC

DRAFT

# Land Use Training

May 2024

Presented by Ashleigh Dougill  
BEERY ELSNER & HAMMOND, LLP

# Agenda

- **Brief Refresher on Land Use Basics**
  - History and Purpose of Oregon Land Use Law
  - Role of State and Cities
  - Types of Land Use Decisions
- **Important Issues**
  - Bias, Ex Parte Contacts, and Conflicts of Interest
  - Other Government Ethics Issues
  - Public Meetings Issues
  - Hearing Requirements and Issues
  - Criteria and Findings
  - Appeals
  - 120-Day and Fixed Goalpost Rules
  - Clear and Objective Requirements
  - Constitutional Issues
- **Questions and resources**

# History and Purpose of Oregon Land Use

- 50<sup>th</sup> anniversary last year
  - Originated with Senate Bill 100, adopted in 1973
  - Concerned at that time primarily with protecting farm and forest lands, preventing sprawl
- Purpose is to manage land uses to achieve a variety of competing and complimentary goals

# Role of State and Cities

- **State:**
  - 19 Statewide Planning Goals → natural resources, housing, economic development, transportation, etc.
  - State statutes and administrative rules
  - DLCD, governed by LCDC
  - LUBA
- **Cities:**
  - Comprehensive Plans – maps, policy, vision
  - Ordinances - implementing comp plan
  - Review development applications for compliance

# Types of Land Use Decisions

There are two types of land use decisions:

- Legislative
- Quasi-Judicial

# Legislative Decisions

- Legislative decisions typically involve the adoption of more generally applicable policies, standards, etc., that apply to a variety of factual situations, and a broad class of people.
- Examples include amending the comprehensive plan, a zone change that applies broadly to large areas, or changes to the text of the development code to include or delete specific uses in a zoning classification.
- Because a legislative decision is the expression of City policy, the City is not required to reach a decision on a legislative proposal and may table the issue or decline to review it altogether.
- Bias and ex parte requirements do not apply.

# Quasi-Judicial Decisions

## Definition:

- The application involves only a single property or small group of properties.
- A decision on the application is based on pre-existing criteria.
- The city is required to make a decision.

Most of your decisions will be quasi-judicial. The focus is on “judicial” – you will be effectively acting as the judge to determine an application’s compliance with applicable requirements.

Because of that, additional requirements apply.



# Bias

Bias exists if the decision was the product of positive or negative bias rather than an independent review of the facts and law.

*Rosenzweig v. City of McMinnville*, 64 Or LUBA 402 (2011).

The standard is whether the decision-maker prejudged the application and did not reach a decision based on the evidence in the record and the applicable criteria. *Halvorson Mason Corp. v. City of Depoe Bay*, 39 Or LUBUA 702 (2001).

## Bias – Example

*Halvorson Mason Corp v. City of Depot Bay*, 39 Or LUBA 702 (2001).

- Facts: Prior to decision, city councilor sent letter to mayor and other councilors concluding that applicant did not have the right to use the structure for the proposed use.
- LUBA: The city councilor formed an opinion regarding the legality of the real estate sales office prior to receiving evidence during the course of the city council proceedings. . . It is clear [the councilor] prejudged the application and was incapable of rendering an impartial decision based on the application, evidence and argument submitted during the city's proceedings on the application.

## Bias - Example

### Woodard v. Cottage Grove, 54 Or LUBA 176 (2007)

- Facts: City councilor signed letter to the editor encouraging project opponent to leave town. Also requested police logs regarding projects opponents and included them in the record.
- LUBA: “The role of the local government decision maker is not to develop evidence to be considered in deciding a quasi-judicial application, but to impartially consider the evidence that the participants and city planning staff submit . . . in the course of the public proceedings.

## Bias - Example

*Friends of Jacksonville v. City of Jacksonville*, 42 Or LUBA 137 (2002).

- Facts: City councilor was member of church that applied for conditional use permit. Voted to approve permit.
- LUBA: Where the decision maker has expressed concern about the proposed conditions of approval but nevertheless declares that she is able to render a decision based on the facts and law before her, that decision maker has not impermissibly prejudged the application.

## Bias - Example

*Nicita v. Oregon City*, 74 Or LUBA 176 (2016).

- Facts: Petitioner challenged city decision to approve plan amendment, zone change and master plan.
- LUBA: A city councilor's reference to "banana" as an acronym for "build absolutely nothing anywhere near anything" does not demonstrate that the city commissioner was biased against opponents.

## Note on Bias in Practice

- Common meaning versus legal term.
- *Perception* of bias may be sufficient for a claim, even if the claim does not prevail.

# Ex Parte Contacts

Definition: Communication or information received outside of the record on a matter that is pending before the city. Can include site visits.

ORS 227.180(3): A decision is not invalid if the decision-maker receiving the contact discloses the **substance** of the communication on the record and allows an opportunity for parties to respond. Tip: Err on the side of over-disclosure.

## Exceptions:

- Communication with staff.
- Communication before application is submitted or after final decision (more on this later).

# Conflicts of Interest

- Actual vs. Potential:
  - Actual: The decision will result in a “private pecuniary benefit or detriment.”
  - Potential: The decision may result in a “private pecuniary benefit or detriment.”
- Includes relatives, household, businesses.
- Must disclose both. For actual, must recuse oneself. Recommendation: Leave the room.
- Can overlap with bias.
- In addition to appeal issues, can result in personal liability for the official (fines, plus up to 2x financial gain).
- Call OGEC



# Other Government Ethics Issues

- Use of Position or Office (ORS 244.040(1))
  - Prohibits every public official from using or attempting to use their position to obtain a financial benefit, if the opportunity for the financial benefit would not otherwise be available but for the position held by the public official.
  - Examples: Using public resources to conduct private business
  - Sometimes overlaps with conflict of interest
- Gifts (ORS 244.025)
  - A “gift” is anything of economic value (including discounts or forgiveness of debt) not offered to the general public
  - Does giver have a legislative or administrative interest in the decisions or votes of the public official?
    - Refers to an economic interest distinct from the general public in the decision or vote of a public official
  - If so, maximum \$50 total per calendar year.
- Includes relatives, household, businesses.
- Can result in personal liability for the official (fines, plus up to 2x financial gain).
- Call OGEC

# Public Meetings Issues

- The Planning Commission and City Council are both subject to Oregon Public Meetings Law (ORS 192.620 et seq.).
- All meetings must be publicly noticed and open to the public.
- Applies to meetings where decisions or deliberations on matters of official business occur.
- Includes electronic communication.
- Also includes so-called “serial meetings,” where a quorum isn’t directly involved in the meeting at the same time or the same place (HB 2805 (2023)):
  - Non-contemporaneous electronic communications (e.g. e-mail, social media)
  - Through an intermediary

# Hearing Requirements

## Quasi-Judicial Hearings:

- Notice requirements
- Staff typically provides a script to open the hearing which meets other requirements (“raise-it-or-waive-it,” identifying criteria)
- At the “initial evidentiary hearing,” anyone can ask for time to present additional argument or evidence. Record must be held open or continuance granted.
- Applicant gets seven days after record closes to submit final written argument. Applicant can waive seven-day period.

# Hearing Issues

- Presiding Officer has inherent authority to maintain order and decorum
  - Reasonable rules for conduct of meeting
  - Order and length of public testimony (may be specified by ordinance or other rules)
- Disturbances
  - Provide a warning
  - If behavior continues, ask to leave the meeting
  - If they do not leave, they can be treated as a trespasser
  - Tip: Call a recess

# Criteria and Findings

- Criteria: Approval or denial must be based on standards and criteria adopted by ordinance.
- Findings: Decision must be accompanied by a statement explaining the relevant criteria, facts relied upon, and justification for the decision based on the criteria.
  - Decision must be based on substantial evidence in the record
  - Resolve conflicts in the evidence

# Appeals

- Local Appeals
  - Applications are generally divided into categories in the code (Type I, Type II, etc.) which will define the initial decision maker and the appeal body
  - Appeals can be “de novo” (a completely new hearing process) or “on the record” (no new evidence; decision based on record from initial decision maker)
- Further appeals
  - LUBA
  - Oregon Court of Appeals, etc.
- Remand
  - Some local discretion regarding process.
  - Be mindful that appeals may results in remand, so you may be making a new decision on the same application again in the future. Consider implications for bias and ex parte contacts with conduct after making a decision.

# 120-Day Rule

- Final decision (including all local appeals) must be made within 120 days after the application is deemed complete.
- Failure to meet this deadline:
  - Requires the City to refund at least 50% of fees/deposits (or unexpended portion)
  - Allows the applicant to file a write of mandamus in Circuit Court, where the application will be approved unless City can show approval would violate code.
- Can be extended **in writing** up to 245 days (or 335 days if the parties are undertaking mediation).
  - Tip: Have blank extension forms at hearings.

## Fixed Goalpost Rule

- Decision must be based on the standards and criteria applicable at the time the application was first submitted.



# Clear and Objective Requirements

- All “standards, conditions and procedures regulating the development of housing” must be clear and objective.
- If they aren’t clear and objective, they cannot be applied.
- An alternative, discretionary path can be provided as long as a clear and objective path is available.
- Simple in concept; very challenging to accomplish in reality.

# Constitutional Issues

- A “taking” is a governmental appropriation of private property. Under the state and federal constitutions, the government must provide “just compensation.”
- Can be the result of regulations that limit the use of property.
- More commonly, can be the result of exactions, meaning conditions of approval that require transfer of private property (e.g. road dedications, construction of improvements). These must meet two requirements:
  - Nexus: The relationship between the exaction and the underlying regulation of the property.
  - Rough proportionality: The exaction is related in nature and extent to the impact of the proposed development.

# Questions?

- Additional resources:
  - Oregonlandusetraining.info
  - An Introductory Guide to Land Use Planning for Small Cities and Counties in Oregon (a bit dated, but still valuable)
  - OGEC Guide for Public Officials (for conflicts of interest and other ethics issues)

OGEC Contact Information:  
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# CITY OF SCAPPOOSE

## May 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 Council work session 6pm Council meeting 7pm	7	8	9 Planning Commission 7pm	10	11 Farmers Market 9am – 2pm
12	13 Budget Committee meeting 5:30pm	14	15	16 Park & Rec 6pm	17	18 Farmers Market 9am – 2pm
19	20 Council work session 6pm Council meeting 7pm	21	22	23 EDC noon  Special Council Meeting, 6pm	24	25 Farmers Market 9am – 2pm
26	27 City Offices closed in observance of Memorial Day	28	29	30	31	