



## **SPECIAL CITY COUNCIL MEETING AGENDA**

**MONDAY, FEBRUARY 26, 2018, 6:00 p.m.**

**Scappoose Council Chambers**

**33568 East Columbia Avenue**

**Call to Order**

**Pledge of Allegiance**

**Roll Call**

### **New Business**

**1. Resolution No. 18-03: An Agreement with the Special Public Works Fund of Business Oregon Loan in Order to Finalize the loan for the Charles T. Parker Way Road Project**  
Staff: Assistant to City Manager Alexandra Rains **Approval**

**2. Pavilion for Seely Lane Park** **Approval**  
Staff: Assistant to City Manager Alexandra Rains

**3. Restroom for Seely Lane Park** **Approval**  
Staff: Assistant to City Manager Alexandra Rains

**Adjournment**

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

TTY 1-503-378-5938

## CITY OF SCAPPOOSE

### Council Action & Status Report

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**Date Submitted:** February 13, 2018  
**Agenda Date Requested:** February 26, 2018  
**To:** Scappoose City Council  
**From:** Alexandra Rains, Assistant to City Manager  
**Subject:** Authorization to Finalize Loan Agreement for Charles T. Parker Way Road Project

#### TYPE OF ACTION REQUESTED:

☒ Resolution

☐ Ordinance

☐ Formal Action

☐ Report Only

**ANALYSIS:** The City's loan application with the Special Public Works Fund at Business Oregon, for the Charles T. Parker Way Road Project, has been approved. However, funds from this loan will not be available to the City for project expenditures until a contractual agreement has been entered into by both the City and Business Oregon. Finalizing said agreement requires passage of Resolution No. 18-03, which authorizes the City Manager to execute the agreement, outlines sources of repayment, the City's tax exempt status and details on reimbursement bonds.

**FISCAL IMPACT:** The loan amount between the City and the Special Public Works Fund at Business Oregon is \$1,090,000, at 0% interest and requiring no payments between now and final repayment. The City will be fully reimbursed for the \$1,090,000 following the sale of a bond at the state level and Oregon Technical Institute will cover all other costs associated with this project. The contractual agreement will not obligate the City to allocate funds towards the Charles T. Parker Way Road project. All engineering completed for the project thus far, is eligible for reimbursement through funding from the loan.

Request for Council Action

**RECOMMENDATION:** Staff recommends Council approve Resolution No. 18-03 and authorize the City Manager to enter into a contractual agreement with the Special Works Fund at Business Oregon in order to finalize the loan for the Charles T. Parker Way Road Project.

**SUGGESTED MOTION:** I move City Council authorize approve Resolution No. 18-03, and authorize the City Manager to execute the contractual agreement with the Special Public Works Fund of Business Oregon in order to finalize the loan for the Charles T. Parker Way Road Project.

## RESOLUTION NO. 18-03

A RESOLUTION OF THE CITY COUNCIL OF SCAPPOOSE AUTHORIZING A LOAN FROM THE SPECIAL PUBLIC WORKS FUND BY ENTERING INTO A FINANCIAL CONTRACT WITH THE OREGON INFRASTRUCTURE FINANCE AUTHORITY AND DELEGATING AUTHORITY TO THE CITY MANAGER TO SIGN THE CONTRACT.

The City Council (the “Governing Body”) of the City of Scappoose (the “Recipient”) finds:

- A. The Recipient is a “municipality” within the meaning of Oregon Revised Statutes 285B.410(9).
- B. Oregon Revised Statutes 285B.410 through 285B.482 (the “Act”) authorize any municipality to file an application with the Oregon Infrastructure Finance Authority of the Business Development Department (“OBDD”) to obtain financial assistance from the Special Public Works Fund.
- C. The Recipient has filed an application with the OBDD to obtain financial assistance for a “development project” within the meaning of the Act.
- D. The OBDD has approved the Recipient’s application for financial assistance from the Special Public Works Fund pursuant to the Act.
- E. The Recipient is required, as a prerequisite to the receipt of financial assistance from the OBDD, to enter into a Financing Contract with the OBDD, number L18005, substantially in the form attached hereto as Exhibit 1. The project is described in Exhibit C to that Financing Contract (the “Project”).
- F. Notice relating to the Recipient’s consideration of the adoption of this Resolution was published in full accordance with the Recipient’s charter and laws for public notification.

### NOW, THEREFORE, BE IT RESOLVED:

1. Financing Loan Authorized. The City Council of Scappoose authorizes the City Manager (the “Authorized Officer”) to execute on behalf of Recipient the Financing Contract and such other documents as may be required to obtain financial assistance (the “Financing Documents”), including a loan from the OBDD, on such terms as may be agreed upon between the Authorized Officer and OBDD, on the condition that the principal amount of the loan from the OBDD to the Recipient is not in excess of \$1,090,000 and an interest rate of 0% per annum. The proceeds of the loan from the OBDD will be applied solely to the “Costs of the Project” as such term is defined in the Financing Contract.

2. Sources of Repayment. Amounts payable by the Recipient are payable from the sources described in section 4 of the Financing Contract and the Oregon Revised Statutes Section 285B.437(3) which include:

- (a) The revenues of the project, including special assessment revenues;
- (b) Amounts withheld under ORS 285B.449 (1);
- (c) The general fund of the Recipient; or
- (d) Any other source, including funds appropriated from the Oregon Legislature.

3. Tax-Exempt Status. The Recipient covenants not to take any action or omit to take any action if the taking or omission would cause interest paid by the Recipient pursuant to the Financing Documents not to qualify for the exclusion from gross income provided by Section 103(a) of the Internal Revenue Code of 1986, as amended. The Recipient may enter into covenants to protect the tax-exempt status of the interest paid by the Recipient pursuant to the Financing Documents and may execute any Tax Certificate, Internal Revenue Service forms or other documents as may be required by the OBDD or its bond counsel to protect the tax-exempt status of such interest.

4. Reimbursement Bonds. The Recipient may make certain expenditures on the Project prior to the date the Financing Contract is executed with OBDD or the date the State of Oregon issues any bonds to fund the loan. The Recipient hereby declares its intent to seek reimbursement of such expenditures with amounts received from the OBDD pursuant to the Financing Contract, but only as permitted by OBDD policy, the Financing Contract, and federal tax regulations. Additionally, the Recipient understands that the OBDD may fund or reimburse itself for the funding of amounts paid to the Recipient pursuant to the Financing Documents with the proceeds of bonds issued by the State of Oregon pursuant to the Act. This Resolution constitutes “official intent” within the meaning of 26 C.F.R. §1.150-2 of the income tax regulations promulgated by the United States Department of the Treasury.

**PASSED AND ADOPTED** by the Scappoose City Council and signed by me, and the City Recorder, in authentication of its passage on this 26<sup>th</sup> day of February 2018.

**CITY OF SCAPPOOSE, OREGON**

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Scott Burge, Mayor

Attest: \_\_\_\_\_  
Susan M. Reeves, MMC  
City Recorder

<b>CITY OF SCAPPOOSE</b>
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## Council Action & Status Report

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<b>Date Submitted:</b>	<b>February 21, 2018</b>
<b>Agenda Date Requested:</b>	<b>February 26, 2018</b>
<b>To:</b>	Scappoose City Council
<b>From:</b>	Michael Sykes, City Manager Alexandra Rains, Assistant to City Manager
<b>Subject:</b>	Pavilion for Seely Lane Park

**TYPE OF ACTION REQUESTED:**

☐ Resolution

☐ Ordinance

☒ Formal Action

☐ Report Only

**ANALYSIS:** The Seely Lane Park Project is currently underway; engineering began in January and construction will tentatively commence in mid to late June. One of the park's amenities, as identified in the City's Parks, Trails and Open Space Master Plan, is a pavilion large enough to host events such as weddings, family reunions and other gatherings. City staff has reviewed several pavilion options, made available through the State of Oregon's cooperative purchasing agreement, and identified a structure that meets the City's aesthetic, size and durability objectives, see Exhibit 1. This pavilion will arrive as a kit to be constructed by the general contractor.

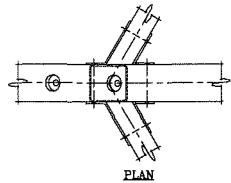
**FISCAL IMPACT:** The cost of purchasing the pavilion is \$64,605.00 and will be paid for with grant funds from the City's Local Government Grant of \$450,000.

**RECOMMENDATION:** Staff recommends Council authorize the City Manager to expend funds up to \$64,605.00 and complete the purchase of the pavilion for Seely Lane Park.

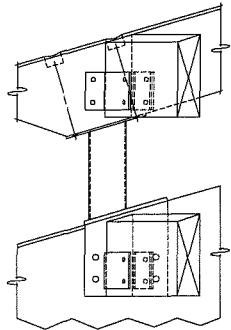
**SUGGESTED MOTION:** I move Council authorize the City Manager to expend funds up to \$64,605.00 and complete the purchase of the pavilion for Seely Lane Park.

Request for Council Action

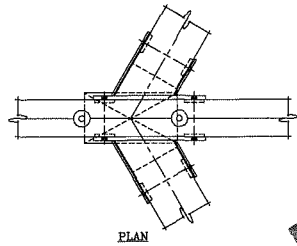
# Exhibit 1



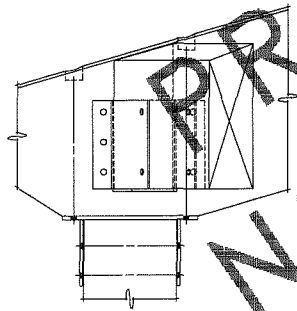
PLAN



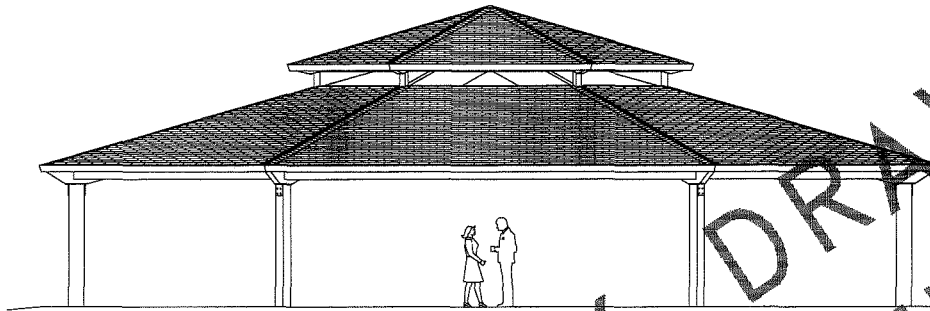
PURLIN TO HIP CONNECTION



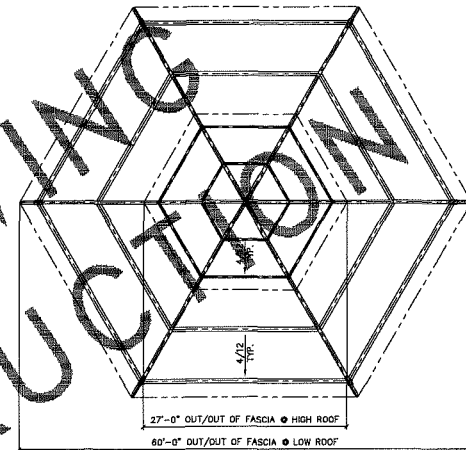
PLAN



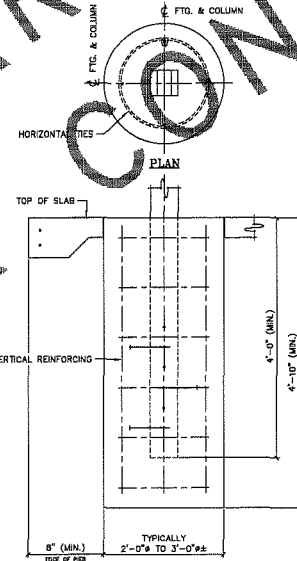
COLUMN TO HIP CONNECTION



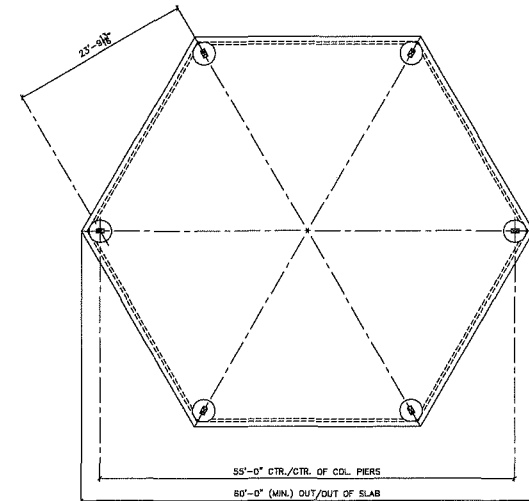
ELEVATION



ROOF FRAMING PLAN



COLUMN PIER DETAIL



FOUNDATION PLAN

PRELIMINARY DRAWING  
NOT FOR CONSTRUCTION

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LW-HEX60-2T-04

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Email info@rcpselters.com

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STUART, FL 34994-0025

■ KIOSKS  
■ CONCESSIONS  
■ MINI-SHELTERS  
■ DUGOUTS  
■ PAVILIONS  
■ BANDSHELLS  
■ RESTROOMS

PROJ. NO.:  
DRAWN: CWT  
CHK'D: JLD  
REVISIONS:  
REV 1:  
REV 2:  
REV 3:  
REV 4:  
CADD NO: LW-HEX60-2T-04  
EXD JOB NO: 6885 R  
SHEET NO:

1X OF 1X

**CITY OF SCAPPOOSE**

**Council Action & Status Report**

**Date Submitted:** February 21, 2018  
**Agenda Date Requested:** February 26, 2018  
**To:** Scappoose City Council  
**From:** Michael Sykes, City Manager  
Alexandra Rains, Assistant to City Manager  
**Subject:** Restroom for Seely Lane Park

**TYPE OF ACTION REQUESTED:**

☐ Resolution

☐ Ordinance

☒ Formal Action

☐ Report Only

**ANALYSIS:** The Seely Lane Park Project is currently underway; engineering began in January and construction will tentatively commence in mid to late June. One of the park's amenities, as identified in the City's Parks, Trails and Open Space Master Plan, is a restroom. City staff has researched restroom options, identifying preferred construction materials, number of stalls (single use rooms), and other amenities, and gathered quotes from RCP, ROMTEC, Greenflush Technologies and the Public Restroom Company. An overview of the City's research and quotes are as follows:

**1) RCP ~ \$22,856**

\*What this includes: a kit for a two stall/room restroom structure, wood frame, fiber cement lap siding, metal roof and shipping.

\*What this does not include: all interior fixtures (toilets, sinks, faucets, lighting, changing tables, etc.), construction/installation on site at the park (construction would be completed by the general contractor at prevailing wage), concrete pad to receive structure, plumbing hook ups and lighting. Staff has concerns that the siding may not be durable over time and there are many unknown costs with this option as very little is included in the initial price estimate.

**Request for Council Action**



## 2) ROMTEC ~ \$60,351.00

\*What this includes: a kit for a two stall/room restroom structure, wood frame with reinforced concrete masonry block walls and mortar joints, interior fixtures, metal roofing.

\*What this does not include: construction on site at the park (construction would be completed by the general contractor at prevailing wage), concrete pad to receive structure, plumbing hook ups and shipping. Staff has concerns with the wood frame construction and the unknown costs with this option that come with construction onsite by the general contractor.

## 3) Greenflush Technologies: \$87,200

\*What this includes: a prefabricated two stall/room restroom delivered to the park site fully assembled and ready for installation, building will be wood frame with either metal or hardy wood siding, all interior fixtures, metal roof, exterior and interior lighting, drinking fountain, automatic locks and shipping.

\*What this does not include: this option does not have a considerable amount of necessary items missing, the general contractor would need to prep the site and utility hook ups. However, staff has concerns with the longevity of wood frame and metal or hardy wood siding.

## 4) The Public Restroom Company: \$125,000

\*What this includes: a prefabricated two stall/room restroom constructed out of split face concrete block, delivered fully constructed to the park, including all painting, plumbing and lighting. This includes shipping, delivery and installation.

\*What this does not include: this option does not have any significant items missing, the general contractor would be responsible for bringing utilities within 6' of the building footprint and making final connections. Staff feels that this option, with the split face concrete block construction, has the best chance of standing the test of time, holding its aesthetic appeal and being the most resistant to vandalism.

After careful consideration of all of the options explored, staff identified The Public Restroom Company as the best value in terms of the materials used, durability and aesthetics. Exhibit 1 provides an approximation of the look, size and layout of the restroom the City would be purchasing.

**FISCAL IMPACT:** The cost of purchasing the restroom will not exceed \$125,000 and will be paid for with grant funds from the City's Local Government Grant of \$450,000.

**RECOMMENDATION:** Staff recommends Council authorize the City Manager to expend funds up to \$125,000 and complete the purchase of the restroom for Seely

**Request for Council Action**

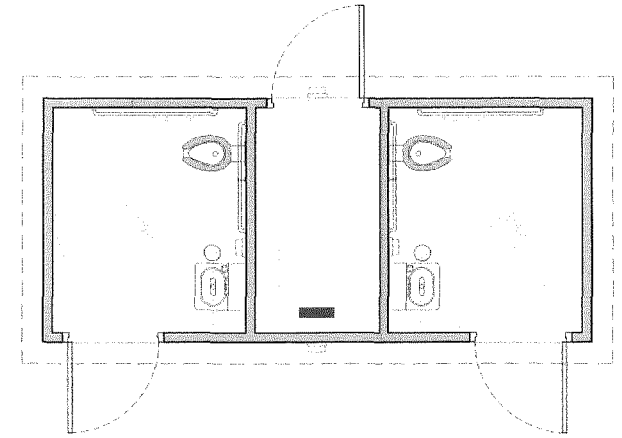
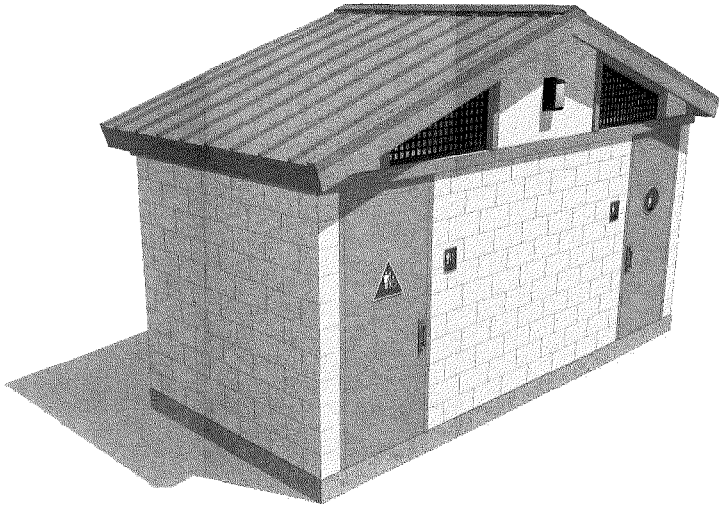
Lane Park from the Public Restroom Company.

**SUGGESTED MOTION:** I move Council authorize the City Manager to expend funds up to \$125,000 and complete the purchase of the restroom for Seely Lane Park from the Public Restroom Company.

**Request for Council Action**

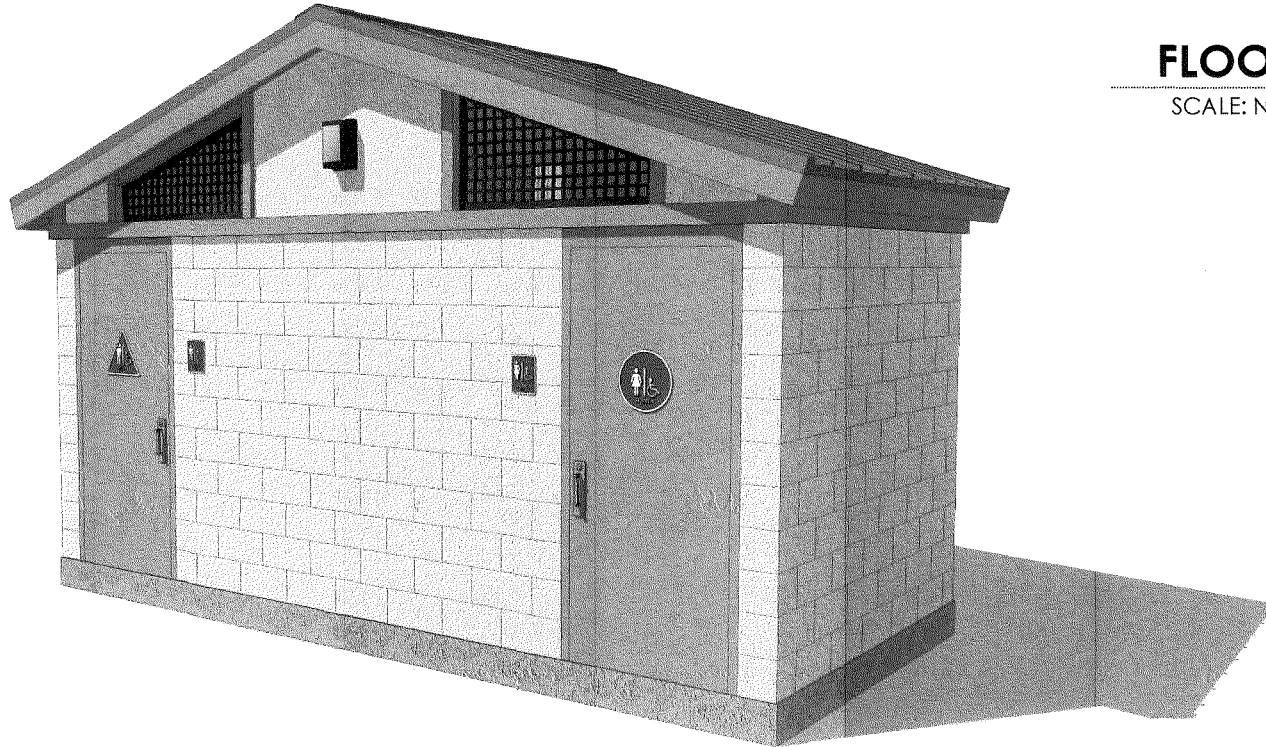
## Exhibit 1

PROJECT REF#: XXXXX-X/X/XXXX-X



### FLOOR PLAN

SCALE: NOT TO SCALE



## PLAYGROUND SERIES: PS-022

CITY, STATE

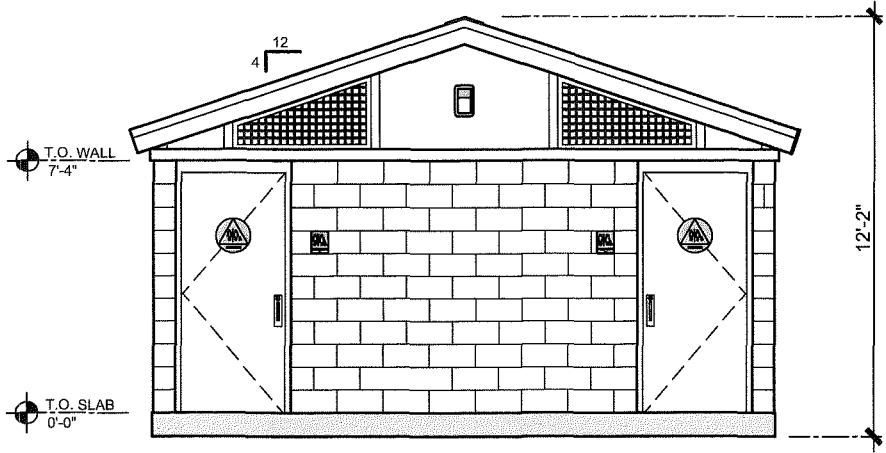
### RESTROOM BUILDING

ARTIST IMPRESSION: 3D RENDERING ONLY FOR REPRESENTATION. COLORS AND MATERIALS ARE SUBJECT TO CHANGE

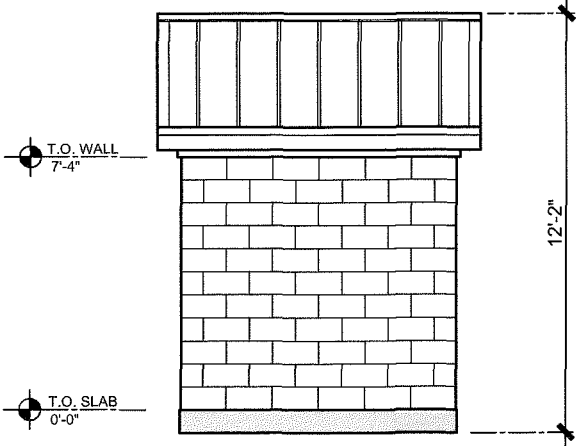
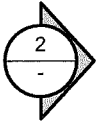


2587 BUSINESS PARKWAY  
MINDEN NEVADA 89423  
P: 888-888-2060 F: 888-888-1448

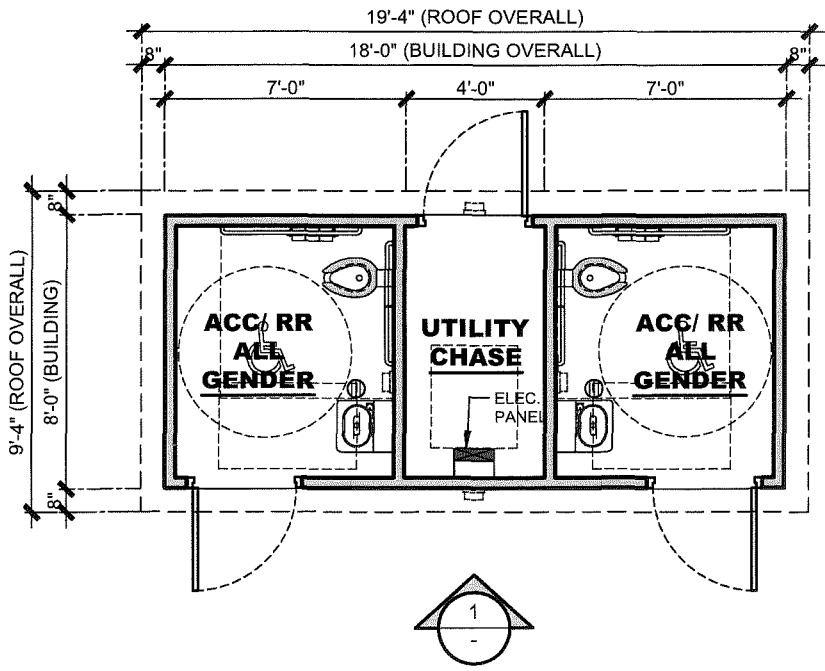
PLAYGROUND SERIES



1 **ELEVATION 1**  
SCALE: 3/16"=1'-0"



2 **ELEVATION 2**  
SCALE: 3/16"=1'-0"



**FLOOR PLAN**  
SCALE: 3/16"=1'-0"

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		PROJECT:	PS-022 CITY, STATE	-	DRAWN BY: -	
				PROJECT #:	START DATE: -	MAX. PERSON / HOUR:
				-	DRAWN BY: -	90 S