



Economic Development Committee Meeting Minutes

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

July 19, 2018 12:00 pm – 1:30 pm

Attendees:

Brian Rosenthal, Susie Wilson, Michael Sykes, Alex Tardif, Laurie Oliver, Len Waggoner, Brady Preheim, Garrett Peterson, Paula Miranda, Alexandra Rains, JJ Duehren, Scott Burge, Chris Holden, Phil Griffin, Shawna Sykes, Paul Peterson, Garrett Peterson, Christine Collins, George Hafeman

Absent:

Larry Ericksen

1. **CALL TO ORDER** - The meeting was called to order at 12:08 by Committee Chair Len Waggoner
 - 1.1 Introductions – Susie Wilson, the EDC’s newest member, introduced herself to the Committee.
 - 1.2 Meeting minutes from April 19th and June 21st were approved.
 - 1.3 Citizen Communication – Shawna Sykes brought the latest NW Oregon Economic indicators and offered help to businesses moving to the area with workforce training, recruitment and other HR needs.

2. **New Business**

2.1 PCC Update – Chris Holden

Chris began by reporting that PCC planned to send a letter of intent to Airpark Development to purchase land on the east side of the Scappoose Airport for their new campus. Hopefully, the sale will be completed by September 2018. He continued that PCC has hired a firm to complete the design/build of the new campus, thus far, two meetings have been held and they are working to flesh out the layout of the space for the facility and will be reaching out to OMIC stakeholders for input in the near future. In the meantime, Chris noted his focus on developing apprenticeship standards. He is working with multiple employers to develop apprenticeship programs focused on machining, welding, fabrication, and mechatronics, as well as developing state level standards for machining, welding and fabrication. Chris noted that training standards will drive curriculum for apprenticeships and the high school program to strengthen career tech programs. Chris continued by stating that in Fall of 2018 an instructor will be hired to teach evening classes at the high school and that a workshop had been scheduled on August 21, 2018, to help CTE Instructors learn more about how to align curriculum with OMIC training opportunities. Chris also mentioned that the equipment at the high school would soon be upgraded. PCC received a grant that will be used to hire an instructor and administrative support for apprenticeship development. Chris noted an upcoming event, Manufacturing Day,



SCAPPOOSE *Oregon*

and invited the EDC to attend. Chris went on to explain that Manufacturing Day started about 6 years ago, it's held the first Friday of October, and manufacturers are encouraged to open their doors to the public to show them what they do. At the OMIC R&D Center they are planning an event for October 5, 2018 and have invited manufacturers to bring something hands on to discuss with the public. AM and PM are events scheduled, AM for students, PM for the community in general. They are reaching out to manufacturers for sponsorships to help fund the event. Chris then asked the City/EDC if they would help fund the event with a \$5,000 donation. There was consensus that this would likely be possible.

2.2 Main Street Program – Conference Call with Katie Henry

Prior to beginning the call with Katie Henry, Garrett Peterson passed out the City's Main Street application to the Committee. Katie began her brief overview of the program by noting that the Main Street Program is an approach to revitalizing downtown core areas. She noted that Oregon has a tiered system and that levels of benefits and resources vary by tier, training, etc.

Susie Wilson noted that she helped start the Mainstreet in St. Helens. She said they visited other Cities before making a final decision and asked whether or not that might be a possibility in this case. Katie responded that there was a Best Practices Bus Tour in October, and thought someone on the Committee should register. She also noted that the Committee could set up one on one and other individual meetings if that is preferred. Katie then noted that the next national conference is in Seattle, if anyone is interested, March of 2019 and that there were Heritage Scholarships available to help with the cost of attendance.

Garrett then continued the presentation by going over the general plan for the Main Street Program in Scappoose. He noted that the downtown core area would be identified on both sides of HWY 30, there are historic buildings on the west side of the HWY that need to be included in the downtown area that is developing around City Hall on the east side of the HWY. Façade improvements could be implemented on the west side of the HWY and other resources also committed to the east side. There will need to be balance on both sides of the tracks. He went on to mention that this program works best if there is strong community support, which is why the EDC's involvement is so important.

At that point, both Garrett and Katie asked the Committee if there was General Input or Questions:

Paula Miranda – I've seen this program through other towns and it really helps attract people, having a good looking downtown makes a huge difference.

Katie – Dayton as a positive example. Boundaries are important for this, everyone should be on board with the selection made, it makes sense to include the buildings on the west side and east side, and doesn't want any of this to cause friction within the Committee or Council.

Paula – this program adds character and defines the downtown area. It needs special focus and attention to make it happen.



Brady – do you track success vs. failure in the Main Street Program, when it succeeds why and when it fails why?

Katie – we have many success stories. When failure does occur, its generally because the City starts the program but doesn't engage the community and put in the effort, you really need engagement. Katie then offered to speak to an associate about other examples but noted that its mostly about follow through and community engagement and that you get what you put into it. It comes down to the commitment to carry it out.

Garrett – Do cities ever take on more than they can handle?

Katie – Yes. Its best to do this program in an incremental fashion, this is meant to create sustainable change over time, if people expect a considerable amount of change in 6 months they will likely be disappointed. In the handbook there is a matrix that shows the requirements and resources available for each tier in the program, for the exploring level, you can use the main-street approach and organizational structure and while working towards a non-profit, work towards creating a budget, attend one workshop or training per year, and draft the annual report that is due to outline what occurred that year, successes, challenges, etc. Resources are available to provide support at community meetings, quarterly workshops, roles and responsibilities for board members (if you have a non-profit), committee training, orientation for a program director, development of mission and vision statements, working on annual goals and objectives, and phone consultations are available at any time.

Katie briefly broke from the Q&A session to inform the Committee on the program's Mainstreet Grant. She noted that its open to all tiers and there is \$5 million available to give out total and that they are going to increase the cap from \$100,000 to \$200,000 per grant award. There is a match component, which can be in-kind, focused on economic benefit to the town. Examples: brewery, second floor housing, façade grant program. She noted that interior work OK as long as its focused on job creation, e.g. historic theaters, elevators for second floor housing. The Diamond in the Rough grant can be applied for by the property owner.

Shawna – have the property owners in the proposed zone been contacted?

Garrett – not yet, first the City needs to submit an application and then hold a public house event to explain the program benefits, etc. Business owners cannot be forced to participate but they can be enticed. These programs live and die with the people who are leading them, it really determines their level of success.

Next steps in the process: determine downtown area, submit application, if approved, schedule the open house, Oregon Mainstreet will attend the open house.

Brian – recommended that the downtown overlay be changed slightly to exclude the residential area that's been included on 2nd street.

Laurie – Can you include residential zoned property and amend boundary later? Garrett said he will follow up on that question.



SCAPPOOSE *Oregon*

Len – brought up the issue of limited parking and asked how/if the Main Street program could help with this issue.

Katie – You can use the grant money to purchase distressed property, urban renewal may also be an option in the future.

2.3 Bylaws Amendment

As the Sub-Committee was unable to meet, this topic was pushed to the next meeting.

2.4 Updates

Alex Tardif/County – Alex kept his update brief by noting that it was fair week.

Paula Miranda/Port – Port started staging for taxi-way relocation, not in right location according to the FAA. Should be complete by the end of the summer. Wings and wheels will be in the other side because of the project. Working with the engineers to redo work for Debban Air Building to address fire code issue. Paula noted that there have been issues due to statewide fire codes (foam). Premier Jets is going to walk away from the project even though there have been efforts to address the fire code issue at the state level. The Port is buying the property back. There is a good possibility that a 90,000 square foot spec building will be built in the not too distant future. Additionally, Paula noted that the Port still plans on completing a property exchange with Ed Freeman.

Michael Sykes/City – Michael began by noting that the City is trying to get CTP Way started, a contract was executed with TFT but there were easement issues with the storm-water facility. The City is close to having the easement agreement needed to move forward. OMIC needs the road, water and sewer ASAP. Ed Freeman will begin with the CZ Road extension shortly, however, he still needs to work out the issue of ROW acquisition. Hopefully Seely Park will be in construction by August, and the creek restoration will begin on the 23rd. Tourism efforts are underway, CCET contracted with Alison Hart to draft a report and a steering committee is being formed for the County wide push. There is another vacancy on the Committee left by Carmen Kulp, she is moving to Hawaii to retire.

Paul Peterson/School District – working on a head start program for anyone meeting the poverty threshold.

3. Announcements and Next Meetings

August 16, 2018

September 20, 2018

4. Meeting Adjourned at 1:30pm.