**Economic Development Committee Meeting Minutes**

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

**September 17, 2020 12:00 Noon – 1:30 pm**

**Meeting held virtually via telephone and web conference**

**Attendees**:

Marty Baldwin, George Hafeman, Mike Leipzig, Alex Rains, Heidi Ralls, Brian Rosenthal, Jeanette Santiago, Christine Turner, Len Waggoner, Jeff Weiss, Huell White, Susie Wilson, Isaac Butman.
**Absent:**
Scott Burge, Larry Ericksen, Laurie Oliver, Paul Vogel.

1. **CALL TO ORDER**

The meeting was called to order at 12:09 PM by Chair Brian Rosenthal.

**1.1 Meeting minutes**
Huell White stated Susie Wilson was absent for the last meeting and Marty Baldwin was present for the last meeting, but neither were recorded in the minutes. Huell said he will make this change to the minutes. With these changes to be made Christine made a motion to approve the August 20, 2020 meeting minutes. Jeanette seconded. The motion passed unanimously.

**1.3 Citizen Communication**
There was a question about whether the committee meetings were open to the public. Huell responded that yes, upon request the City provides call information and interested parties are welcome to join the call if they wish. Huell also mentioned that the City accepts public comment in writing prior to meetings.

**1.4 Rollcall**

Christine asked about meeting in person, as the technical troubles disrupted the meeting for a period of time. Alex responded that the City will investigate the possibility, but with nine committee members, potentially four City Staff, and various liaisons there may be challenges due to room size and COVID restrictions.

1. **New Business

2.1 Coronavirus Relief Fund Grant**

Alex gave a quick update on the Coronavirus Relief Fund Grant. City Council formed an Ad Hoc Committee for the small business grant, which Brian sits on as a representative for the Economic Development Committee. Alex shared the Committee’s comments with Council, who approved the program. Notice that the grant program was opening was given in the September 25th newsletter, with applications available on October 1st and due on October 9th. After the due date the Ad Hoc Committee will review the applications and make funding allocations.

Brian asked, what is the range on awards for the grants? Alex responded that Council increased the award from $2,500 to $5,000 after looking at comments from the Ad Hoc Committee and agreeing with them.

Brian mentioned that government programs are not really geared towards small business owners, or owner operators, or owners with only one or two employees, and the grant is to try and help these very small businesses, rather than businesses that may already have access to financial assistance via the Paycheck Protection Program or other large programs.

* 1. **Economic Development Committee Funding Request**

Brian stated there was a request for EDC funding from the library. Jeff Weiss, Library Director, mentioned that the Library’s Movies in the Park event did not go forward as planned. Jeff asked the Committee if the allocated funds could be redeployed to the Dolly Parton Imagination Library through the United Way of Columbia County. There are currently 540 children enrolled in the program which sends books through the mail. The funds would cover two weeks’ worth of mail, about $2,000. Susie stated that this was a good idea. Brian asked for a motion to approve the change.

Susie made a motion to approve shifting the $2,000 to the United Way of Columbia County for the Dolly Parton Imagination Library. Jeanette seconded the motion. The motion passed unanimously.

* 1. **Updates – County, City, Port, CRPUD**

**City Update–** Alex gave an update.

* The City’s application to the Oregon Water Resources Department (OWRD) Grant program was not awarded for the Basalt Well. They only gave out three grants, with a very small amount granted in total.
* The PCC building and site should be complete by November, with everything moved in and the building open to the public around the end of the year.
* The Devinaire Hanger project is going well, but the City is still waiting for the deferred plan submittal for the fire suppression and containment system.
* The Tapani sewer trunk line replacement on E. Columbia is underway this month with a completion date of October 2020.
* The City issued permits to Rich Bailey Construction to construct a triplex and quadplex at NE 3rd St. and Crown Zellerbach Rd.
* The NW 1st Street 36-unit complex construction documents are currently under review.
* The City received construction documents for the City’s first cottage housing development, Maple Street Cottages.
* The City is in the process of updating its Stormwater Master Plan. This will take approximately 16 months to complete.
* The Conceptual Plan for the Grabhorn property has been released to the public through Facebook, in the City newsletter, and on the City website. It will be re-released again and delivered a total of twice via the newsletter.

Marty asked about the City’s plan moving forward, given that the City’s OWRD application was not awarded. Alex responded that the City is still discussing plans, given that the current estimate for the cost of the well is more than we can fund on our own. Brian asked what was the cost for the well? Alex responded, $1.7 million, budgeted for match. Brian asked about bonds. Alex responded that the City needs to discuss if they want to borrow or bond for the project since the City is currently borrowing for the wastewater treatment plant and water treatment facilities, but that the City also needs to be sensitive to the need for new water sources. Jeff asked about USDA rural assistance grants or loans for the community’s water needs. Alex responded that she was not familiar but would have staff research the potential opportunities.

Huell mentioned that an Ad Hoc Committee will be formed for the City’s 100-year celebration. The Mayor is making appointments on September 21st during the Council Meeting. The City is looking for a total of around seven members.

**CRPUD Update –** Heidi gave an update.

CRPUD has a new General Manger, Michael Sykes. He could not make the meeting today but will be participating in meetings in the future. Things are going well despite the issues PGE has had with the recent weather and fire events, however there were some red-flag warnings with some of the electrical systems. CRPUD has implemented new safety measures to prevent fires in their service area.

* 1. **West Columbia Ave. Study**

Huell stated that at the last meeting he mentioned that he would reach out to the ODOT Senior Region Planner. Huell reported that the project would require reengineering the entire intersection at Highway 30 and Columbia Ave., including modification of the traffic signal. Currently there are a very small number of projects like this in ODOT’s three-year capital plan (STIP). The ODOT Planner stated that all of the similar intersection projects on ODOT’s STIP are budgeted in the $7-$10 million range. ODOT cited a few major issues. First, the right-of-way width for West Columbia Ave. is very narrow. Second, the street alignment is skewed in relation to the intersection. Third, there are issues for pedestrian crossings. To change the road to meet ODOT and City standards the road would need to be widened. This is an issue because there are commercial properties on either side of the road. Even if the project was simplified by just restriping West Columbia, it would still cost $2-$3 million to make what exists currently work – due to the specialized work that would need to be done to address the signal configuration and timing. Huell spoke with Laurie Oliver, the City Planner, about the purpose and outcome of this project and connecting to NW 1st Street – there may be an opportunity to pursue a planning grant in the future.

Len asked about a Local Improvement District (LID) on 1st Street to cover the cost. Huell replied that his understanding is that the West Columbia Traffic Study is already in the Urban Renewal Plan’s project list. Len asked if there was any dedication to those funds. Huell responded that the Urban Renewal District’s future revenue is specifically intended to make improvements in the district. Brian responded that he thought that they had put a crossing at Columbia and Hwy 30 in the renewal as a project. Alex replied that that is a long-term project, and funding would go first to a feasibility study.

Brian replied by positing that we talk with ODOT about shifting East Columbia Ave. instead. Huell responded saying that the shifting East Columbia would not be feasible. It is complicated by the railroad crossing, changes to which are unlikely to occur. Further, East Columbia all the way back to SE 4th Street is straight, thus creating a skew problem on the East side of the highway.

Brian asked if Len had done any drawings. Len replied yes, he had. Len mentioned that the south wall of Longfellows would be offset around 10 feet north of where it currently stands, and that the sidewalk would change minimally along the side of the liquor store. Brian asked City Staff, if ODOT has any interest in the concept at all? Len and Susie asked about seeing what the Senator could do.

Alex replied that this is an issue for City Council to weigh in on. The Economic Development Committee’s role is to recommend actions that the Council can consider incorporating into their annual goal list. The project is a large undertaking overall and in terms of staff time and funds – staff would need the direction from Council as to whether or not they should proceed. Alex recommended that the Committee make a recommendation to Council that they look into this issue. Brain responded that they should think on this and put it on the agenda for next month. Brian suggested that maybe the Committee could make a motion in the future about requesting that the issue be put on goal setting. Alex replied that Council’s goal setting is open to the public, after which the Council discusses and approves goals at the following Council Meeting. There are multiple opportunities for engagement and recommendations from the community.

1. **Announcements and Next Meetings**
* October 15th, 2020
* November 19th, 2020
* December 17th, 2020
1. **Meeting Adjourned at 12:54 pm.**

For questions about these minutes, contact Isaac Butman, 503.543.7184, ibutman@cityofscappoose.org

The EDC conducts its meetings in an ADA accessible room. If special accommodations are needed, please contact City Recorder Susan Reeves at 503.543.7146, ext. 224 TTY 503.378.5938