



# SCAPPOOSE

Oregon

Thursday, January 19, 2023

## ECONOMIC DEVELOPMENT COMMITTEE MEETING AGENDA

Regular meeting at 12:00 pm

*This meeting will be held in a hybrid format. Please submit public comment to Associate Planner N.J. Johnson at [njohnson@cityofscappoose.org](mailto:njohnson@cityofscappoose.org) or in writing to Scappoose City Hall (33568 E Columbia Ave; Scappoose, OR 97056) by January 18, 2023 at 5:00 pm. Public comment can also be made verbally at the beginning of scheduled meetings.*

### Topic

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- |           |   |                 |
|-----------|---|-----------------|
| <b>1.</b> | <b>Call to order</b>  | <b>12:00 pm</b> |
|           | 1.1. Approval of Agenda: January 19, 2023   |                 |
|           | 1.2. Approval of Meeting Minutes: December 15, 2022   |                 |
|           | 1.3. Public Comment   |                 |
| <br>      |   |                 |
| <b>2.</b> | <b>New Business</b>   | <b>12:10 pm</b> |
|           | 2.1. Review and Approve Team Agreement<br>N.J. Johnson, City of Scappoose   |                 |
|           | 2.2. Adventure Festival Fundraising<br>Isaac Butman, City of Scappoose  |                 |
|           | 2.3. Street Lighting Presentation<br>Traci Nolan, Holophane Sales Channel   |                 |
|           | 2.4. Urban Renewal Process Recommendation<br>N.J. Johnson, City of Scappoose  |                 |
| <br>      |   |                 |
| <b>3.</b> | <b>Announcements</b>  | <b>1:25 pm</b>  |
|           | 3.1. Next meetings <ul style="list-style-type: none"><li>• February 16, 2023</li><li>• March 16, 2023</li><li>• April 20, 2023</li></ul>    |                 |
|           | 3.2. Boards and Committees Appreciation Dinner <ul style="list-style-type: none"><li>• Ixtapa; January 25<sup>th</sup> at 6:00 pm</li></ul> |                 |
| <br>      |   |                 |
| <b>4.</b> | <b>Adjourn</b>  | <b>1:30 pm</b>  |

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 • 33568 E Columbia Ave • Scappoose, OR 97056 • 503-543-7146 • [www.ci.scappoose.or.us](http://www.ci.scappoose.or.us)



## **Economic Development Committee Meeting Minutes**

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

**December 15, 2022 12:00 – 1:30 pm**

**Attendees:** Chair Christine Turner, Vice Chair Brian Rosenthal, Len Waggoner, Paul Fidrych, Sean Findon, Casey Garrett, Jeff Weiss, Heidi Ralls, Paul Vogel, Wela Negelspach, Nancy Ward, Laurie Oliver Joseph, N.J. Johnson, Mayor-elect Joe Backus

**Absent:** George Hafemann, David Sideras

*Disclaimer: This meeting contained an unusually high amount of microphone errors, which reduces the quality of the recording that City Staff relies on to draft minutes. This means that some points of discussion during the meeting may be omitted from the minutes because they could not be heard.*

### **1. CALL TO ORDER**

The meeting was called to order at 12:11 PM by Chair Christine Turner.

#### **1.1 Meeting Agenda**

Len made a motion to approve the December 15, 2022 meeting agenda. Vice Chair Brian Rosenthal seconded. The motion passed unanimously.

#### **1.2 Meeting Minutes**

Len made a motion to approve the November 17, 2022 meeting minutes. Vice Chair Brian Rosenthal seconded. The motion passed unanimously.

#### **1.3 Public comment**

No public comment was submitted.

### **2. New Business**

#### **2.1 Welcome Sean Findon and David Sideras!**

Sean introduced himself and provided a background on his experience. This included:

- Owned Scappoose Grocery Outlet for 1 year, 5 months
- Used to run a daycare with wife
- Ran multiple stores in past

#### **2.2 Updates**

- Columbia Economic Team – Paul and Wela
  - Keep it Local, Wonderland, and 30 Days of Holidays promotional campaigns are underway
  - Small Business Development Center has just passed 70 clients
  - Recruiting businesses to Columbia County
  - Hosting annual governor's tourism conference in April in Columbia County
  - Will hear soon about branding grant request from Travel Oregon



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- Working with OMIC on training and workforce program
  - New director of PCC OMIC
  - CET voting on new board members in January
- Columbia County – Casey
  - Renovating Columbia County Public Health building
  - John Gumm building plans are being reviewed
  - Applied for historic building preservation grant
  - Released RFP for Fairgrounds building construction
  - Working on RFP for old courthouse renovations
  - Working on Prescott Beach acquisition
- Columbia River People's Utility District – Heidi
  - *[An update was provided but a microphone malfunction prevented it from being recorded.]*
- Scappoose Public Library – Jeff
  - Working with school district to refresh book inventory since the average publication of the school district's books are mid 1990s
  - Movies in the park was consistently a huge success
  - The library is now fine free
  - Participating in study with OHSU and National Institutes of Health to see how light exercise once a week impacts people's health
- OMIC
  - *[No update provided.]*
- Port of Columbia County – Nancy
  - Appealing to LUBA again to rezone land from agricultural to industrial
  - Received grant for \$50,000 strategic project review
- City of Scappoose – Laurie and NJ
  - Inquiry and Pre-application meetings
    - Creek restoration project
    - Peak Performance Gym
    - Chick-fil-A food cart
  - Healthy Smiles submitted construction documents
  - 2<sup>nd</sup> Peace Candle Apartment building received temporary occupancy
  - Trying to market and promote the Small Business Spotlight, last social media post did very well
  - Working with Mayor-elect Backus to get him up to speed on City committees
  - Finalizing draft Economic Opportunities Analysis
  - Boards and Committees Appreciation Dinner will be on January 25<sup>th</sup> at 6:00 pm at Ixtapa
  - Next meeting we'll be talking about renovating streetlights in the downtown

## **2.3 Form Recommendation of FY 23-24 Council Goals**

Chair Christine Turner: We met with Council and presented our goal recommendations for the next fiscal year. Brian and I were very intentional on looking forward, not backward.



## 2.4 Discuss Action Plans for FY 23-24 Goal Recommendations

- Explore the opportunity to partner with Travel Oregon to administrate a main street program that would have limited impact on staff time.
  - Chair Christine Turner: We have Wela Negelspach here to discuss the possibility of grants to beautify the city.
  - Wela: These Travel Oregon grant applications will become available in the upcoming spring. One of them was used very successfully in Vernonia for updated and attractive streetlights, trash cans, and flowerpots. If you had a wish list of items, we could definitely work to try including those in a grant here in Scappoose. I'm being told that the Destination Development will be putting together a main street type of program and details will be available in mid-January. At a later meeting, I can present to you an overview of the Travel Oregon program.
  - Jeff: When do these grants close?
  - Wela: Usually the grants are open for a month.
  - Len: Has anyone considered a leakage study where we look at what industries and services people are seeking elsewhere to try and keep those dollars here?
  - Vice Chair Brian Rosenthal: This would be good to look into because it would tell us what industries there's actually a demand/need for in Scappoose. So many businesses that there's not a need for come here and they fail. The industries that we identify a need for would be a great tool for Columbia Economic Team to use for recruiting. NJ, is there any ARPA funding left for a leakage study?
  - NJ: Council recently made some allocations with ARPA dollars and they didn't elect to fund all of the available options so there is likely some left. Whether or not the clock has expired on this, I don't know. I also would need to see if a leakage fund could be used with ARPA dollars. I'll bring this up with City Manager Rains.
- Create vision recommendations.
  - Len: Estacada made a beautiful video advertising their town and they're half the size of Scappoose.
  - Paul F: I agree. The reality though is that we have to be in a place where we're ready to advertise the city before making a video. For that, we need a brand so we know where we're going, we implement it through development, then we can advertise what we have.
- Update the design/aesthetic standards of SMC 17.80 – Downtown Overlay.
  - Chair Christine Turner: Laurie said we could lay the groundwork for code updates to the downtown overlay but it will also be part of the 50-Year Plan.
  - Laurie: Yes, this committee could start by identifying what sections of the chapter you would like to be revised and then later, you can provide suggestions for what the new standards might be.
  - Vice Chair Brian Rosenthal: These updates could also be used to reduce cost and encourage development.



- Laurie: You will be meeting with someone next meeting who can talk to you about a streetlight grant. This will bring a more common theme and aesthetic for streetlights in the downtown.
  - Chair Christine Turner: We need that.
- Work with the Urban Renewal Agency to request that the Economic Development Committee be the first to review grant proposals.
  - NJ: I've been working on language to propose to the Urban Renewal Agency.
  - Paul: I also hope that we're going to work on setting a standard for grants.
  - Chair Christine Turner: Yes.
- Market the Urban Renewal grant program to Scappoose businesses.
  - Chair Christine Turner: I want to go to businesses to make the urban renewal program known.

Jeff: How do we want to proceed?

NJ: It's important to note that none of these goals have been approved by Council, meaning that staff hasn't been given the direction or resources to take them on. What we can do here today is start thinking about how we want to tackle these goals if they are adopted. These goals have the potential to be funded on July 1, 2023.

Paul V: I would suggest that this committee spend some time pulling together a list of types of advertisements and outreach that you like and feel a connection with because when a branding consultant comes to you, that's what they're going to ask to get an idea of how Scappoose residents want to be marketed.

### **3. Announcements and Next Meetings**

- January 19, 2023 at 12:00 pm
- February 16, 2023 at 12:00 pm
- March 16, 2023 at 12:00 pm

Len: This is my last EDC meeting. This is a great committee doing great work but it's just time I move on for a number of reasons.

Vice Chair Brian Rosenthal: Len really doesn't get the credit he deserves. He has done so much for economic development in Scappoose and we owe him a lot of gratitude for that.

Chair Christine Turner: You will be missed, Len.

### **4. Meeting Adjourned at 1:41 pm.**

For questions about these minutes, please contact N.J. Johnson at (503) 543 - 7184 or email [njohnson@cityofscappoose.org](mailto:njohnson@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



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## ECONOMIC DEVELOPMENT COMMITTEE 2023 TEAM AGREEMENT

### **Committee Mission Statement:**

The Scappoose Economic Development Committee promotes economic vitality and a high quality of life for the City of Scappoose by developing an economic strategic plan, providing oversight and review of economic development opportunities and building relationships between the Scappoose public sector, its citizens and business community. In doing so, the Committee demonstrates its commitment and dedication to making Scappoose a better place to live, work and thrive, both socially and economically.

### **Agreements for Conducting Committee Meetings and Business:**

1. Attendance at Committee meetings in a priority. If unable to attend, please contact City Staff.
2. Every effort will be made to hold meetings on the third Thursday of every month. Every effort will be made to begin meetings at 12:00 pm and end at 1:30pm.
3. Be on time to meetings and read any materials sent out prior to the meeting.
4. The Chair will take the lead in keeping the meeting and discussion focused.
5. Call City Staff with questions and requests prior to the meeting.
6. Agree to be diplomatic about disagreement, including adhering to Article VI, Section J of this Committee's Bylaws.

### **Individual Committee Member Conduct Agreement:**

1. Treat all people with respect and adhere to the highest ethical standards, as further described in Article VI, Section K of this Committee's Bylaws.
2. Be straightforward about goals and issues.
3. Cultivate exchange of views with other Committee members.
4. Avoid saying or doing anything that would discredit or harm the City.

### **Commitments as a Committee:**

1. Support the Committee's Mission Statement.
2. Recommendations by the Committee to City Council must be discussed and voted upon by a quorum.
3. Act as an advisory body to City Council.
4. Support City Council's Annual Economic Development Goals.

Adopted by the Economic Development Committee on January 19, 2023.



# SCAPPOOSE *Oregon*

**To:** Scappoose Urban Renewal Agency  
**From:** Scappoose Economic Development Committee  
**Date:** February 21, 2023  
**Subject:** Council Goal Recommendation

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Dear Scappoose Urban Renewal Agency,

The Scappoose Economic Development Committee (EDC) has proposed to the Scappoose City Council the following goal (among others) be adopted for Fiscal Year 23-24: "Work with the Urban Renewal Agency to request that the Economic Development Committee be the first to review grant proposals." The EDC proposes this to increase stakeholder involvement in the awarding process of Urban Renewal grants. The EDC believes that their members' collective business experience and involvement in the local Scappoose economy would be a valuable perspective for the Urban Renewal Agency (URA) to have available to them when making final decisions on grant applications.

Now therefore, the Scappoose Economic Development Committee recommends amending the process for receiving, reviewing, and approving Urban Renewal grant requests. The following steps convey the proposed process, as recommended by the EDC:

- 1) City Staff receives the Urban Renewal grant applications to document them and ensure they comply with the applicable regulations.
- 2) Once reviewed by Staff and deemed complete, the Urban Renewal grant application will be included in the EDC packet to be reviewed at the upcoming meeting. Copies of these applications shall also be sent to the URA at this time. If the grant application cannot be included in the upcoming meeting packet, it will be reviewed at the next available meeting.
- 3) The EDC will review and discuss the grant application with an emphasis on the application's potential contribution to economic development, enhancement of the Scappoose economy, and beautification of the city. The grant applicant will be given the opportunity to present an overview of their application and its benefits to the EDC.
- 4) The EDC will vote to recommend approval, modified approval, or denial of the grant application to the Urban Renewal Agency. The motion will include a brief justification of the EDC's decision.
- 5) The Urban Renewal Agency will receive the grant application and the EDC's associated recommendation and review it at their next meeting. The URA will be the final decision-making body.

A member of the Scappoose Economic Development Committee shall not participate in any proceedings or action in which any of the following has a direct or substantial financial interest: The member or the spouse, brother, sister, child, parent, father-in-law, mother-in-law of the member, any business in which the member is then serving or has served within the previous two years, or any business with which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential interest shall be disclosed at the meeting of the Economic



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Development Committee where the recommendation is being considered. Members must also declare on record any ex parte contact they have with regards to the application, whether the communication was invited or uninvited. When doing so, members must also state whether or not it will impact their ability to impartially participate in the proceedings.

The EDC looks forward to discussing this new process with you.

Respectfully submitted,

Christine Turner, Scappoose Economic Development Committee Chair  
Brian Rosenthal, Scappoose Economic Development Committee Vice Chair

DRAFT