

COUNCIL MEETING MINUTES

FEBRUARY 13, 2023

DATE COUNCIL CHAMBERS, CITY HALL, CITY OF WOODBURN, COUNTY OF MARION, STATE OF OREGON, FEBRUARY 13, 2023

CONVENED The meeting convened at 7:03 p.m. with Mayor Lonergan presiding.

ROLL CALL

Mayor Lonergan	Present
Councilor Carney	Present
Councilor Cornwell	Present
Councilor Schaub	Present -via video conferencing
Councilor Swanson	Present – 7:06 p.m.
Councilor Morris	Present
Councilor Cabrales	Present

Staff Present: City Administrator Derickson, Acting City Attorney Granum, Assistant City Administrator Row, Police Chief Pilcher, Public Works Director Stultz, Community Development Director Kerr, Finance Director Turley, Economic Development Director Johnk, Special Projects Director Wakely, Community Services Director Cuomo, Public Affairs and Communications Coordinator Moore, Destination Engagement Specialist Penaloza, City Recorder Pierson

ANNOUNCEMENTS

Mayor Lonergan recognized the tragedy that hit Turkey and Syria and added that our condolences and thoughts go out to them.

He also recognized the tragic killing of Tyree Nichols and thanked Police Chief Pilcher and the City Administrator for their memos.

PRESENTATIONS

Pedestrian Safety Projects Update – Special Projects Director Wakeley provided a presentation on the Oregon Community Pathways Grant Program and the Safe Routes to School funding opportunity.

Economic Development and Tourism Program – Economic Development Director Johnk stated that the Economic Development Team consists of Maricela Guerrero, Kaylah Maxwell and Beny Penaloza. Destination Engagement Specialist Penaloza introduced himself to the City Council and discussed some of the items he has been working on. Economic Development Director Johnk provided an update on the items that the department has been working on which include business retention and expansion, new business development, downtown revitalization and Main Street Program, urban renewal, Public Arts and Mural Committee, and tourism.

COMMUNICATIONS

Mayor Lonergan informed the City Council that they received a letter from Frank Scheer's sister, thanking them for the resolution renaming Locomotive Park to Frank Scheer Locomotive Park.

COUNCIL MEETING MINUTES

FEBRUARY 13, 2023

CONSENT AGENDA

- A. Woodburn City Council minutes of January 23, 2023,
- B. Municipal Judge Employment Agreement,
- C. Building Activity for January 2023.

Swanson/Cabrales... adopt the Consent Agenda. Mayor Lonergan stated that the motion passed.

USE OF FORCE/PURSUIT REPORT

Police Chief Pilcher provided a staff report.

COUNCIL BRIEFING OF PLANNING COMMISSION APPROVAL OF A CONDITIONAL USE APPLICATION PACKAGE FOR TOWNSEND FARMS INDUSTRIAL USES AND BUILDING ADDITION AT 960 YOUNG ST (CU 22-02, DR 22-11, & VAR 22-09)

The City Council declined to call this item up.

COUNCIL BRIEFING OF PLANNING COMMISSION APPROVAL OF A VARIANCE APPLICATION FOR WINCO FOODS DISTRIBUTION CENTER AT 400 S. WOODLAND AVE (VAR 22-14)

The City Council declined to call this item up.

COUNCIL BRIEFING OF PLANNING COMMISSION APPROVAL OF A PRELIMINARY PARTITION AND VARIANCE APPLICATION PACKAGE FOR 1420 COMMERCE WAY (PAR 22-04 & VAR 22-11)

The City Council declined to call this item up.

BRIEFING ON THE COMMUNITY DEVELOPMENT DIRECTOR'S APPROVAL OF A DESIGN REVIEW, STREET EXCEPTION, AND ZONING ADJUSTMENT APPLICATION PACKAGE FOR TACO BELL AT 1520 N. PACIFIC HWY (DR 22-12, EXCP 22-06, & ZA 22-01)

The City Council declined to call this item up.

CITY ADMINISTRATOR'S REPORT

The City Administrator had nothing to report.

MAYOR AND COUNCIL REPORTS

Councilor Cabrales reminded people that tomorrow is Valentine's day.

Councilor Swanson noted that she is excited about the non-skid rumble strips in the Hermiston area.

Councilor Morris stated that he sat in on the transit development planning process and found it interesting. He also asked why we don't fence in the railroad for safety reasons. City Administrator Derickson stated they are looking at multiple improvements and recommendations in improving pedestrian safety along the railroad. Councilor Morris stated that he has heard multiple reports of gun fire around the City. Chief Pilcher asked that if people do hear gunfire that they call and report it.

Councilor Cornwell asked about speeding on Settlemier and Police Chief Pilcher added that they have a trained motorcycle officer that can focus on traffic enforcement and soon another will be

COUNCIL MEETING MINUTES
FEBRUARY 13, 2023

added.

Mayor Lonergan reported the following:

- Met with Marion County District Attorney along with Chief Pilcher, City Administrator Derickson, and Council President Carney.
- Met with the Center for Hope and Safety to discuss their efforts to help families in Woodburn.
- Met with Finance Director Turley.
- Thanked Community Services Director Cuomo for hosting the Chambers Greeters meeting at the Bungalow Theater.
- State of the City address will take place at 7:30 a.m. on February 24th in the Council Chambers at City Hall.
- Met with state legislators, Kim Thatcher and Tracey Kramer regarding our lawsuit against the state. Governor Kotek's staff participated in one of the meetings as well.
- Met with the people who are setting up the Council retreat.

ADJOURNMENT

Morris/Swanson...move to adjourn. The motion passed unanimously. Mayor Lonergan adjourned the meeting at 9:13 p.m.

APPROVED _____
FRANK LONERGAN, MAYOR

ATTEST _____
Heather Pierson, City Recorder
City of Woodburn, Oregon

February 27, 2023

TO: Honorable Mayor and City Council through City Administrator

FROM: Curtis Stultz, Public Works Director

SUBJECT: **"NO PARKING" Signs**

RECOMMENDATION:

Adopt the attached resolution authorizing the installation of two "NO PARKING" signs on each side of Killian Spring Drive south of West Hayes Street, as shown in Exhibits A and B.

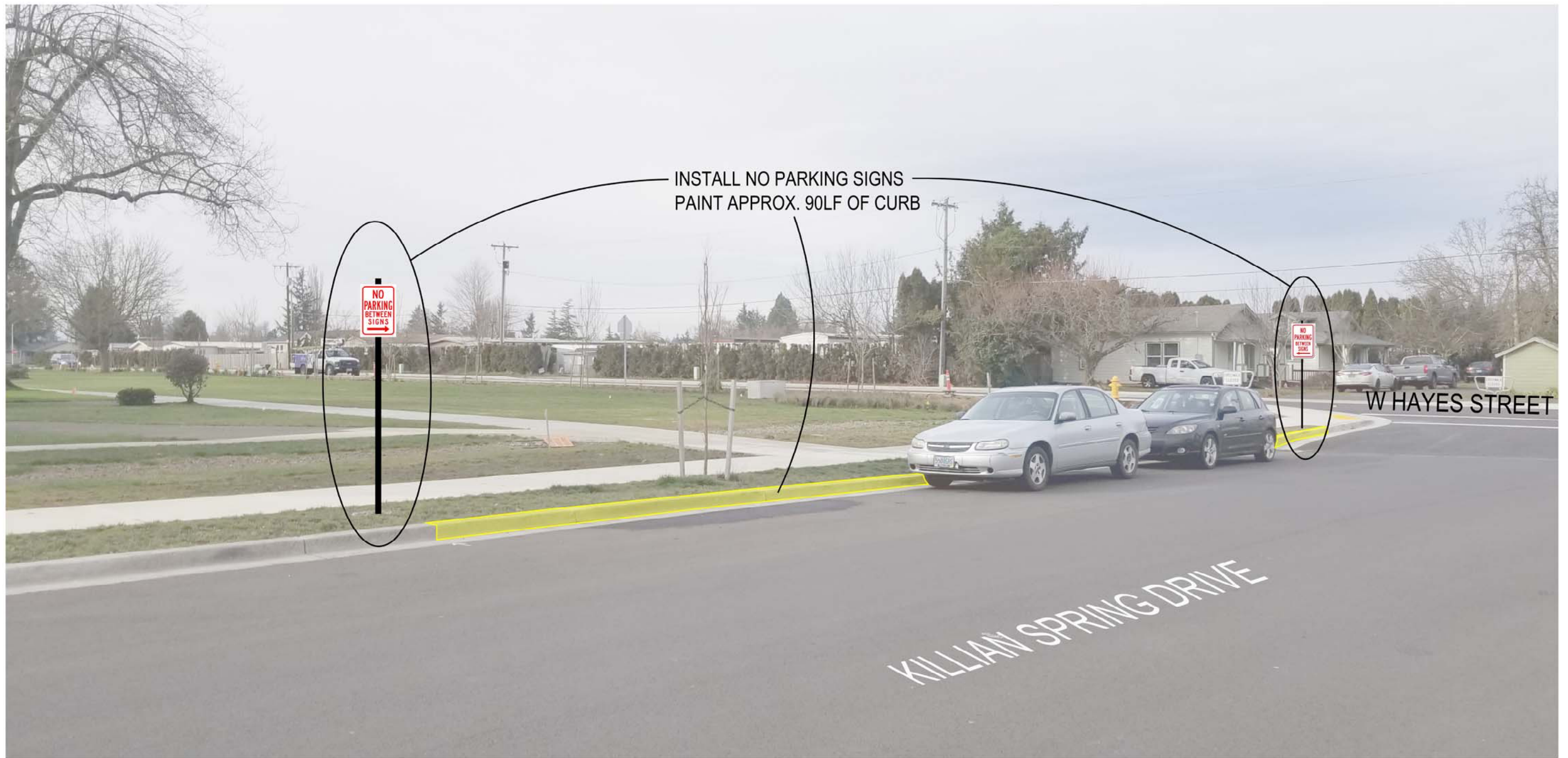
BACKGROUND:

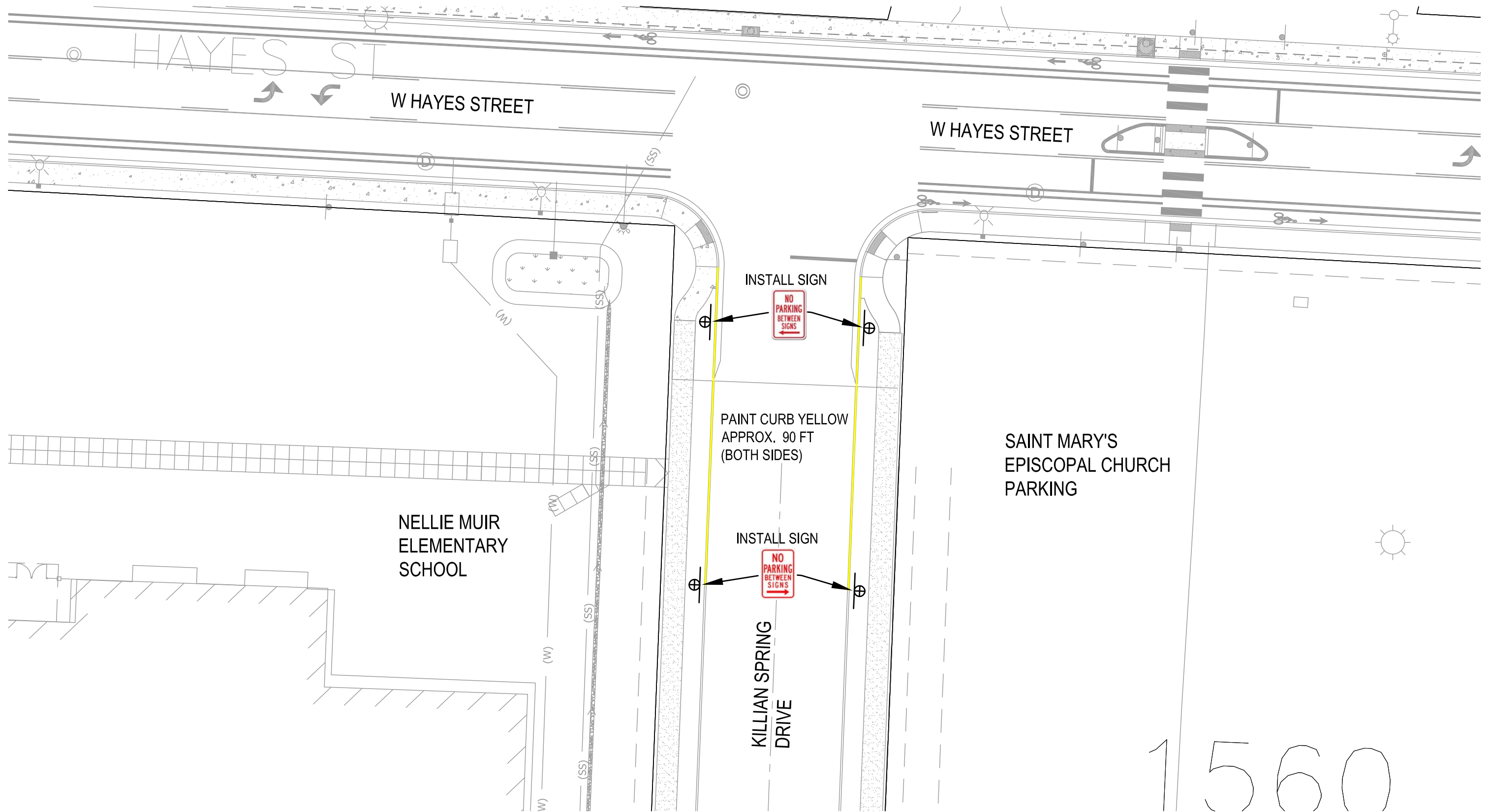
The Public Works Department and City Administration have received safety concerns from the School District regarding vehicles parking within this area and congesting traffic during school peak hours:

- Killian Spring Drive is identified as an access street per the Council adopted Woodburn Transportation System Plan (TSP).
- Woodburn Development Ordinance requires that an access street with parking on both sides have a curb-to-curb improvements of 40 Feet. Killian Spring Drive, in this section has a 40 Foot curb to curb improvement.
- A normal parking lane is a minimum of 8 Foot wide. When parking is allowed in this section the remainder for travel lanes is 12 Foot.
- The Manual on Uniform Traffic Control Devices (MUTCD) warrants that "NO PARKING" sign(s) can be warranted on streets where it is desirable to enforce no parking for safety and/or delivery purposes at the discretion of the convening authority.
- It is recommended that the attached resolution be approved to allow the installation of "NO PARKING" signs as shown in Exhibits A and B to provide improved traffic control on this road section.

FINANCIAL IMPACT:

Estimated Cost for the installation of four (4) signs is \$1,600. All estimated costs include materials and labor, which will be funded from the regular Street Maintenance Budget.





	 WOODBURN <small>OREGON</small> <i>Incorporated 1889</i> PUBLIC WORKS DEPARTMENT ENGINEERING DIVISION	<h1>EXHIBIT 'B'</h1> <p>DATE: 2/21/2023</p>
--	---	---

COUNCIL BILL NO. 3204

RESOLUTION NO. 2205

A RESOLUTION DIRECTING THAT TWO "NO PARKING" SIGNS BE INSTALLED ON EACH SIDE OF KILLIAN SPRING DRIVE, SOUTH OF WEST HAYES STREET

WHEREAS, ORS Chapter 810 grants to the City of Woodburn, the authority to install regulatory traffic control signs within the City limits; and

WHEREAS, the City Council has received and considered the attached staff report recommending that two "NO PARKING" signs be installed on each side of Killian Spring Drive south of West Hayes Street, **NOW, THEREFORE**,

THE CITY OF WOODBURN RESOLVES AS FOLLOWS:

Section 1. That two "NO PARKING" signs be installed within the right-of-way on both sides of Killian Spring Drive south of West Hayes Street.

Approved as to form: _____
City Attorney Date

Approved: _____
Frank Lonergan, Mayor

Passed by the Council _____
Submitted to the Mayor _____
Approved by the Mayor _____
Filed in the Office of the Recorder _____

ATTEST: _____
Heather Pierson, City Recorder



Agenda Item

February 27, 2023

TO: Honorable Mayor and City Council through City Administrator

FROM: Curtis Stultz, Public Works Director

SUBJECT: **Resolution to Extend and Provide Municipal Water Services to a Residential Property Owned by Marion County Located at 1505 Blaine Street, Woodburn, Oregon, 97071 (Tax Lot 051W17BA02500)**

RECOMMENDATION:

Adopt the Resolution authorizing the Marion County Facility at 1505 Blaine Street, Woodburn, Oregon, 97071, to connect to the City's public water system.

BACKGROUND:

The Marion County Facility at 1505 Blaine St., is located outside of the corporate city limits of Woodburn. Currently, the existing well is able to supply water to a private residence and supply irrigation water to the property.

As a result of Marion County's new use for the property as a facility, the well is now considered a drinking water source and is required to meet standards far greater than what the current well and water quality can provide without major well rehabilitation and onsite treatment.

A water main runs north-south and parallel to 1505 Blaine St., some 500' to the west on Hwy 99E but is not adjacent to the property. An additional water line running east and west on East Lincoln St. also is not adjacent to the north property line.

Annexation was discussed but due to the location of the property and the property being virtually land locked, future improvements would need to be addressed in an LID with either the county or an additional property requesting an annexation.

DISCUSSION:

Marion County's Facilities and Construction Management team is requesting an emergency municipal water connection to 1505 Blaine St., in order to avoid water quality issues related to the well water on the site, regulatory requirements, and costly treatment implementation not warranted for the condition of the shallow well on site for a public water source for the type of facility planned for the site.

Agenda Item Review: City Administrator ___x___ City Attorney ___x___ Finance ___x___

Marion County has agreed to obtain a private easement from the north to connect to the City's water main off East Lincoln Ave.

FINANCIAL IMPACT:

There is no cost to the City for providing Municipal water service. The property owner will be billed at a rate of 1.5 times the current water rate for residents within the City of Woodburn.

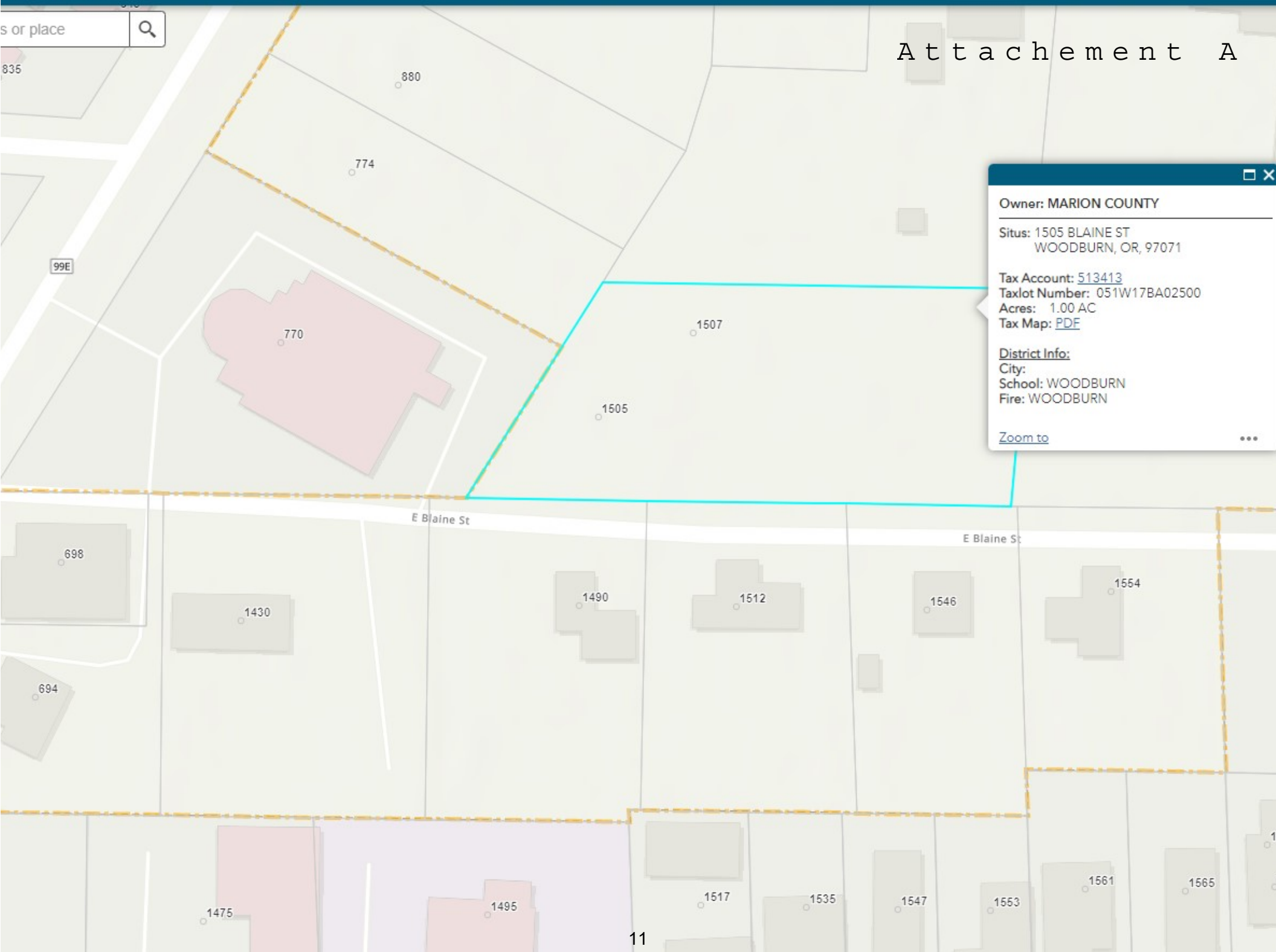
Attachments

- A. Marion County Property Record

s or place



Attachment A



Owner: MARION COUNTY

Situs: 1505 BLAINE ST
WOODBURN, OR, 97071

Tax Account: [513413](#)
Taxlot Number: 051W17BA02500
Acres: 1.00 AC
Tax Map: [PDF](#)

District Info:
City:
School: WOODBURN
Fire: WOODBURN

[Zoom to](#)



COUNCIL BILL NO. 3205

RESOLUTION NO. 2206

A RESOLUTION TO EXTEND AND PROVIDE MUNICIPAL WATER SERVICES TO A RESIDENTIAL PROPERTY OWNED BY MARION COUNTY LOCATED AT 1505 BLAINE STREET, WOODBURN, OREGON, LOCATED OUTSIDE THE CORPORATE CITY BOUNDARIES

WHEREAS, pursuant to City Ordinance No. 2405 (as amended by Ordinance No. 2459), the City has the power and authority to provide municipal water and/or sewer service to property outside the corporate City boundaries in instances where an emergency is declared by the City Council and the Council makes a policy determination that it is in the interests of the City to provide these services; and

WHEREAS, a residential property owned by Marion County and located at 1505 Blaine Street, Woodburn, Oregon (the "Property"), remains unincorporated in Marion County, but within the City's urban growth boundary, and does not have a municipal sewer or water connection, instead relying on an on-site septic system and well; and

WHEREAS, Marion County recently acquired the property and found that the current shallow residential well is not adequate to accommodate a new type of proposed use for the property and would otherwise require rehabilitation or upgrades to the existing well (or replacement) to comply with the health department standards, which would be extremely costly; and

WHEREAS, the Property has at least one boundary line that is adjacent to an established City boundary and connection to the City's water service system could be accommodated at a more reasonable cost; and

WHEREAS, the City Council finds that as a result of this identified public health emergency it is in its best interest to correspondingly extend and provide a municipal water connection to the Property, **NOW, THEREFORE**,

THE CITY OF WOODBURN RESOLVES AS FOLLOWS:

Section 1. Where the City has a shared interest with Marion County in ensuring that the Property has a safe and a secure water source, the City hereby declares a public health emergency necessitating that municipal water services be extended outside City boundaries.

Section 2. The City Council finds that it is in the public interest that water services should be extended outside City boundaries and hereby approves

providing municipal water services to the Property located at 1505 Blaine Street, Woodburn, Oregon.

Section 3. The City Council's decision to extend water services outside City boundaries in this situation is specific to the facts and circumstances of this case and are justified as a result of the inadequate well system currently on the Property. All costs associated with extending the municipal water line(s) and providing the service connection for the Property will be borne by the Property owner (Marion County).

Approved as to Form: _____
City Attorney Date

APPROVED: _____
Frank Lonergan, Mayor

Passed by the Council _____
Submitted to the Mayor _____
Approved by the Mayor _____
Filed in the Office of the Recorder _____

ATTEST: _____
Heather Pierson, City Recorder
City of Woodburn, Oregon

February 27, 2023

TO: Honorable Mayor and City Council

FROM: Jamie Johnk, Economic Development Director

SUBJECT: **Oregon Main Street Revitalization Grant Historic Masonic Building
Restoration Project – 235 N. Front Street**

RECOMMENDATION:

Authorize staff to proceed with the Oregon Main Street Revitalization Grant (OMSRG) of \$200,000 for the Historic Masonic Building Restoration Project and authorize the Assistant City Administrator to sign the Grant Agreement, if funded.

BACKGROUND:

Construction began on the historic Masonic building by Woodburn founder, Jesse Settlemier. Unfortunately, Jesse died before construction was complete. However, his brother, Frank Settlemier, completed the construction of the Masonic building in 1905.

The Masonic building has served the Woodburn community since 1905 with commercial storefronts on the lower level and community meeting space on the upper levels. Over the years, there has been changes made to the commercial storefront which has altered the historic integrity of the building. In the early 1970's the original storefront was modified, removing the original windows and replacing them with the existing aluminum framed windows, covering the transom windows, and changing the aesthetic appeal of the historic look of the façade.

The Masonic building is one of the most historically significant buildings in Woodburn and the restoration and preservation of the building is essential to retain the historic integrity of downtown.

DISCUSSION:

The funding request through the OMSRG program will be for the restoration of the Masonic building. Restorative improvements will include replacement of the aluminum windows on the commercial storefront with energy efficient windows with the look and appeal of historic windows. Improvements will also include restoring the transom windows and lower panels on the building exterior; installing new awnings and lighting; exterior painting; and rebuilding the cornice at the top of the building.

The OMSRG supports downtown revitalization efforts in communities participating in the Oregon Main Street Network. The purpose of the program is to:

Agenda Item Review: City Administrator ___x___ City Attorney ___x___ Finance ___x___

- Acquire, rehabilitate, and construct buildings on properties in designated downtown areas statewide; and
- Facilitate community revitalization that will lead to private investment, job creation or retention, establishing or expanding viable businesses, or creating a stronger tax base.

OMSRG funds may be awarded for amounts up to \$200,000 to applicants and properties that meet the eligible criteria of the program.

Applicants must be organizations that participate in the Oregon Main Street Network, of which the City of Woodburn is a participant. Awards will be made to the applicant Main Street organization for disbursements to locally designated grant beneficiaries if the applicant is not the beneficiary of the grant. The property must be within a designated Main Street district boundary and in the primary focus area of the local downtown or neighborhood revitalization effort. The Masonic building is located within Woodburn's designated Main Street area and the property is a significant contributor to the historic integrity of downtown. All work identified in the OMSRG application must be consistent with the Secretary of the Interior's Standards for Rehabilitation of Historic Properties.

Staff will prepare the OMSRG application for submission. The deadline for submitting the OMSRG application is March 16, 2023 with the notification of award May 12, 2023.

FINANCIAL IMPACT:

If OMSRG funds are awarded for the Historic Masonic Building Restoration Project, the City of Woodburn will serve as the fiscal agent of said funds in the amount of \$200,000.

OREGON MAIN STREET REVITALIZATION GRANT

2023 INFORMATION

OREGON HERITAGE, OREGON PARKS AND RECREATION DEPARTMENT

Oregon Parks and Recreation Department is committed to valuing and serving everyone by actively working to provide safe and equitable access to state parks and agency programs. To this end, the department will not tolerate racism, harassment, discrimination, or intimidation in any form.

The Oregon Main Street Revitalization Grant supports downtown revitalization efforts in communities participating in the Oregon Main Street Network.

The purpose of the program is to;

- Acquire, rehabilitate, and construct buildings on properties in designated downtown areas statewide; and
- Facilitate community revitalization that will lead to private investment, job creation or retention, establishing or expanding viable businesses, or creating a stronger tax base.

This grant is awarded annually until the Oregon Main Street Revitalization Grant Fund is expended. Grants must be submitted through the Oregon Parks and Recreation Department Grants Online program.

FINANCIAL INFORMATION:

- Grant funds may be awarded for amounts up to \$200,000.
- Matching funds of at least 30% of the award is required. Match can be in the form of cash, in-kind donations, and/or volunteer time. The match requirement may include necessary project “soft” costs for professional services (i.e. architectural or engineering studies directly related to the project/property).
- Project costs that occur outside of the grant period do not qualify for funded or as match.
- Indirect and contingency costs do not qualify for funding or as match.
- 10% of grant funds will be withheld until all grant related work is complete.

BUDGET INFORMATION: Bids and estimates strengthen the grant request when applicable.

GRANT TIMELINE:

Application Deadline: March 16, 2023 (11:59 p.m.)

Notification: May 12, 2023

Project Start: Projects may start once the grant agreement is executed. Do not plan to begin work any earlier than July 1, 2023.

Project Completion and Final Reporting Deadline: March 31, 2026

Project Impact Reports: At final report and one year.

PRESERVATION REQUIREMENTS: The application must convey that all work will be consistent with the Secretary of the Interior’s Standards for Rehabilitation of Historic Properties. If the building is not historic, the Standards for compatible additions within a historic district apply.

<http://www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm>.

GRANT REPORTING AND PAYMENT: Awarded projects will be the subject of binding agreements between the State and the applicant. Grant funds are dispersed on a reimbursable basis. Up to 20% of grant funds may be provided in advance for awards under \$20,000. Reimbursement and reporting details will be in the grant agreement. Reporting includes a report one year following project completion.

APPLICANT, PROPERTY, AND PROJECT ELIGIBILITY:

- Applicants
 - Must be organizations that participate in the Oregon Main Street Network. To find out if your organization is in the network visit www.oregonmainstreet . Oregon Main Street Network is the entity administered by the State Historic Preservation Officer designated under ORS 358.565 to provide assistance, training, and technical services to communities in Oregon desiring to strengthen, preserve, and revitalize their historic downtown commercial districts as defined in ORS 390.262(1)(b). Awards will be made to the applicant Main Street organization for disbursements to locally designated grant beneficiaries if the applicant is not the beneficiary of the grant.
 - Must demonstrate the past or prospective capacity to work with project leaders in designated local communities or downtown Main Street districts.
 - Must have the ability to receive and expend grant funds and manage all fiscal responsibilities.
- Property
 - Must be within a designated Main Street district boundary and in the primary focus area of the local downtown or neighborhood revitalization effort. A map defining the primary focus area must be submitted by the Oregon Main Street Network member organization to, and approved by, Oregon Main Street prior to submitting a grant application.
 - If applicant is not the owner, a signed agreement between the OMS Network member organization and the property owner is required with the application. A letter of support from the property owners of neighboring buildings and businesses will make a stronger application.
- Projects
 - Rehabilitation/Restoration of properties. This can include, but is not limited to:
 - Façade improvements (front, rear, side)
 - Upper floor interior rehab
 - Structural repairs/improvements
 - Code compliance
 - First floor interior rehab
 - Energy efficiency (window repair, insulation, awnings, etc.)
 - Single specific phase of a large rehab. The project must have a specific defined focus and clearly identifiable scope of work including start/end dates and milestones for completion.
 - Compatible new construction including building additions and new buildings with first floor commercial space and upper floor(s) commercial or residential space. Razing of an existing structure to allow for new construction will not be considered an eligible use of funds or as match.
 - Rehabilitation/Restoration of multiple properties committed to a mutually agreed upon improvement. This may include, but is not limited to:
 - Improvements to the facades (front or rear) of a highly visible group or block of buildings



- Installation of an elevator and common hallway linking several buildings
- Handicapped accessibility improvements serving multiple buildings/storefronts like a common ramp or lift
- Fire sprinkling of multiple properties with a central master control room
- Energy efficiency/sustainability upgrades like green roofs for multiple buildings, geo-thermal well fields, etc.
- Upper floor rehabilitation of a number of spaces for residential uses.
- Acquisition of properties within the designated district if a development plan is in place that meets the grant criteria.
- Projects using the Federal Rehabilitation Tax Credit program may not claim grant funds for the federal rehabilitation tax credits.
- Properties under Oregon's Special Assessment of Historic Properties program may qualify.
- All work must be consistent with the Secretary of the Interior's Standards for Rehabilitation of Historic Properties; see <https://www.nps.gov/tps/standards.htm>.
- NOT ELIGIBLE:
 - Work not attached to a building except for ADA accessibility features to access the building.
 - No patios, parking lots, signs not attached to the building, exterior features for food trucks, furnishings, etc.
 - Non-historic materials on historic buildings.
 - Removal of original material on historic buildings unless condition merits it. Removal of historic materials solely for energy efficiency is not allowed.

CRITERIA:

- The community's level of need for main street revitalization and economic development.
- Anticipated results of how the project will enhance community revitalization.
- How well the project impacts the plan for downtown vitality.
- Level of community engagement in the development of the plan for downtown vitality and in the project selection.
- Level of support from the community for the project, as demonstrated by the level of Main Street participation and other evidence (e.g., how the community was engaged in establishing priorities for overall downtown revitalization and how the project meets these priorities).
- The capability of the applicant to complete the project.
- Level of local investment based on the strength of the matching share.
- The work plan is well developed and described and the corresponding cost estimates are reasonable and supported.
- Level of capacity to work with project leaders in designated local communities or downtown areas including, but not limited to local officials, business and property owners, or other partners.
- Project location in the state.
- Consistency with the Secretary of the Interior's Standards for Rehabilitation of Historic Properties.

PRIORITIES:

- Projects in the Accredited, Designated, or Affiliated tiers of the Oregon Main Street Network (Note: Tiers were updated in June 2022).



- Commercial buildings within designated Oregon Main Street Network communities that are also in Certified Local Government communities or local or National Register historic districts.
- Areas with the greatest need for designated Main Street area revitalization and economic development. These may include:
 - Area median income
 - % renters
 - % families below federal poverty rate
 - % individuals below federal poverty rate
 - Building vacancy rates
 - Business rates
 - Housing rates
- A minimum of 50% of the funds go to rural areas.
 - Outside acknowledged Portland Metro Urban Growth boundary
 - Outside acknowledged urban growth boundary of cities with a population of 30,000 or more
- Projects with a well-prioritized, clearly explained work plan with an appropriate level of detail and realistic cost estimates.
- Projects that achieve goals of the downtown plan.
- Organizations that demonstrate strong capacity to manage the grant and project.
- Projects located in traditionally underserved communities, including rural areas and communities that demonstrate significant financial barriers to redevelop or rehabilitate downtown areas.
- Geographic diversity.
- Project readiness, including matching dollar share in-hand.

REGISTER TO APPLY ONLINE: Visit the OPRD: Grants Online at www.oprdgrants.org to request an account and receive your login. Please use the instructions for OPRD: Grants Online which can be found at <http://www.oregon.gov/oprd/HCD/FINASST/Pages/grants.aspx>.

GRANT GUIDELINES: [Guidelines](#) include details on:

- Application questions
- Review and award process
- Reporting and reimbursement
- Administrative rules

ASSISTANCE:

Please read the Oregon Main Street Revitalization Grant Guidelines for details on the application, review, award and grant management. For assistance with grant questions, OPRD: Grants Online, translation or accessibility needs contact Kuri Gill, kuri.gill@oprd.oregon.gov, 503-986-0685.





Agenda Item

February 27, 2023

TO: Honorable Mayor and City Council (acting in its capacity as the Local Contract Review Board) through City Administrator

FROM: Curtis Stultz, Public Works Director

SUBJECT: **Award of Construction Contract for 2022-23 Spring Paving Project (Maintenance Project, Bid # 2022-08)**

RECOMMENDATION:

Award the construction contract for the 2022-23 Spring Paving Project to the lowest responsible and responsive bidder, Eagle-Elsner, Inc., in the amount of \$219,531.50 and approve an additional \$20,000 for this project as a contingency for potential change orders.

BACKGROUND:

The subject Maintenance Project is identified in the approved budget for fiscal year 2022-2023. This project involves maintenance of existing pavement at various locations throughout the City. This maintenance project includes the replacement of deteriorated pavement and the construction of asphaltic concrete overlays.

Bids for the 2022-23 Spring Paving Project were publicly opened February 17, 2023. Seven (7) responsible and responsive bids were received, and the results are as follows:

Eagle-Elsner, Inc.	\$219,531.50
K & L Industries	\$279,587.00
Knife River Corporation	\$281,479.00
S-2 Contractors, Inc.	\$288,752.00
Jesse Rodriguez Construction LLC	\$299,354.00
Roy Houck Construction LLC	\$328,002.50
North Santiam Paving Co.	\$378,000.00

The Engineer's Estimate for the project was: \$388,164.00

Agenda Item Review: City Administrator ___x___ City Attorney ___x___ Finance ___x___

The recommended award is approximately 44% lower than the Engineer's Estimate.

DISCUSSION:

The scope of work for the 2022-23 Spring Paving Project includes performing a "mill and fill" operation on Lincoln Street, from 1st Street to 5th Street; performing a "mill and fill" operation on 2nd Street, from Lincoln Street to Harrison Street; and constructing twelve (12) ADA-compliant curb ramps adjacent to the "mill and fill" areas.

A "mill and fill" is a structural pavement treatment that involves removing the existing surface layer with a milling machine, and then placing a new asphalt layer over the milled surface. This treatment is typically selected for pavements in poor condition, with good underlying structure, and where existing lines and grades must be maintained. "Mill and fill" operations commonly provide an additional 12-15 years of life expectancy to a roadway.

The contract award is in conformance with public contracting laws of the State of Oregon as outlined in ORS Chapter 279C, and the laws and regulations of the City of Woodburn; therefore, staff is recommending the contract be awarded.

FINANCIAL IMPACT:

The subject project is identified in the adopted fiscal year 2022/23 Budget and funded by the Street Other Repair & Maintenance Fund (Fund 140).



Agenda Item

February 27, 2023

TO: Honorable Mayor and City Council

FROM: Jamie Johnk, Economic Development Director

SUBJECT: **Business Oregon Economic Equity Investment Program (EEIP)**
City of Woodburn/North Marion Business Collaborative
Project: North Marion Small Business Assistance Program

RECOMMENDATION:

Authorize the City Administrator to execute the grant agreement if Business Oregon EEIP funding is awarded.

DISCUSSION:

The City of Woodburn had the opportunity to apply for a Business Oregon EEIP grant to fund the North Marion Small Business Assistance Program. The purpose of the Program is to work towards addressing the inequities of accessing resources and funding by small businesses in North Marion County. To do so, our EEIP application proposed to build off the work completed through the Rural Opportunity Initiatives project and to connect small businesses with resources, assistance and funding. This effort will entail hiring a qualified consultant to continue the outreach to businesses in North Marion County and provide one-on-one consultations and conduct a business assessment designed to identify business needs (i.e., funding, workforce, training, etc.).

The assessment will include a consultant review of the business's financial statements and business plan, as well as a tour of the operations and interview with the business owner. The business owner interview will identify plans for growth, timeline, resource needs, and identify any resource or assistance received. Once the assessment is complete, a report will be compiled with recommendations for resource needs and findings shared with the business. Connections will then be made between the business and resource providers (workforce, business training, funders) with a timeline for meeting with respective providers to receive assistance. Businesses in need of funding for improvements, expansions, equipment, capital, etc. will be connected with agencies and/or organizations that provide funding. The North Marion Small Business Assistance Program will provide "gap" funding to those businesses requiring a financial match for programs or to those that do not qualify for available programs. Providing funding

Agenda Item Review: City Administrator ☒ City Attorney ☒ Finance ☒

through this Program will ensure economic equity and will allow small businesses to grow and prosper.

Program funding will be available to businesses for improvements on existing buildings; to acquire property for business operations; purchase or upgrade equipment; for hiring and/or training employees; acquire inventory; and other qualifying business uses. Funding will be available to businesses through an application process (multi-lingual), with an agreement to issue the funds as a “forgivable loan”. Once the funds have been disbursed in the method for which was identified in the application agreement, the loan would be forgiven.

Emphasis will be given to culturally diverse small business sectors and owners challenged to acquire resource and funding assistance in an effort to bridge the gap of economic inequities. Through targeted marketing and outreach these businesses will be identified and evaluated for program participation. All program materials will be provided in English and Spanish, and when needed Russian.

Through this program, we anticipate conducting up to 50 assessments and connecting businesses to the various resources and services available to them through the Business Resource Partners group. For businesses in need of financial assistance, we anticipate assisting 25-30 businesses with forgivable loans up to \$10,000.

FINANCIAL IMPACT:

If the Business Oregon EEIP funding is awarded, the total fiscal impact would be \$404,450.



Economic Equity Investment Program Request for Grant Applications

Applicant Information

Organization				Authorized Signatory	
Legal Name				Name	
Street Address				Title	
City	St	Zip	County	Phone	Email
Mailing Address (if different than above)					
Street Address				Project Contact (if different from Signatory)	
City	St	Zip	County	Name	
Employees				Title	
# in Oregon		# outside Oregon		Phone	Email

Attachments

The following is a checklist of required PDF files that must be submitted along with this signed application form.

Application questions/narrative (no more than 6 single sided pages with at least 11 point font and 1" margins) that explains:

- Organizational overview
- Demonstrated need
- Project description and anticipated impacts
- Reporting and evaluation plan
- Budget narrative

Project budget that outlines anticipated expenses and other sources of revenue (form provided)

Demographic questionnaire about the applicant's organization (form provided). If part of a collaborative request, each of the main partners will need to complete the form.

Key personnel biographies

Three one-page letters of support: one from each of a client, peer organization/collaborator, and funder.

Signature

By signing this application I certify that the applicant has not received concurrent funding support from other sources that duplicates the purpose of the requested grant. All statements, attachments and information contained herein are true and correct to the best of my knowledge. I understand that this application will be re-viewed by Business Oregon and that submission of a complete application does not guarantee an award of grant funds.



Authorized Signatory (on behalf of applicant)

2/11/2023

Date

City Administrator

Printed Name & Title

93-6002 282

Federal Tax ID Number

All submission documents must be in PDF format.

Submit the Materials

Application materials should be submitted, along with the required attachments, by email to Economic.Equity@biz.oregon.gov with the subject line "**EEIP Grant Application – Applicant Name**". The size limit for any single e-mail is 15 MB. Compressed (zipped) files cannot be accepted, as Business Oregon's server is not able to receive them. Proposers may submit a proposal in more than one email if necessary to comply with the size limit.

Applications will not be accepted later than **11:59 PM PST Tuesday, February 21, 2023**

**ECONOMIC EQUITY INVESTMENT PROGRAM
CITY OF WOODBURN / NORTH MARION BUSINESS COLLABORATIVE
PROJECT: NORTH MARION SMALL BUSINESS ASSISTANCE PROGRAM**

ORGANIZATIONAL OVERVIEW

The City of Woodburn is submitting this EEIP application on behalf of the North Marion Business Collaborative for the North Marion Small Business Assistance Program.

The City of Woodburn is a culturally diverse, rural community located in Marion County. While conducting business outreach, Woodburn staff identified small business and entrepreneurial development opportunities throughout the region. When reaching out to businesses, determination was made that many small business owners/operators were unaware of the resources and services available assist with business development, expansion, and workforce needs. Identifying both the opportunity to growth small businesses and providing small businesses with resource and service assistance in multiple language formats, the North Marion Business Collaborative was engaged.

The North Marion Business Collaborative is a grassroots group comprised of city and business leaders collaborating to providing resources and assistance to small businesses and entrepreneurs in North Marion County. The Collaborative partners include the cities of Donald, St. Paul, Aurora, Hubbard, Gervais, Brooks, Silverton, Mt. Angel, Scotts Mills, and Woodburn. Agency partners in the Collaborative include (but are not limited to) Business Oregon, Marion County, SBDC, Chambers of Commerce, WorkSource Oregon, Willamette Workforce Partnership, Secretary of State, plus many more.

The City of Woodburn is a partner in the North Marion Business Collaborative and has experience working with culturally diverse small businesses, particularly those that are Latino/Latinx owned. Woodburn as well as North Marion County has a diverse business portfolio with small businesses, manufacturing, agricultural production, warehouse/distribution and professional services. North Marion County communities are demographically and culturally diverse with large Latino/Latinx and Russian populations. With this diversity, resource and services will be made available in multi-lingual formats in order to ensure equity and inclusion when working within the business community.

Woodburn Economic Development Department will provide staffing for the project and will serve as project manager, administrator, and fiscal agent. Economic Development staff has extensive experience working with diverse populations and has successfully implemented numerous multi-cultural programs to serve the North Marion communities. Woodburn received a Rural Opportunity Initiatives (ROI) grant from Business Oregon where we successfully convened more than 30 business resource and service partners to discuss where there are “gaps” in providing assistance to North Marion businesses. Additionally, outreach and surveys have been conducted to more than 1,300 North Marion

small business (50 or less employees) with an emphasis on Latino/Latinx owned businesses. Outreach yielded 80+ business survey responses and excellent attendance at the Business Resource Fairs.

Woodburn was also the recipient of a Business Oregon CDBG Rental and Utility Assistance grant which included the communities of Gervais, Hubbard, and Woodburn. Woodburn staff provided program development, project management and administration of the program. The success of the program was evident as it served 156 applicants and impacted 562 individuals and families.

Woodburn Economic Development staff have also applied for, managed and administered state grants, including (not limited to) Business Oregon SPWF Infrastructure grants, ODOT Immediate Opportunity (IOF) grant, Oregon Main Street Revitalization grants, Business Oregon CDBG grants for AWARE Food Bank and Family Resource Center, as well as numerous additional State, Marion County, foundation grants.

Lastly and most significant for the community and region, Woodburn has both Spanish and Russian speakers and translators on staff to ensure inclusive access to information.

DEMONSTRATED NEED

As mentioned previously, the City of Woodburn, on behalf of North Marion Business Collaborative, received a Business Oregon Rural Opportunity Initiatives (ROI) grant for the North Marion Partnership Project. This Project entailed convening business resource and service partners to identify where there are “gaps” in providing assistance to North Marion businesses. In addition, the Project conducted outreach and surveyed North Marion small business. This endeavor focused primarily on those businesses with 50 or less employees with an emphasis on Latino/Latinx owned businesses. After conducting outreach (via mailer and email) to more than 1,300 small businesses and receiving 80+ survey responses, we were able to conclude that there is a tremendous gap in awareness of services and resources available to businesses and that additional efforts are needed to connect small businesses to resources, specifically in multi-lingual formats.

To address this need, we offered businesses an opportunity to attend a Business Resource Fair designed to allow businesses to meet with service and resource providers one-on-one, receive information, and schedule follow-up meetings and/or calls. Translators were on-site to ensure language will not be a barrier to receiving information or services. Two Business Resource Fairs were held in the North Marion County region, an evening event was held in Brooks and a daytime event was held in Woodburn, both hosted by Chemeketa Community College.

With the success of the Project, the business resource providers have continued to meet monthly in order to continue networking and identifying opportunities to connect with North Marion businesses. Both fairs were well attended by service providers and businesses and a consensus of the partners is to host similar events bi-annually.

In an effort to continue ensuring equity and access to resources, we are in the process of developing a *Explore North Marion Business* website where businesses can find information and resource programs, assistance, and referrals. Once fully developed, this site will offer access in English and Spanish. Additional ROI funds have been requested in order to market the website ensuring all of North Marion businesses have an opportunity to identify resource and service. Marketing materials will be printed in English and Spanish.

A key finding of the outreach and interaction we have had with our small businesses has been that access to funding for capital improvements, equipment, and other business-related investment is a challenge. Business owners are finding that financial institutions are reluctant to make loans and government programs usually target larger businesses and have requirement that small Marion County businesses are not able to meet (i.e., increased employment, investment/equity, etc.). Though we find that then challenges are of concerns for many small businesses in North Marion, we found that the largest majority of businesses with these challenges are Latino/Latinx owned.

PROJECT DESCRIPTION AND ANTICIPATED IMPACTS

The City of Woodburn and North Marion Business Collaborative will work towards addressing the inequities discovered in the ROI project through the North Marion Small Business Assistance Program. To do so, we are proposing, through this EEIP funding request, to continue the work of the ROI project and establish additional assistance for small businesses in North Marion County to address inequities in obtaining funding and resource assistance.

To build off of the work completed through the ROI North Marion Partnership Project and to connect small businesses with resources, assistance and funding, Woodburn will hire a qualified consultant to work with city staff and the Collaborative to continue the outreach to businesses in North Marion County the project will offer one-on-one consultations and complete a business assessment designed to identify business needs (i.e., funding, workforce, training, etc.).

Woodburn will publish an RFP to identify a qualified consultant to work with North Marion businesses through the course of this project. Qualifications required will include (but not limited to) experience working with diverse communities; has a track record of small business interactions with an understanding of business needs; awareness of resources and services available to small businesses; bi-lingual/multi-lingual staff; and ability to complete the scope of work in the timeline allotted.

The assessment will include a consultant review of the business's financial statements and business plan, as well as a tour of the operations and interview with the business owner. The business owner interview will identify plans for growth, timeline, resource needs, and identify any resource or assistance received. Once the assessment is complete, a report will be compiled with recommendations for resource needs and findings shared with the business. Connections will then be made between the business and resource

providers (workforce, business training, funders) with a timeline for meeting with respective providers to receive assistance. Businesses in need of funding for improvements, expansions, equipment, capital, etc. will be connected with agencies and/or organizations that provide funding. The North Marion Small Business Assistance Program will provide “gap” funding to those businesses requiring a financial match for programs or to those that do not qualify for available programs. Providing funding through this Program will ensure economic equity and will allow small businesses to grow and prosper.

Program funding will be available to businesses for improvements on existing buildings; to acquire property for business operations; purchase or upgrade equipment; for hiring and/or training employees; acquire inventory; and other qualifying business uses. Funding will be available to businesses through an application process (multi-lingual), with an agreement to issue the funds as a “forgivable loan”. Once the funds have been disbursed in the method for which was identified in the application agreement, the loan would be forgiven.

Emphasis will be given to culturally diverse small business sectors and owners challenged to acquire resource and funding assistance in an effort to bridge the gap of economic inequities. Through targeted marketing and outreach these businesses will be identified and evaluated for program participation. All program materials will be provided in English and Spanish, and when needed Russian.

Through this program, we anticipate conducting up to 50 assessments and connecting businesses to the various resources and services available to them through the Business Resource Partners group. For businesses in need of financial assistance, we anticipate assisting 25-30 businesses with forgivable loans up to \$10,000.

REPORTING AND EVALUATION PLAN

With an emphasis on culturally diverse small business sectors and owners challenged to acquire resource and funding assistance in an effort to bridge the gap of economic inequities, we will target our marketing and outreach efforts to businesses identified and evaluated for program participation.

Throughout the course of this program, documentation and reporting will be conducted on the findings of business assessments, referrals made, forgivable loans awarded, and businesses served. As the program is implemented and businesses are served, regular evaluation will be conducted to ensure equitability and, when necessary, adjustments to the program will be made.

The consultant will work closely with Woodburn staff and a project task force comprised of business resource partners, partnering cities, and business leaders. The task force will participate in the development of the business assessment and funding application and eligibility criteria. In addition, the task force will review assessment reports and approve recommendations and/or funding to eligible businesses.

Woodburn economic development staff will serve as the administrator and project manager and will submit required reports to Business Oregon. The City of Woodburn will also serve as the fiscal agent for the EEIP funds.

BUDGET NARRATIVE

The City of Woodburn is committed to support this project and in so doing has allocated economic development staff to administer, manage, and assume fiscal responsibility for this project. The Economic Development Director will administer and provide financial oversight of the project, while the City's Economic Development Project Manager and support staff will provide project management and work hands on with the consultant hired to complete the project scope of work.

The City has committed \$95,622 in staff time and for materials, printing, and supplies (staff time-\$91,872, supplies-\$3,750).

We are requesting EEIP funding of \$404,450; of which \$325,000 would be awarded to small businesses in the form of forgivable loans; \$72,000 would be utilized to hire a qualified consultant to complete business assessments and to administer the forgivable loan program; with an additional \$7,450 for materials, printing, and supplies.

Economic Equity Investment Program
City of Woodburn / North Marion Business Collaborative
Project: North Marion Small Business Assistance Program

Project Budget

Revenue Sources:			
Describe other sources of funding in the budget narrative.			
Source of Funds	Other Source Budget	EEIP Budget	Total Budget
Business Oregon EEIP Grant		\$404,450	\$404,450
City of Woodburn	\$95,622		\$95,622
Total Revenue Sources	\$95,622	\$404,450	\$500,072
Expenses:			
Pass Through (if applicable): Pass-through expenses are funds that will go directly or indirectly to eligible beneficiaries (e.g., matching savings plans)			
Pass Through (If applicable)	Other Source Budget	EEIP Budget	Total Budget
Small Business Forgivable Loans	\$0	\$325,000	\$325,000
Total Pass Through	\$0	\$325,000	\$325,000
Operational			
Operational expenses are the funds needed to cover the costs of operations to implement the program (such as staff/consultants, benefits, taxes, materials/supplies, outreach, equipment and tracking/reporting)			
Staff Position & Pay Rate	Other Source Budget	EEIP Budget	Total Budget
Economic Development Director (\$68/hr)	\$34,272	\$0	\$34,272
Economic Development Staff (\$52/hr)	\$29,952	\$0	\$29,952
Economic Development Staff (\$32/hr)	\$27,648	\$0	\$27,648
Consultants / Professional Services	Other Source Budget	EEIP Budget	Total Budget
Contractors	\$0	\$72,000	\$72,000
Outreach (Not to exceed 5% of total budget)	Other Source Budget	EEIP Budget	Total Budget
Events / Campaign	\$2,500	\$5,200	\$7,700
Materials / Supplies (Must be documented / retain invoices)	Other Source Budget	EEIP Budget	Total Budget
Printing / Marketing Materials	\$1,250	\$2,250	\$3,500
Equipment/Technology (Must be documented / retain invoices)	Other Source Budget	EEIP Budget	Total Budget

Tracking/Reporting	Other Source Budget	EEIP Budget	Total Budget
Write in Tracking/Reporting	\$0	\$0	\$0
Write in Tracking/Reporting	\$0	\$0	\$0
Total Operational	\$95,622	\$79,450	\$175,072
Indirect Expenses Those expenses not directly attributable to the project but incurred for the general operation of the organization, such as accounting, HR, payroll, etc. Indirect expenses shall not to exceed 15% of the operational expenses			
Expense Item	Other Source Budget	EEIP Budget	Total Budget
Administration / indirect	\$0	\$0	\$0
Total Indirect	\$0	\$0	\$0
Total Expenses (Not to exceed 15% of the operational expenses)	\$95,622	\$79,450	\$175,072

Demographic Questionnaire

To be completed by business owners or organizational executives. We encourage you to answer the voluntary demographic questions below. Answers to the questions will help Business Oregon track programmatic outcomes and deliver on our agency vision to advance economic opportunity for all Oregonians. Your responses will only be reported in aggregate. Aggregated data gathered over time may be used to inform future outreach to certain demographic communities or to help the agency think about new program design over time. Submission of this information is voluntary. The information, or declining to provide it, will not subject you to any adverse treatment and will have no impact on agency decision making regarding qualifications for any program or service. Please note that this information may be subject to public disclosure pursuant to Oregon Public Records Law.

Applicant Business or Organization Name

Personal Information

Owner Name

What is your business ownership percentage?

What is your race? Select all that apply:

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Pacific Islander

White

Prefer not to answer

Other (please specify)

What is your ethnicity? Select one:

Hispanic/Latino

Non-Hispanic/Latino

Prefer not to answer

Please describe your ancestry or cultural identity (example: Russian, Vietnamese, Somali, German, Hmong, Mexican, etc.):

Prefer not to answer

What is your gender?

Female

Male

Other (please specify):

Prefer not to answer

Are you a person with a disability, per the definition below?

The Equal Employment Opportunity Commission (EEOC) defines a covered disability under the Americans with Disabilities Act (ADA) as a physical or mental impairment that substantially limits one or more major life activities, a history of having such an impairment, or being regarded as having such an impairment.

Yes

No

Prefer not to answer

Have you ever served in the U.S. Armed Forces, Reserves, or National Guard (including currently)?

Yes

No

Prefer not to answer

Are you a member of a federally recognized tribe?

Yes (please specify)

No

Prefer not to answer

**ECONOMIC EQUITY INVESTMENT PROGRAM
CITY OF WOODBURN / NORTH MARION BUSINESS COLLABORATIVE
PROJECT: NORTH MARION SMALL BUSINESS ASSISTANCE PROGRAM**

KEY PERSONNEL BIOGRAPHY

Jamie Johnk is the Economic Development Director for the City of Woodburn and will serve as the key staff working on this project. Ms. Johnk's role with the City entails a full spectrum of economic development related activities including, but not limited to, business assistance, retention, expansion and recruitment; downtown revitalization; workforce development; employment lands assessments; and urban renewal management. Prior to working in Woodburn, Jamie was with Clackamas County Business & Economic Development Department for nearly ten years and worked in rural communities throughout the state prior to that. With more than 25 years' experience, Ms. Johnk is well versed in the economic development field.

During her tenure in Woodburn, Ms. Johnk has managed projects and programs as well as written, administered, developed, and managed numerous grants funded project. Some of those projects have included, but not limited to, Business Oregon CDBG Grants (Rental/Utility Assistance, AWARE Food Bank, Family Resource Center); Business Oregon SPWF Infrastructure grants; Business Oregon Rural Opportunity Initiates (ROI) grants; ODOT Immediate Opportunity Fund (IOF) grant; Oregon Main Street Revitalization grants; as well as additional State, county, regional, and foundation grants.



February 17, 2023

Business Oregon
775 Summer Street, NE Ste. 200
Salem, OR 97301

**RE: ECONOMIC EQUITY INVESTMENT PROGRAM
CITY OF WOODBURN / NORTH MARION BUSINESS COLLABORATIVE
PROJECT: NORTH MARION SMALL BUSINESS ASSISTANCE PROGRAM**

As a North Marion Business Collaborative partner, I would like to express my support for the City of Woodburn's Economic Equity Investment Program (EEIP) funding request for the North Marion Small Business Assistance Program.

We have seen a great deal of success with the efforts of the RDI North Marion Partnership Project in connecting small businesses with resources and assistance and the EEIP funding request would allow the efforts to continue.

The Silverton Chamber of Commerce will continue to actively participate with the City of Woodburn and the Business Collaborative to connect with and provide resources needed to small businesses in the region.

Identifying and assisting culturally diverse small business sectors and owners is of key interest to our efforts as we strive to bridge the gap of economic inequities throughout the North Marion region.

Should you have any questions or require further clarification, please do not hesitate to reach out to me.

Sincerely,

A handwritten signature in black ink that reads "Stacy Palmer". The signature is written in a cursive, flowing style.

Stacy Palmer, IOM
Executive Director



CITY OF GERVAIS

592 Fourth Street/PO Box 329, Gervais, Oregon 97026-0329
503-792-4900 Administration Office; 503-792-3791 Fax
Text Tel. (TTY) 1-800-735-2900 Spanish (TTY/V) 1-800-735-3896

February 17, 2023

Business Oregon
775 Summer Street, NE Ste. 200
Salem, OR 97301

RE: ECONOMIC EQUITY INVESTMENT PROGRAM
CITY OF WOODBURN / NORTH MARION BUSINESS COLLABORATIVE
PROJECT: NORTH MARION SMALL BUSINESS ASSISTANCE PROGRAM

As a North Marion Business Collaborative partnering city, I would like to express my support for the City of Woodburn's Economic Equity Investment Program (EEIP) funding request for the North Marion Small Business Assistance Program.

We have seen a great deal of success with the efforts of the ROI North Marion Partnership Project in connecting small businesses with resources and assistance and the EEIP funding request would allow the efforts to continue.

The City of Gervais will continue to actively participate with the City of Woodburn and the Business Collaborative to connect with and provide resources to small businesses in the region.

Identifying and assisting culturally diverse small business sectors and owners is of key interest to our efforts as we strive to bridge the gap of economic inequities throughout the North Marion region.

Should you have any questions or require further clarification, please do not hesitate to reach out to me.

Sincerely,

Susie Marston
City Manager

The City of Gervais is an Equal Opportunity Provider and Employer. Complaints of discrimination should be sent to: USDA, Director, Office of Civil Rights, Washington, DC 20250-9410



Marion County
OREGON

Board of Commissioners

(503) 588-5212
(503) 588-5237 - FAX

BOARD OF
COMMISSIONERS

Colm Willis, Chair
Kevin Cameron
Danielle Bethell

CHIEF
ADMINISTRATIVE
OFFICER
Jan Fritz

February 21, 2023

Business Oregon
775 Summer Street, NE Ste. 200
Salem, OR 97301

**RE: Economic Equity Investment Program City of Woodburn/North Marion
Business Collaborative Project: North Marion Small Business Assistance Program**

As a North Marion Business Collaborative partner I would like to express my support for the City of Woodburn's Economic Equity Investment Program (EEIP) funding request for the North Marion Small Business Assistance Program.

We have seen a great deal of success with the efforts of the ROI North Marion Partnership Project in connecting small businesses with resources and assistance and the EEIP funding request would allow the efforts to continue.

Marion County Economic Development staff will continue to actively participate with the City of Woodburn and the Business Collaborative to connect with and provide resources need to small business in the region.

Identifying and assisting culturally diverse small business sectors and owners is of key interest to Marion County as we strive to bridge the gap of economic inequities throughout the region.

Should you have any questions or require further clarification, please do not hesitate to reach out to me.

Sincerely,

Colm Willis, Chair
Commissioner

Kevin Cameron
Commissioner

Danielle Bethell
Commissioner