



**Regular Session**

**RS**

**Milwaukie City Council**

## COUNCIL REGULAR SESSION

City Hall Council Chambers, 10501 SE Main Street  
& Zoom Video Conference ([www.milwaukieoregon.gov](https://www.milwaukieoregon.gov))

2421<sup>st</sup> Meeting

## REVISED AGENDA

MARCH 4, 2025

(Revised February 28, 2025)

**Council will hold this meeting in-person and by video conference.** The public may come to City Hall, join the Zoom webinar, or watch on the [city's YouTube channel](#) or Comcast Cable channel 30 in city limits. For Zoom login visit <https://www.milwaukieoregon.gov/citycouncil/city-council-regular-session-2>. Written comments may be delivered to City Hall or emailed to [ocr@milwaukieoregon.gov](mailto:ocr@milwaukieoregon.gov).

**Note:** agenda item times are estimates and are subject to change.

Page #

1. **CALL TO ORDER** (6:30 p.m.)
  - A. Pledge of Allegiance
  - B. Native Lands Acknowledgment
2. **ANNOUNCEMENTS** (6:31 p.m.) 3
3. **PROCLAMATIONS AND AWARDS**
  - A. **Women's History Month – Proclamation** (6:35 p.m.) 6  
Presenter: Milwaukie Historical Society
4. **SPECIAL REPORTS**
  - A. **Volunteer of the Year 2024 Selection** (6:40 p.m.) 8  
Staff: Jason Wachs, Community Engagement Coordinator
5. **COMMUNITY COMMENTS** (7:00 p.m.)  
To speak to Council, please submit a comment card to staff. Comments must be limited to city business topics that are not on the agenda. A topic may not be discussed if the topic record has been closed. All remarks should be directed at the whole Council. The presiding officer may refuse to recognize speakers, limit the time permitted for comments, and ask groups to select a spokesperson. **Comments may also be submitted in writing before the meeting, by mail, e-mail (to [ocr@milwaukieoregon.gov](mailto:ocr@milwaukieoregon.gov)), or in person to city staff.**
6. **CONSENT AGENDA** (7:05 p.m.)  
Consent items are not discussed during the meeting; they are approved in one motion and any Council member may remove an item for separate consideration.
  - A. **Approval of Council Meeting Minutes of:** 11
    1. January 31, 2025, Council retreat,
    2. February 1, 2025, Council retreat,
    3. February 4, 2025, work session, and
    4. ~~February 4, 2025, regular session.~~ (removed from the agenda)
  - B. **Adoption of Update Citizens Utility Advisory Board Bylaws – Resolution** 15
  - C. **Appointments to the Planning Commission – Resolution** 23
  - D. **Adoption of the 2025 Council Committee Assignments – Motion** 26

7. **BUSINESS ITEMS**
  - A. **None Scheduled.**
8. **PUBLIC HEARINGS**
  - A. **Quarterly Budget Review and Adjustment – Resolution (7:10 p.m.)** **31**  
Staff: Emma Sagor, City Manager, and  
Michael Osborne, Finance Director
9. **COUNCIL REPORTS** **37**
  - A. **Legislative and Regional Issues – Discussion (7:40 p.m.)**  
Staff: Scott Stauffer, City Recorder
10. **ADJOURNMENT (7:55 p.m.)**

**Milwaukie Redevelopment Commission (MRC) Meeting.** After the regular session, Council will meet as the MRC. For information about the MRC meeting visit <https://www.milwaukieoregon.gov/bc-rc/redevelopment-commission-1>.

#### **Meeting Accessibility Services and Americans with Disabilities Act (ADA) Notice**

The city is committed to providing equal access to public meetings. To request listening and mobility assistance services contact the Office of the City Recorder at least 48 hours before the meeting by email at [ocr@milwaukieoregon.gov](mailto:ocr@milwaukieoregon.gov) or phone at 503-786-7502. To request Spanish language translation services email [espanol@milwaukieoregon.gov](mailto:espanol@milwaukieoregon.gov) at least 48 hours before the meeting. Staff will do their best to respond in a timely manner and to accommodate requests. Most Council meetings are broadcast live on the [city's YouTube channel](#) and Comcast Channel 30 in city limits.

#### **Servicios de Accesibilidad para Reuniones y Aviso de la Ley de Estadounidenses con Discapacidades (ADA)**

La ciudad se compromete a proporcionar igualdad de acceso para reuniones públicas. Para solicitar servicios de asistencia auditiva y de movilidad, favor de comunicarse a la Oficina del Registro de la Ciudad con un mínimo de 48 horas antes de la reunión por correo electrónico a [ocr@milwaukieoregon.gov](mailto:ocr@milwaukieoregon.gov) o llame al 503-786-7502. Para solicitar servicios de traducción al español, envíe un correo electrónico a [espanol@milwaukieoregon.gov](mailto:espanol@milwaukieoregon.gov) al menos 48 horas antes de la reunión. El personal hará todo lo posible para responder de manera oportuna y atender las solicitudes. La mayoría de las reuniones del Consejo de la Ciudad se transmiten en vivo en el [canal de YouTube de la ciudad](#) y el Canal 30 de Comcast dentro de los límites de la ciudad.

#### **Executive Sessions**

The City Council may meet in executive session pursuant to Oregon Revised Statute (ORS) 192.660(2); all discussions are confidential; news media representatives may attend but may not disclose any information discussed. Final decisions and actions may not be taken in executive sessions.



## COUNCIL REGULAR SESSION

City Hall Council Chambers, 10501 SE Main Street  
& Zoom Video Conference ([www.milwaukieoregon.gov](http://www.milwaukieoregon.gov))

2421<sup>st</sup> Meeting

## MINUTES

MARCH 4, 2025

**Council Present:** Councilors Adam Khosroabadi, Robert Massey, Rebecca Stavenjord, and Council President Will Anderson, and Mayor Lisa Batey

<b>Staff Present:</b> Joseph Briglio, Assistant City Manager	Emma Sagor, City Manager
Matt Deeds, Assistant Finance Director	Scott Stauffer, City Recorder
Justin Gericke, City Attorney	Jason Wachs, Community Engagement Coordinator
Michael Osborne, Finance Director	

**Mayor Batey** called the meeting to order at 6:32 p.m.

### 1. CALL TO ORDER

**A. Pledge of Allegiance.**

**B. Native Lands Acknowledgment.**

### 2. ANNOUNCEMENTS

**Mayor Batey** announced upcoming activities, including the annual board and committee recruitment, the grand opening of Balfour, Bowman-Brae, and Scott parks, clean-up events at Minthorn Springs and Elk Rock Island, weekly outreach services at the Ledding Library, and a repair fair.

**Mayor Batey** read a peace-themed haiku poem.

### 3. PROCLAMATIONS AND AWARDS

**A. Women's History Month – Proclamation**

**Steve Bennett, Seyona Belai, and Linda Carr** Milwaukie Historical Society members, remarked on the important role women have played in Milwaukie history, and **Mayor Batey** proclaimed March to be Women's History Month.

### 4. SPECIAL REPORTS

**A. Volunteer of the Year 2024 Selection**

**Wachs** provided an overview of the Volunteer of the Year award history, the nomination process, explained how Council would select the 2024 award recipient, and noted the 2025 Volunteer Appreciation dinner.

Council introduced and remarked on each nominee and participated in a ranked choice voting (RCV) process. **Mayor Batey** announced that Milwaukie resident Pam Denham had been selected to be the 2024 Volunteer of the Year.

### 5. COMMUNITY COMMENTS

**Mayor Batey** reviewed the comment procedures. **Sagor** reported that in follow-up to February 18 comments, planning department staff had confirmed where a requested Historical Assets Inventory was prioritized on the department's work plan, and community development staff had met with Gene Monaco regarding the annexation and



development of property owned by Monaco. **Sagor** noted that Council had received a request from the Downtown Association of Milwaukie (DAM) to support a Main Street grant for the Rexall Building. **Mayor Batey** suggested Council consider the request later in the meeting. No audience member wished to address Council.

## **6. CONSENT AGENDA**

It was moved by Councilor Stavenjord and seconded by Councilor Khosroabadi to approve the Consent Agenda as presented.

### **A. City Council Meeting Minutes:**

1. January 31, 2025, Council retreat,
2. February 1, 2025, Council retreat, and
3. Revised February 4, 2025, work session.
4. ~~February 4, 2025, regular session.~~ (removed from the agenda)

### **B. Resolution 16-2025: A resolution of the City Council of the City of Milwaukie, Oregon, amending the Citizens Utility Advisory Board (CUAB) Bylaws.**

### **C. Resolution 17-2025: A resolution of the City Council of the City of Milwaukie, Oregon, making appointments to the Planning Commission.**

### **D. A motion adopting the 2025 City Council Committee assignments.**

Motion passed with the following vote: Councilors Anderson, Khosroabadi, Massey, and Stavenjord and Mayor Batey voting “aye.” [5:0]

## **7. BUSINESS ITEMS**

### **A. None Scheduled.**

## **8. PUBLIC HEARING**

### **A. Quarterly Budget Review and Adjustment – Resolution**

Call to Order: **Mayor Batey** called the public hearing on the proposed budget adjustments, to order at 7:19 p.m.

Purpose: **Mayor Batey** announced that the purpose of the hearing was to receive a staff update and consider adopting proposed budget adjustments.

Conflict of Interest: No Council member declared a conflict of interest.

Staff Presentation: **Osborne** explained that Council was asked to adopt a budget transfer resolution to cover salary and benefit increases agreed to in the collective bargaining agreement with the American Federation of State, County, and Municipal Employees (AFSCME), move federal American Recovery Plan Act (ARPA) funds to cover staff changes and Milwaukie Police Department (MPD) vehicle purchases.

Hearing Procedures: **Mayor Batey** reviewed the hearing procedures.

Audience Testimony: No audience member wished to speak to Council.

Close Public Comment: It was moved by Councilor Stavenjord and seconded by Councilor Khosroabadi to close the public comment part of the budget adjustment hearing. Motion passed with the following vote: Councilors Anderson, Khosroabadi, Massey, and Stavenjord and Mayor Batey voting “aye.” [5:0]

**Mayor Batey** closed the public comment part of the hearing at 7:28 p.m.

Council Decision: It was moved by Councilor Stavenjord and seconded by Councilor Khosroabadi to adopt the resolution authorizing budget supplemental for the 2025-2026 biennium.

**Resolution 18-2025:**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILWAUKIE, OREGON, AUTHORIZING BUDGET SUPPLEMENTAL FOR THE 2025-2026 BIENNIUM.**

## **9. COUNCIL REPORTS**

### **A. Legislative and Regional Issues – Discussion**

**Stauffer** provided an update on state legislation the city and Council tracked during the 2025 state legislative session. The group discussed the tracked bills and noted letters sent by Council regarding the bills.

Council discussed a letter proposed by Councilor Khosroabadi regarding Portland General Electric (PGE) utility rates that could be adapted to address Oregon Senate Bill (SB) 88. It was Council consensus that individual Council members could submit the utility rate letter if they wished, and Councilor Khosroabadi and Council President Anderson would revise the letter for future Council consideration.

### **Council Reports**

**Councilor Stavenjord** reported on recent Milwaukie Redevelopment Commission (MRC) Community Advisory Committee (MRCCAC) work which included an update on the urban renewal area (URA) business grants program. The group remarked that the request from DAM for a letter of support for a grant application would be discussed during the MRC meeting.

**Councilor Khosroabadi** noted state legislation the North Clackamas County Chamber of Commerce planned to support or oppose and upcoming Chamber events.

**Council President Anderson** noted a possible future meeting with Sauna Glo and the group noted the possibility of other sauna businesses opening in Milwaukie. **Anderson** reported that the Transportation System Plan Advisory Committee (TSPAC) was soliciting public feedback through the Engage Milwaukie website.

**Sagor** suggested Council should consider DAM's request as Council and not as the MRC. **Mayor Batey** proposed that two Council members draft a letter of support for DAM's grant request. It was Council consensus that Councilor Khosroabadi and Mayor Batey would draft a letter for Council to sign supporting the grant application.


## **10. ADJOURNMENT**

**Mayor Batey** announced that after the meeting, Council would meet as the MRC.

**It was moved by Councilor Stavenjord and seconded by Councilor Khosroabadi to adjourn the Regular Session. Motion passed with the following vote: Councilors Anderson, Khosroabadi, Massey, and Stavenjord and Mayor Batey voting "aye." [5:0]**

**Mayor Batey** adjourned the meeting at 8:07 p.m.

Respectfully submitted,



Scott Stauffer, City Recorder

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**RS Agenda Item**

**2**

## **Announcements**

## Native Lands Acknowledgment

*The City of Milwaukie respectfully acknowledges that our community is located on the ancestral homeland of the Clackamas people. In 1855, the surviving members of the Clackamas signed the Willamette Valley Treaty also known as the Kalapuya etc. Treaty with the federal government in good faith. We offer our respect and gratitude to the indigenous people of this land.*



# Grand Opening!

# Let Your Community Spirit Soar!



## Join a BOARD or COMMITTEE

[milwaukieoregon.gov/bc](http://milwaukieoregon.gov/bc)

## Mayor's Announcements – March 4, 2025

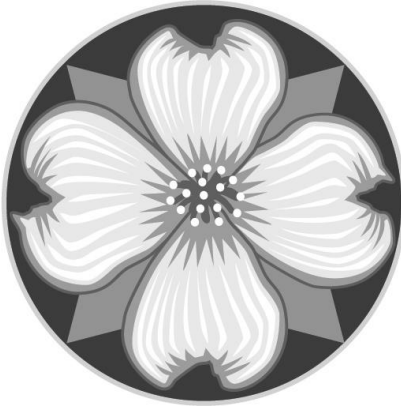
- **Annual Board and Committee Recruitment – Application Deadline April 1**
  - Online form to apply is at [onboard.milwaukieoregon.gov](http://onboard.milwaukieoregon.gov)
  - Questions, send an email to [ocr@milwaukieoregon.gov](mailto:ocr@milwaukieoregon.gov) or call 503-786-7502
- **Grand Opening Celebrations for Three New Parks – Sat., Mar. 8 (12-3:30 PM)**
  - Save the date for these events. More details to come.
    - Balfour Park (3103 SE Balfour St.), 12 - 2 PM
    - Bowman-Brae Park (4267 SE Bowman St.), 12:30 – 2:30 PM
    - Scott Park (10660 SE 21<sup>st</sup> Ave.), 1:30 – 3:30 PM (Formal remarks at 2 PM)
- **Minthorn Springs Volunteer Restoration Event – Sat., Mar. 8 (9:30 AM – 12 PM)**
  - Join the Wetland's Conservancy at monthly cleanups.
  - Tools, snacks, and gloves provided.
  - Check the city calendar at the link below to learn more and RSVP.
- **Weekly Outreach at Ledding Library – Next one is Tue., Mar. 11 (10 AM to 12 PM)**
  - Anyone can stop by for assistance with basic needs (housing, utilities, employment, food access, etc.), referrals, and resources.
  - Ledding Library is located at 10660 SE 21<sup>st</sup> Ave. in downtown Milwaukie.
- **Elk Rock Island Volunteer Restoration Event – Sat., Mar. 15 (9:30 AM – 12 PM)**
  - Volunteer to help remove ivy and other invasive plants while picking up litter.
  - Wear your mud gear, bring a water bottle, gloves and your favorite digging or clipping tools.
  - Event organizers have snacks, trash bags, and trash pickers.
  - Meet at SE 19<sup>th</sup> Ave. and SE Sparrow St. at 9:30 a.m. to get started.
- **Repair Fair – Sat., Mar. 15 (10 AM – 1 PM)**
  - A free community event that brings volunteers with fixing skills and people with broken items together.
  - Questions about what can be repaired can be emailed to [sustainability@clackamas.us](mailto:sustainability@clackamas.us).
  - Ledding Library (10660 SE 21<sup>st</sup> Ave.)

• **LEARN MORE AT [WWW.MILWAUKIEOREGON.GOV](http://WWW.MILWAUKIEOREGON.GOV) OR CALL 503-786-7555**

All I want is peace  
But yet all I see, madness  
Until the truth comes

-Anonymous-

Share your Milwaukie Haiku!  
Email yours to [bateyl@milwaukieoregon.gov](mailto:bateyl@milwaukieoregon.gov)



**RS Agenda Item**

**3**

## **Proclamations & Awards**



## PROCLAMATION

**WHEREAS** each year, since 1987, the United States observes Woman's History Month, a month-long celebration every March to acknowledge the struggles and contributions of women of every race, class, and ethnic background, and

**WHEREAS** women have played and continue to play critical economic, cultural, and social roles in every sphere of society by constituting a significant portion of the labor force and unpaid labor working inside and outside the home, and

**WHEREAS** women courageously make up a majority of our essential workforce in several occupations, including health care, education, agriculture, social and administrative services, and

**WHEREAS** Milwaukie women have played a unique role throughout the history of the city by providing most of the volunteer labor force of the city, serving our country in the national and state armed forces, and the establishment of early charitable, philanthropic, and cultural institutions, and

**WHEREAS** women have been leaders, not only in securing their own rights of suffrage and equal opportunity, but also in the industrial labor movement, the civil rights movements, and especially the peace movement, and

**WHEREAS** despite these contributions, the role of women in Milwaukie, Oregon, and our national histories, has been overlooked and undervalued.

**NOW, THEREFORE**, I, Lisa M. Batey, Mayor of the City of Milwaukie, a municipal corporation in the County of Clackamas, in the State of Oregon, and with the full support and sponsorship of the Milwaukie Historical Society, do hereby proclaim **MARCH 2025** to be **WOMEN'S HISTORY MONTH** in Milwaukie and do recommend its observance with appropriate programs, ceremonies, and activities.

**IN WITNESS WHEREOF**, and with the consent of the City Council of the City of Milwaukie, I have hereunto set my hand on this 4<sup>th</sup> day of **March 2025**.

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Lisa M. Batey, Mayor

ATTEST:

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Scott Stauffer, City Recorder

MILWAUKIE  
**WOMEN'S**  
HISTORY MONTH



**RS Agenda Item**

**4**

## **Special Reports**

## COUNCIL STAFF REPORT

**To:** Mayor and City Council  
Emma Sagor, City Manager

**Date Written:** Feb. 18, 2025

**Reviewed:** Jordan Imlah, Communication Program Manager

**From:** Jason Wachs, Community Engagement Coordinator

**Subject:** **2024 Volunteer of the Year Award Nominations**

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### ACTION REQUESTED

Council is asked to review nomination forms and select a winner to receive the 2024 Volunteer of the Year award.

### HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

The nomination process began November 27, 2024, and closed February 12, 2025.

The following community members were nominated for the award. Nominees are listed in alphabetical order by last name. Staff provided Council with the nomination forms under separate cover February 21.

- David Aschenbrenner (2015 Volunteer of the Year)
- Jamie Berry
- Pam Denham
- Amy Erdt
- Joshua Freeman
- Darlene Fritsche
- Terri Geier-Brindell
- Terri Geier-Brindell and Pam Denham (both nominated as individuals and as a team)
- Virginia Pai
- Colleen Rockwell
- Rebecca Stayner

Nominees could include anyone who resides in Milwaukie or are members of a non-profit organization/business that serves the Milwaukie community. The winner is chosen according to the following criteria:

- Longevity of service to the community.
- Volunteer service during calendar year 2024 within the nominee's total volunteer efforts.
- Service within Milwaukie city limits.

The volunteer service for which the person(s) is nominated does not have to be specifically in a city volunteer capacity (i.e., board, commission, committee, neighborhood district association (NDA), etc.). However, some contribution to a city-related activity within the nominee's total effort is preferred.

The 2024 Volunteer of the Year will be recognized and thanked at the 2025 Volunteer Appreciation Dinner. The winner is also featured in The Pilot newsletter and on the city's social media accounts.

### **BUDGET AND WORKLOAD IMPACTS**

The 2025 Volunteer Appreciation Dinner will cost approximately \$8,000. The winner receives an engraved award at a minimal cost. The other budgetary impact is primarily staff time to obtain nominations and organize the event.

### **CLIMATE IMPACT**

The climate impact of choosing a volunteer of the year is negligible. The volunteer appreciation dinner includes a catered dinner at North Clackamas Park, which results in some waste, but it is minimized as much as possible by using reusable and/or compostable products, if possible. Most attendees travel to the event by car, but carpooling and using other forms of transportation is encouraged.

### **EQUITY IMPACT**

The volunteer of the year process works to obtain as many nominations as possible each year from a diverse range of community members. This includes those who volunteer directly with the city, but also those who volunteer for local non-profits and other community groups. Staff work to ensure that anyone interested in submitting a nomination can do so, whether or not they have the tools to do so through Engage Milwaukie. While these are stated goals each year for the nomination process, staff also recognize that more can be done to ensure a more diverse group of community members is nominated.

### **COORDINATION, CONCURRENCE, OR DISSENT**

City manager's office staff reviewed award nominations for accuracy, completeness, and compliance with program requirements.

### **STAFF RECOMMENDATION**

Staff recommends that city council select a recipient for the 2024 volunteer of the year award.

### **ALTERNATIVES**

Council can decline to name a recipient for the 2024 volunteer of the year award.

### **ATTACHMENTS**

1. Nomination forms provided under separate cover.

# 2024 Volunteer of the Year Award



# Background

- Volunteer of the Year Award began in 2012
- **Past winners:**
  - Samantha Swindler - 2023
  - Elizabeth Start - 2022
  - Brandi and Tom Johnson - 2021
  - Hamid Shibata Bennett - 2020
  - Lisa & Stephan Lashbrook - 2019
  - Greg Hemer - 2018
  - Lisa Gunion-Rinker - 2017
  - Joel Bergman - 2016
  - David Aschenbrenner - 2015
  - Alicia Hamilton - 2014
  - Dion Shepard - 2013
  - Ed Zumwalt – 2012



# 2024 Nominations

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- The nomination process for 2024 began on Nov. 27, 2024 and ended on Feb. 12, 2025
- Ten individual community members were nominated. Two were nominated as individuals and as a team. Listed in alphabetical order by last name:
  - David Aschenbrenner (Winner in 2015)
  - Jamie Berry
  - Pam Denham
  - Amy Erdt
  - Joshua Freeman
  - Darlene Fritsche
  - Terri Geier-Brindell
  - Terri Geier-Brindell & Pam Denham (both nominated as individuals and as a team)
  - Virginia Pai
  - Colleen Rockwell
  - Rebecca Stayner





# Criteria for Choosing the Winner

- Anyone who resides in Milwaukie or members of a non-profit organization/business that serves the Milwaukie community
- Longevity of service to the community
- Some contribution of volunteer service in 2024 within the nominee's total volunteer efforts
- Service within the city limits of Milwaukie
- Some contribution to a city related activity within the total effort is preferred (i.e. board, commission, committee, NDA, etc.), but not required



# Thanking and Honoring the Winner

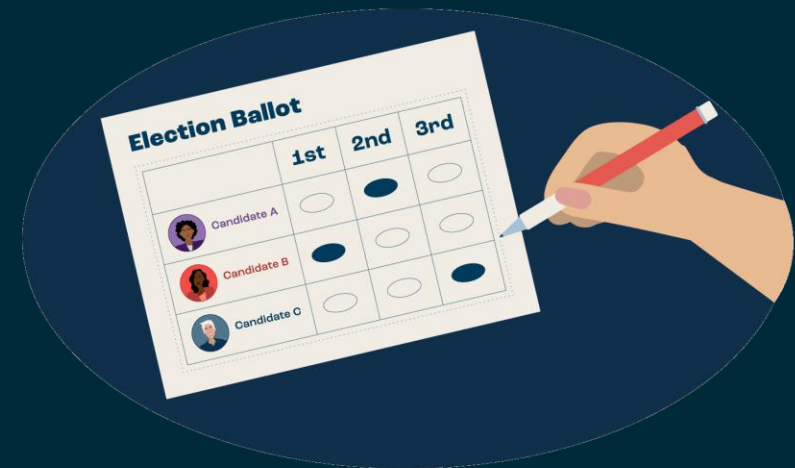
- Recognized at the Annual Volunteer Appreciation Dinner on June 5, 2025
  - All members of boards, commissions, committees, and NDA officers are invited
- Featured in the Pilot newsletter (May or June)
- Social media posts
- Added to the Volunteer of the Year plaque at City Hall, which is being redesigned



# Process for Choosing the Winner

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- Any questions about history or criteria?
- All nominees are highlighted and thanked!
  - Each Councilor talks about two nominees
- Winner chosen using ranked choice online voting tool
  - [RCV123.org](https://rcv123.org)
- Winner is announced by Mayor!

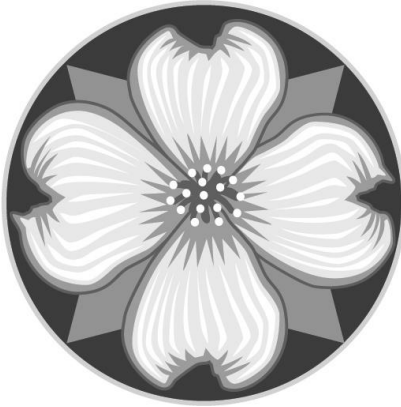


# Next Steps

Staff will return to the May 6 City Council meeting to officially announce the winner and thank them







**RS Agenda Item**

**5**

**Community Comments**

**From:** [Andy Fisher](#)  
**To:** [Lisa Batey](#)  
**Cc:** [OCR](#)  
**Subject:** Requested Letter of Support for Rexall Building Main Street Grant  
**Date:** Monday, March 3, 2025 7:34:21 PM  
**Attachments:** [We sent you safe versions of your files.msg](#)  
[OMSR Grant - Rexall Application.pdf](#)

**RS 5. 3/4/25  
Correspondence**

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Mimecast Attachment Protection has deemed this file to be safe, but always exercise caution when opening files.

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**This Message originated outside your organization.**

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Mayor Batey and Council,

I hope you are doing well. We finally got our paperwork submitted for our DAM 501c3 and transferred the Main Street designation to DAM. As such we are rapidly trying to complete the grant application for the Rexall Building renovation prior to the March 13th due date. As part of the grant we are asked to provide letters of support. I am hoping that you and council will consider providing such letters, assuming you are in support of the efforts. Jordan Ward and Nick Hess put together a great slide show, attached, with major talking points and presented their vision to DAM last week. There was a lot of support from the businesses as they are proposing to restore the building with a nod to its historic presence and community. They are trying to source a soda fountain vendor, no promises though They have been working well with local businesses, from what I have seen and heard, and trying to get great tenants into the space. DAM has voted unanimously to support their grant proposal and submit the grant application jointly with them.

If you or council have any questions on the proposal please feel free to send them my way or directly to the Nick ([nickmhess@gmail.com](mailto:nickmhess@gmail.com)) and Jordan ([jordanvward1@gmail.com](mailto:jordanvward1@gmail.com)) .

Thank you in advance for your time and consideration.

Andy Fisher  
971-506-1593



# Oregon Main Street Revitalization Grant



Rexall Building Renovation Application

# Historical Context

- Built in 1947
- Home to a butcher, grocer, and pharmacy
- JFK visited in 1960 during his campaign



Milwaukie, Oregon.

F222



# Existing Conditions



# Proposed Updates



NORTH/MONROE ELEVATION  
(PROPOSED)

2

1/16" = 1'-0"

# Proposed Updates

- Restore glazing to match
- New roof and repair existing skylights
- New HVAC install
- Add fire sprinklers, alarm, and riser
- Restore facade to compliment historical context
- Electrical upgrade
- Additional specific tenant improvements - TBD

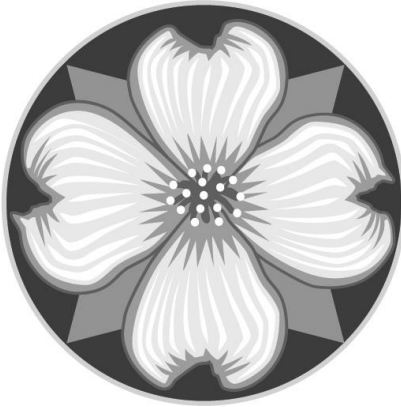
# Project Financial Estimates

● Restore glazing to match	\$75,000
● New roof and repair existing skylights	\$200,000
● New HVAC install	\$120,000
● Add fire sprinklers, alarm, and riser	\$105,000
● Restore facade to compliment historical context	
○ Stucco	\$14,000
○ Siding	\$9,000
○ Paint	\$15,000
● Electrical upgrade	\$55,000
● Additional specific tenant improvements	TBD
<u>Project total</u>	<u>\$593,000+</u>

# Community Value

The project plans to activate empty retail space and increase economic vitality in downtown Milwaukie. Growing the number of businesses operating in downtown Milwaukie will bring more patrons and interest to the area. Restoring the building facade will also contribute to ongoing beautification efforts on Main Street.

Thank you



**RS Agenda Item**

**6**

## **Consent Agenda**

**COUNCIL RETREAT – DAY 1**

Chapel Theater, 4107 SE Harrison Street  
& Zoom Video Conference ([www.milwaukieoregon.gov](http://www.milwaukieoregon.gov))

**MINUTES**

JANUARY 31, 2025

**Council Present:** Councilors Adam Khosroabadi, Robert Massey, Rebecca Stavenjord, and Council President Will Anderson, and Mayor Lisa Batey

<b>Staff Present:</b> Joseph Briglio, Assistant City Manager	Michael Osborne, Finance Director
Ryan Burdick, Police Chief	Peter Passarelli, Public Works Director
Justin Gericke, City Attorney	Emma Sagor, City Manager
Katherine Hopkins, Human Resources Director	Scott Stauffer, City Recorder
Brent Husher, Library Director	

**Mayor Batey** called the meeting to order at 1:13 p.m.

**1. Review of Feedback and Data Related to Council Goal Ideas**

**Sagor** reported on the feedback received from the public during the January 7, 2025, goal setting town hall and through the Engage Milwaukie online survey. The group discussed the public input on goal ideas.

**2. Council Goal Discussion, Prioritization, and Selection**

Council and staff participated in a goal setting process. It was Council consensus to identify economic development, parks and greenspace, and affordability as goal ideas to be further developed during the second day of the retreat.

**Other Timely Topics**

Council discussed the League of Oregon Cities (LOC) Cities Day at the Capitol event and how the city should respond to recent federal administration orders.

The group concluded the retreat discussions at 5:43 p.m.

**3. Social Dinner**

Beginning at 6:45 p.m. Council, Sagor, and Briglio participated in a social dinner at Papa Haydn, 5829 SE Milwaukie Avenue, Portland. No city business was discussed.

The dinner concluded at 9:15 p.m.

Respectfully submitted,

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Scott Stauffer, City Recorder



## COUNCIL RETREAT – DAY 2

Chapel Theater, 4107 SE Harrison Street  
& Zoom Video Conference ([www.milwaukieoregon.gov](http://www.milwaukieoregon.gov))

## MINUTES

FEBRUARY 1, 2025

**Council Present:** Councilors Adam Khosroabadi, Robert Massey, Rebecca Stavenjord, and Council President Will Anderson, and Mayor Lisa Batey

<b>Staff Present:</b> Joseph Briglio, Assistant City Manager	Michael Osborne, Finance Director
Ryan Burdick, Police Chief	Peter Passarelli, Public Works Director
Katherine Hopkins, Human Resources Director	Emma Sagor, City Manager
Brent Husher, Library Director	Scott Stauffer, City Recorder

**Mayor Batey** called the meeting to order at 9:05 a.m.

### **1. Council Goal Action Planning**

The group reviewed the goal setting discussion during day one of the retreat (January 31, 2025) and participated in a brainstorming charette for the three identified goals: economic development, parks and green space, and affordability.

### **Other Timely Topics (continued from January 31, 2025)**

Council continued to discuss a statement to be read by Council at the February 4, 2025, regular session addressing recent federal administration orders.

The group took a lunch break from 11:45 a.m. to 1:02 p.m.

### **2. Performance Measurement and Storytelling**

The group discussed each of the three identified goals, articulating what each goal would mean for Council and staff and how to measure the success of each goal.

It was the unanimous Council consensus that staff should prepare a resolution for Council to adopt the following three goals for the 2025-2027 biennium.

- Economic Development: Support Milwaukie's Business Districts and invest in Neighborhood Hubs
- Parks and Greenspace: Deliver Milwaukie Bay Park and expand equitable access to greenspace, including the future restored Kellogg Creek Natural Area
- Affordability: Identify opportunities to provide utility relief and support more affordable housing in Milwaukie

### **3. Council Norms and Processes Discussion**

This topic was addressed during the Other Timely Topics agenda during the retreat.

The retreat adjourned at 4:08 p.m.

Respectfully submitted,

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Scott Stauffer, City Recorder

## COUNCIL WORK SESSION

City Hall Council Chambers, 10501 SE Main Street  
& Zoom Video Conference ([www.milwaukieoregon.gov](http://www.milwaukieoregon.gov))

## MINUTES

FEBRUARY 4, 2025

**Council Present:** Councilors Adam Khosroabadi, Robert Massey, Rebecca Stavenjord, and Council President Will Anderson, and Mayor Lisa Batey

<b>Staff Present:</b> Tanya Battye, Civil Engineer	Justin Gericke, City Attorney
Joseph Briglio, Assistant City Manager	Emma Sagor, City Manager
Jennifer Garbely, City Engineer	Scott Stauffer, City Recorder

**Mayor Batey** called the meeting to order at 4:08 p.m.

### **1. Safe Access for Everyone (SAFE) and Street Surface Maintenance Program (SSMP) – Annual Report**

**Garbely** presented the combined annual report for the SAFE and SSMP programs by outlining the original goals for the programs. **Mayor Batey** and **Garbely** discussed how the program had originally prioritized those streets, and how the city had recognized the need to address residential streets as well. The discussion included an overview of funding sources, including bonds, and the need for future funding in the next budget.

**Battye** discussed the pavement condition index (PCI) and noted that while arterial and collector streets were continuing to decline, residential streets had shown improvement due to focused efforts. The last PCI assessment was conducted in 2019, and a new evaluation was planned for the spring to ensure accurate data for future planning. The group discussed the PCI assessment process and how future technology would improve how staff approaches remediation of deteriorating streets.

**Garbely** provided updates on the nine-year SAFE project list, which included noting that the city was unsuccessful in obtaining a Safe Routes to School (SRTS) grant, but staff planned to resubmit a grant application in the next funding cycle. The group discussed the scoring process for grants and potential improvements for future submissions, and funding challenges, particularly in addressing street and sidewalk improvements beyond the current bond allocations.

**Garbely** and **Battye** provided updates on the Washington Street improvements and Ardenwald North improvements projects. **Garbely** and **Councilor Stavenjord** discussed the installation of a rapid flashing beacon at 42nd and Roswell. **Mayor Batey** noted past community feedback requesting additional street lighting in some areas and emphasized the importance of evaluating lighting needs in future projects.

**Garbely** provided an update on the Harvey Street improvements, explaining that the project will go out to bid in March 2025 and that utility work would begin first, as a major water pipeline replacement was needed to address outdated and undersized infrastructure. **Garbely** presented the improvements for King Road and noted that the project will likely come in under budget.

**Garbely** provided an update on the 2025 SSMP project, noting that design is underway and will include a slurry seal and grind-and-inlay work, with bidding expected soon. **Garbely** and **Battye** discussed the progress of the Washington Monroe Greenway, the eastern segment is at 60% design, and the city was awarded an additional \$1.5 million in funding to restore previously removed elements. The central segment recently

completed waterline work, with railroad crossing designs in progress and a request for qualifications (RFQ) forthcoming. The Oregon Department of Transportation (ODOT) is handling the Highway 224 section, while Clackamas County's portion east of Linwood Avenue is set to begin construction in the coming weeks.

**Garbely** presented the Stanley Avenue Improvements, noting that the SRTS grant had been denied. The group discussed alternative approaches to move the project forward despite the grant denial. **Garbely** provided a summary of engineering's plans for all projects moving forward and the group discussed funding and possible adjustments to the SAFE fee structure to address funding gaps, it was emphasized that future funding strategies should be carefully planned, and there was a need to balance long-term funding sustainability with project prioritization.

The discussion concluded with an overview of ongoing and completed projects, the importance of sharing progress updates with both Council and the public, and recognition that the Linwood Avenue project had won an award.

## **2. Council Committee Assignments – Discussion**

**Briglio** introduced the discussion on Council committee assignments, and **Mayor Batey** and **Council President Anderson** extended the discussion into a broader conversation on Council's role in goal implementation and advocacy.

Council reviewed the effectiveness of the previous "swim lanes" approach and debated whether to shift toward a model that prioritizes goal-focused leadership. The group discussed various options, including having designated Council members serve as point persons for specific goals and the potential risks of serial meetings under Oregon's public meetings law. Concerns were raised about unnecessary bureaucracy, with an emphasis on Council maintaining a policy-focused role while staff handled implementation. While the previous "swim lane" approach had some successes, it was noted there were also challenges in execution and accountability.

It was suggested that Council align its committee assignments more directly with Council's goals. The group considered assigning two Council members per goal to ensure accountability and structured updates. **Councilor Stavenjord** wanted to ensure that committee assignments were allowing Council members to continue engaging with external groups based on individual interests. The group discussed using Council meetings for updates on goal progress and committee work.

Council agreed to refine the committee assignments and clarify which groups required formal city representation. The group also discussed the need to clearly differentiate between personal participation in external organizations and official city representation.

**Sagor** summarized that Council was moving away from "swim lanes", and noted that structured, periodic updates on goals had already been added to Council agendas.

## **3. Adjourn**

**Mayor Batey** announced that would meet in executive session pursuant to Oregon Revised Statute (ORS) 192.660 (2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

**Mayor Batey** adjourned the meeting at 5:46 p.m.

Respectfully submitted,

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Nicole Madigan, Deputy City Recorder

## COUNCIL STAFF REPORT

**To:** Mayor and City Council  
Emma Sagor, City Manager

**Date Written:** Feb. 20, 2025

**Reviewed:** Michael Osborne, Finance Director, and  
Nicole Madigan, Deputy City Recorder

**From:** Scott Stauffer, City Recorder

**Subject:** **Revised Citizens Utility Advisory Board (CUAB) Bylaws Adoption**

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### ACTION REQUESTED

Council is asked to approve a resolution adopting revised Citizens Utility Advisory Board (CUAB) bylaws.

### HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

[November 4, 2025](#): The CUAB completed its final discussion about its bylaws and asked staff to present the revised bylaws to Council for approval.

### ANALYSIS

Over the last several years, the CUAB has reviewed its bylaws to incorporate several changes and the city's new board and committee bylaw template. Most of the changes, which were not tracked given the multi-year duration of the board's discussion, were housekeeping in nature to align the board's bylaws to the city's boards and committees bylaws template, which Council adopted in 2021.

The most prominent proposed change is a name change. More than six years ago, during one of the board's annual reports to Council, Council directed the CUAB to consider changing its name to replace the word "citizen" with "community." The CUAB agreed with that change and have been waiting to complete a full bylaw review before making the name change official. The proposed bylaws include a name change, in keeping with the previous Council direction, to be the "Community Utility Advisory Committee" or CUAC.

Another significant change includes the Board's membership. In 2023, Council appointed the five non-Council members of the city's Budget Committee to serve as the CUAB, in an effort to more efficiently manage the fiscal-oriented aspects of the Board's duties. The proposed bylaws reflect this membership change.

Should Council approve the proposed updated CUAB Bylaws, staff would draft an ordinance to update the Milwaukie Municipal Code (MMC) to replace references to a "Citizens Utility Board" with "Community Utility Advisory Committee."

### BUDGET, CLIMATE, EQUITY, & WORKLOAD IMPACTS

None.

### COORDINATION, CONCURRENCE, OR DISSENT & STAFF RECOMMENDATION

Not applicable.

**ALTERNATIVES**

Council could request that the CUAB make further additions and/or changes to the bylaws.

**ATTACHMENTS**

1. Resolution
2. Revised Bylaws

**COUNCIL RESOLUTION No.****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILWAUKIE, OREGON,  
AMENDING THE CITIZENS UTILITY ADVISORY BOARD (CUAB) BYLAWS.**

**WHEREAS** the Citizens Utility Advisory Board (CUAB) annually reviews its bylaws and proposes updates to the City Council as appropriate; and

**WHEREAS** between 2023 and 2024 the CUAB reviewed its bylaws and agreed to propose changes to the Board's bylaws to address a Council-directed name change to "Community Utility Advisory Committee" or "CUAC" and to adopt the new bylaws template for city boards and committees; and

**WHEREAS** the Committee is pleased to submit the attached updated bylaws (Exhibit A) for City Council approval.

**Now, Therefore, be it Resolved** by the City Council of the City of Milwaukie, Oregon, that the Citizens Utility Advisory Board Bylaws are amended as outlined in Exhibit A, and that the committee will now be known as the Community Utility Advisory Committee.

Introduced and adopted by the City Council on **March 4, 2025**.

This resolution is effective immediately.

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Lisa M. Batey, Mayor

ATTEST:

APPROVED AS TO FORM:

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Scott S. Stauffer, City Recorder

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Justin D. Gericke, City Attorney

**EXHIBIT A****Community Utility Advisory Committee**

[www.milwaukieoregon.gov/bc-cuab](http://www.milwaukieoregon.gov/bc-cuab)

**BYLAWS**

Adopted xx/xx/xxxx

By Resolution

**ARTICLE I – NAME**

The name of the Committee is the Community Utility Advisory Committee (CUAC), which is a standing subcommittee of the city's Budget Committee.

**ARTICLE II – PURPOSE & AUTHORITY**

- A. Purpose.** The purpose of the Committee is to provide information and recommend actions to the Budget Committee for inclusion in the biennial budget as it related to the city's utility rates and capital improvement programs through the following activities.
- a. Reviewing existing rate structures and capital improvement programs.
  - b. Advise the City Council on matters relating to utility rate structures and capital improvement programs.
  - c. Promoting public knowledge and understanding of the city's utility programs; and
  - d. Such other activities as the City Council may assign.
- B. Authority.** The Committee is authorized by Milwaukie Municipal Code (MMC) Chapter 2.11. Citizens Utility Board.

**ARTICLE III – MEMBERSHIP**

- A. Membership.** The Committee members are the five citizen members of the Budget Committee. No member may be an officer, agent or employee of the City of Milwaukie.
- B. Appointment.** As outlined in the MMC, the mayor appoints Committee members with the consent of the City Council. The citizen members of the Budget Committee are appointed to serve as a duty of Budget Committee membership. As outlined in MMC 2.10.040 and in the city's Code of Conduct for Board and Committee Members, Committee members serve at the pleasure of the City Council.
- C. Term of Office.** Committee member terms are the same as the Budget Committee membership terms. Committee members may serve no more than two consecutive full terms, unless there is an interval of at least one term before reappointment. Current Committee members may be reappointed to the Committee if they do not exceed the established term limits for the Committee.
- D. Vacancies.** Vacancies on the CUAC will be filled as they relate to changes in membership of the citizen members of the Budget Committee. A CUAC position will become vacant when the respective Budget Committee position is vacated, either through completion of an appointed term or through resignation. Reappointments will occur as relate to Budget Committee membership. Member resignations should be submitted in writing to the chair and staff liaison.
- E. Code of Conduct.** To ensure the city's boards and committees operate in an efficient, consistent, and orderly manner, and that Committee members comply with Oregon's public meetings and records laws, the City Council adopted a Code of Conduct for Board and Committee Members. Committee members are expected to review, sign, understand, and abide by the Code of Conduct.



## **ARTICLE IV – MEETINGS**

- A. Open Meetings.** All Committee meetings are public meetings as set forth by Oregon’s Public Meetings Laws, Oregon Revised Statute (ORS) Chapter 192.
- B. Meeting Conduct.** Committee meetings will be conducted efficiently and transparently as outlined in these bylaws, the MMC, relevant state and federal laws, and by the city’s Code of Conduct for Board and Committee Members. Where these bylaws or other city guides do not provide direction, the most recent edition of Robert’s Rules of Order will be followed.
- C. Regular Schedule.** The Committee will hold regular meetings as determined by the MMC, the City Council, or the chair and staff liaison. The Committee’s regular schedule will be to meet quarterly in advance of the quarterly Budget Committee meeting to facilitate timely review and recommendation of CUAC business to the committee. The annual meeting calendar will be posted to the city website’s calendar.
- 1. Special Meetings.** Special meetings may be called at the request of the chair or a majority of the Committee. If a special meeting is called, the chair and staff liaison will set a date and time taking into consideration such factors as the availability of the Committee members and staff, and the meeting location.
  - 2. Closed Sessions.** The Committee may meet in closed, or executive, session as allowed by ORS 192.660(2) and consistent with MMC 2.04.090.
- D. Attendance & Absences.** Members are expected to attend all meetings, events, and activities of the CUAC. The City Council may decide to replace a CUAC member with a non-Budget Committee member if the member regularly fails to attend such events or requests such action related to workload issues. Such action could consist of appointing an alternate community member or replacing the community member on the Budget Committee which would result in removal from CUAC. The City Council may choose another alternative to fill a vacancy.
- 1. Absences.** If a Committee member is unable to attend a meeting, it is the member’s responsibility to inform the chair and staff liaison before the meeting.
- E. Quorum & Related Matters.** For the purposes of conducting Committee business, including holding official meetings, a quorum consists of a majority of the committee members.
- 1. Lack of Quorum.** If there is no quorum of Committee members within 15 minutes following the scheduled start time of a meeting, the meeting is cancelled. If the chair or staff liaison knows that a quorum will not be present at the meeting, they will notify the Committee members before the meeting about the cancelation.
  - 2. Rescheduling Agenda Items.** If a meeting is canceled due to a lack of a quorum, all agenda items that were scheduled for the cancelled meeting will automatically be placed on the next regularly scheduled meeting agenda unless the chair or staff liaison determines that a special meeting is needed to address the items. The staff liaison will ensure that the required public meeting notices will be posted for the next meeting.
- F. Agenda Order.** The chair and the staff liaison will coordinate and arrange the meeting items as necessary to achieve an orderly and efficient meeting. The agenda will note which items require formal action. In general, the order of business will be as follows:
1. Call to Order
  2. Announcements
  3. Approval of Minutes
  4. Community Comments
  5. Business Items

6. Board Member Reports
7. Adjournment

- G. Adjournment Time.** Committee meetings are expected to last no more than two hours. The meeting can be extended if necessary to complete the business listed on the agenda or moved to a subsequent meeting, either upon affirmative vote of the CUAC or by decision of the chair and the staff liaison.
- H. Voting.** All Committee members who are present at a meeting, including the chair and officers, are allotted one vote each on all motions. The concurrence of a majority of the whole Committee present shall be required to determine any matter before the Committee. In the case of a tie vote, the matter fails. When a vote is taken all members must vote unless a member abstains from voting and cites the reason for abstaining for the record. The chair will call the vote. In an instance in which the vote is not unanimous, the “ayes” and “nays” will be recorded by name. The chair will vote last.
- I. Motions & Related Matters.** Any Committee member may make a motion. A motion needs a second to be considered, otherwise it fails.
- 1. Reconsideration of Actions Taken.** A Committee member who voted with the majority may move for a reconsideration of an action at the same meeting only. The second of a motion may be a member of the minority. Once a matter has been reconsidered, no motion for further reconsideration may be made without unanimous consent of the Committee.
- J. Minutes & Related Matters.** The written and approved meeting minutes are the official record of the meeting.
- 1. Preparing the Minutes.** As the CUAC is a subcommittee of the Budget Committee, city staff will provide written minutes. Written minutes should not be a verbatim transcript but should give a true reflection of the matters discussed at the meeting and the views of the participants. The written minutes must include at least the following information:
    - a. The date, time, location of the meeting.
    - b. Names of the Committee members present.
    - c. All motions and proposals.
    - d. The results of all votes.
    - e. The substance of any discussion on any matters; and,
    - f. A reference to any document discussed at the meeting.
    - g. Documents discussed will be included as attachments to the adopted minutes.
  - 2. Recordings.** As allowed by state law, all public meetings may be recorded by the city, Committee, or the public. It will be at the discretion of city staff if an official audio, video, or digital recording of the meeting is created, and if the meeting video is broadcast or streamed live.
  - 3. Posting & Approval.** The staff liaison will make the draft written meeting minutes available to the public within a reasonable time after the meeting. The Committee will review and vote upon the minutes at its next meeting after the minutes have been written. Approved minutes will be posted on the city’s website and retain permanently as required by Oregon Administrative Rule (OAR) 166-200-0235(5)(a).

## **ARTICLE V – OFFICERS & ASSIGNED DUTIES**

- A. Officers.** The officers of the Committee will consist of a chair and a vice chair.

1. **Election of Officers.** Members will elect the officers annually during the first meeting of the first quarter of the current biennium. Any member may nominate another member as an officer. Officers may be re-elected. If an officer is unable to complete their term, the Committee will hold a special election to fill the vacant officer position.
- B. **Duties of the Chair.** The chair will preside and preserve the order of Committee meetings, review agendas and confer on business with the staff liaison and sign all documents memorializing Committee actions. The chair will set reasonable time limits for community comments and testimony.
- C. **Duties of the Vice Chair.** If the chair is absent or otherwise disqualified from serving, the vice chair will perform all duties and be subject to all the responsibilities of the chair. If both the chair and vice chair are absent from a meeting, the remaining members present will elect an acting chair for that meeting.
- D. **Duties of Board Members.** The role of a Committee member is to participate in the Committee's work and activities as assigned by the City Council by attending meetings and events and participating in discussions and decisions. As outlined in the city's Code of Conduct, Committee members must behave in an appropriate manner when performing their duties as Committee members in-person and in written or digital communications.
  1. **Meeting Preparation.** Committee members must prepare for participation at a meeting by fully reviewing the staff report and any materials provided by city staff.
  2. **Site Visits.** Before Committee meetings, members are encouraged to visit sites that are subjects for design review actions. If a Committee member visits a site, the member will report on the record any information gained from the site visit that is not consistent with the information included in the application or staff report.
  3. **Compensation.** Committee members will receive no compensation for their service. However, the city may reimburse a member for an authorized expense.
  4. **Conflicts of Interest.** In accordance with ORS 244.120, a member of the Committee may not participate in any Committee proceeding in which any of the following persons or businesses have a direct or substantial financial interest:
    - i. The Committee member or the spouse, brother, sister, child, parent, father-in-law, or mother-in-law of the Committee member.
    - ii. Any business in which the Committee member is then serving or has served within the previous two years; or
    - iii. Any business with which the Committee member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment.
    - iv. A member must disclose any actual or potential interest at the meeting of the Committee where the action is being taken.
- E. **Duties of City Staff.** The city will assign a staff liaison to the Committee, who will ensure the city staff take minutes and make other administrative support available as needed. Staff liaisons will act as the Committee's primary point of contact for the members, city staff, and the public. Staff will ensure that the meetings are held in accordance with state public meeting laws and will support the Committee's activities.
  1. **Orientation of New Members.** When new Committee members are appointed, the staff liaison and chair will provide an orientation to the new members as necessary. In addition, city staff may provide other training opportunities to the new members.

2. **Board Manual.** For the efficient documentation of the operations, city staff may compile and maintain a Committee manual.
- F. **Subcommittees & Other Committees.** The Committee may find it necessary to form subcommittees to investigate areas relevant to the Committee's purpose. The Committee may identify members to serve on select subcommittees. A majority of the members will need to consent to the formation and membership of a subcommittee. When requested by the City Council, city staff, or other city boards and committees, the Committee may select members to serve as a representative on another committee.

## **ARTICLE VI – GOALS & AMENDMENTS**

- A. **Goals.** The Committee will annually establish project and outcome goals that align with the goals of the City Council and the city. The Committee will establish an annual workplan to document its progress towards achieving its goals.
- B. **Amending the Bylaws.** The Committee will review its bylaws annually or as necessary and will prepare and propose appropriate bylaw amendments to the City Council. The City Council retains all authority to amend these bylaws as outlined in MMC 2.10.050.
- C. **Annual Review.** The Committee will meet annually with the City Council to review the Committee's goals, workplan, and any proposed bylaw amendments.

**COUNCIL STAFF REPORT**

**To:** Mayor and City Council  
Emma Sagor, City Manager

**Reviewed:** Laura Weigel, Planning Manager, and  
Scott Stauffer, City Recorder

**From:** Nicole Madigan, Deputy City Recorder

**Subject:** **Planning Commission Appointments**

**Date Written:** Feb. 20, 2025

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**ACTION REQUESTED**

As outlined in the Milwaukie Municipal Code (MMC), Council is asked to approve a resolution making appointments to the Planning Commission.

**HISTORY OF PRIOR ACTIONS AND DISCUSSIONS**

November 2024: Commissioner Carpenter and Commissioner Mulhern resigned, creating two vacant positions on the Planning Commission.

December 20, 2024: The city began accepting applications for the Planning Commission.

January 2025: Staff received notification that Commissioner Fuenmayor intended to resign once a replacement commissioner had been found. With the two previous vacancies, and a third pending vacancy, staff and Mayor Lisa Batey agreed it was necessary to undertake a special recruitment process for the Commission, outside of the annual boards and committees (BC) recruitment process in the spring.

February 3: A panel comprised of members of Council, the Commission, and staff reviewed applications for the Commission and decided who to extend interviews to.

February 19: The panel held interviews and identified qualified candidates for the vacant Commission positions and have recommended that Council approve the appointment of the nominated individuals.

**ANALYSIS**

Authority to fill city board and committee (BC) vacancies is granted to the Mayor and Council by Section 26 of the City Charter. To fill vacant positions, members of Council along with appropriate staff liaisons and committee chairs recruit volunteers and usually conduct interviews from applications received by the city, however interviews are not required by the MMC. For these vacancies, application review and interviews were conducted by Mayor Batey, Councilor Massey, Planning Commission Chair Jacob Sherman, and the Commission's staff liaison, Laura Weigel. In total, 11 applications were received, and 6 candidates were interviewed.

Appointed individuals serve for a term length determined by the MMC. Upon the completion of a term, if the individual is eligible, they may be reappointed by Council to serve another term. Committee appointments are made when a term expires or when a position is vacated. All BC terms expire on June 30. Most BC positions are term-limited, meaning there is a limit to the number of times that members can be re-appointed. The nominated individuals would be

appointed to complete terms that have already started, and they would all be eligible for reappointment to future terms.

The individuals nominated for appointment were identified as candidates for the Planning Commission based on their applications, resumes when available, and their interviews. All applicants are aware of the time commitment and level of work required to fulfill the duties of participating on the Commission. The interview panel reached consensus on which applicants to propose for appointment.

#### **BUDGET IMPACT**

The proposed BC appointments have no financial impact, however certain BCs have authority to make fiscal decisions recommendations.

#### **CLIMATE IMPACT**

Appointing different community members to the Planning Commission ensures that the city hears many voices when shaping and meeting Milwaukie's climate goals.

#### **EQUITY IMPACT**

Staff strive to make participation with the city's BCs as accessible as possible by holding hybrid meetings and offering BC applications translated in Spanish.

#### **WORKLOAD IMPACT**

None.

#### **COORDINATION, CONCURRENCE, OR DISSENT**

The office of the city recorder (OCR) worked with the planning department's staff liaison, city manager, Commission Chair Jacob Sherman, Councilor Robert Massey, and Mayor Batey to confirm that the individuals listed below are qualified and eligible to serve on the Commission.

#### **STAFF RECOMMENDATION**

Staff recommend making the following appointments:

**Planning Commission:** four-year terms, limit of two consecutive terms.

Position	Name	Term Start Date	Term End Date
1	Nicholas Hess	3/4/2025	6/30/2027
4	Juli Garvey	3/4/2025	6/30/2025
5	Ryan Lowther	3/4/2025	6/30/2027

#### **ALTERNATIVES**

Council could decline to make the recommended appointments, which would result in continued vacancies on the Commission.

#### **ATTACHMENTS**

1. Resolution

**COUNCIL RESOLUTION No.****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILWAUKIE, OREGON,  
MAKING APPOINTMENTS TO THE PLANNING COMMISSION.**

**WHEREAS** Milwaukie Charter Section 26 authorizes the mayor, with the consent of the Council, to make appointments to boards and committees (BCs), and

**WHEREAS** vacancies exist on the Planning Commission; and

**WHEREAS** the individuals nominated for appointment have submitted applications and been interviewed by a panel of Council members, a Planning Commissioner, and staff liaison; and

**WHEREAS** the interview panel recommend that the following individuals be appointed to fill the Commission vacancies:

**Planning Commission**

Position	Name	Term Start Date	Term End Date
1	Nicholas Hess	3/4/2025	6/30/2027
4	Juli Garvey	3/4/2025	6/30/2025
5	Ryan Lowther	3/4/2025	6/30/2027

**Now, Therefore, be it Resolved** by the City Council of the City of Milwaukie, Oregon, that the individuals named in this resolution are appointed to the Planning Commission for the term dates noted.

Introduced and adopted by the City Council on **March 4, 2025**.

This resolution is effective immediately.

ATTEST:

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Lisa M. Batey, Mayor

APPROVED AS TO FORM:

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Scott S. Stauffer, City Recorder

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Justin D. Gericke, City Attorney



## COUNCIL STAFF REPORT

**To:** Mayor and City Council  
Emma Sagor, City Manager

**Reviewed:** Scott Stauffer, City Recorder

**From:** Joseph Briglio, Assistant City Manager

**Subject:** **2025 Council Committee Assignments**

**Date Written:** Feb. 6, 2025

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### ACTION REQUESTED

Council is asked to finalize the 2025 Council committee assignments matrix.

### HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

Every January, Council updates the matrix noting which of its members serve on various intergovernmental and regional advisory bodies.

[February 4, 2025](#): Council discussed its committee assignments.

[February 18, 2025](#): staff received additional changes to the assignments from Council.

### ANALYSIS

Council discussed committee assignments in the summer of 2024 following the May special election. At the February 4 work session, Council reviewed the committee assignments and discussed if any changes were needed. No changes were identified. The assignments are shown in the attached matrix. On February 18, staff received additional changes to the matrix, which have been added to the attached document.

The committee assignments matrix may be updated throughout the year as committee information changes.

### ATTACHMENTS

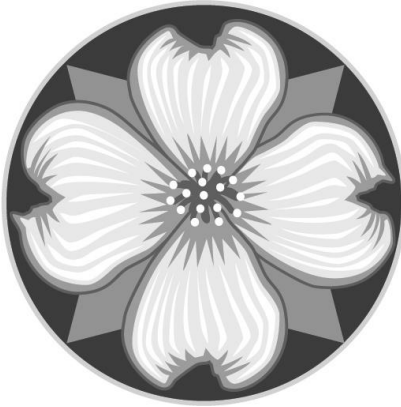
1. 2025 Council Committee Assignments Matrix

LAST UPDATED: 18-Feb-25

Committee	Focus	Governing Authority	2024 Appointee	Staff Resources	Elected Rep Required	Meeting Schedule (subject to change)	Policy areas
<b>Audit Committee</b>	The City of Milwaukie created an Audit Committee of the Milwaukie City Council to ensure that audits of the City's financial statements are completed annually in accordance with Oregon state law, to share oversight responsibility of the City's independent auditors with management, and to assist City management in the review and selection of the City's independent auditor (Res. No. 56-2012).	The Audit Committee is to consist of one member of the City Council and one member of the City Budget Committee each appointed by the Council for two-year staggered terms and two citizen members with an interest in City government financial operations, with preference first given to a Certified Public Accountant residing within City limits and second to a Certified Public Accountant with City affiliation, also for a two year term.	<u>Robert Massey</u>	Michael Osborne	Yes	Meetings are held at least twice annually	Finance
<b>Boards, Committees, and Commissions (BCC) Selection Committee</b>	Purpose is to interview citizens who have applied to serve on citywide Boards, Committees, and Commissions.	Comprised of the Mayor, rotating Councilor, and Staff Liaison.	<u>Lisa Batey</u>	Scott Stauffer	Yes	Interviews are held as needed.	Public engagement
<b>Budget Committee</b>	The Budget Committee is established in accordance with the provisions of ORS 294.336 to review the annual city budget document as prepared by the city budget officer and to recommend an approved budget to the City Council for adoption.	The Committee includes five City Councilors plus an equal number of City residents who are registered voters. The Council appoints the citizen members for four-year terms. The Budget Committee meets as directed by City Council. Typically, the budget preparation meetings are held in the early spring, with additional meetings scheduled as needed and to review revenue and expenditure reports.	<u>Mayor and Council</u>	Emma Sagor, Michael Osborne	Yes	Meetings are held quarterly	Finance
<b>Clackamas Cities Association (CCA)</b>	12 cities in Clackamas County get together for dinner and speaker events to share ideas and to network.	City of Lake Oswego provides general coordination for cities.	<u>Mayor and Council</u>	Emma Sagor, Scott Stauffer	No	Dinners are held monthly. Typically, dinners are held on the third Thursday of the month.	Intergovernmental Affairs
<b>Clackamas County Coordinating Committee (C-4)</b>	C-4 was founded by the County to promote a partnership between the County, its Cities, Special Districts, Hamlets, Villages and Community Planning Organizations (CPOs). C-4 provides Councilors with an opportunity to network and work on building consensus on regional issues.	Voting membership shall consist of one elected representative and an elected alternate appointed by the City Council	<u>William Anderson</u>	Emma Sagor	Yes	Meetings are held on the first Thursday of the month starting at 6:45 p.m. online.	Land use and development, Transportation, Intergovernmental Affairs
<b>Clackamas County Coordinating Committee (C-4) – Metro Sub- Committee</b>	C-4 members who are within the Metro jurisdiction shall be a subcommittee of C-4 named Metro subcommittee to discuss JPACT and MPAC issues. This subcommittee shall at a minimum be the body which nominates and elects cities' representatives to: JPACT, MPAC, TPAC, MTAC, respectively.	Nominations and elections shall occur in November of each even numbered year in accordance with Metro Charter requirements.	<u>William Anderson</u>	Emma Sagor, Joseph Briglio	Yes	Meetings are held on the third Wednesday of the month at 7:30 p.m. online.	Transportation, Land use and development
<b>Clackamas County Fire District #1 District Board Subcommittee</b>	Purpose is to discuss collaborative opportunities, long-term facility needs, emergency preparedness, impacts of compression, and other challenges facing communities being served.	Subcommittee consists of two Fire Board members and two Council Members appointed by respective jurisdiction.	<u>Adam Khosroabadi</u> <u>Yacant</u>		Yes	Meetings are usually held at city facilities.	Public safety
<b>Clackamas County Library District Advisory Committee</b>	Purpose is to advise the Clackamas County Library Service District (Board of County Commissioners) to support two county libraries and ten city libraries.	Committee involves 10 members that are typically appointed by respective library board. The advisory committee was created after the 2008 District creation.	<u>No Council Rep Needed</u>	Brent Husher	No	Meetings are held as needed.	Libraries
<b>Clackamas County Childcare for All Task Force</b>	A group convened by Clackamas County and Clackamas Education Service District on ways to provide greater access to affordable childcare options.		<u>Adam Khosroabadi</u>			Meeting schedule under development.	Housing and human services
<b>Clackamas County Mayors and Chairs</b>	Broad topics that fall outside the scope of C4.	Ad hoc group – no formal appointment process.	<u>Lisa Batey</u>	Emma Sagor	No	Since 2022 this group has met online.	Intergovernmental Affairs
<b>Community Action Board</b>	Members are appointed by the Clackamas County Board of County Commissioners. The group advocates both locally and at the state level on issues related to people and households with low-incomes.	Board is run by Clackamas County. 8 members and one alternate.	<u>Adam Khosroabadi</u>		No	Meetings are the first Wednesday of each month, 7:30 a.m. to 9 a.m.	Housing and human services
<b>Homeless Solutions Coalition of Clackamas County (HSCC)</b>	HSCCC's purpose is to bring together citizens, agencies, governments, churches, businesses, and schools in the Oregon City region to create partnerships that reduce homelessness.	Steering committee made up of co-founders and representatives of agencies, governments, churches, businesses, and schools.	<u>Rebecca Stavenjord - Board Member</u> <u>Adam Khosroabadi - attends regional "together" groups</u> <u>Robert Massey - attends provider committee (currently on hiatus)</u>		No		Housing and human services

Committee	Focus	Governing Authority	2024 Appointee	Staff Resources	Elected Rep Required	Meeting Schedule (subject to change)	Policy areas
League of Oregon Cities	Legislative Committees (any councilor can participate)	LOC Energy Policy Committee Community Development Committee	<u>Any Councilor can participate in legislative committees</u>	Emma Sagor	Yes		Intergovernmental Affairs
Local Contract Review Board	Purpose is to review and adopt public contracting rules and findings as to amendments of professional services	Established via Resolution by Council.	<u>City Council</u>	Kelli Tucker	Yes	Meetings are held as needed.	Finance
Metro Mayor's Consortium	Advocate at Metro and State on issues that affect all metro cities.	Membership limited to 20 local mayors of the Portland Metro Region.	<u>Lisa Batey</u>	Emma Sagor	Yes	Meetings are held monthly on Wednesdays during lunchtime.	Intergovernmental Affairs
Milwaukie Redevelopment Commission	Facilitate and support urban renewal efforts in targeted areas of the City of Milwaukie	MRC	<u>City Council</u>		Yes	Meet as needed during Council work, study, and regular sessions	Land use and development
Milwaukie Redevelopment Commission Community Advisory Committee	Advise MRC on investment opportunities within the tax increment financing district.	MRC	<u>Rebecca Stavenjord</u>		Yes	Meets as needed to develop recommendations for MRC.	Land use and development
Milwaukie Parks and Recreation Board (PARB)	Advises City Council on parks related issues.	Comprised of 8 members appointed by City Council.	<u>Robert Massey</u>	Peter Passarelli	Yes	Meetings are held on the 4th Wednesday of every month at 4:30 at the Ledding Library.	Parks
North Clackamas Chamber of Commerce and Public Policy Team	Purpose is to discuss policy issues in front of the Chamber for position consideration.	Representatives appointed by the Chamber Board.	<u>Adam Khosroabadi</u>	Vera Kolas Emma Sagor	No	Meetings are held on the first Monday of the month from 12 p.m. to 1:15 p.m. at the Chamber Offices.	Economic development
North Clackamas Parks and Recreation District Advisory Board (DAC)	Purpose is to make recommendations to the District Board of Directors on the design, planning and development of parks and the provision of recreational programs in the district.	Section E(2) of the May 1, 1990 Agreement between Clackamas County and the City provide for representation to the DAC. City Council appoints the DAC member.	<u>Lisa Batey</u>	Peter Passarelli	No	DAB meets monthly on the second Wednesday of every month from 5:00 to 7:00 PM	Natural Resources and Parks
North Clackamas Watershed Council	The North Clackamas Watershed Council's purpose is to advocate for the protection and enhancement of the watersheds' fish and wildlife habitat and improve water quality through partnership with public and private entities, habitat restoration projects, community education and outreach, and strategic planning.	The number of Council Representatives may vary between a minimum of four (4) and a maximum of thirty (30). A minimum of one position will be reserved for each of the following watersheds and sub-basin areas; Upper Kellogg, Lower Kellogg, Lower Mt Scott, Dean, Middle Mt Scott/Cedar, Phillips, Upper Mt Scott, Minthorn Spring, Boardman Creek, River Forest, and Rinearson Creek. The term of office for Council Representatives shall be three years.	<u>Robert Massey</u>	Peter Passarelli	No	Meetings are held on the third Wednesday of the month from 6:00 p.m. to 8:00 p.m. online.	Natural Resources and Parks
Oregon Mayors Association (OMA), Portland Metro Region Team	Purpose is to create a forum for discussing a wide variety of issues, and, most importantly, a unified voice in Salem. Established in 1972, the Oregon Mayors Association is a voluntary association of persons who hold the office of mayor.  OMA is recognized as an affiliate organization in cooperation with the League of Oregon Cities.  Over two-thirds of Oregon mayors are active members of OMA.	The leadership of the OMA is vested in a Board of ten directors which include a President, President-elect, Secretary-Treasurer, Immediate Past President and six members at-large.  The Immediate Past President and the Secretary-Treasurer serve as ex-officio-Directors. The Secretary-Treasurer position is a nonvoting position held by the Executive Director of the League of Oregon Cities  Board members are elected at the annual meeting of the OMA, held at the League of Oregon Cities' Annual Conference. The OMA constitution requires that consideration be given to geographic and size diversity on the Board.	<u>Lisa Batey</u>	Emma Sagor	Yes	Meetings are held as needed either by way of teleconference or at League of Oregon Cities' Meetings.	Intergovernmental Affairs
WES Advisory Committee	On Sept. 14, 2017, the Board of County Commissioners of Clackamas County (BCC) acting as the governing body of WES, created a standing advisory committee consisting of customers, stakeholders and city representatives referred to as the Water Environment Services Advisory Committee.	Clackamas County	<u>Adam Khosroabadi</u>	Peter Passarelli	Yes		Natural Resources and Parks, Public Utilities
Regional Water Providers Consortium	The Regional Water Providers Consortium serves as a collaborative and coordinating organization to improve the planning and management of municipal water supplies in the greater Portland, Oregon metropolitan region. Primary focus is conservation and planning interties of water systems to address emergency needs.	Formed in 1997, the Consortium serves the Multnomah, Clackamas, and Washington counties and is made up of 21 water providers and the regional government Metro. Together, these entities provide about 95 percent of the Portland metropolitan area's drinking water  Members of the Consortium are cities, water districts and a people's utility district throughout the Portland, Oregon metropolitan area. The regional government Metro is also a member. Participation in the Consortium is voluntary and is funded through membership dues.	<u>Robert Massey</u>	Peter Passarelli	No	Meetings are held three times per year. Typically, from 6:00 p.m. to 8:30 p.m. at Metro. Usually in the Metro Chambers.	Natural Resources and Parks, Public Utilities

Committee	Focus	Governing Authority	2024 Appointee	Staff Resources	Elected Rep Required	Meeting Schedule (subject to change)	Policy areas
Transportation System Plan Advisory Committee	Community based committee that will advise on the update of the TSP.	Committee is appointed by City Council.	William Anderson	Laura Weigel	Yes, as determined by City Council	Approx. 12/16 meetings over 12-18 months. Meeting time TBD. Likely on Thursday evenings from 6:00- 8:00.	Transportation



**RS Agenda Item**

**8**

## **Public Hearings**

**COUNCIL STAFF REPORT**

**To:** Mayor and City Council  
Emma Sagor, City Manager

**Reviewed:** Matthew Deeds, Assistant Finance Director

**From:** Michael Osborne, Finance Director

**Subject:** **FY 2025 Budget Adjustment #2**

**Date Written:** Feb. 24, 2025

**ACTION REQUESTED**

Council is asked to approve a resolution authorizing a fiscal year (FY) 2025 proposed budget adjustment.

**HISTORY OF PRIOR ACTIONS AND DISCUSSIONS**

[June 4, 2024:](#) Council adopted the 2025-2026 biennium budget via [Resolution 30-2024](#).

[August 26, 2024:](#) The first proposed FY25 budget adjustments were presented to the Budget Committee.

October 15, 2024: Council adopted the first FY25 budget adjustment.

[Nov 19, 2024:](#) Council approved a collective bargaining agreement (CBA) with the American Federation of State, County, and Municipal Employees (AFSCME).

[February 10, 2025:](#) The Budget Committee discussed the second proposed FY25 budget adjustment.

**ANALYSIS**

Oregon Revised Statute (ORS) 294 allows for budget adjustments when a condition arises that was not known at the time the budget was adopted. Since the biennium budget was adopted, certain conditions and situations have arisen that necessitate changes in financial planning. These adjustments and a summary of the conditions are outlined below.

In the FY25-26 budget development process, staff committed to presenting any needed budget adjustments on a quarterly basis, in alignment with the quarterly schedule of the Budget Committee. Because this budget adjustment can be accounted for in previously budgeted contingency (and the amount transferred from contingency represents less than 15% of total appropriations in any of the impacted funds), or the budget adjustment can be accounted for by transferring appropriation authority between funds, it is referred to as a *transfer of appropriation authority*; a full supplemental budget is not required. This budget adjustment was reviewed by the Budget Committee at their February 3 meeting. No concerns were noted.

Since the FY25-26 biennial budget was adopted in June 2024, the city concluded contract negotiations with AFSCME 350-5, one of two unions that represent city staff. The new contract with ASFCME was adopted in November 2024 and includes a cost-of-living adjustment (COLA) increases of 6% starting July 1, 2024, 2% starting July 1, 2025, and 2% starting January 1, 2026, that were not known at the time of the budget adoption. The proposed budget adjustment

would move resources from contingency to the department budget line items within the General, Water, Wastewater, Stormwater, and Transportation funds to cover the projected increases in salaries as called for in the updated AFSCME collective bargaining agreement. As is standard practice at the city, the same COLAs were also applied to management and non-represented employees.

In addition to these COLA-related adjustments, the proposed budget adjustment accounts for operational realities not known at the time of budget adoption. For example, this adjustment reduces the personnel services budget for the community development department. In fall 2024 the community development director was appointed assistant city manager and moved into the city manager department. The city does not plan to fill the vacant community development position in FY25, which allows budget savings to be reallocated to support increased budget needs in other General Fund departments.

This adjustment also reflects reallocation of American Recovery Plan Act (ARPA) dollars that had originally been appropriated to the Water and Wastewater funds for the Ardenwald North capital project, which came in under budget. Staff were able to reallocate these funds to cover General Fund expenditures that meet the requirements of ARPA, including expenses related to emergency management and public safety, while still completing our original ARPA obligations.

Finally, this budget adjustment also adds one full-time employee (FTE) for an emergency management coordinator (EMC) and .75 FTE to extend the parks development coordinator position within the public works administration department personnel services budget. The EMC FTE will be funded in the FY 2025-2026 budget using reallocated ARPA dollars as well as funding from each utility fund, given the infrastructure resilience focus of this role. The extension of the parks development coordinator will be funded by a combination of General Fund, Milwaukie Redevelopment Commission (MRC), and Stormwater fund resources given the nature of the projects it will support.

### **BUDGET IMPACT**

As described in the report, the budget adjustment reduces the General Fund contingency by \$500,000, the Water Fund contingency by \$16,250 the Wastewater Fund contingency by \$34,000, the Stormwater Fund contingency by \$45,000, and the Transportation Fund contingency by \$16,250, moving those dollars into the personnel lines of departmental budgets. The remaining \$554,350 in this adjustment reflects the reprogramming of remaining ARPA dollars to cover General Fund expenses.

### **CLIMATE IMPACT**

The EMC position that will be created by this budget adjustment will play a significant role in improving the city's resilience to climate change-related risks and emergencies. The extension of the parks development coordinator will also help support work related to Council's parks and greenspace goal.

### **EQUITY IMPACT**

The COLAs reflected in this budget respond to significant inflation, which has a disproportionate impact on the city's lowest-earning employees. The positions funded by this budget adjustment will also ensure the city can advance its parks and emergency management work in a thoughtful, equity-centered way.



**WORKLOAD IMPACT**

These adjustments are critical for ensuring the work undertaken by the city is appropriately resourced and staffed.

**COORDINATION, CONCURRENCE, OR DISSENT**

The city manager and appropriate department directors concur with this staff report.

**STAFF RECOMMENDATION**

Council is asked to adopt the proposed budget adjustment through adoption of a budget adjustment and transfer resolution.

**ALTERNATIVES**

Council could decide to not recommend or recommend only in part, the proposed budget adjustment.

**ATTACHMENTS**

1. Resolution

**COUNCIL RESOLUTION No.****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILWAUKIE, OREGON,  
AUTHORIZING BUDGET SUPPLEMENTAL FOR THE 2025-2026 BIENNIUM.**

**WHEREAS** the city's budget for the 2025-2026 biennium was adopted by the City Council on June 5, 2024; and

**WHEREAS** certain conditions and situations have arisen since the initial adoption of the 2025-2026 biennium budget that necessitate changes in financial planning as allowed by Oregon Revised Statute (ORS) 294.338(3)(b); and

**WHEREAS** with the adoption of a new collective bargaining agreement (CBA) with the American Federation of State, County, and Municipal Employees (AFSCME) Local 350-5 union in November 2024, it is necessary to transfer resources from contingency to various departments personnel services budgets to account for wage increases in the new CBA as outlined in Exhibit A.; and

**WHEREAS** the city was able to reappropriate funds received through the American Recovery Plan Act (ARPA) to other eligible uses because of unexpected costs savings; and

**WHEREAS** additional staffing is needed in the biennium to advance priority emergency preparedness and parks and greenspace work, and funding has been identified to support these positions.

**Now, Therefore, be it Resolved** by the City Council of the City of Milwaukie, Oregon, that the transfer of appropriation authority shown in Exhibit A is hereby adopted.

Introduced and adopted by the City Council on **March 4<sup>th</sup>, 2025.**

This resolution is effective immediately.

---

Lisa M. Batey, Mayor

ATTEST:

APPROVED AS TO FORM:

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Scott S. Stauffer, City Recorder

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Justin D. Gericke, City Attorney

# Exhibit A

## Resolution - Budget Adjustment (Biennium FY2025-FY2026)

	Adopted	Revised	Increase / (Decrease)
<b><u>General Fund</u></b>			
Resources:			
Intergovernmental (Federal Funds - ARPA)	\$ -	\$ 554,350	\$ 554,350
			<u>\$ 554,350</u>
Requirements:			
City Manager	\$ 2,992,000	\$ 3,124,000	\$ 132,000
City Attorney	747,000	771,000	24,000
Community Development	1,274,000	1,099,000	(175,000)
Public Works Admin	3,899,000	4,099,000	200,000
Finance	3,129,000	3,192,000	63,000
Fleet Services	1,386,000	1,468,000	82,000
Human Resources	1,024,000	1,074,000	50,000
Information Technology	3,275,000	3,305,000	30,000
Planning	1,837,000	1,911,000	74,000
Code Enforcement	841,000	862,000	21,000
Office of the City Recorder	1,481,000	1,487,000	6,000
Library	4,718,000	4,924,000	206,000
Police	17,966,000	18,307,350	341,350
Contingency	1,737,000	1,237,000	(500,000)
			<u>\$ 554,350</u>
<b><u>Water Fund</u></b>			
Resources:			
Intergovernmental Revenue	\$ 3,695,000	\$ 3,418,000	\$ (277,000)
Requirements:			
Water Department	18,103,000	17,842,250	(260,750)
Contingency	56,000	39,750	(16,250)
			<u>\$ (277,000)</u>
<b><u>Wastewater Fund</u></b>			
Resources:			
Intergovernmental Revenue	\$ 2,479,000	\$ 2,201,650	\$ (277,350)
Requirements:			
WasteWater Department	23,137,000	22,893,650	(243,350)
Contingency	34,000	-	(34,000)
			<u>\$ (277,350)</u>
<b><u>Stormwater Fund</u></b>			
Requirements:			
Stormwater Department	\$ 16,332,000	\$ 16,377,000	\$ 45,000
Contingency	45,000	-	(45,000)
			<u>\$ -</u>
<b><u>Transportation Fund</u></b>			
Requirements:			
SSMP	\$ 9,320,000	\$ 9,336,250	\$ 16,250
Contingency	135,000	118,750	(16,250)
			<u>\$ -</u>

# Budget Adjustment Resolution

## Exhibit A

### Resolution - Budget Adjustment (Biennium FY2025-FY2026)

	Adopted	Revised	Increase / (Decrease)
<b><u>General Fund</u></b>			
Resources:			
Intergovernmental (Federal Funds - ARPA)	\$ -	\$ 554,350	\$ 554,350
			<u>\$ 554,350</u>
Requirements:			
City Manager	\$ 2,992,000	\$ 3,124,000	\$ 132,000
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## Water Fund

Resources:			
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Requirements:			
Water Department	18,103,000	17,842,250	(260,750)
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## Wastewater Fund

Resources:			
Intergovernmental Revenue	\$ 2,479,000	\$ 2,201,650	\$ (277,350)
Requirements:			
WasteWater Department	23,137,000	22,893,650	(243,350)
Contingency	34,000	-	(34,000)
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## Stormwater Fund

Requirements:			
Stormwater Department	\$ 16,332,000	\$ 16,377,000	\$ 45,000
Contingency	45,000	-	(45,000)
			<u>\$ -</u>

## Transportation Fund

Requirements:			
SSMP	\$ 9,320,000	\$ 9,336,250	\$ 16,250
Contingency	135,000	118,750	(16,250)
			<u>\$ -</u>



# ARPA Reallocation

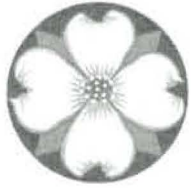
- Police Vehicles
- Emergency Management Coordinator - .5 FTE
- Housing & Utility Assistance
- Funding coming from Water & Wastewater Funds (Ardenwald North) to General Fund



# MRC Reallocation

- Move \$480K from Capital Outlay to Personnel Services
- Economic Development Coordinator
- Parks Development Coordinator - .5 FTE
- Assistant City Manager - .25 FTE
- Ensures fulfillment of MRC Plan, Five-Year Action Plan, and Continuance of URA business improvement grant program.





## PUBLIC HEARING ATTENDANCE SIGN-UP SHEET

*If you wish to have appeal standing and/or to be on the mailing list for Council information from tonight's hearing, please sign-in below.*

**3/4/2025**

**RS 8. A. Quarterly Budget Review and  
Adjustment – Resolution**

**Land Use File No. (none)**

NAME	ADDRESS	PHONE	EMAIL





**RS Agenda Item**

**9**

## **Council Reports**

A stylized, abstract illustration of a flower or shell-like structure in shades of white, grey, and brown, set against a green and brown background, all contained within a circular frame on the left side of the slide.

**RS 9. A. 3/4/25  
Presentation**

# **Legislative & Regional Issues**

March 4, 2025

# Key Dates

- 1/21 – Session Began
- 2/25 – Measure Introduction Deadline
- 2/26 – Revenue Forecast
- 4/9 – First Chamber Deadline
- 5/14 – Revenue Forecast
- 5/23 – Second Chamber Deadline
- 6/29 – Constitutional Sine Die

<https://www.oregonlegislature.gov/calendar>



# Legislation

\* = Council Letter Sent

- **Building** (Councilor Massey)
  - **HB2830** Restricts use of pipes that met standards (hearing 1/17)
- **Childcare Facilities** (Mayor Batey)
  - **HB3560\*** Allows expansive siting of childcare facilities (hearing 2/27)
- **Clean Energy** (Gavares)
  - **SB888** Prohibits local gov't. from limiting residential natural gas (nothing)
  - **SJR32** Constitutional Amendment for the right to use natural gas (nothing)



# Legislation

\* = Council Letter Sent

- **Climate** (Gavares)
  - **SB682** Uses a polluters model based on GHG emissions for Climate Superfund Cost Recovery Program within DEQ (nothing)
- **Crimes** (Mayor Batey, MMC)
  - **SB473** Makes threatening a public official a crime (hearing 2/11)
- **Discrimination** (Mayor Batey)
  - **HB3187** Addresses age discrimination (hearing 2/19)



# Legislation

\* = Council Letter Sent

- **Elections** (Stauffer)
  - **SB580** requires election filings to be posted online (nothing)
- **Emergency Resilience** (Mayor Batey)
  - **HB3170** Modifies definitions/requirements for hubs/networks (WS 3/4)
- **Employment** (Mayor Batey/LOC)
  - **SB916** Gives unemployment benefits to striking employees (WS 3/6)



# Legislation

\* = Council Letter Sent

- **Energy Affordability** (Mayor Batey & Gavares)
  - **HB3081** One Stop Shop 2.0, home resilience assistance (hearing 3/4)
  - **HB3179** Relates to affordable residential energy ratemaking (hearing 2/25)
  - **HB3336** Relates to electric transmission systems (hearing 2/25)
  - **HB3546** POWER Act (hearing 3/6)
  - **SB88\*** Get the Junk Out of Rates, energy rates (hearing 3/3)
  - **SB553** Requires OR DOE to study data center power use (nothing)





# Legislation

\* = Council Letter Sent

- **Fences** (Mayor Batey, MMC)
  - **HB2135** Allows battery-charged fences on non-res. properties (hearing 2/3)
- **Funding** (Mayor Batey, MMC)
  - **HB2411** Industrial site readiness funding (hearing 2/10)
  - **SB5528** DLCDC Budget, grant funding for local governments (hearing 2/4)
- **Housing** (Mayor Batey, MMC)
  - **HB3031** Housing study (hearing 2/26)
  - **SB2698** Statewide home ownership goal (hearing 2/19)



# Legislation

\* = Council Letter Sent

- **Land Use** (Mayor Batey, Weigel, LOC)
  - **HB2075** Brownfields remediation (hearing 2/6)
  - **HB2950** Requires DLCDC to update “citizen involvement” goal (hearing 2/12)
  - **SB2138\*** Governor’s housing bill (hearing 3/3)
- **Measures 5 and 50** (Mayor Batey)
  - **HB2321\*** addresses impacts on disadvantaged communities/rentals (hearing 1/30)
  - **HB2333\*** addresses impacts on local governments (hearing 1/30)
  - **HB2334\*** addresses impacts on higher education (hearing 1/30)
  - **HB2335\*** addresses impacts on jurisdictions, alternate revenue (hearing 1/30)



# Legislation

- **Notary Publics** (Stauffer)
  - **HB2951** Directs SOS to maintain online database of notarial acts (hearing 2/19)
- **Records** (Stauffer... LOC/OAMR/PRAC)
  - **HB2533** Extends retention period for certain records (hearing 2/4)
  - **HB3395** OGEC legislation placeholder (nothing)
  - **HB3599** Records legislation placeholder (nothing)
  - **HJR2** Constitutional Amendment to change unfunded mandates for local governments, including public record and meeting fees (nothing)
  - **SB46** OGEC legislation placeholder (nothing)
  - **SB1077** Records legislation placeholder (nothing)



# Legislation

- **Transportation** (Gavares)
  - **HB2430** EV registration fee increase (nothing)
  - **HB2963** E-bike rebate program (nothing)
  - **HB3119** Advanced Clean Trucks rule attachment (hearing 1/30)
  - **SB509** Prohibits Environmental Quality Commission from adopting motor vehicle emission standards like California (nothing)
- **Urban Growth** (Mayor Batey, MMC)
  - **SB967** Local gov't. improvements in unincorporated UGMAs (WS 3/3)



# Legislation

- **Veterans** (Councilor Khosroabadi)
  - **HB2537** Low-income medical voucher program for veterans (nothing)
- **Water** (Councilor Massey, LOC)
  - **HB2803** Fee increase to cover OWRD water right grants (nothing)
  - **(LC3981)** Water Operator in Training apprenticeship Bill (nothing)



# Letters

- **Letters**
  - Mayor Batey: HB3560 childcare siting
  - Mayor Batey: HB2138 housing affordability



# Resources

- OLIS: [Oregon Legislative Information System](#)
- LOC: [CM3 – LOC Bill Summary](#)  
(Username/password: [loc@orcities.org](#))
- Thorn Run Partners  
(Metro Mayors Consortium)
- Council





# Questions?

Scott Stauffer, City Recorder  
[stauffers@milwaukieoregon.gov](mailto:stauffers@milwaukieoregon.gov)



**RS 9. 3/4/25  
Exhibits  
(Mayor Batey)**

**From:** [Lisa Batey](#)  
**To:** [City Council](#); [Peter Passarelli](#)  
**Subject:** packet for next week's NCPRD Board meeting  
**Date:** Thursday, February 20, 2025 9:30:14 AM

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Scott: Please include in the next Council packet.

All: [Please do not reply all]

The County Commissioners will be holding their first quarterly meeting as the Board of NCPRD next Wednesday at the Aquatic Center. The packet is here: [2025.02.26-NCPRD-BOD-Agenda-Packet.pdf](#)

There are three main pieces of business:

They will get a briefing on the financial forecast -- there are a lot of financial projections and budget documents in this package.

They will also be asked to approve the naming policy, which is also in the packet.

They are also being asked to approve an IGA with Sunrise Water Authority for placement of a small structure on the land of Sieben Park to support a well, in exchange for which they will get a bench and water fountain installed in the park, and the water authority will pay something over \$2,000 annually to cover maintenance costs.

Kia will give her Director's Report at the end, which is not included in the packet. I would expect an update on Concord and the Jennings Lodge park projects to be part of that.

**Lisa M. Batey, Mayor (she/her)**  
City of Milwaukie  
E-mail: [bateyl@milwaukieoregon.gov](mailto:bateyl@milwaukieoregon.gov)  
Message line: 503-786-7512

**From:** [Lisa Batey](#)  
**To:** [City Council](#); [Michael Osborne](#); [Peter Passarelli](#)  
**Subject:** Oregon March 2025 Revenue Forecast and report from Salem visit  
**Date:** Wednesday, February 26, 2025 10:09:31 AM

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Scott: Please include this in the packet for next week.

All: Please do not reply.

See revenue forecast info below. I was in Salem yesterday with other Mayors from the MMC and met with a number of legislators. I'll give a little more detail orally next week, but here are some key takeaways:

- We are still probably a few weeks, maybe more, from seeing a Transportation Bill. It was noted that the first hearing on the 2017 Transportation package happened in early May, so this is not an unusual timeline. It sounds like various scenarios are still in play, but it is likely to be a modest package that may not resolve everything. It appears that all are on board for maintaining the 50/30/20 split, although there is some pressure to not apply that split to new revenue sources.
- There are various proposals, including one from Rep. Gamba, about allocating the kicker to various priorities, including wildfire response. It sounds like any major change to the kicker is unlikely, even though everyone recognizes the state is in a tough position with likely cuts of federal funding. Mayor Beaty of Beaverton was very eloquent about how her residents don't understand why the city is laying off police officers and unable to fix streets when the state is sending everyone big refunds year after year. That conversation about the lack of general public understanding of how different levels of government are funded also related to the awareness of the need for starting a public discussion (work group, etc.) of the problems of Measures 5/50.
- There's a hearing this afternoon on HB 3031, the bill to establish an infrastructure funding fund to facilitate housing development, on which Mayor Beaty is going to testify on behalf of MMC. There will likely be a lot of activity around that, the Governor's housing bill (amendment apparently forthcoming), Senator Meek's condo bill (still no bill number that I can find), in the next couple of weeks and there may be things to talk about next Tuesday.

Thanks,  
Lisa



## **No Major Changes in March Economic Forecast Amid Federal Uncertainty**

*February 26, 2025*

The Oregon Legislature will have \$2.5 billion in unspent General Funds at the end of the 2023-25 biennium, according to the state economist. The [March forecast](#), released today, shows minimal changes from the December forecast for the General Fund in both the current and next biennia. A slight adjustment in the calculation for lottery revenues will reduce lottery bond resources by \$65 million, or less than one percent. A personal income tax kicker of \$1.7 billion is projected for the 2025 tax year.

For the 2025-27 biennium, the revenue forecast is \$35.9 billion in General Fund revenue for legislators to budget with – a slight increase from the December forecast. The Governor’s Recommended Budget (GRB) assumed \$37.4 billion, but the Ways and Means Co-chairs have not released their budget framework, which usually makes adjustments to the GRB based on available funds and the legislature’s policy priorities. The framework is expected in mid-March, and the close-of-session forecast in May is what the legislature will rely on to make final budget decisions for the next fiscal biennium.

Lottery resources are reduced by \$19.8 million for the current biennium and \$65.6 million in the coming biennium, leaving at most \$1.8 billion for lottery bonding for 2025-27. The legislature uses lottery bonds to fund capital projects that are not owned by the state. The pot for General Obligation bonding is much larger, but we don’t have a final number yet.

Budget writers face a unique dilemma while crafting the 2025-27 budget. Currently, federal funds make up 30 percent of Oregon’s total expenditures – General Fund is 26 percent – and there are no clear signs about which, if any, funding sources the Trump administration could cut. Legislators will need to decide how much money they want to squirrel away for a budget crisis and given the modest increase in funds forecast by state economists, they will likely make small budget cuts now to avoid a fiscal cliff caused by the feds later.

Because Oregon’s economy is sensitive to traded sector shifts, Oregon’s GDP growth is slowing to as low as 0.5 percent, compared with the national growth of two percent. During the first trade wars in 2018, Oregon’s GDP slowed more dramatically than the nation’s. Federal tariff turmoil may affect the state in the same way this time around.

**PDF Version**

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**From:** [Lisa Batey](#)  
**To:** [City Council](#); [Peter Passarelli](#); [Katie Gavares](#); [Gabriela Santoyo Gutierrez](#)  
**Subject:** links on recent electrification/climate developments  
**Date:** Monday, March 3, 2025 4:20:50 PM

---

Scott: Please add this to the record for tomorrow's work session.

All:

As background for tomorrow's discussion, I wanted to share some of what is going on in other areas of the state. Katie also sits in on some of the same (and undoubtedly more) zoom calls, so may know of more developments.

- Ashland City Council unanimously adopted climate impact fee for new gas hookups: [Ashland becomes the first city in Oregon to impose a fee on new natural gas hookups - OPB](#)  
And <https://www.oregonlive.com/environment/2025/02/ashland-approves-pollution-fee-to-cut-down-on-new-natural-gas-hookups.html?gift=e9430ae4-0322-431a-bbdc-df5c537a6bc5>
- Portland Bureau of Planning and Sustainability studies two building performance standards: carbon performance standards for large buildings and cooling temperature standards for rental housing. Lots of embedded links to underlying data here:  
[Cost analysis of climate and health policies for buildings | Portland.gov](#)
- Recent article on global push by fossil fuel industry against gas bans: [US fossil fuel industry campaigns to kill policies that ban gas in new buildings | Environment | The Guardian](#)
- Handy retrofit assessment tool that helps point people to available rebates or tax incentives for insulation and replacing gas heat with electric: [Retrofit Decision Tool | Building America Solution Center](#)
- Federal site with information for commercial and industrial users about financing tools for electrification and other upgrades: [Financing Navigator | Better Buildings Initiative](#)  
[a lot more links like this available, these two are just a sampling]

**Lisa M. Batey, Mayor (she/her)**  
City of Milwaukie  
E-mail: [bateyl@milwaukieoregon.gov](mailto:bateyl@milwaukieoregon.gov)  
Message line: 503-786-7512

**From:** [Lisa Batey](#)  
**To:** [City Council](#); [Peter Passarelli](#); [Katie Gavares](#)  
**Subject:** hearings and other info on bills relating to energy affordability  
**Date:** Monday, March 3, 2025 5:09:25 PM  
**Attachments:** [Take Action for the POWER Act Today Stop Data Centers from Driving Up Energy Bills.msg](#)

---

Scott: Please add this to the record for tomorrow's regular session:

All:

Some info here on bills relating to energy affordability, which seem to have a nexus both to our affordability goal and climate goal. If anyone is inspired to draft letter text in support for discussion during Council Reports tomorrow, please do!

Note that written testimony can generally be submitted up to 24 hours after the hearing (sometimes longer as provided by the chair).

Today there was a hearing on SB 88, referred to as "Getting Junk Out or Rates", which would prohibit an electric or gas company from recovering from ratepayers costs or expenses associated with advertising, political influence activity, litigation, penalties or fines and certain compensation. See bill page here: [SB88 2025 Regular Session - Oregon Legislative Information System](#)

Tomorrow (Tuesday) at 8am, there is a hearing on HB 3081, known as "One-Stop Shop 2.0," which would require the establishment of a statewide navigation and support system to help people find climate/energy incentives, in multiple languages. Rep. Gamba is a sponsor. See bill page here: [HB3081 2025 Regular Session - Oregon Legislative Information System](#)

Several bills will be considered in that same hearing, including a work session (hearing previously held) on HB 3170 on establishment and grant funding for resilience hubs: [HB3170 2025 Regular Session - Oregon Legislative Information System](#)

On Thursday at 8am, there is a hearing on HB 3546, the Protecting Oregonians With Energy Responsibility (POWER) Act. This bill would help ensure that residential and small business customers aren't subsidizing the costs of providing electricity to large data centers by requiring the PUC to establish a new category of ratepayers for large data-centers which have driven up electricity demand exponentially in recent years – see CUB summary here:

[Protecting Oregonians With Energy Responsibility \(POWER\) Act \(HB 3546\) | Latest News | News | Oregon CUB](#)

See bill page here: [HB3546 2025 Regular Session - Oregon Legislative Information System](#)

The attached email from the CUB came in while I was typing this up.

Hearings have apparently wrapped up for HB 3179, the FAIR Energy Act, but no committee vote has been taken yet. The CUB is recommending outreach to representatives; Rep Gamba



is a sponsor, but not a member of the Committee on Commerce and Consumer Protection.  
[Working Class Oregonians Speak in Support of HB 3179 | Latest News | News | Oregon CUB](#)

**Lisa M. Batey, Mayor (she/her)**  
City of Milwaukie  
E-mail: [bateyl@milwaukieoregon.gov](mailto:bateyl@milwaukieoregon.gov)  
Message line: 503-786-7512

**From:** [Oregon CUB](#)  
**To:** [Lisa Batey](#)  
**Subject:** Take Action for the POWER Act Today & Stop Data Centers from Driving Up Energy Bills  
**Date:** Monday, March 3, 2025 4:34:57 PM

CUB logo



Server with colorful wires on dark background



Dear Lisa,

We have great news! The [POWER Act \(HB 3546\)](#) has its first public hearing in the legislature this Thursday, March 6th, at 8 am. To pass the POWER Act out of its first committee, legislators need to hear why you support stopping data centers from increasing energy bills now. **Take action today and help us protect Oregonians' energy bills this year!**

**[Tell Your Legislator to Support the POWER Act](#)**

Interested in testifying at the hearing? [Sign up to testify, and we'll reach out](#)

[with a testimony guide!](#) Written testimony can be submitted until Saturday, March 8th, at 8 am.

Over the past decade, we've seen a growing demand for energy in Oregon. No, it's not people moving here or leaving too many lights on -- **it's data centers that are straining our energy grid.** This influx of energy demand from just a few large customers is creating a lot of need to change our energy system. But when the companies that are creating the need for these expenses don't pay their fair share, we do.

**Oregon households are hitting their limit with utility costs.** Our two largest electric utilities disconnected a record-breaking nearly 58,000 households last year.

### **Protecting Oregonians With Energy Responsibility (POWER) Act**

- **Protecting Oregonians' Energy Bills:** Oregon families and small businesses are already struggling. We should not be subsidizing the energy costs of data centers.
- **Holding Data Centers Accountable:** Data centers have grown exponentially over the last decade and added a lot of costs to our energy grid. They need to pay their fair share.
- **A Stronger Energy Grid for Everyone:** We have seen other states struggle to meet energy needs as data centers have boomed. Oregon needs to protect our energy systems as well as affordability.

By joining together, we can make our voices heard as customers. We know social media has been filled with people angry about their energy bills. [Tell your lawmakers to support the POWER Act today!](#)



**Jennifer Hill-Hart**  
Policy & Program Director  
Oregon CUB

[Donate to CUB](#)



Oregon Citizens' Utility Board  
610 SW Broadway  
Suite 400  
Portland, OR 97205  
United States

[www.oregoncub.org](http://www.oregoncub.org)

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**From:** [Lisa Batey](#)  
**To:** [City Council](#)  
**Subject:** guidelines for Main Street Revitalization Grant being sought by downtown business owner  
**Date:** Tuesday, March 4, 2025 1:23:45 PM  
**Attachments:** [2025ORMainStreetRevitalizationGrantGuidelines \(1\).pdf](#)

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Scott – please place this email and the attachment in the record for tonight’s meeting.

All: Please do not reply.

Relating to the email from Andy Fisher seeking a Council letter of support for a downtown grant application, please see the grant guidelines for the grant in question, attached. You can also find a more concise overview of the grant process under the “Main Street Revitalization Grant” tab in the middle of this page. [Oregon Parks and Recreation : Grants : Oregon Heritage : State of Oregon](#)

I would like to discuss Andy’s request either during Council Reports or during the MRC meeting tonight.

Thanks! --Lisa

**Lisa M. Batey, Mayor (she/her)**  
City of Milwaukie  
E-mail: [bateyl@milwaukieoregon.gov](mailto:bateyl@milwaukieoregon.gov)  
Message line: 503-786-7512

# Oregon Main Street Revitalization Grant 2025 Guidelines

STATE HISTORIC PRESERVATION OFFICE, OREGON HERITAGE

***Oregon Parks and Recreation Department values and serves everyone and is committed to providing safe and equitable access to state parks and agency programs. The department will not tolerate racism, harassment, discrimination, or intimidation in any form.***

The Oregon Main Revitalization Street 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 when the Oregon legislature provides funding. The program has been funded every biennium since 2015. Grants must be submitted through the [Oregon Parks and Recreation Department Grants Online](#) system.

## Grant Timeline:

- Application Deadline: March 13, 2025 (11:59 pm)
- Notification: May, 2025
- Project Start: Projects may start once the grant agreement is executed and funds are available. Do not plan to begin work any earlier than July 1, 2025.
- Project Completion and Reporting Deadline: March 31, 2028
- Project Impact reports: At final report and one year after project completion.

## Workshop Timeline:

- Grant Orientation Workshop: January 9, 2025 1:00pm – 4:00pm
  - Online, [register](#) for access.
- Grant Progress and Reimbursement Request Workshop: July 22, 2025 10:00am – 11:00pm
  - Online, [register](#) for access.

## Financial Information:

### AWARD:

Grant funds may be awarded for amounts up to \$400,000.

- The State Historic Preservation Office attempts to fully fund grant requests.
- Projects requesting less than the full amount are equally competitive. A project may achieve all the criteria and be a smaller amount like \$20,000.
- The funding is by reimbursement for work completed. A portion of the work must be completed and a report submitted before the funds are reimbursed to the grantee.



- Matching source is required with each reimbursement request until the match requirement is met.
- Indirect costs (general operations costs associated with the grant funded project) and contingency are not allowable costs.
- 10% of grant funds will be withheld until all grant related work is complete.
- Project costs that occur outside of the grant period do not qualify for funding or as match.

#### **MATCH:**

Matching funds of at least 30% of the award is required.

- Match can be in the form of cash, in-kind donations and volunteer time directly related to the capital improvements. The match requirement may include necessary project “soft” costs for professional services (i.e. architectural or engineering studies directly related to the project/property).
- Rates for volunteer services may not exceed Oregon minimum wage, except in those instances in which the volunteer is using their professional skills for the grant assisted work. Then, documentation of their rate is required.
- Grant administration costs (staff time managing grant reporting and reimbursement) can be applied as match only and are limited to 4% of the award amount.

#### **BUDGET INFORMATION:**

Bids and estimates strengthen the grant request when applicable. If awarded the grant requires at least three estimates for work over \$25,000.

#### **GRANT REPORTING AND PAYMENT:**

Awarded projects will be the subject of binding agreements between the State and the grantee. Grant funds are dispersed on a reimbursable basis. Details of payment arrangements and grant reporting are included in the grant guidelines.

## **Applicant, Property and Project Eligibility**

#### **APPLICANT ELIGIBILITY:**

- Must be organizations that participate in the Oregon Main Street Network. To find out if your organization is in the network visit [www.oregonmainstreet.org](http://www.oregonmainstreet.org). Oregon Main Street 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). The organization must remain active in the Oregon Main Street Network at some level for the entire life of the grant. 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 ELIGIBILITY:**

- 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 Oregon Main Street 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.





## PROJECT ELIGIBILITY:

### ***Eligible Projects:***

- Rehabilitation/Restoration of properties. This can include, but is not limited to:
  - Façade improvements (front, rear, side)
  - Upper floor interior rehabilitation
  - 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.

All work must 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. See <https://www.nps.gov/crps/tps/rehab-guidelines/index.htm>.

### ***Compatibility with Other Incentives:***

- 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.

### ***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.
- Solely architectural, engineering, design plans. These can be a portion of the rehabilitation work, but can't be funded alone.

## CRITERIA:

- The community's level of need for main street revitalization and economic development. Indicators may include:
  - Area median income
  - % renters



- % families below federal poverty rate
- % individuals below federal poverty rate
- Building vacancy rates
- Business rates
- Housing rates
- Anticipated results of how the project will enhance community vitality.
- How well the project impacts the goals of 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 and manage the grant.
- The work plan is well developed and clearly described in the application 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.
- Consistency with the Secretary of the Interior's Standards for Rehabilitation of Historic Properties.

#### **ADDITIONAL CONSIDERATIONS:**

- Projects submitted by organizations participating in the Main Street Track (Accredited, Designated, or Affiliated tiers) or in a Rural Regional Main Street hub of the Oregon Main Street Network are a higher priority.
- Commercial buildings within designated Oregon Main Street Network communities that are also in Certified Local Government communities or local or National Register historic districts are a higher priority.
- Projects located in traditionally underserved communities, including rural areas and communities that demonstrate significant financial barriers to redevelop or rehabilitate downtown areas are a higher priority.
- 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.
- Geographic diversity.
- Project readiness, including matching dollar share in-hand.

#### **ASSISTANCE:**

For grant questions, translation assistance, and OPRD: Grants Online support, contact: Kuri Gill,  
[kuri.gill@oprds.oregon.gov](mailto:kuri.gill@oprds.oregon.gov), 503-986-0685.



## Application Process

**GRANT ANNOUCEMENT:** The grant application will be announced through various media outlets. Grant application information and online system instructions can be found at <https://www.oregon.gov/oprd/OH/Pages/Grants.aspx#nine>.

**REGISTER TO APPLY ONLINE:** To access the application, register at [oprgrants.org](http://oprgrants.org). Please use the [OPRD: Grants Online instructions](#) or [video](#) to set up your account and password. If you have used the system before, there is no need to register again. If you already have an account and you do not see the application in your available grant options, then request through [Kuri.Gill@opr.oregon.gov](mailto:Kuri.Gill@opr.oregon.gov) or 503-986-0685 to add this grant option to your account. Log in using your email address and your password.

See online [OPRD: Grants Online instructions](#) or watch the [How to Navigate the OPRD Grants Online System](#) video for detailed directions to use the online grant system. General system information and additional tutorial videos can be found online. <https://www.oregon.gov/oprd/OH/Pages/Grants.aspx#one>

**NOTE:** Account registration can take up to three days and cannot be completed outside regular business hours.

**APPLICATION SUBMISSION:** Once you have a login, you will be able to create, edit, and submit your application. You can enter information, save, log out, log back in, enter more, etc. as many times as you would like before you submit. It will be helpful for you to know what to enter in the system, please use the [OPRD: Grants Online instructions](#) for this information.

The application must be complete and submitted online by the grant application deadline. Contact Kuri Gill, [kuri.gill@opr.oregon.gov](mailto:kuri.gill@opr.oregon.gov) or 503-383-6787, for accessibility or translation support.

**APPLICATION PREPARATION RESOURCES:** Please contact the grant coordinator to talk through project ideas. Also use Oregon Heritage resources to develop your application.

- [Heritage Bulletins](#)
- [Prepping for the Oregon Main Street Revitalization Grant](#)
- Project plan review is available up to three weeks before the grant deadline to ensure that they project meets the grant requirements. Email plans and photos to Joy Sears, [Joy.Sears@opr.oregon.gov](mailto:Joy.Sears@opr.oregon.gov) to request review.
- Application review is available up to two weeks before the grant deadline to ensure. This review does not guarantee selection, but the review and help refine your application.

**APPLICATION QUESTIONS:** The following questions will appear on the online application. Please be sure to use the [OPRD: Grants Online instructions](#) to assist you.

**Contact Information** – Much of this information will be automatically entered.

- Applicant – This is the Oregon Main Street Network participating organization name.
- Project Contact – This is the Main Street organization representative we contact to discuss details of the project. If you are submitting the application, but you will not be the project contact, the project contact must have an account in the system to be entered. Please request an account or use the online registration to create one.
- Address



- Reimbursement Contact – This is the person who we contact to handle the financial side, may organization have a person managing the books who is not the project contact. The reimbursement contact must have an account in the system to be entered. Please request an account or use the online registration to create one.

### ***Project Information***

- Project title – make a clear, short project title (Example, Jones Building Façade Restoration)
- Brief Project Description – please keep this brief and specific. Only state what the project is, not why it is important. (Example, Restore the façade of the Jones building.)
- Project start date – Enter the date for grant and match related work, it must be within the grant period July 1, 2025 – March 31, 2028.
- Project end date - Enter the date for grant and match related work, it must be within the grant period July 1, 2025 – March 31, 2028.
- Site name – if the building has a name and the street address
- Site city/town/area
- Site county
- Site description - provide a short description of the building(s) and the setting of the project.
- Site acreage – enter '1'
- Latitude & Longitude – use the 'find lat/long' button to fill this field.

### ***Financial Information***

- Requested amount
- Match amount
- Total amount
- Budget grouped by category
  - Contractor/Consultant – If the contractor is providing materials & equipment, travel, etc. in their agreement you do not need to break out those categories in the finances section.
  - Contingency is not eligible.
  - Only work directly on the building is eligible (including plans, engineering, and construction).
  - Staff time – Indirect costs do not qualify for this grant. Grant administration CANNOT be funded by the grant, but does qualify as match, up to 4% of the project cost.
  - Volunteer time
  - Materials & equipment
  - Printing, publication, & design
  - Travel
  - Other (specify)
- Budget must include both expenses and income sources. Show source of funding using categories like, volunteer time, in-kind donations, staff time, organizational cash, donations, grants.
- NOTE: The online system calculates the match percentage based on the entire project cost, not the required match percentage for this program. Only 30% of the grant award is required, this may not match the calculations in the online system.
- Rates for volunteer services may not exceed Oregon minimum wage, except in those instances in which the volunteer is using their professional skills for the grant assisted work. For example, if a carpenter or bookkeeper donates carpentry or bookkeeping services to the project, these services may be valued at the hourly rate the carpenter or bookkeeper would normally charge.
- Contingency is not allowed to be funded by grant dollars and cannot be considered part of the required match amount.
- Grant administration is limited to 4% of the project cost and only qualifies as match.

**Supplemental**

## General Information

- Provide the name of the property owner. If the property owner is not the Oregon Main Street Network participating organization, attach a letter of approval from the property owner. If the property owner is the Oregon Main Street Network participating organization, attach documentation of ownership.
- Property address and, if available, property name.
- Provide the name, phone number, email and organization address of the person with authority to sign the grant agreement.
- Statewide Plan Goals
  - Oregon Heritage Plan Goals – Select all goals of the Oregon Heritage Plan that this project addresses.
    - Include More Voices – including the history documented, preserved and shared and including more voices in doing the work.
    - Increase Access to Heritage – including online access, physical access, removing barriers, etc.
    - Promote the Value of Heritage – including public engagement projects.
    - Pursue Best Practices – including work that increases organizational capacity and follows standards, supports staff and volunteer care and training, planning and partner development, diversity and inclusion efforts, etc.
  - Oregon Preservation Plan Issues – Select all issues from the Oregon Preservation Plan that this project addresses.
    - Issue 1 Building the Heritage Community
    - Issue 2 Preservation Planning: Identifying, Evaluating, Designating, and Treating Cultural Resources
    - Issue 3 Federal, State, and Local Government Statutes, Rules, Ordinances, and Processes
    - Issue 4 Information Technology Tools
- In which Oregon Main Street tier is the organization enrolled? Accredited, Designated, Affiliated, and Connected Communities, or Rural Regional Main Street hub  
<https://www.oregon.gov/oprd/OH/Pages/OMS.aspx>
- In which of the following is true? Check all that apply.
  - The project in a Certified Local Government community.  
<https://www.oregon.gov/oprd/OH/Pages/CLG.aspx>
  - The project in a local or National Register Historic District.  
<http://heritagedata.prd.state.or.us/historic/>
  - The property listed in the National Register of Historic Places or contributing to a National Register Historic District. <http://heritagedata.prd.state.or.us/historic/>
  - The project also using the Federal Historic Preservation Tax Credit.  
<http://heritagedata.prd.state.or.us/historic/>
  - The project using the Oregon Special Assessment of Historic Property program.  
<http://heritagedata.prd.state.or.us/historic/>
- Is the project located in urban or rural area? Select one of the two options.
  - Rural - Entirely outside the acknowledged Portland Metropolitan Area Regional Urban Growth Boundary and the acknowledged urban growth boundaries of cities with population of 30,000 or more? <http://www.oregonmetro.gov/urban-growth-boundary> or contact the city for boundary information.
  - Urban - Entirely within the acknowledged Portland Metropolitan Area Regional Urban Growth Boundary and the acknowledged urban growth boundaries of cities with population of 30,000 or more?

## Community Need &amp; Project Value

- Describe the community need for economic development – Describe the need for economic development, consider employment, business success, livability, housing, wages, etc.



- Describe the value of this Project for Community Revitalization – Describe how this project will enhance community revitalization. Include projected business, employment and quality of life improvements both through the project completion and following completion.
- Poverty Measure Need & Project Value –
  - Provide information for the following measures. Use information from US Census Bureau. <https://data.census.gov> or <https://censusreporter.org/>
  - Percentage of families below federal poverty rate in the city, town or urban neighborhood where the designated downtown district is located.
  - Percentage of individuals below federal poverty rate in the city, town, or urban neighborhood where the designated downtown district is located.
  - Area median income in the city, town or urban neighborhood where the designated downtown district is located.
  - Percentage of renters in the city, town or urban neighborhood where the designated downtown district is located.
  - Will the project address any of the poverty measures discussed in the community need for revitalization? If so, how?
- Vacancy Rate
  - What is the vacancy rate on the block, and in the Main Street district? Number of vacant buildings compared to occupied buildings.
  - Will the project address vacancy rates? If so, how?
- Need to be welcoming to all.
  - Explain the current downtown population and the need to serve that population and the population in the rest of the community. Consider longevity of business owners, affordability, demographics, minority and women owned businesses, etc. <https://opp360.enterprisecommunity.org/opportunity360/measure>
  - Will the project make your downtown welcoming to all? How? Who will be included?

### Other Vitality Measures Need & Project Value

Respond to all needs below that this project will address. Awarded projects don't necessarily have to address all needs. Please DO NOT respond to a need for which your project doesn't DIRECTLY apply. If a need doesn't apply enter N/A.

- New jobs and/or job retention.
  - Explain the need and provide evidence for it. Consider job rates, type of desired jobs, disparity in downtown versus other areas of town, etc.
  - Project value - Will this project create new jobs or retain current jobs? If so, how many and how? Consider both during the project and after it is completed.
- New or retention of a viable business in your downtown district.
  - Explain the need and provide evidence for it. Consider business type, open hours, market analysis, etc.
  - Project value - Will the project create or retain a viable business in your downtown district? How will it achieve this?
- Rehabilitation of properties.
  - Explain the need for rehabilitation of properties. Include the ratio of buildings in good repair to those in disrepair on the block of the project.
  - Project value - Will the project increase the ratio of rehabilitated properties on the block? How?
- Pedestrian traffic.
  - Explain the need and provide evidence for it. Possible evidence of need is tracking pedestrian activity at various times of day and various days of week and sharing goals for traffic.



- Project value - Will the project improve pedestrian traffic? In what way? Possible evidence of need is tracking pedestrian activity at various times of day and various days of week.
- Use upper floor spaces.
  - Explain the need and provide evidence for it.
  - Project value - Will the project address the need of upper floor building use? How?
- Housing.
  - Consider community housing needs and rates, housing type (low-income, workforce, multi-family, density), number of units available, customers for downtown businesses, etc.)
  - Project value - Will the project address the need for housing? How?
- Lodging.
  - Explain the need and provide evidence for it. Consider number of available lodging units tourism studies, demand, nearby attractions, etc.
  - Project value - Will the project address the need for lodging? How?
- Increased rent rate on the block of the project.
  - Explain the rent rate and why it should be increased.
  - Project value - Will the project increase rent on the block? How? By what amount?
- Increased property value for the properties on the block of the project.
  - Share property values and explain the need.
  - Project value - Will the project increase property values on the block? How? By what amount?

### Public Engagement and Needs and Project Impact Related to Downtown Plan or Goals

- Describe the needs and goals addressed in your downtown plan.
- Describe community engagement in the development of your organization's downtown goals.
- Relate this project and its potential impact to your downtown plan or specific goals for your organization. Be sure to discuss why this project is a priority based on your plan or goals.
- Explain how the impacts of the project will be measured.
- Describe any public engagement in the selection of the proposed project.

### Property Need and Project Value

- Need for the Project on the Property
- Describe need in terms of the condition of the property.
- Describe the historical significance of the property.
- Describe the value of the property to the community.
- Value of Project on the Property – Describe how the project will address the needs of the property.

### Project Summary

- Project Timeline - List major benchmarks or tasks and approximate dates they will be completed.
- Property Use – Select all types of resulting property uses that apply to the project.
  - Housing
  - Retail
  - Community/Event Space
  - Office
  - Restaurant/Food Service
  - Government/Public Service
  - Other

### Project Detail

- Describe the work that will be completed.
- Select all areas on the building impacted by the project.
  - Roof – repair, replace, not applicable
  - Structure – repair, replace, stabilize, not applicable





- Façade – repair, replace, restore, not applicable
  - Windows/doors – repair or replace, not applicable
  - Siding – repoint, repair, or replace, not applicable
  - Other
- Will original materials be removed? If yes, what materials and what are the replacement materials?
- How the work will be completed? Describe methods to be used, who will do it and their qualifications, i.e. general contractor, sub-contractors, architects, skilled volunteers, etc.
- Explain how the work will follow the Secretary of the Interior’s Standards for Rehabilitation.  
<http://www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm>.

### Ability to Complete the Project

- Describe your organization’s history and past successes related to this project.
- Describe any partnerships on this project, volunteer or community support for this project, and any other evidence of your ability to complete the project.
- Explain your capacity to work with project leaders in designated local communities or downtown areas.

Use of Grant Funds – Specifically explain what parts of the project the grant will fund.

### Budget Narrative

- Amount of private investment in this project – provide the amount
- Explain the source of private investment in this project – provide all sources of the investment
- Explain matching sources of funds - grant status, in-kind investments, estimates, etc.
- Provide any other details and explanation for budget numbers.

### Attachments

- Required:
  - Proof of board decision to apply for the project (required at time of application, minutes, resolution or other documentation qualifies).
  - Detailed budget – this budget should indicate specific project component costs. In some cases, this may be a construction contract.
  - Current photographs of property (all three views are required)
    - view with surrounding buildings
    - view with individual property
    - views of detailed work areas
  - Letter of Main Street Designation. Email Sheri Stuart at [Sheri.Stuart@opr.d.oregon.gov](mailto:Sheri.Stuart@opr.d.oregon.gov) if you don’t have the current letter.
  - Map of approved downtown area with project location indicated. Please confirm with the Oregon Main Street manager before submitting the map to ensure it is the approved map. Email Sheri Stuart at [Sheri.Stuart@opr.d.oregon.gov](mailto:Sheri.Stuart@opr.d.oregon.gov).
  - Property owner agreement - If not owned by applicant, attach the agreement between the owner and the applicant (agreement is required at time of application). If owned by the applicant organization, attach documentation of this.
- Other, include these as applicable to your project, they make a stronger application:
  - Estimates
  - Construction drawings, work plans, specifications
  - Historic photographs of property, if available – If not available, upload a document ‘historic photos not available’.
  - Resumes of key staff, volunteers, and contractors
  - Letter of support (neighboring properties, businesses, etc.) – The letter should discuss specific goals or mission alignment. Please do not submit letters that just state it is a good project.



## APPLICATION PROCESS

- Portions of downtown plans or goals related to the proposed project. NOTE: Do not submit entire plans, only applicable portions.

### ***Submission***

- Double check all attachments and requirements.
- Be sure to click submit.



## Grant Review and Award Process

### POSITIVE PRACTICES:

Plans, policies, and procedures help organizations align their operations and help staff and volunteers make informed and consistent decisions in support of their mission. Review the list of best practice methods below. Successful applications tend to come from organizations that implement some of these practices. Consider the plans your organization has established and how your proposed grant project fits into those plans. If you have implemented this and they relate to your project be sure to reference them in the grant narrative.

- Oregon Main Street Network Organization Mission & Goals
- Oregon Main Street Network Organization Long Range/Strategic Plans
- Community Vision for Downtown
- Downtown Specific Plan or Downtown Element in City Comprehensive Plan
- Emergency Preparedness Plan
- Diversity, Equity & Inclusion Statement, Training, and Policy

### GRANT REVIEW AND SELECTION:

- Technical review: Following the grant deadline the application will be reviewed by staff to make sure it is complete. You will be contacted if the application needs any technical revision. Reviewed items include:
  - Eligibility of the applicant, property, and project.
  - Required attachments.
  - Budget requirements and eligible costs.
  - Project start and end dates.
- Committee review and scoring: Once applications pass the technical review a committee will review and score them using the following criteria and priorities and provide recommendations to the State Historic Preservation Officer.
- Application of previous grant management scores.
- The State Historic Preservation Officer makes the final award selection.
- Notification: Applicants will be notified by email following the selection.

### CRITERIA:

- The community's level of need for main street revitalization and economic development. Indicators may include:
  - Area median income
  - % renters
  - % families below federal poverty rate
  - % individuals below federal poverty rate
  - Building vacancy rates
  - Business rates
  - Housing rates
- Anticipated results of how the project will enhance community revitalization.
- How well the project impacts the goals of 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 and manage the grant.



## GRANT REVIEW AND AWARD PROCESS

- The work plan is well developed and clearly described in the application 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.
- Consistency with the Secretary of the Interior's Standards for Rehabilitation of Historic Properties.

### ADDITIONAL CONSIDERATIONS:

- Projects submitted by organizations participating in the Main Street Track (Accredited, Designated, or Affiliated tiers) or in a Rural Regional Main Street hub of the Oregon Main Street Network are a higher priority.
- Commercial buildings within designated Oregon Main Street Network communities that are also in Certified Local Government communities or local or National Register historic districts are a higher priority.
- Projects located in traditionally underserved communities, including rural areas and communities that demonstrate significant financial barriers to redevelop or rehabilitate downtown areas are a higher priority.
- 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.
- Geographic diversity.
- Project readiness, including matching dollar share in-hand.

**PREVIOUS GRANT MANAGEMENT SCORING:** The base scoring of applications for the Oregon Main Street Revitalization grant program is 0-50. The base score will be adjusted following the committee review. The grant coordinator will apply grant management scoring to the ranking based on the previous record of managing an Oregon Main Street Revitalization Grant. These points will be subtracted from the scores prior to the evaluation of the applications by the Deputy State Historic Preservation Officer and the State Historic Preservation Officer for final awards.

Scores will be based on the most recent grant period for the Oregon Main Street Revitalization Grant, whether complete or not. It will not include other Oregon Heritage grant programs. No score will be applied if the organization has never received an Oregon Main Street Revitalization Grant.

The average of the scores from each column will be used to determine the score.

SCORE	PROGRESS REPORTS ON TIME	REIMBURSEMENT REQUESTS ON TIME	REPORTS & REQUESTS COMPLETE & CORRECT ON 1 <sup>ST</sup> SUBMISSION	STANDARDS ARE FOLLOWED	CHANGES SUBMITTED & APPROVED BEFORE WORK BEGINS	SUBMISSION OF REPORT ONE YEAR FROM COMPLETION
0	100%	100%	100%	100%	100%	100%
-2	80% - 99%	80% - 99%	80% - 99%	80% - 99%		80% - 99%
-3	79%-0%	79%-0%	79%-0%	79%-0%	99%-0%	79%-0%

**GRANT AWARD:** The grant award will be made by the State Historic Preservation Officer. Applicants will be notified by email following the award decision.



**GRANT AGREEMENT:** Shortly after you are notified that you have been awarded a grant, you will receive a Grant Agreement. By signing the Grant Agreement, you attest to acceptance of a state grant for the purposes outlined in your grant application and those outlined in the Agreement. These guidelines are considered to be part of your Grant Agreement. Some of the items in the Agreement include:

- An approved Project Budget with line items specifying project expenses covered by grant funds and specific project expenses covered by the applicant match.
- Grant starting date and grant completion & final report date.
- Special conditions for the project.
- Specific language for the acknowledgement of public funds provided by the State of Oregon.
- Requirements for submitting reports and reimbursement requests.
- Requirements for inspections and audits.

Agreements can be completed electronically or by hard copy, but electronic is preferred.

- For hard copy agreements, wet signature is required. Please sign both copies of the agreement and return both copies. We will sign both and return one fully executed copy to you.
- For e-signature agreements we will need the email and name of the person with authority to sign. These will be sent through Adobe Sign by email for secure e-signature.

### AMENDMENTS TO THE AGREEMENT:

You may not, without prior written approval, make changes that would substantively alter the scope of work, timeline, or budget stipulated in the Agreement, or make any changes that authorized the award of the grant. The contract was with the assumption that the work would be completed as agreed. If an issue arises that you think may require an amendment, contact us immediately.

Submit requests for changes as a progress report in [OPRD GrantsOnline](#), staff will be notified there is a report to review. Be sure to submit and not just save the progress report. If the change is approved, an amendment may be required.

### SOURCE OF FUNDS:

The Oregon Main Street Revitalization is funded through the state sale of lottery bonds. As such, the grantee must follow all requirements associated with the source of funding. These will be included in the grant agreement.

## Grant Management

### GRANT MANAGEMENT:

Because the Grant Agreement involves the use of public funds from the State of Oregon, you are expected to follow certain requirements for their use. These requirements will affect consultant or contractor selection, public notices, work plans, progress reports and reimbursement requests, project photographs, final reports and reimbursement requests, and recordkeeping.

### ***Consultants/Contractors***

Evidence of competition for direct negotiated professional services of under \$25,000 is not mandatory.

Services and materials that cost \$25,000 or more must show evidence of competition, including soliciting proposals from at least three potential contractors. We must approve your selection prior to the consultant or contractor being hired. Please check the references of any contractor you review. To obtain approval please send the following to the Grants Coordinator through the online grants system, as a progress report:

- How contractor was solicited;
- Summary of experience and qualifications; and
- Why contractor was selected (references, quality, previous work, time frame, cost, etc.)

Contact the Grants Coordinator if you are having trouble accessing estimates.

### ***Work Plans***

Work plans must be approved by Oregon Heritage before work begins. For approval submit the following to the Grants Coordinator:

If no changes have been made to the plan...

- An email indicating that the plan remains as proposed in the application.

If the plan is different than the one proposed in the application...

- Work description including materials, tools and processes to be used.
- Timeline

### ***Staff Time***

Documentation of staff time for grant funded work and for matching source work is required. Documentation must include the person, the tasks, hours, and rate for each employee. Grant administration CANNOT be funded by the grant, but it qualifies as match.

### ***Volunteer Time***

Documentation of volunteer time for matching source work is required.

- Volunteer work may not be reimbursed by the grant.
- The volunteer rate is Oregon minimum wage.
- If a volunteer is using professional skills, the professional rate must be used. A document from that volunteer indicating the rate is required for each submission.
- Documentation must include the person, the tasks, hours, and rate for each employee.

### ***Indirect Costs***

Indirect costs are not allowable costs in this grant program.



***Contingency Costs***

Contingency costs are not allowable costs in this grant program.

***Public Notice Requirement***

It is in your best interest to spread the news about the grant award and the project progress.

Upon grant award, at key project points and upon completion you should do the following.

- Send a news release to local media
- Inform your members and interested parties
- Post on social media
- Inform your public officials (local, state and federal)
- Have celebratory and/or informational events (construction tour, ribbon cutting, etc.)

During the life of the project, place a sign in a prominent and readable location on your site, stating: “This project has been funded in part by the State Historic Preservation Office Oregon Main Street Revitalization Grant, Oregon Parks and Recreation Department.” A simple temporary sign is acceptable; call the grant coordinator for suggestions. The sign may also include other project supporters. Include a photograph of the sign in place with your final report. Exhibits, documents, publications, and publicity about this project must also include this funding credit.

You may be asked to contribute to the [Oregon Heritage Exchange](#) blog following project completion.

***Photographs***

Before, during and after photographs are required for the interim and final report reports that request reimbursement. These should include participants at events, people doing the work, etc. Photos are required in a digital format (300dpi or higher, jpeg or tiff).

***Report of Sale or Lease***

The lottery bond funds require that any sale or lease of a grant funded property must be reported to State of Oregon Department of Administrative Services prior to the action for the life of the bond, usually 40 years. This may be reported through the Oregon Historic Preservation Office. Details will be included in the grant agreement.

## Grant Reporting and Reimbursement

### GRANT REPORTING:

All reports are submitted as a progress report through [OPRD GrantsOnline](#).

Resources to assist in reporting:

- [OPRD Grants Online Reporting & Reimbursement Instructions](#) and the [video](#) for detailed instructions to complete your report online.
- [Grant Reporting and Reimbursement Checklist](#)

**Deadlines:** Interim Progress Reports and Reimbursement requests for the prior fiscal year (July 1 – June 30) expenses are REQUIRED.

- December 31, 2025 – Progress Report Required
- July 10, 2026 – Progress Report and Reimbursement Request Required
- December 31, 2026 – Progress Report Required
- July 10, 2027 – Progress Report and Reimbursement Request Required
- December 31, 2027 – Progress Report Required
- March 31, 2028 – Final Report and Reimbursement Request Required

**Interim Progress Reports:** Grant reports are required December 31 and July 10 during the grant period. You will be sent a report reminder to submit it. Interim reports are submitted through [OPRD GrantsOnline](#) as a progress report. Reports must include:

- Start and end dates for the reporting period.
- The current status of the project and summary of work completed and work remaining, a timeline for completion, and any issues or challenges.
- Enter a short summary or bullet points into the Project Summary field in the online system and attach a document for detailed descriptions.
- For completed work, include work completed, materials and method used, and any other details. This should be sufficient to demonstrate the agreed scope of work is complete.
- Enter issues or challenges in the challenges field.
- Submit supporting attachments.
- REQUIRED: Photographs of work in progress and people doing the work and completed.
- Professional review, inspection results, etc. Any appropriate evidence that work was completed.
- Estimated amount of grant funds expected in the next grant period.

Oregon Heritage staff will review and approve reports. A site visit may be required for approval, but this is rare with strong documentation submitted. You will be notified if a site visit must be scheduled. A report is required to submit a reimbursement request.

**Final report:** A final report is required within 45 days of completing the project or by the final deadline on your grant agreement, whichever is first. Final reports are submitted as a progress report through [OPRD GrantsOnline](#). Reports must include a summary of work completed and any changes to the original plan. Check the box for 'Final Report'. Submit supporting documentation including:

- REQUIRED: Photographs before, during and after the project is complete (300 dpi or higher).
- Copies of articles, press releases, flyers, research materials, results of public events related to the project.
- Contractor specifications and invoice, inspection report, and other evidence of work completed.



## GRANT REPORTING AND REIMBURSEMENT

Also required is the Oregon Heritage grant evaluation form (Appendix B). Use this [link](#) to complete the form.

Oregon Heritage staff will review and approve reports. A site visit may be required for approval, but this is rare with strong documentation submitted. You will be notified if a site visit must be scheduled.

Additional resources for reporting:

- [Grant reporting and reimbursement checklist](#)
- [OPRD Grants Online Reporting and Reimbursement Instructions](#)
- [How to submit a progress report](#) – Video Tutorial

**Project Impact and Ongoing Reporting:** After the project is completed, additional reporting is required. These include:

- **Project Impact Reports:** Your organization will be required to submit at project completion and one year later. These results will help your organization and Oregon Heritage track the value of the project and the grant on community revitalization. This will be the same [Project Impact Form](#) (Appendix A) used for the final grant report. Oregon Heritage staff will send reminders to submit the Project Impact Report.
- **Property Sale or Lease:** For the life of the bond, typically 20 years, new leases or sales of the funded property must be reported to the State of Oregon Department of Administrative Services prior to that action. This may be reported through the grant coordinator.

### GRANT REIMBURSEMENT:

Grant funds are dispersed on a reimbursable basis. A project report and a reimbursement request are required to receive a reimbursement. Both must be submitted through [OPRD GrantsOnline](#). See [OPRD Grants Online Reporting & Reimbursement Instructions](#) for detailed instructions or the [video](#) to complete your reimbursement request online.

*A Progress Report must be submitted before the Reimbursement Request can be submitted in the online system.*

*The reimbursement request must include expense information for the period the request covers, including costs covered by match.*

Enter project expenses in the project expense section. Include all costs for the project, including match source funded expenses and volunteer time. Only the match amount must be indicated, not the matching source. Expenses may be grouped by expense category:

- Contractor/Consultant
- Staff time
- Volunteer time
- Materials & equipment
- Printing, publication & design
- Travel
- Other (specify)

Submit the following required attachments.

- Copies of invoices or receipts for expenses over \$500.
- Itemized list of expenses under \$500 – If you have costs under \$500, submit as an attachment a document that lists the items and their cost. Ensure the document includes the total of the listed costs. This total can be used in the online expenses form to save time and reduces the project expense line items to be entered in the project expense list.
- Volunteer time tracking – Upload as an attachment the volunteer time tracking which must include the person, tasks, hours, rate and days worked.





## GRANT REPORTING AND REIMBURSEMENT

- Staff time tracking - Upload as an attachment the volunteer time tracking which must include the person, tasks, hours, rate and days worked.
- Evidence of in-kind donation value – Upload as an attachment documentation like invoices that note the donation or other evidence of the value of the donated materials and labor.

Reimbursement Request submission support resources:

- See OPRD Grants Online Reporting & Reimbursement Instructions for a detailed guided to completing your report online.  
<https://www.oregon.gov/oprd/OH/Documents/OPRDOnlineGrantReimbursementReportingInstructions.pdf>
- See Grant Reporting and Reimbursement Checklist for additional guidance.  
<https://www.oregon.gov/oprd/OH/Documents/ReportingReimbursementChecklist.pdf>
- How to submit a reimbursement request – video tutorial
- DO NOT submit canceled checks as proof of payment. This is a privacy protection issue. Only proof of expense is required.

### THINGS TO KNOW:

- Up to 20% of grant funds may be provided in advance for awards under \$20,000. The grantee will be required to demonstrate matching funds and a clear plan and timeline to fund the entire project to receive an advance. Submit the request as a Progress Report through the OPRD Grants Online system.
- Interim reimbursements may be requested as work is completed.
- Match requirements are required to be documented with each reimbursement request, unless special permission is requested and approved for delayed match demonstration.
- Full reimbursement is allowed when work is complete and the match requirements are met. OPRD may withhold up to 10% of the award amount until that time.

**PAYMENT:** Once complete progress reports and reimbursement requests are submitted, they will be reviewed by OPRD staff – program staff, management, and finance staff. Reimbursements are in the form of a check. State agencies and universities are required to submit an invoice for electronic funds transfer. Once the Progress Report and Reimbursement Request are correctly submitted, the process takes 2-4 weeks.

**EXTENSIONS:** Extensions are extremely rare due to state accounting and lottery bond fund requirements. Please communicate early in the grant period to discuss scope of work changes to avoid extension or cancellation.

**AUDITS:** A field or desk audit may be made after completion of the project to verify your expenditures. The auditor will contact you several days in advance to arrange a convenient time if a field audit is necessary. To expedite this audit, all supporting documents should be readily available.

**RECORD KEEPING:** Keep records of your grant management for five years. For details about accounting procedures see Appendix C.

### ASSISTANCE:

Grant questions and OPRD: Grants Online: Kuri Gill, [kuri.gill@oprd.oregon.gov](mailto:kuri.gill@oprd.oregon.gov), 503-986-0685.



## APPENDIX A

### Oregon Main Street Revitalization Grant - Project Impact Report

This impact report is due twice, with the final grant report at project completion and one year later. Please submit impacts of the grant funded projects on each property. Complete a separate form for each property supported by the grant. Use the [online form](#) to enter the following information.

Organization:

Grant #:

Project property address:

Describe three ways this project impacted the downtown. For each of the three impacts, select the appropriate category.

#### Impact categories

- Vacancy rate/building condition
- Business development
- Pedestrian friendliness
- Spurring other changes
- Increase organization capacity
- Increase housing
- Increase lodging
- Other

Then describe the impact, provide details like number and type of impact, people impacted, goals addressed, etc.

Summary Comment: Pretend you are talking a to a legislator about the value of this grant program and you want them to know how it impacted your community. What would you want to tell them? Provide details about how this project impacted community need and improved the vitality of downtown. Please add new comments each reporting year.

Thanks! And before you closed this...write it up and share it. Newsletter, city council public comment, county commission public comment, news release, social media post.



## APPENDIX B

### Oregon Heritage Grant Impact Form

Thank you for completing this form (please use the [online form](#)). This is valuable information we use to improve our programs and document their value. Don't worry if your project did not address some of the questions, we are attempting to track the performance of our grants overall. If you want to include additional detail, please use the comment boxes.

#### Project Impact Form

In three sentences or less, what was the impact of the grant funds?		
	No	Yes
Did the grant directly affect your ability to complete the project? If yes, how?		
Comments:		
Select the Oregon Heritage Plan Goal that your project most addressed and explain how it did that.	<ol style="list-style-type: none"><li>1. Include more voices</li><li>2. Increase access to heritage</li><li>3. Promote the value of heritage</li><li>4. Pursue best practices</li></ol>	
Comments:		
Select the Oregon Historic Preservation Plan Issue that your project most addresses and explain how it did that.	<ol style="list-style-type: none"><li>1. Building the Heritage Community</li><li>2. Preservation Planning: Identifying, Evaluating, Designating, and Treating Cultural Resources</li><li>3. Federal, State, and Local Government Statutes, Rules, Ordinances, and Processes</li><li>4. Information Technology Tools</li></ol>	
Comments:		



## APPENDIX C

### RECOMMENDED ACCOUNTING PROCEDURES

In any program where reimbursement is requested for a portion of project costs, or matching share is claimed, adequate records are essential. There should be definite supporting evidence for EACH item of cost claimed, estimates are not sufficient. While these may not be required for reporting purposes, they are recommended for your record keeping in case of audit. The procedures below may not apply in every case, so look through them and identify and use those that are relevant to your project.

Contact Kuri Gill at [Kuri.Gill@opr.d.oregon.gov](mailto:Kuri.Gill@opr.d.oregon.gov), or phone 503-986-0685 if you have questions.

In order to promote a better understanding of the records required and to avoid the possibility of having costs disallowed at the time of audit, the following accounting procedures are suggested:

- Establish a separate account for each agreement project.
- Maintain the account so that it includes the project name, and lists payment for salaries and wages, contracts, equipment, materials and supplies, and other items that conform to categories listed on the grant reimbursement request.
- Each entry in the account must be cross-referenced to a voucher, payroll invoice or other supporting document. Each payment must be supported by a cancelled check or warrant, available in the grantee's records in the event of an audit. DO NOT SUBMIT CANCELED CHECKS.

The following paragraphs provide you information about the specific budget categories:

#### **Professional Contractor or Consultant**

Proper contractor or consultant selection procedures must be followed and proper documentation maintained for audit, or contract costs are subject to disallowal.

Payments made by the grantee should be supported by a statement or invoice from the consultant. The consultant hours do not need to be broken down if contracted in a lump sum, since the consultant agreement should state a total contracted amount. Payments made include fee for service, salary, per diem, payment for the travel, or other allowable services.

#### **Employees**

When a staff member is involved in a grant project, payrolls should be signed by an authorized person and wages paid should be supported by time and task tracking records for each employee.

Records (daily, weekly, or monthly) must show total daily hours for each project and description of work performed. Fringe benefit rates should be developed using actual costs, and individual components should be identified. Documentation should show how rate or cost was derived. This amount must be traceable through the grantee's records.

#### **Travel**

State guidelines require that all mileage rates do not exceed the maximum state rate, which is generally the same as the standard Internal Revenue Service rate. The reimbursement request must show the name of the individual, time of departure and return, dates, mileage (odometer readings or locations), meals claimed, and purpose. A copy of lodging receipts for overnight travel must be maintained. Contact Kuri Gill at [Kuri.Gill@oregon.gov](mailto:Kuri.Gill@oregon.gov) or (503)986-0685 for current rates.

#### **Materials and Equipment**



### Value and Use of Owned Equipment

Equipment value (for owned equipment) should be supported by time records and by a schedule of hourly rates developed from actual historical costs, or in the event no previous cost data exists, from reasonable estimates of such factors as useful life, annual hours or use, insurance premiums, etc. These estimated rates must be adjusted each year based on the previous year's actual costs.

### Equipment Rental (Outside)

Payments made by the grantee for equipment rented for specific project area are generally allowable under state regulations. Payments made by the grantee must be supported by a statement or invoice from the vendor that indicates the time period the equipment was rented.

### Materials and Supplies

Supplies and materials charged to the project must be supported by supplier's invoices or receipts. The original or a photocopy of the cancelled checks must be available for a field audit. **DO NOT SUBMIT CANCELLED CHECKS IN YOUR REIMBURSEMENT REQUEST.**

### Printing, Publication Design, etc.

If you make, design or print a publication as part of your project, include those costs here. The costs can only be paid if a statement recognizing the grant contribution is included.

### Value of Contributed Goods and Services

#### Valuation of In Kind Contributions from Third Parties

The value of labor, materials, equipment usage, etc., donated by sources other than the grantee may be included on the Payment Request Form only if documented. Documentation can be a sheet with work done and hours worked recorded and signed by the project manager and the volunteer.

#### a. Valuation of volunteer service

- Volunteer services may be furnished by professional and technical personnel, consultants, and other skilled and unskilled labor. Volunteered services may be counted as matching share if they are a necessary part of the project.
- Rates for volunteer services may not exceed Oregon minimum wage, except in those instances in which the volunteer is using their professional skills for the grant assisted work. For example, if a carpenter or bookkeeper donates carpentry or bookkeeping services to the project, these services may be valued at the hourly rate the carpenter or bookkeeper would normally charge.

In such cases, the donor must sign a brief statement that notes the donor's usual occupation, intent to donate their usual services, and the date. These statements are then submitted with the reimbursement request.

b. Donated Materials Invoices, where applicable, must be marked "donated" and signed, and submitted with the reimbursement request.

c. Donated Equipment Invoices, where applicable, must be marked "donated" and signed, and submitted with the reimbursement request.



## APPENDIX D

### Oregon Revised Statute

**ORS 390.067 Note Sec. 34. Oregon Main Street Revitalization Grant Program.** (1) For the biennium beginning July 1, 2015, at the request of the State Parks and Recreation Department, the State Treasurer may issue lottery bonds pursuant to ORS 286A.560 to 286A.585 in an amount that does not exceed \$2.5 million in net proceeds for the purposes described in subsection (2) of this section, plus an additional amount estimated by the State Treasurer to be necessary to pay bond-related costs.

(2) Net proceeds of lottery bonds issued under this section in an amount sufficient to provide \$2.5 million in net proceeds and interest earnings must be transferred to the department for deposit into the Oregon Main Street Revitalization Grant Program Fund established under section 2, chapter 831, Oregon Laws 2015 [390.264], to provide grants pursuant to section 1, chapter 831, Oregon Laws 2015 [390.262].

(3) The Legislative Assembly finds that the use of proceeds of lottery bonds issued pursuant to this section will create jobs, further economic development and enhance the economic vitality of Oregon downtowns and local communities by supporting projects that revitalize historic downtown commercial districts, redevelop and reuse existing buildings, facilitate small business relocation and expansion initiatives and provide assistance, training and technical services. [2015 c.812 §34]

### **390.262 Oregon Main Street Revitalization Grant Program; duties of State Parks and Recreation Department; project proposals; conditions; rules.**

(1) As used in this section and ORS 390.264:

(a) “Area median income” means the median income for the metropolitan statistical area in which the proposed grant project is located, as determined by the Housing and Community Services Department, adjusted for household size.

(b) “Oregon Main Street Network” means 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.

(c) “Rural area” means an area located entirely outside the acknowledged Portland Metropolitan Area Regional Urban Growth Boundary and the acknowledged urban growth boundaries of cities with populations of 30,000 or more.

(2) There is established in the State Parks and Recreation Department the Oregon Main Street Revitalization Grant Program for the purpose of providing grants on an annual, competitive basis from the Oregon Main Street Revitalization Grant Program Fund established under ORS 390.264 to be used for the following purposes:

(a) To acquire, rehabilitate and construct buildings on properties in designated downtown areas statewide; and

(b) To facilitate community revitalization that will lead to private investment, job creation or retention, establishing or expanding viable businesses or creating a stronger tax base.

(3)(a) For the purpose of making grants under the program, the department shall adopt a formula that:

(A) Provides for grant funds to be made available statewide while concentrating funds and resources in those areas of the state with the greatest need for main street revitalization and economic development; and



(B) Provides that a minimum of 50 percent of available grant funds will be reserved for projects in rural areas.

(b) In awarding grants under the program, the department shall give priority to grant proposals for projects that are located in traditionally underserved communities, including rural areas and communities that demonstrate significant financial barriers to efforts to redevelop or rehabilitate downtown areas.

(4) The department shall develop criteria to determine the eligibility of grant applicants and proposed projects. The criteria must require that applicants be organizations that participate in the Oregon Main Street Network and demonstrate the past or prospective capacity to work with project leaders in designated local communities or downtown areas.

(5) Project proposals submitted by grant applicants may include evidence of demonstrated need for main street revitalization and economic development by providing information about the economic character of the project, including but not limited to:

(a) The proportion of households at or below the federal poverty rate in the targeted project location and the surrounding community;

(b) The area median income in the proposed project location and surrounding community;

(c) The percentage of renters in the proposed project location and surrounding community; and

(d) The percentage of persons in the proposed project location and surrounding community with weekly wages that are less than or equal to the most recent federal poverty guidelines for a family of three that are applicable to Oregon residents and that are published annually in the Federal Register by the United States Department of Health and Human Services.

(6) The State Parks and Recreation Department shall:

(a) Provide technical assistance and project overview and monitoring for successful grant recipients; and

(b) Provide regular updates to other state agencies, including but not limited to the Oregon Business Development Department and the Department of Transportation, that have an interest in the implementation and administration of the program.

(7) Each grant awarded under this section shall require, as a condition of receiving funding, matching funds in an amount to be determined by the State Parks and Recreation Department.

(8) All amounts awarded as grants must be used by recipients, for the approved purposes set forth in successful grant applications, within three years of receipt of the funds. Any funds not expended within that time period must be returned to the department for deposit in the Oregon Main Street Revitalization Grant Program Fund.

(9) The department shall adopt rules to implement the program and the provisions of this section. The department may consult with the Oregon Business Development Department and the Department of Transportation in adopting the rules. [2015 c.831 §1]

**Note:** 390.262 and 390.264 were enacted into law by the Legislative Assembly but were not added to or made a part of ORS chapter 390 or any series therein by legislative action. See Preface to Oregon Revised Statutes for further explanation.



### **390.264 Oregon Main Street Revitalization Grant Program Fund.**

(1) The Oregon Main Street Revitalization Grant Program Fund is established in the State Treasury, separate and distinct from the General Fund. Interest earned by the Oregon Main Street Revitalization Grant Program Fund shall be credited to the fund.

(2) Moneys in the fund consist of:

- (a) Amounts donated to the fund;
- (b) Amounts appropriated or otherwise transferred to the fund by the Legislative Assembly;
- (c) Amounts deposited in the fund;
- (d) Investment earnings received on moneys in the fund;
- (e) Unused grant moneys returned pursuant to ORS 390.262 (8); and
- (f) Other amounts deposited in the fund from any source.



## APPENDIX E

### Oregon Administrative Rule

736-056-0000

#### Purpose

(1) The purpose of this division is to establish the procedures and criteria that the State Parks and Recreation Department will use when awarding Oregon Main Street Revitalization Grant Funds as provided in ORS 390.262 and 390.264.

(2) Oregon Main Street Revitalization Grant Program Fund grant awards are to be used for the following purposes:

(a) To acquire, rehabilitate and construct buildings on properties in designated downtown areas statewide; and

(b) To facilitate community revitalization that will lead to private investment, job creation or retention, establishing or expanding viable business or creating a stronger tax base.

Stat. Auth.: ORS 390.124(1), 390.262(9)

Stats. Implemented: ORS 390.262, 390.264

Hist.: PRD 5-2016, f. & cert. ef. 9-21-16

736-056-0010

#### Definitions

The definitions provided in ORS 390.005 and 390.262 apply to this division, unless the context requires otherwise. In addition, the following definitions apply:

(1) “Department” means the Oregon Parks and Recreation Department (OPRD) as provided in ORS 390.005(2).

(2) “Designated downtown area” means the defined primary focus area for the local downtown or neighborhood revitalization effort submitted by the local Oregon Main Street Network member to and approved by Oregon Main Street.

(3) “Designated Local Communities” means the city, town, or urban neighborhood district that has a group, organization, or local government entity that has submitted an application and has been approved by Oregon Main Street to participate in the Oregon Main Street Network.

(4) “Grant” means an award from the Oregon Main Street Revitalization Grant Program.

(5) “Grantee” means the grant recipient who is legally capable of executing and which has executed a grant agreement for project awarded an Oregon Main Street Revitalization Grant.

(6) “Grant Review Committee” means the committee that reviews grant applications and makes funding recommendations to the Department.



(7) “Oregon Main Street Network” means 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).

(8) “Project completion” means satisfaction of all requirements of a grant agreement as determined after review or inspection by OPRD.

(9) “Rural area” means an area located entirely outside the acknowledged Portland Metropolitan Area Regional Urban Growth Boundary and the acknowledged urban growth boundaries of cities with population of 30,000 or more as defined in ORS 390.262(1)(c).

(10) “Surrounding community” is the city, town, or urban neighborhood district where the proposed project in the designated downtown area is located.

Stat. Auth.: ORS 390.124(1), 390.262(9)

Stats. Implemented: ORS 390.262, 390.264

Hist.: PRD 5-2016, f. & cert. ef. 9-21-16

736-056-0020

#### Eligible Applicants

In order to be eligible for a Main Street Revitalization Grant, applicants must:

- (1) Be a designated organization that participates at any level in the Oregon Main Street Network;
- (2) Demonstrate past or prospective capacity to work with stakeholders such as local officials, business owners, building owners, and other partners in designated local communities or designated downtown areas; and
- (3) Have the ability to receive and expend the grant funds and manage all fiscal responsibilities.

Stat. Auth.: ORS 390.124(1), 390.262(9)

Stats. Implemented: ORS 390.262, 390.264

Hist.: PRD 5-2016, f. & cert. ef. 9-21-16

736-056-0030

#### Application Procedure/Process

- (1) The Department shall announce through a variety of media the availability of, procedures for, deadlines, and other information for applying for Oregon Main Street Revitalization Grants.
- (2) To apply for Oregon Main Street Revitalization Grants, applicants must submit their applications in a format prescribed by the Department by the specified deadline.
- (3) Applications must demonstrate the following:

- (a) The applicant is an eligible applicant as provided in OAR 736-056-0020.



- (b) The proposed project is within a designated downtown area.
- (c) The applicant is capable of carrying out the proposed project.
- (d) The proposed project would facilitate community revitalization.
- (e) The community need for revitalization and economic development:
  - (A) Community is in a traditionally underserved area, rural area, or has significant financial barriers to improve downtown areas.
  - (B) Economic factors may include percentage of renters and wage and income rates in the proposed project location and surrounding community.
- (f) The proposed project would be consistent with the Secretary of the Interior's Standards for Rehabilitation of Historic Properties.
- (g) There are sources of additional funding sufficient to complete the project.
- (h) Evidence that the property owner understands and agrees with the proposed project.

(4) The Department will request that applicants include measures to demonstrate the effectiveness of the Oregon Main Street Revitalization Grant. These may include business creation or expansion, job creation or retention, vacancy rates, business mix, housing, or creation of a stronger tax base.

Stat. Auth.: ORS 390.124(1), 390.262(9)

Stats. Implemented: ORS 390.262, 390.264

Hist.: PRD 5-2016, f. & cert. ef. 9-21-16

736-056-0040

#### Evaluation of Applications

- (1) Eligible applications received by the announced deadlines shall be evaluated by the Department.
- (2) The Department shall include review criteria in grant guidelines, manual, or application for each new grant cycle.
- (3) The Department will establish a Grant Review Committee to review grant applications and provide recommendations for funding to the Department. The Department shall invite the Oregon Department of Transportation and Business Oregon to provide representatives to serve on a review committee. The committee may include representatives of the Department of Land Conservation and Development, Main Street organizations, historic preservation specialists or other appropriate experts.
- (4) The Grant Review Committee shall score the applications based on the evaluation criteria and then rank applications in order of priority based on a formula considering:
  - (a) The community's need for main street revitalization and economic development which may include but is not limited to wage and income rates.



- (b) The anticipated results of the proposed project in revitalizing the community which may include but is not limited to private investment, job creation or retention, establishing or expanding viable businesses, or creating a stronger tax base.
- (c) The community's level of support of the project as evidenced by the applicant's level of participation in Oregon Main Street or other evidence.
- (d) The applicant's capability to work with stakeholders such as local officials, business owners, building owners, or other partners in designated local communities or designated downtown areas.
- (e) The applicant's capability of carrying out the proposed project.
- (f) The level of investment demonstrated through matching funds and source of funds.
- (g) The location of the project within the state (a minimum of 50 percent of available grant funds are reserved for projects in rural areas).
- (h) Compliance with any other criteria contained in the grant announcement, handbook, or application.

Stat. Auth.: ORS 390.124(1), 390.262(9)

Stats. Implemented: ORS 390.262, 390.264

Hist.: PRD 5-2016, f. & cert. ef. 9-21-16

736-056-0050

#### Award of Grants

- (1) The State Historic Preservation Officer described in ORS 358.565 shall award the grants.
- (2) The department will establish maximum and minimum grant award limitations. These will be published in grant guidelines, manual, or application for each new grant cycle.
- (3) All awards will be subject to binding agreements between the Department and Grantee.
- (4) Grant agreements shall specify the terms and conditions of the grant award, generally including:
  - (a) The total project costs, the match or share to be provided, and the amount of the grant;
  - (b) A statement of work to be accomplished;
  - (c) The products to be delivered;
  - (d) A timeline that details when the grant-assisted project may begin, a schedule for accomplishing work, and deadlines for delivering products and completing the project;
  - (e) The process to complete reimbursement requests;
  - (f) The measures of project impact at project completion and at one year following project completion; and



(g) The requirement that Grantee comply with applicable local, state, and federal law and obtain all necessary permits.

(5) The State Historic Preservation Officer may award grant funds to acquire, rehabilitate, or construct buildings, or any combination thereof, to a Grantee. The Grantee is not required to have an ownership interest in the subject property.

Stat. Auth.: ORS 390.124(1), 390.262(9)

Stats. Implemented: ORS 390.262, 390.264

Hist.: PRD 5-2016, f. & cert. ef. 9-21-16

736-056-0060

#### Disbursement of Grant Funds

The Department will distribute grant funds to Grantees on a reimbursable basis after submission of billings on approved schedules specified in grant agreements. When requested by the Department, Grantees shall supply additional information to substantiate billings. The Department may disburse grant funds in advance if Grantees can demonstrate a compelling need.

Stat. Auth.: ORS 390.124(1), 390.262(9)

Stats. Implemented: ORS 390.262, 390.264

Hist.: PRD 5-2016, f. & cert. ef. 9-21-16

736-056-0070

#### Suspension or Termination of Agreement and Recovery of Grant Funds

(1) Notice of suspension or termination of grant agreement shall be sent by registered letter to grantee at address listed in the agreement. The notice shall include recourse (if any) for Grantee to remedy project deficiencies.

(2) If Grantees have received funds in advance but are unable to complete approved projects to the Department's satisfaction or within the three-year timeframe, the Department shall require the Grantees to return all unexpended grant funds.

(3) Grantees shall maintain records adequate for audit purposes for a period of not less than five years after project completion and shall reimburse the Department for any costs disqualified through audit findings.

Stat. Auth.: ORS 390.124(1), 390.262(9)

Stats. Implemented: ORS 390.262, 390.264

Hist.: PRD 5-2016, f. & cert. ef. 9-21-16

736-056-0080

#### Grant Impact

(1) The Department will establish measures to demonstrate the effectiveness of the Oregon Main Street Revitalization Grant; these may include business creation or retention, job creation or retention, vacancy rates, business mix, and housing.



(2) The Department will include the required measures in the grant guidelines, manual, or application for each new grant cycle.

(3) Grantees will submit this information with the grant application, with the grant completion report, and subsequent to project completion as specified in the grant agreement. For five years following project completion, Department staff may request additional information regarding the project's impact.

Stat. Auth.: ORS 390.124(1), 390.262(9)

Stats. Implemented: ORS 390.262, 390.264

Hist.: PRD 5-2016, f. & cert. ef. 9-21-16

