

**WORK SESSION MINUTES**

**August 15, 2017**

10:30 a.m.

Commissioners' Office Conference Room

**PRESENT:** Commissioners Mary Starrett and Richard L. "Rick" Olson, Commissioner Stan Primozech being excused.

**STAFF:** Laura Tschabold, Ken Huffer, Christian Boenisch, and Carrie Martin.

**Guests:** Sean O'Day Renata Wakeley, Mike Jaffee, and Nicole Montesano, News Register.

**TOPIC:** Mid-Willamette Valley Council of Governments

Sean O'Day discussed what a council of governments' function is, how it is funded, and the scope of programs and services they provide. He said the Council of Governments was formed in 1957 as a regional planning agency and its primary services are community development, transportation, GIS, business lending, and member services. Mr. O'Day said their membership is made up of cities, counties, special districts and the Confederated Tribe of Grand Ronde, adding that membership dues are about 3% of MWVCOG's total revenue. He stated they are largely funded by fee for service and state and federal funds because of the transportation services they provide. Mr. O'Day continued to discuss the two separate membership dues for MWVCOG that Yamhill County paid for in fiscal year 2016-17 and the services they provided.

Renata Wakeley discussed MWVCOG's community development program. She shared with the board recent projects she has been a part of in Yamhill County including the City of Lafayette's urban growth boundary expansion, the successful adoption of the City of Dundee's renewal plan, and the City of Amity's water intake project. Ms. Wakeley said the City of Amity is needing to move their water intake point on the Yamhill River adding that this is a complex and long process that MWVCOG will be assisting the city with until completion. Ms. Wakeley stated her department works diligently with members on grant applications and administration, land use planning, housing rehabilitation, urban renewal area and plan development, ADA assessments, planning commissioner trainings, and also offers a wide range of technical expertise and representation at the state level as well.

Mike Jaffee talked about MWVCOG's transportation planning and geographic information system (GIS) services. He stated they receive federal funds for coordinated planning projects such as bike, pedestrian, signals, roads and buses. Mr. Jaffee discussed the Mid-Willamette Area Commission on Transportation (MWACT), ConnectOregon IV grant, and the recent transit package that came out of the last legislative session with 2.4 million going to the City of Newberg and over \$400,000 going to Yamhill County Transit. Mr. Jaffee reviewed web-based GIS mapping application, US Census workshops and trainings, Oregon Department of Transportation (ODOT) project notification lists, and regional bike maps. He reviewed the most recent project to include the new custom web-based GIS mapping application for Yamhill County (Exhibit A).

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Mr. O'Day went over the small business loan program (Exhibit B) stating MWVCOG has access to all major government loan programs such as Economic Development Association (EDA), United States Department of Agriculture (USDA), and Small Business Administration (SBA). He presented to the Board a handout reflecting the history of loans in Yamhill County through Valley Development Initiatives (Exhibit C) adding that this is a very important part of what they do. Mr. O'Day recapped highlighted member services such as executive level recruitments, charter review, customized training, new councilor orientation and trainings, technical assistance, CEO evaluation coordination and the overall desire to utilize whatever talents or expertise they have on staff to best serve their members. He reviewed a few service areas that MWVCOG is considering as they look to the future including human resource services, enhanced training, legal services to assist with land use, general governance, and telecommunications, enhanced grant services, and regional advocacy.

There being no other business, the meeting adjourned at 11:32 a.m.

Crystal Cox  
Secretary

Accepted by Yamhill County  
Board of Commissioners on  
9-7-17 by Board Order  
# 17-348

## Yamhill County GIS

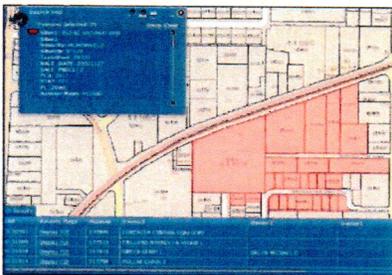
The Mid-Willamette Valley Council of Governments recently developed a custom web-based GIS Mapping Application for Yamhill County.



Ken Friday, Yamhill County Planning Division Manager, said "Earlier this year MWVCOG took over our mapping system, which had many hidden problems. When the previous system failed, Lesley and Juan Carlos found us a more stable mapping platform. They then worked very hard to tailor it to the needs of our many users. They have delivered all of this while still providing significant

savings to our overall GIS budget. Our GIS has substantially improved and we have been very pleased with the results."

The Yamhill County GIS Application allows the display, query, selection, and printing of geographic data, including orthophotography, tax lots, surveys, zoning and comprehensive plan, natural resources, public utilities and other planning layers. The application uses county and public cartographic datasets.



Users are able to search tax lot information based on tax lot number, account and owner name and can export the results to Microsoft Excel or print maps directly from the application. The application also provides links to plats and surveys ready to print in PDF format.

The Yamhill County GIS Application is used both internally by Yamhill County staff, as well as by the public, via the county website. It is currently hosted on the Amazon cloud and uses ESRI technology.

See the Yamhill County GIS Application here:

<http://maps.co.yamhill.or.us/>. For more information, contact Juan Carlos Torres at [jtorres@mwvcog.org](mailto:jtorres@mwvcog.org) or 503-540-1621.

# Mid Willamette Valley Council of Governments

## Small Business Loans Made Easier...

*Assuming you, the Banker, or you the small business Owner and Borrower, choose to pursue financing with a Council of Governments (COG) public sector loan program this is what we need from the Bank and the Borrower:*

1. Project Sources and Uses. Can include appraisal and environmental report fees, loan fees, closing fees, construction interest, etc. Construction budget, bids/quotes and earnest money agreement supporting documentation.
2. Bank commitment letter that identifies the COG loan program term loan amount, Bank term loan amount, and interim loan amount.
3. Copy of the settlement statement and/or construction disbursement statement (if construction is involved) because we must show funds disbursed as intended and required borrower funds committed.

*Our role with the Bank and the Borrower. This is how it's done:*

1. We meet with the Borrower at their place of business to fill out the preliminary documents (application, assistance agreement, etc.) and get signatures.
2. We share financial disclosure with Bank to avoid duplication of efforts by Borrower. If we have clarifying questions we contact the Borrower. The Borrower is free to visit us at our offices, also.
3. To keep you informed, we provide updates throughout the process, from the time of taking the application to the COG loan funding.
4. With a copy of the Bank's commitment letter and the COG's loan approved, the loan can fund or the interim construction loan funding of the Borrower's project can close.
5. If you have a real estate construction/remodel project, the COG loan funding process begins upon your receipt of a Certificate of Occupancy. If no construction is involved, the funding process begins upon the purchase of the real estate and/or equipment with the Bank loan.

### **For Information contact:**

John F. Safstrom, Program Manager  
(503) 540-1612 Email: [jsafstrom@mwvcog.org](mailto:jsafstrom@mwvcog.org)

Or

Alison Boswell, Loan Officer  
(503)540-1614 Email: [aboswell@mwvcog.org](mailto:aboswell@mwvcog.org)

Mid-Willamette Valley Council of Governments  
100 High Street SE #200  
Salem, Oregon 97301

Typical Lender/Borrower questions....

*How long does it take to get a COG loan approval?* Generally about 14 days with complete financial disclosure and Bank commitment letter.

*How does the COG and Bank loan process work?* Usually we first meet with the Owner/Borrower and their Banker to discuss loan program options and what program is the preferred choice with the next step. Then two loan applications are processed.

*What happens if construction cost over-runs occur?* The borrower funds the over-runs and additional collateral may be needed.

*Who funds the COG loan program?* Two loan program types: intermediary and direct funding. Direct funding comes from funds held by the COG and the accumulation of borrowers repayment from a variety of grants and loans taken by the COG to relend to businesses. Intermediary funding programs are funded by investors (SBA 504 loans) and lottery or grant funds (State of Oregon OBDL loans).

*How are the interest rates, terms and conditions determined?* The COG direct funding loan programs rates, terms and conditions are set by the Board of Directors of the loan programs. The Intermediary programs' interest rates are set by Wall Street monthly (SBA 504 loans) and program rules (OBDL loans). The Intermediary programs' operating rules determine terms and conditions.

*Why should our Borrowers use COG loan programs?* Two reasons to use COG loans: first, lower Borrower contribution allows Borrower to keep working capital to use for business growth and Borrower benefits from a fixed rate, low interest COG loan; and second, the Bank's collateral exposure is reduced with subordinate loan program participation and in most situations, the COG loan can be restructured as needed to provide cash for debt service.

## History of Loans in Yamhill County Through Valley Development Initiatives (VDI)

Type of Business	City	Date Funded	Lender Amount	Private Financing	Injection	Total Project	Jobs Created
Nursery	Yamhill	11/1/1989				61,000	
Manufacturing	Newberg	9/27/1991				192,500	
Auto Repair	Carlton	11/1/1995	101,506	126,882	25,376	253,764	4
Manufacturing	Newberg	10/15/1997				200,000	
Food Processing	Carlton	12/31/1997	120,000	146,000	55,000	321,000	4
Professional Services	Newberg	05/15/1998	70,000	95,000	11,320	176,320	6
Restaurant	Newberg	9/16/1998				500,000	
Office of Physicians	McMinnville	1/13/1999				345,002	
Restaurant	Newberg	4/14/1999				247,500	
Auto Sales	Newberg	8/15/2001				968,000	
Auto Repair	McMinnville	3/12/2003				143,835	
Secondary Ag Processing	McMinnville	2/11/2004				583,524	
Office of Dentists	Carlton	3/19/2004	91,500	426,000	122,500	640,000	2
Restaurant	Yamhill	5/6/2004	104,000	145,000	142,000	391,000	6
Gas Station	Lafayette	10/13/2004				268,371	
Professional Services	Newberg	4/21/2005	139,600	174,500	34,900	349,000	2
Office of Physicians	Carlton	6/30/2005	150,000	267,360	43,040	430,400	4
Professional Services	Sheridan	9/1/2005	88,000	110,000	22,000	220,000	3
Professional Services	Newberg	9/1/2005	131,200	164,000	32,800	328,000	3
Office of Physicians	McMinnville	4/12/2006				605,243	
Printing and Graphics	Newberg	6/21/2006	97,462	219,000	76,142	392,604	3
Professional Services	McMinnville	5/14/2008				180,000	
Grocery	Sheridan	8/31/2008	234,000	441,000	85,000	760,000	16
Office of Dentists	McMinnville	10/14/2009				166,000	
Veterinary Office	Sheridan	7/7/2010	154,500	165,000	22,384	341,884	6
Restaurant	Newberg	10/3/2012	25,000	0	55,000	80,000	2
Retail	Newberg	5/23/2013	22,250	0	22,250	44,500	2
Office of Physicians	McMinnville	7/17/2013				1,631,000	
Restaurant	McMinnville	10/10/2013	100,000	150,000	73,457	323,457	5
Restaurant	Newberg	10/24/2013	45,000	0	113,760	158,760	19
Bakery	Newberg	12/27/2013	28,000	463,125	73,875	565,000	2
Restaurant	Dayton	9/5/2014	184,465	254,959	184,551	623,975	5
Secondary Food Processing	McMinnville	8/21/2015	71,167	43,130	35,439	149,736	4
Manufacturing	McMinnville	7/6/2016	105,000	185,000	225,000	515,000	21
Retail	Sheridan	7/8/2016	96,000	120,000	24,000	240,000	6
Hotel	McMinnville	TBD				2,918,000	
Professional Services	McMinnville	TBD				2,400,000	
<b>Total Projects</b>			2,158,650	3,695,956	1,479,794	18,714,375	125

Exhibit "c"