



OFFICE OF COUNTY COUNSEL

PUBLIC SERVICES BUILDING
2051 KAEN ROAD | OREGON CITY, OR 97045

Jane E. Vetto
County Counsel

May 22, 2025

BCC Agenda Date/Item: _____

Scott C. Ciecko
Amanda Keller
Shawn Lillegren
Jeffrey D. Munns
Sarah Foreman
Caleb Huegel
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Assistants

Board of Clackamas County
Commissioners

Approval of a Board Order to delegate limited signing authority to the NCPRD Director for completion of the Purchase and Sale Agreement with Monroe Park Middle Housing for acquisition of a new park located at SE 70th Avenue and SE Monroe Street. Purchase Price is \$3,375,000. Funding is through the NCPRD Property Acquisition Account and the Clackamas County Development Agency. No County General Funds are involved.

Previous Board Action/Review	March 11, 2025 – Board of Directors Executive Session, and April 24, 2025 - Board of Directors meeting.		
Performance Clackamas	Which indicator of success does this item affect? Building Trust Through Good Government		
Counsel Review	Yes, JM	Procurement Review	N/A, Item is a Board Order
Contact Person	Jeffrey D. Munns	Contact Phone	(503) 742-5984

EXECUTIVE SUMMARY: The Board approved a Purchase and Sale Agreement (“PSA”) and Board Order on April 24, 2025, for the acquisition of a 9.69-acre park property located at SE 70th Avenue and SE Monroe Street with Monroe Park Middle Housing LLC. The seller has requested minor revisions to the PSA to change a license to a temporary construction easement for the storage and staging of construction materials by Corpac Construction Company during the construction of the neighboring 122-unit townhome subdivision development.

This change has resulted in the PSA not being ready for signature at the April 24, 2025 Board of Directors’ meeting. The attached revised Board Order seeks to further delegate signing authority to the Director of NCPRD for the completion of the PSA and all other documents necessary to complete this transaction. The transaction involves a number of different parties and may require NCPRD to approve agreements outside of the normal process of Board review and approval.

To ensure that Board direction is adhered to the Order requires that all

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agreements pertaining to this transaction be reviewed by the Office of County Counsel and that the Director of NCPRD report all exercise of signing authority under this Order timely to the Board when next available.

RECOMMENDATION: Staff recommends approval of the Board Order providing a limited delegation of signing authority to the Director of NCPRD to complete the PSA and all other documents necessary to complete the purchase.

Respectfully submitted,



Jeffrey D. Munns
Assistant County Counsel

BEFORE THE BOARD OF COUNTY COMMISSIONERS

OF CLACKAMAS COUNTY, STATE OF OREGON

In the Matter of a Limited
Delegation of Signing Authority to
the Director of the North
Clackamas Parks and Recreation
District



Board Order No. _____

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Whereas, the Board of County Commissioners (“the Board”) is the governing body of the North Clackamas Parks and Recreation District (“NCPRD”), this matter coming before the Board at this time, and it appearing that the Board has authority to sign all documents for the purchase and sale of real property; and

Whereas, NCPRD has proposed and the Board has previously approved a Purchase and Sale Agreement on April 24, 2025 by Board Order 2025-023 for the purchase of the property that is the subject of the Purchase and Sale Agreement with Monroe Park Middle Housing LLC for acquisition of a 9.69-acre parcel located at the intersection of SE 70th Avenue and SE Monroe Street (“Monroe Park Property”). The total purchase price is Three Million Three Hundred and Seventy-Five Thousand and 00/100 dollars (\$3,375,000).

Whereas, the Purchase and Sale Agreement with Monroe Park Middle Housing LLC received minor revisions since April 24, 2025, but remains in substantially similar form to the agreement presented on that date. The transaction to purchase property with Monroe Park Middle Housing LLC involves many parties, documents need to be executed on short notice, and the closing date may be re-scheduled; and

Whereas, the Board believes it is necessary to delegate limited authority to the Director of NCPRD to sign the Purchase and Sale Agreement and all subsequent closing documents, and any other documents necessary to complete the purchase of the Monroe Park Property. This limited delegation of signing authority is to ensure the timely and efficient closing of this transaction; and

NOW THEREFORE, the Clackamas County Board of Commissioners, acting as the governing body of NCPRD, do hereby order as follows:

1. The Director of NCPRD is hereby delegated authority to sign all documents necessary to complete the Purchase and Sale Agreement and the purchase of the Monroe Park Property for the total purchase price of Three Million Three Hundred and Seventy-Five Thousand and 00/100 dollars (\$3,375,000); and

2. This delegation of signing authority requires that the Director of NCPRD to obtain review of any document to be signed by the Office of County Counsel; and

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3. The Director of NCPRD shall provide a full report to the NCPRD Board at their next available meeting on the exercise of any signing authority provided under this limited delegation.

DATED this _____ day of _____, 2025.

North Clackamas Parks and Recreation District

Chair

Recording Secretary