

**TUESDAY, SEPTEMBER 3, 2019**  
**CITY COUNCIL MEETING**  
**Regular meeting 7:00 p.m.**  
**Scappoose Council Chambers**  
**33568 East Columbia Avenue**

**Call to Order**

Mayor Burge called the meeting to order at 7:00 p.m.

**Pledge of Allegiance**

**Roll Call**

Scott Burge	Mayor	Michael Sykes	City Manager
Patrick Kessi	Council President	Norm Miller	Police Chief
Natalie Sanders	Councilor	Susan M. Reeves	City Recorder
Joel Haugen	Councilor	Laurie Oliver	City Planner
Josh Poling	Councilor	Dave Sukau	Public Works Director
Brandon Lesowske	Councilor	Darryl Sykes	Treatment Plant Supervisor

Press: Anna Del Savio, Columbia County Spotlight

Excused: Councilor Megan Greisen and Legal Counsel Peter Watts

**Approval of the Agenda**

Mayor Burge amended the agenda to remove from the consent agenda appointment to Park & Recreation Committee and he added a presentation by Chief Miller.

Councilor Sanders moved and Council President Kessi seconded the motion to approve the agenda as amended. Motion passed (6-0). Mayor Burge, aye; Council President Kessi, aye; Councilor Sanders, aye; Councilor Haugen, aye; Councilor Poling, aye and Councilor Lesowske, aye.

**Public Comments**

There were no public comments.

**Consent Agenda ~ August 19, 2019 City Council meeting minutes and reappointment of Bill Blank, Scott Jensen and Bruce Shoemaker to the Planning Commission**

Councilor Haugen moved and Council President Kessi seconded the motion to approve the Consent Agenda ~ August 19, 2019 City Council meeting minutes and reappointment of Bill Blank, Scott Jensen and Bruce Shoemaker to the Planning Commission. Motion passed (6-0). Mayor Burge, aye; Council President Kessi, aye; Councilor Sanders, aye; Councilor Haugen, aye; Councilor Poling, aye and Councilor Lesowske, aye.

## **New Business**

### **Consultant Agreement for SCADA Services**

Public Works Director Dave Sukau went over the staff report. He explained SCADA stands for Supervisory Control and Data Acquisition. This is the common name for the control systems for water plants, wastewater plants and pump stations, as well as for private industry manufacturing systems. A SCADA system consists of controllers which are industrial computers or PLCs (programmable logic controllers) and HMI (Human Machine Interface) software packages also referred to as graphic user interfaces (GUIs) and various other names. These two components work together to provide the supervisor control portion of the SCADA system. The data acquisition is often a part of the HMI system or an add on to it. Data acquisition is more commonly referred to as data logging or trending. This is used to log information that is required to be reported to regulatory entities. For the Water Plant this includes things like flow rates, reservoir level chlorine dosage rates, chlorine residuals, raw water turbidity and so on. The City needs a SCADA system to allow for automatic operation of the water plants, pump stations and wells and to allow for those systems to operate 24/7 even when they are not staffed. SCADA systems need to be updated periodically for many reasons. SCADA, GUI or HMI software run on normal desktop style computers and servers. This hardware has a life cycle of about 5 years. The software operating systems are usually supported by the manufacturer (Microsoft) for 3 to 5 years as well. The SCADA computers currently in use at the water plants are approximately 15 years old which is two to three times the recommended life expectancy. These systems are running on Windows XP. Windows XP has been discontinued by Microsoft and is no longer supported. Known security vulnerabilities of windows XP have prompted many entities to demand such systems not be in use anywhere in the City or the manufacturing plant and specifically that they are never connected to the internet. Most exploitation of windows XP vulnerabilities happen via the Internet. PLC hardware and software systems must be updated periodically as well. Manufacturers stop supporting the hardware and software after a certain amount of time and some components become unavailable altogether. The life expectancy of PLC control hardware is in the range of 20 years. The Miller Road plant is two thirds (2/3) of the way through this life span and the Keys Road water plant is well past it. In order to progress forward with the City's needed SCADA System update, staff prepared and advertised a Request for Qualifications (RFQ) to solicit qualified consulting teams to complete the project. The RFQ was issued on June 28, 2019 and responses were received on July 25, 2019. A final recommendation from the Selection Committee was made on August 1, 2019, to enter into a contractual agreement with Industrial Systems Inc. The anticipated total cost of implementing a new SCADA System for the Water Treatment Plant is \$224,040.00. Due to budget constraints, this project will need to be completed in phases over FY's 2019-2020 and 2020-2021. For FY 2019-2020, the City plans to complete tasks one (1) through five (5). He explained staff recommends Council authorize the City Manager to enter into a contractual agreement with Industrial Systems Inc., to complete SCADA Services for the Water Treatment Plants.

Council President Kessi explained he noticed on the bid that labor is more than half the cost. He asked is it a not to exceed price?

Public Works Director Dave Sukau replied it is not a not to exceed, it can be, however these are estimates that they feel are conservative. He explained we believe that the work will come in under these amounts. He explained we have budgeted for this over a two year period.

Council President Kessi explained he would just have that as a note of concern, that it is not to exceed. He asked if they have a good warranty program.

Public Works Director Dave Sukau replied each component has its own warranty per manufacturer. He talked about having flexibility, this is not set in stone, as they have not put together the hard estimates of what these components are truly going to cost, they are based on historical pricing. He explained the City has a long history with this particular company.

Treatment Plant Supervisor Darryl Sykes explained we have some desktops that are running on XP and should something happen we will need to work something out. He explained another difficulty is just the plants themselves, even though they speak to each other it is not a seamless connection. He explained he thinks this is necessary.

Councilor Poling asked if the company they are going with are the only ones who could work on this if anything goes wrong?

Public Works Director Dave Sukau replied, in a phone call, we could have anybody come take over this.

Councilor Sanders moved, and Councilor Poling seconded the motion that Council authorize City Manager Sykes to initiate the SCADA Services Project and enter into a contractual agreement with Industrial Systems Inc to complete SCADA Services for the Water Treatment Plants. Motion passed (6-0). Mayor Burge, aye; Council President Kessi, aye; Councilor Sanders, aye; Councilor Haugen, aye; Councilor Poling, aye and Councilor Lesowske, aye.

### **Presentation by Chief Miller**

Chief Miller explained Timmi Sue has been with the Scappoose Police Department for a little over a year. He explained Timmi Sue has done a phenomenal job and continues to go above and beyond. He explained he gave Timmi Sue the project of National Night Out and not only did she go above and beyond, she stayed in budget. He gave her a certificate of appreciation for an outstanding dedication to National Night Out. Congratulations Timmi Sue!

### **Resolution No. 19-17: A Resolution Approving Sale of City Owned Real Property**

City Manager Michael Sykes explained a couple of months back we talked about a surplus piece of property that the City has, and we had a property owner that was interested in purchasing it.

City Planner Laurie Oliver went over the staff report. She explained the City of Scappoose owns two 0.29-acre parcels of vacant real property located south of the NE 3<sup>rd</sup> Street and Crown Zellerbach Road intersection, known as Columbia County Tax Assessor's Map No. 3N2W12AB

300. Both parcels are bisected by a public road, NE 3<sup>rd</sup> Street, and have no development potential unless a portion of one of the parcels is conveyed through a property line adjustment to an abutting landowner. On May 6, 2019, City Manager Sykes presented to Council a written offer to purchase a ~3,484 square foot portion of the City property from an adjacent landowner, to which Council counteroffered and granted the City Manager permission to negotiate a higher price for the City property. On May 20, 2019, City Manager Sykes informed Council that an agreement for the price of the City property had been reached of \$15,000 + the cost to process the necessary property line adjustment. In accordance with ORS 221.725 and 271.310, notice and opportunity for the public to comment on the proposed sale of the City property has been provided (public notice was provided in the August 23<sup>rd</sup> edition of the Spotlight), and no comments from the public have been received. The buyer offered to purchase the property so that his frontage along NE 3<sup>rd</sup> Street is increased, thereby allowing for a partition of the enlarged lot to permit the construction of a tri-plex and four-plex. This would allow the property to return to the tax rolls and will support the provision of needed housing in Scappoose. Staff recommends that the Council adopt Resolution 19-17 as presented.

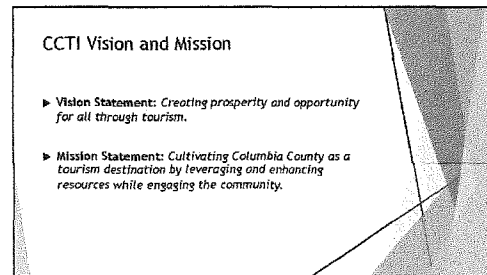
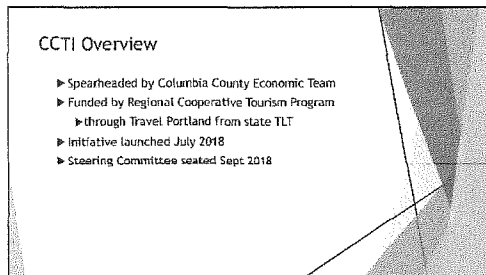
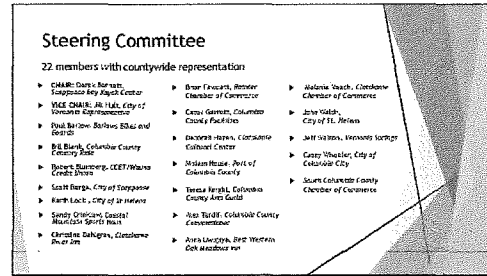
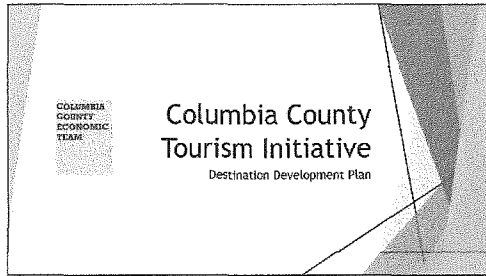
Mayor Burge opened the public hearing at 7:17 p.m. and closed due to no one wanting to speak on this matter.

Councilor Sanders moved and Councilor Haugen seconded the motion that Council adopt Resolution 19-17 as presented. Motion passed (6-0). Mayor Burge, aye; Council President Kessi, aye; Councilor Sanders, aye; Councilor Haugen, aye; Councilor Poling, aye and Councilor Lesowske, aye.

### **Columbia County Tourism Initiative**

Mayor Burge introduced Alison Hart and explained she has been the contractor with Columbia County Economic Team that has taken the lead on working with community partners throughout Columbia County on developing this plan.

Alison Hart, Ahart Associates, Inc. explained she is representing Columbia County Economic Team. She is the Project Manager for the Columbia County Tourism Initiative. She explained she is here to present on their status of what the initiative has achieved in the last year and to make a request for funding so this can continue on. She thanked Mayor Burge and the Council for having her here this evening. She went over her power point presentation.

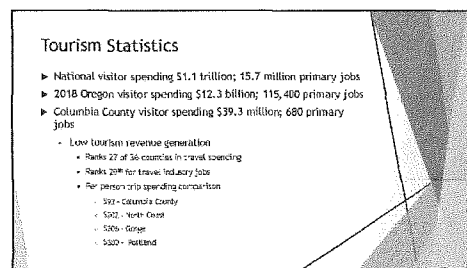
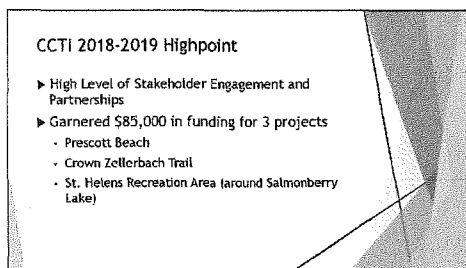
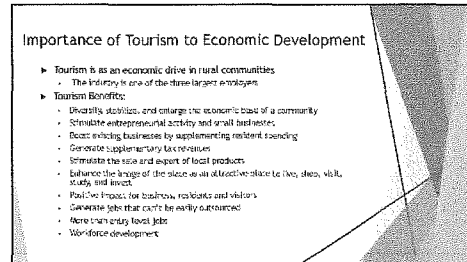
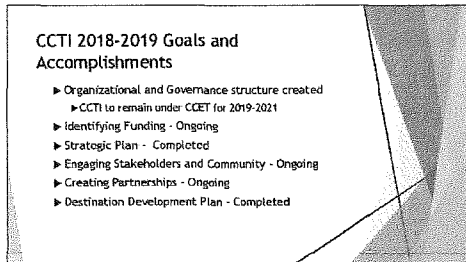


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### Destination Development Plan

**Purpose**  
To develop a strategy and comprehensive countywide plan to grow tourism to Columbia County to stimulate economic growth

**Methodology**

- ▶ Listening tour interviews with 40 stakeholders throughout Columbia County
- ▶ SWOT analysis and strategic planning process with Columbia County Tourism Initiative Steering Committee
- ▶ Written and online community surveys to Columbia County residents
- ▶ Feedback from Columbia County residents at the initial community meeting on tourist (more than 40+ participants)
- ▶ Informal discussions with business people engaged with visitors

### Outcome of Destination Development Plan

- ▶ Extensive Asset Map
- ▶ Top Assets and Priorities
  - Outdoor Recreation
  - Waterfront Development
  - Trails
- ▶ Niche Markets and Target Audiences Defined
- ▶ Outdoor Recreation Activities Identified
- ▶ Actions for Success Outlined

### Destination Development Plan

**Methodology**

- ▶ Review of past plans and asset maps of Columbia County
- ▶ Review of relevant visitor statistics
- ▶ Review of brochures and websites of Columbia County businesses
- ▶ Onsite familiarization visits throughout Columbia County and areas adjacent to the region
- ▶ Information gathering at partnering region tourism Studies, Oregon Destination Marketing Organization Conference, Governor's Conference on Tourism and Outdoor Recreation Summit
- ▶ Participation in quarterly Regional Cooperative tourism Program meetings with Travel Oregon and Travel Portland and Portland region partners

### What this means for the Scappoose

- ▶ Alignment of priorities with City and County
- ▶ Partnership to forward destination development projects
  - Crown Bellesack Trail completion
- ▶ Waterfront development on 61 miles of Columbia River
- ▶ Growth of lodging infrastructure (24% revenue)
- ▶ Downtown revitalization
- ▶ Marketing and branding to impact visitor numbers

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### Actions for Success

- ▶ Organizational Sustainability
- ▶ Stakeholder and Community Engagement
- ▶ Expand Partnerships
- ▶ Tourism Product Development
  - Waterfront development
  - Trails development
  - Create countywide itineraries
  - Promote niche markets: waterports, cycling, birdwatching, cultural heritage markets
  - Support current projects

### CCTI 2019-2020

- ▶ Destination Development Plan Implementation (prioritization in progress)
  - Engagement and partnership with local travel partners
  - Align with local/state priorities
  - Secure stable funding
  - Support destination development projects
  - Marketing
  - Community engagement and education on importance of tourism

### Actions for Success

- ▶ Gross Economic Impact of Tourism in Columbia County
  - Downtown revitalization
  - Grow lodging infrastructure
  - Increase wayfinding signage
  - Infrastructure development
  - Increase access to cultural history
- ▶ Marketing and Branding
  - Create brand identity
  - Create a marketing plan
  - Compile visitor research
  - Create visitor information strategy

### Columbia County Tourism Initiative

- ▶ Support from the Scappoose
- ▶ Thank you
- ▶ Q & A

Alison Hart, A Hart Association | 503.331.5411 | alison@ahartassoc.com

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Alison Hart asked Council for a \$5,000 contribution to help support the initiative.

Mayor Burge stated, looking at the plan it just seems like the action on the trail, it should say and Multnomah Channel because there is a gap between Highway 30 and West Lane and Chapman

Landing isn't developed yet. He said maybe it should have been called out. He feels Chapman Landing should be mentioned.

Alison Hart replied it certainly can be added.

Mayor Burge explained this was a good process and he is glad that we are where we are today. He asked what other entities has Alison talked to?

Alison Hart replied just Clatskanie and the County Commissioners. She explained they will have to go back to the County Commissioners because they wanted more information.

Councilor Haugen stated to Alison that she has done a really nice job of this and it was a good presentation. He stated it is useful to consider that as an economic sector, tourism is probably the only one that is not going to be adversely affected by artificial intelligence. He stated these are dollars well spent. He stated if we can work collaboratively on this process it is a benefit for everybody.

City Manager Sykes stated as he understands it, Travel Oregon has some grant funds of fairly significant dollars and we have kind of looked at those as a possibility for Chapman Landing. He asked if that is a viable source of funding?

Alison Hart replied there are three different grant types specifically through Travel Oregon but there are numerous other tourism related grants that we can look into.

Councilor Sanders moved and Councilor Poling seconded the motion that Council approve the \$5,000 request to the Columbia County Economic Team for the Tourism Initiative. Motion passed (6-0). Mayor Burge, aye; Council President Kessi, aye; Councilor Sanders, aye; Councilor Haugen, aye; Councilor Poling, aye and Councilor Lesowske, aye.

### **Res No. 19-18: A Resolution Declaring a Vacant Position on the City Council**

City Manager Michael Sykes explained since Councilor Sanders is resigning Council will need to declare a vacancy and then we will move forward with advertising and accepting applications and then have interviews on October 7. He explained after the interviews, the Council will choose a replacement.

Council President Kessi moved, and Councilor Haugen seconded the motion that Council adopt Res No. 19-18: A Resolution Declaring a Vacant Position on the City Council. Motion passed (6-0). Mayor Burge, aye; Council President Kessi, aye; Councilor Sanders, aye; Councilor Haugen, aye; Councilor Poling, aye and Councilor Lesowske, aye.

### **Proclamation ~ National Preparedness Month**

Mayor Burge read the National Preparedness Month Proclamation.

### **Announcements ~ information only**

## **Calendar**

Mayor Burge went over the calendar.

### **City Manager, Police Chief, Councilors, and Mayor**

City Manager Sykes stated to Councilor Sanders it has been an absolute privilege to work with her and thanked her for her services and stated he wishes her the best. He mentioned the Sauerkraut Festival is coming up on the 14<sup>th</sup> and it has been an amazing effort between the Community Club and the Economic Development Committee members who have been helping with that. He explained there are 110 booths that have already signed up, and it should be really a great event. He stated hats off to Susie Wilson who has spearheaded all of this. He explained the 30-inch sewer line that is going to serve the eastside of the airport will begin in about two weeks. He explained the Port has finished the sewer and water line to the west side of the airport and made those connections. He explained staff is continuing to work on the candle easement and Laurie has done a great job of negotiating that on the City's behalf. He mentioned the Dutch Canyon well is finally online.

Public Works Director Dave Sukau explained there was a portion there that was too shallow, so they had to replace about 300 feet of it and in that process, they had to shut it down and ended up having some difficulties doing that. He stated it has been a challenge for the water department.

City Manager Sykes explained then all of a sudden we were not getting the water volume, so staff met because that is fairly significant. He stated the good news is Dutch Canyon came online and that added a couple hundred gallons a minute. He explained staff was able to clean out South Fork dam which increased the capacity there. He explained because of the good planning the City has done we are able to meet the demand. He explained because of the Chief's Code Enforcement Officer we have been making a difference around the City addressing the code violations.

Chief Miller thanked Councilor Sanders for her service to the City. He explained school has started and the kids are out running around and riding their bicycles. Please make sure to watch out for the kids. He explained the Annual Suicide Walk is on September 21. He explained it is another event that keeps growing and exceeds our expectations.

Councilor Poling wished Councilor Sanders good luck and said it has been very nice serving with her. He thanked Chief Miller for being out this morning and helping. Everyone saw the Police Force out in the school zones and that helped to remind everyone that school started today.

Council President Kessi thanked Councilor Sanders for her service and making the motions. He explained he also appreciates her well balanced approach to the issues they have considered. He stated good luck in the future.



Councilor Sanders explained she will be relocating so this will be her last meeting on the Council. She stated it has been really fun and interesting and she has learned a lot. She stated all the Councilors are great, and the City staff you are amazing, and made her job easy. She thanked Councilor Haugen and said he is the reason she is here because he put this thought in her mind and it worked out and has been fun.

Councilor Haugen explained Councilor Sanders was a former student and he is going to miss her. He talked about a committee that Mayor Burge formed regarding the Fuel Tax.

Councilor Lesowske wishes Councilor Sanders the best in all that she does. He does think her taking the call to serve the City of Scappoose over the last few years speaks of her character and dedication and he wishes her the best.

Mayor Burge gave an overview of the Political Action Committee he formed.

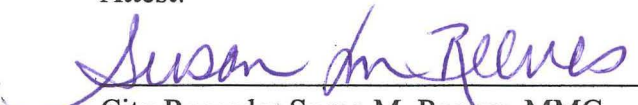
Mayor Burge presented a plaque to Councilor Sanders. On the plaque ~ Presented to Natalie Sanders Scappoose City Council In special recognition for your outstanding service, dedication and commitment to the Citizens of Scappoose January 2017 ~ September 2019. Thank you, Councilor Sanders!

#### **Adjournment**

Mayor Burge adjourned the meeting at 8:05 p.m.

  
\_\_\_\_\_  
Mayor Scott Burge

Attest:

  
\_\_\_\_\_  
City Recorder Susan M. Reeves, MMC