

TUESDAY, SEPTEMBER 8, 2020

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 7:02 p.m.

Pledge of Allegiance

Roll Call

Scott Burge	Mayor	Alexandra Rains	Interim City Manager
Megan Greisen	Councilor	Norm Miller	Police Chief
Joel Haugen	Councilor	Susan M. Reeves	City Recorder
Josh Poling	Councilor	Dave Sukau	Public Works Director
Pete McHugh	Councilor	Chris Negelspace	City Engineer
		Laurie Oliver Joseph	City Planner

Peter Watts Legal Counsel Press: Anna Del Savio (Remote)

Excused: Council President Patrick Kessi and Councilor Brandon Lesowske

Approval of the Agenda

Councilor Haugen moved, and Councilor Poling seconded the motion to approve the agenda. Motion passed (5-0). Mayor Burge, aye; Councilor Greisen, aye; Councilor Haugen, aye; Councilor Poling, aye and Councilor McHugh, aye.

Public Comments

No comments received.

Consent Agenda ~ August 10, 2020 City Council Work Session, August 10, 2020 Special City Council meeting minutes, August 31, 2020 Special City Council meeting minutes, appointment of Michael Leipzig as full member on the Economic Development Committee, appointment of Michael Leipzig as a full member on the Park & Recreation Committee and appointment of Marisa Jacobs as alternate on the Planning Commission

Councilor Poling moved, and Councilor Greisen seconded the motion to approve the Consent Agenda ~ August 10, 2020 City Council Work Session, August 10, 2020 Special City Council meeting minutes, August 31, 2020 Special City Council meeting minutes, appointment of Michael Leipzig as full member on the Economic Development Committee, appointment of Michael Leipzig as a full member on the Park & Recreation Committee and appointment of Marisa Jacobs as alternate on the Planning Commission. Motion passed (5-0). Mayor Burge, aye;

Councilor Greisen, aye; Councilor Haugen, aye; Councilor Poling, aye and Councilor McHugh, aye.

Introduction of new Police Department Staff

Chief Norm Miller introduced Patrol Officer Steve Barnes and Sergeant Greg Buddrius.

Council stated welcome to Steve and Greg.

Proclamation ~ National Preparedness Month

Mayor Burge read the National Preparedness Month Proclamation.

New Business

Ordinance No. 892: An Ordinance of the City of Scappoose Amending Scappoose Municipal Code Chapters 13.20 Regulating Water and Sewer Hook Up Charges and 13.24 Regulating System Development Charges

City Planner Laurie Oliver Joseph went over the staff report. She explained as part of Airpark Development LLC's preliminary plat approval for the East Airport Industrial Subdivision (Local File# SB1-17, SLDP1-17), they were required by the conditions of approval to construct a Crown Zellerbach Trail parking lot (which has been formally named the Trtek Trailhead). Airpark Development is now nearing completion of the parking lot/trailhead, which contains a restroom, landscaping, and a parking lot to serve 22 cars. Airpark Development LLC has raised questions regarding the necessity of paying system development charges and water and sewer hookup charges for the restroom because the structure will be City owned and maintained upon final completion. Staff has reviewed the applicable Municipal Code Chapters 13.20 - Water and Sewer Hookup Charges and 13.24 - System Development Charges and found no exemptions for this type of scenario where a private developer builds a structure that will be publicly owned upon completion. Currently, the only exemptions are for City financed projects. In order to address this issue, Staff proposes the following additions to Municipal Code Chapters 13.20 and 13.24:

13. 20. 040 Exemptions

B. In instances where a third party contractor is constructing a building, designed for human occupancy (or for public utilities such as municipal well or sewer pump station control building), that will be turned over to City ownership at the time of completion and after final inspection, the Builder will be deemed the City, and the project will be exempt from water and sewer hookup charges.

13.24.100 Exemptions

D. In instances where a third party contractor is constructing a building, designed for human occupancy (or for public utilities such as municipal well or sewer pump station control building), that will be turned over to City ownership at the time of completion and after final inspection, the Builder will be deemed the City, and the project will be exempt from system development charges.

Council held a public hearing on this request on July 20, 2020 and made a motion to approve as presented. Subsequently, staff discussed revising the language in the proposed amendments to 13.20 and 13.24 in response to a Council comment/question about the reference to the builder being deemed the City. To avoid any unintended implications of that wording, Council could choose to omit the wording that is struck through below:

13.20.040 Exemptions

B. In instances where a third party contractor is constructing a building, designed for human occupancy (or for public utilities such as municipal well or sewer pump station control building), that will be turned over to City ownership at the time of completion and after final inspection, ~~the Builder will be deemed the City,~~ and the project will be exempt from water and sewer hookup charges.

13.24.100 Exemptions

D. In instances where a third party contractor is constructing a building, designed for human occupancy (or for public utilities such as municipal well or sewer pump station control building), that will be turned over to City ownership at the time of completion and after final inspection, ~~the Builder will be deemed the City,~~ and the project will be exempt from system development charges.

During the August 10, 2020 Council meeting, Council voted to direct staff to amend the Ordinance, reflecting the language above, which requires that the ordinance be placed on first reading again. Since Council also voted to reopen the record, a public comment, which was received via email on July 26, 2020 has been included in the record and is attached.

System Development Charges (SDC's) for the restroom at the Trtek Trailhead are ~\$13,000 and the water and sewer hookup charges would be ~\$475.00. The City would forgo collecting this revenue for this project and as well as other similar projects in the future.

Staff Recommends Council approve Ordinance 892, thus implementing the proposed amendments to Chapters 13.20 and 13.24 of the Municipal Code.

Councilor McHugh asked about the letter that staff received.

City Planner Laurie Oliver Joseph replied staff let him know that it would be included in the new comments.

Mayor Burge opened the public hearing at 7:15 pm and closed it due to no one wanting to speak on this matter.

Councilor Haugen moved, and Councilor McHugh seconded the motion that City Council approve Ordinance 892, thus implementing the amendments to Municipal Code Chapters 13.20 - Water and Sewer Hook Up Charges and 13.24 - System Development Charges.

Mayor Burge read the title for the first time ~ Ordinance No. 892: An Ordinance of the City of Scappoose Amending Scappoose Municipal Code Chapters 13.20 Regulating Water and Sewer Hook Up Charges and 13.24 Regulating System Development Charges.

Approval to Purchase Pumps and Aerators for Interim Aeration Basin

Public Works Director Dave Sukau went over the staff report. He explained the failure of the liner system in the aeration basin requires staff to use the existing sludge lagoon as a temporary aeration basin until the new aeration basin is constructed and online. Murraysmith has completed and submitted to DEQ 90% drawings for the aeration basin interim operations plan. Due to elevation differences staff will need to install a new pump station to pump the biomass to the secondary clarifier. Murraysmith contacted different pump manufactures to find a pump that met several specific operational requirements.

Public Works Director Dave Sukau staff researched three different manufacturers of aeration equipment and determined that adding new equipment that matches existing equipment would be the best fit operationally and financially. The identified pumps and aeration equipment quotes and specifications are attached and totals are summarized below:

Aeration Equipment Quotes

Triton	\$81,000
Nexon	\$390,000
Tornado	\$97,647

Purchase Equipment

Grundfos pumps - \$54,313

Triton TR-20 - \$81,000

Total price - \$135,313

All equipment purchased will be paid out of the Wastewater budget line 41-410-310.

Public Works Director Dave Sukau staff recommends City Council authorize the Interim City Manager to proceed with the purchase of the identified pumps and aeration equipment pending DEQ approval.

Councilor Greisen moved and Councilor Poling seconded the motion that Council authorize the Interim City Manager to proceed with the purchase of the Grundfos pumps and Triton TR-20 aeration equipment totaling \$135,313 pending DEQ approval. Motion passed (5-0). Mayor Burge, aye; Councilor Greisen, aye; Councilor Haugen, aye; Councilor Poling, aye and Councilor McHugh, aye.

Res No. 20-19: A Resolution Establishing a Policy for Entrance of Scappoose Government Buildings by Members of the Public During the Covid-19 Pandemic

Interim City Manager Alexandra Rains went over the staff report. She explained On August 10, 2020, City Council passed Resolution 20-18 declaring that a state of emergency exists within the City of Scappoose due to the COVID-19 Pandemic. That Resolution noted Council's authority under ORS 401.309 to establish procedures to prepare for and carry out any activity to prevent, minimize, respond to, or to recover from an emergency. Under that authority, and in an effort to protect City Staff, I recommend Council follow the Center for Disease Control's recommendation to implement a temperature screening policy for members of the public who enter Scappoose Government Buildings. This requirement would take effect immediately and remain in place so long as the directives of Governor Brown are in effect and the City is in a state of emergency. Staff recommends Council approved Resolution No. 20-19 as presented.

Councilor Haugen asked if the City has the proper equipment if this is passed?

Interim City Manager Rains replied yes, we have the thermometers.

Councilor McHugh stated he is concerned that the offices are not really open to the public.

Mayor Burge stated he was leaving that as a staff decision.

Interim City Manager Rains explained as far as City Hall is concerned our general worry has been that you could really only have one person in the lobby at a time and we would be cleaning in between, taking temperatures, etc. She explained she had Susan check with other City Records to see what other City's in the State were doing and it was kind of a mixed bag. She stated several Cities are by open by appointment only, which is how we are operating as well. She explained her primary concern is essentially for our departments since we have one person in each position, so if that person gets sick the whole department stops functioning. She explained if one of us in City Hall were to get COVID the entire office would shut down for two weeks while we quarantined.

Councilor Haugen stated those are some good points, but he feels we need to better communicate with the public maybe in the newsletter, why the office is closed, for these very reasons.

Councilor Haugen moved, and Councilor McHugh seconded the motion that Council approve Resolution No. 20-19 as presented. Motion passed (5-0). Mayor Burge, aye; Councilor Greisen, aye; Councilor Haugen, aye; Councilor Poling, aye and Councilor McHugh, aye.

Small Business Grant Application Guidelines

Interim City Manager Alexandra Rains explained to follow up on the discussion Council and staff had about the CRF money, there was \$75,000 that Council wanted to allocate for a small business grant program. She explained she reached out to CCET, as they had just done a small business grant program. She was able to amend their forms for our use, which are included in the packet. She also drafted some basic award and denial letters. She explained the proposed award process. She explained Brian Rosenthal, who is part of that group, had submitted a comment,

which Council has a copy of. It states ~ My only comment on the outline is that very small businesses, including sole proprietor's, might be given some help ahead of larger businesses because from the feedback I have received from very small businesses, much of the federal government assistance is geared more towards people with employees.

Interim City Manager Alexandra Rains explained aside from Brian's comment, she hasn't received any other feedback from the group. She explained Council and staff can review the handouts tonight and then if the ad-hoc committee wants to meet again and make additional changes there is always that option too. She explained the dates are tentative.

Mayor Burge stated in the request listing, he would include in the list of different COVID-19 relief funds the CCET relief funds on page four. He explained it doesn't mean that they are disqualified, just if we do get a lot. He would like to implement the idea of sole proprietors getting some sort of priority.

Councilor Greisen asked if everyone feels comfortable going up to a higher dollar amount?

Interim City Manager Alexandra Rains replied it is up to Council, whatever you would like to do.

Councilor Poling asked if there was a way to word it so that if we don't have enough participants we could award more. He stated we want all of that money to go out.

Interim City Manager Alexandra Rains replied we could change it to be up to \$5,000 and if there are additional funds, we could say Council could award an additional amount. She explained we could put this out and wait to score them until we get them all back.

Councilor Haugen stated this looks fine with him.

Interim City Manager Rains explained she will get the updates completed that were discussed this evening.

Mayor Burge asked if there could be an exception for restaurants where they could have more employees or full-time equivalents?

Interim City Manager Rains explained if she is remembering correctly, it is possible that the number could be increased, without it becoming a problem. She asked if this could be raised without any issues, is there a specific number Council is looking for?

Mayor Burge explained he was thinking 50.

Announcements ~ information only

Calendar

Mayor Burge went over the calendar.

Interim City Manager, Police Chief, Councilors, and Mayor

Interim City Manager Rains explained today the new intern Isaac Butman started with the City. She will get the Small Business Grant program ready to go and out. She explained we did the \$25,000 out to the Schools for the COVID Relief Funds. She explained we are continuing to work with the Senior Center to get them some funds. She explained we have completed some updates to the Council Chambers. She explained staff is working on virtual arraignments for the Scappoose Municipal Court. She stated we didn't receive the grant for the basalt well. She explained of the fifteen projects that applied, they only funded three. She discussed an email that was sent out about updating a street name and currently there isn't any pending development that would complicate changing the name of that road. She explained this would need a joint meeting with City Council and the Planning Commission.

Mayor Burge stated the street name change, to him, is not a priority. He stated it would be nice to have some sort of a high standard language for renaming a street.

The general consensus of Council is to table the street renaming discussion.

Chief Miller talked about the Out of the Darkness virtual walk on September 19. He explained there will be a small ceremony.

Councilor Haugen stated he thinks it would be a good modeling for all the City Councilmembers to take a photo in a local park with your facemask on so you could become part of the community collage.

Mayor Burge explained he assisted with interviews for the new executive director of the Columbia County Economic Team and they are negotiating with the top candidate.

Adjournment ~ Mayor Burge adjourned the meeting at 7:54 p.m.



Mayor Scott Burge

Attest:



City Recorder Susan M. Reeves, MMC