

TUESDAY, FEBRUARY 16, 2021
CITY COUNCIL MEETING
Regular meeting 7:00 p.m.

Call to Order

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

Pledge of Allegiance

Roll Call

Scott Burge	Mayor	Alexandra Rains	Interim City Manager
Megan Greisen	Council President	Susan Reeves	City Recorder
Joel Haugen	Councilor	Laurie Oliver Joseph	City Planner (left at 8:08pm)
Josh Poling	Councilor	Huell White	Program Analyst (left at 8:24pm)
Brandon Lesowske	Councilor	Isaac Butman	Program Analyst Intern (left at 8:24pm)
Pete McHugh	Councilor		
Tyler Miller	Councilor		

Legal Counsel Peter Watts

Press: none

Remote: Public Works Director Dave Sukau, Columbia County Public Health Director Mike Paul, Marisa Jacobs, and Paul Fidrych (joined 7:30 pm).

Excused: Police Chief Norm Miller

Approval of the Agenda

Mayor Burge added to the agenda approving of a temporary parking layout for OHSU on a small parcel of property for their employees to park in.

Councilor Haugen moved, and Councilor Poling seconded the motion to approve the amended agenda. Motion passed (7-0). Mayor Burge, aye; Council President Greisen, aye; Councilor Haugen, aye, Councilor Poling, aye; Councilor Lesowske, aye; Councilor McHugh, aye and Councilor Miller, aye.

Public Comments

There were no public comments received.

Consent Agenda ~ January 19, 2021 City Council meeting minutes, February 1, 2021 Work Session minutes, February 1, 2021 City Council meeting minutes, February 6, 2021 Council Goal Setting Session, and appointments to the Park and Rec Committee

Mayor Burge explained he is going to appoint Paul Fidrych and Mary Hindal to the two full time positions and Andrew LaFrenz and Elizabeth Church as the alternate members on the Park and Recreation Committee.

Councilor Haugen moved, and Councilor Poling seconded the motion to approve the Consent Agenda ~ January 19, 2021 City Council meeting minutes, February 1, 2021 Work Session minutes, February 1, 2021 City Council meeting minutes, February 6, 2021 Council Goal Setting Session, and appointments Paul Fidrych and Mary Hindal to the two full time positions and Andrew LaFrenz and Elizabeth Church as the alternate members on the Park and Recreation Committee. Motion passed (7-0). Mayor Burge, aye; Council President Greisen, aye; Councilor Haugen, aye, Councilor Poling, aye; Councilor Lesowske, aye; Councilor McHugh, aye and Councilor Miller, aye.

Old Business

Ord. No. 895: Adoption of Wastewater Collections Master Plan

Public Works Director Dave Sukau explained before Council tonight is the second reading of the proposed Ord. No. 895, which is the Adoption of Wastewater Collections Master Plan. He explained staff is recommending Council adopt the ordinance as presented.

Mayor Burge read the ordinance for a second time ~ Ord. No. 895: Adoption of Wastewater Collections Master Plan.

Motion passed (7-0). Mayor Burge, aye; Council President Greisen, aye; Councilor Haugen, aye, Councilor Poling, aye; Councilor Lesowske, aye; Councilor McHugh, aye and Councilor Miller, aye.

New Business

Ordinance No. 896: An Ordinance Amending Scappoose Municipal Code Title 12, Adding Chapter 12.24 Street Renaming

Program Analyst Intern Isaac Butman went over the staff report. He explained the City has no existing language or criteria in the Scappoose Municipal Code (SMC) pertaining to street renaming. Staff reviewed the renaming procedures of other cities and drafted a new chapter of code language to be included in Title 12 of the SMC to address the subject and presented their report at a joint City Council and Planning Commission Work Session. City Council directed Staff to make changes to proposed Chapter 12.24 and bring the language back to Council for adoption. Title 12 of the SMC addresses streets, sidewalks, and public places, however, street renaming is not addressed, and no other part of the SMC provides guidance for the renaming of streets. The naming of new streets is covered in Chapter 17.154 of the Development Code. No changes to the Development Code are recommended at this time. Proposed changes would only pertain to the renaming of an *existing* street. Staff brought a draft of Chapter 12.24 to a joint work session of City Council and Planning Commission for review. At that work session a number of changes were requested. A new draft incorporating those changes has been attached as Exhibit A in the packet.

Program Analyst Intern Isaac Butman explained the changes to the code language include:

- Adding a mechanism for Council to waive fees associated with street renaming. See 12.24.010, Section H.

- Increasing the number of years a person must have been deceased in order to have their name considered as a street name, from one (1) year to five (5) years. See 12.24.020, Section F, Subsection 1.

- Broadening the language relating to verifiability of application materials and the types of replications of awards and certificates accepted. See 12.24.010 Section B, Subsection 8; 12.24.010 Section B, Subsection 8, clause iv.

- Clarifying the language relating to the assessment of fees, and the timing of when fees are due. See 12.24.010 Section C (all) and 12.24.010, Section J.

- Other minor textual edits that do not change the intent of the language.

As requested by Council, Staff has also addressed the fees associated with street renaming. An explanation of the proposed fees can be found in Exhibit B in the packet. Recommended fees include:

- Application fee: \$2,680.

- Re-signage fee: \$284.24 + (# signs X \$172.60)

Program Analyst Intern Isaac Butman explained the application fee would be due when the street renaming application is submitted. The re-signage fee would be calculated once the application has been deemed complete, but before the Planning Commission hearing, so that all parties are aware of the total costs involved. The re-signage fee would be based on the actual number of signs that need to be replaced. The re-signage fee would not be due until after City Council adopts an ordinance approving the street name change, but prior to the post-decision noticing being sent out. That way, staff can ensure that the cost of materials and staff time to replace the signs has been received before the official noticing is sent out to begin the name change. Fiscal impacts from street renaming would be offset by the recommended fees since the fees were designed/calculated to recover the actual cost to process an application. Staff recommends that Council adopt Ordinance 896, as presented.

Mayor Burge opened the public hearing at 7:09 p.m.

Marisa Jacobs talked about K in the proposed ordinance, where it has the Postal Service and the Fire District, can we just clarify the Police Department and just keep emergency services organizations.

Mayor Burge asked if there were any other comments, seeing none he closed the public hearing at 7:12 p.m.

Mayor Burge stated he thinks because the Police Department is part of the City that is why it isn't listed there.

Legal Counsel Peter Watts replied under the emergency service organizations that would include the County Sheriff and 911 Special District. He explained this is just so if people were being dispatched, they would have notice and everything would be updated. He stated so those would all be covered.

Councilor McHugh stated he is not really in favor of this, he thinks if we leave it the way it is then we are going to be ahead of the game because we are not going to have to jump through all these hoops, we can keep it simple.

Councilor Haugen stated he doesn't think we are going to have a stampede of applications for street name changes but having said that, he thinks there is value in having a flexible structure in place. He stated he is in favor.

Interim City Manager Rains stated this code establishes criteria by which to judge a request, whereas the State code doesn't do that, so it would be much more subjective and simply up to Council, whereas this gives you a little more a criteria to lean on when you are making that decision.

Council President Greisen moved, and Councilor Lesowske seconded the motion that Council adopt Ordinance 896, amending Scappoose Municipal Code Title 12, adding Chapter 12.24 - Street Renaming.

Mayor Burge read the ordinance for the first time ~ Ordinance No. 896: An Ordinance Amending Scappoose Municipal Code Title 12, Adding Chapter 12.24 Street Renaming

OHSU Parking Request

City Planner Laurie Oliver Joseph explained she was contacted last week by Robin McIntyre, who is County Counsel for Columbia County, and she was assisting OHSU in trying to find a solution to their parking dilemma. OHSU is trying to run a COVID vaccination clinic on the weekends and they are really looking for some overflow parking for their employees, specifically, not for the people coming to be vaccinated, and OHSU had identified the gravel lot just south of the OHSU building and the owner, George Hafeman, was open to the idea of the temporary use. She explained, so the request is, can they use the lot in a temporary fashion outside of our normal permitting process. She explained the closest thing we could do is a temporary use permit, but it is only good for 90 consecutive days in any one calendar year, it is not renewable, and this isn't going to meet their need because they are looking for six months or more.

Mike Paul, Columbia County Public Health Director, thanked Council for adding this to the agenda.

Councilor Haugen moved, and Councilor Poling seconded the motion to permit OHSU to have temporary parking on this site so long as the COVID-19 is in effect and they are providing vaccinations.

Councilor Poling stated he lives nearby, and he see the extra parking is needed.

Councilor Lesowske asked about the maintenance, if needed, of the parking.

City Planner Oliver Joseph replied the County Road Department has stated that they can bring gravel in if they need to and that they will be maintaining and keeping an eye on any gravel that gets spread on the roads.

Motion passed (7-0). Mayor Burge, aye; Council President Greisen, aye; Councilor Haugen, aye, Councilor Poling, aye; Councilor Lesowske, aye; Councilor McHugh, aye and Councilor Miller, aye.

WORK SESSIONS

Strategic Policy Considerations for Parks

Interim City Manager Rains explained we are bringing this back for discussion. She explained these Strategic Policy Considerations for Parks are something that we have been talking about on and off in consideration for the Grabhorn parcel and just parks in general in the City. She stated the first thing she would point out is the first topic was grant timing, now based on the feedback we have already received from Council on the Grabhorn process, it does seem that there was interest in preserving the opportunity to go after the grant in 2022. She stated she would say in some respects this question has been answered, we are progressing with the ad hoc committee in a way that would keep that option available to you. She stated the other thing she would point out is during the Council Goal Setting Session there was some talk on the pool and looking at getting some additional costs especially for operations, maintenance, and construction and to look at that and really assess the feasibility. She stated there might still be additional discussion on that point, but there was some direction given by Council on that topic. She explained we haven't talked much about the comprehensive park master plan update, but it is something we thought we'd also bring to your attention.

Program Analyst Huell White explained he thinks this is supposed to be a conversation that happens adjacent to the Grabhorn conceptual park development and that process getting kicked off again. He explained the final plan for the Grabhorn property will need to be added to the Parks Master Plan – either through an amendment *or* through a more comprehensive update, the latter of which Staff believes should happen in the next one to two years. Benefits of a comprehensive update include: a holistic evaluation of community-wide recreation needs, prioritization of park projects in a capital improvement plan, and reassessment of capital project and equipment costs. He explained the City's Pool Fund was utilized to purchase the Grabhorn Property. Given the restrictive nature of the funds, the City is currently obligated to construct a pool at the site. There has been discussion in the community as to the long-term feasibility of constructing and operating a public pool. Continued operation of a pool would be a costly endeavor – regardless of the pool facility's design. A stable and predictable revenue source would need to be implemented to ensure the medium and long-term viability of a major public investment like a pool facility. Lastly, donations that date back to the 1970's that were earmarked for a public pool are currently being held by the City – these funds are insufficient to construct or operate a pool.

Councilor McHugh talked about the City being obligated to construct a pool and asked can we get out of that?

Legal Counsel Peter Watts replied yes, you can amend your code.

Councilor Lesowske would like any information that has been done regarding a pool operation and maintenance shared.

Program Analyst Intern Isaac Butman explained when he did his research, he looked at about six to eight different municipalities that are about the same size as Scappoose that operate pools ranging from temporary outdoor during the summer for a couple of months to permanent indoor facilities and every single one of those pools operates at a significant deficit of somewhere in the range of a half of a million dollars or more a year. He stated the only place that breaks even is St. Helens because they have their own taxing district for the pool and even then, if you remove that money, they still operate at a deficit just from the receipts from entries, parties, and selling swimsuits, etc. He explained the majority of the cost is in the personnel because you have to have a certain amount of lifeguards on duty.

Councilor Lesowske stated, as stewards of our revenues, he feels very hesitate to agree that we would go in debt year over year to be able to have an asset like a pool, which he understands is a very valuable asset for a variety of different users. He would love to see a non-profit or private industry come in and offer up something like a community center, but every time we talk about a pool, to him, it has to make sense financially for us to pursue something like that. He appreciates staff for providing this information to Council.

Legal Counsel Peter Watts stated an indoor facility is a significant financial undertaking that would absolutely require either a dedicated source of funds or a special district who could then establish their own tax rate later.

Mayor Burge stated what we should do is say, this is how much it is going to cost to build a pool and for the residents of the City of Scappoose, because we don't have a parks district, this is what your tax would have to be to build that pool. Also, we would have to have an operational levy and that tax would be permanent, that way, people can see exactly what it would cost them.

Councilor Haugen stated let's do an amendment to the code and just suspend this and say, ad hoc committee, don't even worry about the pool and maybe that is the practical thing to do.

Councilor Poling stated he agrees, we need to get the question of the pool out in the open and done. He would say we would need to get the cost information out to the public first, just let them know what the costs would be.

Interim City Manager Rains asked if there was a certain amount of time that Council would want the information out to the public before staff would bring an amendment to Council?

Legal Counsel Peter Watts stated in the past, when people talked about priorities, one that has been identified is a pool. He thinks it would be certainly in the City's best interest to make sure that there was a lot of opportunity for comments. He thinks really tightening down on those monetary numbers so that people can understand the cost to construct a pool, the ongoing costs

of the pool, etc., is important. He explained he has never seen a pool in Oregon that hasn't lost a substantial amount of money.

Mayor Burge would like to see this information out for 30 days.

Council President Greisen stated she would like to see the information in a couple of the newsletters.

Councilor Miller stated he is for 60 days, and that is really pushing it out there a lot.

Interim City Manager Rains explained you are looking at, just timing wise as far as the ad hoc committee is concerned, you are looking at them being fairly far into their process by the time we get to this. She stated she doesn't know if there is a feasible way for the ad hoc committee to not look at this unless Council feels pretty confident on how they want to move forward on this.

Mayor Burge replied he thinks you would want to continue the two paths.

Councilor Poling stated he would suggest if it were not too difficult, to do a survey of some kind to get feedback from the community.

Mayor Burge stated he thinks the biggest piece of information is going to be letting the people inside the City limits of Scappoose know, how much the per \$1,000 rate would be for an outdoor pool or an indoor pool be, plus the operation levy on top of that, so people have what we believe the numbers of what the cost to them would be.

Council President Greisen asked, can we also make it clear that it is known that Council ultimately can make the decision, because this is how the process is taking place and we as Council are seeking the community's feedback and comments because it is important to Council that they are being transparent with the information because it is such a controversial issue over the last several decades, but that ultimately this is how it can play out and Council can make the decision.

Legal Counsel Peter Watts replied we can frame it that way.

Councilor Miller stated as far as the survey question goes, his concern is just the clarity of the language and that goes back to what Peter was saying. He stated the question of if you want a pool or not is completely different than "would you support a tax rate for the pool". He thinks it needs to be very clear that the question is, are you in support of a tax levy at this range of rate. He just wants to make sure that we are really clear on what we are asking.

Interim City Manager Rains replied this is a similar approach to what we did with the fuel tax, so we are pretty familiar with how to frame that and we will definitely keep that in mind.

Councilor Lesowske stated we already have information about people's feelings in regard to a pool when we did the original Grabhorn survey and he would love to see that information pulled out and presented based on the demographics.

Mayor Burge asked Interim City Manager Rains if that is enough direction?

Interim City Manager Rains replied yes, but she will briefly go over her list. She explained we are going to essentially do a public information campaign, we want to get this into the newsletter at least a couple of times, we want to put together a simple survey, we want to make sure we are showing the actual cost, deficits, feasibility, what it would take to operate, what this could look like in terms of their tax bill per \$1,000 rate, any kind of operating levy on top of that, and being careful to frame it and the question of, "is this something you really want to pay for", because this is what it could cost you. She stated in terms of bringing things back to Council, you would like to see the pool comments that were included in the Grabhorn survey. She stated in terms of the survey itself, we will start working to craft that and put together all of the information needed, and we can start putting together information for the newsletters. She asked Council, is any of that something you want us to bring back to you first, or would you like us to just push forward as quickly as possible?

Mayor Burge replied he thinks just send us the information in an email.

Councilor Miller asked about a timeline so that sets expectations.

Mayor Burge stated a timeline would be nice.

Interim City Manager Rains replied at the next meeting we could bring back the Grabhorn survey results, a timeline, and some other general information.

Council President Greisen wants to make sure the information has both an indoor pool and an outdoor pool.

Park Development Best Practices

Interim City Manager Alexandra Rains explained staff was asked to bring this information back.

Program Analyst Intern Isaac Butman went over the staff report. He explained at the January 19th City Council meeting, Council directed Staff to research best practices for parks planning. This report will address best practices as they apply to park planning activities. A summary of each resource is attached as Exhibit A, in the staff report. Staff's research found that best practices, as they relate to parks, generally fall into two categories: (1) the development process; and (2) the engineering and design of park amenities (signage; place-making; look, feel, and consistency of benches, light poles, etc.; physical design of paths, trails, and amenities; etc.). Additionally, the research indicated that there is no guide that dictates which amenities and/or features belong in a park, or where they belong in a park. Similarly, no guidance could be found that indicates which amenities and/or features are best suited to a particular community. Rather, such decisions should be informed by the local context. While the resources did not indicate best

practices as to the inclusion or exclusion of certain amenities or features, best practices relating to the planning and development process are based on the following concepts:

- Each park property is unique
- Every community has its own set of needs and wants
- Development of any particular park depends on context
- Park development can be viewed through different lenses, including:
 - o Physical constraints
 - o Available Funding
 - o Natural infrastructure/processes
 - o Esthetics
 - o Function
 - o Environmental and conservation concerns
 - o Cost-effectiveness
 - o Equity/Equality
 - o Park purpose
 - o Land use requirements

Program Analyst Intern Isaac Butman explained the research also indicated that the park planning process is informed by planning models. These models are typified by:

- Determining goals and objectives, creating a planning framework, and engaging with the community.
- Measuring community needs, initiating community participation in the planning process, and developing a plan that addresses and/or further defines the goals, objectives, and community needs, and is sensitive to the unique context.
- Preparing recommendations based on the above points, developing an implementation plan, and adopting the plan.

Program Analyst Intern Isaac Butman explained the Grabhorn Park Ad Hoc Committee has been tasked with assisting City Council by proposing final recommendations on the future park. In terms of the design elements that the Ad Hoc Committee will be considering, there is some useful general guidance from the research that is relevant. Best practices as they apply to the Ad Hoc Committee's mission could consist of:

- Ensuring that the Committee approaches the review and revision of the design elements through a variety of lenses.
- Allowing the unique context of the Grabhorn property and the community to impact the Committee's final recommendations.

Councilor Haugen stated he went through all of the links that Isaac researched, and he did an outstanding job.

Council President Greisen stated she seconds Councilor Haugen's sentiments, Isaac did phenomenal work, very detailed. She stated she feels we are in a really good place.

Council thanked Isaac for his work.

Calendar

Mayor Burge went over the calendar.

City Manager, Councilors, and Mayor

Interim City Manager Rains stated she is sure Council is probably well aware of this, but the County has been moved from the Extreme category to High Risk. She thanked Dave and the Public Works Crews for all of their hard work this weekend plowing the roads. She explained to Council you will see in front of you that there is some information just recapping what was done this weekend. She thanked Huell and Isaac for all of their work on the Grabhorn project.

Councilor Miller thanked City staff and said great job, as usual.

Councilor McHugh stated he would like to second what Dave and his crew has done; they have done a really nice job on the roads and he appreciates what they have done. He explained the Centennial Committee has a title of Scappoose 100 1921-2021 and a slogan ~ Proud Past *Bright Future and that will fit into the logo contest.

Council President Greisen thanked Dave and the Public Works Crew, as well as our emergency services providers, that worked tirelessly this weekend to respond to calls and to make sure that our residents were safe.

Councilor Haugen talked about the book that Ed Trtek did and stated it is awesome.

Councilor Poling thanked Dave and staff, they have done a phenomenal job.

Councilor Lesowske thanked Dave and his staff, he knows those were some early mornings and they did a great job. He thanked all City staff for all of their efforts.

Mayor Burge thanked Dave for all the work. He talked about calling a special meeting for next week.

Public Works Director Sukau thanked Council for their kind words about their efforts. He stated the biggest gratification is all the people giving them a thumbs up, waves, and thank you's as they drive by. He stated he knows there are a few driveways that had some snow piled up and they apologize for that.

Mayor Burge went into Executive Session at 8:24 p.m.

Executive Session ~ ORS 192.660 (2) (a) Employment of Manager or Attorney

Present: Mayor Burge, Council President Greisen, Councilor Haugen, Councilor Poling, Councilor Lesowske, Councilor McHugh, Councilor Miller, Interim City Manager Rains, City Recorder Reeves, and Legal Counsel Watts.

Open Session

Mayor Burge stated we are back in regular session and asked for a motion.

Councilor Miller moved, and Councilor Poling seconded the motion to authorize Mayor Burge to sign a contract beginning March 1, 2021 ending at that term or when a new city manager takes office. Motion passed (7-0). Mayor Burge, aye; Council President Greisen, aye; Councilor Haugen, aye, Councilor Poling, aye; Councilor Lesowske, aye; Councilor McHugh, aye and Councilor Miller, aye.


Adjournment

Mayor Burge adjourned the meeting at 8:29 p.m.



Mayor Scott Burge

Attest:



City Recorder Susan M. Reeves, MMC