

**MONDAY, MARCH 15, 2021
CITY COUNCIL MEETING
REGULAR MEETING TO FOLLOW INTERVIEWS**

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 (left at 8:11pm)
Joel Haugen	Councilor	Norm Miller	Police Chief
Brandon Lesowske	Councilor	Susan M. Reeves	City Recorder
Pete McHugh	Councilor	Laurie Oliver Joseph	City Planner (left at 7:24pm)
Tyler Miller	Councilor	Dave Sukau	Public Works Director
		Huell White	Program Analyst (left at 8:11pm)

Legal Counsel Peter Watts

Press: none

Remote: Council President Megan Greisen, Councilor Josh Poling, Program Analyst Intern Isaac Butman (left meeting at 7:24pm), Dave Huber with Waste Management (left meeting at 7:19 pm), Dean Kampfer with Waste Management (left meeting at 7:19 pm), Mike Jefferies with Waste Management (left meeting at 7:19 pm), Nick Ries with Waste Management (left meeting at 7:19 pm), and Marisa Jacobs.

Approval of the Agenda

Councilor Lesowske moved, and Councilor Haugen seconded the motion to approve the 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.

Consent Agenda ~ March 1, 2021 Interviews and March 1, 2021 City Council meeting minutes

Councilor Haugen moved, and Councilor Miller seconded the motion to approve the Consent Agenda ~ March 1, 2021 Interviews and March 1, 2021 City Council meeting minutes. 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

Pool Cost Public Outreach Campaign ~ Survey Draft Update

Interim City Manager Alexandra Rains explained following our last meeting we did go ahead and update the draft survey, which is included in the packet, as well as an updated timeline to reflect our new deadlines.

Program Analyst Huell White explained the feedback staff is looking for from Council tonight is does it make sense the sections that they bolded, have they added the emphasis Council is looking for?

Councilor Haugen stated he feels this update covers the essentials of what they are trying to get at. He wants to make sure we can get this out to the largest percentage of the population.

Mayor Burge stated this looks good.

New Business

Waste Management Composting Rates

Interim City Manager Alexandra Rains explained this is another follow up item. She explained when the franchise agreement with Waste Management was approved there had been some questions about composting rates and there was a request that this be brought back for consideration at a later meeting for further consideration.

Dean Kampfer, Waste Management Municipal Marketing Manager - Public Sector Solutions, explained he could review the six options, which he presented at the last meeting, if Council would like.

Councilor Lesowske stated in looking at the four other proposals outside of the subscription model that the City currently utilizes, would it be possible to have an a la carte option for this particular service of having food waste and compost comingled through subscription if there were a threshold that were met on people who had opted into the program?

Dean Kampfer replied currently we have 3% of the residents that are active with Waste Management service signed up for the subscription.

Mike Jefferies, Waste Management Director of Pricing, responded to Councilor Lesowske's questions. He explained, one system for the entire City is usually what you find because if you were to mix yard debris with another program that was just food waste it might be a little complicated for their operations team to be able to segregate out those customers from one another. He stated it is possible, it would just get a lot more expensive. He explained what they are using now is efficiency gained by using multiple customers on the same day and if they had customers where some were yard debris, and some where food scraps versus organics it would get a little confusing and they probably would have to have a whole separate color of cart for the organic versus the yard debris and then different routes which would service those. He stated we wouldn't have the efficiencies that we would like to see when developing rates. He explained they are more than willing to do whatever the City wants.

Councilor Lesowske explained his hope is if we were to incorporate food waste is that we could potentially provide that every other week, which would be the off week for yard debris and maybe they could use the same bins. He is just looking at options where we don't have to go into a bundled pricing for these services. He continues to look at Forest Grove and he noticed in 2018 when their program had the pricing updated, he doesn't know if that is when the food scrap program went into place for Forest Grove, but their pricing didn't seem to change, but also, he did notice that is a bundled program that you have provided for them, so it doesn't necessarily reflect what we currently have. He explained he wants to look for opportunities for efficiency but also, as he knows with Waste Management, you have goals of being a leader in sustainability and he thinks our community members would like to see more options to be able to reduce their impacts as well. He explained he is just trying to be creative by thinking of a way we could potentially move forward with this that reflects the values of our community but is also cost effective.

Mike Jefferies replied he thinks that is very creative and would be an option. He explained they would have to go back and try to determine what that minimum number of customers to have organics would be because that would be going to a totally different processing facility than what they currently use for yard debris. He stated realistically they are probably looking at option number 3, which is \$10 - \$12 for every other week service, just because they really don't have that many customers and they would want to get brand new carts for that service and so forth. He stated with that rate, they would probably need somewhere between 400-500 customers. He explained the reason why it is more expensive is because on the off week of yard debris pick up, they use that truck for recycling, so now they would be doubling up on the number of trucks that would be necessary in order to service the organics and recycling and that is why he is thinking \$10-\$12 would be the range for that. He explained if there were more than 400-500 participants the rate could come down.

Councilor Lesowske asked what is the overall customer base?

Mike Jefferies replied 2,344 customers that have garbage service and then of those 1,186 have every other week yard debris service.

Councilor Lesowske asked would it be possible to get a price quote for the service without looking at these bundles that we could potentially have staff reach out to the community to see if this is something they would be interested in participating in and potentially bring it back to you at a later date to see if it would be an option that we could adopt?

Mike Jefferies replied definitely and if you'd like we could work with the City staff and come up with some ranges to see if people would be interested in those level of services based on the ranges that they would come up and that would certainly help them with modeling this long term. He stated if they have a commitment of 400-500 customers, they could certainly put together a program and see what that would look like.

Mayor Burge thanked Mike Jefferies for the information.

Res No. 21-03: A Resolution Establishing Fees for Street Renaming Applications

City Planner Laurie Oliver Joseph went over the staff report. She explained Ordinance 896, adopted by Council on March 1, 2021, established Chapter 12.24 – Street Renaming, in the SMC (Scappoose Municipal Code). Prior to accepting an application to rename a street, appropriate fees must be established for an application of this type. During the January 19, 2021 Council work session on the topic of adopting street renaming code language, there was a discussion on how to set appropriate fees for street renaming applications. Council directed staff to set the fees based on a cost recovery approach, meaning the intent was to cover staff's time and materials cost to process an application. Program Analyst Intern, Isaac Butman, gathered estimates on the time it would take for the Planning Department and Public Works Department to fully vet and take through the adoption process a submitted street renaming application (including the cost of the required legal ads in the newspaper and the cost of mailing notices to neighbors and affected agencies). Additionally, a fee estimate was generated to address the actual time and materials cost for Public Works to order and install new street signs for an approved application. Please see Exhibit A in the staff report for an explanation of the fees. For a street renaming application, two fees would be collected; the initial street renaming application fee (to be collected at the time the application is submitted) and the re-signage fee (to be collected after the ordinance approving the application has passed). The proposed street renaming application fee of \$2,680 would direct \$2,395 to the Planning Department and \$285 to the Public Works Department. The total re-signage fee would be based on the actual number of signs that need to be replaced (for more information, please refer to Exhibit A of the staff report). As proposed, no portion of the initial application fee would be refundable since staff time and the cost of public notices and mailings would be incurred regardless of whether the application was approved or not. The intent is to set the fees so that the City recovers the actual cost to process an application; therefore, we would not expect there to be a fiscal impact. One instance where there would be a fiscal impact is if the City is the applicant for a street renaming request or if Council waives the fees for a recognized neighborhood/non-profit organization. In that case, the fiscal impact would be staff time and materials costs to process the application. In the event that Council waives the fees for a recognized neighborhood/non-profit organization, staff recommends that the re-signage fee still be collected so that it does not negatively impact the Public Works Department's budget. This could be addressed at the time the request to waive fees is made by one of these organizations and would not need to be decided at this time. Staff recommends that Council adopt Resolution 21-03, as presented.

Mayor Burge opened the Public Hearing at 7:21 p.m. and closed it to no one wanting to speak on this matter.

Councilor Haugen moved, and Council President Greisen seconded the motion that Council Adopt Resolution 21-03: A Resolution Establishing Street Renaming Fees for the City of Scappoose, as presented. 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.

Purchase of Public Works Vehicles

Public Works Director Dave Sukau went over the staff report. He explained Scappoose Public Works is seeking the addition of two vehicles to its fleet. Public Works Staff received three competitive quotes for the purchase of two F150 pickups. The Ford brand was chosen as they are the only manufacturer to offer a long box truck in a half ton version.

Public Works Director Dave Sukau explained three dealerships were given the same request and the City received the following quotes:

Gresham Ford \$30,643.27 each
Northside Ford \$30,690.16 each
Landmark Ford \$31,958.83 each

Public Works Director Dave Sukau explained Public Works budgeted \$35,000 per vehicle in the approved 2020-21 Water and Wastewater Budgets. Staff recommends Council authorize Interim City Manager Rains to purchase the two new vehicles from Gresham Ford for \$30,643.27 each.

Councilor Lesowske moved, and Councilor McHugh seconded the motion that Council authorize Interim City Manager Rains to purchase the two proposed Public Works vehicles from Gresham Ford. 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

Marisa Jacobs explained she wanted to thank all of Council for listening to her as well as to the citizens in regards to the Grabhorn Property and asking them to slow down and take some time to take in more public comment and input on the development of the property. She is very pleased with Council's response to the recommendations and putting together the ad hoc committee. She is curious if Council is able to address if those who applied for the ad hoc committee but were not selected for interviews, will those applicants be notified or is it if they don't hear anything that means they weren't selected? She stated the reason for the question she is posing is she has had some folks who have applied reach out to her and asked her if she knows how the communication is going and asked if she would make a public comment and ask the question.

Mayor Burge replied what we will do is make sure we get a letter out to everyone who applied and encourage them to attend the meetings and still actively participate in the committee.

WORK SESSION

Discussion on Road Projects

Public Works Director Dave Sukau went over the power point presentation.

City of Scappoose

Street Fund Budget & Project Update

Agenda

- Funding Sources
- 2020-21 Streets Budget
- Sidewalk Program
- Project Status
- Proposed Plan
- Questions / Discussion

Funding Sources for Streets

- Interest Earned
- Inspection Fees
- State Fuel Tax
- Local Fuel Tax
- Surface Transportation Funds

****Note – Streets are not funded by Property Taxes**

Federal Gas Tax

A.K.A. – Surface Transportation Fund

Can only be used for ODOT approved capital projects
City receives approximately \$75,000 per year into this Fund
Current balance of \$517,756+/-
City is building the fund in plans of larger paving projects

***What is a capital project? The City of Scappoose recognizes "capital" as an investment into its assets or infrastructure that exceeds \$5,000**

2020-21 Streets Budget

Revenue

State Gas Tax	\$568,155
Local Gas Tax	\$250,000
Misc. Income	\$36,000
	\$854,155 (not including STP Funds)

Expenses

Personal Services	\$301,659
Materials and Services	\$233,454
Capital / Equipment	\$250,000
Contingency	\$69,042
	\$854,155
Surface Trans. Prog.	\$517,756
	Total \$1,371,911

*Note: This is not the complete Budget and some numbers are estimated projections

Program Analyst Huell White and Public Works Director Dave Sukau went over the Sidewalk Program presentation.

Sidewalk Program

- Program launched in March of 2020
- City has received 8 Applications
- Five Applications have been accepted and completed
- Three of the Applications are pending
- City continues to receive periodic inquiries into Program

Street & Sidewalk Projects

Completed

Sidewalk Repairs along Highway 30
ADA Ramp replacement along SE 6th
Sidewalk Infill along SE 6th

Planned

Continued Annual Crack Sealing
Old Portland Road Sidewalk Infill (plans complete)
SE 3rd Place Sidewalk Construction (plans at 10%)
SE Vine St. Sidewalk Construction (plans at 10%)
ADA Ramp Replacement (City-wide in phases)
Pavement Overlays (begin in NW portion of City after utility repairs)
Partnerships with Development

Proposed Plan

- Continue to accrue STP Funds for larger projects
- Continue to offer and promote Sidewalk Program
- Continue with Streetlight Improvements
- Move forward with Old Portland Road Project in phases (2-3 phases)
- Pursue alternative funding sources for School Zone Projects
- Partner with development when possible
- Dedicate \$200,000 of Local Fuel Tax revenue to sidewalks annually

Questions?



Mayor Burge thanked Dave & Huell for the presentation.

Councilor Miller recommended putting the date on the presentation and posting it on the website.

Councilor Haugen asked if we earmarked some of the fuel tax funds for trail development?

Public Works Director Dave Sukau replied he would have to research that, but he seems to think it wasn't possible to do something not attached to a road based on a fuel tax.

Mayor Burge stated he would rather leverage park and grant money for that and use our fuel tax money to address the desperate need for sidewalks.

Legal Counsel Peter Watts explained he did some research into that and there is some flexibility when it is adjacent to roads, such as a sidewalk, but the case law indicates that a non-motorized trail probably could not be funded by the fuel tax funds.

Announcements ~ information only

Calendar

Mayor Burge went over the calendar.

City Manager, Police Chief, Councilors, and Mayor

Interim City Manager Rains explained she wanted to pass along a little bit of information that she recently learned of a land acquisition grant offered by OWEB. She explained this wouldn't be a program that we could apply to until October of 2022, however she does think it is something worth looking into because it is possible it could be used to help us purchase property to protect our watershed potentially. She does want to go ahead and look at that program and see if it something we would qualify for. She explained the other thing she wants to point out is that the American Rescue Plan is distributing more COVID relief money and the City is slated to receive 1.4 million dollars, in two allocations. She doesn't have a lot of information as far as what it can be used for, it is a bit vague.

Chief Miller explained the new City App is live so if you haven't downloaded it, please do.

Councilor Lesowske stated Day Light Saving Time previously took place, so keep it in mind that there are increases in vehicle crashes, and there probably will be more youth around town in the evening hours, so be aware. He thanked staff for all they are doing to keep our community moving in the right direction.

Councilor Haugen stated it is really an important element to get the thank you's out to the applicants that applied for the Grabhorn Park Ad Hoc Committee. He would like Huell or Isaac to include their emails with the information that goes out for the Grabhorn Park Ad Hoc Committee so they can be included. He explained members of the 100-Year Celebration Committee had a virtual meeting with Michael Curry for the commemorative artwork. He explained Michael Curry is going to work on a gate way for the CZ Park. He stated that is pretty exciting.

Councilor McHugh gave an update on the 100-Year Celebration. He talked about people who reside in Springlake Park not getting the newsletter.

Mayor Burge replied if that is the case, we should look at seeing if there is a way to get the newsletter out to anyone who is in an apartment building also.

City Recorder Susan Reeves explained through the City's website you can sign up to receive the newsletter through email.

Councilor Miller explained he had a citizen stop by his house who wanted to talk about the weight of the garbage trucks and what they perceive as damaging. He explained they have observed that over the many years that the size of the vehicles has increased and they believe that the loaded weight of those trucks are somewhere around 45,000 pounds. He explained they encourage the City to pull weigh tickets at the Transfer Station to see what those weights are. He explained he has passed this information on to Interim City Manager Rains and he doesn't know if there is anything we can do about it or not. He would like to just be able to respond to them that we looked into this and this is what the response is.

Interim City Manager Alexandra Rains explained she did reach out to Waste Management and let them know there was this concern, and they did respond immediately that they are going to look into this and get back to her. She stated as soon as she has some information, she will pass it along.

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

Mayor Burge read the Executive Session statement.

Present: Mayor Burge, Council President Greisen (remote), Councilor Haugen, Councilor Poling (remote), Councilor Lesowske, Councilor McHugh, Councilor Miller, Police Chief Miller, City Recorder Reeves, and Legal Counsel Watts.

Open Session

Mayor Burge went back into open session at 8:35 p.m.


Adjournment

Mayor Burge adjourned the meeting at 8:35 p.m.



Mayor Scott Burge

Attest:



City Recorder Susan M. Reeves. MMC