

MONDAY, JANUARY 3, 2022
CITY COUNCIL MEETING AGENDA
Regular meeting 7:00 pm
Council Chambers
33568 East Columbia Avenue
Scappoose, Oregon 97056

Call to Order

Mayor Burge called the meeting to order at 7:01 p.m.

Pledge of Allegiance

Roll Call

Scott Burge	Mayor	Dave Sukau	Public Works Director
Megan Greisen	Council President	Huell Whitehaus	Assistant to Public Works Director
Josh Poling	Councilor	Laurie Oliver Joseph	City Planner
Pete McHugh	Councilor	Susan M. Reeves	City Recorder
Tyler Miller	Councilor		
Peter Watts	Legal Counsel		
Ashley Driscoll	Legal Counsel		

Excused: Councilor Joel Haugen and City Manager Alexandra Rains

Remote: Councilor Brandon Lesowske; Interim Police Chief Shaun Davis; Assistant to City Manager Isaac Butman; Chris Carey with Columbia County Emergency Management (left at 7:48pm); Kim Holmes (left at 7:09pm); Anna Del Savio with the South County Spotlight; Sarah Waud-Elrod (left at ??); Dan McCoy; Lisa Hoffman; and John D (joined at 7:23pm).

Approval of the Agenda

Councilor Poling moved, and Councilor Miller seconded the motion to approve the agenda. (Motion passed 6-0). Mayor Burge, aye; Council President Greisen, aye; Councilor Poling, aye; Councilor Lesowske, aye; Councilor McHugh, aye; and Councilor Miller, aye.

Public Comment ~ Items not on the agenda

Sarah Wad-Elrod, read her public comment. Good evening. My name is Sarah Waud, Neil Hoffmann's aunt and a board member of non-profit Run With Neil. Thank you for listening to our public comment last meeting and voting to make Run With Neil a part of the Scappoose September Festival. As you requested last meeting, both our group and Treadway events have investigated available dates in September, looking for the most open date that would assure

success. We both independently have come up with Saturday, September 10 as that date. In fact, our group was told by our race timing company that Sept 10 was the only open date in the entire Fall period. They further urged us to commit to this date ASAP so they could slot us in their schedule. As this point, we must commit to this date in order to secure a timing company for the run. We understand that Treadway has yet to present their final proposal to the City Council. In the unlikely case that the City decides to not go forward with Treadway or the Festival in general, as stated previously, we are ready to take on the run event independently. We ask the Council to agree that if the City does decide to go forward with the September Festival, that it does so with the date of September 10. Thank you.

Council thanked Sarah.

Mayor Burge stated his recommendation is for them to have a run either way because runs are actually good tourist events.

Consent Agenda ~ December 6, 2021 City Council work session minutes; December 6, 2021 City Council meeting minutes and December 13, 2021 City Council meeting minutes

Council President Greisen moved, and Councilor Poling seconded the motion to approve the Consent Agenda ~ December 6, 2021 City Council work session minutes; December 6, 2021 City Council meeting minutes and December 13, 2021 City Council meeting minutes. (Motion passed 6-0). Mayor Burge, aye; Council President Greisen, aye; Councilor Poling, aye; Councilor Lesowske, aye; Councilor McHugh, aye; and Councilor Miller, aye.

New Business

RFP 2021-04, 50-Year Plan Contract

City Planner Laurie Oliver Joseph went over the staff report. City Council established Goal 2D – Develop a Long-Term Comprehensive Community Vision (50 Year Plan) as part of their FY 2021 – 2022 Council Goals. In summer 2021 Staff worked on developing an RFP seeking a consultant to create a 50-Year Plan for the City of Scappoose. On October 22, 2021 Staff opened the solicitation period for RFP 2021-04, 50-Year Plan. On November 3, 2021 a pre-proposal meeting was held to answer questions from potential applicants; there were nine attendees aside from City Staff. On November 22, 2021 the solicitation period ended; Staff received two proposals, one from Urbsworks and one from ECONorthwest. Proposals were reviewed by a five-member review committee between November 22, 2021 and December 8, 2021. Interviews were held on December 9, 2021. There were 100 possible points available for the proposal and 100 possible points available for the interview, for a total of 200 points available for each proposal. The mean proposal score and mean interview score were summed to create the overall proposal score. In evaluating these proposals, price was a minimal factor. The critical importance of the outcomes of this project and the long-term impact of the 50-Year Plan and associated documents on all aspects of the development of the City of Scappoose outweigh potential burdens and transitory impacts of contract cost.

Scoring of the proposals and interviews is as follows:

	ECONorthwest	Urbsworks
Proposed project cost	\$278,954	\$249,800
Total score (sum of means)	186	111

The review committee for the 50-Year Plan RFP is confident that the proposal from ECONorthwest represents not only the top score, but also the best proposal to significantly achieve the scope of work in the RFP, meet City Council goals, and prepare the 50-Year Plan for the City of Scappoose. ECONorthwest's proposal takes a results-oriented approach to the project, with a scope of work including: a robust Community Visioning Process; an extension of the upcoming Housing Needs Analysis/Buildable Lands Inventory (the HNA/BLI is being completed through a grant from the Oregon Department of Land Conservation and Development, but only covers a 20-year planning horizon, ECONorthwest will be extending this analysis to a 50-year planning horizon to align with the EOA and the scope of the 50-Year Plan); a new EOA; analysis of other land needs in the city such as those for parks and schools; an examination of UBG changes; Comprehensive Plan updates; and Municipal Code changes. All these items will inform the 50-Year Plan document. ECONorthwest has vast experience working within Oregon's unique land use context, including work on EOA's, HNA/BLI, Comprehensive Planning, UBG work, and more; and their sub-consultant, 3J Consulting, has experience with visioning processes, Comprehensive Plan updates, development code updates, and more. The members of ECONorthwest and 3J's consulting team bring a wide variety and depth of experience that would be beneficial to the project. Resumes give confidence that the project team has the necessary skills to complete the project successfully and with a high degree of accuracy. ECONorthwest and 3J propose a robust visioning process and community outreach throughout the project lifecycle, including community meetings, meetings with stakeholders, Advisory Committee meetings, and meetings with Staff and City Council. These include: five open houses and events, 11 decision maker work sessions, and 14 Stakeholder Advisory meetings over the 2.5 years of the project. The City budgeted \$100,000 in the FY 2021-2022 Budget for this project and staff estimated it could have a total cost of around \$250,000, spanning three fiscal years. ECO Northwest's proposal came in \$28,954 above our rough estimate. The total fiscal impact of this project would total \$278,954 through FY 2023-2024, barring any change orders.

In review of the proposals and interviews, staff noted that ECO Northwest had a very thorough project approach, and exhibited their understanding of this project through:

1. Their understanding of the needs of the project by being responsive to the scope of work.
2. Their expression of the importance of robust community outreach and an equally robust visioning process.
3. Ability to conduct high-quality advanced analysis in a variety of applications.
4. Their robust understanding of Oregon land use law.
5. Their experience with UBG work.

6. Their self-awareness of the limitations of their company, and demonstrated ability to bridge those gaps through partnerships, such as the one proposed with 3J Consulting.
7. Ability to consistently conduct high quality work in all the areas called for in the RFP that are necessary to complete the scope of work and generate all the outputs of the project, including the 50-Year Plan.

ECONorthwest has handled similar projects for more than 20 jurisdictions since 2000, including Hillsboro, Hood River, Sherwood, Bend, Corvallis, Wilsonville, Salem, Newport, Springfield, Eugene, Grants Pass, Sandy, the Salem-Keizer region, Junction City, Harrisburg, Ontario, Madras, Rockaway Beach, Coburg, Lebanon, Ashland, Bandon, Redmond, Sweet Home, McMinnville, Medford, Jackson County, and the Bear Creek Valley. Staff and the review committee recommend that the City proceed with contracting with ECONorthwest for RFP 2021-04, 50-Year Plan at a cost of \$278,954.

City Planner Laurie Oliver Joseph explained one of the things that she shared during the pre-proposal meeting with the nine consultants that attended was, she knows just in feedback from when we went through the last housing needs analysis, there was a sense that it was rushed and we just had to get through it, meet the deadlines, and get it done. She was really clear that's not the process that we're interested in, that we wanted to take time to get through this and have ample check-ins along the way. She does feel that ECONorthwest really heard staff. She explained while the scope of work was vetted by Council early on and staff did incorporate Council's feedback, staff knew that given the complexity of this project there could be things that came up along the way that hadn't been anticipated and that is fine. She explained there will be multiple check-ins with the consultant throughout each fiscal year, checking on timeline, checking on scope and that we can add scope for additional items when we need to and then budget for those prior to that budget fiscal year budgeting process to make sure that we're accounting for that. She explained staff knew there needed to be flexibility for this. She explained the contract is for time and materials with a not to exceed of \$278,954. She explained because we have three fiscal years in which to account for the costs, we can make sure the Council's needs are being addressed and that we are responding to the community and making sure we are covering everything. She explained there are very few firms that have the capacity to do this work right now. She explained there were nine firms interested and only two actually submitted proposals.

There was discussion on the tree canopy study.

City Planner Laurie Oliver Joseph talked about looking to see if there is any other funding for that. We definitely want to look at that. They did mention to the consultants that they want to look at this with an ecological framework lens and ask what does climate change look like in the future. She explained the consultant is aware of that and could pull in additional staff to look at the tree canopy study. She explained it will get done as a part of this, it is just a matter of getting really clear on what we do with the information we get back from the tree canopy study, what do we want it to change and how far reaching will that be as far as the work they are doing on it.

Mayor Burge talked about things potentially happening in the future and how that impacts things.

Councilor McHugh explained he appreciates all the work on this. He talked about not having a document to look at for a comparable sized city.

City Planner Laurie Oliver Joseph replied no, because cities our size don't do this, and she applauds Council for their ability to look to the future to plan.

Legal Counsel Peter Watts stated even large cities. He stated we are really on the cutting edge of some of these land use tools.

Councilor McHugh stated so we will be leading the way on this. He stated he thinks it will be a good idea for Council to look at both of the proposals because it would help them make a better decision.

City Planner Laurie Oliver Joseph replied she can appreciate that, and she did check with staff and to her knowledge, that's never been done by Council. She doesn't know why but what she does know is there is a very particular scoring rubric that we established in the RFP and so they scored according to that. She explained while it would supply information to you about how they responded to the RFP, she doesn't think it would change scoring per se because that step has been done.

Legal Counsel Peter Watts explained in regard to the RFP, they were really diligent about making sure that they identified all the elements that you, as Council, said you prioritized because again, we are kind of on the cutting edge. He asked Council if they want to move forward with this project. If they don't, then we are under no obligation to award the contract. He explained if we were to go out for another RFP, he would be concerned since out of nine consultants we only received two RFP's.

Councilor Poling moved, and Council President Greisen seconded the motion to move that Council authorize City Manager Rains to enter into a contract with ECONorthwest in the amount not to exceed \$278,954 for the completion of the 50-Year Plan project. (Motion passed 6-0). Mayor Burge, aye; Council President Greisen, aye; Councilor Poling, aye; Councilor Lesowske, aye; Councilor McHugh, aye; and Councilor Miller, aye.

Resolution No. 22-01 Scappoose Hazard Mitigation Plan

Interim Police Chief Shaun Davis went over the staff report. The City of Scappoose needs to adopt the updated Columbia County Multi-Jurisdictional Hazard Mitigation Plan for the City of Scappoose. For the last nine years Columbia County has maintained a Multi Jurisdiction Hazard

Mitigation Plan (MJ-HMP), which combines the planning efforts of the County and all seven of the incorporated Cities. The Disaster Mitigation Act of 2000 (Public Law 106-390) provides the legal basis for FEMA mitigation planning requirements for State, Local and Indian Tribal governments. Among these requirements is the obligation to update Hazard Mitigation Plans every five years. In 2014 Columbia County produced its last of the County's Multi-jurisdiction Hazard Mitigation Plan; therefore, it was required that the next State and FEMA approved update be started by October 6, 2019. Work on the update has now been completed and has received both State and Federal approval. The draft Hazard Mitigation Plan is now ready for local and county promulgation. The last step in completing the MJ-HMP is the local jurisdiction's promulgation. When this is completed and with the county's promulgation of the plan, the MJ-HMP will be good for 5 additional years. Staff recommends approval of the Columbia County Multi-Jurisdictional Hazard Mitigation Plan.

Chris Carey, Columbia County Emergency Management, explained it has been a pleasure to work with City Administration. He feels they are setting the City up for success.

Councilor McHugh moved, and Council President Greisen seconded the motion that Council approve Resolution 22-01, adopting the updated Columbia County multi-jurisdictional hazard mitigation plan for the City of Scappoose. (Motion passed 6-0). Mayor Burge, aye; Council President Greisen, aye; Councilor Poling, aye; Councilor Lesowske, aye; Councilor McHugh, aye; and Councilor Miller, aye.

Council thanked all involved for their work on this.

Annual Goal Updates 5-7

Public Works Director Dave Sukau went over the Annual Goal Updates 5-7.

GOAL 5: Address Aging Infrastructure

5A. Capacity upgrade – Wastewater treatment and collections, Phase 1 (DEQ Loan) (2019/20)

- April 2021 - Bateson Enterprises, LLC has been hired to complete the interim aeration basin construction.
- April 2021 - Murraysmith continues Phase I design.
- November 2021 - Bateson Enterprises, LLC completed construction of the interim pump station and piping.
- November 2021 - Murraysmith continues Phase I design.

5B. Update Stormwater Master Plan (2019/20)

- The city is still in the process of updating the storm master plan and is currently working with Brown and Caldwell (B&C) on the Phase 3 Hydraulic modeling (Tech Memo #2) and the Phase 9 Stormwater Capital Improvement Project (CIP) list. The city will meet with B&C on December 6th to discuss these portions of the work and will provide feedback regarding TM#2.

- The city will also be working over the next few months to finalize review of the draft stormwater quantity and quality control recommendations to help inform the scope and refinement of the CIP list recommendations. The stormwater controls will provide final parameters for modeling and CIP list so that costs can be determined and fed into later portions of the master plan including the maintenance, staffing and fee study.
- Secondary work is ongoing to meet the new DEQ Total Maximum Daily Load (TMDL) requirements regarding Mercury reduction from stormwater runoff during construction and post construction activities. The DEQ has requested a draft of the city's implementation plan by January 31st for initial review. The TMDL compliance plan can then be incorporated into various portions of the storm master plan to help identify maintenance activities, programs for public education and outreach, illicit discharge detection, and prevention and monitoring during construction and post construction. The plan will also identify updates as needed to the municipal code and public works design standards to comply with the mandate.
- Finally, the City will work with the DEQ and Business Oregon to identify any potential grants available to fund the consulting assistance to help develop the TMDL plan and associated storm master plan updates.

5C. Update Water, Wastewater, and Transportation SDCs/Fees (2015/16)

- **Water SDC and Rate Study** – This project has been completed. The updated SDCs and rates were adopted in June 2021 and made effective for FY 2021-2022.
- **Wastewater SDC and Rate Study** – This project is currently ongoing.
- **Transportation SDC and IBZ Creation** – This project has yet to begin. City staff anticipates this project to begin with the consultant following completion of the Wastewater SDCs and Rate Study.

5D. IT upgrades (2021/22)

Completed:

- Annual review of the Cybersecurity Policy was completed, and the updates have been adopted by City Council.
- Cybersecurity review for the City's utilities has been completed with the assistance of the Rural Community Assistance Corporation (RCAC) at no cost to the City.

Ongoing:

- IT Committee meetings continue, however, in a more limited fashion due to staff schedules
- Staff presented updates to the Social Media Policy to City Council on December 6, 2021.
- Support for IT equipment and software upgrades continues across departments – for example, the procurement of leak detection equipment and GPS equipment for utility verification updates.
- Support for the Building Department's shift to electronic plan review is underway, however, the State's implementation will begin in July 2023. The State has provided the City with software licenses to Bluebeam Revu – software that will be necessary to conduct electronic plan review.
- Set up of the new GIS system is currently underway. The intention is to give staff the ability to use GIS in the field and make minor adjustments or corrections to underground utilities using GPS equipment.
- Explore installation of new microphone-array system in Council Chambers (Est: \$7,000; potentially ARPA-eligible).

GOAL 6: Ongoing (programs intended to continue indefinitely)

Develop a Vibrant and Diverse Local Economy: 6A. Coordination/One Stop Meetings (2017/18)

The City has set aside time once a month for two hours, to host a Coordination/One Stop Meeting with regional partners to support communication between them and the City and to support economic development through the recruitment of new businesses. New members are added as staffing changes occur at partner agencies.

6B. Promote and support small local businesses (2018/19)

A variety of updates on this topic have occurred.

- The Mayor continues to participate in the county wide tourism initiative and represents Scappoose on the CET board.
- The City of Scappoose continues to maintain its membership in the Oregon Mainstreet Program as an associate community.
- The City of Scappoose partnered with OMIC/PCC to support and market their community open house during the 100-Year Celebration Event.
- Scappoose released to print its first Small Business Spotlight on November 15, 2021, to run in the December 2021 Newsletter.
- The City processed periodic updates to the website to keep its small business links and information up to date.
- Council allocated \$25,000 of ARPA funding to the Small Business Resource Center facilitated by CET.

Council President Greisen talked about adding small business grants during COVID.

6C. Promote and support county-wide and local tourism (2018/19)

- Access to the Trtek Trailhead was granted to the Community by the Scappoose Industrial Airpark developer, and upgrades to the Trailhead were made, including a new fence between the Trail property and adjacent property owners. Trtek Trailhead is now accessible from the west side via West Lane Road.
- Chapman Landing was rezoned to Community Service Recreational in early September 2021, paving the way for improvements to Chapman Landing.
- The Mayor continues to participate in the county wide tourism initiative and represents Scappoose on the CET board.
- City Staff, the Grabhorn Park Ad Hoc Committee, and the Scappoose community completed the Grabhorn Park Ad Hoc Committee process, reviewing and revising the purpose, goals, and design of the Grabhorn property. City Staff is working with a consultant to complete an updated park design.

Enhance Community Livability:**6D. Continue communication outreach – focus on additional transparency and use of social media (2021/22)**

- In February 2021 the City App was launched. The App is a standalone program for mobile phones using Apple iOS and Android operating systems and has been made available to the public at no cost. The App integrates with the City website with the added benefit of being able to send “push notifications.” Push notifications are an in-app function that users can enable in order to receive important updates from the City, Police Department, and Scappoose Rural Fire Protection District in real time. These notifications range from weather alerts, to major traffic incidents and burn notifications. As of this writing, the City App has been downloaded over 400 times.

- City Council decided that the Grabhorn Park Ad Hoc Committee meetings should be as accessible as possible, despite the ongoing COVID-19 pandemic. All the GPAHC meetings were recorded using Microsoft Teams in-app recording features and subsequently posted to the City's website and YouTube page. These recordings remain accessible across these platforms.
- The Pool Cost Survey distributed during Spring 2021 elicited the largest response to a City survey in recent memory. In total, 646 responses were received (569 by City residents or 7.8% of the City's population). The majority of responses were submitted electronically (453), followed by paper responses (183). The QR code was the least-used option to access the survey – only five respondents accessed and submitted the survey using this method. The online survey link was distributed via the City's Facebook page, website, and App.
- The City will continue to conduct public meetings in a hybrid format (e.g., virtual and in-person attendance). The advent of virtual meeting platforms has allowed the City to record and post video recordings on the City's YouTube page at no cost. The City currently records and posts recordings of City Council Work Sessions and Meetings, and Planning Commission Meetings on YouTube and the City Website. Pursuant to HB 2560, and effective January 1, 2022, local governments will be required to conduct meetings with an electronic participation option. The City will continue to hold its Council and Committee meetings in a hybrid format using Microsoft Teams.

Councilor Poling stated whoever is doing the social medial side of things and adding all the content out there has been doing a phenomenal job and he really appreciates it.

Assistant to City Manager Isaac Butman explained typically our Facebook page sees between 100 to 200 views a week and the peace candle series had about 60,000 people connect with it in some manner.

6E. Support Senior Center (2018/19)

The Senior Center was a recipient of the City's CEP Grant program and was allocated a one-time grant of \$25,000 from the City's Corona Virus Relief Fund (CRF).

Over the summer of 2021, the DOJ released a review of the Senior Center that highlighted several ongoing issues and recommendations for change moving forward. The Senior Center has implemented many of those recommendations and are working towards others. The City Manager has been in contact with the new Board President and began attending their meetings in November. Additionally, the City has agreed to sweep their parking lot when in the neighborhood with the street sweeper and has repaired several potholes along the road leading to the bread store. The City has extended an invitation to join a Council Work Session on February 22nd, 2022.

Keep Scappoose one of the safest communities in Oregon:

6F. Continue community outreach by Police Department (2017/18)

Community Events that we have participated in since August are:

- Scappoose Centennial Event
- Out of Darkness Walk
- National Walk to School Day
- Homecoming Parade
- Halloween Drive-Thru
- Donut Day

6G. Maintain emergency response preparedness and update Emergency Operation Plan (2017/18)

This project is ongoing. The county recently released their updated Natural Hazard Mitigation Plan. We are working to update Scappoose's Hazard Mitigation Plan with City Staff.

6H. Provide School Resource Officer (dependent on Scappoose School District funding) (2017/18)

Due to lack of funding from the school district and staffing shortages, we are not able to have an assigned SRO. Communication and discussion with Superintendent took place at the beginning of the school year. When staffing increases and (if) funding is again made available, the SRO discussion with Superintendent will resume.

6I. Traffic enforcement plan (2017/18)

This is an ongoing status as traffic is at a high volume through the city and on main collector and side streets.

The Department coordinates with the traffic safety committee who makes recommendations about how to improve traffic flow, pedestrians' passage, and truck traffic in a safe and efficient manner. We received a grant for 3 traffic speed signs, which show a driver's speed on a digital board. We are working with Public Works on placing the signs in appropriate areas where they can be maximally effective. One sign has been placed on SE 6th and one has been placed on Old Portland Rd. We are working with the Traffic Safety Committee to determine the best placement for the 3rd sign. Officers work traffic enforcement during their shifts. We have an unmarked police vehicle that has been used for traffic enforcement. As staffing approaches normal levels more traffic enforcement activity will occur.

6J. Maintain sufficient staffing levels (2017/18)

Since August there has been a high turnover of staff including the resignation of the Police Chief and Lieutenant. The City hired an Interim Police Chief while contracting with a recruitment and consulting firm to find a full time Police Chief.

The hiring process has begun for Recruit and Lateral police officers to fill vacancies. Currently, we are completing backgrounds on 3 Recruit Officer positions and the vacant Lieutenant position will be opened for applications in December. Recommendations from Kurt Chapman's report and consultations are being utilized in this hiring process.

The City has started a wage study for all police officer positions.

6K. Continue Citizens Academy (2017/18)

Due to staffing shortages we are not able to hold a citizen's academy.

Develop a Park/Rec System within a 10-minute walk from all neighborhoods:

6L. Continue Friends of Scappoose Parks (2018/19)

- FSP held a couple of work events between January and April 2021 in a limited fashion due to the ongoing restrictions and risks associated with the COVID-19 pandemic.
- FSP membership is largely comprised of Scappoose Parks and Recreation Committee (SPRC) members. SPRC has been temporarily expanded and formed into the Grabhorn Park Ad Hoc Committee to conduct a new public engagement and park design process for the Grabhorn property. The process constrained FSP volunteers' time commitments.

- As anticipated, membership of FSP has been preoccupied with serving on City committees or engaged in volunteerism with the Scappoose 100-Year Event. The two individuals who coordinated the FSP group have since stepped back from their roles with FSP and other City committees. There seems to be little interest from Committee members or community members to re-start FSP work parties. Staff has not engaged in specific advertising or promotion of this group since the cancellation of Earth Day 2020 due to COVID, due in large part to a lack of available staff time.

6M. Support public art (2015/16)

- The Untitled Sculpture has been installed at City Hall by Public Works staff.
- The Skate Park Beautification Project has been completed. The artist team was awarded a CEP grant to apply a protective coating to the artwork as a defense against the weather and vandalism. While certainly anecdotal, staff and Council have received numerous positive comments about the artwork and impact it has had on the overall aesthetic of the Skate Park.
- The City mural project that was conceptualized to be painted on City Hall was not selected for funding for the Travel Oregon grant round.
- A group of student artists, in conjunction with Tumblewheel Studios, created and painted a mural on the Scappoose Library facing Heritage Park and City Hall.

GOAL 7: Long Term (projects identified for future years)

Develop a Vibrant and Diverse Local Economy:

7A. Create a marketing/branding program (2018/19)

- The City engaged with Dan Rocha Design to review the City's Brand, work with City Staff to determine a path forward regarding Brand consistency across departments and publicly facing platforms, and implement a brand style guide. This project includes updates to critical and public-facing documents and communications to bring them in-line with the brand style-guide. This project includes a review of the Police Department's brand.
- The City began exploring the process of creating new City Promotional Videos, and presented initial findings on December 6, 2021 to City Council. Council asked that the Economic Development Committee weigh in on this topic.
- Scappoose is working with CET and GPI to advertise the East Airpark subdivision, and a new marketing website has been released.

7B. Coordinate with County to explore alternate route to east side of airport (2017/18)

According to the County, the alternate route project is currently on hold until vacant County positions have been filled. To complete the next steps the County will be applying for planning funds from ODOT and discussions have been held between the County and ODOT on potential sources of funding. The County would prefer that this be a joint County/City project since joint applications generally fair better in a competitive grant situation. This project was recognized as the County's priority project at the November 4th NWACT Meeting for Federal Funding

Enhance Community Livability:

7C. Explore possibility of community center (2017/18)

Progress with this Goal struggles due to lack of the following:

- Available land.
- Funding.
- Staff time.

Develop a Park/Rec System within a 10-minute walk from all neighborhoods:

7D. Develop funding strategy for Parks (2018/19)

- No new progress has been made on this goal.
- The Parks Master Plan needs to be updated, and priorities evaluated in order to fully understand funding needs and develop a funding strategy.
- Given changes over the past year to funding priorities of Federal, State, and other funders, and a major focus on economic recovery and reduction of the negative economic impacts from the Covid-19 pandemic, there is a need to reevaluate potential funding sources and the availability of funding to update funding this strategy. Major alternative funding sources available to fund Parks and park projects include:
 - Grants.
 - Establishment of a Special District with separate taxing authority.
 - An Operating Levy for parks.
 - General Obligation Bonds for park capital construction projects.

7E. Explore development of 14-acre park east of airport (2018/19)

- This parcel is still owned by the Developer.
- Transfer of this parcel to the City is anticipated to happen in Spring of 2022.

7F. Veterans Park/Chief Concomly Park Bridge Feasibility Study (2019/20)

- No progress had been made to date.
- The Parks Master Plan needs to be updated, and priorities evaluated.

7G. Develop Vista Property (2017/18)

- No new progress on this goal.
- The Parks Master Plan needs to be updated, and priorities evaluated.

7H. Begin development of Chapman Landing (2015/16)

- No new progress on this goal.
- The Parks Master Plan needs to be updated, and priorities evaluated.
- Chapman Landing was rezoned to "Community Service Recreational" in early September 2021, paving the way for improvements to Chapman Landing.

7J. Develop City Facility Master Plan (2017/18)

Over the last few years, City Hall renovation concepts have been developed and various options considered, such as the redevelopment of the existing Scappoose Middle School into a combined City Hall/Community Center. The Scappoose Middle School building was included in the City's Urban Renewal Area with this project in mind (although this is not considered a best practice for Urban Renewal Funds).


Due to limited staff capacity, the City has not yet pursued the development of a Facility Master Plan.

Mayor Burge talked about updating the Parks Master Plan.

Mayor Burge thanked Public Works Director Dave Sukau.

Review City Manager Evaluation Criteria and Process Timeline

Legal Counsel Ashley Driscoll went over her memorandum.

TO: Scappoose City Council
FROM: Ashley O. Driscoll 
City Attorney's Office
SUBJECT: City Manager Evaluation Process
DATE: January 3, 2022

Pursuant to the Employment Agreement between the City of Scappoose and City Manager Alex Rains, the Council committed to conducting an evaluation soon after execution of the Agreement. The purpose of the evaluation is to review City Manager Rains' performance as the interim city manager through the current month, to highlight her strengths, to provide her constructive feedback on areas of improvement and to establish expectations for the future.

The purpose of this memorandum is to initiate the evaluation process and to gather Council feedback and direction on the process and criteria.

Past Evaluation Process

In the past, the City has used the following process for city manager evaluations:

- Evaluation forms will be distributed by the City Recorder to the Council and the City Manager.
- The Council will meet with the City Manager in executive session or open session, whichever is decided by the City Manager, to jointly review the evaluation.
- The Council and the City Manager will complete the forms, sign them and return one copy to the City Recorder.
- The evaluation process shall occur annually. A majority of councilors may request an evaluation at any time.

The evaluation form is attached as Exhibit A and the City Manager's self-evaluation form is attached as Exhibit B.

Options for Upcoming Evaluation

The Council may use the same process and criteria for the upcoming evaluation, or make changes to the process, the criteria, or both. *(Note: The current evaluation form also includes a salary adjustment section. That is not applicable to the upcoming evaluation.)*

❖ Criteria

Please review the current evaluation criteria to ensure it encompasses the areas you would like to review. If not, the Council may vote to amend the evaluation criteria.

❖ Process

The Council may also adjust the process going forward. If the Council is satisfied with the current process, no adjustments are necessary. However, the Council could also consider adjusting the process to allow councilors time to review and reflect upon the City Manager's self-evaluation and their fellow councilor's comments prior to meeting with City Manager, or to draft the evaluation as collective body.

Option A – Keep current process in place

- **Pros:** process moving much faster, all evaluation comments are part of the final evaluation
- **Cons:** councilors are not able to review the city manager's self-evaluation prior to completing their evaluation; the council does not have an opportunity to discuss the city manager's

performance as body before meeting directly with the city manager; no one written product to provide the City Manager

Option B – Two Meetings

In this process, each councilor fills out their own evaluation after reviewing the City Manager's self-evaluation. The responses are all then compiled into one document and the Council has an opportunity to review and discuss the collective responses prior to meeting with the City Manager.

- First Meeting (January 3, 2022)
 - Council reviews evaluation criteria and process timeline in open session
 - To be completed by January 10, 2022
 - City Manager fills out self-evaluation and turns it into City Attorney or sends directly to Council
 - Councilors each fill out the evaluation forms and turns them into the City Attorney
 - To be completed by January 14, 2022
 - City Attorney compiles all the comments/scores into one document and distributes it to the Council for review
 - Second Meeting (January 18, 2022)
 - First half of the meeting, Council meets in executive session to discuss how the City Manager has performed under the criteria and the results of their comments and the City Manager's self-evaluation; Council may discuss if any changes to the written evaluation is necessary or warranted; changes are made by consensus
 - Second half of the meeting, Council and City Manager meet in executive session together to discuss performance
- **Pros:** councilors are able to review the self-evaluation prior to completing their own evaluations; councilors are able to review and reflect on other councilor's score and comments prior to meeting with the city manager; councilors are able to discuss the evaluation as a body and make any adjustments prior to meeting with the city manager; unless the Council agrees otherwise, all councilor comments and scores will be captured in the final evaluation
- **Cons:** slower process; the second meeting may be long

Option C – Three Meetings

In this process, individual councilors do not fill out an evaluation. The Council completes the evaluation as a body based on consensus.

- First Meeting (January 3, 2022)
 - Council reviews evaluation criteria and process timeline in open session
- To be completed by January 18, 2022
 - Each councilor reviews the evaluation form and considers the City Manager's performance based on the evaluation criteria prior to the first executive session
 - City Manager fills out self-evaluation and turns it into City Attorney; City Attorney distributes the self-evaluation to the Council
- Second Meeting (January 18, 2022)
 - Council and City Attorney meet in executive session to discuss the City Manager's performance based on the evaluation form and criteria
 - City Attorney records the Council's collective opinion on the City Manager's performance based on the evaluation criteria; this document becomes the Council's written evaluation

- Third Meeting (TBD)
 - Council, City Attorney and City Manager meet in executive session to review/discuss the evaluation; Council presents the City Manager with the Council's written evaluation
- **Pros:** councilors reach consensus regarding City Manager's performance and provide feedback in a unified manner; this helps to eliminate conflicting or contradictory feedback; does not require each councilor to complete an individual evaluation
- **Cons:** slower process; the second meeting may be long; not all comments from every councilor will be included in the final evaluation.

Legal Counsel Ashley Driscoll explained her recommendation is option B because she feels it is the best middle ground and the process isn't too drawn out, but it is a little bit more of a thoughtful process. She explained it gives an opportunity to reach consensus and to provide unified direction. However, if you are unable to reach that consensus then everybody's thoughts still make it through to the final document.

Mayor Burge thanked Legal Counsel Ashley Driscoll for the options. He thinks option B would be good. He appreciates this information.

Council President Greisen likes option B.

Councilor McHugh stated he is fine with option B or C, but prefers B.

Councilor Poling stated he likes option B.

Councilor Miller stated he is fine with option B or C.

Councilor Lesowske agrees with option B.

Mayor Burge asked can do option B for the initial one, then transition to option C for future ones?

Legal Counsel Ashley Driscoll replied, definitely. She asked Council if the criteria is what they want to move forward with.

Mayor Burge replied the criteria is pretty standard. He stated the most difficult thing Council is assuming is the day-to-day interactions between the city manager and staff.

Councilor McHugh asked if there is a category for a summary statement?

Legal Counsel Ashley Driscoll replied she doesn't think so, but now would be the time to add it.

Councilor Miller stated, Mayor Burge, in regard to your question, he could see that maybe being appropriate on the self-evaluation, for them to critique themselves on their interdepartmental relationships.

Mayor Burge replied, he agrees with that.

Legal Counsel Ashley Driscoll explained City Manager Rains is in favor of option 2 as well. She did talk with Alex a little bit about this evaluation, and she is out sick this week and she didn't know if she could meet the January 10 deadline. Ashely asked Council if Alex is not able to meet the January 10 deadline, Ashely suggests if it is in fact another week, she would suggest that we bump our meeting until February and have the executive session then.

Councilor Poling moved, Councilor McHugh seconded the motion that Council Motion to proceed with Option B with the amended criteria and the potential amended timeline. (Motion passed 6-0). Mayor Burge, aye; Council President Greisen, aye; Councilor Poling, aye; Councilor Lesowske, aye; Councilor McHugh, aye; and Councilor Miller, aye.

Announcements – information only

Calendar

Mayor Burge went over the calendar.

Updates: Police Chief, Councilors, and Mayor

Councilor Miller stated, Happy New Year!

Councilor Poling thanked Isaac for all the work he has done with the social media.

Council President Greisen stated, Happy New Year. She thanked Columbia River PUD and Public Works for putting up the holiday banners, they look really nice. She stated she understands that as Americans we have the right to free speech, but we just have such great schools here that her kids know how to read and sound out words. She just encourages those citizens that choose to fly certain flags or post certain banners with profanity on them, that they know that small children are able to read those words.

Councilor McHugh thanked Council President Greisen for those last comments, he thinks that is very important. He explained Public Works did a great job of getting the roads in good condition for everyone to use. He stated the newsletter looks great and he appreciates all the work that goes into that. He stated he thinks our Council should do everything we can to think big and he thinks we want to make this City the best City it can be. He knows everyone agrees

with that, but sometimes we've got to think a little bit out of the box and move forward in the most positive way possible and think big!

Councilor Lesowske thanked Public Works for maintaining the roads as we had the snowstorm. He knows that staff is keeping an eye on all that they can, and he really appreciates all of their efforts.

Mayor Burge explained in the department report under planning development updates, it states staff received an application for the City's first food cart pod permit. He explained he is excited to see this moving ahead. He wished everyone a Happy New Year! He thanked staff for their hard work.

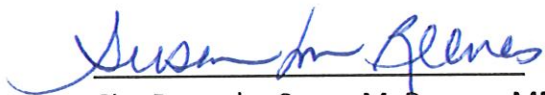
Adjournment

Mayor Burge adjourned the meeting at 8:38 p.m.



Mayor Scott Burge

Attest:



City Recorder Susan M. Reeves, MMC