

**TUESDAY, JANUARY 18, 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 7:00 p.m.

Pledge of Allegiance

Roll Call

Scott Burge	Mayor	Alexandra Rains	City Manager
Megan Greisen	Council President	Shaun Davis	Interim Police Chief
Joel Haugen	Councilor	Susan M. Reeves	City Recorder
Brandon Lesowske	Councilor	Isaac Butman	Assistant to City Manager
Pete McHugh	Councilor	Huell Whitehaus	Assistant to Public Works Director
Tyler Miller	Councilor	(Huell left at 7:12pm)	
Peter Watts	Legal Counsel		
Ashley Driscoll	Legal Counsel		

Remote: Councilor Josh Poling; Carroll Sweet (left at 7:37pm); Charles and Brandon with Treadway (left at 7:32pm); Dan McCoy; Michelle; Ryan Johanson (left at 7:57pm); Beth Rajski; and Anna Del Savio, with the Columbia County Spotlight.

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.

Public Comment

Carroll Sweet, Scappoose, explained she is the Chair of Envision Columbia County and she just wanted to make sure Council is aware of what's going on with the NEXT Renewable Diesel Project at the Port. She explained even though it is on the other end of the County, there is a possibility that it could radically affect what happens at this end of the County. She explained Columbia County will be holding a hearing to get comments on it. She explained what they are

asking the County is maybe they take a little bit more time. She explained it feels like things are being rushed all of a sudden. She explained the Planning Commission has been skipped and a lot of things that were promised have not been written down, have not been put in stone so they know it is really going to happen. She explained one of the things that will radically affect us in Scappoose is now we have gone from everything was coming in by boat and going out by boat, to now it's all going to come in by train. She expressed her concern about 100 car unit trains coming through Scappoose. She just wanted to make sure that those of us in this part of the County knew about this. She explained she certainly can attend in the future if you have any questions.

Consent Agenda ~ January 3, 2022 Council Work Session minutes and January 3, 2022 City Council meeting minutes

Councilor Haugen moved, and Council President Greisen seconded the motion to approve the Consent Agenda ~ January 3, 2022 Council Work Session minutes and January 3, 2022 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

Resolution No. 22-02: A Resolution Adopting Policy Updates to the City of Scappoose Personnel Policy Manual

Assistant to Public Works Director Huell Whitehaus went over the staff report. The City's Personnel Handbook covers the personal use of social media by City employees but is currently silent regarding their social media use in an official capacity. City staff began researching social media policies in July 2021, following an increased focus and utilization of social media by staff in the regular course of their work duties. The social media policy included in the attached Resolution 22-02 was adapted from the League of Oregon Cities (LOC) model policy and City of Portland's social media policy. In addition to the new social media policy, the City's insurance provider (CIS) has provided four recommended personnel policy updates which have been included with the attached resolution – Holidays and Floating Holidays, Hiring of Relatives, Religious Observances Leave and Accommodation Policy, and a Weapons Policy. Please see the attached Exhibits for the current and proposed language updates to the Personnel Handbook. Resolution 22-02 was brought before Council for consideration on December 6, 2021.

During the meeting, Council expressed concern about the proposed language in the new personnel policy entitled 'Weapons Policy – Section VI – Policy HH (Exhibit F).' Following the meeting, City staff made changes to the language of the policy. Those changes may be viewed in Exhibit F, in the staff report. Please note that the policies – included as Exhibits B through F – are subject to changes in format in order to integrate the updates into the current handbook.

Councilor Lesowske thanked staff for working with our insurer on the policy language, he appreciates the due diligence.

Councilor Lesowske moved and Councilor Miller seconded the motion to adopt Resolution No. 22-02: A Resolution Adopting Policy Updates to the City of Scappoose Personnel Policy Manual. (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

Annual Event

Assistant to the City Manager Isaac Butman gave an update on the final accounting of the 100-year event.

Assistant to the City Manager Isaac Butman went over the staff report. At the December 6, 2021, City Council Meeting, City Council indicated their interest in Staff working with Treadway Events to refine the Adventure Festival Concept for an event in 2022. Staff worked with Treadway Events and Entertainment to refine that event in line with Councilor comments and suggestions. Treadway Events also used this time to provide more refined budget numbers. Council stated that they like the idea of holding a one-day event in early summer or September, in Veteran's Park, focused on adventuring in the natural world; something that the Scappoose area is known for. Treadway Events refined the Adventure Festival Concept; this can be seen in Exhibit A of the staff report. The event budget can be seen in Exhibit B of the staff report, and the event layout can be seen in Exhibit C of the staff report.

The refined event concept includes:

- A refined timeline for the event, including an event date of September 10, 2022, to coincide with the Run With Neil event.
- The event does include a family movie night on Friday to kick off the event, with an adventure themed showing, such as Jumanji, Indiana Jones, or another family friendly movie in the adventure genre.
- Festival hours are from 11:00 am to Midnight.
- Activities include:
 - o Fire Pits.
 - o Axe Throwing.
 - o Giant Chess.
 - o Rock Wall.
 - o Mechanical Bull.
 - o Chainsaw Wood Carving Demo.
 - o Food and Sales Vendors.
 - o Beer Garden.

- o A possible car show a-la Show-n-Shine from the Scappoose 100 event.
- o Music from local favorites including Hit Machine, The Wieners, and others.

Potential affiliate activities have been identified and include:

- Kayaking experiences.
- Outdoor Survival talk/classes.
- Wood Carving Discussion on-stage.

Treadway has begun identifying potential sponsors and members of the Scappoose community they would like to work with to put on this event. The budget for this event can be seen in Exhibit B of the staff report. The total cost for this event is between \$80,000 and \$90,000. While the amount the City will pay under this budget scenario is \$40,000, this is contingent on a variety of cost-recovery activities including:

- Vendor Fees
- Beer Garden Entries
- Beer Sales
- Sponsorships and Grants; some sponsors being considered include:
 - o Waste Management
 - o Hudson Garbage
 - o Next Adventure
 - o Columbia Sportswear
 - o REI Co-Op

Staff is proceeding under the worst-case scenario assumption; that cost recovery from sponsorship and grants, beer garden entries and drinks; and vendor booth fees is minimal. In the worst-case scenario, the City would need to be prepared to completely cover the cost of the event, at a maximum cost of \$90,000. An additional opportunity for cost recovery is charging a nominal fee for the activities listed under "Party Works". Party Works is a set of activities under this scenario that costs approximately \$11,000 with no associate cost recovery. Cost recovery could be either charging a flat entrance fee or a per-ride fee. Many, if not most, events that offer such activities do charge some sort of fee for the experience. Staff recommends Council consider charging a nominal fee to take part in all or some of the Party Works activities. Because the event budget for Fiscal Year 2021-2022 was spent on the Scappoose 100- Year event, there is no current budget to produce this event. The money for this event will need to come from contingency funds. Staff recommends that Council direct Staff to partner with Treadway Events to put on an Adventure Festival event for September 10, 2022.

Councilor Lesowske has some recommendations. He would like to see some peace candle shaped pieces on the chess, or checkers. He asked about a portable zipline. He likes the theme that we are going with, and he really likes the proposal.

Charles explained a mobile zipline would be out of their budget, since it is \$6,000 plus. He explained he did update the chess to checkers. He explained he is still waiting back on quotes for the equipment side of things, which will really help or hurt these numbers.

Brandon Treadway explained they could add the mobile zipline if they have the sponsorship funds, same with any other activity that they have listed.

Charles explained that we should keep in mind that we might not be able to get some of the activities because staffing might be an issue.

Assistant to the City Manager Isaac Butman stated talking about the little activities that are available at the event kind of leads into a discussion about profitability. He explained one of the things that is unique about this budget is that there's not a lot of cost recovery in it. He explained, similar to the 100-year event, people come and enjoy the event for free and that includes all of the actives and that is not typical of other events that offer a carnival setting. He explained one of the things to consider would be that maybe there could be a fee for certain activities or all of them. Staff just wasn't sure if that is something you wanted to continue for this event, or not. He explained the funds for this event would have to come from the general fund contingency.

Councilor Haugen asked about having a sponsor for a chess tournament, such as the Chess Federation.

Council President Greisen suggested reaching out to Tumblewheel Studio. She talked about having local emergency services at the event. She asked if there will be other things happening during movie night. She is in favor for certain activities having a small fee.

Brandon Treadway explained they could offer small events for movie night.

Council President Greisen explained she is in favor for certain actives having a small fee, something like the zipline.

Councilor Miller talked about reaching out to the Humane Society.

Charles talked about security for the event and explained he is going to reach out to see if he can get a better price.

Councilor McHugh also agrees with charging a fee for some of the particular events.

Mayor Burge asked about hiking and biking?

Brandon explained once they get rolling, they will reach out and start the process on those items.

Councilor Poling agrees with not charging to get in, but charging for some of the bigger activities would be fine. He asked about the Saturday Market occurring at the same time.

Assistant to the City Manager Isaac Butman explained during the 100-year celebration the Saturday Market did happen concurrent with the event. He explained if they want to coordinate, staff will work with them on that.

Councilor Haugen moved, and Councilor McHugh seconded the motion that Council direct Staff to partner with Treadway Events to put on an Adventure Festival on September 10, 2022, funding the expense from General Fund Contingency for an amount not to exceed \$90,000. (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.

Community Enhancement Program (CEP) Updates

Assistant to the City Manager Isaac Butman went over the staff report. September of 2021, City Council asked staff to update the Community Enhancement Program (CEP). The old version of the CEP documents can be seen in Exhibit A of the staff report. On November 9, 2021, Staff brought some tertiary changes and suggestions before City Council. This report responds to the outputs and requests from the November 9, 2021, meeting by presenting drafts of a revised CEP including:

- Increasing program funding to \$40,000.
- Updating Grant guidelines and applications.
- Updating and clarifying the grant review process.
- Accountability and Reporting requirements and forms.
- Updating the Grant Schedule for the 2022 CEP grant cycle.

The CEP has been in existence for at least 20 years and funds the majority of its applicants. The CEP supports various community groups annually, with regular applicants including the Amani Center, Scappoose Community Club, Scappoose Historical Society, Scappoose Community & Senior Center, Scappoose Kiwanis, Society of St. Vincent de Paul St. Wenceslaus, the VFW, and others. Without CEP funding, these small community organizations and their projects might not be as effective at providing services to Scappoose. During the November 9, 2021, Council Meeting, Staff brought forward several potential changes and updates to the CEP. In response, Council asked staff to consider a number of additional changes and updates and bring a revised program back to Council for review. Staff recommends that Council adopt the new CEP program as written in Exhibit A and Exhibit B of the staff report, and institute 1% annual budget increase for program funds, to be evaluated every 5 years for correlation with inflation.

Councilor McHugh is concerned with the length of the grant document. He appreciates all Isaac's work on this, but the form is too long for a \$5,000 grant.

Assistant to the City Manager Isaac Butman explained he took the questions from the current application, he didn't add any, just split some of the questions.

Councilor Haugen likes the idea of having the questions. He explained a reasonable expectation and having some level of effort and thoughtfulness going into the grant, he thinks it makes sense. He thinks Isaac has done a nice job with this.

Councilor Miller stated we might get multiple applications and the more data we collect will help Council decide between the applicants. He doesn't know what questions they would eliminate then have the data they need to decide between the applications

Council President Greisen appreciates Isaac's work on revamping the forms.

Mayor Burge went over some of the questions and explained he would condense some of the questions to simpler questions.

Council President Greisen stated when applying for a grant they have to put in a little thought and effort, because money just doesn't come for free.

Mayor Burge explained he agrees with Councilor McHugh that maybe some of the questions could be removed.

Councilor Haugen stated they could put n/a if it doesn't apply to their project.

Councilor Poling explained his biggest concern is that over the years more and more people have applied, and more detail is a good thing and allows Council to really evaluate where the money is going and what has been achieved on their goals. He likes the way the questions are and he does like having the option to put n/a if a question doesn't apply.

Council discussed the questions. Councilor's will email their questions to Assistant to the City Manager, Isaac Butman.

Council thanked Assistant to the City Manager Isaac Butman for his work on this.

Res No. 22-03: A Resolution Granting a Non-Exclusive Gas Utility Franchise to Northwest Natural Gas Company; Fixing Terms, Conditions and Compensation of Such Franchise & Ord No. 898: An Ordinance Repealing Ordinance No. 706 an Expired Franchise Agreement

Mayor Burge asked if anyone would like to comment on the NW Natural Gas Franchise agreement? There were none.

City Manager Rains went over the staff report. In accordance with the terms of NW Natural Gas' existing Franchise Agreement—Ordinance No. 706, Exhibit A—NW Natural and the City have negotiated a new contract, contained in Exhibit B, titled Resolution 22-03, granting a non-exclusive gas utility franchise to Northwest Natural Gas Company; fixing terms, conditions, and compensation of such franchise. This Resolution covers a period of twenty (20) years.

The proposed changes to the existing agreement can be seen in Exhibit C; removed text is struck through, added text is underlined. No proposed changes modify the rate of reimbursement. Proposed changes clarify definitions, remove outdated provisions, refine and update various provisions, and generally update the content of the franchise to make the City and NW Natural's responsibilities under the contract clearer. Ordinance No. 898, Exhibit D, is an ordinance repealing Ordinance No. 706 an expired franchise agreement. This Ordinance is a housekeeping measure, and repeals Ordinance No. 706, the expired franchise agreement. No changes in rates have been proposed for the new twenty (20) year period. No fiscal impact should be realized from proposed changes to the terms of the franchise. Staff recommends Council approve Resolution 22-03 and Ordinance 898 as written.

Councilor Lesowske asked if there are any other competitors for natural gas in our community?

Legal Counsel Peter Watts replied there is a company that will agree to sell natural gas at a fixed price. Staff is working on this and as we get some clarity, we can let Council know.

Councilor Haugen asked about lessening the term and increasing the percentage.

Legal Counsel Peter Watts replied we could ask NW Natural Gas for that. He explained the higher fee does get passed on to the consumers.

Councilor Miller wants to give the City the most flexibility and would like to have the contract for 10 years, instead of 20 years.

Mayor Burge stated 10 years is fine.

Legal Counsel Peter Watts asked Council to not take any action on the ordinance.

Mayor Burge explained the public hearing and Ordinance No. 898 will be at the next meeting.

Announcements – information only

Calendar

Mayor Burge went over the calendar.

Updates: City Manager, Police Chief, Councilors, and Mayor

City Manager Rains explained they had the panel interviews today for the Chief positions and she has one on one interviews with the final two candidates on Friday. She also explained they will be looking at a couple of candidates for the Finance Administrator position and so they will be looking at setting up interviews for that.

Legal Counsel Peter Watts asked Council if they would want staff to bring in front of them a couple of items. One would be an expedited way to fix a scrivener's error with street signs/names and that would be not changing the name of the street at all but if we need to correct what type of the road that it is, like a court instead of a street, or add a directional like NE. He explained in looking at the current process it would be a very onerous process over something that nobody intended.

Some of the Council Members replied yes, they are interested in that.

Legal Counsel Peter Watts stated another thing is there are some cities that have a program where if a road or a street is less than a certain age and contractors cut into that in order to provide conduit or what have you, that they would need to restore that back to the previous condition. He asked is that something that Council would like to consider?

Some of the Council Members replied yes.

Legal Counsel Peter Watts explained in the past Council wouldn't accept substandard streets from private parties. He explained the County has done some road changing, as you probably remember. He asked is that kind of bright line rule something that Council would be interested in revisiting as far as not accepting substandard streets?

Some of the Council Members replied yes.

Councilor Poling asked everybody that is out and about at our local businesses, at this time, please have patience and kindness to everybody. Everybody is currently dealing with major shortages in staff, as well as shortages with products and everything else. He thinks we need to do everything we can to help support businesses in every single way.

Councilor Miller thanked Isaac and any other City staff who has helped with the CEP form, he does appreciate it.

Council President Greisen thanked City Council and anyone of the public that attended the meet and greets for the Police Chief Candidates and those who served on the panel today. She also thanked City Manager Rains for taking the time to make this very important decision.

Councilor Haugen stated Happy New Year! He thinks Jensen Strategies did a great job regarding the Police Chief candidates. He explained he feels really strongly about the events of January 6, 2021. He stated it seems fitting to him to have a proclamation to affirm real facts. He read a proclamation he drafted out.

Councilor McHugh thanked Councilor Haugen. He stated Scappoose Historical Society is doing a great job. He explained his neighbor stopped by and told him that this is the cleanest and most friendliest City he has ever lived in.

Executive Session ~ ORS 192.660(2)(i) Employee Evaluations

Mayor Burge went into Executive Session at 8:29 p.m.

Present: Mayor Burge; Council President Greisen; Councilor Haugen; Councilor Lesowski; Councilor McHugh; Councilor Miller; Legal Counsel Ashely Driscoll; Legal Counsel Peter Watts and City Recorder Reeves. City Manager Rains came in at 9:32p.m.

Remote: Councilor Poling and Anna Del Savio with the Columbia County Spotlight (left at 9:30pm).

Open Session

Mayor Burge came out of Executive Session into open session at 9:34 pm.

Adjournment

Mayor Burge adjourned the meeting at 9:34 pm.



Mayor Scott Burge

Attest:



City Recorder Susan M. Reeves, MMC