



SCAPPOOSE *Oregon*

MONDAY, OCTOBER 3, 2022
CITY COUNCIL MEETING AGENDA
Regular meeting 7:00 pm
COUNCIL CHAMBERS
33568 EAST COLUMBIA AVENUE
SCAPPOOSE, OREGON 97056

ITEM AGENDA TOPIC	Action
Call to Order	
Pledge of Allegiance	
Roll Call	
Approval of the Agenda	
Public Comment ~ Items not on the agenda	
Please sign a speaker request form and turn it in to the City Recorder along with any written testimony	
<u>New Business</u>	
1. Columbia County Song	
2. Parks Committee Update	
SPRC Chair Cara Heinze	
City Manager Alexandra Rains, Assistant to City Manager Isaac Butman	
3. City Video Updates	Approval
City Manager Alexandra Rains, Assistant to City Manager Isaac Butman	
4. Standing Committees – Code & Bylaw changes SPRC and EDC Resolutions	
• Ordinance No. 905 An Ordinance Amending Scappoose Municipal Code Title 2; modifying section 2.04.080, Appointments, and 2.04.110 Committees	Public Hearing/First Reading
• Resolution 22-19: A Resolution Rescinding Resolution No. 20-17 and Establishing the Bylaws for the Scappoose Parks and Recreation Committee	Approval
• Resolution 22-20 A Resolution Rescinding Resolution 20-01 and Establishing the Bylaws for the Scappoose Economic Development Committee	Approval
5. Adventure Festival Recap	
Assistant to the City Manager Isaac Butman	
Announcements – information only	
6. Calendar	
7. Updates: City Manager, Police Chief, Councilors, and Mayor	
8. Executive Session ~ ORS 192.660(2)(i) Employee Evaluations	
Open Session	
9. Approve the City Manager Review and Consider a Merit Increase	Approval
Adjournment PLEASE NOTE: IF YOU WOULD LIKE TO SPEAK WITH CITY STAFF ABOUT A PARTICULAR AGENDA ITEM, PLEASE CALL CITY HALL at 503-543-7146, EXT. 224, NO LATER THAN 3:00 PM ON THE DAY OF THE MEETING.	

This meeting will be conducted in a handicap accessible room. If special accommodations are needed, please contact City Hall at (503) 543-7146, ext. 224 in advance.

TTY 1-503-378-5938

Isaac Butman

From: BRIAN TRENCHARD SMITH <BTS141@msn.com>
Sent: Monday, September 19, 2022 12:36 PM
To: Isaac Butman
Cc: Margaret Trenchard-Smith
Subject: [External] Please place The Wisdom of Columbia County on the agenda for October 3, 2022

Follow Up Flag: Follow up
Flag Status: Completed

CAUTION: This email is from outside the City of Scappoose. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear City Planner Butman,

I have been trying to get through to the City Councilors and Mayor of Scappoose with this information. Thanks to Councilor Santiago's help, this message is at last reaching you. I am hoping that you will make *The Wisdom of Columbia County* an agenda item for the October 3, 2022 meeting. Ideally, there would be time for a quick address to the Mayor and Council and the means to show them the music score.

By the way, I am writing from my husband Brian's computer, but this message is from Margaret Trenchard-Smith at drmtrenchardsmith@gmail.com.

Kind regards,
Margaret

Here is the original letter that I wrote to the Mayor and Councilors:

Dear Mayor Burge and Scappoose City Council:

For over four years, the Columbia Chorale of Oregon, also known as the River City Singers, has been fostering a major choral piece, *The Wisdom of Columbia County*. I am its lyricist, Kevin Bryant Lay is its musical composer, Artistic Director Alice Rice Boyer is its producer; Marilyn Allen is President of the Board of the choir.

We just learned two weeks ago that after its inaugural performance in Columbia County on June 16th of next year, this work will be performed at Carnegie Hall in mid-2024.

The Wisdom of Columbia County is a major work of choral music. In form it is a cantata, which in eight movements of prose and poetry tells the history of our county through a series of picaresque characters—a Chinook mother and daughter, naval explorers, a "mountain man," a pioneer and settler, a logger, farmers, and a newcomer—who impart their "wisdom" (sometimes ironically or tragically overturned) through song.

Composer Kevin Bryant Lay has elevated a deliberately simple text to high art, composing an ambitious choral work which, although grounded in Columbia County, should resonate universally.

Alice Rice Boyer's reputation in the world of choral music led to her being invited by James Redcay of Mid-America Productions to conduct a work of her choosing at Carnegie Hall. Alice took the risk of offering this newly composed work to him. Kevin Bryant Lay's score was vetted and enthusiastically received. So, after its inaugural performance in Columbia County on June 16, 2023, *The Wisdom of Columbia County* will be performed on the stage at Carnegie Hall under Alice's baton in mid-2024.

Kevin, Alice and I are all from Scappoose.

What we hope to inspire in audiences is a reverence for the Native American past and present, a shared history and identity transcending divisions, and love for the natural beauty of the county. More than anything, the work was created for the youth of Columbia County, today and in posterity.

Now we have the opportunity to sponsor choristers from the county's high schools to sing on the Carnegie stage. Since some youth in the county have limited exposure to the world beyond it, this will be a life-enlarging experience. To cover this and the many new costs involved in this ambitious project, we are seeking widespread community support which will enable us to secure a \$25,000 grant from the Ford Family Foundation. Would the Scappoose City Council be willing to meet with us in person or online, so that you can scroll through the score and get a sense of the work, and ask us questions?

This work will make Columbia County a household name affectionately received by many persons beyond our county and state, and perhaps over time, our country. We look forward to introducing it to you.

Sincerely,
Dr. Margaret Trenchard-Smith

29232 Huber Road
Scappoose, OR 97056

drmtrenchardsmith@gmail.com
(503) 543-3222

Sent from [Mail](#) for Windows

The Wisdom of Columbia County

© Margaret Trenchard-Smith

1 MOTHER AND CHILD (Spring)

NARRATOR

I think of Columbia County: Its hills and high ridges, forests, fields and fens; its ponds, springs and creeks, and the great river that lies to its east. Of its creatures, furred, feathered and finned. Of its people, past, present and to come. We stand here now. Others will stand here when we are gone, as others stood here before us.

For thousands of years, in what is now Columbia County, the Chinook and Nehalem peoples conformed their lives to the rhythms of nature:

SONG

As she peeled the cedar strip upwards, slowly,

Her daughter witnessed the ritual holy.

Soon they would gather sweet sedge.

She thought:

“The trees and the grasses will provide us, child,

With all that is needed for weaving

Through the endless cycles of the seasons.”

The wisdom of millennia would be overturned as immemorial patterns were thrust aside. Yet those patterns and the people who made them have left an imprint, indelible, on the land and in the shared human experience which, when it is reflected upon, is its history.

2 THE SEA CAPTAIN (1792)

NARRATOR

Captain Robert Gray's discovery of the great river opened the region to immigrants from Europe, Canada and the United States. Ancient names and claims were set aside.

The courage and resourcefulness of the early naval explorers cannot be fathomed. Nor can their arrogance:

SONG

Vancouver had tried to dissuade him, in vain.

For Gray had felt the deep current, seen water drain
In changed color as the great river poured into the sea.

He thought:

“ 'Twas I found a passage, avoiding the treacherous sandbars.
I lay claim to this river, which the natives call Wihmal,
And christen it for my ship: Columbia.”

NARRATOR

Hubris was bound up in his wisdom. Columbia is a grand name, befitting a river so majestic. But let it be remembered that it had had a name. Wihmal. Its name was Wihmal.

3 THE FRONTIERSMAN (1827)

NARRATOR

Lands of the Pacific Northwest were roughly charted by Lewis and Clark, guided by Sacagawea. Finer details would be recorded by the “mountain men,” frontiersmen like Jedediah Smith, who braved danger and deprivation in their pursuit of fortune. But Fortune, as they say, is fickle:

SONG

Trapping, mapping and tramping around,

Blazing trails to where otter and beaver abound,

He followed the Big River northwards.

He thought:

“I’ve ’scaped perils that would curl the hair

Of a man who’d never met a bear,

And I’ll die old and rich on a featherbed.”

NARRATOR

Sometimes wisdom is inseparable from folly. He would meet a bloody death a few years later.

4 THE PIONEER AND SETTLER (1852)

NARRATOR

1852 was a grim year for those who had boarded wagons to take the Oregon Trail westward:

SONG

Cholera took her husband, and her sweet boy died

When her milk dried up; with ghosts by her side

She drove the team to Oregon. There she delivered other women's infants.

She thought:

“Folk believe that I live for others, yet I live for myself.

My motherhood lives on in these mothers.

My child lives on in these babes.”

NARRATOR

This was true wisdom, as I see it. Well-respected, she would depart from life at a venerable age, and gladly.

5 THE LOGGER (1918)

NARRATOR

The Portland and Southwestern Railroad once operated from Scappoose Bay to the Nehalem River near Pittsburg. Over the years, the tracks of the railway were stripped and its path converted to a logging road, the logging road later given over to the people as a hiking trail. I think of the loggers every time I walk it:

SONG

Riding the rails of the logging train

From Scappoose to the Nehalem in the chilling rain,
He chucked an apple core to the side of the tracks.

He thought:

“I love the damn’ firs I’m takin’ to the ground
(Though I must admit their crashin’ is my fav’rite sound).
I s’pose fruit trees’ll rise where the giants have fallen.”

NARRATOR

His wisdom was limited. Fruit trees did rise throughout Columbia County. Yet giants still survive.

As it happened, an apple tree would spring from the core that he threw from the train. Its wild descendants flourish alongside the Crown Z Trail.

6 THE STEWARDS (1955)

NARRATOR

Mindful of the past and of posterity, this husband and wife became stewards of the land:

SONG

A couple bought a forested farm on a hill.

Where they raised and made hay, and through work and will
Laid a garden like a corner torn from Heaven.

They thought:

“How ought we honor this land and its past?

Let’s leave the fir stands upright,

Manage what remains and be content.”

NARRATOR

And contented they remained all their days.

7 THE NEWCOMER (Autumn)

NARRATOR

Sometimes unlikely people are drawn to Columbia County:

SUNG

A writer left the city for the sake of his wife,

And took up an unfamiliar rural life.

To his surprise, the change suited him well.

He thought:

“How could I now live without the deer and the elk?

The towhees and jays, vine maples and hemlocks?

Should sacrifice be this delightful?”

NARRATOR

This man is both wise and blessed.

FINAL MUSIC and NARRATOR (below)

*I think of Columbia County. Of its sublime beauty. Of its creatures.
Of the river for which it is named.*

I think of its people.

We stand here now. [Children echo this line in song: “We stand here now.”]

Others stood here before us. Others will stand here when we are gone.

And the great river will roll into the sea.

CITY OF SCAPPOOSE

Council Action & Status Report

Date Submitted: September 26, 2022

Agenda Date Requested: October 3, 2022

To: Scappoose City Council

From: Isaac Butman, Assistant to City Manager;
Alexandra Rains, City Manager

Subject: City Video Updates - Approval

TYPE OF ACTION REQUESTED:☐ Resolution☐ Ordinance☒ Formal Action☐ Report Only

ISSUE: In July and August, the company CGI Digital reached out to City Staff about updating the series of videos that appear on the City Website. This contact was prompted by contact with the Mayor at the USCM Winter Meeting.

ANALYSIS: CGI Digital has a proven record of producing promotional videos for local governments, and they are the company that produced the current videos that reside on the City Website. The City uses those videos to promote the City and the community.

When contacted, Staff reviewed the current videos, and noted that they are many years outdated. Some of the projects mentioned in the videos have come to fruition, and other projects that have impacted the fabric of the community that were not mentioned in the videos are either in progress or have been completed. The current videos are no longer an accurate representation of what Scappoose has to offer.

Staff met with CGI, and after talking with them extensively, and reviewing our current marketing efforts believe that taking advantage of the free update of the City Videos would be in the best interest of the community.

Staff is seeking the approval of Council to move forward in contracting with CGI Digital for a free update to the City Video series. As the project moves forward staff intends to update Council on progress and, if Council wants, consult with Council on the content of videos. For the current meeting staff is only asking for the approval to contract.

FISCAL IMPACT: There are no fiscal impacts related to this contract; CGI Digital is
Request for Council Action

offering to update the videos at no charge to the City.

RECOMMENDATION: Staff recommends that Council direct the City Manager to enter into a contract with CGI Digital to update the city video series at no cost to the City.

SUGGESTED MOTION: I move that Council direct the City Manager to enter into a contract with CGI Digital to update the city video series at no cost to the City.

Request for Council Action

CGI Digital – Materials and Examples

- <https://presentation.zone/pr/auto.php?permaID=Q6a5p3Q3B81>
- http://www.elocallink.tv/m/v/player.php?pid=w3a7Q9p4A91&fp=orcotgr17_wel_rev3_iwd
- https://www.elocallink.tv/m/v/player.php?pid=w3Q5Q8z1Q71&fp=oronta19_wel_iwd
- https://www.elocallink.tv/m/v/player.php?pid=w8azNN84&fp=orherm19_wel_rev1_iwd



For over 30 years, CGI has empowered communities across the county to share their stories with the world. Thanks to their cost-free programs, over 5,000 cities, counties and member-driven organizations have been able to utilize the highest quality marketing services, products, and technologies available.

National Partnerships



Cost-Free Community Initiatives



Community Showcase Video Program

Attract new residents, businesses, and visitors to your community through the power of video



Decorative Street Banner Program

Invigorate your downtown streets and show community pride



Community Organizations

Enrich the quality of life in your community



Nicole Rongo, Vice President
Government Relations & Strategic Partnerships

Call: 800-398-3029 x 203
Email: nicoler@cgicompany.com
Visit: www.cgicompany.com

CITY OF SCAPPOOSE

Council Action & Status Report

Date Submitted: September 26, 2022

Agenda Date Requested: October 3, 2022

To: Scappoose City Council

From: Isaac Butman Assistant to City Manager,
Alexandra Rains, City Manager

Subject: Resolution No. 22-19, A Resolution Rescinding Resolution No. 20-17, and Establishing The Bylaws for the Scappoose Parks and Recreation Committee;
Resolution No. 22-20 A Resolution Rescinding Resolution No. 20-01 and Establishing Bylaws for the Scappoose Economic Development Committee;
Ordinance No. 905 An Ordinance Amending Municipal Code Title 2.04 Council Meetings, Modifying Section 2.04.080 Appointments and Section 2.04.110 Committees

TYPE OF ACTION REQUESTED:☒ **Resolution**☒ **Ordinance**☐ **Formal Action**☐ **Report Only**

ISSUE: At the August 8, 2022 City Council Meeting during the discussion about a complaint that had been filed regarding committee member conduct multiple members of City Council noted that both the Municipal Code and the Committee Bylaws lacked formal mechanisms to address complaints such as the ones filed. At the September 6, 2022 Council Meeting Council Members reaffirmed their request to look at a variety of changes to committee's bylaws, and to add new language to the Municipal Code to guide complaint processes in the future.

ANALYSIS: Based on the requests from Council to have staff open and look at both the Economic Development Committee Bylaws and the Scappoose Parks and Recreation Committee Bylaws, as well as the wish of Council to have a well defined process for handling complaints relating to Committees written into the Scappoose Municipal Code,

Request for Council Action

Staff worked with Legal Counsel to draft changes to all three of these documents. Changes focus on:

- Requested changes from Council
 - Addition of language guiding the complaint process for complaints received that relate to Committees or their members.
 - Hearing like a Hearing in Rem for complaints process.
 - Pause on Committee Activity while complaint process is undertaken.
 - Special Meeting away from normal Council Meeting times for any complaint hearings.
 - Tiered approach allowing for mediation before a more public resolution is undertaken.
 - Maintain due process for all parties involved.
 - Reaffirm the code of conduct Council requires of its committees, and make it a more central part of the bylaws, as well as align conduct requirements to Council's code of conduct.
 - Look at meeting frequency, internal function, reporting requirements, attendance requirements.
 - Clarify expectations.
- Administrative changes to address inconsistencies and inaccuracies in the old bylaws.

In working through these changes Staff used every avenue to not create new language. While the complaints process is new, much of the additional language in the bylaws is taken directly from the Council Team Agreement, the Committees' Team Agreements, the Scappoose Municipal Code generally, and from the Municipal Code sections on Council Ethics.

RECOMMENDATION: Staff recommends that Council adopt Ordinance No. 905, Resolution 22-19, and Resolution 22-20 as written.

SUGGESTED MOTION: I move that Council adopts Resolution No. 22-19, A Resolution Rescinding Resolution No. 20-17, and Establishing The Bylaws for the Scappoose Parks and Recreation Committee; and Resolution No. 22-20 A Resolution Rescinding Resolution No. 20-01 and Establishing Bylaws for the Scappoose Economic Development Committee; and Ordinance No. 905 An Ordinance Amending Municipal Code Title 2.04 Council Meetings, Modifying Section 2.04.080 Appointments and Section 2.04.110 Committees as written.

Request for Council Action

ORDINANCE NO. 905

AN ORDINANCE AMENDING SCAPPOOSE MUNICIPAL CODE TITLE 2.04, MODIFYING SECTION 2.04.080, APPOINTMENTS, AND 2.04.110 COMMITTEES

WHEREAS, Council rules and procedures should undergo periodic review and updates; and

WHEREAS, City Council wishes to update the Scappoose Municipal Code Ch. 2.04, to incorporate a process for handling complaints regarding Committee Members;

NOW, THEREFORE, THE CITY OF SCAPPOOSE ORDAINS AS FOLLOWS:

Section 1. Chapter 2.04 of the Scappoose Municipal Code shall be amended as shown on the attached Exhibit A (additional language underlined and in red and deleted language stricken).

Section 2. Severability. If any provision of this ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of the ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are severable. This City Council hereby declares that it would have adopted this ordinance irrespective of the invalidity of any particular portion thereof and intends that the invalid portions should be severed and the balance of the ordinance be enforced.

PASSED AND ADOPTED by the City Council this 19th day of September, 2022, and signed by the Mayor and City Recorder in authentication of its passage.

CITY OF SCAPPOOSE, OREGON

DRAFT

Scott Burge, Mayor

First reading:

Second reading:

DRAFT

Attest: _____

Susan M. Reeves, MMC
City Recorder

EXHIBIT A

2.04.080 Appointments. A. Appointments to city commissions and committees shall be made by the mayor with consent of the council. The mayor may enlist the assistance of other councilors, commissioners or staff members in the appointment process.

B. All vacancies in elective or appointive positions to be filled by the mayor or council shall be announced publicly and nominees for such appointments shall be solicited by providing reasonable notice to the public of the vacancy and the process by which it will be filled. The city manager or designee shall maintain and disseminate forms by which interested persons may apply for appointment.

C. An appointee to a committee or commission may be removed by the city council, following the process outlined in section 2.04.110 of this Title. ~~after a hearing, for misconduct or nonperformance of duty. The appointee who is the subject of the hearing shall be notified in writing by registered mail to last known address at least ten days prior to the initial hearing date. A member who is absent from three consecutive meetings without notifying the committee chair or the city manager is presumed to be in nonperformance of duty and the city council shall declare the position vacant unless it finds otherwise following the hearing.~~

2.04.110 Committees. A. The mayor or council may establish by resolution ad hoc or standing committees to perform specified research, or investigatory and advisory functions on behalf of the council.

B. Appointments to such committees shall be as provided in Section 2.04.080 of this chapter. Any authority granted to such committees shall be clearly delineated within the text of the resolution creating the committee as approved by council.

C. Complaint Procedure and Removal of Members.

1) When written complaints from standing or ad hoc committees are received by Council or city staff, the following procedure shall be observed:

a. Upon receipt of a complaint, meetings of the committee from which the complaint was received shall be suspended until resolution of the complaint; this does not apply to Planning Commission or to matters of removal of members for attendance issues. A notice to the complainant and the respondent that a complaint has been filed shall be issued via email and certified mail.

b. All complaints shall be reviewed and responded to by the Mayor, Council President, or another member of Council, as designated by the Mayor, or, if the Mayor or Council President are unavailable, within 30 calendar days of receipt. Response shall be in writing via email and certified mail to the complainant and the respondent. Responses shall detail the facts as they are known, and the next steps, discipline, or recommendation for Mediation or Hearing by the reviewer. This complaint process may not apply to all complaints; recommendations for removal due to attendance issues may be heard

EXHIBIT A

immediately by City Council at either a Regular Council Meeting or a Special Council Meeting.

c. One course of action shall be a mediation between the parties named in the complaint. The mediator shall be the Mayor, or their City Council designee. Mediation shall be attended by the Committee Recording Secretary, and mediation may be held virtually or in-person. Mediation shall be scheduled no later than 30 calendar days after receipt of a complaint and must occur no later than 45 calendar days after the receipt of a complaint. Notice of Mediation shall be sent via the process in clause b. above. Mediation does not preclude a Hearing.

d. A second course of action shall be a Hearing in front of City Council. Hearings shall be held in a public forum. Hearings shall be noticed as in clause b. above. Hearings shall be held like a Hearing in Rem:

I. A Special Meeting of City Council shall be called for the sole purpose of the Hearing.

II. During the hearing a statement of the facts as Council knows them based on the complaint, and any responses, shall be made.

III. Each party shall have 15 minutes total to make a statement to Council, and each party shall have the opportunity to reserve up to 5 minutes of their time for response to the other parties' statements.

IV. After each party has made their statements and rebuttals, if applicable, Council shall deliberate and decide on any disciplinary action and make a motion to such effect. Disciplinary action can include removal of a member.

e. Upon recurrence of a complaint of the same or similar nature, and after the initial complaint process has been completed, Council shall consider a recommendation for removal via a Hearing for Removal as described in section 2) below.

2) The process for a Hearing for Removal shall be the same as the Hearing in Rem described in 1)d.I. through 1)d.IV. above; parties shall be noticed as in clause 1)b. above.

a. No member of a committee shall be removed without the opportunity to be heard during a Hearing or Council Meeting. Motions to remove a member require a motion and vote via Council's standard operating procedures, and, if successful, shall take effect immediately.

b. Committee Members missing three unexcused meetings, or missing three consecutive meetings, shall be considered for removal. This consideration can occur at a special meeting as described in this section, or, may happen at a Regular Council Meeting within 45 calendar days of the recommendation for removal being presented to Council. Notice shall be given via 1)b. above, and the Hearing or

EXHIBIT A

Agenda Item during City Councils Regular Meeting shall follow the process of 1)d.I through 1)d.IV above.

DRAFT

RESOLUTION NO. 22-19

A RESOLUTION RESCINDING RESOLUTION NO. 20-17 AND ESTABLISHING THE BYLAWS FOR THE SCAPPOOSE PARKS AND RECREATION COMMITTEE, ,

WHEREAS, the Scappoose City Council intends the Parks and Recreation Committee to: make recommendations to the City Council regarding development of parks and recreation opportunities for the City of Scappoose; act as an advisory body to City Council on parks and recreation matters; support the development and updating of the parks master plan; occasionally coordinate community activities and programs for public benefit; and

WHEREAS, Scappoose City Council suggested certain changes to these bylaws and City Staff have noted the need for minor administrative changes to address inconsistencies and/or inaccuracies in the Committee's Bylaws, and City Council expressed their wish to clarify rules that define how the Scappoose Parks and Recreation Committee operates;

NOW THEREFORE, THE CITY OF SCAPPOOSE ORDAINS AS FOLLOWS:

Resolution No. 20-17 is hereby rescinded and replaced by the following:

CITY OF SCAPPOOSE PARK AND RECREATION COMMITTEE BYLAWS

ARTICLE I – NAME

Scappoose Parks and Recreation Committee or SPRC

ARTICLE II – AUTHORIZATION

Established by Resolution No. 15-15, passed August 3, 2015, then amended by Resolution No. 17-27, passed September 5, 2017, and then Resolution No. 18-11, passed on June 6, 2018, rescinded and replaced Resolution No. 15-15 and Resolution No. 17-27, and then amended by Resolution No. 18-23, passed on October 1, 2018, rescinded and replaced Resolution No. 18-11 and then amended by Resolution No. 19-13, passed July 15, 2019, rescinded and replaced Resolution No. 18-23, and then rescinded and replaced by Resolution No. 20-02, passed on January 21, 2020, and then rescinded and replaced by Resolution No. 20-17, passed on July 20, 2020, and now rescinded and replaced with Resolution No. 22-19, passed on _____, _____ 2022.

ARTICLE III – PURPOSE

A. Advise and make recommendations to the City Council on park and recreation policies and issues.

B. Support community and City Council efforts to maintain, develop and promote parks and recreation opportunities.

ARTICLE IV – RESPONSIBILITIES/OBJECTIVES

- A. To advise City Council on park and recreation matters.
- B. To support the development and updating of the Parks Master Plan.
- C. To support City Council and City Staff in developing and promoting park and recreation activities as directed.
- D. To act as a facilitator for community forums that serve as a catalyst for the promotion and development of park and recreation activities as directed
- E. To encourage building partnerships and coordination with other local, regional, and state organizations that enhance park and recreation opportunities that benefit the City of Scappoose and south Columbia County as directed.
- F. To respond to additional matters relating to parks and recreation as requested by City Council.
- G. To act as directed by City Council, within the bounds of the purpose and responsibilities outlined in these Bylaws.

ARTICLE V – ORGANIZATION AND STRUCTURE

Section 1 Membership

- A. Membership of the Scappoose Park and Recreation Committee shall consist of a maximum of nine (9) voting members appointed by the Mayor and with the consent of the City Council in accordance with Scappoose Municipal Code 2.040.080. A majority of SPRC members shall be from the private sector.
- B. Members shall live, work, or have significant interest in parks and recreation opportunities in the City of Scappoose.
- C. Ex-officio representatives of related organizations and the business community may also be invited to participate in SPRC meetings and work sessions as determined by the Mayor with the consent of the City Council.
- D. Members of the SPRC will be appointed by the Mayor and with the consent of the City Council for terms up to three years, or a portion of three years if appointed to fill an unexpired term. Expiration dates for terms shall be staggered so that no more than one-third or up to three of the members' terms will expire in any year. Members of the SPRC may serve indefinitely at the discretion of the Mayor and City Council.

E. Two alternate committee members may be selected by the Mayor with the consent of the City Council. The alternate member may participate in discussions, but shall have no vote, unless a regular member of the Committee is absent or not participating due to a conflict of interest; in such case the alternate shall be called upon to vote. In no case shall both the member and alternate both have a vote on the same motion.

F. Members, their alternates, or ex-officio representatives missing three (3) unexcused or consecutive meetings will be considered for removal from the Committee by vote of City Council, and as outlined in Scappoose Municipal Code Section 2.04.080. The Committee may present a written recommendation to Council to remove members for other causes. The Committee or City Staff may present a written recommendation to Council to remove members for missing three unexcused meetings.

Section 2. Officers

A. The SPRC shall elect a Chair and Vice Chair every twelve (12) months during the first meeting of the City of Scappoose Fiscal Year. The Chair and Vice-Chair of the Committee shall reside within the City of Scappoose city limits. If a situation occurs where none of the members of the Committee live in City Limits, or the Committee fails to elect a Chair that lives in City Limits, then, the Mayor, with the consent of City Council, may appoint a Chair and Vice-Chair Pro Tempore from the Committee's membership until one or more members are appointed that live in City Limits and the Committee can hold an election.

B. The duties and powers of the officers of the SPRC, who shall be elected annually in July, shall be as follows:

(1) Chair

- Preside at all meetings of the Committee.
 - Maintain order and decorum at all meetings of the Committee.
 - Develop a written agenda with the support of City Staff.
 - Call special meetings of the Committee in accordance with the bylaws;
 - See that all actions of the Committee are properly taken;
 - Presents the Committee's views, recommendations or actions to the City Council, or any other appropriate body as designated by the Mayor, and/or City Council.
- Co-Sign official documents of the SPRC, with Recording Secretary.

(2) Vice Chair

- During absence, disability, or disqualification of the Chair, the Vice Chair shall exercise or perform the duties and be subject to all of the duties of the Chair.

C. The following position is filled by City of Scappoose staff assigned to the SPRC and is not a member of the Board.

Recording Secretary

- Keep summary minutes of all meeting of the SPRC;
- Give or serve all notices required by law or required in the SPRC bylaws;
- Prepare the agenda for all meetings of the SPRC to be approved by the Chair;
- Be the custodian of SPRC records;
- Inform the SPRC of correspondence relating to business of the SPRC and attend to such correspondence;
- Co-Sign official documents of the SPRC with the Chair.

ARTICLE VI - MEETING PROCEDURES AND QUORUM

A. The SPRC shall hold meetings at least quarterly, and may hold meetings more frequently than quarterly if a project has been assigned by City Council that requires meeting on a more frequent basis. Members will be reminded by written notice, including electronic means such as email, at least seven (7) days prior to the scheduled meetings. The notice will include the date, time, location and agenda for the meeting. Summary minutes shall be taken for all meetings and shall be available for viewing by anyone upon request. Minutes are to be distributed to all members and others expressing an interest in receiving them.

B. Special meetings may be called at any time by the Chair or by a petition signed by not less than three of the SPRC membership, setting forth and the reason for calling such a meeting. Special Meetings shall be scheduled subject to City Staff availability.

C. SPRC Meetings shall be publicized in accordance with the Oregon public meetings law.

D. A Quorum for doing business shall be equal to five or more members. If membership in the SPRC drops below five, this Committee shall be suspended until more members are approved by Council.

If membership drops below five members, and the Committee is working on time sensitive business directly related to a Council Goal adopted during the Scappoose Fiscal Year in question (e.g. Master Plan or other specific project), then the Committee may continue to meet and conduct business, but may not take any formal action until 5 or more members are appointed to the committee as per the paragraph directly preceding this one. Status updates, general reports to or from City Staff, Committee requested business, and other basic information sharing does not constitute a specific project for the purpose of this clause, even if otherwise stated in these bylaws.

E. Robert's Rules of Order shall guide the SPRC in all cases not otherwise provided for in these rules. All final determination of procedure under Roberts Rules shall be the responsibility of the Chair and shall be consistent with all applicable rules, Municipal Codes, and laws.

F. Matters referred to the SPRC by City Council shall be placed on the calendar for consideration and action at the first regular meeting of the SPRC after such reference, providing that an appropriate amount of time is allowed for public notice if required by law.

G. The SPRC may request that the City Council establish a subcommittee. Prior to voting to request Council approve a subcommittee, the SPRC shall first request and consider a report from City Staff regarding the costs and time involved in staffing the subcommittee, if applicable. Requests to form subcommittees shall be submitted to the City Council in writing and shall contain:

- An explanation of the function of and need for the subcommittee;
- An explanation of their work and responsibilities;
- The number and any qualifications of its members;
- The staff analysis of costs and time involved in staffing the subcommittee;
- If the subcommittee is an ad hoc subcommittee, a deadline for completion of their work and responsibilities.

H. The Chair has the right to vote whenever a vote is cast. In the case of a tie vote with the Chair voting, the motion fails.

I. A report of the SPRC activities shall be made to City Council annually. City Council shall receive an annual report that:

- Notes the accomplishments of the SPRC;
- Addresses concerns of the Committee;
- Discusses issues related to the duties and activities of the Committee; and
- Evaluates the progress made on any associated Council Goal, assigned project, or other work the Committee has done.

J. Decorum and Conduct. The City of Scappoose and its employees and committees are committed to fostering a diversity of views, mutual respect, honest and open dialogue and debate, and promoting the highest standards of ethical conduct and performance.

The SPRC shall conduct itself: in a manner that is courteous and respectful to all people, including each other, City Staff, City Council, members of the public, and others, and in a manner that does not harm, damage, or undermine, the City of Scappoose, City Council, or the goals, mission, purpose, function, or actions of the City of Scappoose.

Members of the Committee shall not discriminate, harass, or bully other members, City Staff, City Council, guests, the public, or anyone else while performing their duties, and are strongly urged to behave this way at all times. Members shall also not conduct themselves in manners that are unprofessional, illegal, or violate these bylaws or the Committee Team Agreement. Members violating the bylaws or Team Agreement are subject to complaint and/or disciplinary action under Scappoose Municipal Code Section 2.04.080.

Ethics:

Committee members shall review and observe the requirements of state ethics law, and shall refrain from:

- 1) Disclosing confidential information.
- 2) Taking action which benefits special interest groups or persons at the expense of the city as a whole.
- 3) If taking a position that has not been agreed to by the Committee, they shall disclose that this is their personal opinion and not the position of the Committee.

Decorum:

- 1) The presiding officer shall preserve decorum during meetings.
- 2) Members of City Staff and all other persons attending meetings shall observe the Committee's rules of proceedings and adhere to the same standards of decorum as committee members.

Statements to the public, media, and other organizations:

- 1) If a member of the Committee appears as a representative of the Committee, the member may only state the official position of the Committee as approved by the majority of the Committee, and must also state that this is the position of the Committee only, not a position of the City or of City Council.
- 2) Members of the Committee do not represent the City, city staff, and/or City Council, or their positions, and shall not give anyone cause to believe otherwise. Members must disclaim themselves when necessary to ensure this is understood.
- 3) If a member of the Committee appears in their personal capacity to give a statement on an issue, they must state that they are expressing their own opinion and not that of the Committee before giving a statement.

K. At the City of Scappoose we believe in treating all people with respect and adhering to the highest standards of ethical and fair practices. We expect the same of our committee members.

- Selflessness. Committee members should make decisions in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their families, or their friends.
- Integrity. Board members should not place themselves under any financial or other obligation to outside individuals or organizations that might influence them in the performance of their duties.
- Objectivity. In carrying out business, members should make choices based only on merit.
- Accountability. Committee members are accountable to the public for their decisions and actions and must submit themselves to whatever scrutiny is appropriate to their office.
- Openness. Committee members should be as open as possible about all the decisions and actions they make. They should give reasons for their decisions.

- Honesty. Committee members have a duty to declare any private interest relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- Leadership. Board members should promote and support these principles by leadership and example.

L. If the Committee has no City Council assigned projects, the committee shall revert to quarterly meetings until such a time that a project or work is assigned by City Council that requires meeting more frequently than quarterly.

M. Committee Members shall sign and agree to be bound to the Committee Team Agreement. Violation of the Team Agreement shall be subject to discipline under Scappoose Municipal Code Section 2.04.080 at the written request of a majority of members of the Committee or City Staff, or, at times, the aggrieved party.

ARTICLE VII - AMENDING BY-LAWS

Amendments to these bylaws may be made by the City Council and may be recommended by the Parks and Recreation Committee or City Staff.

ARTICLE VIII - APPROVALS

The above bylaws for the Scappoose Park and Recreation Committee have been duly considered and reviewed, and are hereby recommended for adoption by the Scappoose City Council this ____ day of _____, 2022.

PASSED AND ADOPTED by the Scappoose City Council on this ____ day of _____, 2022, and signed by me and the City Recorder, in authentication of its passage.

CITY OF SCAPPOOSE, OREGON

Scott Burge, Mayor

Attest: _____
Susan Reeves, MMC, City Recorder

RESOLUTION NO. ~~20-17~~22-19

A RESOLUTION RESCINDING RESOLUTION NO. 20-17 AND ESTABLISHING THE BYLAWS FOR THE SCAPPOOSE PARKS AND RECREATION COMMITTEE, RESCINDING RESOLUTION NO. 20-02, CITY OF SCAPPOOSE PARKS AND RECREATION COMMITTEE BYLAWS,

WHEREAS, the Scappoose City Council ~~intends the~~~~created a~~ Parks and Recreation Committee to: make recommendations to the City Council regarding development of ~~new~~ parks and recreation opportunities for the City of Scappoose; act as an advisory body to City Council on parks and recreation matters; support the development and updating of the parks master plan; and occasionally coordinate community activities and programs for public benefit; and

WHEREAS, Scappoose City Council suggested certain changes to these bylaws and City Staff have noted the need for minor administrative changes to address inconsistencies and/or inaccuracies in the Committee's Bylaws, and City Council expressed their wish to clarify rules that define how the Scappoose Parks and Recreation Committee operates;

WHEREAS, City staff recently discovered an error in Resolution No. 20-02; and

WHEREAS, the amendment to Article V, Section 1D made by Resolution No. 19-13 had been inadvertently excluded from the text of Resolution No. 20-02.

NOW THEREFORE, THE CITY OF SCAPPOOSE ORDAINS AS FOLLOWS:

Resolution No. 20-17 is hereby rescinded and replaced by the following:

CITY OF SCAPPOOSE PARK AND RECREATION COMMITTEE

BYLAWS

ARTICLE I – NAME

Scappoose Parks and Recreation Committee or SPRC

ARTICLE II – AUTHORIZATION

Established by Resolution No. 15-15, passed August 3, 2015, then amended by Resolution No. 17-27, passed September 5, 2017, and then Resolution No. 18-11, passed on June 6, 2018, rescinded and replaced Resolution No. 15-15 and Resolution No. 17-27, and then amended by Resolution No. 18-23, passed on October 1, 2018, rescinded and replaced Resolution No. 18-11 and then amended by Resolution No. 19-13, passed July 15, 2019, rescinded and replaced Resolution No. 18-23, and then rescinded and replaced by Resolution No. 20-02, passed on January 21, 2020, and then rescinded and replaced by Resolution No. 20-17, passed on July 20, 2020, and now rescinded and replaced with Resolution No. 22-19, passed on _____, _____ 2022.

ARTICLE III – PURPOSE

- A. Advise and make recommendations to the City Council on park and recreation policies and issues.
- B. Support community and City Council efforts to maintain, develop and promote parks and recreation opportunities.

ARTICLE IV – RESPONSIBILITIES/OBJECTIVES

- A. To advise ~~the~~ City Council on park and recreation matters.
- B. To support the development and updating of the Parks Master Plan ~~and updates as necessary as directed by City Council.~~
- C. To ~~be the~~ support City Council and City Staff ~~City's ambassadors~~ in developing and promoting park and recreation activities as directed by City Council.
- D. To act as a facilitator for community forums that serve as a catalyst for the promotion and development of park and recreation activities as directed by City Councils.
- E. To encourage building partnerships and coordination with other local, regional, and state organizations that enhance park and recreation opportunities that benefit the City of Scappoose and south Columbia County as directed by City Council.
- F. To respond to additional matters relating to parks and recreation as requested by ~~the~~ City Council.
- G. To act as directed by City Council, within the bounds of the purpose and responsibilities outlined in these Bylaws.

ARTICLE V – ORGANIZATION AND STRUCTURE

Section 1 Membership

- A. Membership of the Scappoose Park and Recreation Committee shall consist of a maximum of nine (9) voting members appointed by the Mayor and with the consent of the City Council in accordance with Scappoose Municipal Code 2.040.080. A majority of SPRC members shall be from the private sector.
- B. Members shall live, ~~or~~ work, or have significant interest in parks and recreation opportunities in the City of Scappoose.

C. Ex-officio representatives of related organizations and the business community may also be invited to participate in SPRC meetings and work sessions as determined by the Mayor with the consent of the City Council.

D. Members of the SPRC will be appointed by the Mayor and with the consent of the City Council for terms up to three years, or a portion of three years if appointed to fill an unexpired term. Expiration dates for terms shall be staggered so that no more than one-third or up to three of the members' terms will expire in any year. Members of the SPRC may serve indefinitely at the discretion of the Mayor and City Council.

E. ~~An alternate to each~~ Two alternate committee members may be selected by the Mayor with the consent of the City Council. The alternate member may participate in discussions, but shall have no vote, unless a regular member of the Committee is absent or not participating due to a conflict of interest; in such case the alternate shall be called upon to vote. In no case shall both the member and alternate both have a vote on the same motion.

F. Members, their alternates, or ex-officio representatives missing three (3) ~~consecutive~~ unexcused or consecutive meetings will be ~~considered for removal~~ considered for removal from the Committee by vote of City Council, and as outlined in Scappoose Municipal Code Section 2.04.080. The ~~commission~~ Committee may will p present a written recommendation to Council ~~for their action to remove members for other causes. The Committee or City Staff may present a~~ written recommendation to Council to remove members for missing three unexcused meetings.

Section 2. Officers

A. The SPRC shall elect a Chair and Vice Chair every twelve (12) months during the first meeting of the City of Scappoose Fiscal Year. The Chair and Vice-Chair of the Committee shall reside within the City of Scappoose city limits. If a situation occurs where none of the members of the Committee live in City Limits, or the Committee fails to elect a Chair that lives in City Limits, then, the Mayor, with the consent of City Council, may appoint a Chair and Vice-Chair Pro Tempore from the Committee's membership until one or more members are appointed that live in City Limits and the Committee can hold an election.

B. The duties and powers of the officers of the SPRC, who shall be elected annually in July, shall be as follows:

(1) Chair

- Preside at all meetings of the Committee.
- Maintain order and decorum at all meetings of the Committee.

- ~~Development~~ Develop of a written agenda with the support of City Staff in sufficient time to allow for distribution to Committee prior to any regular meeting.
- Call special meetings of the Committee in accordance with the ~~By-laws~~ bylaws;
- See that all actions of the Committee are properly taken;
- Presents the Committee's views, recommendations or actions to the City Council, ~~and or~~ any other appropriate body as designated by the Mayor, and/or City Council or Council's liaison to the commission.
- ~~Co-Sign~~ official documents of the SPRC, with Recording Secretary.

(2) Vice Chair

- During absence, disability, or disqualification of the Chair, the Vice Chair shall exercise or perform the duties and be subject to all of the duties of the Chair.

C. The following position is filled by City of Scappoose staff assigned to the SPRC and is not a member of the Board.

~~Recording~~ Secretary

- Keep summary minutes of all meeting of the SPRC;
- Give or serve all notices required by law or required in the SPRC ~~By-laws~~ bylaws;
- Prepare the agenda ~~of for~~ all meetings of the SPRC in consultation with and to be approved by the Chair;
- Be the custodian of SPRC records;
- Inform the SPRC of correspondence relating to business of the SPRC and attend to such correspondence;
- Co-Sign official documents of the SPRC, with the Chair.

ARTICLE VI - MEETING PROCEDURES AND QUORUM

A. The SPRC shall hold ~~regularly scheduled~~ meetings at least quarterly, and may hold meetings more frequently than quarterly if a project has been assigned by City Council that requires meeting on a more frequent basis. Members will be reminded by written notice, including

electronic means such as email, at least ~~five~~ seven (57) days prior to the scheduled meetings. The notice will include the date, time, location and agenda for the meeting. ~~The SPRC shall schedule and publish regular meeting dates on a monthly basis.~~ Summary minutes shall be taken for all meetings and shall be available for viewing by anyone, upon request. Minutes are to be distributed to all members and others expressing an interest in receiving them.

B. Special meetings may be called at any time by the Chair or by a petition signed by not less than three of the SPRC membership, setting forth and the reason for calling such a meeting. Special Meetings shall be scheduled subject to City Staff availability.

C. SPRC Meetings shall be publicized in accordance with the Oregon public meetings law.

D. A Quorum for doing business shall be ~~majority of current membership entitled to vote shall constitute a quorum for the transaction of business equal to five or more members. If membership in the SPRC drops below five, this Committee shall be suspended until more members are approved by Council.~~

If membership drops below five members, and the Committee is working on time sensitive business directly related to a Council Goal adopted during the Scappoose Fiscal Year in question (e.g. Master Plan or other specific project), then the Committee may continue to meet and conduct business, but may not take any formal action until five ~~5~~ or more members are appointed to the committee as per the paragraph directly preceding this one. Status updates, general reports to or from City Staff, Committee requested business, and other basic information sharing does not constitute a specific project for the purpose of this clause, even if otherwise stated in these bylaws.

E. Robert's Rules of Order shall guide the SPRC in all cases not otherwise provided for in these rules. All final determination of procedure under Roberts Rules shall be the responsibility of the Chair and shall be consistent with all applicable rules, Municipal Codes, and laws.-

F. Matters referred to the SPRC by City Council shall be placed on the calendar for consideration and action at the first regular meeting of the SPRC after such reference, providing that an appropriate amount of time is allowed for public notice if required by law.

G. ~~Committees and subcommittees shall meet at the call of the SPRC Chair and the respective committee or subcommittee~~The SPRC may request that the City Council establish a subcommittee. Prior to voting to request Council approve a subcommittee, the SPRC shall first request and consider a report from City Staff regarding the costs and time involved in staffing the subcommittee, if applicable. Requests to form subcommittees shall be submitted to the City Council in writing and shall contain:

- * An explanation of the function of and need for the subcommittee;
- * An explanation of their work and responsibilities;
- * The number and any qualifications of its members;
- * The staff analysis of costs and time involved in staffing the subcommittee;

* If the subcommittee is an ad hoc subcommittee, a deadline for completion of their work and responsibilities. 7

H. The Chair has the right to vote whenever a vote is cast. In the case of a tie vote with the Chair voting, the motion fails.

I. A report of the SPRC activities shall be made to City Council annually. City Council shall receive an annual report that:

* Notes the accomplishments of the SPRC;

* Addresses concerns of the Committee;

* Discusses issues related to the duties and activities of the Committee; and

* Evaluates the progress made on any associated Council Goal, assigned project, or other work the Committee has done.

J. Decorum and Conduct. The City of Scappoose and its employees and committees are committed to fostering a diversity of views, mutual respect, honest and open dialogue and debate, and promoting the highest standards of ethical conduct and performance.

The SPRC shall conduct itself: in a manner that is courteous and respectful to all people, including each other, City Staff, City Council, members of the public, and others, and in a manner that does not harm, damage, or undermine, the City of Scappoose, City Council, or the goals, mission, purpose, function, or actions of the City of Scappoose.

Members of the Committee shall not discriminate, harass, or bully other members, City Staff, City Council, guests, the public, or anyone else while performing their duties, and are strongly urged to behave this way at all times. Members shall also not conduct themselves in manners that are unprofessional, illegal, or violate these bylaws or the Committee Team Agreement. Members violating the bylaws or Team Agreement are subject to complaint and/or disciplinary action under Scappoose Municipal Code Section 2.04.080.

Ethics:

Committee members shall review and observe the requirements of state ethics law, and shall refrain from:

1) Disclosing confidential information.

2) Taking action which benefits special interest groups or persons at the expense of the city as a whole.

3) If taking a position that has not been agreed to by the Committee, they shall disclose that this is their personal opinion and not the position of the Committee.

Decorum:

1) The presiding officer shall preserve decorum during meetings.

2) Members of City Staff and all other persons attending meetings shall observe the Committee's rules of proceedings and adhere to the same standards of decorum as committee members.

Statements to the public, media, and other organizations:

1) If a member of the Committee appears as a representative of the Committee, the member may only state the official position of the Committee as approved by the majority of the

Committee, and must also state that this is the position of the Committee only, not a position of the City or of City Council.

- 2) Members of the Committee do not represent the City, city staff, and/or City Council, or their positions, and shall not give anyone cause to believe otherwise. Members must disclaim themselves when necessary to ensure this is understood.
- 3) If a member of the Committee appears in their personal capacity to give a statement on an issue, they must state that they are expressing their own opinion and not that of the Committee before giving a statement.

K. At the City of Scappoose we believe in treating all people with respect and adhering to the highest standards of ethical and fair practices. We expect the same of our committee members.

- Selflessness. Committee members should make decisions in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their families, or their friends.
- Integrity. Board members should not place themselves under any financial or other obligation to outside individuals or organizations that might influence them in the performance of their duties.
- Objectivity. In carrying out business, members should make choices based only on merit.
- Accountability. Committee members are accountable to the public for their decisions and actions and must submit themselves to whatever scrutiny is appropriate to their office.
- Openness. Committee members should be as open as possible about all the decisions and actions they make. They should give reasons for their decisions.
- Honesty. Committee members have a duty to declare any private interest relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- Leadership. Board members should promote and support these principles by leadership and example.

L. If the Committee has no City Council assigned projects, the committee shall revert to quarterly meetings until such a time that a project or work is assigned by City Council that requires meeting more frequently than quarterly.

M. Committee Members shall sign and agree to be bound to the Committee Team Agreement. Violation of the Team Agreement shall be subject to discipline under Scappoose Municipal Code Section 2.04.080 at the written request of a majority of members of the Committee or City Staff, or, at times, the aggrieved party.

ARTICLE VII - AMENDING BY-LAWS

Amendments to these bylaws may be made by the City Council ~~or and~~ may be ~~proposed~~ recommended by the Parks and Recreation Committee ~~to the City Council or City Staff. City Council will consider all amendments proposed by a majority of the Parks and Recreation Committee.~~

ARTICLE VIII - APPROVALS

The above bylaws for the Scappoose Park and Recreation Committee have been duly considered and reviewed, and are hereby recommended for adoption by the Scappoose City Council this ~~20th~~ ____ day of ~~July~~ ____, ~~2020~~2022.

PASSED AND ADOPTED by the Scappoose City Council on this ~~20th~~ ____ day of ~~July~~ ____, ~~2020~~2022, and signed by me and the City Recorder, in authentication of its passage.

CITY OF SCAPPOOSE, OREGON

Scott Burge, Mayor

Attest: _____
Susan Reeves, MMC, City Recorder

RESOLUTION NO. 22-20

A RESOLUTION RESCINDING RESOLUTION NO. 20-01 AND ESTABLISHING THE BYLAWS FOR THE ECONOMIC DEVELOPMENT COMMITTEE ECONOMIC DEVELOPMENT COMMITTEESCAPPOOSE ECONOMIC DEVELOPMENT COMMITTEE,

WHEREAS, the Scappoose City Council intends the Economic Development Committee to: advise and make recommendations to the City Council regarding development of economic opportunities in the City of Scappoose; occasionally coordinate community activities and programs for public benefit; and promote the creation and retention of local jobs that will build a stronger community; and

WHEREAS, Scappoose City Council suggested certain changes to these bylaws and City Staff have noted the need for administrative changes to address inconsistencies and/or inaccuracies in the Committee's Bylaws, and City Council expressed their wish to clarify rules that define how the Scappoose Economic Development Committee operates;

NOW THEREFORE, THE CITY OF SCAPPOOSE ORDAINS AS FOLLOWS:

Resolution No. 20-17 is hereby rescinded and replaced by the following:

CITY OF SCAPPOOSE ECONOMIC DEVELOPMENT COMMITTEE BYLAWS

ARTICLE I – NAME

Scappoose Economic Development Committee or EDC.

ARTICLE II – AUTHORIZATION

Established by Resolution No. 15-14, passed July 20, 2015 and then amended by Resolution No. 18-22, passed October 1, 2018 which rescinded Resolution No. 15-14 and then amended by Resolution No. 19-05, passed June 3, 2019, and then rescinded and replaced by Resolution No. 20-01, passed on January 21, 2020, and now rescinded and replaced with Resolution No. 22-19, passed on _____, ____ 2022.

ARTICLE III – PURPOSE

- A. Advise and make recommendations to City Council on economic development policy and issues to support advancing the economy and prosperity.
- B. Work to create and promote the Scappoose Economic Development Strategic Plan.

ARTICLE IV – RESPONSIBILITIES/OBJECTIVES

- A. To design, develop and promote an economic development strategic plan.

- B. To provide oversight and review of economic development marketing strategies and products, as directed by Council.
- C. To enhance communication and understanding of economic development strategies, and build relationships between the Scappoose public sector, community, and business community.
- D. To act as a forum for sharing information on best economic development practices, current issues and resources available for communities and businesses.
- E. To encourage connections and coordination with other regional, state and national organizations working for the benefit of economic growth and enhancement of the Scappoose area economy.
- F. To respond to additional matters relating to economic development as requested by the City Council
- G. To act as directed by City Council, within the bounds of the purpose and responsibilities outlined in these Bylaws.

ARTICLE V – ORGANIZATION AND STRUCTURE

Section 1 Membership

- A. Membership of the Economic Development Committee shall consist of a maximum of nine (9) voting members appointed by the Mayor and with the consent of the City Council in accordance with Scappoose Municipal Code 2.040.080. A majority of EDC members shall be from the private sector.
- B. Members shall live, work, or have significant interest in economic development in the City of Scappoose. Membership shall represent the private-for-profit, not-for profit and public sectors. The EDC should include:
 - (1) members with backgrounds in economics and business,
 - (2) members who are geographically distributed throughout the industrial and commercial zones of the City,
 - (3) members who represent a wide range of business sectors and types in Scappoose,
 - (4) members with demonstrated leadership, commitment and expertise
- C. Ex-officio representatives of related organizations and the business community may also be invited to participate in EDC meetings and work sessions as determined by the Mayor with the consent of the City Council.

D. Members of the EDC will be appointed by the Mayor and with the consent of the City Council for terms up to three years, or a portion of three years if appointed to fill an unexpired term. Expiration dates for terms shall be staggered so that no more than one-third or up to three of the members' terms will expire in any year. Members of the EDC may serve indefinitely at the discretion of the Mayor and City Council.

E. Two alternate committee members may be selected by the Mayor with the consent of the City Council. The alternate member may participate in discussions, but shall have no vote, unless a regular member of the Committee is absent or not participating due to a conflict of interest; in such case the alternate shall be called upon to vote. In no case shall both the member and alternate both have a vote on the same motion.

F. Members, their alternates, or ex-officio representatives missing three (3) unexcused or consecutive meetings will be considered for removal from the Committee by vote of City Council, and as outlined in Scappoose Municipal Code Section 2.04.080. The Committee may present a written recommendation to Council to remove members for other causes. The Committee or City Staff may present a written recommendation to Council to remove members for missing three unexcused meetings.

Section 2. Officers

A. The EDC shall elect a Chair and Vice Chair every twelve (12) months during the first meeting of the City of Scappoose Fiscal Year. The Chair and Vice-Chair of the Committee shall reside within the City of Scappoose city limits. If a situation occurs where none of the members of the Committee live in City Limits, or the Committee fails to elect a Chair that lives in City Limits, then, the Mayor, with the consent of City Council, may appoint a Chair and Vice-Chair Pro Tempore from the Committee's membership until one or more members are appointed that live in City Limits and the Committee can hold an election.

B. The duties and powers of the officers of the EDC, who shall be elected annually in July, shall be as follows:

(1) Chair

- Preside at all meetings of the Committee.
- Maintain order and decorum at all meetings of the Committee.
- Develop a written agenda with the support of City Staff.
- Call special meetings of the Committee in accordance with the bylaws;
- See that all actions of the Committee are properly taken;
- Presents the Committee's views, recommendations or actions to the City Council, or any other appropriate body as designated by the Mayor, and/or City Council.

Co-Sign official documents of the EDC, with Recording Secretary.

(2) Vice Chair

- During absence, disability, or disqualification of the Chair, the Vice Chair shall exercise or perform the duties and be subject to all of the duties of the Chair.

C. The following position is filled by City of Scappoose staff assigned to the EDC and is not a member of the Board.

Recording Secretary

- Keep summary minutes of all meeting of the EDC;
- Give or serve all notices required by law or required in the EDC bylaws;
- Prepare the agenda for all meetings of the EDC to be approved by the Chair;
- Be the custodian of EDC records;
- Inform the EDC of correspondence relating to business of the EDC and attend to such correspondence;
- Co-Sign official documents of the EDC with the Chair.

ARTICLE VI - MEETING PROCEDURES AND QUORUM

A. The EDC shall hold meetings at least quarterly and may hold meetings more frequently than quarterly if a project has been assigned by City Council that requires meeting on a more frequent basis. Members will be reminded by written notice, including electronic means such as email, at least seven (7) days prior to the scheduled meetings. The notice will include the date, time, location and agenda for the meeting. EDC Summary minutes shall be taken for all meetings and shall be available for viewing by anyone upon request. Minutes are to be distributed to all members and others expressing an interest in receiving them.

B. Special meetings may be called at any time by the Chair or by a petition signed by not less than three of the EDC membership, setting forth and the reason for calling such a meeting. Special Meetings shall be scheduled subject to City Staff availability.

C. EDC Meetings shall be publicized in accordance with the Oregon public meetings law.

D. A Quorum for doing business shall be 5 (five) members. If membership in the EDC drops below five, this Committee shall be suspended until more members are approved by Council.

If membership drops below five members, and the Committee is working on time sensitive business directly related to a Council Goal adopted during the Scappoose Fiscal Year in question (e.g. Parks Master Plan or other specific project), then the Committee may continue to meet and

conduct business, but may not take any formal action until 5 or more members are appointed to the committee as per the paragraph directly preceding this one. Status updates, general reports to or from City Staff, Committee requested business, and other basic information sharing does not constitute a specific project for the purpose of this clause, even if otherwise stated in these bylaws.

E. Robert's Rules of Order shall guide the EDC in all cases not otherwise provided for in these rules. All final determination of procedure under Roberts Rules shall be the responsibility of the Chair and shall be consistent with all applicable rules, Municipal Codes, and laws.

F. Matters referred to the EDC by City Council shall be placed on the calendar for consideration and action at the first regular meeting of the EDC after such reference, providing that an appropriate amount of time is allowed for public notice if required by law.

G. The EDC may request that the City Council establish a subcommittee. Prior to voting to request Council approve a subcommittee, the EDC shall first request and consider a report from City Staff regarding the costs and time involved in staffing the subcommittee, if applicable. Requests to form subcommittees shall be submitted to the City Council in writing and shall contain:

- An explanation of the function of and need for the subcommittee;
- An explanation of their work and responsibilities;
- The number and any qualifications of its members;
- The staff analysis of costs and time involved in staffing the subcommittee;
- If the subcommittee is an ad hoc subcommittee, a deadline for completion of their work and responsibilities.

H. The Chair has the right to vote whenever a vote is cast. In the case of a tie vote with the Chair voting, the motion fails.

I. A report of the EDC activities shall be made to City Council annually. City Council shall receive an annual report that:

- Notes the accomplishments of the EDC;
- Addresses concerns of the Committee;
- Discusses issues related to the duties and activities of the Committee; and
- Evaluates the progress made on any associated Council Goal, assigned project, or other work the Committee has done.

J. Decorum and Conduct. The City of Scappoose and its employees and committees are committed to fostering a diversity of views, mutual respect, honest and open dialogue and debate, and promoting the highest standards of ethical conduct and performance.

The EDC shall conduct itself: in a manner that is courteous and respectful to all people, including each other, City Staff, City Council, members of the public, and others, and in a manner that does not harm, damage, or undermine, the City of Scappoose, City Council, or the goals, mission, purpose, function, or actions of the City of Scappoose.

Members of the Committee shall not discriminate, harass, or bully other members, City Staff, City Council, guests, the public, or anyone else while performing their duties, and are strongly urged to behave this way at all times. Members shall also not conduct themselves in manners that are unprofessional, illegal, or violate these bylaws or the Committee Team Agreement. Members violating the bylaws or Team Agreement are subject to complaint and/or disciplinary action under Scappoose Municipal Code Section 2.04.080.

Ethics:

Committee members shall review and observe the requirements of state ethics law, and shall refrain from:

- 1) Disclosing confidential information.
- 2) Taking action which benefits special interest groups or persons at the expense of the city as a whole.
- 3) Disclosing confidential information.
- 4) Taking action which benefits special interest groups or persons at the expense of the city as a whole.
- 5) If taking a position that has not been agreed to by the Committee, they shall disclose that this is their personal opinion and not the position of the Committee.

Members of the Committee shall not discriminate, harass, or bully other members, City Staff, City Council, guests, the public, or anyone else while performing their duties, and are strongly urged to behave this way at all times. Members shall also not conduct themselves in manners that are unprofessional, illegal, or violate these bylaws or the Committee Team Agreement. Members violating the bylaws or Team Agreement are subject to complaint and/or disciplinary action under Scappoose Municipal Code Section 2.04.080.

Decorum:

- 1) The presiding officer shall preserve decorum during meetings.
- 2) Members of City Staff and all other persons attending meetings shall observe the Committee's rules of proceedings and adhere to the same standards of decorum as committee members.

Statements to the public, media, and other organizations:

- 1) If a member of the Committee appears as a representative of the Committee, the member may only state the official position of the Committee as approved by the majority of the Committee and must also state that this is the position of the Committee only, not the position of the City or of City Council.
- 2) Members of the Committee do not represent the City, city staff, and/or City Council, or their positions, and shall not give anyone cause to believe otherwise.
- 3) If a member of the Committee appears in their personal capacity to give a statement on an issue, they must state that they are expressing their own opinion and not that of the Committee before giving a statement.

K. At the City of Scappoose we believe in treating all people with respect and adhering to the highest standards of ethical and fair practices. We expect the same of our committee members.

- Selflessness. Committee members should make decisions in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their families, or their friends.
- Integrity. Board members should not place themselves under any financial or other obligation to outside individuals or organizations that might influence them in the performance of their duties.
- Objectivity. In carrying out business, members should make choices based only on merit.
- Accountability. Committee members are accountable to the public for their decisions and actions and must submit themselves to whatever scrutiny is appropriate to their office.
- Openness. Committee members should be as open as possible about all the decisions and actions they make. They should give reasons for their decisions.
- Honesty. Committee members have a duty to declare any private interest relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- Leadership. Board members should promote and support these principles by leadership and example.

L. If the Committee has no City Council assigned projects, the committee shall revert to quarterly meetings until such a time that a project or work is assigned by City Council that requires meeting more frequently than quarterly.

M. Committee Members shall sign and agree to be bound to the Committee Team Agreement. Violation of the Team Agreement shall be subject to discipline under Scappoose Municipal Code Section 2.04.080 at the written request of a majority of members of the Committee or City Staff, or, at times, the aggrieved party.

ARTICLE VII - AMENDING BY-LAWS

Amendments to these bylaws may be made by the City Council and may be recommended by the Economic Development Committee or City Staff.

ARTICLE VIII - APPROVALS

The above bylaws for the Scappoose Economic Development Committee have been duly considered and reviewed, and are hereby recommended for adoption by the Scappoose City Council this ____ day of _____, 2022.

PASSED AND ADOPTED by the Scappoose City Council on this ____ day of _____, 2022, and signed by me and the City Recorder, in authentication of its passage.

CITY OF SCAPPOOSE, OREGON

Scott Burge, Mayor

Attest: _____
Susan Reeves, MMC, City Recorder

RESOLUTION NO. ~~20-17~~22-20

A RESOLUTION RESCINDING RESOLUTION NO. 20-01 AND ESTABLISHING THE BYLAWS FOR THE ECONOMIC DEVELOPMENT COMMITTEE ~~RESCINDING RESOLUTION NO. 20-02, CITY OF SCAPPOOSE PARKS AND RECREATION COMMITTEE~~ECONOMIC DEVELOPMENT COMMITTEE ~~SCAPPOOSE ECONOMIC DEVELOPMENT COMMITTEE~~ BYLAWS.

WHEREAS, the Scappoose City Council ~~intends the~~created a ~~Parks and Recreation~~Economic Development Committee to: ~~make advise and make~~ recommendations to the City Council regarding development of ~~new parks economic opportunities for in~~ the City of Scappoose; ~~and occasionally~~ coordinating community activities and programs for public benefit; and promote the creation and retention of local jobs that will build a stronger community; and

WHEREAS, Scappoose City Council suggested certain changes to these bylaws and City Staff have noted the need for administrative changes to address inconsistencies and/or inaccuracies in the Committee's Bylaws, and City Council expressed their wish to clarify rules that define how the Scappoose Economic Development Committee operates;

WHEREAS, City staff recently discovered an error in Resolution No. 20-02; and

WHEREAS, the amendment to Article V, Section 1D made by Resolution No. 19-13 had been inadvertently excluded from the text of Resolution No. 20-02.

NOW THEREFORE, THE CITY OF SCAPPOOSE ORDAINS AS FOLLOWS:

Resolution No. 20-17 is hereby rescinded and replaced by the following:

CITY OF SCAPPOOSE ~~PARK AND RECREATION~~ECONOMIC DEVELOPMENT COMMITTEE

BYLAWS

ARTICLE I – NAME

Scappoose ~~Park and Recreation~~Economic Development Committee or EDC.

ARTICLE II – AUTHORIZATION

Established by Resolution No. 15-14, passed July 20, 2015 and then amended by Resolution No. 18-22, passed October 1, 2018 which rescinded Resolution No. 15-14 and then amended by Resolution No. 19-05, passed June 3, 2019,

Established by Resolution No. 15-15, passed August 3, 2015, then amended by Resolution No. 17-27, passed September 5, 2017, and then Resolution No. 18-11, passed on June 6, 2018, rescinded and replaced Resolution No. 15-15 and Resolution No. 17-27, and then amended by Resolution No. 18-23, passed on October 1, 2018, rescinded and replaced Resolution No. 18-11

~~and then amended by Resolution No. 19-13, passed July 15, 2019, rescinded and replaced Resolution No. 18-23, and then rescinded and replaced by Resolution No. 20-02, passed on January 21, 2020, and then rescinded and replaced by Resolution No. 20-01, passed on January 21, 2020, and now rescinded and replaced with Resolution No. 22-19, passed on _____, _____ 2022.~~

ARTICLE III – PURPOSE

~~A. Advise and make recommendations to City Council on economic development policy and issues to support advancing the economy and prosperity.~~

~~B. Work to create and promote the Scappoose Economic Development Strategic Plan.~~

~~A. Advise and make recommendations to the City Council on park and recreation policies and issues.~~

~~B. Support community and City Council efforts to maintain, develop and promote parks and recreation opportunities.~~

ARTICLE IV – RESPONSIBILITIES/OBJECTIVES

~~A. To design, develop and promote an economic development strategic plan.~~

~~B. To provide oversight and review of economic development marketing strategies and products, as directed by Council.~~

~~C. To enhance communication and understanding of economic development strategies, and build relationships between the Scappoose public sector, community, and business community.~~

~~D. To act as a forum for sharing information on best economic development practices, current issues and resources available for communities and businesses.~~

~~E. To encourage connections and coordination with other regional, state and national organizations working for the benefit of economic growth and enhancement of the Scappoose area economy.~~

~~F. To respond to additional matters relating to economic development as requested by the City Council~~

~~A. To advise the City Council on park and recreation matters.~~

~~B. To support the development of a Master Plan and updates as necessary.~~

~~C. To be the City's ambassadors in developing and promoting park and recreation activities.~~

~~D. To act as a facilitator for community forums that serve as a catalyst for the promotion and development of park and recreation activities.~~

~~E. To encourage building partnerships and coordination with other local, regional and state organizations that enhance park and recreation opportunities that benefit the City of Scappoose and south Columbia County.~~

~~F. To respond to additional matters relating to parks and recreation as requested by the City Council~~

~~G. To act as directed by City Council, within the bounds of the purpose and responsibilities outlined in these Bylaws.~~

ARTICLE V – ORGANIZATION AND STRUCTURE

Section 1 Membership

A. Membership of the ~~Scappoose Park and Recreation Committee~~Economic Development Committee~~EDC~~ shall consist of a maximum of nine (9) voting members appointed by the Mayor and with the consent of the City Council in accordance with Scappoose Municipal Code 2.040.080. A majority of ~~SPRCEDC~~ members shall be from the private sector.

B. Members shall live, ~~or work,~~ or have significant interest in ~~parks and recreation opportunities~~economic development in the City of Scappoose. Membership shall represent the private-for-profit, not-for profit and public sectors. The EDC should include:

(1) members with backgrounds in economics and business,

(2) members who are geographically distributed throughout the industrial and commercial zones of the City,

(3) members who represent a wide range of business sectors and types in Scappoose,

(4) members with demonstrated leadership, commitment and expertise

C. Ex-officio representatives of related organizations and the business community may also be invited to participate in ~~SPRCEDC~~EDC meetings and work sessions as determined by the Mayor with the consent of the City Council.

D. Members of the ~~SPRCEDC~~EDC will be appointed by the Mayor and with the consent of the City Council for terms up to three years, or a portion of three years if appointed to fill an unexpired term. Expiration dates for terms shall be staggered so that no more than one-third or up to three of the members' terms will expire in any year. Members of the ~~SPRCEDC~~ may serve indefinitely at the discretion of the Mayor and City Council.

E. ~~An alternate to each~~Two alternate committee members may be selected by the Mayor with the consent of the City Council. The alternate member may participate in discussions, but shall have no vote, unless a regular member of the Committee is absent or not participating due to a conflict

of interest; in such case the alternate shall be called upon to vote. In no case shall both the member and alternate both have a vote on the same motion.

F. Members, their alternates, or ex-officio representatives missing three (3) ~~consecutive~~ unexcused or consecutive meetings will be ~~considered for removal~~ considered for removal from the Committee by vote of City Council, and as outlined in Scappoose Municipal Code Section 2.04.080. The ~~commission~~ Committee may will p p present a written recommendation to Council ~~for their action to remove members for other causes. The Committee or City Staff may present a written recommendation to Council to remove members for missing three unexcused meetings.~~

Section 2. Officers

A. The ~~SPRCEDC~~ shall elect a Chair and Vice Chair every twelve (12) months during the first meeting of the City of Scappoose Fiscal Year. The Chair and Vice-Chair of the Committee shall reside within the City of Scappoose city limits. If a situation occurs where none of the members of the Committee live in City Limits, or the Committee fails to elect a Chair that lives in City Limits, then, the Mayor, with the consent of City Council, may appoint a Chair and Vice-Chair Pro Tempore from the Committee's membership until one or more members are appointed that live in City Limits and the Committee can hold an election.

B. The duties and powers of the officers of the ~~SPRCEDC~~, who shall be elected annually in July, shall be as follows:

(1) Chair

- Preside at all meetings of the Committee.
- Maintain order and decorum at all meetings of the Committee.
- ~~Development~~ Develop ~~of~~ a written agenda with the support of City Staff ~~in sufficient time to allow for distribution to Committee prior to any regular meeting.~~
- Call special meetings of the Committee in accordance with the ~~By-~~ laws ~~bylaws~~;
- See that all actions of the Committee are properly taken;
- Presents the Committee's views, recommendations or actions to the City Council, and-or any other appropriate body as designated by the Mayor, and/or City Council ~~or Council's liaison to the commission.~~
- ~~Co-Sign~~ official documents of the ~~SPRCEDC~~, with Recording Secretary.

(2) Vice Chair

- During absence, disability, or disqualification of the Chair, the Vice Chair shall exercise or perform the duties and be subject to all of the duties of the Chair.

C. The following position is filled by City of Scappoose staff assigned to the SPRCEDC and is not a member of the Board.

—Recording Secretary

- Keep summary minutes of all meeting of the SPRCEDC;
- Give or serve all notices required by law or required in the SPRCEDC By-laws;bylaws;
- Prepare the agenda ~~of for~~ all meetings of the SPRCEDC to be approved by the Chair;
- Be the custodian of SPRCEDC records;
- Inform the SPRCEDC of correspondence relating to business of the SPRCEDC and attend to such correspondence;
- Co-Sign official documents of the SPRCEDC, with the Chair.

ARTICLE VI - MEETING PROCEDURES AND QUORUM

A. The SPRCEDC shall hold ~~regularly scheduled~~ meetings at least quarterly, and may hold meetings more frequently than quarterly if a project has been assigned by City Council that requires meeting on a more frequent basis. Members will be reminded by written notice, including electronic means such as email, at least ~~five-seven~~ (57) days prior to the scheduled meetings. The notice will include the date, time, location and agenda for the meeting. ~~The SPRCEDC shall schedule and publish regular meeting dates on a monthly basis.~~ Summary minutes shall be taken for all meetings and shall be available for viewing by anyone, upon request. Minutes are to be distributed to all members and others expressing an interest in receiving them.

B. Special meetings may be called at any time by the Chair or by a petition signed by not less than three of the SPRCEDC membership, setting forth and the reason for calling such a meeting. Special Meetings shall be scheduled subject to City Staff availability.

C. SPRCEDC Meetings shall be publicized in accordance with the Oregon public meetings law.

D. ~~A Quorum for doing business shall be majority of current membership entitled to vote shall constitute a quorum for the transaction of business.~~ If membership in the EDC drops below five, this Committee shall be suspended until more members are approved by Council.

If membership drops below five members, and the Committee is working on time sensitive business directly related to a Council Goal adopted during the Scappoose Fiscal Year in question (e.g. Parks Master Plan or other specific project), then the Committee may continue to meet and conduct business, but may not take any formal action until 5 or more members are appointed to the committee as per the paragraph directly preceding this one. Status updates, general reports to or from City Staff, Committee requested business, and other basic information sharing does not constitute a specific project for the purpose of this clause, even if otherwise stated in these bylaws.

E. Robert's Rules of Order shall guide the ~~SPRCEDC~~ in all cases not otherwise provided for in these rules. All final determination of procedure under Roberts Rules shall be the responsibility of the Chair and shall be consistent with all applicable rules, Municipal Codes, and laws.

F. Matters referred to the ~~SPRCEDC~~ by City Council shall be placed on the calendar for consideration and action at the first regular meeting of the ~~SPRCEDC~~ after such reference, providing that an appropriate amount of time is allowed for public notice if required by law.

G. ~~Committees and subcommittees shall meet at the call of the SPRCEDC Chair and the respective committee or subcommittee~~ The EDC may request that the City Council establish a subcommittee. Prior to voting to request Council approve a subcommittee, the EDC shall first request and consider a report from City Staff regarding the costs and time involved in staffing the subcommittee, if applicable. Requests to form subcommittees shall be submitted to the City Council in writing and shall contain:

- * An explanation of the function of and need for the subcommittee;
- * An explanation of their work and responsibilities;
- * The number and any qualifications of its members;
- * The staff analysis of costs and time involved in staffing the subcommittee;
- * If the subcommittee is an ad hoc subcommittee, a deadline for completion of their work and responsibilities.

H. The Chair has the right to vote whenever a vote is cast. In the case of a tie vote with the Chair voting, the motion fails.

I. A report of the ~~SPRCEDC~~ activities shall be made to City Council annually. City Council shall receive an annual report that:

- * Notes the accomplishments of the EDC;
- * Addresses concerns of the Committee;
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Ethics:

Committee members shall review and observe the requirements of state ethics law, and shall refrain from:

- 1) Disclosing confidential information.
- 2) Taking action which benefits special interest groups or persons at the expense of the city as a whole.

Members of the Committee shall not discriminate, harass, or bully other members, City Staff, City Council, guests, the public, or anyone else while performing their duties, and are strongly urged to behave this way at all times. Members shall also not conduct themselves in manners that are unprofessional, illegal, or violate these bylaws or the Committee Team Agreement. Members violating the bylaws or Team Agreement are subject to complaint and/or disciplinary action under Scappoose Municipal Code Section 2.04.080.

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Decorum:

- 1) The presiding officer shall preserve decorum during meetings.
- 2) Members of City Staff and all other persons attending meetings shall observe the Committee's rules of proceedings and adhere to the same standards of decorum as committee members.

Statements to the public, media, and other organizations:

- 1) If a member of the Committee appears as a representative of the Committee, the member may only state the official position of the Committee as approved by the majority of the

Committee and must also state that this is the position of the Committee only, not the position of the City or of City Council.

- 2) Members of the Committee do not represent the City, city staff, and/or City Council, or their positions, and shall not give anyone cause to believe otherwise.
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K. At the City of Scappoose we believe in treating all people with respect and adhering to the highest standards of ethical and fair practices. We expect the same of our committee members.

- Selflessness. Committee members should make decisions in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their families, or their friends.
- Integrity. Board members should not place themselves under any financial or other obligation to outside individuals or organizations that might influence them in the performance of their duties.
- Objectivity. In carrying out business, members should make choices based only on merit.
- Accountability. Committee members are accountable to the public for their decisions and actions and must submit themselves to whatever scrutiny is appropriate to their office.
- Openness. Committee members should be as open as possible about all the decisions and actions they make. They should give reasons for their decisions.
- Honesty. Committee members have a duty to declare any private interest relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- Leadership. Board members should promote and support these principles by leadership and example.

L. If the Committee has no City Council assigned projects, the committee shall revert to quarterly meetings until such a time that a project or work is assigned by City Council that requires meeting more frequently than quarterly.

M. Committee Members shall sign and agree to be bound to the Committee Team Agreement. Violation of the Team Agreement shall be subject to discipline under Scappoose Municipal Code Section 2.04.080 at the written request of a majority of members of the Committee or City Staff, or, at times, the aggrieved party.

ARTICLE VII - AMENDING BY-LAWS

Amendments to these bylaws may be made by the City Council ~~or may be proposed and may be recommended~~ by the ~~Parks and Recreation Committee~~ Economic Development Committee ~~Economic Development Committee or City Staff.~~ ~~to the City Council. City Council will consider all amendments proposed by a majority of the Parks and Recreation Committee~~ Economic Development Committee.

ARTICLE VIII - APPROVALS

The above bylaws for the Scappoose ~~Park and Recreation Committee~~ Economic Development Committee have been duly considered and reviewed, and are hereby recommended for adoption by the Scappoose City Council this ~~20th~~ ____ day of ~~July~~ _____, ~~2020~~ 2022.

PASSED AND ADOPTED by the Scappoose City Council on this ~~20th~~ ____ day of ~~July~~ _____, ~~2020~~ 2022, and signed by me and the City Recorder, in authentication of its passage.

CITY OF SCAPPOOSE, OREGON

Scott Burge, Mayor

Attest: _____
Susan Reeves, MMC, City Recorder

CITY OF SCAPPOOSE

Council Action & Status Report

Date Submitted: September 26, 2022

Agenda Date Requested: October 3, 2022

To: Scappoose City Council

From: Isaac Butman, Assistant to City Manager,
Alexandra Rains, City Manager, Carol Almer,
Finance Administrator

Subject: Adventure Festival Recap

TYPE OF ACTION REQUESTED:☐ Resolution☐ Ordinance☒ Formal Action☒ Report Only

ISSUE: Scappoose Adventure Festival took place on September 9 and 10, 2022. This event is a first-year event, aimed at providing the community an event in their city, focused on the wealth of outdoor adventures that Scappoose and the area around Scappoose has to offer. This report details a recap of the event, and lessons learned/changes for next year that Treadway Events noted.

Additionally, attachments to this report offers an accounting of the event.

ANALYSIS: Adventure Festival was a resounding success. By all accounts (at the event, and after the event) the vast majority of the community and attendees enjoyed the event, both in nature and execution. The Adventure Zone was busy all day with kids of all ages, and adults, enjoying the free activities. The beer garden and music were well received, Run With Neil saw an unprecedented number of participants, and there were very few hitches during the event. Feedback from Treadway Events can be seen in **Exhibit A**.

For as well as the event went there are very real fiscal impacts that will be realized moving forward if this event is put on again.

Council approved pulling funds from contingency to pay for this year's event in the amount of no more than \$90,000. While the sponsorship group was fairly active, and additional sponsorship support was given by the Mayor, we were only able to raise \$20,000 in sponsorships. This left the City accounting for the rest of the event out of contingency. Currently, another event has not been budgeted for in this fiscal year. This means that to plan for and start an event for next summer would require more funds

Report Only/Formal Action

from contingency.

Event planning typically starts one year prior to an event. This is to allow significant time to raise sponsorships, plan, and market. For next year, this would mean planning for an event now. This also means, that if the City is going to continue holding an annual event, it will need to both pay for the next event, and the one after, in the same fiscal year to get the budget back on track.

While it is hard to predict the amount of sponsorships that can be raised year over year, it can be even harder to predict attendance, beer garden receipts, and other proceeds. While the event that happened this year was well loved, it was also quite costly. As events establish themselves they do tend to be better attended and bring in more sponsorship and more money, but there is never a guarantee that an event will break even, make money, or even become self-sustaining.

If Council would like to have another event next year, staff will need to know shortly in order to have the best chance at getting grants and sponsorships, and to give Council time to consider any changes to the event.

Many other small communities hold events smaller in scope than Adventure Festival that are well attended, that their communities love, and that cost less. To put on an event of the scope similar to Adventure Fest costs right around the budget of Adventure Festival; there are not many places in the budget, if any, to make changes while still getting the same quality of event with all the activities, beer garden, live music, and vendors.

FISCAL IMPACT: If Council approves another event like Adventure Festival, without reducing the scope of the event, this would require \$90,000 that has not been budgeted for this fiscal year. While staff would expect some cost recovery, similar this year, the actual amount is difficult to predict, and Council should be prepared to cover the full cost of the event.

Additionally, to get this event in the budget regularly will require an additional \$90,000 this year, either from contingency or as cuts to other budgets during budget season. As we have seen this year, raising additional money is quite difficult as a local government, and to put on an event like this regularly, Council should be prepared to cover the excess cost year over year.

The fiscal impact of hosting an event like Adventure Festival this coming year, and plan for the year after, without reducing the scope of the event, will be around \$180,000 which would need to come from contingency, and \$90,000 a year ongoing. Year over year, this money could be accounted for in the budget, but would require making cuts in other areas.

Staff would like direction tonight, if possible, about whether Council would like to host another event this coming summer, so that initial planning can begin. This initial planning can include scoping different options for events.

Report Only/Formal Action



TREADWAY EVENTS
& ENTERTAINMENT LLC.

2022 Scappoose Adventure Fest Post-Event Recap

Budget & Accounting:

- Accounting has been provided in a separate document.
- Oregon Beverage revenue share: \$1,999.00.

Sponsorship:

- The Sponsorship Team brought in \$20,817.50 in Grants and Donations.
- 17 Active Sponsors. 1 Partnership Sponsor (non-monetary, partner activity only).
- Multiple in-kind and cost share sponsors.

Marketing:

- Digital marketing was the primary focus this year because it could be monitored the easiest. This also gives us the opportunity to retarget attendees cheaper next year.
- In 2023 we want to invest in additional print media (billboard, newspaper, flyers, etc.)

Vendors:

- 66 total vendors in 2022. Vendor rate should go down by \$10.00 next year.
- After talking with vendors, their preference is 10 am to 6 pm, allowing vendors to stay later during the concert if they wish.
- We believe that having the vendors on the baseball field was a huge success this year.
- Vendors did stress that guests were simply not spending money compared to 2021. Which we agreed could be due to back to school costs and being the last event of the summer.
- We need more time to recruit adventure related vendors compared to general festival vendors.

Venue:

- No significant issues with the venue, per usual. It's a great space, and a similar layout for 2023 is recommended. Most of the area flowed very well without bottlenecks.
- Installation and strike were a breeze.

Kids Activities:

- There were many kid's activities that were a huge success. That area of the event was filled the entire day with kids and families having a great time. We recommend keeping the same activities for 2023 but adding additional recreational themed activities.

Bands & Beer Garden:

- There were no major customer complaints. Of the complaints received and online posts, the volume level of the concert was the biggest issue.
- Overall the bands and beer garden were a hit. Having all ages prior to 6 pm worked out amazingly and the area was used by families to hang out and eat while enjoying the bands.
- We did notice a lower attendance in the beer garden during the night concert which we believe is due to back to school costs and getting kids set up with items for school.



TREADWAY EVENTS
& ENTERTAINMENT LLC.

2022 Scappoose Adventure Fest Post-Event Recap

- No specific recommendations for the beer garden, but overall, it seemed like things went great!

General Feedback:

- TEE would like to see the event moved back before school starts to help see improvements in the beer garden and to help see improvements in guest spending money with the vendors who are there to support the event.

CITY OF SCAPPOOSE

6.

October 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 URA 6pm City Council 7pm	4	5	6	7	8
9	10	11	12	13	14	15
16	17 Work Session 6:00 pm City Council 7pm	18	19	20 EDC noon Park & Rec 6pm	21	22
23/30	24/31	25	26	27 Planning Commission 7pm	28	29