



SCAPPOOSE *Oregon*

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

Call to Order

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

Pledge of Allegiance

Roll Call

Scott Burge	Mayor	Alexandra Rains	City Manager
Megan Greisen	Council President	Isaac Butman	Assistant to City Manager
Brandon Lesowske	Councilor	Susan M. Reeves	City Recorder
Peter McHugh	Councilor		
Peter Watts	Legal Counsel		

Excused: Chief Lougal

Remote: Councilor Josh Poling; Councilor Tyler Miller; Councilor Jeannet Santiago (left at 7:55pm); Kim Holmes (left at 9:27pm); Liz Bian (left at 7:21pm); Christine Turner; Beth Rajski; Anna Del Savio with the Spotlight; Kevin Bryant Lay (left at 7:42pm); Margaret Trenchard-Smith (left at 7:42pm); Marilyn Allen (left at 7:42pm); Wela Negelspace; and Legal Counsel Ashley Driscoll (arrived at 8:00pm).

Approval of the Agenda

Mayor Burge explained he is going to recommend a couple of amendments to the agenda. He would like to add a consent agenda item to add Ian Holzworth to the Park and Rec Committee and then he would like to remove Resolution 22-19 & Resolution 22-20 and have them reviewed by the respective committees for comments.

Councilor McHugh stated he thinks it is the right thing to do.

Councilor Lesowske asked for point of clarification; so we would be sending the current bylaws back to each of those individual committees for review and recommendation prior to Council's discussion to create a more inclusive dialogue around this subject matter, is that what your hope and desire is?

Mayor Burge replied that is the goal.

Council President Greisen stated she thinks that any agenda item is open to public conversation and those that are able to participate can speak on agenda items. She thinks this is an afterthought and whether it is the right thing to do or not she thinks it's important the Council continue to move forward so that our committees can continue to do the great work that they are doing.

Mayor Burge feels there's a lot of changes in those bylaws and having the committees be able to comment on them within their format and make recommendations that they may look at it and say these do or don't work for us might be a better way to go than giving them a chance to make public comments because these two are resolutions and there's no public hearings on them and that would give them the maximum opportunity to look at it and make recommendations to Council.

Legal Counsel Peter watts explained what we tried to do with these was to capture all of your comments. He thinks just from a staff perspective regardless of whether these need to be reviewed by those committees or how much more information Council needs in order to make a decision what would be helpful for us is to know whether we kind of captured what you were looking for in these or if we need to revise them. He explained knowing if we're on the right track or not is something that would be helpful to us.

Council President Greisen explained she also believes there are certain councilors or mayor that have Comments that are noted in here and they're included because those comments were made and she thinks it's important to have dialogue with her fellow councilors for clarification on why they asked or didn't ask for certain things to be included. She is fully prepared to have a discussion and weed through some of this with her fellow councilors because they did take the time to ask for some of these things in here.

Councilor McHugh explained He doesn't recall bringing up the park and rec issue up at their last council meeting in a detailed sort of way. He did remember that city manager rains explain that staff is being treated poorly but he doesn't remember council saying well let's have staff go back to the Drawing board on the park and rec committee and drop all new guidelines and how about if we don't allow someone living out of the city to be the chairman. He doesn't recall any of that.

Council President Greisen replied those are conversations that may be the Mayor or Councilors have given staff their feedback and staff has captured that in this document and that's why she's fully prepared to talk about these this evening. She has had conversations with committee

members over the last week. She empathizes with their concerns, and she'd like to speak up for them and have that discussion amongst ourselves this evening.

Councilor Lesowske asked Mayor Burge if he has any concerns with staff being able to present what they provided Council tonight with discussion.

Mayor Burge feels it should be a work session. He explained he's not prepared to vote on anything because even when he looked through the documents it just seems very prescriptive and limiting of creativity from the Parks committee.

City Manager Rains explained from her perspective staff is simply just trying to implement whatever instructions we hear from council and that's all we're trying to do. she explained we felt like we tried to take notes and stick with what was in the minutes and go back through and really look at what was requested and reflect those in the bylaws changes that were proposed. if for whatever reason when these went out to you, and you didn't feel that reflected that we would have been happy to take them off but we didn't hear anything. She thinks from the staff perspective if it is something that you all don't feel good about, she would rather just remand it back to the committees and not go into it to be honest, not if it's going to become some kind of big disagreement essentially.

Mayor Burge replied a lot of his calls came in over the weekend.

Legal Counsel Peter Watts stated traditionally when you have whether it's committees or anything else that are in the same category Council has instructed staff that you want uniformity and rules. He explained when you have standing committees, he would anticipate that the bylaws for all of them would be uniform.

Mayor Burge explained there are people here who want to talk on the resolutions because they are opposed to them, and most of them are members of the Park & Rec Committee or other committees. He doesn't think they're opposed to the ordinance just opposed to some of the bylaw changes and he would rather see this placed into a work session where we can review these items after the Park and Rec Committee and the Economic Development Committee both make recommendations on what they think the bylaws should look like. He thinks the biggest thing is that the bylaws became so wordy, and bylaws should be much more simpler than that.

Councilor McHugh moved that Council remove Resolution 22-19 & Resolution 22-20 from agenda so we can have a work session to discuss them and add the Consent Agenda with the appointment of Ian Holzworth to the Park & Rec Committee.

Councilor Santiago asked Mayor Burge in regard to the phone calls he received can he explained what the concerns were.

Mayor Burge explained the calls were regarding the changes in the bylaws.

Mayor Burge asked for a second to Councilor McHugh's motion. Seeing none, the motion dies.

Mayor Burge asked if there was a motion to approve the agenda.

Councilor Lesowske moved, and Councilor Miller seconded the motion approve to the agenda with the addition of adding the consent agenda appointing Ian Holzworth to the Park and Rec Committee. (Motion passed 7-0) Mayor Burge, aye; Council President Greisen, aye; Councilor Josh Poling, aye; Councilor Brandon Lesowske, aye; Councilor Tyler Miller, aye; Councilor Pete McHugh, aye; and Councilor Jeannet Santiago, aye.

Public Comment

Joel Haugen, Scappoose, explained he wanted to comment on concerns of the Park and Rec Committee and the Economic Development Committee. He explained continuity he thinks is really important for a community engagement and if you don't meet regularly on a monthly basis you lose continuity. He would strongly urge Council to keep that continuity in the equation. He talked about overkill on rules and regulations and the least possible amount of rules for a committee especially a volunteer committee is desirable. He hopes Council can minimize the amount of rules and regulations for a committee. He thinks everybody recognizes the value of an engaged and skilled set of volunteers in a community and so let's leverage that to its maximum extent possible. Let's not sideline them or push them away, let's make sure that we really celebrate that whole action because that's what makes a vibrant community and without that kind of vibrancy everybody fails. He hopes Council will keep that in mind as you go forward.

Paul Fidrych, Scappoose, explained he's been a member of the Park and Rec Committee for over four years and he comes here to state his personal comments on the agenda item number 4. He thanked Council President Greisen for reaching out to him and discussing this beforehand. He did have some concerns about it after he read it. He talked about the change of meetings to quarterly, which would be four hours per year. He explained he believes this was stated by the city attorney in a previous meeting that "these committees don't really have that much to do and really only need to be meeting quarterly". He stated so if you haven't been paying attention with current events, we have the recently acquired Grabhorn parcel, which as we know had some public input issues and there was an ad hoc committee created for it and there have been some updated designs that were just released that's going to need even more citizen input. We have finally taken ownership of Chapman Landing and in its current state it needs a lot of work to reach its full potential as it's the only public access to waterfront in the city. Vista Park is in completely raw form and lots of work needs to be done to figure out what we're going to do with it and lastly the Mayor's primary objective is to further create parks within walking distance of all city residents. That's an impressive work list. We are also behind with amenities per capita ranked by other Oregon towns, so there's a lot going on. He stated four hours a year, not only would that be ineffective, but he thinks that would scare people away from joining the committees because it's not about the hours it's about being effective in creating change and being part of the change. He really hopes that we strike that. He went over responsibilities and

objectives, it appears that "as directed by Council" Has been added to all facets of the illicit responsibilities and objectives. He stated it seems fine on the surface, but committees are here to give advisement to the Mayor and City Council of course but to propose code by law changes will not allow us to comment, discuss or to put on the agenda any items that are not first specifically directed by Council. He explained how they currently handle it is if something comes up they discuss it as a group, they discussed the validity and they might assign the study for more information. They don't want to bother the Council until they do some work first and then they try to understand it and then they decide should they go in front of the City and tell them about it or not, the way they are doing it now is working. He stated to have such stronghold on them it just doesn't seem to make a lot of sense. He doesn't want to miss out on opportunities, opportunities for the citizens. We as the committee members feel that we are an extension of the citizens and they're reaching out to them, and they have created relationships and they end up reaching back out to the Committee when they have questions about what's going on with parks. he stated all the listed objectives and responsibilities he asked to strike those. He talked about the local issue, everyone has a vested interest in Scappoose whether we live on the hill like he does, they pay taxes, they are members of the school district, they use the same amenities and ultimately they have a hand in what Scappoose is today and where we are going to go in the future and they're doing it because they care. He explained he's not part of the city, but he works for the citizens and once to continue to do that and to have these rules just doesn't seem to make sense to him. He thanked Council.

Marisa Jacobs, Scappoose, explained she's speaking as a citizen this evening regarding agenda item number 4 regarding the bylaw changes to the committees. She explained after a thorough reading of the proposed changes to the committees she ask you hold, hold to making sweeping changes to the committees at this time. The optics of these changes are questionable and alarming. First the current mayor is weeks away from leaving his post and a new mayor will be sworn in along with two new council members. The new council who will be installed shortly should be given an opportunity to review, discuss, and decide how they want to engage with our committee members. Secondly the proposed changes detour volunteerism, transparency, and collaboration with the citizens. If it weren't for a group of concerned citizens it's very possible Mr. Mayor and Council that you may have approved the original Grabhorn Park design without the Park and Rec Committee input. Imagine the uproar you all avoided by including the Park and Rec Committee. Through the group of volunteers they dedicated their time to research and to completing community engagement, to identify the needs of the City, to form a more collaborative park design. In the process alleviating many hours of work from City staff by leveraging a committee that wants to work hard for the City they live and play in. Her recommendation is proceed with caution with these proposed changes, are these changes needed for committees to be most effective, absolutely yes. Are these the ones written here that will get the job done, not exactly. Perhaps consider further refining the framework for how the city staff stakeholders attend and participate with our engage citizen community committees with the objective of advancing the livability of the Scappoose citizens. Maintaining and expanding a city requires true collaboration in teamwork and we need volunteers to help. Lastly Scappoose has a reputation for being non collaborative and difficult to work with, this is fact, and she has heard it too many times to count. These proposed changes will only

substantiate this perception and further divide between the City and its citizens. Do the right thing, take a breath, talk about it, don't vote on it tonight. She thanked the Council.

Joe Backus, Scappoose, explained he would like to comment on item 4 of the agenda, specifically the reduction in meeting time for the committees. People that he has spoken to over the past few years have expressed their concerns with transparency and limiting public engagement and this will further magnify this issue. If they are willing and able to meet more often and volunteered with that understanding the city should take advantage of their desire to help and their free service. He is not sure what prompted this change but by limiting their engagement they'll be less likely to volunteer in the future. We need more people involved not less. More regular or monthly expectations should be the norm with a canceled meeting because it being the exception when nothing is happening instead of the other way around. We should be embracing our engaged citizens as a valuable resource and conduit to the citizens of Scappoose. He thanked Council.

Kim Holmes explained she is a resident of Scappoose, Vice Chair of the Park & Rec Committee, and candidate for City Council and the comments she is sharing with Council today are solely hers. She explained she did read that part of the bylaws and approve of that. She stated thank you for the opportunity to speak to agenda item 4, specifically the revised bylaws and changes for the Park and Rec Committee and Economic Development Committee. She explained she'd like to begin by speaking to the challenges of the Park and Rec Committee over the past year and she thinks what has led to perhaps just some of the changes that are being proposed in the bylaws for both committees. She really does believe that public engagement is a cornerstone of good governance and she applauds then City Manager Mike Sykes for helping to create these committees really to serve in the advisory capacity to the Mayor and City Council and she would say from the perspective of a participant it has been truly a rewarding experience to connect with other likeminded residents of Scappoose and with the goal of supporting the growth of our parks and natural spaces but however there has been a breakdown in the feedback loop. For the Parks and Rec Committee the City has provided secretarial support for the group and it's a role that Isaac has served in well and she thanks Isaac for that, but we really are lacking involvement from any City staff that directly oversees the parks. She explained in looking into the meeting minutes of other cities like St. Helens Park and Recreation Commission it is really not uncommon for the parks and rec manager, the government affairs and project support specialist, or the public works assistant to attend those meetings and she thinks that is a critical piece of that communication and feedback loop to the city. She would ask that we perhaps consider having someone from that staff function attending as well and just speaking on attempts to bridge that gap she also wants to thank Council President Greisen for reaching out to herself and others to begin to talk through some of these challenges, but specifically regarding those changes to the bylaws she thinks the most concerning aspect to herself is reducing the meetings from once a month down to quarterly. She explained if we look to other cities once again that kind of had committees and looking at the precedents they set they all meet monthly and formally reducing the Scappoose meetings to only quarterly would truly be exceptional and not in particularly a good way. She would just ask that Council look at the frequency of the meetings. She will also speak to the fact that she doesn't agree with the

change making the chair and vice chair be residents within the City limits. As she has talked to more residents, she gets a sense that there is this growing urban rural divide and she would hate to see the city do something that would formalize that divide and make access to participating in local government more challenging and difficult for some who are in our community relative to others. She would ask that Council look at that. She thanked Council for the time to provide comments tonight.

Consent Agenda ~ Appointment of Ian Holzworth to the Park and Rec Committee

Councilor McHugh moved, and Councilor Lesowske seconded the motion to approve the consent agenda ~ appointment of Ian Holzworth to the Park and Rec Committee. (Motion passed 7-0) Mayor Burge, aye; Council President Greisen, aye; Councilor Josh Poling, aye; Councilor Brandon Lesowske, aye; Councilor Pete McHugh, aye; Councilor Tyler Miller, aye; Councilor Jeannet Santiago, aye.

New Business

Columbia County Song

Margaret Trenchard-Smith thanked Mayor Burge and City Council for allowing them to speak on such short notice. She explained this is an announcement and a bid for their support. She explained Marilyn Allen is the Chair for the Columbia Chorale of Oregon.

Kevin Bryant Lay thanked City Council for hearing them.

Margaret Trenchard-Smith explained she would like Council to hear Kevin's music. She gave an overview of the story behind this. Here is the email sent to Mayor Burge and the City Council ~ 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. 2 1. 2 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.

Due to technical difficulties, Kevin was not able to present his music. They will come in person to a future Council meeting.

Parks Committee Update

Scappoose Park & Rec Committee Chair Cara Heinze thanked Council for having her here tonight. She gave an update to Council.

Good evening, I was asked to present to the council an update of our accomplishments and the most recent challenges that the committee has been addressing. I want to thank everyone from council and the city who have been working with us to address these issues over the past 2 months. I wanted to begin with showcasing all that we have accomplished over the past year. All of these accomplishments have been from January 2022 on... • Created internal and external committee goals to help us focus our agendas • We have created a master list of parks and recreation stakeholders to increase opportunities for liaisons and recruitment • We have worked with city staff to update the city app to improve park visibility • We began signage discussions including both wayfinding and informational signage • Created a master list of small parks improvements for public works. Amenities included signage needs, bench locations, needs for trash cans and dog pick up stations • Earth Day o Partnered with SBWC, Scouts, library and Solve to host a park Clean up at Chapman Landing collecting over 15 bags of trash o Hosted a scavenger Hunt to increase visibility and traffic to our local parks-We learned that many people were completely unaware of 2 of our parks-Vista and Creekview o Added over 100

photos to current parks google pages through our earth day competition • SPRC member, JJ Duerhan, ran Movies in The Park with the last event hosting over 500 individuals. It is her hope to incorporate more SPRC members in next year's planning • Re-established relationship with SBWC o Emily hosted talk regarding riparian repair updates o SPRC members assisted in young tree waterings at Veteran's park during the heatwave o SPRC members have attended SBWC public information meetings to learn more about their policies and planning for the environment • Donated \$500 of our Centennial Fundraising dollars to Scappoose High School for turf fields • Engaged in ARPA funds discussions • Reviewed and discussed pickleball locations as this was a popularly named amenity in GPAHC and we have received public comment in support of this amenity • Engaged in 50 year planning committee discussions • Engaged with former DOG members to review best options for dog park maintenance with the city • Engaged citizens at the AT hall meeting regarding parks, wayfinding and signage • We will begin master planning with MIG next month I hope that from this list, it is evident how our committee can be an asset to the city. For all our challenges, I am really proud of what we have accomplished over the past year. In August, we began to encounter significant frustration. We were feeling that through all of the work and effort that we were putting forward, we still were not being engaged in the way that we had hoped and that there were missed opportunities. Since that time, we have had many fruitful conversations that have helped us uncover where there have been disconnects among our committee, city staff and council and ways that we can solve our issues. Our first major discovery was that we had internal goals that were not shared with the council or the city, so everyone was not aware of all that we had been accomplishing. This was something that we began a few years ago and with the transitions of group members and city staff, the fact that we do them was lost in the shuffle. We are hoping to resolve this through finalizing our committee goals with the city and council involvement. Another frustration that we came upon was parks development happening without our knowledge. I want to share a little history about how this lack of communication impacts our group. I have been on the committee for close to 7 years and was part of the development of the previous master plan. In the process of designing a nature based play structure at Miller Park for the master plan, the play structure was removed and replaced with a plastic play structure. I learned about this development from my son. The recent discussions about the zipline brought that event close to mind because I was hopeful that we had moved on from there. We are about to embark on another master planning adventure. It will, without a doubt, be an endeavor that takes a significant amount of time on our part and we will leave the process with even more knowledge about parks, amenities and citizen needs than ever before. We are hopeful that we can be utilized for that knowledge and be further engaged when our ideas can't work for whatever reason. We are hoping to improve upon this issue by meeting with Dave Sukau on a more regular basis so that we can better understand the needs of public works and learn more about his upcoming planning. We are also hoping that more city staff will

attend our future meetings. The newest challenge for our group has been the update to the bylaws. The committee was immediately concerned that meeting quarterly unless otherwise directed would limit our ability to connect and pursue the interests of the community. I understand that we will be very busy for the next year and meetings can still be held at the direction of the chair, but I want to share the general concern that this could lead to the committee having less say in what happens with meetings in the future. I am also hopeful that as the council liaison position grows, this will be an opportunity for us to discuss these agenda items prior to the council meetings so that we can proactively share our concerns. We have already begun to work on the information that the council receives from us by agreeing on major points for our liaison to communicate to the council at the end of our meetings. We have accomplished a significant amount over the past year and our members are ready and willing to continue on that journey. Over the past few weeks, I have seen that the city staff, council and committees all have the same goals in mind; to make this city a better place to live in for future generations. I hope that we can continue to build up the SPRC, and our parks, in a way that benefits all involved. At the end of the day our goal is to be involved and included in big decisions and I really want to end with a big thank you for everyone who has taken the time to address our concerns over the past month.

****end of Cara's update****

Council thanked Cara.

City Video Updates

City Manager Alexandra Rains explain we currently have three promotional videos on the website and there are several years old. There was a company that reached out to City staff after speaking with Mayor Burge at a conference and they have offered to simply redo those videos at no cost to the city. She did want to make Council all aware of it and simply get any feedback before we proceeded forward with that. If council were to approve it now this could occur during the spring. She explained this far as content she can't really speak to that right now, again we just wanted to get lined up for having them redone in the spring and so we just wanted to see if that was alright with Council.

Councilor McHugh stated free is a very good price.

Mayor Burge explained just so Council knows it is free to us, but they do sell ads from local businesses on the video and that's how they make their money.

Councilor Lesowske asked if we don't like the product what can we do?

Legal Counsel Peter Watts explain that's one of the questions he flagged. He explained the City is not allowed to edit these and the reason is because they take their professional reputation seriously and they're concerned about substandard editing but it's kind of a two-way street. If you don't like the end product we're not going to be able to demand that they edit it. He feels they would work with us if we had substantial concerns.

City manager Rains explained she was told that the company would have some discussions with Council about the content and she thinks from staff perspective we wouldn't have any intention of posting anything until Council has seen it and made sure that you all approved it.

Councilor Miller explained he would be fine with the fact that we don't personally edit it, we give feedback and ask if they are willing to edit it based on the feedback. He stated at the end of the day he wouldn't want to post something on our City website that doesn't 100% meet our expectations.

Mayor Burge stated you can view their previous work on the City's website.

Council President Greisen moved, and Councilor Miller seconded the motion that Council direct the City Manager to entered into a contract CGI Digital to update the City video series at no cost to the City, contingent that we are not required to post it any sort of City platform.

Paul Fidrych stated being a marketing professional for many years, he explained this company doesn't want to do a video and all the work and then come back. He explained what normally happens is you ask for a storyboard. A storyboard is very easy for them to make. The storyboard we'll say very visually here's the images the video is going to have and here's our messaging. He suggests that we put into the contract that they have to give us a storyboard and we have to approve the storyboard before they go to video production. He thanked Council.

Council thanked Paul.

Councilor McHugh moved, and Councilor Lesowske seconded the motion to amended the motion to add the terms that the storyboard is approved before moving forward to production. (Motion passed 6-0) Mayor Burge, aye; Councilor Josh Poling, aye; Councilor Brandon Lesowske, aye; Councilor Pete McHugh, aye; and Councilor Tyler Miller, aye.

Mayor Burge explained the amendment to Council President Greisen as she had stepped away.

(Motion passed 6-0) Mayor Burge, aye; Council President Greisen, aye; Councilor Josh Poling, aye; Councilor Brandon Lesowske, aye; Councilor Pete McHugh, aye; and Councilor Tyler Miller, aye.

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

Mayor Burge explained we will be starting with Ordinance No. 905.

Assistant to City Manager Butman went over the staff report. 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, Staff worked with Legal Counsel to draft changes to all three of these documents.

Changes focus on:

***Requested changes from Council**

- o 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.

- o 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.

- o Look at meeting frequency, internal function, reporting requirements, attendance requirements.

- o 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.

Mayor Burge opened the public hearing at 8:06pm and closed it due to no one wanting to speak on this matter.

Council President Greisen asked about the section that talks about three unexcused meetings.

Legal Counsel Peter Watts talked about adding the language of without prior notice to the chair.

Councilor Lesowske asked about adding the language that staff would be notified also.

City Manager Rains explained we could add the recording secretary to be notified also.

Council President Greisen went over the appointment section. She explained for those that don't know it is written in the City Charter that the Mayor has sole power to assign people to commissions and committees and in order for that to be changed it has to go to a vote on the ballot to change the language of the Charter. She is not suggesting that we go that far however she would like to propose some language to this section that would not require a change to the Charter. She explained at this point when someone submits a citizen interest application it directly goes to the city recorder or some sort of a platform that the city office staff is able to see and immediately upon receipt city staff response to the person acknowledging receipt of their application. It is her understanding that then staff takes the application and forwards it on to the mayor and then at that point it's the mayor's discretion on the time in which it's responded to or handled or when they see it as a council. She proposes that we add upon immediate receipt a staff member replies to the applicant letting them know that it's been received and that it has been forwarded to the mayor. She would like to put in that the applicant will be responded to by the mayor with an answer to their application within 30 days. She explained one thing that she would like to see change when an application is received by city staff that it's not just forwarded directly to the mayor that it is forwarded to all of council and the mayor so that council knows what applications have been submitted.

Mayor Burge doesn't have a problem with that change.

Assistant to City Manager Butman asked in regard to the addition of notifying the recording secretary in addition to the chair, would Council be opposed to adding that to the bylaws instead of the ordinance?

Consensus of the Council was they are fine with adding that to the bylaws and not the ordinance.

Council President Greisen moved, Councilor Lesowske seconded the motion to postpone Ordinance No. 905 until the next meeting. (Motion passed 6-0) Mayor Burge, aye; Council President Greisen, aye; Councilor Josh Poling, aye; Councilor Brandon Lesowske, aye; Councilor Pete McHugh, aye; and Councilor Tyler Miller, aye.

Resolution 22-19: A Resolution Rescinding Resolution No. 20-17 and Establishing the Bylaws for the Scappoose Parks and Recreation Committee

Resolution 22-20 A Resolution Rescinding Resolution 20-01 and Establishing the Bylaws for the Scappoose Economic Development Committee

Assistant to City Manager Butman explained there are quite a few changes in here and he's guessing it might be fairly difficult to capture them all in a motion. He explained they took very thorough notes when they were talking about committees during August and September. The bylaw changes that are reflected in here are a direct result of that. He explained a vast majority of the language is not new, it's just being repurposed and instilled into the bylaws. He explained given all the discussion about the quarterly meetings and various pieces of this he is just going to kind of run down the list.

Council talked about the quarterly meetings.

Legal Counsel Peter Watts explained this wasn't at all about the Parks Committee and he did not mean to offend anyone. What they had heard about the other committee was that there had been multiple meetings in a row where there were no agenda items. He thinks the comment that he made wasn't they all need to be quarterly. His comment was if there's nothing on the agenda it probably doesn't make sense for them to meet more than quarterly. He explained in being in on a lot of committees himself the thing that bugs him the most is when he shows up and either they don't make quorum, or they don't have anything on the agenda substantive. He explained his thought with a quarterly was if there was nothing really on the agenda for so many meetings and a row at least quarterly maybe they could get together and brainstorm, but they probably didn't need to meet more than that so again he wasn't trying to denigrate great your committee in any respect.

Mayor Burge likes the idea of having monthly meetings.

Councilor Miller feels it makes sense that these committees are empowered to make their own schedule as soon as Council scope of work comes out after the goal setting session at the beginning of the year.

Councilor Lesowske explained it could say the baseline is that we expect that the committee will meet at least quarterly and then it would be on the chair to develop agendas for additional meetings.

Legal Counsel Peter Watts explained that is what they were attempting to do.

Councilor McHugh stated maybe we don't need to do everything the same for the Park and Rec Committee and the Economic Development Committee. He feels the Park and Rec Committee should meet every month and if they don't have any agenda items then they cancel it.

Assistant to City Manager Butman stated he would like to address the point about why the bylaws are the same. Historically it has been one staff member that's done both of these committees and for administrative convenience it helps staff do the job because then we would know exactly what's going on with both committees at the same time.

Councilor Miller feels the committee should set their schedule based on their workload. He explained his only worry is if they meet more than once a month the staff time that will take.

City Manager Rains replied she appreciates that comment. She explained what we have done when there's been very labor-intensive projects, we've just simply carved out the time and made sure staff was available for that.

Legal Counsel Peter Watts explained what staff heard from Council at the last meeting was your goal was to have a work session with your committees at the beginning of the year to come up with the tasks that you jointly believe they could work on, and the ideas that you wanted them to pursue. So that is kind of mapping out the year.

Christine Turner talked about the idea of quarterly meetings for the Economic Development Committee. She explained their scope is a little different than Parks in that they have community partners that they do bring into their meeting monthly, to hear reports so they know what is happening within our community and their job as economic development is to do just that, to create economic opportunity. If they are limited to only meeting quarterly, then they certainly would lose their effectiveness.

City Manager Rains explained there were complaints because they didn't want to meet just to hear those updates.

Mayor Burge explained under responsibilities because he doesn't like the "as directed by City Council", he would rather it say that one of the responsibilities and objectives of the Park Committee is to support the City Council's annual goals in the development of parks and recreational activities.

Council President Greisen explained she interprets that as quite the opposite because if the Parks Committee has an opportunity to explore something and it wasn't a goal Council created then it's limiting them on exploring that option but if they come to us and say there's an opportunity to explore something we can say go for it. She doesn't see it as her role as a City Councilor to limit their creativity and their energy and their passion for the topic that they're on.

Councilor Miller feels this really comes down to communication and standard operating procedure. He explained we don't want to limit the parks committee ability to bring things forward to Council as they come up. He thinks it's more of a matter of the Park & Rec Committee chair just coming to Council and letting us know that they have something that they really want to look at.

Council President Greisen moved, and Councilor Lesowske seconded the motion to extend the City Council meeting past 9:00pm. (Motion passed 6-0) Mayor Burge, aye; Council President Greisen, aye; Councilor Josh Poling, aye; Councilor Brandon Lesowske, aye; Councilor Pete McHugh, aye; and Councilor Tyler Miller, aye.

Councilor Lesowske asked if the idea here is not to create parameters to allow for the City Council to get the information that we request of the committees to ensure that we're all working together. He feels that we should create a parameter or framework that allows everyone to understand the rules and responsibilities and then also understanding the chain of command. If you want to call it something else, please do. He explained Council provides consent with the expectation that the committees would work on goals identified by the Council. If they do have other ideas fantastic. The chair should work with the liaison to ask for a moment on the agenda to say we really would like to focus on this it wasn't on the goals are outlined the beginning of the year, so we create opportunities for change to occur based on an adoption of the Council approving those changes because again we don't want them working on things that don't meet our need based on what our goals are. He would hope that the exercise here was for council to create those parameters to create clarity of expectations to create a better process so that the energy and effort of our citizens and surrounding community members who pledged to participate meet expectations, but yet we're also building in flexibility but creating this structure to allow for us to know what to expect. He hopes that we could create a foundation to grow from.

Council President Greisen explained her hope is that we don't have any requirement that in order to be assigned to a committee they would need to live within the city limits. She thinks the City is affected by so many people that live outside of our boundaries and they impact us in really positive ways. She doesn't think that we should limit people being on committees based upon them living outside the City limits, but she thinks we need to establish within reason.

Mayor Burge replied he is fine with removing that.

Councilor McHugh likes the suggestion that they live in the school district. He feels they can make an exception for if they have a business in the City, but don't live here.

Council President Greisen explain she wants to reiterate that it's not written anywhere in this ordinance that people will be denied a place on the committee based upon living outside city limits. She would recommend that they don't add any specific language about where people live. She explained it's her opinion that we don't add a school district boundary and we don't add any sorts of details about where people live, just that they do not have to live within the city limits, she would like that to be known in this document.

Councilor Miller is in agreeance with Council President Greisen on this. He feels the bigger question and the important question is what the person brings to the City and the benefits the City and the community gets out of their involvement.

Marisa Jacobs explained she's very passionate about where people live and where they give their time and service. On this topic in particular she feels it is extremely important that we set boundaries as to who participates where. It is very possible you could have people who live extremely outside of our area like Portland and come here and get on a committee because they're stellar on paper and have a lot of great ideas, but they don't live here and they're not vested the way that volunteers are here on these committees. She thinks it would behoove us to ensure that we put some boundaries in place with respect to committee members that are coming into are areas and helping to make decisions or recommendations of how the city is going to be shaped. No one has a better vested interest in people that live here, and they should be the ones that are helping to form and shape what our town looks like.

Assistant to City Manager Butman went over the quorum section.

Mayor Burge replied he just flat out disagrees with this one. He wants the committee to continue to be able to do work and it would be recognized that's not a quorum, but hopefully we are able to get enough people interested to fill those positions quickly. He thinks it should be left at the original lined out language.

Assistant to City Manager Butman Replied he is assuming that you'd also like that to apply to whether or not they continue to meet as a committee of three?

Mayor Burge replied yes.

Assistant to City Manager Butman talked about subcommittees and the proposed language attempts to clarify that if there's going to be subcommittees and potentially save time to

dedicate to those subcommittees beyond just the committee the Council will be informed so they can advise the actual committee how to proceed.

Paul Fidrych explained the idea on subcommittees was to create a lead for each park, that's all there was to it. He explained it was never supposed to be a subcommittee just a lead, it was informal. He explained the reason why they like meeting monthly is as a professional they like to look at their calendars and mark the days off, so they don't add anything else to those dates. He talked about in regards to going rogue, you could also put it the other way the Council could go rogue and they could say you don't do anything. We have liaisons and if the Council hears from the liaison that the committee is working on something that seems inappropriate then the liaison could let them know that shouldn't be on the agenda. He stated it's pretty simple really and he thinks we're putting so much into this. He explained we just don't want it to be too restrictive in the wording.

Assistant to City Manager Butman explained the last item to discuss is a report back annually from the Park & Rec Committee by the chair. He explained the vast majority of the rest of this is just conduct, ethics to quorum, statements etc., pulled directly from the Council team agreement, bylaws, etc., and statements in the code.

Christine Turner stated at least quarterly reports to Council.

Cara Heinze agrees, at least quarterly.

Council President Greisen explained it doesn't matter to her what the number is because there's always an open seat at the table. If you want to come to us every meeting and tell us what you're doing we'd be more than happy to have you.

Mayor Burge stated it looks like you're just enshrining the team agreement into the bylaws.

Assistant to City Manager Butman replied the team agreement covers more than that and it was meant to cover some of what's in there.

Mayor Burge replied it just seems like we're duplicating it. If it's in the team agreement and we have the member sign this team agreement and then they would be bound by that and that's what the violation is. It just seems to be redundant.

Assistant to City Manager Butman replied the team agreement it's not as clear. He explained given the amount of changes, he would like to push this one more meeting.

Council President Greisen moved, and Councilor Lesowske seconded the motion to move the Resolution No. 22-19 & Resolution No. 22-20 to the next City Council meeting for review. (Motion passed 6-0) Mayor Burge, aye; Council President Greisen, aye; Councilor Josh Poling, aye; Councilor Brandon Lesowske, aye; Councilor Pete McHugh, aye; and Councilor Tyler Miller, aye.

Adventure Festival Recap

Assistant to City Manager Butman gave a recap. The staff report explains 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 54 5. 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.

Council President Greisen asked Paul Fidrych about the Run for Neil and if they want to do it the same weekend as the Scappoose Adventure Festival.

Paul Fidrych explained he will give the City some dates that wouldn't work for them. He explained they are more than willing to work with the City to do a joint event. He explained he thinks there is a lot of opportunities to market together.

Assistant to City Manager Butman stated it sounds like Council is tentatively wanting to do this again.

Mayor Burge explained if we can get the date set sooner, we can get marketing materials out there sooner.

Assistant to City Manager Butman asked Council to please look at the budget and the sponsorship numbers and think very hard about scope.

Announcements – information only

Calendar

Mayor Burge went over the calendar.

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

Councilor Lesowske thanked the Scappoose Police Officers that were at the homecoming match. We are excited to have them on the team.

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

Mayor Burge read the Executive Session statement and went into Executive Session at 9:31pm.

Present: Mayor Burge; Council President Greisen; Councilor Lesowske; Councilor McHugh; and City Manager Rains.

Remote: Councilor Josh Poling; Councilor Tyler Miller; and Legal Counsel Ashley Driscoll.

Open Session

Mayor Burge came back into open session at 9:45pm.

City Recorder Reeves came back into the room.

Approve the City Manager Review and Consider a Merit Increase

Legal Counsel Ashley Driscoll explained the first motion we are looking for would be to approve a satisfactory performance evaluation for the city manager and then once we have done that we can move into consideration of a potential merit increase.

Councilor Lesowske moved, and Councilor McHugh seconded that Council move to approve the performance end development appraisal completed in October of 2022 for Alex Rains for her fully satisfactory completion of the performance evaluation. (Motion passed 6-0) Mayor Burge, aye; Council President Greisen, aye; Councilor Josh Poling, aye; Councilor Brandon Lesowske, aye; Councilor Pete McHugh, aye; and Councilor Tyler Miller, aye.

Mayor Burge stated now on to the consideration of a merit increase.

Council President Greisen asked City Manager Rains if she has any requests?

City Manager Rains explained she would like to request a 5% merit increase and a onetime allocation of 40 hours to her vacation leave bank. She explained the 5% is not a random number. Generally speaking, when they give merit increases to staff, this is also something Michael did before her, if the person as at the end of their range generally speaking the increases were right around 5% for the most part. She explains so it is kind of based on or

precedent on previous history and also usually the steps between our bargaining agreements are also around 5%.

Councilor Miller asked City Manager Rains ask where she is right now with her leave time?

City Manager Rains replied she accrues 11.34 hours per month and the max is around 15 hours per month. She explained she's not asking for a change in the accrual rate, just a onetime addition of 40 hours.

Councilor Lesowske asked City Manager Rains to remind Council of her current wage.

City Manager Rains replied with the cost of living increase it is right around \$135,000.

Councilor McHugh asked City Manager Rains to explain the 5% merit pay that the other employees get because that is the first he has heard of that.

City Manager Rains replied each position has a salary range that they are working within, so generally speaking until they reach the maximum or the cap of that salary range, if they are getting a merit increase, they will get a 5% merit increase for the most part, plus the cost-of-living adjustment.

Councilor McHugh asked so everybody gets it then right, except the person at the top?

City Manager Rains replied more or less, unless they are at the top of their range in which case then they only receive the cost-of-living adjustment every year.

Councilor Miller stated it is very typical in represented classifications that it is usually 5%, but it just depends. He thinks the 5% increase is very reasonable.

Councilor Lesowske asked City Manager Rains what she gives their department heads on their annual review as a standardize increase?

City Manager Rains replied if they aren't topped out, which some of them are, then you are talking 5% and then everyone gets the cost-of-living adjustment.

Mayor Burge explained he thinks that has been the policy of the City for some odd years.

City Manager Rains explained we typically mirror like the cost-of-living adjustments to what's in the CBA's so everyone's kind of getting essentially the same. She stated we do try to make it as fair as possible, again there have been times where people have gotten larger increases than 5% but that's not as typical as the 5% merit increases.

Legal Counsel Ashley Driscoll explained it is typical for almost all public employees to receive step increases especially at the beginning of their tenure with their employer. It is typically five

to seven years, and it is typical for represented employees and unrepresented employees. She explained city managers are in a class of their own because they negotiate their own contract but often times with a new city manager the same concept applies. Councilor Poling stated he would agree with Councilor Miller as well, that it is fair and warranted.

Councilor Miller asked if the merit increase is budgeted?

Mayor Burge replied yes.

Mayor Burge asked about the onetime 40 hours of paid time off.

Councilor Miller stated he would push back and go with 30 hours, instead of 40 hours.

Legal Counsel Ashley Driscoll explained to Council that the requests being made would not change City Manager Rain's contract; it would just need to be clear in the motion to create a record of what was provided.

Councilor Miller explained the time off due to being short staffed is more concerning to him than the 5% merit increase.

Councilor McHugh asked City Manager Rains when the staff gets their 5%, they don't also request for days off do they?

City Manager Rains replied they do. She explained the upper-level management absolutely ask for stuff like that. She explained it depends on the situation, sometimes she has granted those and sometimes not. She explained again, not changing their accrual rates but offering them sometimes a one-time bump.

Council President Greisen explained this has been an ask in the past that Council has received from other leadership besides City Manager Rains. She thinks just solidifying a number that we can all move on from will get us to the next step of making a motion.

Councilor Poling is fine with either 30 or 40 hours, but he does see Councilor Millers point.

Council President Greisen moved, and Councilor McHugh made a motion pursuant to the City employment agreement with Ms. Rains based on her performance as our City Manager it is proposed a 5% increase to her base salary as well as an additional one-time 40 hour bank time off. (Motion passed 6-0) Mayor Burge, aye; Council President Greisen, aye; Councilor Josh Poling, aye; Councilor Brandon Lesowske, aye; Councilor Pete McHugh, aye; and Councilor Tyler Miller, aye.

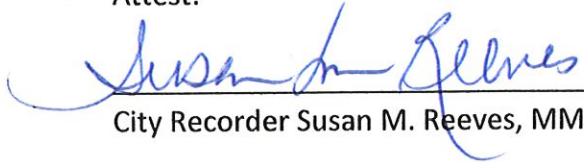
Adjournment

Mayor Burge adjourned the Council meeting at 9:59pm.



Mayor Scott Burge

Attest:



City Recorder Susan M. Reeves, MMC