



# SCAPPOOSE *Oregon*

MONDAY, NOVEMBER 21, 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 7:00pm.

## Pledge of Allegiance

## Roll Call

Scott Burge	Mayor	Alexandra Rains	City Manager
Megan Greisen	Council President	Steven Lougal	Police Chief
Josh Poling	Councilor	Susan M. Reeves	City Recorder
Peter McHugh	Councilor	Isaac Butman	Assistant to City Manager
Peter McHugh	Councilor	Dave Sukau	Public Works Director
Tyler Miller	Councilor	Huell Whitehaus	Assistant to Public Works Director
Jeannet Santiago	Councilor	Chris Negelspach	City Engineer
		NJ Johnson	Associate Planner
Peter Watts	Legal Counsel		

Also present: Interim Public Safety Director Brian Jensen

Remote: Councilor Brandon Lesowske; Natalia; and Matt Hoffmann

## Approval of the Agenda

Councilor Poling moved, and Councilor McHugh seconded the motion to approve the agenda. 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.

## Public Comment

Joel Haugen, Scappoose read the email he sent to City Council. Mayor Burge and Councilors, If you are not aware, the current use of FEMA's flood delineations to determine flood risk is not

realistic, which is why 31 federal agencies are currently using the RiskFactor modeling in their risk calculations. Around 25% of flood claims currently come from areas that lie outside of FEMA's 100-year delineations, which are outdated, and inaccurate (\*Marquette University Law School). Basing our building and development codes on outdated modeling is not good public policy and it will only get worse in the future. The 2022 RiskFactor flood modeling for South Scappoose Creek is, for instance, substantially greater than FEMA's predictions (graphic below). As part of the 50-year planning process, it would be prudent to zone all flood prone areas as "green space" and limit new development in this zone to help mitigate future flooding. The graphic herein depicts the 2022 100-year flood modeling, which gets appreciably worse going forward. It would probably be desirable to use RiskFactor's 30-year projections for a realistic assessment for our collective future. The ancillary benefits would be improved creek habitat and maintaining community livability. As Scappoose embarks on its next chapter in 2023, I hope Council will direct staff to implement such changes to zoning and development codes for the benefit of everyone old and new to Scappoose.

Council thanked Joel.

**Consent Agenda ~ November 7, 2022 Council Work Session minutes; November 7, 2022 Council City Council meeting minutes; Appointment of Columbia County Commissioner Garrett as the Liaison to the Park and Rec Committee**

Councilor Miller moved, and Councilor McHugh seconded the motion to approve the Consent Agenda ~ Consent Agenda ~ November 7, 2022 Council Work Session minutes; November 7, 2022 Council City Council meeting minutes; Appointment of Columbia County Commissioner Garrett as the Liaison to the Park and Rec Committee.

Council President Greisen asked what are the benefits of having out of City stakeholders be liaisons to these groups?

City Manager Rains explained she thinks as with anything, communication amongst local agencies is really beneficial in a lot of ways so they can provide feedback to the committee on various items. She explained Columbia County is very involved in the Crown Zellerbach Trail as they own a huge part of it and there has been a lot of communication back and forth about putting signage on the City's portion of the Trail. She explained sometimes the County might be able to help identify funding for us. She just thinks there are a lot of reasons why that can be a really beneficial relationship.

Council President Greisen replied she is happy to see that he can join the group.

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.

## **Old Business**

### **Ordinance No. 907: An Ordinance Renaming Commerce Drive to NE Commerce Drive & Aviation Court to NE Aviation Court**

Mayor Burge read the ordinance title for the second time ~ Ordinance No. 907: An Ordinance Renaming Commerce Drive to NE Commerce Drive & Aviation Court to NE Aviation Court.

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.

### **Ordinance No. 908: An Ordinance of the City of Scappoose Creating Scappoose Municipal Code 5.07 – Psilocybin Service Centers**

Mayor Burge read the ordinance title for the second time ~ Ordinance No. 908: An Ordinance of the City of Scappoose Creating Scappoose Municipal Code 5.07 – Psilocybin Service Centers.

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**

### **Contract Approval for Bella Vista Waterline Construction**

Public Works Director Dave Sukau went over the staff report. Procurement of contractor for the Bella Vista Waterline Construction Project. City staff issued Invitation to Bid (ITB) #2022-01 on September 16, 2022. Three responsive bids were received by the extended October 26, 2022 submission deadline. The lowest responsive bidder was Advanced Excavating Specialists LLC. The Notice of Intent to Award was issued on November 3, 2022. The required challenge period for the Notice of Intent to Award concluded on November 10, 2022. No challenges were received. Exhibit A of the staff report – Published ITB #2022-01 Notice of Intent to Award. FINANCIAL IMPACT: \$174,144.25. Staff recommends that the Council authorize City Manager Rains to enter a contract with Advanced Excavating Specialists LLC to complete the Bella Vista Waterline Construction Project.

Council President Greisen moved, and Councilor Poling seconded the motion that Council authorize City Manager Rains to enter a contract with Advanced Excavating Specialists LLC to complete the Bella Vista Waterline Construction Project. 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.

## **Coronavirus State and Local Fiscal Recovery Funds (American Rescue Plan Act of 2021)**

City Manager Rains explained following the last work session on the ARPA funds staff has come back before you this evening and have included in the packet the items that Council discussed wanting to approve, and the list the other items Council had discussed. She explained staff also had taken a suggestion from Councilor Miller to set up an option essentially to allocate the funds like Council does with the community enhancement program grant, if that is how Council wants to go about this to kind of get this process completed or you can continue on as you have been. She explained in the staff report there are also some different recommendations from Council on certain items.

Chief of Police Steven Lougal explained the only item that they added was temporary staffing assistance for Brian Jensen's position. He explained he will be out at training and with being the only supervisor the City has asked Brian to come back to help in his absence, so we have some type of supervisory staff here.

The staff report explains In May of 2021, the Department of the Treasury announced the availability of Coronavirus State and Local Fiscal Recovery Funds (also referred to as the Coronavirus State and Local Fiscal Recovery Funds or **SLFRF**), established by the American Rescue Plan Act of 2021 (ARPA). The Act identified \$362 billion in funding for state, local, territorial, and tribal governments for recovering from the Coronavirus Pandemic and the associated economic challenges that have ensued. In total, Scappoose receive **\$1,680,077.28**. The funds were received in two tranches, the first of which was received in August 2021 and the second later in August of this year.

At the conclusion of the September 20, 2021 City Council meeting, Council requested that the full Budget Committee be invited to participate in the decision-making process of how these funds should be appropriated. Staff returned to Council on this topic on January 3, March 21, July 18, and November 7 of this year. An updated list of requests for funding consideration is detailed below.

### **Timeline for ARPA Funds:**

<b>Action</b>	<b>Deadline</b>
Project and Expenditure Report	April 30, annually
Receipt of second tranche	August 2022
Obligate all funds	December 2024
Expend all funds	December 2026

## ARPA FUNDS BREAKDOWN (as of October 2022)

Project	Organization	ARPA Category	Amount	% of Funds
Small Business Resource Center	<i>Columbia Economic Team (CET)</i>	Responding to the Public Health Emergency	\$ 25,000	1.5%
Ambulance Purchase	<i>Scappoose Rural Fire District (SRFD)</i>	Responding to the Public Health Emergency	\$ 200,000	11.9%
Water Meter Replacement	<i>City of Scappoose</i>	Water & Sewer Infrastructure	\$ 750,000	44.6%
Patrol Vehicle and Outfitting	<i>City of Scappoose</i>	Responding to the Public Health Emergency	\$ 60,000	3.6%
YMCA After School Program	<i>YMCA of Columbia - Willamette</i>	Responding to the Public Health Emergency	\$ 9,000	0.5%
Funds Appropriated to Date:			<b>\$ 1,044,000</b>	<b>62.1%</b>
Funds Remaining:			<b>\$ 636,077</b>	<b>37.9%</b>

## REQUESTS AND CONSIDERATIONS FOR ARPA FUNDS

City Council may choose to appropriate funds collectively by request, by providing one collective funding recommendation for each request. Alternatively, a similar process to the one used to allocate grant funds to Community Enhancement Program (CEP) requests could be used. Referencing the CEP process as a guideline, each request would be evaluated by members of City Council individually and reviewed by the full Council together (see **Exhibit G**). In addition, requests must receive the support of at least four (4) individual Councilors for the request to move forward.

### Total of All Requests: \$1,128,522

**1. Part-Time Evidence Technician (Police Department)** – In keeping with law enforcement best practices, it is the intent of the Scappoose Police Department to hire a part-time evidence tech that will bring our handling, storing, securing, destruction, and chain of custody evidence management to recommended levels in the profession. The position is needed to facilitate record keeping best practices and court ordered returns and destructions.

**Cost:** \$15,000 – 0.9% of total allocation

**Recommendation:** Staff recommends fully funding this request.

**Note:** City Council indicated an intention to fully fund this request at the November 7, 2022 meeting.

**2. Field Training Officer Training Services (Police Department)** – The Scappoose Police Department has a strong desire to fill the ranks within the department, and – as with the majority of law enforcement agencies across the country – low staffing levels affect certain areas of operation. For Scappoose, the most affected area is the lack of field training officers. An opportunity has presented itself to work with field training officers from the Forest Grove Police Department to facilitate and assist with field training of Scappoose’s officers.

**Cost:** \$20,000 – 1.2% of total allocation

**Recommendation:** Staff recommends fully funding this request.

**Note:** City Council indicated an intention to fully fund this request at the November 7, 2022 meeting.

**3. Temporary Staffing Assistance (New Request Police Department)** –

Between the upcoming holiday time off requests and current staffing in the Department, the Chief of Police felt it necessary to have additional assistance on a temporary basis during the next few months.

**Cost:** \$22,000 – 1.3% of total allocation

**Recommendation:** Staff recommends fully funding this request.

Councilor Miller stated something for Council to think about is if this is how Council wants to continue with this, he would suggest considering removing the first three items and see if Council can come to an agreement on funding those entirely because it doesn’t really make sense if they are not fully funded to do them. He explained those items are the Police Department part-time evidence technician \$15,000; Police Department field training officer training services \$20,000; and Police Department temporary staffing assistance \$22,000.

Councilor Miller moved, and Councilor Santiago seconded the motion that Council approve Police Department part-time evidence technician \$15,000; City Police Department field training officer training services \$20,000; and Police Department temporary staffing assistance \$22,000, totaling \$57,000. 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.

**4. Frontage improvements for proposed affordable housing development (Columbia County Habitat for Humanity)**

Columbia County Habitat for Humanity owns a property in SE Scappoose that it is planning to develop into a 10-unit affordable housing development. Habitat is requesting assistance with their required public improvements – this includes sidewalk, water, sewer, and storm improvements, which are required by the City for new development projects. Habitat provided

an updated cost estimate (see Exhibit B of the staff report) of these improvements from their engineer.

**Cost:** \$292,435 (See Exhibits A & B of the staff report) – 17.4% of total allocation

**Recommendation:** Staff recommends funding the Oak Street Water Main replacement in lieu of this request, due to: (1) the legal risk identified by the City Attorney; (2) funding for the Oak Street Water Main replacement is crucial to the City's efforts to maintain aging infrastructure assets; and (3) this project would reduce the overall cost of Habitat's required frontage improvements. While Habitat estimates the public waterline work to cost approximately \$50,000, however, City staff would caution that due to the recent bids received for a similar waterline replacement, the true cost may be much higher.

**5. Oak Street Water Main Replacement (Public Works Department)** – Should Habitat for Humanity develop its property fronting along Oak and Myrtle, Habitat will be conditioned to upsize a portion of the water mains in order to serve the increased residential demand their development will bring. The Oak Street water line is in need of replacement due to its age and current undersized pipe. As such, this waterline was recommended to be replaced early within the Water Master Plan's planning horizon. City staff strategically plans for maintenance projects to repair or replace aging infrastructure – this type of project would typically be funded by utility rates. The ARPA SLFRF funds present an opportunity to further City Council Goal 5: address aging infrastructure, while minimizing future potential impacts to water utility rates.

**Cost:** \$250,000 – 14.9% of total allocation

**Recommendation:** Staff recommends fully funding this request. City staff estimates the benefit to Habitat's proposed project would be in the range of \$90,000 - \$100,000, based on recent bids received for a similar project.

**6. Wastewater Infrastructure Projects (Public Works Department)** – The cost of professional services for engineering design, materials, and construction labor have seen rapid increases due to the current economic context characterized by high inflation, supply chain delays, and labor shortages. The multi-million-dollar infrastructure grants awarded to the City in 2021 fund several critical capital improvements to the City's wastewater infrastructure system. City staff is requesting *up to* \$400,000 to cover the grant funding shortfall for the wastewater projects that received large grant awards. 1 Staff is cognizant of the fact that there are many requests for funding from the City's ARPA allocation – *any amount* of additional ARPA funds that Council may choose to appropriate for this request will take pressure off of utilizing City reserve funds or further expanding the City's SRF loan, both of which would be ultimately borne by utility ratepayers.

**Cost:** *up to* \$400,000 – 23.8% of total allocation

1 Grant funding amounts for Wastewater Improvements: Class A Biosolids Dryer: \$1.9 M; New Headworks and Grit Chamber: \$2.2 M; Smith Road Pump Station: \$0.9 M

**Recommendation:** Staff recommends funding this request to the extent which Council is willing, as any funds would be helpful for the Wastewater Infrastructure projects.

**7. Columbia County Advanced and Additive Manufacturing Small Business Incubator (Columbia Economic Team – Columbia County)** – This project request comes from Columbia

Economic Team (CET) and addresses *Council Goal 1.2 – evaluate the creation of a small business incubator*. The project is intended to reduce barriers to entry for entrepreneurial, start-up and disadvantaged makers and manufacturers. More specifically, the Oregon Manufacturing and Innovation Center (OMIC) intends to expand their facilities in Scappoose by constructing a new 30,000 ft<sup>2</sup> expandable facility, to provide flexible manufacturing and office space for incubator tenants. CET’s request for funding is to cover the requisite System Development Charges (SDCs), should they seek to develop the property in question.

**Cost:** \$110,726 (See **Exhibit D**) – 6.6% of total allocation

**Recommendation:** Staff does not recommend funding this request, given that CET was funded for the Small Business Incubator and CET’s Executive Director indicated that the project’s success was not dependent on the requested funds, particularly in light of competing requests coming before Council. In addition, the City has granted funds directly to the business community from a separate Coronavirus Relief Fund in 2020 (predates ARPA’s passage). Below is a list of businesses and economic development projects that have been funded from the various pandemic related funding:

1. \$81,452 directly to Scappoose businesses (late 2020)
2. \$25,000 to CET for the Small Business Incubator (late 2021)

## 8. Premium Pay

City staff added this request back on to the list following two letters received on this topic. Staff received one letter from a group of residents (Exhibit E of the staff report) requesting that the City consider some sort of bonus as an incentive to address staffing issues with the Police Department. Additionally, staff received a letter (Exhibit F of the staff report) from the AFSCME employee union following the last City Council meeting on ARPA in March, urging Council to consider premium pay for all City employees. Only employees that worked in-person between March 2020 and March 2022 and are still currently employed with the City would be eligible to receive premium pay. For each employee that is eligible, the premium pay an individual employee would receive would be prorated depending on the employee’s schedule (part-time vs. full-time) and their hire date. The options below exclude the City Manager, Chief of Police, any open positions, and employees that fall outside of the date range.

<b>Premium Pay</b>	<b>\$500</b>
27 Employees	\$13,038
Payroll Expenses (Est)	\$5,593
<b>Total Cost</b>	<b>\$18,631</b>
% of total allocation	1.1%

Mayor Burge asked what the priorities of the Council are.

Councilor Poling stated for him personally the Oak Street watermain, and the wastewater infrastructure projects are necessities, and the other ones he actually crossed off.

Councilor Miller asked about the premium pay and how at the last meeting the amount was larger and now it is a lower amount. He just wanted to have this explained since the amount was different from before.

City Manager Rains explained based on the last discussion, maybe they got it wrong, staff thought we'd heard that there might be an interest in \$500 per employee, but anything beyond that there didn't seem to be much of an appetite for, so we simply reduced it to just show the \$500 instead.

Councilor Santiago asked what are the timelines of the waterline and wastewater projects, if they were to get funded?

Public Works Director Dave Sukau replied the watermain currently has a preliminary design work done so we would have to take it back to an engineering firm to lead the engineering and then it could go to construction within the year. He explained as far as the wastewater, we are looking to purchase that equipment fairly soon. He explained the lead time on that is about a year.

Council President Greisen explained she has personally removed the last two off of the list ~ premium pay for employees and Columbia County Advanced and Additive Manufacturing Small Business Incubator.

Councilor Miller agrees with removing the CET item.

Councilor McHugh agrees with Council President Greisen with removing premium pay and the CET item.

Councilor Santiago explained it hurts her to say not to fund the CET item, but she does agree that the infrastructure projects are important and necessary.

Council President Greisen explained we have given several hundreds of thousands of dollars to local small businesses during the pandemic and that this was just kind of a wish of CET and that was acknowledged publicly, and it is not that we don't value small businesses. We did put a substantial amount of money into small businesses during the pandemic.

City Manager Rains explained yes, there was the small business grant program and then you also did allocate \$25,000 to the Small Business Resource Center and the Director of CET did come before Council and actually even stated too that he felt he could find funding elsewhere. She doesn't think there is any doubt that you support small local businesses, she just thinks that there are other priorities at this moment.

Councilor Lesowske explained he is in support of taking the CET request off.

Councilor Poling asked if there is anything else on this list that would require 100% funding in order for it to happen.

Public Works Director Dave Sukau explained the number associate with the Oak Street is our best guess estimate. He is guessing that it will probably be higher and then our water budget will pick up the difference. He explained they are fully prepared that they are going to have to probably add some money to it.

Councilor Poling's suggestion is to go the route of allocation by Council for the remaining ones that are on the list.

Mayor Burge asked how many are in favor of premium pay?

Councilor Miller and Councilor Lesowske stated they are in favor of premium pay.

Mayor Burge stated premium pay and Columbia County Advanced and Additive Manufacturing Small Business Incubator will be eliminated because there are not at least four Councilors in favor of it.

Mayor Burge asked Council if they support putting some money towards the wastewater infrastructure projects, Oak Street project, and Habitat for Humanity?

Majority of the Council are in favor of funding these items.

Legal Counsel Peter Watts explained by doing the Oak Street project it will benefit Habitat for Humanity.

There was a discussion on earmarking the \$50,000 to Habitat for Humanity for the Myrtle Street water line project.

Councilor Poling suggested \$50,000 for Habitat for Humanity; \$250,000 for the Oak Street project, and \$279,000 for the wastewater project.

Assistant to Public Works Director Huell Whitehaus explained these funds will need to be expended by December 31, 2026.

Councilor McHugh asked if there are any sentiments to add into the mix the Community and Senior Center and if so, can we even do that?

Legal Counsel Peter Watts replied we really struggled to find any project that met the guidelines for this program, and he thinks we were able to find some other funds in order to assist them.

Councilor Poling moved, and Councilor Miller seconded the motion to earmark \$50,000 for Habitat for Humanity; earmark \$250,000 to be used towards their waterline replacement, and earmark \$279,000 for the wastewater project. 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.

#### **Resolution No. 22-18: NE 1st Street Right of Way Dedication to the City of Scappoose**

City Engineer Chris Negelspach went over the staff report. NE 1st Street between E. Columbia Avenue and NE Williams Avenue has long been an underutilized, undeveloped and substandard street. City Staff has been working with Portland & Western Railroad (PNWR) and the Oregon Department of Transportation to secure the dedication of a portion of Right-of-Way (ROW) that currently belongs to PNWR to the City of Scappoose that will allow the development and improvement of NE 1st Street and properties fronting NE 1st Street. Resolution No. 22-18, Exhibit A in the staff report, was developed in response to an offer from PNWR and ODOT to dedicate a 36' wide section of their Right-of-Way extending from NE Columbia Avenue to NE Williams Street, that abuts NE 1st Street on the west. This dedication will allow for greatly needed improvements to NE 1st Street and increase the potential for development in the future. Currently, a property owner on NE 1st Street who wishes to develop would have to dedicate a significant portion of their property as Right-of-Way. If Resolution No. 22-18 is approved, these Right-of-Way dedications will be minimal, greatly increasing development potential along NE 1st Street. In consideration of the ROW dedication, ODOT has requested that the City forgo enforcement action against ODOT for construction and maintenance of sidewalks on ODOT Public Transportation Division right-of-way bordering E. Maple Street, E. Columbia Avenue, and the new east border of NE 1st Street, and acknowledge our support for the operating rights of the PNWR/GW trains passing through Scappoose by way of a letter to be signed by the mayor, as shown in Exhibit B in the staff report. Staff recommends that Council adopt Resolution 22-18, NE 1st Street Right of Way Dedication to the City of Scappoose as written.

Councilor Poling asked what are the regulations that we will have with the railroad regarding having some sort of barrier?

City Engineer Chris Negelspach explained they haven't requested these exact improvements, they just requested that the City signs the letter.

Council President Greisen moved, and Councilor Poling seconded the motion that Council adopts Resolution 22-18, NE 1st Street Right of Way Dedication to the City of Scappoose as written. 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.

## Adventure Festival 2023

Assistant to City Manager Isaac Butman went over the staff report. In October, Staff reported back to Council on the 2022 Adventure Festival Event, including a cost accounting, a recap from Treadway Events on the successes, opportunities for improvement, and the lessons learned, Exhibit A of the staff report. Council indicated that they are interested in pursuing an event for 2023. In review of the event, it is clear that as the event currently stands it is not self-sustaining which means there are substantial implications for our contingency funds and budget if the event were to continue unchanged. After meeting with Council in October 2022, Staff reached back out to Treadway Events to review the financial outlook of the Event, and asked them for suggestions to reduce the fiscal impact of hosting an event in 2023, Exhibit B of the staff report.

Treadway suggested that:

- The City not change the brand or logo for the event.
- That Council consider cutting some cost by;
  - Downsizing the stage and lights;
  - Removing power for non-food vendors (this won't have a huge impact since the event should be held in summer proper when light is available later in the evening);
  - Removing the Axe Throwing activity;
  - Considering charging a flat entry fee for the rides, such as \$5 for an all-day wrist band;
  - Decreasing some marketing activities;
  - Holding the event for two days to allow for more contact time with the community, drawing more vendors, getting more beer garden/ride bracelet proceeds.
  - Considering using lower-cost bands and/or recorded music instead of more costly bands.

The 2022 Adventure Fest cost the City \$56,000 after revenues were taken into consideration, Exhibit C of the staff report. Staff is concerned about impacts to contingency funds and the long-term impacts to the Budget if this event cannot become sustainable. As a year-two event, the potential to engage sponsors is greater than last year, and the community is now aware of the event, which could lead to greater turnout. We also have a logo and brand already that we can utilize; the difficulty rests with trying to make the event as much of a success with a smaller budget; this will mean cutting activities, being more creative with alternative funding and partnerships, and partly hoping that this year's turnout is better than last. Staff would also like Council to pick a date for the event. Potential dates for the event are (this may change before the Council meeting depending on outstanding feedback from a number of community groups):

- June 24-25
- July 8-9
- July 15-16
- July 29-30

- August 12-13
- August 19-20

Weekends that are not shown have been removed due to conflicting events, including runs that would negatively impact Run With Neil, and this list was shared with local sports teams to vet for tournaments or major sporting events that might conflict with scheduling. If Council approves Adventure Festival for 2023 without reducing the scope of the event, this would require \$90,000 that has not been budgeted for this fiscal year, and would require this to be pulled out of contingency. To get this event in the budget regularly, with no scope changes being made, will require an additional funds being found via budget cuts in other areas. The draft budget with modifications for the 2023 event is \$42,176.28.

Staff would like Council to make decisions on:

- The 2023 event date.
- The funding level for the 2023 Adventure Festival, which would have to come from contingency.
- Whether or not Council wants to host a 2024 event, and at what funding level, so staff can appropriately budget for the event.

Staff recommends that Council determine an event date from the list provided in this Staff Report, decide on a funding level for Adventure Festival 2023 knowing that this would come from contingency, and decide if they want to host an event in 2024 and at what funding level, so that staff can budget appropriately, knowing that budget cuts would have to be made to continue the event. Staff recommends the budget for the 2023 event not be less than \$45,000 dollars.

Mayor Burge explained he would like Council to make a decision on this tonight. He would like to know if Treadway would be willing to take on some of that sponsorship fundraising, in which they would get a commission from the sponsors that were there last year.

Councilor Poling hopes we don't scale back, as he thinks it should grow bigger each year.

Council President Greisen would like it to be either the first or last date that was proposed. Her first choice is the third week in August. She is personally against any sort of entry fee. She liked the idea of considering using lower-cost bands and/or recorded music instead of more costly bands.

Councilor Miller talked about if we stay with the adventure fest logo and branding that means we are always going to have to make sure that this fits that one theme only by the name and the logo. He agrees with Councilor Poling on not scaling back.

Mayor Burge agrees that there should be a set date each year. He feels June would be a better date.

Council President Greisen would like either June 24 & 25 or August 19 & 20, but she wants to coordinate with Run with Neil.

Mayor Burge talked about having a breakfast for the runners.

Councilor Poling moved, and Council President Greisen seconded the motion that Council direct staff to plan Adventure Festival 2023 to be held on August 19 & 20, as long as it lines up with Run for Neil; for an amount not to exceed \$90,000, to be funded from contingency, and to budget for an event in 2024. 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.

### **Announcements – information only**

#### **Calendar**

Mayor Burge went over the calendar.

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

City Manager Rains wished everyone a nice holiday and said to be safe!

Chief Lougal wished everyone a Happy Thanksgiving and a Merry Christmas. He thanked Council for approving the funds. He gave an update on the new police recruits, police lieutenant and evidence tech.

Councilor Miller reminded everyone of the Tait presentation on November 29, starting at 1pm. He explained 911 announced they are having their own radio presentation on December 1 at the St. Helens Library. He would encourage all of the Council to attend both of those. He explained this is going to end up being a multi-million-dollar bond request and probably a levy request on top of that to this community, so it is really important that everybody hears these presentations and understands the differences on what is at stake. He stated he can't stress enough how important it is for elected officials, appointed officials, and for the community to show up and listen to what is being presented. He explained whatever decision is made and that is the decision of the 911 elected board will be a 15-to-20-year decision and so the impact is extremely significant on this community. He wanted to make sure there is a formal notification of Commissioner Garretts appointment. He wished everyone Happy Holidays.

Councilor Poling explained he is super busy with the holiday week being in the retail field. He explained there a lot of people working in the retail field and he asked to be extra nice to them

as they are dealing with a lot of customers right now, some are happy, some are not. He stated it is the holidays, so be thankful for your family and enjoy!

Council President Greisen explained the Watts House lighting is on November 28, at 6pm. She explained Santa usually arrives a little after 6pm. She wanted to thank Public Works and Columbia River PUD for putting up the holiday banners along Highway 30. She explained she is working with the Park & Rec Committee Chair Cara Heinz regarding working with students. She welcomed Brian Jensen back. She thanked Chief Lougal for setting us up for success while he is away. She wished everyone a Happy Thanksgiving.

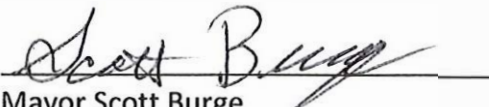
Councilor McHugh stated Happy Thanksgiving.

Councilor Santiago stated she wants to echo what the other Councilors have said. She stated please be safe out there and also watch out for your neighbors. She stated just be aware. She stated embrace your family and your friends and Happy Holidays.

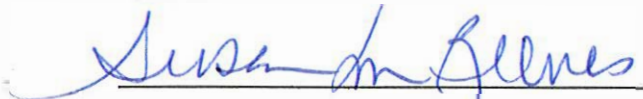
Mayor Burge explained at the Columbia Economic Team they are having discussions on ways to raise revenues for operations of the organization. That is not for the Small Business Development Center or the Keep it Local Program, as they are getting grant monies for those. He explained they are looking at coming to Council to ask about seeing if next years payment from Cascade Tissue could be given back to them to run the organization. They are also looking at doing fundraising. He explained he will be mcing at the Watts House Lighting event. He wished everyone a Happy Thanksgiving. He reminded everyone about Small Business Saturday.

### Adjournment

Mayor Burge adjourned the meeting at 8:52pm.

  
Mayor Scott Burge

Attest:

  
City Recorder Susan M. Reeves, MMC