



SCAPPOOSE *Oregon*

MONDAY, FEBRUARY 6, 2023
CITY COUNCIL MEETING
Regular meeting 7:00 pm
COUNCIL CHAMBERS
33568 EAST COLUMBIA AVENUE
SCAPPOOSE, OREGON 97056

Call to Order

Mayor Backus called the meeting to order at 7:00 pm.

Pledge of Allegiance

Roll Call

Joseph A. Backus	Mayor	Alexandra Rains	City Manager
Megan Greisen	Council President	Steven Lougal	Police Chief
Tyler Miller	Councilor	Isaac Butman	Assistant to City Manager
Jeannet Santiago	Councilor	Susan M. Reeves	City Recorder
Kim Holmes	Councilor	Chris Fluellen	Police Lieutenant
Andrew Lafrenz	Councilor	Dave Sukau	Public Works Director
		Laurie Oliver Joseph	Community Development Director (left at 7:17pm)
		NJ Johnson	Associate Planner
Peter Watts	Legal Counsel		

Remote: Councilor Pete McHugh; Anna Del Savio, South County Spotlight (left at 7:44pm); Holly Greener (left at 7:30pm); Mike (left at 9:02pm); Casey Heiges; Paul Fidrych (left at 9:27pm); Beth Rajski (left at 8:45pm); Matt Hoffmann (left at 9:27pm); an unknown caller (left at 9:11pm); Lauren (joined at 7:36pm and left at 8:24pm); and Nicole, with CGI (joined at 8:45pm and left at 9:26pm).

Approval of the Agenda

Council President Greisen moved, and Councilor Miller seconded the motion to approve the agenda with the addition of the continuation of the Urban Renewal Agency meeting following public comment. Motion passed (7-0). Mayor Backus, aye; Council President Greisen, aye; Councilor McHugh, aye; Councilor Miller, aye; Councilor Santiago, aye; Councilor Holmes, aye; and Councilor Lafrenz, aye.

Public Comment

There were no public comments.

Urban Renewal Agency meeting continued

Agency Member Megan Greisen explained she envisioned the process is not that the Economic Development Committee (EDC) is coming up with some sort of list of meets or those it's that don't meet, but that they look at every application and give the Agency a narrative about what they see could work or what wouldn't. She explained it is just a general commentary, not necessarily a checklist and then the Agency would take those comments and use their own criteria with the EDC's narrative and make their decision. She explained no application would be denied, so they would see everything and then they would have a discussion and then make their choice holistically.

Agency Member Megan Greisen moved, and Agency Member Andrew Lafrenz seconded the motion that the Urban Renewal Agency approve that the Economic Development Committee review the Urban Renewal Agency grant applications and provide their input before the Agency makes their own decision. Motion passed 7-0. Agency Member Joe Backus, aye; Agency Member Megan Greisen, aye; Agency Member Pete McHugh, aye; Agency Member Tyler Miller, aye; Agency Member Jeannet Santiago, aye; Agency Member Kim Holmes, aye; and Agency Member Andrew Lafrenz, aye.

Chair Backus asked are we able to have the Economic Development Committee (EDC) look at the food pod cart application and bring that back to the Agency with a recommendation.

Christine Turner asked because it is blank, before waiting until April could the EDC then go to staff and say they are not asking for a specific amount can we have the application more complete before it goes to the Agency. Just to expedite it since the Agency doesn't meet that often.

Chair Backus asked if the applicant would be able to attend an Economic Development Committee meeting?

Community Development Director Laurie Oliver Joseph explained we haven't had this process before so presumably yes, she would think that we could have them on an EDC agenda to come in and speak about the project. What she had heard earlier was that the Agency was going to consider potentially some sort of metrics by which you would evaluate these so wouldn't you want that set up before it came back to you. She explained we need a little bit more clarification.

Chair Backus explained he personally would like to look at the Agency information and see how it is written and determine if the new Agency Members think it needs any tweaking or

adjustments on maybe a prioritization. He stated you are looking at new construction, old paints, even beautification and he wants to look at it before making changes, it might be fine.

Christine Turner explained she thinks the Economic Development Committee looked at capping it. She explained if you gave \$25,000 per year not a lot of businesses would benefit. She asked is there a cap for each application.

Agency Member McHugh stated he is not sure what is being expedited here. He explained it seems like, at least from the person making the application, they are going to have to go through this twice and he has a little concern about that. He explained there are some advantages on not being real specific in what we are looking for because there could be situations where we are real specific but yet it is a good application, and we might want to approve it. He explained he likes the fact that our guidelines are open, and we can determine what is benefiting the City and what is not by using our own judgment. He is concern that we are making these applicants come in and do two presentations and so it is not being expedited for them.

Agency Member Holmes explained Legal Counsel Peter Watts highlighted three purposes of this type of program. She explained it might be helpful to understand how that plays out in different communities and maybe this is something the Economic Development Committee can help educate us and then they can review the information and then decide what they want this program to do for our community and then help shape that up. She explained she understands Agency Member McHugh's concerns and hope we would be able to define the program in a way that it wouldn't require them to come before two bodies and plead their twice and she thinks some clarity might help prevent that.

Agency Member Miller stated his recommendation would be that the Economic Development Committee comes back with the full outline and recommendation of what you think we should adopt and then we revisit that at the next Council meeting.

Community Development Director Laurie Oliver Joseph explained this would need to come before the Urban Renewal Agency, not the Council.

Agency Member Miller asked if the Council Liaison and the Mayor can have a conversation with the Economic Development Committee?

Legal Counsel Peter Watts replied yes, they can share their opinion on what kind of parameters the program should have during that Economic Development Committee meeting.

Associate Planner NJ Johnson explained this might an opportunity for a joint work session between the Urban Renewal Agenda and the Economic Development Committee.

Community Development Director Laurie Oliver Joseph explained she thinks it would be important to make sure all the Agency Members are having input on what that looks like at the same time.

Agency Member Greisen explained she would just direct staff to find time on the calendar in the near future that we can schedule a work session with the Economic Development Committee and the Urban Renewal Agency to discuss the vision of this program and work together to find some common ground.

City Manager Rains explained it would be in April.

Associate Planner NJ Johnson asked the Agency if they want the Economic Development Committee to look at the food pod application or do you want to put it on pause until we figure out a process?

Chair Backus replied let's wait.

Consent Agenda ~ January 3, 2023 City Council meeting minutes; and January 17, 2023 City Council meeting minutes

Consent agenda was not approved (accidently skipped).

City Council Liaison Appointments

Mayor Backus went over the City Council Liaison appointments.

Columbia County: Councilor Tyler Miller

Columbia Economic Team (CET): Mayor Joe Backus

Economic Development Committee: Councilor Andrew Lafrenz

Historical Society/Watts House: Mayor Joe Backus; Councilor Andrew Lafrenz

Parks Committee: Councilor Jeannet Santiago

Schools: Council President Megan Greisen

Senior Center: Councilor Pete McHugh; City Manager Alexandra Rains

Traffic Safety: Council President Megan Greisen; Councilor Pete McHugh

50-Year Vision Process: Councilor Kim Holmes; Councilor Jeannet Santiago

911 Communications: Councilor Tyler Miller

Councilor Santiago moved, and Councilor Miller seconded the motion to approve the 2023 City Council Liaison list.

There was a discussion on the role of a liaison.

Legal Counsel Peter Watts explained he thinks the goal is to avoid confusion. If you are expressing your opinion, the Secretary of State Office says that people can use their title. Even appointed people like if they are a member of the Planning Commission can say Planning Commission Chair. They are not supposed to say as a member of the Planning Commissions I know that You can use your title, but you are not supposed to say as a result of the title. He stated you need to make sure that you're clarifying that you're not speaking for the City Council. He stated it is where people believe that the City Council itself is taking a position. He stated it always makes sense to over clarify versus to allow people to make assumptions because they can come to the wrong conclusion, and it can create some bad feelings.

Motion passed (7-0). Mayor Backus, aye; Council President Greisen, aye; Councilor McHugh, aye; Councilor Miller, aye; Councilor Santiago, aye; Councilor Holmes, aye; and Councilor Lafrenz, aye.

Old Business

ORD 910: An Ordinance relating to massage businesses, creating Scappoose Municipal code chapter 5.20, Massage Facilities

Assistant to City Manager Isaac Butman explained Council asked for a number of changes to Ordinance 910, and it was brought to staff's attention by public comment that some definitions were not in alignment with the State of Oregon, and Oregon State Board of Massage Therapists. The majority of changes made align the ordinance with existing State language and guidance that the Oregon State Board of Massage Therapists use in their compliance processes.

Staff made the following changes:

- Changed the "Whereas" clauses to more completely explain why this ordinance is important and why it is being considered for adoption.
- Changed the definition of "Massage" and "Licensed Massage Therapist" (LMT) to align with State of Oregon and Oregon State Board of Massage Therapists language.
- Added that applicants must substantiate that all employees who will or might give massages are appropriately licensed with the State of Oregon.
 - o Added a category for denial based on business practices allowing non-LMT's to perform massage in contravention of state law.
- Added a section on Compliance Checks to be done during the business licensing process:
 - o Reorganized the Ordinance to better explain the background check process.
 - o Clarified who will be subject to or exempt from background checks.
 - o Clarified that Police Department Staff will be responsible for conducting the background check and license review.

- o Clarified that the Chief of Police will be the ultimate decision maker as to the passage or failure of the background check/license verification.
- o Exempts LMT's who, within the past three years, have had a background check as part of obtaining their LMT, from the initial background check.
- o Clarified that only criminal history that has a demonstrable relationship to the practice of massage may be considered during the process and offered a representative listing of the types of crimes that will be looked for.
- o Added criteria to look at during the approval process and clarified the list of mitigating circumstances for the Scappoose compliance check process. The criteria and mitigating circumstances in the Ordinance were aligned with the Oregon State Board of Massage Therapists requirements.
- o Outlined the appeals process for applicants that may be denied a license, as described by the Business License Municipal Code section; Chapter 5.04.100.

- Aligned exemptions from the Ordinance to exemptions that are used by the Oregon Board of Massage Therapists to determine who needs or does not need a facility permit.
- Corrected some scrivener's errors, and minor clarifications to the text.

Mayor Backus explained he did see a letter from the Director of the Oregon Board of Massage Therapist that encourages local governments to diligently to detect, prevent and prosecute traffickers.

Assistant to City Manager Isaac Butman replied that is correct.

Chief Steven Lougal explained he has been in talks with other Chiefs around the State, and they are waiting to see what happens here. He hopes this passes and then we will be a trend setter and other communities will take the same approach. He explained what he uncovered is a huge network, just simply not one place and you need to understand that.

Assistant to City Manager Isaac Butman explained staff has already been contacted for copies of the ordinance even though it is in draft form. He explained other organizations are aware that these businesses are a problem and like us they don't have something to prevent them from establishing, they don't have something to shut them down, it is very complicated.

Councilor Lafrenz asked Legal Counsel Peter Watts if he ran this by the Attorney General?

Legal Counsel Peter Watts explained he had run some specific scenarios by our District Attorney to better understand the scope of the issue and the truth is none of us really understands the scope of the issue but it has become apparent that the issue is pretty big and it's not just the impact upon these "bad actors" it is also that people have an idea about services that are provided by legitimate massage therapists that it put those people at risk as well. He explained

a lot of his discussion with the District Attorney was about his ability to prosecute these sorts of things. He explained the other thing he looked at is whether other cities check to make sure that these sort of businesses that purport to provide massage therapy are actually licensed with the State. Nobody is really doing an independent verification and so these businesses are getting a business license even though they are not licensed by the State to provide the services. Then members of the public will see that massage in the name and believe that it's a legitimate business when some of them are providing illicit services.

Councilor Holmes explained she very much appreciates the goal of this and hopes that we can come up with something meaningful that we can leverage to make sure that this type of activity does not happen in the City but she also wants to make sure that in performing the background checks we are also weighing the ability for someone to be able to pursue real and meaningful work if they may have a conviction in their past or maybe a guilty plea. She just wanted to make sure she is reading sections H and A correctly. She feels like this was a concern raised in the last Council session and as she sees it written it seems very, very broad to her. She read section H: Acts related to violence, weapons, substance abuse or narcotics, sexual misconduct or prostitution related misconduct of any kind, and human trafficking. Those would be grounds for denial is that correct?

Assistant to City Manager Isaac Butman replied potentially. He explained those are examples of the kind of crimes we'll be looking at but not necessarily. He stated it states will be considered but we don't say that it will be denied. He stated also in the same section under I: Criteria and Mitigating circumstances, we make it very clear that you know who's doing this background check, whoever is looking at it, needs to look at the nature of the crime, how long ago it was, what happened after that. The applicant can get letters of support, there is a lot of things to be done to mitigate. He stated Councilor Holmes is right, we don't want to prevent people who maybe had a mistake in their past from getting a business here.

Councilor Miller talked about the applicant being given a chance up front to disclose any convictions and also explained the circumstances surrounding the incident as well.

Assistant to City Manager Isaac Butman explained he feels the staff who reviews this will be fair.

Councilor McHugh stated he can tell this has been a whole lot of work and it is nice to be on the front end of the curve once in a while on an issue like this. He stated to Isaac and Chief Lougal nice job.

Mayor Backus explained to that we kind of are on the front end and he hopes that if this goes that after time you can revisit and see if there were issues that need to be adjusted and get the outcomes we want.

Assistant to City Manager Isaac Butman explained if this gets passed, he is happy to make a report six months to a year down the road. He explained this can be in the department reports for Council to see how this is going.

Mayor Backus explained this is a public hearing and opened the public hearing at 8:02pm. He asked is there anyone who would like to comment on the Ordinance Relating to Massage Businesses, Creating Scappoose Municipal Code Chapter 5.20, Massage Facilities?

Alicia Heiges, Scappoose, explained she finds this really important for this to pass. She explained it is hard to say how important this is until you have experienced being next to an illegal business like this. She explained these types of businesses draw people from out of town that don't have good intentions in our community. She explained as a business owner she has had to have her door locked more than unlocked. She has had to make sure she knows what clients are coming into her business. She explained if they don't feel out an intake beforehand, she gets a little nervous because a lot of these clients they come to the door and they want a service right now and they don't understand why they can't get a service right now. She explained she has had to stop people at the door, and it doesn't make you feel safe as a business owner. She explained as Chief Lougal has mentioned these people have so much money that fees don't matter and also, they have enough money to push people out of their space. She explained this business has been closed for two and a half months, but yet they haven't moved any of their stuff out. Her building owner, thirty days after telling them that she was having to report them, gave her a thirty-day notice. He wants his building back. She has abided by the terms of the lease, she pays her rent, she improved his building, and this could happen not to just any massage business but any business that has a good moral compass and that will stand up to do the right thing. She stated we can't trust all business owners or property owners to be looking at the best interests of the community. She really hopes that they can understand the importance of this, it would make her as a massage therapist feel safer and she thinks it will make her clients feel safer knowing that the massage therapist in our community are law abiding.

Council thanked Alicia.

Shelby Fagan thanked Council and staff for taking her comments and making the changes. She explained when she talked to the Oregon State Board of Massage Therapists every two years when they renew their license, they do another background check.

Council thanked Shelby.

Mayor Backus closed the public hearing at 8:07pm.

Chief Lougal explained Alicia was a victim of this and he can verify everything that she just said.

Assistant to City Manager Isaac Butman explained they did look at the policy for the Oregon State Board of Massage Therapists and it did not indicate anywhere in there that they get a new background check when they renew the LMTS.

Chief Lougal explained he did speak with the Oregon State Board of Massage Therapists and the first initial one is a complete National background check and then when they renew it is just in State.

Assistant to City Manager Isaac Butman stated he would suggest changing that language on subsequent renewals of business license LMTS that they don't need a background check if their LMT is still valid. He read what the amendment would be. Under Section (E) Exemptions from the background check requirement: Section (c) Successful passing of that background check can be substantiated by the Scappoose Police Department, Do not need to submit to a background check or the associated fees but will need to submit to verification of their license as described above.

Council President Greisen would like that section amended.

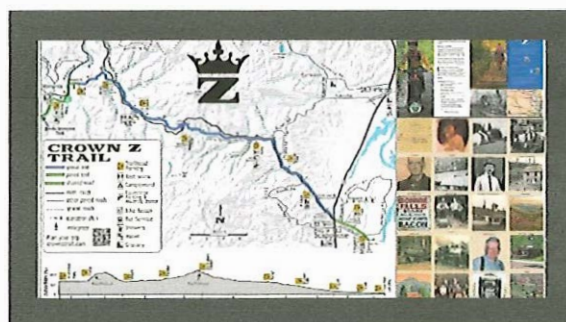
Council President Greisen moved, and Councilor Santiago seconded the motion to adopt Ordinance 910: An Ordinance relating to massage businesses, creating Scappoose Municipal code chapter 5.20, Massage Facilities as amended.

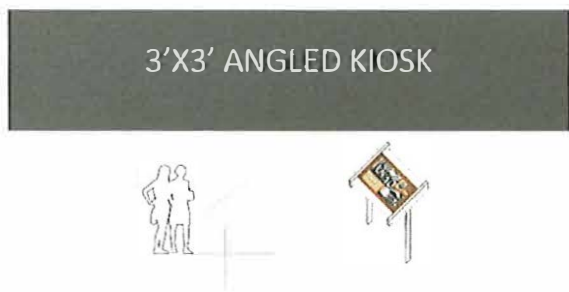
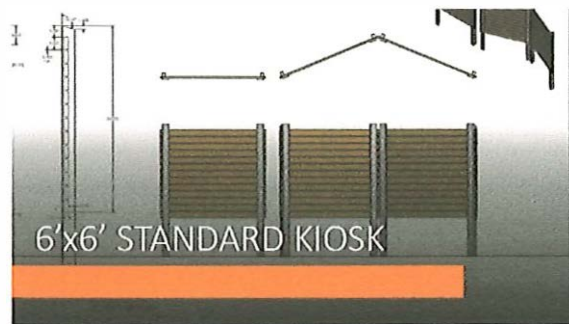
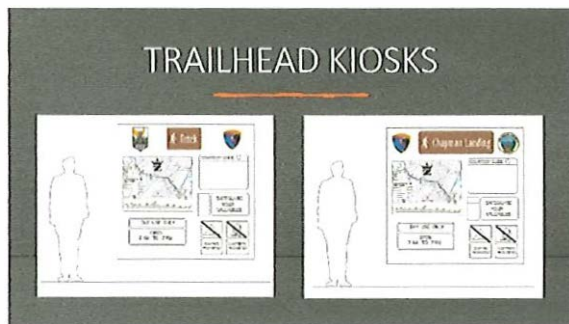
Mayor Backus read the title for the first time ~ ORD 910: An Ordinance relating to massage businesses, creating Scappoose Municipal code chapter 5.20, Massage Facilities.

New Business

Crown Z Trail Interpretive Signage

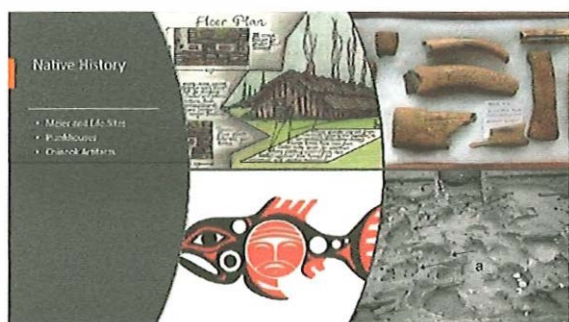
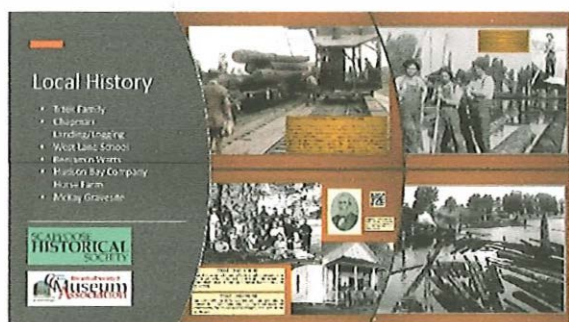
Columbia County Commissioner Casey Garrett gave an overview of his presentation of the Crown Z Trail Interpretive Signage. He explained the County would like to partner with the City to help make this happen and provide this consistency along Crown Z Trail that we are all so proud of. He explained their recommendation would be to form a group, which they would like to be part of that group.

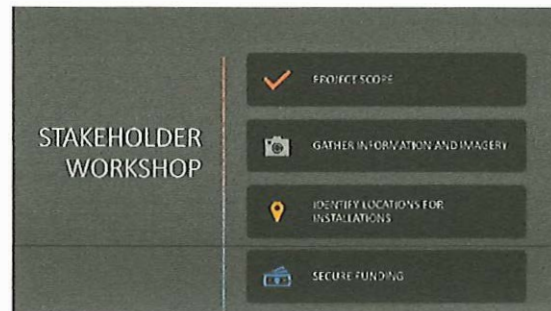
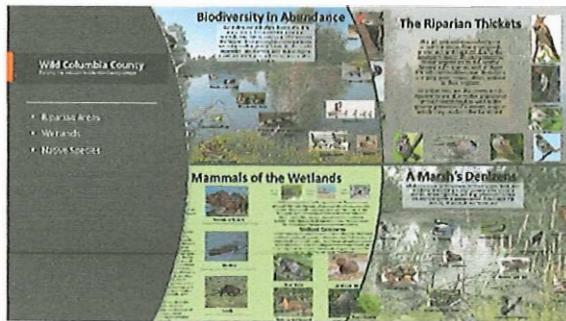




Kiosk Budget	6'x6' Standard			3'x3' Angled		
	Qty	Unit Price	TTL	Qty	Unit Price	TTL
PC steel posts w/slots	2	\$ 240.00	\$ 480.00	2	\$ 375.00	\$ 750.00
2x6x8 Cedar	12	\$ 24.00	\$ 288.00	3	\$ 24.00	\$ 72.00
12"x48" Sonotube	2	\$ 16.00	\$ 32.00	1	\$ 16.00	\$ 16.00
Readymix Concrete	14	\$ 5.00	\$ 70.00	7	\$ 5.00	\$ 35.00
Hardwax	1	\$ 50.00	\$ 50.00	1	\$ 30.00	\$ 30.00
Signage	4	\$ 200.00	\$ 800.00	1	\$ 200.00	\$ 200.00
Labor Hrs	8	\$ 50.00	\$ 400.00	6	\$ 50.00	\$ 300.00
Equipment Hrs	3	\$ 85.00	\$ 255.00	2	\$ 85.00	\$ 170.00
Total		\$	2,375.00	Total	\$	1,573.00

MATERIALS & LABOR COST ESTIMATE





Columbia County Commissioner Casey Garrett explained their recommendation would be to form a group, which they would like to be part of that group. He explained Travel Oregon does have a sunset for availability but if the City gave the County assurance that we would move forward on something like this they could order the manufactured parts and the blank plates.

Wela Negelsbach, CET, explained they have funding set aside because the fiscal year ends June 30th.

Councilor Miller stated just to kind of recap the concept is to keep the general feel and the look the same throughout the whole CZ Trail area and then the actual content on the structures is what would change, correct? He said the real ask here is trying to keep uniformity so to speak.

Columbia County Commissioner Casey Garrett replied yes, the continuity of design is very important to them. He stated this is not just the trail in their eyes it is Columbia County creating kind of a theme around the County. He stated it might be nice to keep the border the same because that is the way 34 more structures are, along the same trail system, but he doesn't know if that is an absolute must.

Councilor Santiago asked Columbia County Commissioner Casey Garrett if he has gone to the local wildlife organization to sought funding from them to fulfill some of the fill in money.

Columbia County Commissioner Casey Garrett replied the Soil and Water Conservation District primarily operates off of grants. He explained in his mind it is a small enough scale, and with grants taking some time, knowing that there's some Travel Oregon funding available, some County assistance and potentially a small ask from the City, his personal recommendation would be to do this without a grant. He thinks this could be done with a handful of local donations and even material breaks.

Councilor Santiago asked about the development of a new work group. She asked why wouldn't the group be the City's Park & Rec Committee?

Columbia County Commissioner Casey Garrett replied that would be perfectly okay with him. His ask would be as he thinks it would be necessary for them as a County to be involved in that to some extent and in his position to a liaison to the City's Park & Rec Committee that could be good enough. He does think it is important that they get Museum Historical Society input for local history, but that is up to Council.

Council President Greisen asked if there are any City staff members has any questions or input that maybe we should be considering when they are making this decision.

Public Works Director Dave Sukau gave some back history from the City's perspective. This was approached to the City in 2019 and they were all thumbs up right from the word go shortly after acquiring Chapman Landing. In 2020 the City started having some serious discussions with the County on this concept and were in full support then. He explained the City actually authorized the County to begin construction for installing some of these kiosks in 2020. He explained the theory was that Trtek, since it has its own theme going, would not have one of the large kiosks at that location. He explained at Chapman Landing they were authorized to do so and at that time it was at no cost to the City, so the cost is a new item. As far as the historic waist high kiosks there was no limit to the amount that they were to install on that. The more history we can share the better. He explained all this kind of went silent and he is not sure if that was a COVID thing that caused that delay. He explained as far as signage goes our rules do look different than theirs.

Columbia County Commissioner Casey Garrett stated all the more reason we should have Scappoose specifically decide exactly where these things go. He explained he would have concerns with the County just showing up and putting them in and obviously they wouldn't do it that way, but he thinks it would be good to map this out in a much more clearer way and have the City agree to an exact location in a holistic approach so then we don't have to worry about a few years later trying to decide what's okay and what's not okay. He thinks that would help the County a lot determining the full breadth of the project and how many and exactly where so there is not confusion later on.

Councilor Miller explained with the changes on the Park & Rec Committee he is wondering if this is a good time to bring this back into a committee like the Park & Rec Committee and have that discussion about where the kiosks should go and involve the Park & Rec Committee with that. He wasn't privy to the previous conversations of how the locations on the City side were decided but just giving where we are at now and the conversations that have taken place with the Park & Rec Committee over the last several months it seems prudent that we would involve the Park & Rec Committee and then that would also address some of the things that Casey mentioned about having a discussion between the City, the Park & Rec Committee, and the County. He thinks that is a good way to make sure that everybody that needs to be included with this is included in it.

Council President Greisen moved, and Councilor Holmes seconded the motion to extend the meeting past 9:00pm. Motion passed (7-0). Mayor Backus, aye; Council President Greisen, aye; Councilor McHugh, aye; Councilor Miller, aye; Councilor Santiago, aye; Councilor Holmes, aye; and Councilor Lafrenz, aye.

Council President Greisen asked Janet Williams, with the Scappoose Historical Society, if she would be willing to attend some of those meetings and provide historical input?

Janet Williams replied yes.

Mayor Backus stated what he is hearing is that we would like the Park & Rec Committee to work with Columbia County Commissioner Casey Garrett and Public Works Director Dave Sukau to discuss how many general locations. Then the Park & Rec Committee would come back to Council with a recommendation of how many signs and the location.

City Manager Rains explained with respect to the dollar amount that is being discussed she wasn't aware that we were going to get a dollar amount on this request, so we would need to talk to staff about the budget. Having said that, this amount, she could approve without having to come back to Council so it would just be more of a question of do you want to see the locations of the signs that the Park and Rec Committee had selected essentially before approving?

Council President Greisen would like the Park & Rec Committee, with the Historical Society to share their recommendations to Council. She does think there needs to be some involvement administratively with Dave and Alex based on the history, based on if there is now a dollar amount required that determines how many signs probably would go up.

Columbia County Commissioner Casey Garrett stated if this came down to the City just wanting a couple of Kiosks and he thinks originally the concept was they could put a few of these things up to keep this concept going, the County could probably figure that out. His thought was that this could turn into something a little more comprehensive and that price range turns into a bit more of a budget so that would be where the sharing concept would come up with and some general idea that they are not too far out of the range of possibility here is enough assurance to him to work with the City to figure this out. He stated they are not asking a ton to make this happen, it is more involvement and buy in.

Councilor Holmes explained she just would like to make sure that all of the folks developing content are doing so in a responsible and respectful way. She thinks this is a wonderful effort and she thinks it really is important for tourism. She mentioned if there is not a Landmark Review Board maybe thinking of developing something like that with the right stakeholders,

with the Native population representation and perhaps people from the Watershed Council and others.

Columbia County Commissioner Casey Garrett replied his recommendation would be with this specific project the Crown Z Trail Advisory Committee and the City of Scappoose come to consensus, along with Travel Oregon. He would be concerned if we get too many decision makers on the overall design other than an advisory capacity. He stated without getting too complicated that is ultimately up to Council on how you would like that decision making to happen. He explained for the County's support and some of those Travel Oregon dollars there's going to be an expectation that there's a consistent look and feel.

Council President Greisen stated it is in our Vision Statement that we recognize the Chinookan People. She stated she agrees with Councilor Holmes that we need to have some native stakeholders in the conversation. She hopes that we hold ourselves, as the City of Scappoose, to a standard that is accurate in the historical information.

Columbia County Commissioner Casey Garrett replied absolutely, and that content is entirely up to the City.

Councilor McHugh stated the County has done a great job with all the kiosks along the trail. He agrees with Council President Greisen that we need to get a good representation of our Native American History. He also asked if we could get Cindy Eden involved and the Columbia Museum Association involved.

Mayor Backus talked about the Park & Rec Committee working with Commissioner Garrett to work on a number of signs and then make a recommendation to Council.

Councilor Santiago explained as the Park & Rec Committee liaison she will share all the information that we just talked about.

CGI Video

City Manager Rains explained we have some videos for the City on our website that are quite dated, and CGI is a company that can come in and help us create new videos at no cost to the City. We wanted to present this to you now so that they could have the option of perhaps creating us new videos in the spring.

Nicole Rongo gave an overview of what they do. She explained there is an option to update the content for the City of Scappoose and choose some new topics that may be relevant to the community today that weren't back then or if the City wants to keep the same topics you can

do so, and they will update the scripts. She went over what they put together for the City of Cottage Grove.

Council President Greisen asked Nicole what her recommendations are on using elected officials and staff?

Nicole Rongo explained if elected officials want to appear in the video, you can do so. She explained their programs are usually set up as a three-year program and then at the end of that time they come out and capture new footage and completely overhaul the content. She explained if there is someone in the video that is no longer in the community or has retired, they ask that you give them a call and it is a quick easy edit and typically done within a 24-hour time frame and then they arrange for the new elected official, if they choose, to be featured in the video as well.

Councilor Santiago asked why is this free?

Nicole Rongo explained their programs are free for everyone they invite on board and their business model is such that it provides an opportunity to showcase and promote both private and public entities of the community. The local businesses within the City have an opportunity to also participate and get exposure through sponsorships and if they want to partake fantastic. She explained they do the outreach to the community and there are different ways the businesses can partake. She explained the program is free to the City no matter how many or if any businesses partake.

Mayor Backus asked what control does the City have over who you are advertising with?

Nicole Rongo replied the City can be as hands-on or as hands-off as they would like to be. They do have a sponsorship policy that they adhere to, you won't see political ads, pawn shops, things of that nature as a participant.

Council President Greisen asked City Manager Rains if this is something they could get input on from the Economic Development Committee and what they feel are the assets in the community or things that should be seen? She doesn't necessarily need to see it but was just wondering if they could share input to City Manager Rains or CGI.

City Manager Rains replied sure.

Nicole Rongo replied that is a great idea to do a topic highlight video on economic development and have their input.

Mayor Backus talked about staff working with the Economic Development Committee to come up with some topics and then get them to Nicole to start the process. He stated to Nicole we are excited to work with you.

Nicole Rongo replied they are excited to help tell the City's story and really showcase and promote the attributes of the community and look forward to getting started.

Council thanked Nicole.

Resolution 23-01: A Resolution establishing background check fees for the City of Scappoose Police Department

Assistant to City Manager Isaac Butman went over the staff report. City Staff are in the process of bringing Ordinance 910 before City Council. Ordinance 910, Exhibit A of the staff report, requires that a background check be done as part of the business license process for massage businesses. Running a background check takes staff time and resources. Staff is asking that Council impose a fee for cost recovery for conducting these background checks. As part of its business license process for massage businesses, Police Department staff will be doing background checks to ensure that individuals applying for massage business licenses are not engaged in illicit activities. Massage facilities have long been a harbor for illicit activity, including human trafficking, prostitution, and other related crimes. City Council has approached this issue head on by working to institute a more robust review process for massage business licenses. Part of the change includes checking the criminal background of applicants. Background checks take valuable staff time and resources to conduct properly. Each of these background checks will take around 30 minutes to: run through the background check system, analyze the results, and write a report on the findings. Staff proposes that Council consider a cost recovery fee of \$30 for each background check to cover the staff time to fully complete the process, see Exhibit B of the staff report for the Resolution. The Lieutenant position would be the employee most likely to be completing this process. The fully loaded hourly rate (salary plus benefits) for a Scappoose Police Lieutenant is \$72 to \$97 an hour. An assessment of \$30 is less than the estimated 30 minutes of time it will take to complete the process outlined in Ordinance 910. The Oregon State Police charge \$33 for a criminal history check; <https://www.oregon.gov/osp/programs/cjis/pages/cch.aspx>. The City of St. Helens charges \$20 for its public records requests, https://www.sthelensoregon.gov/sites/default/files/fileattachments/building/page/2751/public_records_request-updated_121119_fillable.pdf Columbia County does records checks on a page-rate basis, plus staff time: https://www.co.columbia.or.us/files/counsel/public_records_fee_schedule_2014.pdf The City of Scappoose charges public records requests at staff time: https://www.ci.scappoose.or.us/sites/default/files/fileattachments/city_hall/page/2071/request_for_public_records_effective_july_2019.pdf.

He explained the Scappoose Police Department charges \$30 for Police Records:

https://www.ci.scappoose.or.us/sites/default/files/fileattachments/police/page/717/records_request_2019.pdf. The fee of \$30 will approach cost recovery for background checks done under Ordinance 910, and is consistent with current City of Scappoose practice, other law enforcement agencies practices, and the Oregon State Police fee for a criminal history check. Staff feels that this is a reasonable fee because it will recover the costs related to the additional background check process and is consistent with other similar fees. If Resolution 23-01 is not passed, the full cost of additional background checks will fall on the Scappoose Police Department. As this is a new Ordinance, there is not good data on the number of background checks that will need to be done. A quick internet search shows around six businesses in Scappoose may fall under the new Ordinance. There could be as many as three background checks needed per business, which would amount to approximately \$540.00 every three years. It is impossible to know how many new business applications the City will receive for new massage businesses in the City. This could add up to a considerable sum, depending on the size of the business. While the cost of a single business needing background checks is low, on the aggregate, over the lifetime of this ordinance, the cost will be quite high. This fee will only offset the cost to run the background checks for the massage business license process and will help ensure that the Scappoose Police Department can continue to provide its other services to the public at the same level that it currently does. Staff recommends Council approve Resolution 23-01, a Resolution establishing background check fees for the city of Scappoose police department.

Mayor Backus stated this is a public hearing and he will open up the public hearing at 9:30pm. He asked is there anyone who would like to comment on Resolution 23-01: A Resolution establishing background check fees for the City of Scappoose Police Department? He stated seeing none, he will close the public hearing and move it forward for Council to discuss.

Councilor Santiago moved, and Councilor Holmes seconded the motion that Council adopt Resolution 23-01: A Resolution establishing background check fees for the City of Scappoose police department, as written. Motion passed (7-0). Mayor Backus, aye; Council President Greisen, aye; Councilor McHugh, aye; Councilor Miller, aye; Councilor Santiago, aye; Councilor Holmes, aye; and Councilor Lafrenz, aye.

Announcements – information only

Calendar

Mayor Backus went over the calendar.

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

Chief Lougal explained they interviewed two officer candidates and will hopefully be making offers this week. He explained they are slowly but surely getting up their ranks. He explained

they did post a sergeant position and hopefully they will be filling that in the near future. He is currently in FTAP training with the Sheriff's Office. They complete their CPR/First Aid training last week. He explained Lt. Fluellen and he will be scheduling, hopefully at the end of this month or the beginning of March, Coffee with a Cop at Cathedral Coffee.

Councilor Holmes explained she really enjoyed the opportunity to meet with other small cities last week as part of the League of Oregon Cities and Councilor Santiago joined her. She explained it was a great opportunity to hear from other small cities that are dealing with some very similar issues; mainly inflation around infrastructure projects and potentially the need to address some of the houseless issues coming up and their coordination with the City. She wanted to say the League of Oregon Cities has been a wonderful resource and she is so glad that our City participates with them. She knows that all of the new Councilors up here have taken advantage of their resources at some point or another. She stated she wants to make folks aware that we have this resource, it's great and this is a learning opportunity for Council, and she welcomes as residents. Council can learn from them as well, so feel free to reach out to new Councilors in particular to share thoughts and ideas.

Councilor Miller explained he did send out the water quality report that Columbia County Board of Commissioners was looking at. Several of the Council Members replied and he just wanted to make sure there wasn't any questions about that information.

Councilor Holmes talked about one of the findings was that E Coli is on the rise generally across the Watershed and that restricts our recreational use of the waterways. She asked does our Public Works Department have a relationship with the Columbia County Lower Estuary.

Public Works Director Dave Sukau explained they work well with all of the organizations, and we get all the information and have been aware of that. He explained that is why we discourage swimming in our parks along the creek frontage because we're aware of those E Coli levels, however South Scappoose Creek actually is getting better and that is part of why our partnerships encourage the vegetation and the trees to lower those water temperatures to help prevent those bacteria's.

Council President Greisen thanked Chief Lougal and Lieutenant Fluellen for being present at our schools during drop-off and pickup times and just interacting with the community. It helps people know that you are helpers, and you're open to discussions, you are here for safety; you are not always just showing up in bad situations. She explained her kids and her went to Dairy Queen on early release Wednesday and they were shocked to count 49 middle schoolers there after school. It was quite chaotic and loud. After having a discussion with the manager and finding out this is something that happened quite often, and they are there for hours. She talked about looking at what we can we do to provide recreational spaces for our youth. She knows that the Chief and Lieutenant are super excited to now have ice cream on Wednesdays

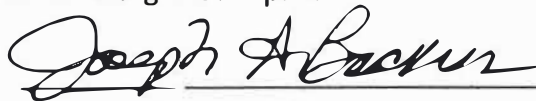
at Dairy Queen and mingle with these large crowds of middle schoolers. She thinks it is great that they will have a presence there. Today she attended a Columbia County Community Leaders meeting developing strategies and solutions to support childcare. Case in point, not a lot of childcare, not a lot of places for kids to go. She explained there is a phone number, 211, and it is a helpline to find childcare for in your area. She would love for them to hook up with us maybe in our newsletter or online. Another resource is called Find Child Care Oregon and the Columbia Economic Team is really interested in partnering with them because business owners and or people that work here, we want them to live and work in Columbia County and childcare not being accessible is a major issue in keeping employees. She explained there was a discussion on pulling in local businesses to be investors in daycare facilities so that people paying for daycare aren't having to pay a ton so that daycare providers can actually earn a decent living.

Councilor Lafrenz thanked fellow Councilors and City staff for helping him and the other new Councilors get up to speed during the last five weeks. He feels that they have been very productive, and he is excited to continue this productivity.

Councilor Santiago gave an update on the Park & Rec Committee. She explained they were given plan updates and the Committee is in the second phases of five, so that plan is moving along. She stated if anyone wants to see it, she has a copy. She explained on March 9, from 10am to 11am PCC OMIC is having a training partner event. She explained on April 27 there is going to be a Job Career Fair with the partnership of the Northwest Regional EDC and PCC OMIC. She explained on May 12 there will be a PCC OMIC Fab Lab grand opening. She stated she is sure they have details on their website. She stated this Sunday is Super Bowl, please drive safely.

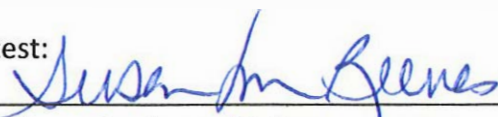
Mayor Backus thanked staff and Council for the great Saturday (Council Retreat). He thanked staff for all their help. He explained, like Andrew said, this first five weeks has been a lot and staff has been very helpful. He explained he help the Scappoose Historical Society. He echoed Councilor Holmes about the LOC, as they have been very helpful and there's a lot of meet and greets and the LOC has been very helpful on answering questions and reaching out and he continues to use them daily almost. He explained it is Doernbecher Week at the Scappoose High School and they are doing lots of fundraisers and events.

Adjournment ~ Mayor Backus adjourned the meeting at 9:42 p.m.



Mayor Joseph A. Backus

Attest:



City Recorder Susan M. Reeves, MMC