



# SCAPPOOSE *Oregon*

MONDAY, MAY 1, 2023

CITY COUNCIL MEETING

REGULAR MEETING 7:00PM

COUNCIL CHAMBERS\*33568 EAST COLUMBIA AVENUE\*SCAPPOOSE, OREGON 97056

## Call to Order

Mayor Backus called the May 1, 2023 City Council meeting to order at 7:01 pm.

## Pledge of Allegiance

## Roll Call

Joseph A. Backus	Mayor	Alexandra Rains	City Manager
Megan Greisen	Council President	Dave Sukau	Public Works Director
Tyler Miller	Councilor	Susan M. Reeves	City Recorder
Kim Holmes	Councilor	Dave Sukau	Public Works Director (left at 7:47pm)
Andrew Lafrenz	Councilor	Chris Negelspach	City Engineer (left at 7:47pm)
		Huell Whitehaus	Assistant to Public Works Director (left at 7:11)
		NJ Johnson	Associate Planner (left at 8:14pm)
		Steven Lougal	Police Chief (arrived at 7:54pm)
Peter Watts	Legal Counsel (left at 8:06pm)		

**Excused:** Councilor Pete McHugh; and Councilor Jeannet Santiago.

**Remote:** Assistant to City Manager Isaac Butman; Brown and Caldwell Consultant Angela Wieland (left at 7:22pm); and Brown and Caldwell Consultant Thomas Suesser (left at 7:22pm) ; and Legal Counsel Ashley Driscoll (joined at 7:27pm and left at 8:36pm).

## Approval of the Agenda

Council President Greisen moved, and Councilor Lafrenz seconded the motion to approve the Agenda. Motion passed (5-0). Mayor Backus, aye; Council President Greisen, aye; Councilor Miller, aye; Councilor Holmes, aye; and Councilor Lafrenz, aye.

## Public Comment ~ Items not on the agenda

There were no public comments.

**Consent Agenda ~ April 17, 2023 City Council meeting minutes; Contract Approval – Contract #2023-10 – Havlik and NW Scappoose Overlays and ADA Ramps; and Contract Approval – Contract #2022-09, Task Order TO-S – Basalt Production Well Design**

Councilor Holmes moved, and Councilor Miller seconded the motion to approve the Consent Agenda ~ April 17, 2023 City Council meeting minutes; Contract Approval – Contract #2023-10 – Havlik and NW Scappoose Overlays and ADA Ramps; and Contract Approval – Contract #2022-09, Task Order TO-S – Basalt Production Well Design. Motion passed (5-0). Mayor Backus, aye; Council President Greisen, aye; Councilor Miller, aye; Councilor Holmes, aye; and Councilor Lafrenz, aye.

### **Proclamations**

#### **VFW Buddy Poppies**

Mayor Backus read the VFW Buddy Poppies Proclamation.

Thank you to the VFW Post 4362 for handing out Buddy Poppies and for your service!

#### **National Law Enforcement Week**

Mayor Backus read the National Law Enforcement Week Proclamation.

#### **National Small Business Month**

Mayor Backus read the National Small Business Month Proclamation.

### **Old Business**

#### **Ordinance No. 914: An Ordinance Amending the Scappoose Municipal Code Title 8, Chapter 8.08 (Fire Prevention Regulations)**

Mayor Backus explained this is the second reading and asked if there was any discussion. Seeing none he called for the vote.

Motion passed (5-0). Mayor Backus, aye; Council President Greisen, aye; Councilor Miller, aye; Councilor Holmes, aye; and Councilor Lafrenz, aye.

Mayor Backus read the title for a second time ~ Ordinance No. 914: An Ordinance Amending the Scappoose Municipal Code Title 8, Chapter 8.08 (Fire Prevention Regulations).

#### **Ordinance No. 913: An Ordinance Related to the Cable Television Franchise Agreement and Repealing Ordinance No. 823**

Mayor Backus explained this is the second reading and asked if there was any discussion. Seeing none he called for the vote.

Motion passed (5-0). Mayor Backus, aye; Council President Greisen, aye; Councilor Miller, aye; Councilor Holmes, aye; and Councilor Lafrenz, aye.

Mayor Backus read the title for a second time ~ Ordinance No. 913: An Ordinance Related to the Cable Television Franchise Agreement and Repealing Ordinance No. 823.

### **New Business**

#### **Ordinance No. 915: An Ordinance Updating the City of Scappoose Stormwater Master Plan**

Public Works Director Dave Sukau explained this is the first reading of the proposed Ordinance 915. This Ordinance would adopt the Stormwater Master Plan dated 2023. He explained this information was presented to Council a couple of months ago in a work session and none of that information has changed since then. He explained none of the rates that are suggested in this document before Council is for adoption this evening, He explained there will be a discussion on the rates at a later time.

Mayor Backus stated the report was very good and very thorough.

Brown and Caldwell Consultant Angela Wieland talked about recognizing where the different drainage areas discharge because the City's public conveyance system is a little piecemealed throughout the City. There are a number of UIC's which receive an infiltrate runoff and the City's public conveyance system is split out into smaller pipes and ditch conveyances throughout. She explained they approached the analysis of the conveyance system in a targeting modeling capacity so that allowed them to do a little more in-depth investigation into the certain portions of the conveyance system where the City had reported challenges or issues in the past.

Public Works Director Dave Sukau explained with our current rate structure we are barely keeping up with the maintenance.

Mayor Backus opened the public hearing at 7:22pm and closed it due to no one wanting to speak on this matter.

Councilor Holmes explained at the LOC conference there were a couple of communities that were talking particularly about the importance of stormwater management and how it can really be devastating to residents and businesses when it is not managed properly. She feels

going with the recommendation level of service rather than some basic is really great forward thinking.

Councilor Holmes moved, and Councilor Miller seconded the motion to adopt Ordinance No. 915: An Ordinance Updating the City of Scappoose Stormwater Master Plan.

Mayor Backus read the title for the first time ~ Ordinance No. 915: An Ordinance Updating the City of Scappoose Stormwater Master Plan.

Council thanked Angela and Thomas.

**Economic Development Committee Timeline Recommendation for Council Goal 1.1: Identify a process for community branding, prepare a scope of work and request for proposals (RFP)**

Associate Planner NJ Johnson went over the information received from the Economic Development Committee (EDC). The EDC discussed the branding process and the prospect of going out for an RFP (request for proposal) at its regular meeting held on April 20, 2023. As written, Council Goal 1, Objective 1 instructs staff to "Identify a process for community branding, prepare a scope of work and request for proposals (RFP)". The EDC would like to spend more time gathering information before going out for an RFP. Therefore, the Economic Development Committee recommends to the City Council that the City pause the branding RFP process until further notice. This recommendation was adopted unanimously by the members of the EDC.

David Sideras, Economic Development Committee member, explained he was recently seated on the Economic Development Committee and one of their members actually has a background in branding and marketing and that member has been donating his time and services trying to educate the EDC and anyone who comes to their meetings about what should be looked at, and what are the preliminary steps that need to happen. He explained branding is complicated for Scappoose; it is not a slam dunk like Leavenworth. He stated it is their opinion that the EDC can do some of the background work and heavy lifting before a consultant is hired to lower expense and speed the process along. He doesn't think it is going to be any faster or cheaper excluding the EDC and they are wanting to help, and they have an expert involved already free of charge. He thinks it would be ill advised to proceed under those circumstances in place.

Mayor Backus wants to get information on the scope of this branding exercise. He wants EDC as a major part of the program, whether it's through consultants or not but he thinks the idea is that we need to identify what we are looking at here, then determine the next steps. He stated before we send it out to the RFP find out the scope of work and then decide if that is something we are going to send out in its entirety or are there parts of it that we can do.

Councilor Holmes asked staff where they are out regarding an RFP.

Associate Planner NJ Johnson replied we are not really close to issuing one right now. He explained we are trying to get as much feedback as possible from mainly the Economic Development Committee because if we do go the consultant route the EDC will sort of be the main stakeholder group that we look to for our branding efforts. He stated right now they are trying to get an idea of what a scope of work would look like.

Legal Counsel Peter Watts explained what can occur during the branding process. He explained the important thing to figure out what the City has to offer and to figure out how to attract out of area visitors.

City Manager Rains explained staff is aware of Paul's experience in this area and that is why they actually asked him to hold some exercises that would look at actually putting together the scope of works so that was the intent of the meeting with EDC and he was going to help us do that same exercise with staff and then with Council. From that staff was going to put together and RFP based on all of that input and then the EDC would serve as essentially the stakeholder advisory committee throughout the process. That was the understanding of staff based on the direction from Council and is what they were attempting to begin that day and then this recommendation came out of that. She explained so essentially what we would like to know tonight is how Council would like to proceed given this new feedback.

Mayor Backus explained this is going to take a lot of work and he doesn't want to task the staff with anymore work. He explained he understands that there is budgeted money for these types of thing. He would like to know the amount of work that this entails.

Council President Greisen explained the ask from Council to the Economic Development Committee was just to identify a process.

David Sideras talked about the Economic Development Committee not being given a specific timeline.

Associate Planner NJ Johnson gave an overview of the conversation he had with Paul on this process. He also explained that due to not having the data they were looking for, there was going to be no issuance of an RFP because they simply didn't have the data.

Mayor Backus explained he would like Council to come up with some information that we can send to the EDC, if they are still willing to work on this.

Associate Planner NJ Johnson explained he thinks the move forward here is just about providing everyone more information and that could address a lot of the issues that are bringing us here

tonight. He would suggest that at the next EDC meeting that staff just provide more clear information on what the entire process is going to look like and entail and what our expectations are for EDC.

Mayor Backus explained they will just define this better and give a better time frame and the scope they are looking for and go from there.

Council President Greisen asked is it important if we brand Scappoose?

Legal Counsel Peter Watts replied he thinks that it helps people in and out of the area be aware of the City and it can help attract visitors.

Councilor Holmes reviewed what was discussed ~ RFP is not imminent or on a timeline; there is still the opportunity for EDC to weigh in on what the scope of work is going to be but that is what we likely need at the next meeting.

Council thanked David for attending this evening.

### **City Manager Evaluation Process**

Legal Counsel Ashley Driscoll gave an overview of the process. She explained pursuant to the Employment Agreement between the City of Scappoose and City Manager Alex Rains ("Agreement"), the Council committed to conducting an evaluation annually each June. This memorandum begins that process for the July 2022 to June 2023 evaluation period. Under section 4 of Ms. Rains' Agreement, the parties agreed that the City may adjust Ms. Rains' compensation in conjunction with an evaluation. Ms. Rains will also receive a cost-of-living adjustment equal to that provided to the department heads. As a reminder, discussions regarding Ms. Rains' salary cannot be conducted in executive session. The purpose of this memorandum is to initiate the evaluation process and to gather Council feedback and direction on the process and criteria. She went over the timeline for the process.

There was discussion on a 360 review, in addition to a discussion on having feedback from department heads.

Legal Counsel Ashley Driscoll explained if Council wants to go in the direction of asking department heads questions, she would gather samples that her other cities use, bring them back at another City Council meeting for Councils consideration and the process would be somewhat delayed. She explained the same time City Manager Rains was doing her self-evaluation Ashley would send an email out to department heads and explain the process, because it is new, and then give them time to fill it out.

Councilor Holmes moved, and Councilor Miller seconded the motion to approve the City Council evaluation criteria, the City Manager self-evaluation criteria, and the recommended process timeline. Motion passed (5-0). Mayor Backus, aye; Council President Greisen, aye; Councilor Miller, 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**

City Manager Rains explained she attended Earth Day; it seemed like a great event, and she wanted to thank the Police Department for cooking food.

Chief Lougal apologized for being late as he was on a call. He gave an update on staffing. He talked about the CIS review and that 17 out of 20 have already been taken care of. He explained he and Chris have been taking care of the code enforcement complaints. He talked about with the current staffing getting a patrol dog is not feasible, so they are considering the idea of a community support dog.

Councilor Lafrenz stated he likes the idea of a support dog. He had a great time on Earth Day.

Councilor Holmes explained the LOC Conference was a great event. She explained there is a LOC Small Cities event this Friday that she will be attending.

Councilor Miller asked about the car charging station and if it is up and running. He talked about the lack of parking in that area.

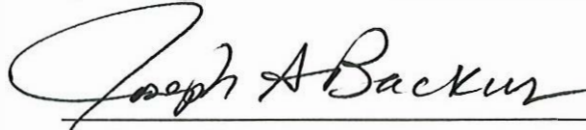
Council President Greisen explained she was pleased to hear that so many people attended the Earth Day Event. She thanked Chief Lougal for his work. She loves the idea of a community dog. She explained the Police Department and Fire District have generously donated to the Grant Watts Auction. She mentioned the big election coming up and stated vote how you'd like, but please just do it.

Mayor Backus explained Earth Day was a great event and it was nice seeing everyone out and about. He talked about the Grant Watts Auction. He explained on May 5 the Chamber is having their Award Banquet. He talked about career Day at PCC and how great it was to see all the businesses there and that it was a great turnout. He went to the Drainage District meeting; it was good to meet with them and see the issues and how we work with them. He said the LOC

Conference was good. He thanked City Manager Rains for getting back to him right away with responses to all his questions. He will be meeting with the Cub Scouts soon.


### **Adjournment**

Mayor Backus adjourned the meeting at 8:47pm.

A handwritten signature in black ink that reads "Joseph A. Backus". The signature is written in a cursive style with a large, looping initial "J".

Mayor Joseph A. Backus

Attest:

A handwritten signature in blue ink that reads "Susan M. Reeves". The signature is written in a cursive style with a large, looping initial "S".

City Recorder Susan M. Reeves, MMC