



SCAPPOOSE *Oregon*

MONDAY, APRIL 15, 2024
CITY COUNCIL MEETING AGENDA
REGULAR MEETING 7:00 PM
COUNCIL CHAMBERS
33568 EAST COLUMBIA AVENUE
SCAPPOOSE, OREGON 97056

ITEM AGENDA TOPIC **Action**

Call to Order

Pledge of Allegiance

Roll Call

Oath of Office for Ty Bailey

Approval of the Agenda

Public Comment ~ Items not on the agenda

Please sign a speaker request form and turn it in to the City Recorder along with any written testimony.

1. Consent Agenda ~ April 1, 2024 Council Work Session minutes; April 1, 2024 City Council meeting minutes; and Appointment of Sara Jones-Graham as Full Member on the Planning Commission

2. Proclamations

National Day of Awareness for Missing and Murdered Indigenous Women and Girls

National Volunteer Week

National Small Business Month

Old Business

3. Ordinance 918: Franchise with CenturyLink Second Reading/Approval

Interim City Manager Larry Lehman

4. Definition of on duty coverage, survey questions and supplemental information from the city relating to 24/7 policing services in the City of Scappoose

Councilor Kim Holmes

New Business

5. Scappoose Senior Center Update

Clara Pell

6. Council Discussion on City Committee's

Mayor Backus

Announcements – information only

7. Calendar

8. Updates: City Manager, Police Department, Councilors, and Mayor

Adjournment PLEASE NOTE: If you would like to speak with City staff about a particular agenda item, please call City Hall at 503-543-7146, no later than 3:00 pm on the day of the meeting.

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

TTY 1-503-378-5938



SCAPPOOSE

Oregon

MONDAY, APRIL 1, 2024

CITY COUNCIL

WORK SESSION ~ FACILITIES MASTER PLAN, 6:00PM

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

Disclaimer: These minutes are intended to summarize the conversations that took place in this meeting rather than provide a full transcript. Anyone wishing to view the full conversation can find a recording of this meeting on YouTube at: www.youtube.com/watch?v=lqybYfwOxDc.

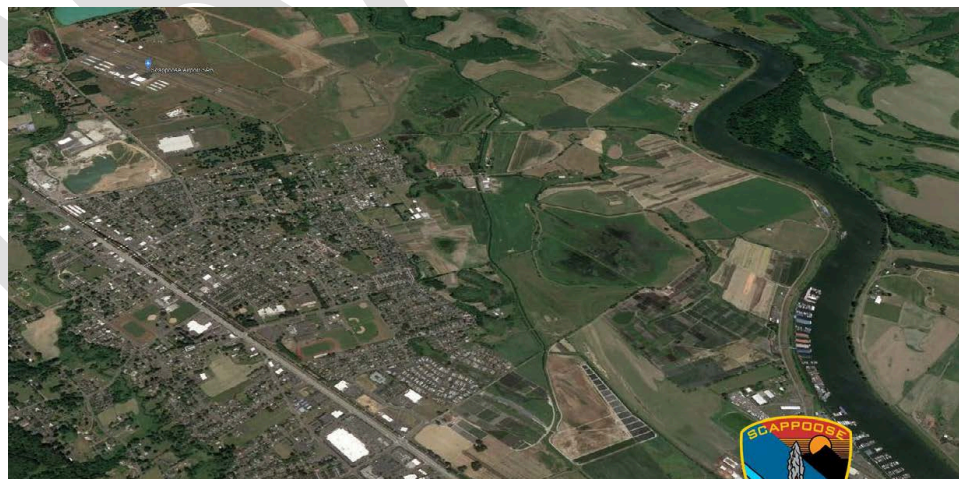
Call to Order

Mayor Backus called the April 1, 2024 City Council work session to order at 6:00 pm.

Present: Mayor Joseph A. Backus; Council President Tyler Miller; Councilor Jeannet Santiago; Councilor Andrew Lafrenz; Councilor Marisa Jacobs; Interim City Manager Larry Lehman; Finance Administrator Carol Almer; City Recorder Susan M. Reeves; Assistant to City Manager Isaac Butman; Consultants Brandon Dole and Eddie Rivas.

Remote: Councilor Kim Holmes; Ty Bailey; Megan Greisen; Beth Rajska (joined at 6:30pm); and Jennifer Gilber (joined at 6:53pm).

Consultants Brandon Dole and Eddie Rivas went over the presentation.



Facilities Master Plan

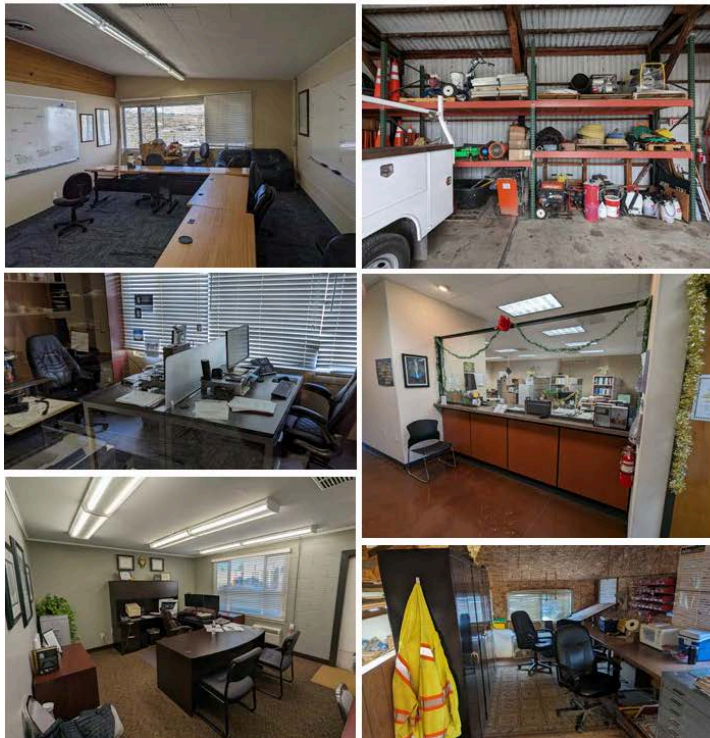
City Council Work Session • 04/01/2024

Today's Agenda

- 1 Intro and Project Background
- 2 Process Completed
- 3 Existing Facilities
- 4 Programming Sessions
- 5 Next Steps and Schedule
- 6 Q+A



What have we been doing?



RESEARCH + ON-SITE ASSESSMENTS

- KICK OFF IN NOVEMBER 2023
- SCAPPOOSE FACILITY REVIEW
- CITY HALL/POLICE/COURT
- COMMUNITY DEVELOPMENT
- PUBLIC WORKS DEPARTMENT
- MIDDLE SCHOOL WALK THRU

PROGRAMMING WORKSHOPS

- STAFF ENGAGEMENT
- MULTIPLE PROGRAMMING WORKSHOPS
- IDEAL CITY FACILITIES
- PRECEDENT STUDIES
- FACILITY TOURS (UPCOMING 04/24)
- SUSTAINABILITY & RESILIENCY

SPACE PROGRAM DRAFT

- QUANTIFY EACH DEPARTMENT
- STAFF REVIEWING ON GOING

NEXT STEPS....

- DRAFT FACILITY MASTER PLAN



City Hall/Police HQ/CDC



POLICE DEPARTMENT - APPROX. 3,200 SF

- First floor - 1,900 sf, 2nd floor - 1,300 sf
- Small entry/waiting area, customer counters w/ glass barrier, no seats
- Offices - enclosed offices for chief, lieutenant, city manager assistant (3 aas), 2 open workstations near front entry
- Evidence rm., armory, interview rm., elect. rm., large open storage area on 1st floor, storage under stairs
- Enclosed Patrol supervisor office, 3 open workstations, briefing area, kitchen, 9 lockers, 2 restrooms located on 2nd floor
- Outdoor patio bbq area on 2nd floor

POLICE STORAGE SHED - 160 SF

- Approx. 20 standard parking spaces
- Lot size approx. 6,077 SF

POLICE PARKING - 500 SF

- Approx. 20 standard parking spaces
- Lot size approx. 6,077 SF

CITY HALL ADMIN & BLDG CIRCULATION - APPROX. 2,200 SF

- Offices - enclosed offices for city manager & finance administrator, 3 open workstations
- Small entry/waiting area, customer counters w/ glass window barrier, no seats
- Copy/print room w/ upper/lower cabinetry, mail area
- Break room w/ small fridge, upper/lower cabinetry, file cabinets, post board, table w/ 4 chairs, tall standing storage cabinet, microwave, coffee machine
- Mech./elect. room w/ file cabinets
- Men's / Women's restrooms off back hallway (3 toilets in ea)

COUNCIL CHAMBERS - 1,230 SF

- Offices - enclosed office for judge
- Raised floor seating & lower seating for council, flex/seats for attendees
- Direct entry to chambers via rear entry/ vestibule
- desk for minutes taker
- Large projector screen

CITY HALL PARKING

- Approx. 23 standard + 2 ada parking spaces
- Lot size approx. 9,900 SF

COMMUNITY DEVELOPMENT CENTER - 2,070 SF

- Offices - enclosed city engineer's office, 5 open workstations, multiple file storage cabinets
- Entry/waiting area, customer counter w/ glass barrier
- Conference room - table w/ 12 chairs, large tv monitor, white board
- Mechanical room entry in conf. rm.
- Elect. room w/ storage shelving
- 2 restrooms (men & women) off rear hallway
- Kitchenette w/ sink, dish washer, microwave, cabinetry, small refrigerator, coffee maker, table w/ 4 chairs

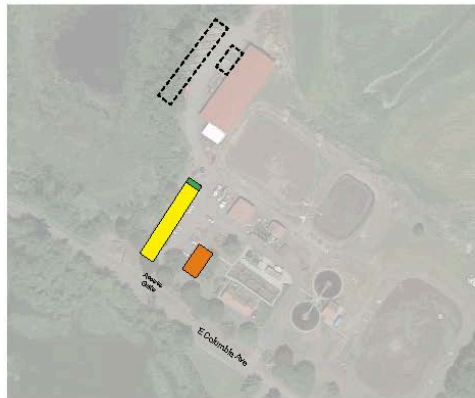
CDC PARKING & CIRCULATION

- Approx. 7 standard + 1 ada parking spaces
- Lot size approx. 3,500 SF



Scott Edwards Architecture

Public Works Department



ADMINISTRATION BUILDING - 1,340 SF

- Offices - enclosed office for director, two shared enclosed offices (3 desks in corner office, 2 desks in other)
- Front desk w/ countertops, open copy/print area
- Break room w/ fridge, upper/lower cabinetry, post board, table w/ 6 chairs, microwave, coffee machine
- Elect. room w/ file cabinets & shelving units
- Covered bbq patio at back of bldg
- 1 unisex restroom
- Employee/vol parking in front of bldg, 4 spaces

PW WORK VEHICLE PARKING LOT

- 7 standard truck parking spaces + 1 ada space
- Lot size approx. 8,200 sf, includes parking spaces & maneuvering room

FLEET MAINTENANCE STORAGE BLDG - 5,000 SF -

- Four vehicle repair bays w/ lift, 0 large equip. & vehicle storage bays
- Shelves/racks/locker storage along perimeter for tools, equipment & materials
- Uniform lockers along wall
- Loft area w/ additional shelves for storage
- signage area located along wall in vehicle storage bay
- Enclosed open air room for parts storage
- Enclosed room for misc. storage
- Mezzanine #1 w/ small break space, lockers, microwave, storage cabinet, washer/dryer
- Mezzanine #2 for misc. storage
- Enclosed room for misc. storage
- Police department utilizes last bay for storage

COVERED OPEN AIR STORAGE - 250 SF

- Bulk fluids, tires

GENERAL LAYDOWN AREA/MISC. OUTDOOR STORAGE - APPROX. 5,000 SF

SPOILS/REFUGE AREA

BULK STORAGE AREA 500 SF

- 2 concrete block bays

PW OPERATIONS TOTAL AREA: APPROX. 58,000 SF - 1.14 ACRES

- Includes admin bldg, warehouse bldg, outdoor storage/ laydown area, refuge, parking, vehicle circulation



Scott Edwards Architecture

RESILIENCE

A project that has the ability to resist, absorb, accommodate, and recover from the effects of a hazard in a timely and efficient manner, including through the preservation and restoration of essential basic structures and functions. (IPCC, AIA)



RESILIENT THINKING

The **foresight** to see how changes might affect the built environment and **respond with designs** that accommodate or recover from the effects of a hazardous event in a timely and efficient manner. (AIA)



GOALS QUESTIONS- PERFORMANCE

What key performance goals should be prioritized within the Facilities Plan?

What building materials and passive systems will enhance performance goals?
How can state and code requirements support resilience goals?

building service life
50, 100, 150+ years

duration of livability/ passive survivability
4-6 hours, 72-hours, 7 days, 14 days

critical systems & infrastructure
emergency lighting & elevator(s), EOCs

energy efficiency
% above code, 2030 Challenge, other

1.5% for GET & renewable energy
total project contract (soft + hard costs)



GOALS QUESTIONS- RESILIENCE

Which resilient design strategies should be prioritized to manage identified risks?

Does the building need to continue operations during and immediately following an event?

adaptability
buildings ready for future uses, energy sources and technologies

flexibility
spaces that can serve multiple functions

durability
buildings that maintain longevity and can withstand future climate risks

passive design
buildings designed to mitigate solar heat gain and loss reducing mechanical/ active system requirements

redundancy
redundant infrastructure, supplies, technologies, energy sources



NEXT STEPS...

Consultants, Council and staff discussed the next steps.

Mayor and Council thanked Brandon and Eddie.

This work session ended at 6:31pm.

WORK SESSION ~ COUNCIL RULES/DRAFT CHANGES, 6:30PM

Mayor Backus started this work session at 6:33pm.

Assistant to City Manager Isaac Butman went over the proposed Council Rule changes and gave an overview of why the changes are before Council. He explained Legal Counsel has been working through some of our foundational documents explaining some of them are kind of outdated and they can help the City bring them up to standard giving more direction. He explained the first-time staff came before Council with the proposed council rules we presented the draft from Legal Counsel. He explained tonight we are back with a little more detail. He went over some of the updates.

After Council and staff discussed some of the proposed updates/changes they decided that they will need more time to review these changes. Staff will look for an hour work session to schedule this and get back to Council.

Adjournment

Mayor Backus adjourned the work session at 6:59 pm.

Mayor Joseph A. Backus

Attest:

City Recorder Susan M. Reeves

DRAFT



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CITY COUNCIL MEETING

REGULAR MEETING 7:00 PM

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

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Call to Order

Mayor Backus called the April 1, 2024 City Council meeting to order at 7:01 pm.

Pledge of Allegiance

Roll Call

Joseph A. Backus	Mayor	Larry Lehman	Interim City Manager
Tyler Miller	Council President	Chris Fluellen	Police Lieutenant
Jeanne Santiago	Councilor	Susan M. Reeves	City Recorder
Andrew Lafrenz	Councilor	Carol Almer	Finance Administrator
Marisa Jacobs	Councilor	Isaac Butman	Assistant to City Manager
		Laurie Joseph	Community Development Director (left at 8:00pm)

Remote: Councilor Kim Holmes; Megan Greisen (left at 7:23pm); Ty Bailey; Beth Rajski (left at 8:35pm); Jennifer Gilbert (left at 8:01pm); Adam (left at 7:16pm); Citizen (left at 9:42pm); FAFO DDS (left at 8:40pm); Frank (left at 7:15pm); Michelle; Timmi Sue Hald (left at 9:49pm); Mercedes Massey; Scott (left at 8:13pm); Public Safety 1st (left at 9:49pm); and Mike Maggi (left at 8:37pm); (2) unknown callers; Juliet Hyams (joined at 7:49pm); B Jensen (joined at 8:14pm and left at 9:49pm); Angela (joined at 9:30pm and left at 9:49pm).

Approval of the Agenda

Council President Miller moved, and Councilor Lafrenz seconded the motion that Council approve the agenda. Motion passed (6-0). Mayor Backus, aye; Council President Miller, aye; Councilor Santiago, aye; Councilor Holmes, aye; Councilor Lafrenz, aye; and Councilor Jacobs, aye.

Public Comment

Brady Preheim explained he just wanted to commend the Mayor and Council. He stated It's pretty rare that he shows up and doesn't have a complaint or to yell at somebody. He explained for him to come before Council and actually thank them #1 in particular, Councilor Holmes, who did a fantastic job of calling out the transparency and accountability, which is anything but transparent, or accountable and he really appreciates that, and he also really appreciates how you are handling the discussion about the Columbia County Sheriff's Office and the fact that you are having a public conversation about it. You have not made any decisions. He had the opportunity to speak to one of your officers individually about it and he was very complimentary of the Council and didn't commit either way, very politically correct about whether he thought it was a good idea or not. He explained what was striking to him was the faith that the officer put in the Council to listen, take input and make a decision that was best for everyone, and he thinks that shows a lot of confidence in the Council and in the way that you're handling it, and he appreciates it. He really appreciates the comments that Councilor Holmes has said. He stated that is the only time that he has ever played a part of a public meeting on his radio show, and he really does appreciate her comments because often and he knows you get a lot of complaints as he usually does complain, but silence is consent. The fact that you didn't do that, he really does appreciate that and that you brought out problems with the group that has put out false information. He explained it is not just about you, they have multiple topics that they are unfortunately spreading false information about. He stated one last thing that sort of follows up on your work session that he would like to put the bug in your ear is water. It is an issue for you, it is an issue for Saint Helens. St. Helens wants to fill our wastewater lagoon, which is a \$170 million project and eventually we're going to be a merged town, St. Helens, and Scappoose. He brought this up on the Economic Development Committee when he was a member of that committee probably six years ago and unfortunately, the mayor at that time was adamantly opposed to the plan. He thinks now is the time to start a conversation about how you create a regional water and sewer district, build a new plant in Warren because eventually Warren would either be an incorporated city or become part of St. Helens or Scappoose, that's going to happen. He is not talking five years or ten years but twenty-five to fifty years, and he think it's now time to start that conversation about how we look at water and sewer as a regional solution. He has already mentioned this to the Council in St. Helens, and they are receptive. He thinks it's time to start those conversations about how you do that and it's a cost savings similar to what you're doing with your police. He thinks there are economies of scales by merging and combining services, and he thinks water and sewer is an important one.

Mayor Backus thanked Brady.

Consent Agenda ~ March 18, 2024 Council Work Session minutes; March 18, 2024 City Council meeting minutes

Councilor Santiago moved, and Councilor Jacobs seconded the motion that Council approve the Consent Agenda ~ March 18, 2024 Council Work Session minutes; March 18, 2024 City Council meeting minutes. Motion passed (6-0). Mayor Backus, aye; Council President Miller, aye; Councilor Santiago, aye; Councilor Holmes, aye; Councilor Lafrenz, aye; and Councilor Jacobs, aye.

City Council Interviews

Ty Bailey

~~William Etter~~ ~ decided to pull application

Joel Haugen

Mayor Backus and Council interviewed Ty Bailey virtually.

Mayor Backus and Council interviewed Joel Haugen in person.

New Business

Appointment of new City Councilor

Councilor Jacobs voted for Joel Haugen.

Councilor Holmes voted for Ty Bailey.

Mayor Backus voted for Ty Bailey.

Council President Miller voted for Ty Bailey.

Councilor Santiago voted for Ty Bailey.

Councilor Lafrenz ~ abstained

Congratulations Ty Bailey!

Ty Bailey thanked Mayor and Council.

Oath of Office for new Councilor

Oath of Office will be administered at the next Council meeting due to Ty Bailey attending this evening virtually.

Proclamation ~ Save Soil Day

Mayor Backus read over the Save Soil Day Proclamation proclaiming March 21st as Save Soil Day in Scappoose, Oregon, as soil is vital to all life and urges all citizens to be a part of the Save Soil movement to support national policies towards soil restoration and aim to raise the organic content of soil to a minimum of 3% - 6%. He urges all citizens to participate in creating bright futures for our children and the future of our planet.

Habitat for Humanity request for land use fee waiver for 10-lot Subdivision

Community Development Director Laurie Oliver Joseph went over the staff report. SDC (Scappoose Development Code) Chapter 17.164.210.B states that, "Council may, on its own motion, waive the land use application or appeal fee for other non-profit organizations". Habitat for Humanity submitted a Subdivision Preliminary Plat application on March 22, 2024, for a 10-lot subdivision in Scappoose and has submitted a letter to Council, via the Planning Department (see Exhibit A of the staff report), to request that Council waive their land use fees, totaling \$6,000. Habitat for Humanity is a non-profit organization. Habitat for Humanity owns 0.74 acres of land between SE Oak and SE Myrtle Streets, just west of SE 4th Street. The City received a Subdivision Preliminary Plat application on March 22, 2024, which proposes a 10-lot subdivision to support the construction of 10 new townhomes. The City will begin review of the submitted application in the coming week(s). Payment of land use application fees are due when the application is submitted, and an application cannot be deemed complete until payment of the required fees is received by the City. The applicant submitted the land use application along with the request for a fee waiver, rather than the fee of \$6,000. Council will need to decide whether or not to waive the fees so that staff is able to deem the application complete after our review of the submitted application materials. If Council does not waive the fees, then Habitat for Humanity would need to pay the \$6,000 in order for the application to be deemed complete and scheduled for Planning Commission's consideration of the request. Additional background information: The Habitat for Humanity project is located, as previously stated, along two frontages – SE Oak Street and SE Maple Street, both of which have sub-standard water mains within the right of way. The water main in SE Myrtle Street is 4" and in SE Oak Street the water main is 2". These two water mains would need to be upsized along the project frontage to the current Water Master Plan standard of 8" as a part of this subdivision project. Habitat for Humanity previously requested assistance through ARPA funding that the City received to upsize these water mains in support of their upcoming project. During the November 21, 2022 Council meeting, Council voted to earmark \$50,000 to support upsizing of the SE Myrtle Street water main and \$250,000 for the SE Oak Street water main upsizing (see Exhibit B of the staff report). The water main upsizing is expected to occur in coordination with the Habitat for Humanity project. If Council approves this request, the City would forfeit \$6,000 in total revenue to the Planning and Engineering Department budgets. Specifically, it would be a waiver of \$3,750 of Planning fees and \$2,250 in Engineering fees. As stated in SDC 17.164.210.B, "Council may, on its own motion, waive the land use application or appeal fee for other non-profit organizations". There are no criteria that Council needs to consider or follow in making this decision; therefore, staff has not provided a recommendation to Council on this request.

Jennifer Anderson, Executive Director for Habitat for Humanity, Columbia County explained the process for the building the subdivision and how people qualify for the homes.

Councilor Santiago moved, and Councilor Jacobs seconded the motion that the Council waive the land use fees totaling \$6,000 Habitat for Humanity a nonprofit organization. Motion passed (6-0). Mayor Backus, aye; Council President Miller, aye; Councilor Santiago, aye; Councilor Holmes, aye; Councilor Lafrenz, aye; and Councilor Jacobs, aye.

Mayor Backus asked Jennifer if they would keep the City updated on when the ground breaking starts.

Jennifer Anderson stated she wants to compliment the City on their staff because Laurie and Chris have been amazing to work with.

Ordinance 918: Franchise with CenturyLink

Interim City Manager Larry Lehman went over the staff report. The City's existing Franchise Agreement with CenturyLink expired June 30, 2006. A new agreement has been negotiated and is being presented for Council's consideration. The agreement has been provided in its entirety for Council review. The franchise fee will remain at 7%, the legal limit for the industry. For Fiscal Year 2023-2024, revenue was budgeted at \$3,500. Staff recommends Council adopt Ordinance No. 918 as presented

Council President Miller explained the problem that he keeps having with these franchise agreement is the terms because it doesn't benefit the City, generally to have a long term because it just ties our hands unless there's a provision in here that says we can raise the rate without notice. He asked where does the 7% come from?

Interim City Manager Larry Lehman replied he thinks that percentage is statutory.

Council President Miller asked with notice can the City raise the rate? If the cap raises by law, would we have the flexibility to give notice and charge that amount?

Interim City Manager Larry Lehman explained there can be a clause added to the agreement that if the legal limit rises from 7%, we would reopen it.

Mayor Backus opened the public hearing at 8:03 p.m. and closed it due to no one wanting to speak on this matter.

Councilor Jacobs moved, and Council President Miller seconded the motion to adopt Ordinance 918: Franchise with CenturyLink, with the amendment of adding if the legal limit rises from 7%, we can revisit the agreement.

Exploring Options for Achieving 24/7/365, On Duty Law Enforcement in Scappoose City Limits

Mayor Backus gave an overview to bring Ty Bailey up to speed on this.

Mayor Backus read a public comment from Teresa Keller, who resides in the City limits. Teresa asked does City Council intend to notify all residents before making a final decision about contracting the police department. She asked are you going to hold a town hall and listen to the people you serve?

Mayor Backus stated in his mind, he speaks for himself right now, that he would say yes. He is trying to do this based on the citizens telling him what they want, and he wouldn't be doing a service to them if he didn't look at this and go out and ask, so he does want to do that. He explained the main thing the Councilor Holmes has stressed from the beginning is she wants transparency, she wants it out within the community, she wants everyone to be involved. He stated so we are trying to do this as transparent and open as possible, getting all the information, so we are all on the same page.

Councilor Kim Holmes explained she will go over the packet of information that is before everyone this evening. She explained on February 1st she presented the first section of this packet to Council, and we walked through it. They covered a range of questions that the Sheriff answered, they covered topics such as estimated costs, the level of service that we would be wanting to explore for the Community. She explained as the Mayor stated, we're looking at 24/7 coverage with two officers on duty and she does want to note that this is a level of service that she doesn't think this Community has seen in over a decade. So, what we are really trying to do is make sure that we are getting the level of public service that we think the community wants and to find a sustainable funding mechanism for that. At the end of the review of that Information, Council did determine that further exploration was warranted. She launched that second phase of discovery and what that comprised of was a number of inquiries, a meeting with the city. She thanked Carol for her time and being here this evening. She explained Carol was really the cornerstone of helping to assemble some information on the City side around specific costs. She explained they had a meeting where she met with Carol, Larry, Brian Jensen, Lieutenant Fluellen, Mayor Backus, and Council President Miller. She explained they had a similar meeting with the Sheriff, City Manager Larry Lehman, Mayor Backus, Council President Miller, and herself again reviewing the questions that we sent to him for phase two, that is contained in your packet and then also asking for information relating to the certain cost items that you see on this spreadsheet. She worked with both parties to identify similar cost items so we could do that side-by-side comparison, which Council had requested at the last meeting. She also took the step of reaching out to a couple of cities that do have contracted services to better understand the structure of those contracts, what their experiences have been, and you'll find those in the appendices as well. So that's really what you'll see before you. The new information effectively starts on page 25 of that packet and kind of like we did the last time, unless someone from Council has a different recommendation, what she would suggest is that we walk through kind of each new topic area and just summarize the topic areas that we cover in phase two is related to the treatment of equipment, transfer of equipment and additional

delivery of services, some follow up questions relating to staffing, questions relating to community engagement, community visibility and branding, use of technology for public safety, focus on public safety priorities and interagency engagement relating to public safety issues.

She went over the Phase 2 Questions. She also explained that she did invite Sheriff Pixley to join us today, and he did intend to join us, and he did give her permission to discuss why he is not able to join us. He actually had a doctor's appointment that fell much later in the day, so he could get treatment for an injury that he had sustained unfortunately back in December when they were working to apprehend a murder suspect. So, he was not able to join us today, but she will go ahead and capture any questions that we have for him and forward those on to him. So do keep that in mind.

Sheriff's answers in blue below.

1. Equipment and services

- 1.1 Through the initial discovery phase, some have expressed concern the city's current equipment will be absorbed by the CCSO if contracting were to occur, with no compensation to the city for that equipment. I believe this is incorrect. Please explain how the city would be compensated for all vehicles and equipment that is transferred to the sheriff's office.

Sheriff's response: The items the City owns will be transferred into the care of CCSO for City Deputy use. Transferring these assets reduces the costs to the City for initial vehicles and equipment. If the City chooses not to transfer the assets, new assets would need to be purchased by the City.

- 1.2 Would CCSO charge the city for other services if other services were needed on a temporary/support basis, such as K9, detective, search and rescue, etc.?

Sheriff's response: No, the City would not be charged for extra services provide by the County.

2. Staffing

- 2.1 Is CCSO currently fully staffed, including all the positions funded through the 2023 local option levy for increased CCSO enforcement personnel?

- a. If so, when was full staffing accomplished.
- b. If so, does that mean there is at least one on duty patrol deputy patrolling and responding to calls for service 24/7/365?
- c. If so, From the time CCSO began recruiting to fill the position the levy funded, to full staffing, what was the time frame?

- d. If no, please explain why the coverage has not yet been accomplished.
 - i. Recruiting in training/academy, etc.? (position is filled it's just a time it takes to train a recruit/entry level deputy?)

Sheriff's response: CCSO has four open positions, with some applicants in the hiring process and two Deputies who will transfer back into patrol after a grant ends in 2024. This leaves two open positions with applicants in the pipeline. CCSO currently has 2 Deputies on duty 24/7/365. We currently have 2 Deputies in the basic academy and 2 Deputies on a modified duty status.

2.2 Is CCSO willing to adjust patrol schedules to ensure shift overlap (double coverage/4 deputies on duty) during school drop off and pick up? For example, 7:00am to 9am and 2pm to 4pm? This is to allow deputies to focus on aggressive traffic safety enforcement in and around school routes/zones on a daily basis (presence and traffic stops).

Sheriff's response: There is no schedule that would allow four Deputies during both of these times. When possible we will overlap shifts during one or more of those times, however we cannot guarantee there will be overlap.

2.3 During the meeting on 2/5, questions were raised around the security of any SPD officer's position after the 1 year once transferred over to CCSO. Can you speak to what retention beyond that period might look like, union influence over retention, etc.

Sheriff's response: Deputies are protected by union rules as part of the CBA. We could not legally release anyone without cause. The 1-year protection does not absolve the County of the right to dismiss employees for cause, no matter their tenure or seniority level.

2.4 Will CCSO agree to a rotation plan that doesn't allow 50% of the positions to rotate out within the same year? For example no more than 5 patrol deputies can change in the same 12-months. Only one sergeant may change every two years and the assigned lieutenant must say assigned at least 3 years.

Sheriff's response: Having a stable police force is important. This will be a balance and may provide difficult with the timelines you provide. Currently, Clatskanie Deputies are on a 6 month rotation schedule based on the shift bid process provided in the CBA. Scappoose would be handled similarly. Sergeants and Lieutenants are not part of the CBA and can be scheduled for a longer duration for consistency.

2.5 Will CCSO agree that the City of Scappoose contract would not be a training ground? In other words, we want assurance that we won't have all new officers with little experience assigned to the contract. We'd want to see some sort of plan that ensures a mix of experienced deputies and newer deputies. We consider new deputies any deputy with less than 3 years of consecutive law enforcement experience within the last year.

Sheriff's response: CCSO can't assure any duration of time for Deputies. This is contingent on the rules of the CBA. CCSO offers a 2% resident Deputy incentive pay for working within the city where the Deputy resides. CCSO has several tenured Deputies who live within the city limits who may take advantage of this offer. Leadership staff can be assigned to a longer duration. It is not our intention to put new leaders within the City.

3. Community Engagement

3.1 We've seen some comments by Clatskanie residents claiming they are unhappy with the sheriff's office's performance in Clatskanie. Can CCSO provide insight into the concerns expressed from Clatskanie residents and if CCSO is meeting its contractual obligations with the City of Clatskanie?

Sheriff response: CCSO is absolutely meeting our contracted obligations to the City of Clatskanie. I believe this problem may be due in large part to the citizens not understanding what the contractual obligations are. The City of Clatskanie currently pay for 2.7 FTE for patrol staff and .25FTE for supervisory oversight. That equates to just over 15 hours per day of staffed time. Residents expect more coverage, even though the City does not pay for it.

I have a good working relationship with the Mayor and City Manager in Clatskanie. The City Manager and I try to meet at least quarterly to discuss concerns that may arise and then work collaboratively to ensure they are addressed in the best way possible. My Lieutenant attends weekly / bi-weekly meetings with the City Manager and both he and my Chief Deputy regularly attend the monthly City Council meetings to address problems brought forward by the citizens.

3.2 We would like to further explore any complaints that those in county may have filed with CCSO relating to policing services. Would it be possible to get some high level information about the nature of the complaints that have been raised and the disposition of those complaints (omitting names of community members or officers involved in those complaints).

Sheriff's response: Yes, I would have to work with my County Counsel and HR Director to ensure we adhere to privacy rules as they relate to personnel issues. I reviewed my files and located 15 complaints files since 2021, resulting in 3 formal disciplines, 3 verbal counseling sessions and 9 unfounded complaints. There were several instances where the same citizen made the same complaint of the same employee for the same reasons. In these cases I counted them as 1 complaint.

4. Community Visibility and Branding

4.1 Is CCSO willing to implement the branding theme for equipment/uniforms that the city council requests? This includes specifications such as car design (black and white), specific graphics with "Serving Scappoose" (for example), uniform color (black, for example), patches, badges

and other requirements for uniforms and equipment to ensure professional appearance/professional standards?

Sheriff's response: I believe the best opportunity is to streamline branding. All cars, as replaced, will transition to CCSO branding with an additional line saying "Serving the Cities of Scappoose and Clatskanie". This ensures continuity as Deputies move in and out of the City. I'm willing to negotiate on a Scappoose uniform while Deputies are assigned to the City, but the City would be responsible for those additional uniform costs.

4.2 Is CCSO willing to follow a social media plan prescribed by the city/city council? For example, the sheriff's office would use either the city's social media as the police department does now to post information or create a "Columbia County Sheriff's – Serving Scappoose" page (specifics TBD). I can envision the city council wanting informational posts about all attempt to locates for persons of interest in incidents, missing persons, missing pets, found pets, monthly stats, staffing updates, awards and achievements of staff, recognizing citizens for their involvement in certain cases, solved cases, etc. and within a certain timeframe of when the incident is reported.

Sheriff's response: CCSO currently has several social media pages and could add an additional page for Scappoose-centric issues. Providing content for this page would fall to the assigned Lieutenant and would be subject to their availability and workload.

5. Use of Technology for Public Safety

5.1 Would CCSO agree to license and ensure implementation and use of SPIDR Tech (www.spidrtech.com)? SPIDR Tech would allow the city to ensure our citizens are receiving quality law enforcement/customer service from the sheriff's office contract and allow the city a method to continuously evaluate the public's option of the contract with the sheriff's office. Oregon cities like Bend have implemented this tool for their PD. This of course would require collaboration with and cooperation from C911CD.

Sheriff's response: I would need more information before I could agree to this point. I am open to utilizing new technology, however since this is for the benefit of the City, they would be responsible for paying for it.

5.2 Would CCSO be willing to manage and utilize to its fullest extent the Flock Safety Camera system throughout the city, should the city council move forward with that project and have the cameras installed throughout the city? We assume the city would be billed and pay for the actual costs of the system.

Sheriff's response: I am unaware of this system so would need further information before I could agree.

5.3 Would CCSO be willing to equip all vehicles with moving radar and ensure all deputies are radar and lidar certified in order to conduct consistent traffic safety enforcement throughout the city?

Sheriff's response: The costs above for vehicle purchase or lease include radar. All Deputies will be trained and certified in both radar and lidar.

5.4 Would CCSO be willing to equip at least 3 of the patrol vehicles used by patrol deputies (assigned to different shifts) with LPR to notify deputies instantly of passing stolen vehicles?

Sheriff's response: This would have to be negotiated in the contract to ensure the City would be taking on the cost of this new tech. This is not currently in the County budget.

6. Focus on Public Safety Priorities

6.1 If the Council prioritized traffic safety enforcement and wanted to see speeds enforced, can Scappoose write that priority into the contract? How could the impact of creating that priority be measured?

Sheriff's response: It is illegal to create performance standards around things such as traffic citations. However, I understand and fully expect to work with the City Council to address safety concerns within the city. I believe most of these things can be tracked through CAD.

6.2 If the city installs throughout the city speed radar signs that indicate to drivers how fast they are going, and provides data wirelessly about stats for each location, will CCSO agree to review the data at least once weekly and direct deputies to those areas for speed enforcement campaigns as the data from each sign suggests is needed?

Sheriff's response: CCSO would be willing to consistently review the data, however cannot promise weekly review. This would fall to supervisors and is subject to their schedules and workloads.

6.3 Will CCSO agree to timely and professionally handle (write tickets when necessary) for city code compliance violations?

Sheriff's response: We currently work with the City of Clatskanie Code Enforcement person and issue citations as needed. Deputies can provide support to a City-funded code enforcement person but will not provide a code enforcement officer unless specifically requested and paid for by the City.

6.4 Will CCSO agree to ensure deputies conduct professional, timely follow up on all reported incidents they are dispatched to, write reports in a timely and professional manner as expected

by the city council and district attorney, and take proper professional enforcement action on violations and crimes? The city council expects timely, professional follow-up to actually solve crimes and hold accountable those who commit crimes. Thorough follow up such as searching for and reviewing neighbor's security cameras, etc. is the type of detailed, professional follow up the city will expect to solve crimes. This is an example only.

Sheriff's response: CCSO will provide timely follow-up on crimes and reports within the allocated staffing hours provided by the City. If follow ups require overtime, this will be provided at a cost to the City.

6.5 Is CCSO willing to respond to all residential and business silent and audible alarms?

Sheriff's response: Yes. The on-duty staff will be expected to respond to alarms within the City. Please note that calls are prioritized and the higher priority calls will always be addressed first.

6.6 Is CCSO willing to consistently (daily) conduct "business checks" (premise check) when businesses are known to be closed, especially during night hours, to foster community policing and relations with business owners? This is the traditional practice that has gone away that should come back, where officers get out of their car and check doors to make sure they're locked and walk around the perimeter of the business.

Sheriff's response: If the Deputies assigned to the City are working priority calls or a major crime, they will not be expected to perform premise checks while actively engaged. But as a matter of general duty / service, yes, they would be expected to complete premise checks.

6.7 To foster improved community policing/community relations, is CCSO willing to conduct "vacation" checks, when requested by residents out of town?

Sheriff's response: See 6.6

6.8 Is CCSO willing to provide monthly reports in the format prescribed by council? These reports may include stats on all incident types (TBD) per month, dispatch and arrival time for dispatched incidents, categorized by call priority (TBD), daily stats for on duty, on patrol in city limits, staffing levels, broken down by hour per day (format could be determined later).

Sheriff's response: The form of these reports would have to be worked on collaboratively to ensure the data is easily accessible, and that the reporting is completed in the best way without being time prohibitive.

7. Interagency engagement

7.1 The City Council has taken a stance on the 911 process, passing a resolution in support of an RFP process. Is CCSO willing to help the city advocate for this position to drive improvements with the 9-1-1 system, as needed? Concerns with the current process include operational and safety needs of first responders, consideration of school system needs, potential dependence on a system managed by another jurisdiction, and unreliability of the CAD system. Is CCSO championing change that would address these concerns?

Sheriff's response: Yes, CCSO is currently working with the Cities of Scappoose, Vernonia and Columbia City to ensure the County receives the best radio / CAD available and will push for as much collaboration as we are able.

Councilor Holmes explained the final piece of information that she will share is that in the meeting with our staff, Brian Jensen, who's our acting Safety Director, did raise the concern that the uncertainty of the investigation, is creating uncertainty within the department and asked when we might be working to arrive at a decision on this and so they talked and they think they would like to be able to conclude this investigation one way or another by the May 6th meeting. She explained Brian agreed that that would be reasonable, and he would communicate that back to the Officers and really out of respect for our Officers, that is the goal is to get this wrapped up to the best extent possible by May 6th. She stated she puts before you a couple of recommendations. She stated she wants to commend our staff as they always do such a nice job with the staff report and she did her best to emulate but she is not sure she hit the mark, but she tried to put before Council kind of three options for consideration.

Options:

1. Continue exploration and ask staff to develop the long-term funding strategy, anticipating the SPD budget to reach \$3.7 million to \$4 million annually (if we can recruit laterals that may come in at a higher pay grade than new recruits). We need to understand:
 - What would this look like if it were paid for through the general fund? How would other departments be impacted? Would all new revenue dollars need to be allocated to the Police Department?
 - If the city could not sustain SPD costs through general tax revenue, what are the options in terms of going out for a levy?
 - How much would that levy need to be? How would that translate to cost per \$1000 of assessed value for residents? How long could that levy be in place?
 - When would the levy need to take effect?

2. Survey residents who live within the city limits (no participation from residents outside of the city who would not be paying the levy) to determine:
 - Is 24/7/365 on-duty coverage with two officers on duty at all times the right goal?
 - Willingness to support a tax option levy if that is the funding option necessary to supplement the city's general fund for city law enforcement services.

- Or, desire to see cost savings through contracted services, freeing up funds for other public services like parks development. As noted above, the cost difference between and internal PD and contracting with CCSO for the same levels of converge, is estimated at \$700,000.00, annually.

3. End exploration of public safety options. Maintain the internal police department and right size the level of service to match current budget levels, recognizing this will fall short of the 24/7 on duty goal which many may find concerning given the uptick in violent crime to property crimes we are seeing

Finance Administrator Carol Almer explained we're very early in the budget process at this point, but looking at what we've got as far as the General Fund our General fund is in where it's in good shape at this point. She explained we do have good reserves in the General fund. She explained she would feel very comfortable now we know that we have new houses being developed and the Assessor give us an estimate of what the houses that we have and in the works now looking at potentially another almost \$90,000 tax revenue probably 18 months down the road and we obviously can look at other patrol funding mechanisms, but she would be comfortable saying that we could run on reserves three years comfortably and fund our Police Department. She stated right now we're so low understaffed that we have extra money. She explained currently we're budgeting for more excess of money in our ending fund balance to get us through November tax season and she like calculated how much money we need, and we don't need that much. She does believe we have extra reserves that she feels comfortable saying that we could fund the additional money we'd need to keep the police here in Scappoose for up to three years without putting us in any jeopardy. She explained we are trying to budget very conservatively.

Council President Miller replied the word reserves scare him.

Councilor Lafrenz moved, and Councilor Santiago moved to extend the meeting past 9:00pm. Motion passed (6-0). Mayor Backus, aye; Council President Miller, aye; Councilor Santiago, aye; Councilor Holmes, aye; Councilor Lafrenz, aye; and Councilor Jacobs, aye.

There was a discussion regarding the numbers on the spread sheet possibly not being accurate, and making sure they are accurate before doing a survey. There was also a discussion on the survey questions.

Councilor Holmes wants to very much see if Finance Administrator Carol Almer feels the numbers are reflected in the spreadsheet are not accurate. She stated certainly if there's an opportunity please go ahead and revise them further so that they accurately reflect kind of what you think we've got budgeted for this year, but she really does want to see for five years because this is not a decision that this community wants to revisit within five years. She feels if we take the step of hiring a police chief, we want to assure them the opportunity to really grow

the department and all of our officers as well. She wants to make sure that we can sustainably fund this department for at least five years.

Councilor Lafrenz explained he feels we have focused so much on the financial aspect, and he feels we need to look at a different perspective. He has gathered something on his own that he thinks would be helpful. "First, I would like to say I have nothing but respect for the CCSO. They do tremendous work keeping our communities safe. Thank you Councilor Holmes and Councilor Miller for putting in all this work exploring this option. As a college professor, data scientist and data analyst for the county, it is in my nature to understand and dissect an issue from all aspects. Since this is a decision that would be very difficult to ever reverse, I focused on investigating what the potential consequences of contracting out would be. I'll start by saying that I believe that more direct feedback from the SPD officers and staff should have been included from the beginning of this process. I think it's fair to say that they are the real experts on public safety and law enforcement in Scappoose and their thoughts on how to best keep our local community safe should be highly valued. Over the past 2 weeks I interviewed over half of the Scappoose PD and want to highlight a few important issues related to this decision. The main points proposed for contracting out are that it would allow the city to achieve 24/7 coverage with always having 2 officers on duty in Scappoose proper. I don't discount the significant amount of work that was put into the financial comparisons. However, I think it is clear that there are still a lot of unknowns in the proposed budgets and a lot of work and negotiations would be needed to get to a more confident financial picture of what cost savings there potentially would be. There are too many unknowns to put too much weight on how much contracting out would save the city of Scappoose. In addressing the 24/7 coverage, there wasn't one officer or staff I interviewed that stated that 2 officers in Scappoose 24/7 should be the priority. Statistically there are just very few calls in the middle of the night and it is not the best use of resources. All of the feedback I received centered around the actual priority being ensuring that we are fully staffed during the hours that there is high call volume. From the morning to the late evening. It should also be stated once again, that we already do have 24/7 coverage as the CCSO provides service during gaps in Scappoose staffing. Another significant consequence of this decision is what are the implications of losing local control of our police department. While I have no doubt the CCSO would do an effective job serving Scappoose there are tradeoffs when a city is served by an outside organization that has to adhere to their own important priorities (as they should).

Some of the feedback I received around losing local control is:

- Losing some of our officers that prefer the type of policing that is done at the city level compared to the county level
- A loss of community involvement and engagement with the police
- Challenges with the city, community and schools providing the same level of involvement and input
- Uncertainty of the future direction of CCSO when leadership transitions at some point
- I recently met with the county director of emergency management and asked for his feedback on any challenges that contracting out would create. He stated that the local

police chief and fire chief are the main and most important point of contact for local communities in an emergency response. Losing our main connection for coordinating an emergency response is a significant concern we should consider.

- I've worked for the federal government, the state government, and still work for the county government and now the city government and I believe most would agree with me when I say...local communities generally know what is best for them.
- We need to be careful with some of the comparison cities that have had success contracting out as well. For example, Happy Valley and Wilsonville began contracting out in the 90's when they are a fraction the size that they are. It's all they pretty much have had and had the benefit of the County Sheriff Office growing their resources to serve them as those communities grew themselves. The ability for the much larger Washington and Clackamas County Sheriff offices to serve small communities is not the same for Columbia county that simply does not have nearly the same number of officers or resources.

Lastly, I believe that this decisions is trying to correct issues that are primarily in the past. While Scappoose does have a recent history of officer and leadership turnover, the current city council should not make a drastic decision due to the past discretions and missteps of former leadership. We truly have a unique opportunity in front of us. We can work together to bring in a strong city manager and a highly qualified police chief and build on the great core of officers we currently have and the Lieutenant as well. The points that I have brought up are just a few of the many potential consequences of this decision and I believe that most would agree that all these reasons far outweigh the potential cost savings that this would create. I finish by saying, I believe in our current SPD, I believe in our great city staff, and I believe that this current Council can support manageable and responsible growth of our Police Department to best suit the needs of Scappoose now and into the future". (end of Councilor Lafrenz's statement).

Mayor Backus asked Councilor Holmes if she feels she could draft some questions for the upcoming Annual Town Meeting and then try to get the survey out.

Councilor Holmes replied she can draft some questions, but she would like Councilor LaFrenz's help with the survey questions. She explained that they also have to ensure the quality of the data. She explained at the Town Hall we have to have some way of capturing their information to verify that they live within the City or operate a business within the City, that they are somehow part of the tax base that would be shouldering the burden if we did have to raise some additional revenues.

Councilor Santiago explained she would love to hear from the current Police Officers and what their thoughts are on this without them feeling like they are going to be reprimanded or anything like that. She is in favor of surveying residents to find out their thoughts on this.

Mayor Backus explained if we decide to stay with the local department, he hopes we can address what the issues have been and are.

Steve Barnes explained he doesn't know if it is even possible to get true numbers for this Police Department to show what it is going to take. He would like the Council to keep in mind that true numbers are very difficult to get.

Council President Miller explained he thinks their priority is very authentic and that they want to make sure the people in this community are safe and that there is a reasonable response time to get to emergencies. He stated the only way that we're going to be able to do that is to assure that we have on duty officers in the City.

Mayor Backus explained his whole thing was really thinking of the officers because he thinks the officers, we have now are good officers and he wanted to protect and help them and get more ability to retain them. He explained that was kind of the thought which was to get them support and help and he knows it didn't necessarily seem like that and it may not because they came to Scappoose because they wanted to be in Scappoose and now, he sees that, and he hears that and it's important to him as well. He stated a big part of this was to help out the officers that we have going forward.

Teresa Keller explained putting the survey into the water bill is not a good idea, since people might just toss the flyers so an individual mailer would be better.

Darlene Marquardt explained she would like to see the option of the survey being able to be dropped off in the drop box.

Interim City Manager Larry Lehman asked if there is anyone at one of the Colleges who does surveys?

Councilor Lafrenz explained he does surveys.

Council President Miller asked if someone could look into this right away, maybe see if PCC or PSU would do it within our time frame.

There was a discussion on direct mailers/surveys within the City limits.

Option 2 ~ surveying residents.

Councilor Santiago moved, and Council President Miller seconded the motion to have staff to send out a survey for the law enforcement services within the City of Scappoose. Motion passed (6-0). Mayor Backus, aye; Council President Miller, aye; Councilor Santiago, aye; Councilor Holmes, aye; Councilor Lafrenz, aye; and Councilor Jacobs, aye.

Announcements – information only

Calendar

Mayor Backus went over the calendar.

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

Interim City Manager Larry Lehman explained the search for a new City Manager is underway.

Lieutenant Chris Fluellen thanked Mayor and Council for their time, along with the citizens for being participants in their local government. He thanked everyone for the personal comments today, but he is part of a team. He stated he believes being a leader is a privilege, and it is not something he takes very lightly.

Councilor Jacobs stated to Lt. Fluellen that he is such a professional. She explained every interaction and every time she sees Lt. Fluellen, he brings a smile to her face because he is the standard, and she just appreciates everything he does. She explained she is the new liaison for the Parks & Rec Committee. She invited everyone to Earth Day on April 20, which starts at 8am and goes until 3pm. She explained June 8 is the day for the Summer Festival. This will be a great event and a nice way to kick off summer.

Councilor Lafrenz thanked the Scappoose Police Department. He explained after speaking with the staff at the Police Department it is really apparent that Scappoose is a desirable place to be a police officer, especially after we get the salary up to where it should be. He explained just hearing that they could work somewhere else for quite a bit higher pay is a testament to what we have going on in the City and so he would like to keep that momentum going. He is really looking forward to engaging in our community at the Town meeting.

Councilor Santiago explained there were several flyers in the last water bill which she hopes people look at them and don't just throw them in the trash. She gave an update on the Economic Development Committee.

Mayor Backus thanked Carol and Lt. Fluellen for attending tonight. He explained Senator Merkley is in St. Helens this Saturday. He explained the solar panel company is not coming to St. Helens so that means there is still power available in the area, even though we are still in need of more power.

Council President Miller talked about the Annual Grant Watts Spring Auction being held April 20. He talked about the facility tour on April 24. He asked in regard to the survey that will be going out if Councilor Holmes and Councilor Lafrenz could consider putting in a factual second

page with facts bullet points that people could read to learn more because he thinks it's going to be really difficult if you do four or five survey questions without context and we need to make sure the information that's put out is factual and they're not getting information from potentially misleading social media posts. He thanked Lt. Fluellen for all of his leadership, it is very apparent.

Adjournment

Mayor Backus adjourned the meeting at 9:59 pm.

Mayor Joseph A. Backus

Attest:

City Recorder Susan M. Reeves, MMC

DRAFT



May 5th, 2024

National Day of Awareness for Missing and Murdered Indigenous Women and Girls

Under the Not Invisible Act, passed in October 2020, the Departments of Justice and Interior created a Joint Commission on reducing violent crime against American Indians and Alaska Natives. On May 5, 2022, U.S. Secretary of the Interior Deb Haaland announced the full membership of the Commission, composed of federal and non-federal members with a diverse range of experiences, expertise, and perspective. Each year, May 5th is now recognized as the National Day of Awareness for Missing and Murdered Indigenous Women and Girls (MMIWG) throughout US.

Despite efforts to raise awareness, of the 5,712 cases of MMIWG in the United States only 116 were included in the Department of Justice (DOJ) database. As a point of reference, if the portraits of the women and girls in this exhibit were actually MMIWG, only 2 out of the 94 would be included in the DOJ database as recognized MMIWG cases. According to the DOJ, American Indian and Alaskan Native women experience murder rates that are 10 times higher than the national average.

“A red hand over the mouth has become the symbol of a growing movement, the MMIW movement. It stands for all the missing sisters whose voices are not heard. It stands for the silence of the media and law enforcement in the midst of this crisis. It stands for the oppression and subjugation of Native women who are now rising up to say #NoMoreStolenSisters.” *Source: Missing and Murdered Indigenous Women (MMIW). Native Hope. (n.d.). <https://www.nativehope.org/missing-and-murdered-indigenous-women-mmiw>*

Megabus 5304 Raising Awareness Team has provided this informational sheet, resource sheet, social media posts, as well MS Teams backgrounds and images to use on this day of awareness. We also encourage all to **Wear Red on May 5th** to raise awareness for Missing and Murdered Indigenous Women and Girls.

For more information or assistance please contact your local VA Tribal Liaison (www.va.gov/tribalgovernment/contact.asp), Minority Veteran Coordinator (www.va.gov/centerforminorityveterans/mvpc/index.asp) or Intimate Partner Violence Assistance Program Coordinator (see website below).



Contact Your VA Coordinator
Intimate Partner Violence Assistance Program
www.socialwork.va.gov/IPV/Coordinators.asp

The National Domestic Violence
HOTLINE
 1.800.799.SAFE (7233) • 1.800.787.3224 (TTY)



SCAPPOOSE *Oregon*

CITY OF SCAPPOOSE NATIONAL VOLUNTEER WEEK PROCLAMATION

WHEREAS, National Volunteer Week has been observed annually since 1974 at all governmental levels, and recognizes volunteerism, participation, sharing and working together to make a difference; and

WHEREAS, the City of Scappoose depends on Volunteers for many programs that are a service and benefit to the community; and

WHEREAS, there is a need for more voluntary community service to help continue these programs; and

WHEREAS, serving as a Volunteer is a rewarding experience,

NOW, THEREFORE BE IT RESOLVED, I, Joseph A. Backus, Mayor of the City of Scappoose do hereby urge the citizens of this community to recognize the week of April 21 to 27, 2024 as National Volunteer Week to honor and recognize the individuals who have made a difference in our communities.

IN WITNESS WHEREOF, I hereunto set my hand and cause the seal of the City of Scappoose, to be affixed. Done at City Hall in the City of Scappoose, Oregon, on this ____ day of April, 2024.

CITY OF SCAPPOOSE, OREGON

Mayor Joseph A. Backus

Attest: _____
City Recorder Susan M. Reeves, MMC



SCAPPOOSE *Oregon*

Proclamation National Small Business Month

WHEREAS, the month of May 2024, has been designated as National Small Business Month, in recognition of the critical contributions of America’s entrepreneurs and small business owners; and

WHEREAS, nationally more than half of Americans either own or work for a small business, and they create two out of every three new jobs in the U.S. each year. Small businesses are the backbone of our economy, and we must work to ensure that our city recovers and rebuilds not only from the top down, but also from the bottom up and the middle out; and

WHEREAS, locally, in Scappoose, Oregon 95% of our businesses are small businesses with 50 or fewer employees; and

WHEREAS, the City of Scappoose takes this opportunity to highlight the impact of outstanding entrepreneurs and small business owners and recognizes that Small Business Month is a time for us to celebrate the successes of small business and to thank our small business owners for their contributions to our city, our economy, and our nation.

NOW, THEREFORE, I, Joseph A. Backus, Mayor of Scappoose, do hereby proclaim May 2024, as:

“Small Business Month”

In the City of Scappoose and urge all residents of Scappoose to participate in this observance.

IN WITNESS WHEREOF, I hereunto set my hand and cause the seal of the City of Scappoose, to be affixed this _____ day of April, 2024.

CITY OF SCAPPOOSE, OREGON

Mayor Joseph A. Backus

Attest:

City Recorder Susan M. Reeves, MMC

City of Scappoose

Council Action & Status Report

Date Submitted: 4-4-2024

Agenda Date Requested: 4-15-2024

To: Mayor & Scappoose City Council

From: Larry Lehman, Intern City Manager

Subject: CenturyLink Franchise Agreement

Type of Action Requested:

Resolution Ordinance

Formal Action Report Only

Issue: This is before Council for the second reading and adoption. The City’s existing Franchise Agreement with CenturyLink expired June 30, 2006. A new agreement has been negotiated and is being presented for Council’s consideration.

Analysis: The agreement has been provided in its entirety for Council review.

Fiscal Impact: The franchise fee will remain at 7%, the legal limit for the industry. For FY 23-24, revenue was budgeted at \$3,500.

Recommendation: Staff recommends Council adopt Ordinance No. 918 as presented.

ORDINANCE NO. 918
AN ORDINANCE GRANTING A FRANCHISE ("FRANCHISE") TO CENTURYTEL OF OREGON, INC. D/B/A CENTURYLINK ON BEHALF OF ITSELF AND ITS OPERATING AFFILIATES ("CENTURYLINK") TO OPERATE AND MAINTAIN A TELECOMMUNICATIONS SYSTEM ("THE SYSTEM") IN THE CITY OF SCAPPOOSE ("THE CITY").

The City hereby ordains that it is in the public interest to grant CenturyLink a Franchise to operate the System pursuant to the terms and conditions contained herein.

SECTION 1. Grant of Franchise. The City hereby grants to CenturyLink the right, privilege and authority to install, construct, maintain, operate, upgrade, repair, relocate and remove its cables and related appurtenances ("Facilities") in, under, along, over and across the present and future streets, alleys and other public ways in the City ("Public Ways", or in the singular "Public Way"), for the purpose of providing telecommunication services to the City's inhabitants and other customers of CenturyLink located within the City's corporate limits.

SECTION 2. Acceptance by CenturyLink. Within sixty (60) days after the passage of this Ordinance by the City, CenturyLink shall file an unqualified written acceptance thereof with the City; otherwise, the Ordinance and the rights granted herein shall be null and void.

SECTION 3. Term. The initial term of this Franchise is ten years (10) years commencing on the date of Acceptance by CenturyLink as set forth above in Section 2 and shall thereafter automatically renew from year-to-year unless either party gives advance written notice to the other party at least 120 days prior to expiration of the initial term or subsequent annual term requesting the parties enter into good faith discussions to reach terms of a new agreement.

SECTION 4. Records Inspection. CenturyLink shall make available to the City at a CenturyLink office, upon reasonable advance written notice of no fewer than sixty (60) days and not more often than once every two (2) years, such relevant information pertinent only to enforcing the terms of this Ordinance in such form and at such times as CenturyLink can reasonably make available. Subject to applicable laws, any information that CenturyLink provides to the City, except as otherwise provided herein, is confidential and proprietary and shall not be disclosed or used for any purpose other than verifying compliance with the terms of this Ordinance. Except as otherwise provided herein, any such information provided to the City shall be returned to CenturyLink following review, without duplication, unless CenturyLink grants the City written permission to duplicate the information.

SECTION 5. Non-Exclusive Franchise. The right to use and occupy the Public Ways shall be nonexclusive, and the City reserves the right to use the Public Ways for itself or any other entity. The City's and other entities' use, however, shall not unreasonably interfere with CenturyLink's Facilities or the rights granted CenturyLink herein.

SECTION 6. City Regulatory Authority. The City reserves the right to adopt such additional ordinances and regulations as may be deemed necessary in the exercise of its police power for the protection of the health, safety, and welfare of its citizens consistent with applicable federal and state law. The City agrees to promptly notify CenturyLink of any such changes potentially applicable to this Franchise.

SECTION 7. Indemnification. The City shall not be liable for any property damage or loss or injury to or death of any person that occurs as the result of the construction, operation, or maintenance by CenturyLink of its Facilities. CenturyLink shall indemnify, defend, and hold the City harmless from and against claims, demands, liens and all liability or damage of whatsoever kind on account of CenturyLink's use of the Public Ways. The City shall: (a) give prompt written notice to CenturyLink of any such claim, demand, or lien with respect to which the City seeks indemnification hereunder; and (b) permit CenturyLink to assume the defense of such claim, demand, or lien with legal counsel of CenturyLink's selection. CenturyLink shall not be subject to liability for any settlement or compromise made without its prior written consent. Notwithstanding the other provisions contained herein, CenturyLink shall in no event be required to indemnify the City for any claims, demands, or liens arising from the negligence or wrongful actions or inactions of the City, its officials, boards, commissions, agents, contractors, and/or employees.

SECTION 8. Insurance Requirements. CenturyLink will maintain in full force and effect for the Term of the Franchise, at CenturyLink's expense, a comprehensive liability insurance policy written by a company authorized to do business in the State of New Mexico, or will provide self-insurance reasonably satisfactory to the City, protecting it against liability for loss, personal injury and property damage occasioned by the operation of the System, including the Facilities, by CenturyLink. Such insurance will be in an amount not less than \$1,000,000.00. CenturyLink will also maintain Worker's Compensation coverage throughout the term of this Franchise as required by law. Evidence of such insurance is available at www.centurylink.com/moi.

SECTION 9. Annexation. When any territory is approved for annexation to the City, the City shall within ten (10) business days provide by certified mail, return receipt requested, postage prepaid, to CenturyLink at the addresses provided in Section 18 hereof: (a) each site address to be annexed as recorded on City assessment and tax rolls; (b) a legal description of the proposed boundary change; and (c) a copy of the City's ordinance approving the proposed annexation.

SECTION 10. Plan, Design, Construction and Installation of CenturyLink's Facilities.

10.1 All Facilities under the authority of this Ordinance shall be used, constructed, and maintained in accordance with applicable law.

10.2 CenturyLink shall, prior to commencing new construction or major reconstruction work in Public Ways or other public places, apply for a permit from the City, which permit shall not be unreasonably withheld, conditioned, or delayed. CenturyLink will provide plans for new facilities to be placed in the Public Ways pursuant to a permit issued by the City. CenturyLink will abide by all applicable ordinances and reasonable rules, regulations, and requirements of the City consistent with applicable law, and the City may inspect the manner of such work and require remedies as may be reasonably necessary to assure compliance. Notwithstanding the foregoing, CenturyLink shall not be obligated to obtain a permit to perform emergency repairs or for normal maintenance of its facilities.

10.3 To the extent practical and consistent with any permit issued by the City, all Facilities shall be located so as to cause minimum interference with the Public Ways and shall be constructed, installed, maintained, cleared of vegetation, renovated, or replaced in accordance with applicable rules, ordinances, and regulations of the City.

10.4 If, during the course of work on its Facilities, CenturyLink causes damage to or alters the Public Way or other public property, CenturyLink shall replace and restore such Public Way or public property at CenturyLink's expense to a condition reasonably comparable to the condition that existed immediately prior to such damage or alteration, normal wear and tear excepted.

10.5 CenturyLink shall have the right to excavate the Public Ways subject to reasonable conditions and requirements of the City. Before installing new underground facilities or replacing existing underground facilities, CenturyLink shall first obtain a permit from the City in accordance with subsection 10.2 hereof.

10.6 Nothing in this Ordinance shall be construed to prevent the City from constructing, maintaining, repairing, or relocating its sewers, streets, water mains, sidewalks, or other public property. However, before commencing any work within a Public Way that may affect CenturyLink's Facilities, the City shall give written notice to CenturyLink, and all such work shall be done, insofar as practicable, in such a manner as not to obstruct, injure, or prevent the free use and operation of CenturyLink's poles, wires, conduits, conductors, pipes, and appurtenances.

10.7 CenturyLink shall not attach to, or otherwise use or commit to use, any pole owned by City until a separate pole attachment agreement has been executed by the parties.

SECTION 11. Relocation of Facilities.

11.1 Relocation for the City. CenturyLink shall, upon receipt of advance written notice of not fewer than ninety (90) days, protect, support, temporarily disconnect, relocate, or remove any CenturyLink property located in a Public Way when required to do so by the City for reasons of public health, safety, and welfare. However, CenturyLink shall not be required to relocate or adjust its facilities pursuant to this subsection in furtherance of non-essential, developmental, aesthetic, or beautification projects (collectively "Non-Essential Project"), except in accordance with subsection 11.2 below. CenturyLink shall be responsible for any costs associated with these obligations to the same extent as other users of the respective Public Way.

11.2 Relocation for a Third Party. CenturyLink shall, at the request of any person holding a lawful permit issued by the City and/or in support of a Non-Essential Project by City, protect, support, raise, lower, temporarily disconnect, relocate in or remove from Public Ways, as applicable and if possible, any CenturyLink property, provided that the cost of such action is borne by the person requesting it and CenturyLink is given reasonable advance written notice and sufficient time to take the appropriate action. In such a situation, CenturyLink may also require advance payment. For purposes of this subsection, "reasonable advance written notice" shall mean no fewer than forty-five (45) days for a temporary relocation, and no fewer than one hundred twenty (**120**) days for a permanent relocation.

11.3 Alternatives to Relocation. CenturyLink may, after receipt of written notice requesting a relocation of Facilities, submit to The City written alternatives to such relocation. Such alternatives shall include the use and operation of temporary transmitting facilities in adjacent Public Ways. The City shall promptly evaluate such alternatives and advise CenturyLink in writing if one or more of the alternatives are suitable. If requested by the City, CenturyLink shall promptly submit additional information to assist the City in making such an evaluation. The City shall give each alternative proposed by CenturyLink full and fair consideration. In the event the

City ultimately determines that there is no other reasonable alternative, CenturyLink shall relocate the Facilities as otherwise provided herein. Notwithstanding the foregoing, CenturyLink shall in all cases have the right to abandon the Facilities.

SECTION 12. Vegetation Management. CenturyLink shall have the authority to trim trees and other growth in the Public Ways in order to access and maintain the Facilities in compliance with applicable law and industry standards.

SECTION 13. Payment by CenturyLink. In consideration of the rights, privileges, and Franchise hereby granted, CenturyLink, its successors and assigns, shall pay the City from and after the date of the acceptance of this Franchise a privilege tax in an amount equal to seven percent (7%) of the gross revenues derived from exchange access services within the City, as defined in ORS 403.105, less net uncollectibles from such revenues, including any extension of those City limits from time to time. Payment shall be made quarterly on or before sixty (60) days after the end of each calendar quarter. Such payment made by CenturyLink will be accepted by the City from CenturyLink.

SECTION 14. Revocation of Franchise for Noncompliance.

14.1 In the event that the City believes that CenturyLink has not materially complied with the terms of the Franchise, the City shall informally discuss the matter with CenturyLink. If these discussions do not lead to resolution of the problem, the City shall notify CenturyLink in writing of the exact nature of the alleged noncompliance.

14.2 CenturyLink shall have thirty (30) days from receipt of the written notice described in subsection 14.1 to either respond to the City, contesting the assertion of noncompliance, or otherwise initiate reasonable steps to remedy the asserted noncompliance issue, notifying the City of the steps being taken and the projected date that they will be completed.

14.3 In the event that CenturyLink does not comply with subsection 14.2, above, unless the parties agree to an extension of the time provided in subsection 14.2, above, the City shall schedule a public hearing to address the asserted noncompliance issue. The City shall provide CenturyLink with at least twenty (20) days' prior written notice of, and the opportunity to be heard, at the hearing.

14.4 Subject to applicable federal and state law, in the event The City, after the hearing set forth in subsection 14.3, determines that CenturyLink is noncompliant with this Ordinance, The City may:

- A. Seek specific performance of any provision which reasonably lends itself to such remedy, as an alternative to damages; or
- B. Commence an action at law for monetary damages or other equitable relief; or
- C. In the case of substantial noncompliance with a material provision of the Ordinance, seek to revoke the Franchise in accordance with subsection 14.5.

14.5 Should the City seek to revoke the Franchise after following the procedures set forth above, The City shall give written notice to CenturyLink including a statement of all reasons for such revocation. CenturyLink shall have ninety (90) days from receipt of such notice to object in writing and state its reason(s) for such objection. Thereafter, The City may seek revocation of the Franchise at a public hearing. The City shall cause to be served upon CenturyLink, at least thirty (30) days prior to such public hearing, a written notice specifying the time and place of such hearing and stating its intent to revoke the Franchise. At the designated hearing, the City shall give CenturyLink an opportunity to state its position on the matter, after which the City shall determine whether or not the Franchise shall be revoked. CenturyLink may appeal the City 's determination to an appropriate court, which shall have the power to review the decision of the City *de novo*. Such an appeal must be taken within sixty (60) days of the issuance of the City 's determination. The City may, at its sole discretion, take any lawful action which it deems appropriate to enforce its rights under this Ordinance in lieu of revocation.

14.6 Notwithstanding the foregoing provisions in this Section 14, CenturyLink does not waive any of its rights under applicable law.

SECTION 15. No Waiver of Rights. Neither the City nor CenturyLink shall be excused from complying with any of the terms and conditions contained herein by any failure of the other, or any of its officers, employees, or agents, upon any one or more occasions to insist upon or to seek compliance with any such terms and conditions. Each party expressly reserves any and all rights, remedies, and arguments it may have at law or equity, without limitation, and to argue, assert, and/or take any position as to the legality or appropriateness of any provision in this Ordinance that is inconsistent with State or Federal law, as may be amended.

SECTION 16. Transfer of Franchise. CenturyLink's right, title, or interest in the Franchise shall not be sold, transferred, assigned, or otherwise encumbered without prior notice to and prior approval by the City, such approval not to be unreasonably withheld, conditioned, or delayed. Notwithstanding the foregoing, when said sale, transfer, assignment, or encumbrance is to an entity controlling, controlled by, or under common control with CenturyLink, or for any rights, title, or interest of CenturyLink in the Franchise or Facilities in order to secure indebtedness, or to an entity that acquires substantially all the assets or equity of CenturyLink by sale, merger, consolidation or reorganization, approval by the City shall not be required.

SECTION 17. Amendment. Amendments to the terms and conditions contained herein shall be mutually agreed upon in writing by the City and CenturyLink.

SECTION 18. Notices. Any notice required or permitted to be given hereunder shall be deemed sufficient if given by a communication in writing and shall be deemed to have been received upon actual receipt or refusal of delivery if sent by (a) personal delivery, (b) United States Mail, postage prepaid, certified, return receipt requested, or (c) nationally recognized overnight courier, and addressed to the Parties as set forth below:

The City :
City of Scappoose
Attn: City Recorder
33568 East Columbia Avenue

Scappoose, Oregon 97056

To CenturyLink:
CenturyLink
ATTN: ROW/NIS Manager
1025 Eldorado Blvd.
Broomfield, CO 80021

with a copy to:
CenturyLink
ATTN: Legal Department
931 14th Street
Denver, CO 80202

SECTION 19. Severability. If any section, sentence, paragraph, term or provision hereof is for any reason determined to be illegal, invalid, or superseded by other lawful authority, including any state or federal regulatory authority having appropriate jurisdiction thereof, or unconstitutional, illegal or invalid by any court having appropriate jurisdiction thereof, such portion shall be deemed a separate, distinct, and independent provision, and such determination shall have no effect on the validity of any other section, sentence, paragraph, term or provision hereof, all of which will remain in full force and effect for the term of the Franchise or any renewal or renewals thereof.

CONSIDERED and APPROVED this _____ day of _____, 2024.

CITY OF SCAPPOOSE

By: _____
Joseph A. Backus, Mayor

Attest: _____, City Recorder
Susan M. Reeves, MMC

ACCEPTED BY CENTURYLINK:
CENTURYTEL OF OREGON, INC. D/B/A CENTURYLINK BY:

TITLE: _____

DATE: _____

First Reading: April 1, 2024
Second Reading:

Three sets of survey questions, representing different approaches are presented.

Next steps:

1.) Council needs to decide how we represent the different levels of police coverage.

Options include:

- Current service is 24/7 coverage (no qualification needed)
- Current services is 24/7 coverage with a combination of on duty and on call (~4 hours a day)
- Alternative level of service is 24/7 on duty

2.) Should tradeoffs between these different levels of service be included in the survey?

Options include:

- Omit tradeoffs and ask residents about their feelings regarding the SPD performance and preference to maintain the department without any consideration of cost and level of service.
- Ask questions that allow residents to indicate preferences about police services when tradeoffs are considered.

3.) If staff feels initial budget projections offered by staff on March 14th are inaccurate, Council may want to request a new budget along with a strategic plan for successfully rebuilding the department. This will help Council understand the realities of rebuilding the police department and cost associated with that. Council will be able to clearly understand the tradeoffs of different scenarios are then present those in a survey to residents if that is the desired survey approach.

City of Scappoose
Council Action & Status Report

Date Submitted: April 9, 2024
Agenda Date Requested: April 15, 2024
To: Scappoose City Council
From: Mayor Joe Backus
Subject: City Committees

Type of Action Requested:

Resolution Ordinance
 Formal Action Discussion

Issue:

Scappoose City Council has two standing committees they are responsible for: Parks & Rec Committee and the Economic Development Committee. Each Committee has a council liaison. Parks and Rec Liaison is Marisa Jacobs, Economic Development Committee Liaison is Jeannet Santiago.

Analysis:

I am asking for a discussion on these committees. Discussion on the council liaison role and responsibilities with these committees. These are council's committees so what is the council's vision for these committees. What is the function and purpose that council sees for these committees. How are agendas determined. How much staff time is dedicated to these committees. Does Council task the committees with things to do or do the committees propose and recommend tasks for them to do themselves.

RESOLUTION NO. 22-19

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

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

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

NOW THEREFORE, THE CITY OF SCAPPOOSE ORDAINS AS FOLLOWS:

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

CITY OF SCAPPOOSE PARK AND RECREATION COMMITTEE BYLAWS

ARTICLE I – NAME

Scappoose Parks and Recreation Committee or SPRC.

ARTICLE II – AUTHORIZATION

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

ARTICLE III – PURPOSE

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

ARTICLE IV – RESPONSIBILITIES/OBJECTIVES

The Committee shall act to support and promote City Council Goals, in accordance with Council guidance, related to the following:

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

ARTICLE V – ORGANIZATION AND STRUCTURE

Section 1 Membership

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

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

F. Members, their alternates, or ex-officio representatives missing three (3) unexcused or consecutive meetings will be considered for removal from the Committee by vote of City Council, and as outlined in Scappoose Municipal Code Section 2.04.110. The Committee or City Staff may present a written recommendation to Council to remove members for missing three unexcused meetings. The Committee may present a written recommendation to Council to remove members for other causes.

Section 2. Officers

A. The SPRC shall elect a Chair and Vice Chair every twelve (12) months during the first meeting of the City of Scappoose Fiscal Year.

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

(1) Chair

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

(2) Vice Chair

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

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

Recording Secretary

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

ARTICLE VI - MEETING PROCEDURES AND QUORUM

A. The SPRC shall hold meetings at least quarterly. The Committee may hold meetings more frequently to conduct their responsibilities and objectives, and/or if a project has been assigned by City Council. If an Agenda only contains general updates or information sharing that is not related to ongoing projects, these may be shared via email in between regularly scheduled meetings.

Members will be reminded of meetings by written notice, including electronic means such as email, at least seven (7) days prior to the scheduled meetings. The notice will include the date, time, location and agenda for the meeting. Summary minutes shall be taken for all meetings and shall be available for viewing by anyone upon request. Minutes are to be distributed to all members and others expressing an interest in receiving them.

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

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

D. A Quorum for doing business shall be equal to a majority of the current committee membership that is entitled to vote. If a committee cannot achieve a quorum, they can meet to share information and discuss topics, but cannot vote or take other actions on any items before the Committee.

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

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

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

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

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

I. A report of the SPRC activities shall be made to City Council at least annually and as frequently as quarterly. City Council shall receive a report, in writing or in person, if Council Agenda space allows, that has been prepared by the Chair or their designee and approved by a majority of the committee, that:

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

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

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

Members of the Committee shall not discriminate, harass, or bully other members, City Staff, City Council, guests, the public, or anyone else while performing their duties, and are strongly urged to behave this way at all times. Members shall also not conduct themselves in manners that are unprofessional, illegal, or violate these bylaws or the Committee Team Agreement. Members violating the bylaws or Team Agreement are subject to complaint and/or disciplinary action under Scappoose Municipal Code Section 2.04.110.

Ethics:

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

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

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

Decorum:

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

Statements to the public, media, and other organizations:

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

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

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

L. Committee Members shall sign and agree to be bound to the Committee Team Agreement. Violation of the Team Agreement shall be subject to discipline under Scappoose Municipal Code Section 2.04.110 at the written request of a majority of members of the Committee or City Staff, or, at times, the aggrieved party.

ARTICLE VII - AMENDING BY-LAWS

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

ARTICLE VIII - APPROVALS

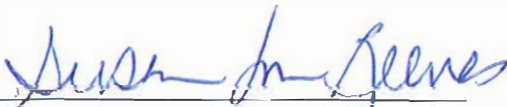
The above bylaws for the Scappoose Park and Recreation Committee have been duly considered and reviewed, and are hereby recommended for adoption by the Scappoose City Council this 17th day of October, 2022.

PASSED AND ADOPTED by the Scappoose City Council on this 17th day of October, 2022, and signed by me and the City Recorder, in authentication of its passage.

CITY OF SCAPPOOSE, OREGON



Scott Burge, Mayor

Attest: 

Susan M. Reeves, MMC, City Recorder

RESOLUTION NO. 22-20

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

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

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

NOW THEREFORE, THE CITY OF SCAPPOOSE ORDAINS AS FOLLOWS:

Resolution No. 20-01 is hereby rescinded and replaced by the following:

CITY OF SCAPPOOSE ECONOMIC DEVELOPMENT COMMITTEE BYLAWS

ARTICLE I – NAME

Scappoose Economic Development Committee or EDC.

ARTICLE II – AUTHORIZATION

Established by Resolution No. 15-14, passed July 20, 2015 and then amended by Resolution No. 18-22, passed October 1, 2018 which rescinded Resolution No. 15-14 and then amended by Resolution No. 19-05, passed June 3, 2019, and then rescinded and replaced by Resolution No. 20-01, passed on January 21, 2020, and now rescinded and replaced with Resolution No. 22-19, passed on October 17, 2022.

ARTICLE III – PURPOSE

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

ARTICLE IV – RESPONSIBILITIES/OBJECTIVES

The Committee shall act to support and promote City Council Goals, in accordance with Council guidance, related to the following:

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

ARTICLE V – ORGANIZATION AND STRUCTURE

Section 1 Membership

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

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

- (1) members with backgrounds in economics and business,
- (2) members who are geographically distributed throughout the industrial and commercial zones of the City,
- (3) members who represent a wide range of business sectors and types in Scappoose,
- (4) members with demonstrated leadership, commitment and expertise.

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

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

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

F. Members, their alternates, or ex-officio representatives missing three (3) unexcused or consecutive meetings will be considered for removal from the Committee by vote of City Council, and as outlined in Scappoose Municipal Code Section 2.04.110. The Committee or City Staff may present a written recommendation to Council to remove members for missing three unexcused meetings. The Committee may present a written recommendation to Council to remove members for other causes.

Section 2. Officers

A. The EDC shall elect a Chair and Vice Chair every twelve (12) months during the first meeting of the City of Scappoose Fiscal Year.

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

(1) Chair

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

(2) Vice Chair

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

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

Recording Secretary

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

ARTICLE VI - MEETING PROCEDURES AND QUORUM

A. The EDC shall hold meetings at least quarterly. The Committee may hold meetings more frequently to conduct their responsibilities and objectives, and/or if a project has been assigned by City Council. If an Agenda only contains general updates or information sharing that is not related to ongoing projects, these may be shared via email in between regularly scheduled meetings.

Members will be reminded of meetings by written notice, including electronic means such as email, at least seven (7) days prior to the scheduled meetings. The notice will include the date, time, location and agenda for the meeting. EDC Summary minutes shall be taken for all meetings and shall be available for viewing by anyone upon request. Minutes are to be distributed to all members and others expressing an interest in receiving them.

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

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

D. A Quorum for doing business shall be equal to a majority of the current committee membership that is entitled to vote. If a committee cannot achieve a quorum, they can meet to share information and discuss topics, but cannot vote or take other actions on any items before the Committee.

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

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

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

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

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

I. A report of the EDC activities shall be made to City Council at least annually and as frequently as quarterly. City Council shall receive a report., in writing or in person, if Council Agenda space allows, that has been prepared by the Chair or their designee and approved by a majority of the committee, that:

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

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

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

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

violating the bylaws or Team Agreement are subject to complaint and/or disciplinary action under Scappoose Municipal Code Section 2.04.110.

Ethics:

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

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

Members of the Committee shall not discriminate, harass, or bully other members, City Staff, City Council, guests, the public, or anyone else while performing their duties, and are strongly urged to behave this way at all times. Members shall also not conduct themselves in manners that are unprofessional, illegal, or violate these bylaws or the Committee Team Agreement. Members violating the bylaws or Team Agreement are subject to complaint and/or disciplinary action under Scappoose Municipal Code Section 2.04.110.

Decorum:

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

Statements to the public, media, and other organizations:

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

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

- Selflessness. Committee members should make decisions in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their families, or their friends.
- Integrity. Committee members should not place themselves under any financial or other obligation to outside individuals or organizations that might influence them in the performance of their duties.

- Objectivity. In carrying out business, members should make choices based only on merit.
- Accountability. Committee members are accountable to the public for their decisions and actions and must submit themselves to whatever scrutiny is appropriate to their office.
- Openness. Committee members should be as open as possible about all the decisions and actions they make. They should give reasons for their decisions.
- Honesty. Committee members have a duty to declare any private interest relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- Leadership. Committee members should promote and support these principles by leadership and example.

L. Committee Members shall sign and agree to be bound to the Committee Team Agreement. Violation of the Team Agreement shall be subject to discipline under Scappoose Municipal Code Section 2.04.110 at the written request of a majority of members of the Committee or City Staff, or, at times, the aggrieved party.

ARTICLE VII - AMENDING BY-LAWS

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


ARTICLE VIII - APPROVALS

The above bylaws for the Scappoose Economic Development Committee have been duly considered and reviewed, and are hereby recommended for adoption by the Scappoose City Council this 17th day of October, 2022.

PASSED AND ADOPTED by the Scappoose City Council on this 17th day of October, 2022, and signed by me and the City Recorder, in authentication of its passage.

CITY OF SCAPPOOSE, OREGON


 Scott Burge, Mayor

Attest 
 Susan M. Reeves, MMC, City Recorder

CITY OF SCAPPOOSE

May 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 Council work session 6pm Council meeting 7pm	7	8	9 Planning Commission 7pm	10	11 Farmers Market 9am – 2pm
12	13	14	15	16 EDC noon Park & Rec 6pm	17	18 Farmers Market 9am – 2pm
19	20 Council work session 6pm Council meeting 7pm	21	22	23 Planning Commission 7pm	24	25 Farmers Market 9am – 2pm
26	27 City Offices closed in observance of Memorial Day	28	29	30	31	