



# SCAPPOOSE

*Oregon*

MONDAY, AUGUST 5, 2024  
CITY COUNCIL MEETING AGENDA

- EXECUTIVE SESSION ~ ORS 192.660(2)(F) TO CONSIDER INFORMATION OR RECORDS THAT ARE EXEMPT BY LAW FROM PUBLIC INSPECTION, 6:00PM
- EXECUTIVE SESSION ~ ORS 192.660(2)(D) LABOR NEGOTIATIONS, 6:30PM

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	
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 ~ July 10, 2024 Special City Council meeting minutes; July 15, 2024 City Council meeting minutes	
<u>New Business</u>	
2. Scappoose Senior Center Quilt Donation	
Mayor Backus	
3. Columbia County Jail Levy	Discussion
Sheriff Brian Pixley	
4. Contract for Keys Road Reservoir Project	Approval
Contract Administrator Charlotte Baker	
5. Contract for Basalt Well Infrastructure and Conveyance Design	Approval
Contract Administrator Charlotte Baker	
6. Consor Contract Amendment ~ Wastewater Treatment Plant Phase I Engineering Consultation and Project Management Services	Approval
Contract Administrator Charlotte Baker	
Announcements – information only	
7. Calendar	
8. Updates: City Manager; Police Department; Councilors; and Mayor	
9. Executive Session ~ ORS 192.660(2)(d) Labor Negotiations (Only if needing to continue from earlier)	
Open Session	
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.	



# SCAPPOOSE

*Oregon*

**WEDNESDAY, JULY 10, 2024, 7:00PM  
SPECIAL CITY COUNCIL MEETING AGENDA  
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=fsXFbcwtz\\_Y](https://www.youtube.com/watch?v=fsXFbcwtz_Y) & [www.youtube.com/watch?v=XCsZs66kgDQ](https://www.youtube.com/watch?v=XCsZs66kgDQ).

## **Call to Order**

Mayor Backus called the July 10, 2024 Special City Council meeting to order at 7:01 pm.

## **Pledge of Allegiance**

## **Roll Call**

Joseph A. Backus	Mayor	Dave Sukau	Acting City Manager/Public Works Director
Tyler Miller	Council President	Susan M. Reeves	City Recorder
Kim Holmes	Councilor		

**Remote:** Councilor Andrew Lafrenz; GMP Consultant Bob Larson; GMP Consultant Brenda Gabbitas; and Benjamin Burgener.

**Excused:** Councilor Jeannet Santiago; Councilor Marisa Jacobs; and Councilor Ty Bailey.

## **Approval of the Agenda**

Council President Miller moved, and Councilor Holmes seconded the motion that Council approve the agenda. Motion passed (4-0). Mayor Backus, aye; Council President Miller, aye; Councilor Holmes, aye; and Councilor Lafrenz, aye.

## **Public Comment**

There were no public comments.

**Executive Session ~ ORS 192.660 (2) (a) Employment of Manager or Attorney**

Mayor Backus read the Executive Session script and went into Executive Session at 7:03pm.

**Present:** Mayor Joseph A. Backus; Council President Tyler Miller; Councilor Kim Holmes; and Acting City Manager Dave Sukau.

**Remote:** Councilor Andrew Lafrenz; Consultant Bob Larson; and Brenda Gabbitas.

**Excused:** Councilor Jeannet Santiago; Councilor Marisa Jacobs; and Councilor Ty Bailey.

### **Return To Regular Session**

Mayor Backus came out of executive Session into open session at 7:11pm.

**Present:** Mayor Joseph A. Backus; Council President Tyler Miller; Councilor Kim Holmes; Acting City Manager Dave Sukau; and City Recorder Susan M. Reeves.

**Remote:** Councilor Andrew Lafrenz; Consultant Bob Larson; Brenda Gabbitas and Benjamin Burgener.

**Excused:** Councilor Jeannet Santiago; Councilor Marisa Jacobs; and Councilor Ty Bailey.

### **Appointment of Benjamin Burgener to the City Manager position**

Mayor Backus thanked GMP staff, Bob and Brenda, as they were great and very helpful throughout this process. He stated they brought the City a bunch of good candidates and he feels the process went really well and worked well for us.

Mayor Backus gave an overview of the city manager recruitment process.

Councilor Holmes moved, and Council President Miller seconded the motion that Council appoint Benjamin Burgener to the Scappoose City Manager position effective September 1, 2024 with the signature on an employment agreement.

Mayor Backus thanked Benjamin and said he is looking forward to him starting with the City of Scappoose.

Benjamin Burgener stated he appreciates it.

Motion passed (4-0). Mayor Backus, aye; Council President Miller, aye; Councilor Holmes, aye; and Councilor Lafrenz, aye.

## **Authorize Employment Agreement for City Manager**

Council President Miller moved, and Councilor Holmes seconded the motion that Council accept the City Manager employment agreement with Benjamin Burgener as presented.

Council President Miller asked will the City sign the agreement first, and then transmit it to Mr. Burgener to countersign?

Mayor Backus replied yes.

Motion passed (4-0). Mayor Backus, aye; Council President Miller, aye; Councilor Holmes, aye; and Councilor Lafrenz, aye.

Mayor Backus stated congratulations, Benjamin!

Bob Larson, GMP Consultant, stated to Mayor Backus and the Council Members how he wants to commend them all on their efforts. He knows they had a difficult decision, but ultimately, he thinks they made the right decision. He thanked them for the opportunity on behalf of GMP to serve the City and work with them. He stated it was a very exciting time for him, and he learned quite a bit. He stated thank you very much!

## **Adjournment**

Mayor Backus adjourned the meeting at 7:19pm.

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Mayor Joseph A. Backus

Attest:

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City Recorder Susan M. Reeves, MMC



# SCAPPOOSE *Oregon*

**MONDAY, JULY 15, 2024  
CITY COUNCIL MEETING MINUTES  
REGULAR MEETING 7:00 PM**

**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=qZVdI9hDGdY](http://www.youtube.com/watch?v=qZVdI9hDGdY) and [www.youtube.com/watch?v=z4q1gN76i5k](http://www.youtube.com/watch?v=z4q1gN76i5k).

## **Call to Order**

Mayor Backus called the July 15, 2024 City Council meeting to order at 7:00 pm.

## **Pledge of Allegiance**

## **Roll Call**

Joseph A. Backus	Mayor	Dave Sukau	Acting City Manager/Public Works Director
Tyler Miller	Council President	Chris Fluellen	Police Lieutenant
Jeannet Santiago	Councilor	Susan M. Reeves	City Recorder
Kim Holmes	Councilor	Laurie Oliver Joseph	Community Development Director
Andrew Lafrenz	Councilor		(left at 7:29pm)

**Excused:** Councilor Marisa Jacobs and Councilor Ty Bailey.

**Remote:** Police Chief Brian Jensen.

## **Approval of the Agenda**

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

## **Public Comment**

There were no public comments.

**Consent Agenda ~ June 12, 2024 Special City Council meeting minutes; June 17, 2024 City Council meeting minutes; June 24, 2024 Special City Council meeting minutes; and June 27, 2024 Special City Council meeting minutes**

Councilor Holmes moved, and Council President Miller seconded the motion to approve the Consent Agenda ~ June 12, 2024 Special City Council meeting minutes; June 17, 2024 City Council meeting minutes; June 24, 2024 Special City Council meeting minutes; and June 27, 2024 Special City Council meeting minutes. Motion passed (5-0). Mayor Backus, aye; Council President Miller, aye; Councilor Santiago, aye; Councilor Holmes, aye; and Councilor Lafrenz, aye.

### **New Business**

#### **Presentation to Planning Commissioner Bill Blank**

Mayor Backus presented a plaque to Bill Blank.

In Special Recognition of Bill Blank  
For Your Outstanding Service,  
Dedication and Commitment to the  
City of Scappoose, Oregon  
Planning Commissioner  
February 1999 to June 2024  
Thank you, Bill!



Thank you, Bill, for your many years of service!

## **Scappoose Summer Outdoor Festival**

Mayor Backus presented a plaque to JJ Duehren for her hard work on the Scappoose Summer Outdoor Festival. Thank you, JJ!



JJ Duehren gave an overview of the 2024 Scappoose Summer Outdoor Festival. She stated none of this could have happened without the help from Jeff Weiss, with the Scappoose Public Library. She also thanked Council and staff for all of their assistance with the Summer Outdoor Festival. She explained they will be asking for funding for next year's event.

Jeff Weiss gave an overview of the events that the Scappoose Public Library puts on.

Mayor and Council thanked JJ and Jeff!

## **Meissner property donation**

Acting City Manager/Public Works Director Dave Sukau went over the staff report. Over the past few years, Duane and Elizabeth Meissner have been considering donating their property to the City to be used as a City park. In May 2024, Duane and Elizabeth Meissner submitted a proposal to the City for the donation of their 1.91-acre property to be used as a nature preserve and playground. The Meissner property is located on Dutch Canyon Road behind the Columbia West shopping center in an area of town that is currently lacking in City park facilities. The

property consists of a natural wildlife area with no other improvements onsite. The Meissner's have placed some stipulations on the donation of their land.

The stipulations are:

1. The property is to be named Timee Nature Preserve, after Chief Concomly's daughter.
2. A plaque is to be displayed in the park with the following inscription:  
"This nature preserve and park are dedicated to the Native Americans who lived on this land for thousands of years in harmony with nature."
3. A six foot fence is to be erected in the park between their remaining property and the nature preserve property.

In addition, a deed restriction will be placed on the property stipulating that the property is not to be used for any purpose other than a nature preserve and children's playground. As stated previously, the Meissner property is located in an area of the City that is lacking in Park facilities. The addition of this property to the City's array of parks would help further the City's goal, outlined in the City's Parks Master Plan, of having a park facility within a 10-minute walk of all residents. While the property will be donated for free, the City will be responsible for making the upgrades stipulated by the Meissner's, including the fence, as well as adding a parking lot, restrooms and children's play area. In addition, there will be costs associated with upkeeping the property, such as mowing and weed eating. Staff recommends that Council approve the acceptance of the Meissner property donation to be used as a nature preserve and children's park.

Mayor, Council and staff had a future discussion regarding the property donation, along with the name of the property/park.

Council President Miller moved, and Councilor Holmes seconded the motion that Council approve the acceptance of the Meissner property donation to be used as a nature preserve and children's park. Motion passed (5-0). Mayor Backus, aye; Council President Miller, aye; Councilor Santiago, aye; Councilor Holmes, aye; and Councilor Lafrenz, aye.

### **Announcements – information only**

#### **Calendar**

Mayor Backus went over the calendar.

### **Updates: City Manager; Police Department; Councilors; and Mayor**

Acting City Manager/Public Works Director Dave Sukau talked about issues with the fountain not functioning properly, which it now has been fixed. He explained they are working on having summer and winter hours for the fountain. He gave updates on some Public Works projects.



LT Fluellen gave updates on the Police Department.

Councilor Lafrenz thanked the Meissner's for the property donation.

Councilor Holmes thanked all the grant applicants that came before them to utilize the resources that we have for the community to improve particular businesses. She stated it's exciting to see all of them eager to engage with the City to improve their properties.

Councilor Santiago thanked the Economic Development Committee and Associate Planner NJ Johnson as they did a great job in processing the applications. She explained she attended the CET meeting and OBI presented on a new possible measure that is called Initiative Petition 17. She explained if you haven't heard about it, please go to Oregon Business and Industry (OBI). She stated please read on it and vote this November.

Council President Miller explained just to piggyback on what Councilor Santiago just said in regards to OBI presentation at the meeting was basically that it's disguised as a tax rebate and so it looks like it is beneficial to all Oregonians but it's approximately \$2,000. He stated it basically amounts to a very significant tax on businesses that have revenue over a certain amount. He believes it is 20 million, if he recalls correctly. He explained we all know when businesses sustain more operating costs that cost is inherently passes onto consumers. He stated the reality is that we're probably going to end up paying more than what the rebate check would be. He stated hopefully there's some good education on that when that ramps up and that measure is defeated. That is his opinion on it. He explained he feels the grant process went really well tonight, and that was great. He thanked Acting City Manager/Public Works Director Dave Sukau for addressing the fountain issue. He explained the Columbia County Fair is the 17<sup>th</sup> through the 21<sup>st</sup>.

Mayor Backus stated thank you again to Bill Blank for years and years of service. He stated thanks again to JJ Duehren and Jeff Weiss for their great work on the Outdoor Festival. He thanked the Meissner's for the property donation, as he is looking forward to that park. He explained he attended the City County meeting, along with the CET meeting.

Mayor Backus explained at the last City Council meeting the Council made a motion to adjust Dave Sukau's salary to compensate that of a city manager. He explained he is Acting City Manager at this time, so not only is he doing the city manager job, which there is a lot, he is also working in his own department (Public Works) which is very busy as well. He explained he would like to come up with a better number to really help compensate Dave for all the work he is doing this month and will be doing next month.

Council discussed the topic of adjusting Acting City Manager/Public Works Director Dave Sukau's salary.

Councilor Holmes moved, and Council President Miller seconded the motion that City Council approve an addition \$6,000 a month bonus to compensate the Acting City Manager/Public Works Director Dave Sukau's salary until September 1.

Council President Miller wants to clarify that this is in addition to what he normally makes, not in addition to what they approved at the last Council meeting.

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

#### **Executive Session ~ ORS 192.660(2)(d) Labor Negotiations**

Mayor Backus read the Executive Session statement and went into Executive Session at 7:48pm.

**Present:** Mayor Backus; Council President Miller; Councilor Santiago; Councilor Holmes; Councilor Lafrenz; Acting City Manager/Public Work Director Sukau; and LT Fluellen.

**Remote:** Police Chief Brian Jensen.

**Excused:** Councilor Marisa Jacobs and Councilor Ty Bailey.

#### **Open Session**

Mayor Backus closed the Executive Session and came back into open session at 8:49pm.

#### **Adjournment**

Mayor Backus adjourned the meeting at 8:49pm.

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Mayor Joseph A. Backus

Attest:

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City Recorder Susan M. Reeves, MMC

## City of Scappoose Council Action & Staff Report

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**Date Submitted:** July 30, 2024

**Agenda Date Requested:** August 5, 2024

**To:** Scappoose City Council

**From:** Charlotte Baker, Contract Administrator

**Subject:** Contract Authorization – Keys Road Reservoir Project

**Type of Action Requested:**

<input type="checkbox"/>	]	<b>Resolution</b>	<input type="checkbox"/>	<b>Ordinance</b>
<input checked="" type="checkbox"/>	X	<b>Formal Action</b>	<input type="checkbox"/>	<b>Report Only</b>

**Issue:**

Authorization of contract and negotiations for the Keys Road Reservoir Project.

**Analysis:**

As part of updates being made to the City's water treatment and distribution system, a new 3.0 million gallon reservoir is being constructed at the Keys Road Water Treatment site. The City worked with RH2 Engineering for the design of the new reservoir. RH2 completed the engineering phase of the project in May 2024.

On June 5, the bidding process for the construction phase of the project began with the advertisement of Invitation to Bid 2024-04 on the City's website, as well as on Willamette Print and Blueprint's digital planroom and local Pamplin newspapers. A pre-bid meeting was held June 13. The bid opening was extended until July 11 from the original date of July 2 at the request of bidders, as well as to ensure as many bids as possible were received.

The bids were opened July 11 at 2 PM, with the following bids received:

Emery and Sons Construction	\$9,365,505
Moore Excavation, Inc.	\$8,845,000
Ward-Henshaw Construction	\$9,762,558

Moore Excavation, Inc. submitted the lowest bid. Their bid package submission was reviewed for completeness and responsiveness by City staff and RH2 Engineering staff. After that review

was completed, it was determined that the City should move forward with Moore Excavation, Inc. for the construction of the reservoir.

**Fiscal Impact:**

This project is funded in part by American Rescue Plan Act funds distributed by Business Oregon as well as a State Revolving Fund through Oregon's Department of Environmental Quality.

**Recommendation:**

Staff recommends that Council authorize Acting City Manager Dave Sukau to enter the City into a contract with Moore Excavation, Inc. to complete the Keys Road Reservoir Project.

**Suggested Motion:**

I move that Council authorize Acting City Manager Dave Sukau to enter the City into a contract with Moore Excavation, Inc. to complete the Keys Road Reservoir Project.

## City of Scappoose Council Action & Staff Report

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**Date Submitted:** July 30, 2024

**Agenda Date Requested:** August 5, 2024

**To:** Scappoose City Council

**From:** Charlotte Baker, Contract Administrator

**Subject:** Contract Authorization – Basalt Well Infrastructure and Conveyance Design

**Type of Action Requested:**

<input type="checkbox"/>	]	<b>Resolution</b>	<input type="checkbox"/>	]	<b>Ordinance</b>
<input checked="" type="checkbox"/>	X	]	<input type="checkbox"/>	]	<b>Report Only</b>

**Issue:**

Authorization of contract and negotiations for Basalt Well Infrastructure and Conveyance Design.

**Analysis:**

The City's Miller Road Water Treatment Plant (WTP) includes several wells, and the City has been working to secure additional water supplies to meet the needs of a growing population, including drilling a new well on the Miller Road WTP site. In December 2023, the City entered into a contract with Carpenter Drilling, LLC to drill and case a well at the Miller Road WTP. This well is known as the Miller Road Basalt Well (MR-B-1) Once the well drilling and casing of MR-B-1 is completed, an engineering firm is needed to assist in the design and construction of the well equipping and connection to the existing WTP facilities.

The estimated value of the engineering services required to complete the MR-B-1 well project fell below the \$250,000 threshold for intermediate procurement. Per Oregon public procurement law, bids can be solicited by phone, fax, or email. Dave Sukau, Public Works Director, attempted to source quotes from three engineering firms that the City has worked with successfully in the past: PACE Engineers, Inc., Consor Engineers, and RH2 Engineering.

While PACE initially agreed to provide a scope and fee for the MR-B-1 project, they ultimately determined that they did not have the time or resources to take on the project. The two

successful submissions came from Consor and RH2. The fees quoted by those firms were as follows:

1. Consor: \$163,317
2. RH2: \$97,800

The Scopes of Work submitted by Consor and RH2 were both satisfactory, responsive to the City's requested work, and comparable to one another. As a result, the City chose the lowest of the two bids and intends to sign a contract with RH2.

**Fiscal Impact:**

This project is funded by American Rescue Plan Act funds distributed by Business Oregon.

**Recommendation:**

Staff recommends that Council authorize Acting City Manager Dave Sukau to enter the City into a contract with RH2 Engineering for Basalt Well Infrastructure and Conveyance Design.

**Suggested Motion:**

I move that Council authorize Acting City Manager Dave Sukau to enter the City into a contract with RH2 Engineering for Basalt Well Infrastructure and Conveyance Design.

## City of Scappoose Council Action & Staff Report

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**Date Submitted:** July 30, 2024

**Agenda Date Requested:** August 5, 2024

**To:** Scappoose City Council

**From:** Charlotte Baker, Contract Administrator

**Subject:** Task Order Authorization – Wastewater Treatment Plant Phase I Engineering Consultation and Project Management Services

**Type of Action Requested:**

[     ]	<b>Resolution</b>	[     ]	<b>Ordinance</b>
[ X ]	<b>Formal Action</b>	[     ]	<b>Report Only</b>

**Issue:**

Authorization of task order and negotiations for the Wastewater Treatment Plant Phase I Engineering Consultation and Project Management Services.

**Analysis:**

In May 2024, Council approved a contract with McClure and Sons, Inc. for the construction of the City's Wastewater Treatment Plant Phase I Project. The engineering for that project was completed by Consor Engineers. Consor was also responsible for putting this project out to bid, as well as evaluating bids received by the City.

The purpose of the Wastewater Treatment Plant Phase I Improvements project is to construct a new headworks building, a new grit separator, a new washer compactor, a new aeration basin, a new blower building and electrical room, new UV disinfection channel, new utility water pump station, and modify the existing effluent pump station, including adding new electrical service and updating existing electrical components and the SCADA system, and upgrading the existing influent pump station.

In addition to the Plant improvements, the Contractor will construct a housing for the City's new Biosolids Dryer within the existing pole barn on-site. This will require selective demolition, a new concrete slab and equipment pads, and installation of the dryer and its associated equipment, including boiler, scrubber and conveyors, and electrical service hookup.

Due to the technical and complex nature of this project, it is necessary for Consor to remain part of the project for the duration of the construction phase. Consor will provide

additional project management, construction administration, engineering services, and project close-out support for the City and construction contractors. City staff worked with Consor to value engineer their initial proposal and scope in order to save on costs while maximizing the services provided.

**Fiscal Impact:**

The fee for Consor's services during the construction phase of the project is \$835,592.

**Recommendation:**

Staff recommends that Council authorize Acting City Manager Dave Sukau to enter the City into a task order with Consor Engineers to complete the Wastewater Treatment Plant Phase I Engineering Consultation and Project Management Services.

**Suggested Motion:**

I move that Council authorize Acting City Manager Dave Sukau to enter the City into a task order with Consor Engineers to complete the Wastewater Treatment Plant Phase I Engineering Consultation and Project Management Services.



August 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 Movies in the Park	3 Scappoose Farmers Market 9 am - 2pm
4	5 Council work session 6pm - Council meeting 7pm	6	7	8 Planning Commission 7pm	9 Movies in the Park	10 Scappoose Farmers Market 9 am - 2pm
11	12	13	14	15 EDC noon  Parks & Rec 6pm	16 Movies in the Park	17 Scappoose Farmers Market 9 am - 2pm
18	19 Council work session 6pm - Council meeting 7pm	20	21	22 Planning Commission 7pm	23 Movies in the Park	24 Scappoose Farmers Market 9 am - 2pm
25	26	27	28	29	30	31