



SCAPPOOSE *Oregon*

**MONDAY, OCTOBER 21, 2024
CITY COUNCIL MEETING
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=91UgYKIJq4g.

Call to Order

Mayor Backus called the October 21, 2024 City Council meeting to order at 7:00 pm.

Pledge of Allegiance

Roll Call

Joseph A. Backus	Mayor	Benjamin Burgener	City Manager
Tyler Miller	Council President	Ron Larson	Police Sergeant
Jeannet Santiago	Councilor	Susan M. Reeves	City Recorder
Kim Holmes	Councilor	Charlotte Baker	Contract Administrator
Andrew Lafrenz	Councilor		(left at 7:40pm)
Marisa Jacobs	Councilor		

Remote: Sierra Trass with CET (left meeting at 7:30pm)

Approval of the Agenda

Councilor Holmes moved, and Council President Miller seconded the motion to approve the agenda as presented. 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 Comments

There were no public comments.

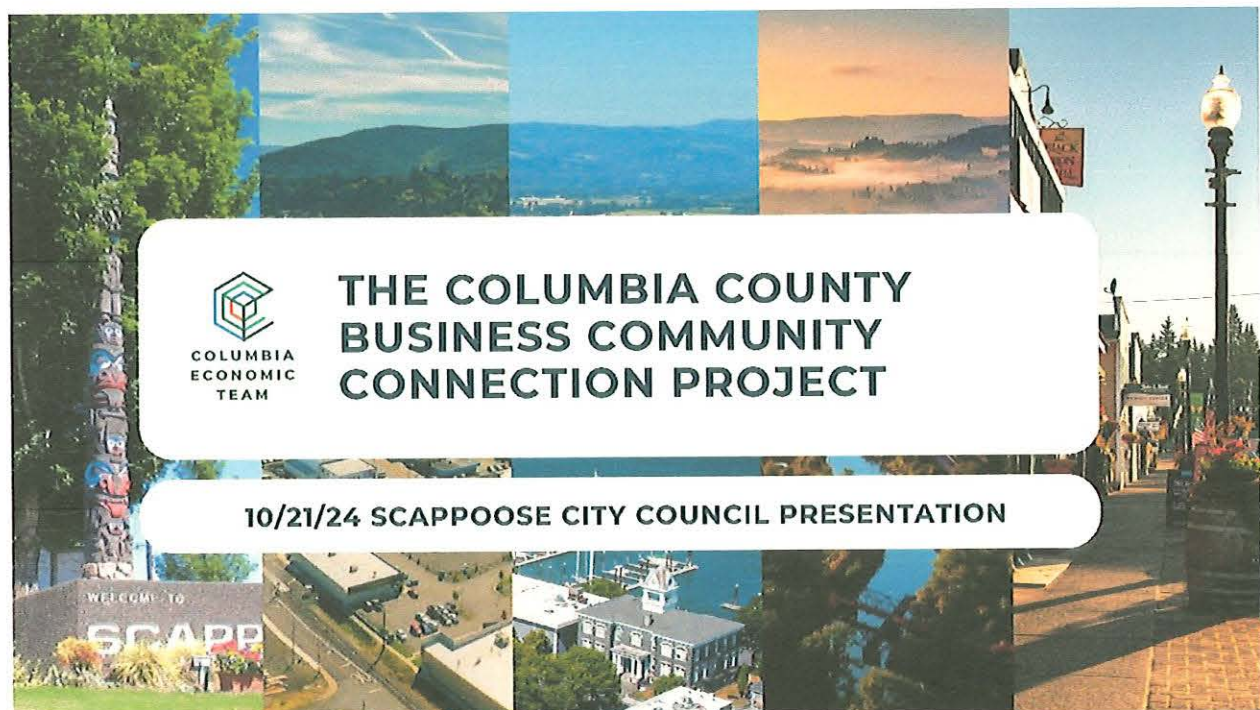
Consent Agenda ~ October 7, 2024 City Council meeting minutes

Council President Miller moved, and Councilor Santiago seconded the motion to approve the Consent Agenda ~ October 7, 2024 City Council meeting minutes as presented. Motion passed (6-0). Mayor Backus, aye; Council President Miller, aye; Councilor Santiago, aye; Councilor Holmes, aye; Councilor Lafrenz, aye; and Councilor Jacobs, aye.

New Business

Columbia County Business Community Project

Sierra Trass, Small Business Specialist with Columbia Economic Team, gave a presentation.



About

The Columbia County *Business Community Connection* Project combines a proven model, direct interviews, data analysis, and collaboration to create an informed, shared vision for future economic development in the county.

Goals

- 1 Support, retain, & grow local businesses
- 2 Strengthen partnerships & collaboration within the ecosystem
- 3 Establish & implement a shared countywide strategic plan (*and repeat the process every 3-5 years!*)



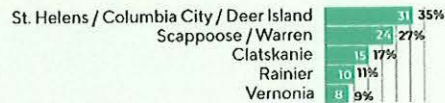
25+ Partners / 55+ Volunteers

- Business Oregon
- City of Clatskanie
- City of Columbia City
- City of Rainier
- City of Scappoose
- City of St. Helens
- City of Vernonia
- Clatskanie Chamber of Commerce
- Clatskanie Farmer Collective
- Clatskanie PUD
- Colpac EDD
- Columbia County Board of Commissioners
- Columbia Health Services
- Columbia River PUD
- I Communicate You
- InRoads Credit Union
- NW Workforce Investment Board
- OnPoint Credit Union
- PCC OMIC Training Center
- PGE
- Port of Columbia County
- Rainier Chamber of Commerce
- South Columbia County Chamber of Commerce
- St. Helens Main Street Alliance
- US Bank
- United Way Columbia County
- Vernonia Voice
- Wauna Credit Union

Participation

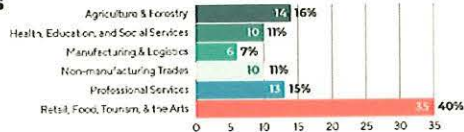
Business Locations

S.Q2 N=88

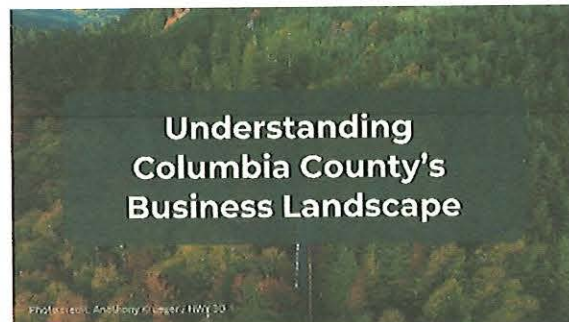
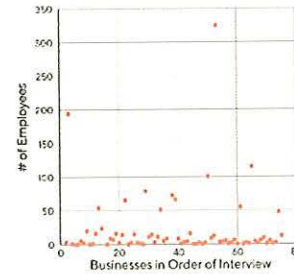
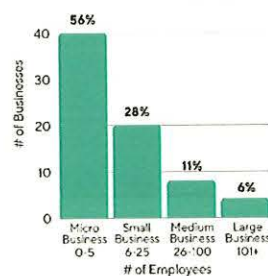


Industries

I.Q8 N=88

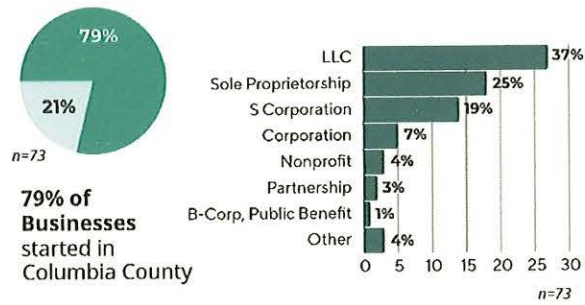
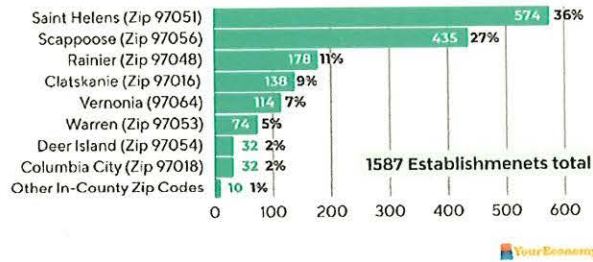


Number of Employees Per Business Surveyed

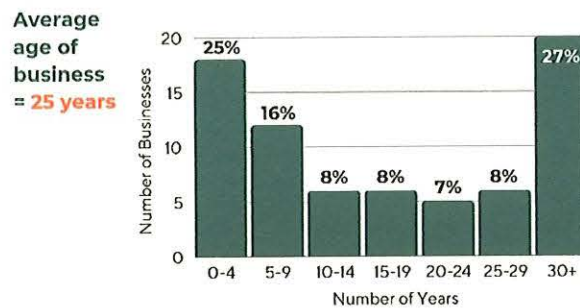
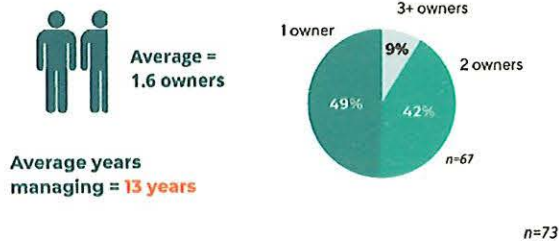


Business Establishment Counts by Zip Code

Your Economy 2024 data as of 9/9/24



Ownership



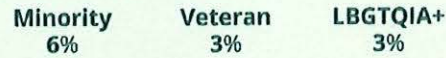
Demographics of business owners / Managers



Average Age= 48 yrs

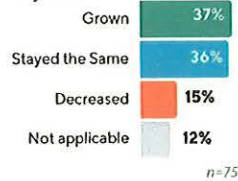


Owners/Managers that identify as

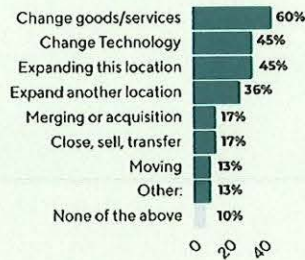


Business Activity

Employment in the Last 3 yrs has...



Anticipated Changes



Scappoose 15 interviews

Average Business Age



Years Managing Business



Participating Business Sizes 5.Q24, n=15

Micro Business 0-5 employees



Small Businesses 6-25 employees

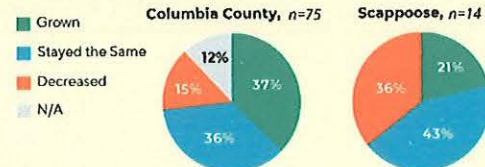


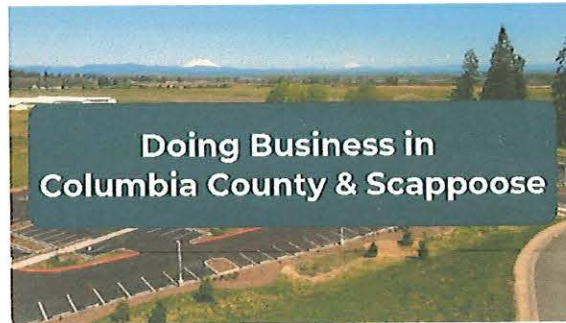
Medium Businesses 26-100 employees

Scappoose

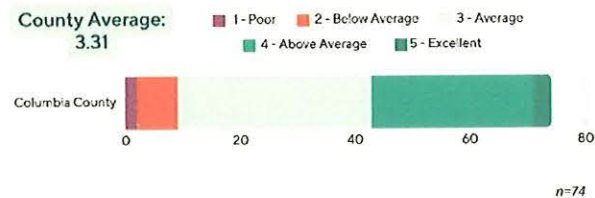
Employee Base Change in the Last 3 Years

I.Q18. In the last 3 years, has your average employee base grown, decreased, or stayed the same?



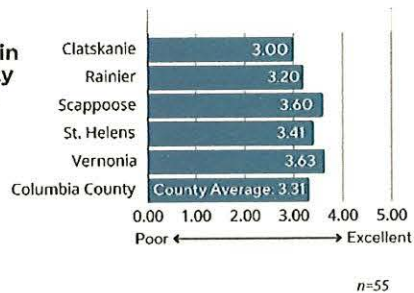


I.Q24. What is your overall opinion of Columbia County as a place to do business?



Opinions on Doing Business in Columbia County Cities - Average Rankings

I.Q23-24. What is your overall opinion of [Q23. chosen city; Q24. Columbia County] as a place to do business?:



Best Things about Business in Columbia County n=75

S.Q26. In your opinion, what are the best things about doing business in Columbia County?

Community support
Friendly relationships
Small-town feel
Proximity to home
 Community loyalty Growth opportunities Supportive business environment
 Proximity to cities Local economic benefits
 agricultural land recreational access

Business Challenges in Columbia County

S.Q27. In your opinion, what are the most challenging things about doing business in Columbia County?

n=75

Customer base Skilled labor

Business costs

Government coordination

Marketing visibility

Regulations

Competition

Infrastructure Affordable resources

business support and collaborations

economic constraints local adaptations

Commuting in Columbia County



Greatest Business Challenges - Open

I.Q6. What is the greatest challenge your business is facing right now?

n=75

Labor challenges

Financial constraints

Construction and parking

Regulations and bureaucracy

Marketing awareness

Local economic conditions

Infrastructure

Growth challenges

Community support

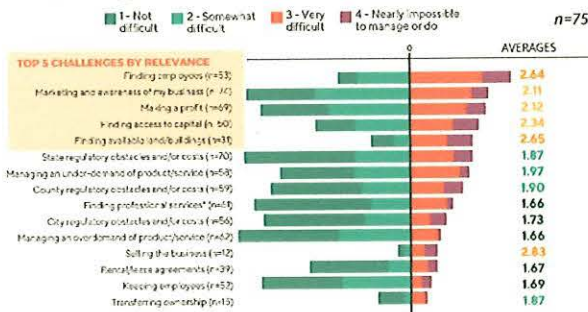
Supply chain and resources

Health and personal

Insurance

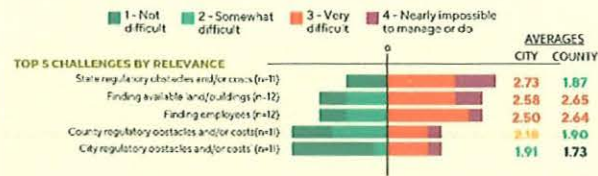
Online market competition

Ranked Challenges for Businesses in Columbia County by Relevance



Scappoose

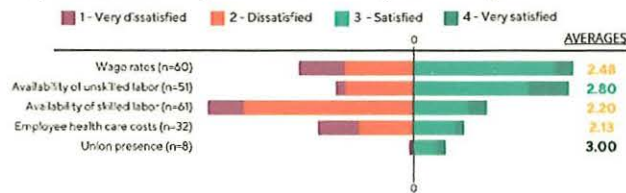
TOP 5 CHALLENGES BY RELEVANCE



Quality of Workforce

n=75

1.Q22A. How satisfied are you with the workforce in your chosen city?



Section Quotes

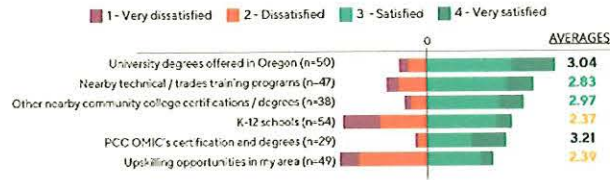
Scappoose Quotes

- “ Many employees demonstrate a lack of confidence and hold themselves back from taking on other roles.
- “ Can't compete with Portland, and sometimes Longview is challenging. (referencing wages)
- “ This this place has a high cost of living considering it's location. We're in a rural community, yet the wages are relatively low.

Quality of Education / Training

n=75

I.Q22B. How satisfied are you with the education and training in your chosen city and the region?



“ = Scappoose Quotes

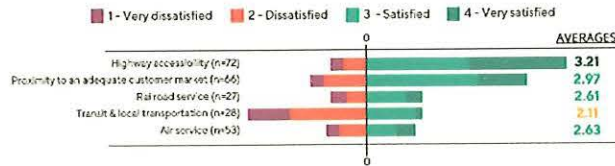
“ PCC OMIC is still very new. I'm excited to see how this turns out. Giving our local kids the opportunity to get into the trades is great.

“ There is a lack of collaborate between all the workforce groups (CTS in high schools, education service district, workforce boards, etc.). The ecosystem has a lot of redundancies and overlap (what is the map of groups, roles and responsibilities?). State and Federal level organizations do not always understand the problems the local level is facing and make recommendations that are not always applicable.

Quality of Transportation Accessibility

n=75

I.Q22C. How satisfied are you with the transportation accessibility in your chosen city?



“ = Scappoose Quotes

Section Quotes

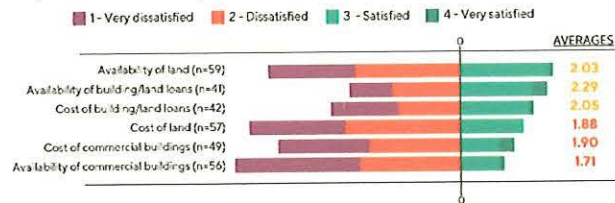
“ There are people who don't move to Scappoose as there aren't the services or transportation needed here.

“ Speed reductions in the area. It's a dangerous highway area.

Quality of Land, Buildings, and Credit

n=75

I.Q22D. How satisfied are you with the land, buildings, and credit in your chosen city?



“ = Scappoose Quotes

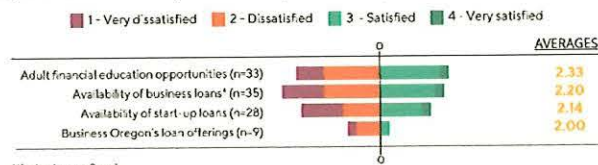
“ There is not much available. If you want to purchase land to build on in commercial areas, you have to work with city of Scappoose, ODOT, a lot of Government entities. Along the highway is the only property worth trying to build on, but you have to go through a lot. The current buildings that come available to rent or buy are not in the best shape and quality.

“ Availability is difficult because you may be able to purchase it but it may not be able to be permitted. There are a lot of wetlands around Scappoose, which is often a roadblock to properties.

Quality of Capital Access

n=75

I.Q22E. How satisfied are you with the capital access in your chosen city?



*(for businesses 2yrs+)

“ = Scappoose Quotes

Section Quotes

“ SBDC is doing a good job with educating

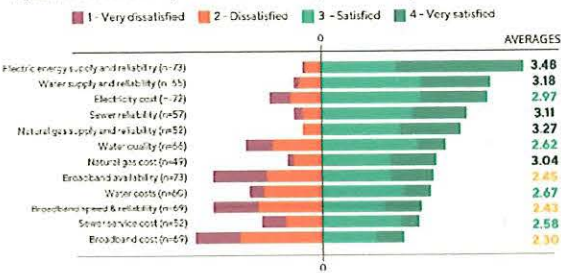
“ When asked about the availability of start up loans, an owner replied “Are there any?” (Many comments had the same reaction)

“ For our credit card with a local institution, it was very difficult. It felt like they were being picked apart.

Quality of Utilities

n=75

1.Q22F. How satisfied are you with the utilities in your chosen city?



“ = Scappoose Quotes

Section Quotes

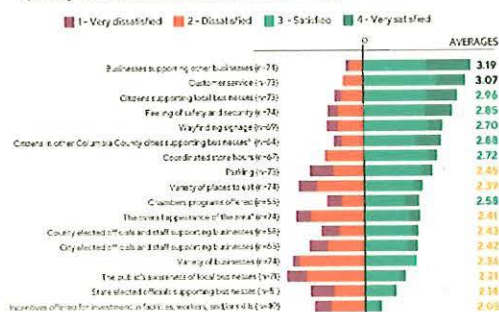
“ Internet has had more access and cost has gotten better

“ Columbia River PUD is fantastic to work with.

“ The Utilities are the GOOD THING in Columbia County

Quality of Retail and Local Business Support

n=75



“ Scappoose is not a pretty town. Does not have good walking paths or bike paths. It feels disjointed. Vernonia did a good job.

“ Lack of a downtown area and it would be nice if the buildings had a coordinated theme. Like an incentive or assistance to clean up buildings. Downtown needs a presence

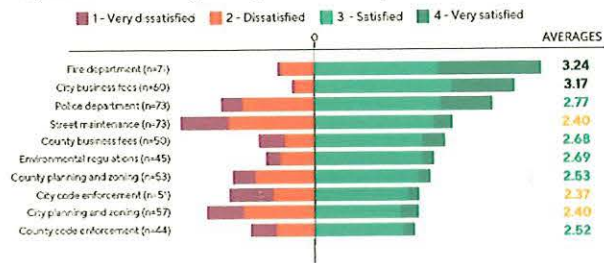
“ City staff and leaders could do a better job. They don't reach out to us.

“ Businesses in Columbia County (small and large) do a great job of finding synergies and ways to work together.

Quality of Government and Regulations

n=75

I.Q22H. How satisfied are you with government and regulations in your chosen city?



66 = Scappoose Quotes

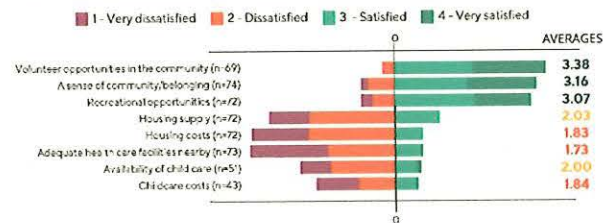
Section Quotes

66 The county's planning and zoning has gotten harder to work with.

Quality of Life

n=75

I.Q22I. How satisfied are you with the quality of life in your chosen city?



Section Quotes

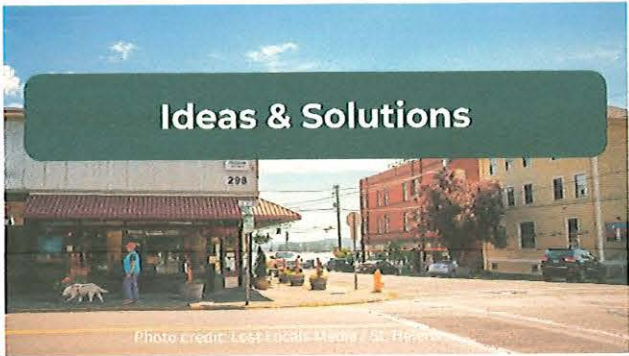
66 = Scappoose Quotes

66 People move here for the sense of community here

66 Have heard anecdotally that childcare costs are high or not even available. We were almost at the point of having to set up internal childcare because employees needed it.

66 The Port is doing great stuff (*referencing tourism assets*)

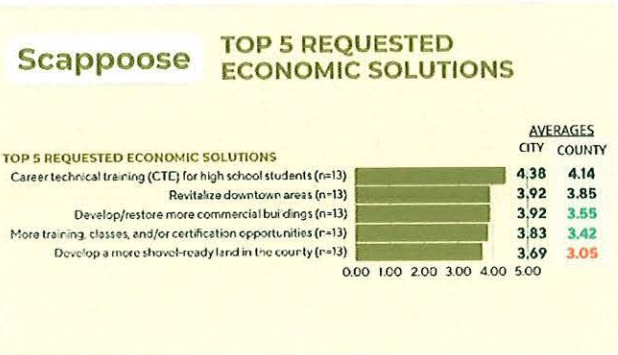
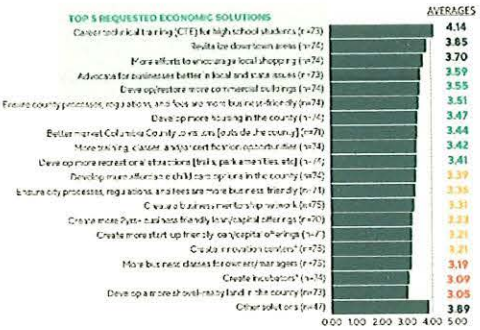
66 We don't have enough living wage jobs and I think that impacts quality of life.



Top Economic Solution Ideas in Columbia County

I.Q27. There are many ways to support and grow Columbia County's local economy. In your opinion, please rank how important each of these solutions could be for Columbia County's business community.

n=75



Next Steps

1. Compile the ideas from the Taskforce Retreat into a finalized Countywide Economic Vision
2. Break out into "Action Teams," focused on tackling each strategic priority on a 1-5 year timeline
3. The Taskforce Team will meet 3-4 times a year to check in on progress.
4. Repeat the process every 3-5 years





Mayor Backus and Council thanked Sierra Trass for her presentation.

Res No. 24-16: Contract Approval – WWTP Consor

Contract Administrator Charlotte Baker went over the staff report. At the August 5, 2024 Council meeting, City staff proposed a formal action by Council to approve a task order for construction-phase project management services under the City's existing contract with Consor North America, hereon referred to as Consor, for the Wastewater Treatment Plant Phase I Improvement project. Council unanimously voted to authorize the City to move forward with the proposed task order. The scope of the task order, construction-phase project management services, were part of the City's original RFP for this project but were not part of the original scope of the contract with Consor. While waiting for Consor to review the terms of the task order, staff discovered that the initial contract with Consor for design services, which had originally been signed in 2019 and extended, had expired in July 2024, making signing a task order under that contract impossible. As a result, the City will need to enter into a new personal services contract with Consor for Wastewater Treatment Plant Phase I construction-phase project management, contract administration, engineering support services. As was presented to Council during the August 5 meeting, Consor's fee for these services is \$835,592. Pursuant to the City's local contracting rules, entering into a contract of this amount generally requires a formal procurement process where bids or proposals are solicited. However, because the City Council adopted its local contracting rules by resolution, the City Council can amend the local rules or exempt certain contracts or classes of contracts from the local procurement requirements by resolution, if doing so is consistent with state law. Because of the complex nature of the Wastewater Treatment Plant Phase I Improvement project and the various design components, Consor has skills and knowledge that are uniquely required for the provision of the services required. It is vital that Consor remain part of the project for the duration of the construction phase. Consor worked on the design of this project from 2020 until early this year, and only they have the intimate knowledge of their design to effectively perform the project management, construction administration, engineering services, and project close-out support for the City and construction contractors during the construction phase of the project. Because of these unique circumstances, staff recommends the City Council exempt this

personal services contract from the local requirements to seek competitive sealed proposals and instead allow for a direct appointment to Consor. There is no state law that requires a formal process these types of personal services contracts. In summary, in order to move forward and secure project management services for the Wastewater Treatment Plant Phase I Improvements project, the City must enter into a new contract. City staff recommends the City Council exempt this contract from local procurement requirements and authorize the City Manager to directly enter into the contract with Consor, Inc. Staff recommends that Council exempt the Wastewater Treatment Plant Phase I Construction Phase Project Management Services contract from the local procurement requirements and authorize City Manager Benjamin Burgener to enter the City into a contract with Consor North America to complete the Wastewater Treatment Plant Phase I Construction Phase Project Management Services.

City Manager Burgener explained Charlotte had brought this to him and due to the situation, he wanted to make sure that we are definitely following our own procurement rules and State Laws. He explained in effort to make sure we're being transparent and doing things the right way, even though there was a really small risk in going forward with the contract, it was decided to bring it to the Council, because that's kind of his policy which is it doesn't matter if it's smaller or not. He is all about transparency. He stated it really is, as Charlotte had mentioned, a clerical city procurement issue and that is why we're asking for the exemption for something that was already scoped out and approved. If nothing had changed in it, they could have extended that even though it lapsed.

Councilor Holmes moved, and Councilor Lafrenz seconded the motion that Council approve Resolution No. 24-16 exempting a contract for construction management services from the local procurement requirements and authorizing the City Manager to directly contract with Consor, Inc. Motion passed (6-0). Mayor Backus, aye; Council President Miller, aye; Councilor Santiago, aye; Councilor Holmes, aye; Councilor Lafrenz, aye; and Councilor Jacobs, aye.

Vacation Time Rollover

City Manager Benjamin Burgener went over the staff report. Due to several circumstances this year, including recruiting a new city manager, a few of the department heads and other staff have not been able to easily utilize all the vacation time needed to stay under the personnel manual's annual "use-it or lose-it cap". In general, use-it or lose-it vacation time caps are meant to encourage staff to take needed time off in hopes of increasing overall work/life balance; sometimes this type of policy can become what one performing employee recently described as "a curse". There are other types of policies that can be developed to remove the perception of a curse; however, due to time constraints, those will not be explored at this time. Instead of updating the personnel manual at this time, a one-time waiver or extension of the vacation cap could be utilized to alleviate the stress of these employees to take time off before the end of the year when no vacation is currently desired. No immediate fiscal impact. Vacation utilized

now costs the same as vacation time utilized later. Possible fiscal impact would be realized if an employee were to be terminated with a higher balance during the waiver period if the personnel manual isn't updated to alleviate that concern. Improved end of year employee efficiencies could indirectly improve fiscal impacts. Staff recommends the Council motion to approve the city manager to determine if an employee's accrual beyond their vacation cap is due to extenuating circumstances and to allow for the city manager to grant a temporary extension for their "use-it or lose-it" timeline by up to 6 months, depending on the amount needed to be used by the staff member and their associated workload.

Council President Miller asked if this is a one-time thing, not an ongoing thing, correct?

City Manager Burgener replied correct. He explained there will need to be a specific reason for the rollover request.

Mayor Backus, Council and City Manager Burgener continued the discussion on the vacation time rollover.

Council President Miller moved, and Councilor Santiago seconded the motion that Council authorize City Manager Burgener to make exceptions at his discretion for the City's leave policy as discussed on the record through this fiscal year 2024-2025. 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 Chief; Councilors; and Mayor

Mayor Backus explained all the Department reports are in the packet.

City Manager Burgener explained going back to the work session it might be better if he sends out specific questions to Council, so everybody is answering the same questions.

Sergeant Larson gave updates on the Police Department.

City Manager Burgener, Mayor and Council talked about the department reports and made suggestions on how often and what they would like to see.

Councilor Jacobs talked about the Run for Neil and stated it was a lot of fun. She thanked City Manager Burgener for getting them a lot more structure and more site and visibility. She really appreciates his leadership he is bringing here.

Councilor Lafrenz encourages everyone to slow down and drive cautiously.

Councilor Santiago talked about the Run for Neil and how they had a great time. She encourages everyone to follow the City of Scappoose and PCC on social media. She said please educate yourself and vote. She talked about the LOC conference and explained about what was discussed at the sessions. She talked about having a youth Council.

Council President Miller gave an update on the County Board of Commissioner meetings that he attended. He states as far as the committees go, he asks that our communication to the committees be very mindful because we do have a lot of people on those committees that take their job seriously and are very passionate about the things that they do. He stated please vote, everybody's vote matters.

Mayor Backus reminded everyone that tomorrow night is the City County dinner meeting. Wednesday there will be 3rd grade students here at City Hall and the Police Department.

Council President Miller moved, and Councilor Jacobs seconded the motion that if necessary, the City Council will 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.

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

Mayor Backus read the Executive Session statement and then went into Executive Session at 8:17pm and explained they don't expect to make any decisions tonight after the executive session tonight.

Present: Mayor Backus; Council President Miller; Councilor Santiago; Councilor Holmes; Councilor Lafrenz; Councilor Jacobs; and City Manager Burgener.

Open session

Mayor Backus came back into open session at 9:23pm.

Adjournment

Mayor Backus adjourned the meeting at 9:24pm.

A handwritten signature in black ink, reading "Joseph A. Backus", written over a horizontal line.

Mayor Joseph A. Backus

Attest:

A handwritten signature in blue ink, reading "Susan M. Reeves", written over a horizontal line.
City Recorder Susan M. Reeves, MMC