



# SCAPPOOSE

Oregon

Monday, April 21, 2025  
City Council Meeting Agenda  
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=kfmC\\_AUh3WI](http://www.youtube.com/watch?v=kfmC_AUh3WI).

## Call to Order

Mayor Backus called the April 21, 2025 City Council meeting to order at 7:00 pm.

## Pledge of Allegiance

## Roll Call

Joseph A. Backus	Mayor	Benjamin Burgener	City Manager
Tyler Miller	Councilor President	Chris Fluellen	Police Chief
Jeannet Santiago	Councilor	Susan M. Reeves	City Recorder
Kim Holmes	Councilor	N.J. Johnson	Assist. to City Manager/City Planner
Joel Haugen	Councilor		

**Excused:** Councilor Andrew Lafrenz

**Remote:** Councilor Marisa Jacobs and Jenn Higgs

## Approval of the Agenda

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

## Public Comment ~ Items not on the agenda

Robyn Grabhorn, Scappoose, is here to discuss the sidewalks in Scappoose. This is the memo she read ~ "Hello, my name is Robyn Grabhorn. I live just outside the Scappoose City limits. While I don't live in the city, I do walk the sidewalks of Scappoose just about everyday. I would

like to inquire about the city sidewalk ordinance. Here is my reason for doing so. In late fall I submitted a sidewalk complaint about the sidewalk on 4th Steet going into Chief Concomly park as the sidewalk was covered in vegetation and unusable. I never received any notification that my complaint was received and no clean up was ever done on the sidewalk. So in late February I submitted my complaint once again. This time I followed up my complaint with an email to the general city email so I would know that the complaint made it to the correct person. Susan Reeves responded, and she said my complaint was forwarded to Code Enforcement McFarland. After that email who ever owns the commercial lot at 4th and JP West came in and cleaned the lot of vegetation and trees. However, the sidewalk was never cleaned. Noticing this I emailed Code Enforcement McFarland myself to inquire about getting the sidewalk cleaned up of vegetation so walkers can use the sidewalk. Again I never received any notification if my email was received. This morning I walked the same route and this sidewalk is still covered in vegetation. I have three questions ....

#1 Does the city want sidewalks to be clear and usable for pedestrians?

#2 If the city does want the sidewalks to be usable does the city want residents to file complaints?

#3 Is it possible for the city to respond to the complaints when submitted so the person submitting the complaint knows it has been seen? This seems like a respectful thing to do".

**\*\*end of memo\*\***

Robyn thanked Council.

Mayor Backus thanked Robyn and explained typically we don't respond here but we will get you an answer.

Councilor Haugen explained the brass ensemble we have here this evening and how they performed at the opening of the School Board meeting last week. He thanked them for taking the time out of their busy schedule to entertain us.

Members of the Scappoose High School Jazz Band performed for the Council. Members present: Sam, Alto Saxophone; Chai, Soprano Saxophone; Sam, Baritone Saxophone; and Molly, Tenor Saxophone. (For some reason the Teams program did not pick up all the music)

Mayor Backus and Council thanked them for performing.

#### **Consent Agenda ~ April 7, 2025 City Council meeting minutes**

Councilor Holmes moved, and Council President Miller seconded the motion to approve the April 7, 2025 City Council meeting minutes. Motion passed (6-0). Mayor Backus, aye; Council President Miller, aye; Councilor Santiago, aye; Councilor Holmes, aye; Councilor Jacobs, aye; and Councilor Haugen, aye.

### **Oath of Office ~ Sergeant McKenzie McClure**

Mayor Backus reaffirmed the oath of office for Sergeant McKenzie McClure.

Congratulations, Sergeant McClure!

### **Proclamation**

#### **National Volunteer Week**

Mayor Backus read the National Volunteer Week Proclamation.

#### **National Mental Health Awareness Month**

Mayor Backus read the National Mental Health Awareness Month Proclamation.

#### **Vietnamese Remembrance Day**

Mayor Backus read the Vietnamese Remembrance Day Proclamation.

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

Mayor Backus read the National Small Business Month Proclamation.

#### **Amyotrophic Lateral Sclerosis Awareness Month**

Mayor Back read the Amyotrophic Lateral Sclerosis Awareness Month Proclamation.

### **New Business**

#### **Senior Center Update**

Judy Dughman and Sherry Quarry, Scappoose Senior Citizens Center, gave the Council an update on the Senior Center. Judy explained there are a couple of things that she forgot to add to her handout. The first one is the medical equipment loan where people can check out equipment to use and then they bring them back. She explained the other one is the bottle drop, which her husband takes care of. She explained they have a lot of classes going on and they want to expand those classes and maintain them. She explained they are everything from educational kinds of things to exercise classes. She explained Kiwanis is one of their supporters as well and they have come over and done some fraud classes with them and the next one is regarding online banking.

Mayor and Council thanked Judy and Sherry for all their work.

*Scappoose Senior Citizens*

33342 SW Meadow Drive  
Scappoose, Oregon 97056  
503-543-2047

Accomplished 2023-2025	Current Work Scope 1 year	Future Plans 2 years
<b>General Maintenance on Senior Center building Including:</b> <ul style="list-style-type: none"><li>• Siding and Painting</li><li>• Portico repair</li><li>• Roofing</li><li>• Replacing most of the floors</li><li>• Repainting the inside</li><li>• Fire dampers replace for compliance</li></ul>	<ul style="list-style-type: none"><li>• ADA Compliance with fire door entrance to dining room</li></ul>	Remodel bathrooms
<b>Kitchen/Café</b> <ul style="list-style-type: none"><li>• New suppression system</li><li>• New steam table</li><li>• New deep fryers</li><li>• Used five times a week for lunches and Bingo</li></ul>	<ul style="list-style-type: none"><li>• New POS cash register for kitchen/café to track sales</li></ul>	<ul style="list-style-type: none"><li>• Possible addition of catering</li></ul>
<b>Bread Store</b> <ul style="list-style-type: none"><li>• Roof replacement</li><li>• Van repairs</li><li>• Security Cameras</li><li>• New shelving</li></ul>		<ul style="list-style-type: none"><li>• Vehicle repair/replacement</li></ul>
<b>Thrift Store</b> <ul style="list-style-type: none"><li>• New windows</li><li>• New HVAC</li><li>• Soffit Repair</li><li>• Security Cameras</li></ul>	<ul style="list-style-type: none"><li>• New siding and painting</li><li>• Inside Security Cameras</li></ul>	<ul style="list-style-type: none"><li>• Ceiling repair</li></ul>

<b>Finances</b> <ul style="list-style-type: none"> <li>• Taxes</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Budget preparation</li> <li>• Shedding Event-proceeds for Thrift Store Siding</li> <li>• Spring Bazaar</li> <li>• Bingo</li> <li>• Café</li> <li>• Lunches</li> <li>• Membership Drive</li> </ul>	<ul style="list-style-type: none"> <li>• Bus repairs</li> </ul>
<b>Bingo</b> <ul style="list-style-type: none"> <li>• Mondays and Fridays</li> <li>• Raised over \$1,000 for CRPUD Glow Fund</li> </ul>		
<b>Center Operations</b> <ul style="list-style-type: none"> <li>• Bylaws</li> <li>• Class with PSU completed</li> </ul>	<ul style="list-style-type: none"> <li>• Website</li> <li>• Ongoing Policy needs</li> <li>• Maintaining current classes and activities</li> <li>• Advertising and promoting Facility Rentals</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Director</li> <li>• Annual Fundraisers</li> </ul>
<b>Gardeners</b> <ul style="list-style-type: none"> <li>• Equipment repair</li> </ul>	<ul style="list-style-type: none"> <li>• Planting and preparing</li> </ul>	
<b>Quilters</b> <ul style="list-style-type: none"> <li>• Gift Store reorganized.</li> </ul>	<ul style="list-style-type: none"> <li>• Preparing for Spring Bazaar</li> <li>• Preparing for Quilts on the fence project</li> </ul>	

**Resolution No. 25-04: A Resolution Adopting a New Personnel Policy Handbook for the City of Scappoose and Repealing Resolution No. 22-02**

Assistant to City Manager/City Planner N.J. Johnson went over the staff report. The City of Scappoose develops and maintains a Personnel Policy Handbook (the Handbook) that governs the employment relationship between the City and its employees, other than those found in applicable collective bargaining agreements. The last update was approved on October 16, 2023. Several changes in employment law, best human resource practices, and local

preferences have taken place since then. The language in the current Handbook is primarily sourced from the City/County Insurance Services (CIS) model personnel policy. The proposed revisions include recommended changes from CIS's model personnel policies released in May 2024 and January 2025. All City of Scappoose employees were provided with an opportunity to review and recommend changes. The proposed Handbook includes revisions requested from every staff member that provided comment. As used in this report, a minor amendment is a proposed change that will have no material impact on the policy and is just for clarity, grammar, sentence fluency, or placement. This includes changes such as adding an Oxford comma, changing "immediate supervisor" to "direct supervisor", moving items to more appropriate sections, and other non-material changes. Minor amendments will not be explicitly listed in this report due to the massive number of them and their negligible impact on City operations. Major amendments have a noticeable impact on City employees' work, policies, benefits, and more. The table below will provide a brief description, analysis, and page number references for the major amendments. Some new benefits offered in the draft Handbook have a small cost that will be budgeted for. The overall cost impact is low. Staff recommend that Council adopt Resolution 25-04 - A Resolution Adopting a New Personnel Policy Handbook for the City of Scappoose and Repealing Resolution No. 22-02.

The Council and staff went through the proposed updates.

There was a discussion on increasing the maximum vacation carryover.

Council President Miller expressed his concern with the vacation carryover and buyback and explained the thing that he is missing here is the financial impacts for each of them. He stated he is just a little concerned about where we are headed with a sustainable budget.

Assistant to City Manager/City Planner N.J. Johnson replied he has some of those numbers. He explained vacation buyback is the one that would be like a direct cost because you are writing someone a check. He thinks there are twelve employees that this policy would apply to in general. He took a pretty average salary among that group and if they got eighty hours of vacation buyback it would be about \$3,000. He stated the other thing to consider also is not everyone is taking advantage of the vacation buyback.

The Council talked about making sure staff uses their vacation time and takes the time off.

City Manager Burgener explained the only reason they have the eighty hours of buyback is yes, employees get vacation time, and they should use it, but not all of them can or do and some of those are our top performing employees and then it ends up being not a benefit to them and they still end up maybe losing some of their hours. We want to make it easier, so they don't lose or feel forced to feel like they're going to lose it or forced to take needless vacation. He stated this just helps keep them within their limit a little bit better. He stated it is not all of

them. He explained they actually have to have a certain number in the bank to use the buyback option. He explained if we don't have the budget we cannot honor the buyback.

There was a discussion on the Volunteer Leave section.

The general consensus of the Council is to remove the volunteer leave section.

There was a discussion on the AI (artificial intelligence) section and making updates to that.

There was a discussion on outside employment and the general consensus was to remove the requirement for them to do an annual update. The general consensus is to have staff provide updates right away when any changes of outside employment occurs.

Councilor Santiago thanked the staff and said this looks like a lot of work.

Councilor Haugen moved, and Councilor Santiago seconded the motion that Council adopt Resolution 25-04 - A Resolution Adopting a New Personnel Policy Handbook for the City of Scappoose and Repealing Resolution No. 22-02 with the omission of the section of Volunteer Leave; and to add clarification to the type of changes for outside employment and also require immediate updates and information to the supervisor.

Council President Miller would ask City Manager Burgener to encourage their employees to take their vacations.

Motion passed (6-0). Mayor Backus, aye; Council President Miller, aye; Councilor Santiago, aye; Councilor Holmes, aye; Councilor Jacobs, aye; and Councilor Haugen, aye.

### **Announcements – information only**

#### **Calendar**

Mayor Backus went over the calendar.

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

City Manager Burgener explained the City County dinner meeting is April 29; the Small Cities meeting is April 25; the LOC Spring Conference is May 1 & 2; the first City Budget Committee meeting is May 12, and then if needed May 13, and May 21. He explained we did get the grant submitted for the Grabhorn Park property. Staff is working on getting a grant submitted for ADA equipment for Veterans Park. He gave an update on the Luma Vista property, and explained they are still working on that. He had a meeting with Columbia County about Crown Z

Trail signage and other improvements. He reminded everyone about the Earth Day event. He explained we hired a part-time staff, Venetia, to help out at City Hall.

Chief Fluellen gave an update on the Police Department. He gave an overview of the training that the Police Department staff is taking. He explained the Police Department staff will be cooking hot dogs and hamburgers at the Earth Day Event. He will be assisting with the Little League parade.

Councilor Haugen explained he attended his first School Board meeting as a liaison, and it was a good meeting. He stated School Districts across the Nation are probably going to be impacted by the new administration whether there is a Department of Education or not, it doesn't look pretty. We should have a heads up as a City partner on how we are going to help. He stated as he mentioned earlier the School District seems to be game for the School Council and he feels that represents a marvelous opportunity on all fronts in terms of community engagement. He is excited to see that come to fruition and hopefully it will. He stated anyone who wants to help with that, that would be great.

Councilor Holmes wished everyone a Happy Earth Day tomorrow! She wanted to recognize all the hard work that the City staff and community volunteers, like JJ and the library has put in to bringing this event to the community year after year. It really is a highlight of kind of kicking off our seasons of events. She hopes everyone enjoys the event on Saturday.

Councilor Santiago mentioned that the Scappoose Senior Center has lunch Mondays, Wednesday and Fridays. She explained on April 24 PCC/OMIC will be having an employment event from noon to 3pm. She explained it is a great opportunity to network and a chance to learn about possible job openings. She stated in May it is National Small Business month so shop local.

Council President Miller explained he has not been able to attend all of the recent County Commissioner meetings, due to conflicts of other meetings. One thing he does want to point out that he thinks is really important, especially in context of the jail levy and the claims that the general fund has more money to be able to fund the jail, for the current fiscal year for the County, they have a deficit of about a million dollars and they have been dealing with that by mostly from what it sounds like by not filling vacant positions, but the 25-26 fiscal year has almost a three million dollar deficit that the County is facing. He explained they have options on the table, they haven't made decisions but he thinks inherent to that is going to be layoffs, which is unfortunate. He stated maybe that would be an opportunity for the City, not sure, but some really bad news for the County and of course the citizens that rely on those services as well. He stated in regards to Robyn Grabhorn's public comment this evening, he hopes that we can figure out a way as a City to make sure that no concerns whether they are complaints or accommodations slip through the cracks. He thinks that all of our community members deserve acknowledgment of at least that their submission has been received and this kind of goes back to what Councilor Santiago mentioned earlier is we do need to have follow-up. It is extremely




unprofessional not to have follow up with our community. He does ask that we address this so it doesn't happen again.

Mayor Backus explained he had lunch at the Senior Center last week and it was great. He stated they are looking for new members. He stated the Earth Day Event on Saturday should be great. He explained we will have a volunteer sign up form at the Earth Day Event. He explained the Little League parade will be on Saturday also. He gave an over of the Columbia County meeting he attended.

### **Adjournment**

Mayor Backus adjourned the meeting at 8:53pm.

  
\_\_\_\_\_  
Mayor Joseph A. Backus

Attest:

  
\_\_\_\_\_  
City Recorder Susan M. Reeves, MMC