



SCAPPOOSE *Oregon*

Monday, May 5, 2025
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	
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 21, 2025 City Council work session minutes; and April 21, 2025 City Council meeting minutes	
2. Oath of Office ~ Sergeant Jacob Anderson	
Reaffirmed by Mayor Backus	
3. Proclamation	
VFW Buddy Poppies Proclamation	
Teacher Appreciation Week	
National Law Enforcement Week Proclamation	
National Public Works Week	
<u>New Business</u>	
4. Contract for On-Call Well Services	Approval
Contract Administrator Charlotte Baker	
5. Carpenter Contract Amendment ~ Contract authorization for additional Phase 2 well shaft and screen drilling services for the Miller Road Basalt Well project	Approval
Contract Administrator Charlotte Baker	
6. Resolution 25-05: Resolution Authorizing Application for Local Government Grant Program	
Contract Administrator Charlotte Baker	Approval
Announcements – information only	
7. Calendar	
8. Updates: City Manager; Police Chief; 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, EXT. 224, 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 21, 2025
CITY COUNCIL WORK SESSION
REVIEW OF ANNUAL TOWN MEETING, 6:30PM
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=rubQ6ciQ4Kw.

Mayor Backus called the work session to order at 6:36pm.

Present: Mayor Joseph A. Backus; Council President Tyler Miller; Councilor Jeannet Santiago; Councilor Kim Holmes; Councilor Joel Haugen; City Manager Benjamin Burgener; City Recorder Susan M. Reeves; and Assistant to City Manager/City Planner N.J. Johnson.

Remote: Councilor Marisa Jacobs & Jenn Higgs (joined at 6:56pm)

Excused: Councilor Andrew Lafrenz

Assistant to City Manager/City Planner N.J. Johnson went over the staff report. The City has hosted an Annual Town Meeting (ATM) every year in the late winter or early spring since 2016. The 2025 ATM marks the City's 10th edition of the event. The event's primary purposes are to foster community connection, build relationships with the community, educate the community on the accomplishments and plans for the City, and to provide an outlet for the community to express their vision for the future of Scappoose. The ATM always includes free food, community organizations tabling, and a State of the City address delivered by the Mayor. There is often a breakout activity focused on a specific project the City particularly needs public input on at that time. Approximately 75 people attended the 2025 ATM. This is part of a noticeable trend of declining attendance from approximately 225 in 2022, 150 in 2023, and 120 in 2024. 2022 somewhat resembled the end of the COVID-19 pandemic in that mask mandates in Oregon were recently lifted and cases of the Omicron variant were decreasing. The 2022 event also focused on the 50- Year Plan, which is the first of its kind in the United States for a city the size of Scappoose, and had a highly engaging public activity. The 2023 ATM had a breakout event for the Parks Master Plan. The 2024 event did not have a breakout activity as the City was not in the midst of a major project in need of organized public participation. The 2025 ATM asked a series of visioning questions on poster boards about different aspects of municipal government and the community at large. The responses are included in Exhibit B (of the staff report). The City advertises in the Columbia County Spotlight, Facebook, and newsletter. The City has

explored also advertising with signs on Highway 30, using paid post boosts on Facebook, and paying for a front-page story in the Spotlight. The City published a survey for community members who did or did not attend the Annual Town Meeting. Results of that survey are currently being collected.

Staff are seeking feedback on the following questions:

1. What are your ultimate goals for the ATM? How well are we achieving that right now?
2. What do you think of the ATM's current format? Are there alternative formats that would better achieve the ultimate goals?
3. What could be improved about the event?
4. What could be improved about marketing?
5. Is Scappoose High School the right location for the ATM?
6. Is late winter/early spring the right season? Is Saturday morning the right time?
7. Do you think the City should use the ATM for significant direction setting? In other words, to what extent should the City rely on the ATM for community input?
8. Should every ATM have a breakout activity for a project?
9. What is your ideal number of attendees?
10. What community partners were missing?
11. What impressions do you want community members to walk away with?
12. What did you hear community members express about the event, positive or negative?

The City budgets \$3,000 annually for the ATM and this is adequate at the event's current scale.

Department Head Lessons Learned & Questions for the Future

- Have department heads provide reports instead of Mayor?
- Better marketing, way more in advance
- Possibly earlier winter to avoid more busy time of year
- Possibly weeknight instead of Saturday morning
- More agencies
 - o Fire
 - o PUD
 - o School District
 - o Etc.
- Cafeteria as tabling area instead of entryway? This could provide a more equal distribution for groups. Need to make sure it's the best use of the cafeteria.
- Cafeteria for State of the City? Acoustics, chatter, visuals, and formality are still concerns.
- Move to Middle School? Used to be held there. More appropriately sized venue. Age/look of building, seating arrangements, and size are a concern.
- City tables to have a better display, more interactive exhibits
- Provide and message kids activities
- Raffle for a month of free utilities as a way to incentivize attendance?
- Involve high school in some way (choir to sing national anthem, art exhibits, clubs, etc.)
- Activity based bingo card (go around and do stuff/talk to people)
- Just 1 hot cocoa, unless there's kids

Mayor Backus stated his first question is do we want to have the ATM, and if so then we will need to figure out what we are going to talk about at the meeting, how many people we want and where it is going to be held and all of that if we feel this is a good event to have, which he feels it is. He thinks they can come up with something.

Councilor Haugen stated to him would be ideal for a school council to take on. He stated he knows the School Board is interested in this. He stated it would take the onus off of staff, we would save staff time. He explained Happy Valley School Council does their Annual Town Meeting.

Mayor Backus stated maybe the first year it is a joint venture, Council works with them.

Councilor Santiago stated she really likes the idea that staff came up with. She likes the idea of having it on a weekday. She thinks having an agenda is a good idea and having a panel where the community can ask questions.

Mayor Backus explained the Senior Center would like to be involved.

Council President Miller explained he thinks our structure could be improved. He feels it would be a lot more engaging to the public if we had each of the department heads get up and do a presentation on what their department does, what their goals were for last year, what they actually accomplished last year and what their goals are for the present year. He thinks more engagement would be good for us long-term and for our community to actually see the different faces of different departments. He thinks it resonates so when people do have an ask they are able to put a face and real people to it. He also likes the idea of a panel to take questions. He thinks anyone who provides a service to the residents should be invited to the Annual Town Meeting.

City Manager Burgener asked with the panel recommendation, what would you hope to see that compared to what they are asking at the tables?

Council President Miller replied the tables could be a substitute for what the current process is, so one or the other ~ panel or tables. He explained the tables might be engaging and more interactive than a formal panel format.

Assistant to City Manager/City Planner N.J. Johnson explained they are keeping a list on how to make improvements to this event. He explained if Council thinks of something, just send it to he and Ben because they are keeping a list of lessons learned and how to make improvements to this event.

City Manager Burgener explained the biggest thing right now is they are trying to get better at follow-up and getting that feedback while it is fresh. He explained they are also going to be sending information out to those who didn't attend. The information will go out in the

newsletter with a QR code to give feedback, and Facebook as well, then they will review the information received.

Councilor Haugen stated the events need to be fun and engaging. He stated if you don't include the schools in this event you are missing the boat because that is where your big group of attendance is. He stated if we do get a school council going, he thinks Council will be impressed with the enthusiasm and energy these students bring.

Council President Miller stated maybe the students could help different activities, in addition to daycare. He explained if we invite other participants in the community, he is not sure we could have the meeting in an evening. He stated perhaps we would need to look at maybe a date change, like a fall date where people don't want to be outside.

Assistant to City Manager/City Planner N.J. Johnson explained he would like to get Councils feedback on this. He explained if you all could list your top priority between getting feedback from the community; educating the community on what's going on and what's coming up; or having a fun and engaging really big community event, like everyone's involved kind of feel. He explained this will give him a little bit of direction in terms of what this event is supposed to be.

Adjournment

Mayor Backus adjourned the work session at 7:00 pm.

Mayor Joseph A. Backus

Attest:

City Recorder Susan M. Reeves, MMC



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.

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

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

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



SCAPPOOSE
Oregon

VFW Buddy Poppies Proclamation

WHEREAS, the annual distribution of Buddy Poppies by the Veterans of Foreign Wars of the United States has been officially recognized and endorsed by governmental leaders since 1922; and

WHEREAS, VFW Buddy Poppies are assembled by disabled veterans, and the proceeds of this worthy fund-raising campaign are used exclusively for the benefit of disabled and needy veterans, and the widows and orphans of deceased veterans; and

WHEREAS, the basic purpose of the annual distribution of Buddy Poppies by the Veterans of Foreign Wars is eloquently reflected in the desire to “Honor the Dead by Helping the Living”; and

WHEREAS, leadership within the City of Scappoose is built upon the philosophy that daily decisions and actions must incorporate individual accountability and ethical character qualities such as honesty, dedication, personal integrity, courage, compassion, love and respect for all people.

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 merits of this cause by contributing generously to its support through your donations for Buddy Poppies on May 16th and 17th, 2025, for the distribution of these symbols of appreciation for the sacrifices of our honored dead.

FURTHER, I urge all patriotic citizens to wear a Buddy Poppy as mute evidence of our gratitude to the men and women of this country who have risked their lives in defense of the freedoms which we continue to enjoy as American citizens.

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 May, 2025.

CITY OF SCAPPOOSE, OREGON

Mayor Joseph A. Backus

Attest: _____
City Recorder Susan M. Reeves, MMC



SCAPPOOSE
Oregon

TEACHER APPRECIATION WEEK PROCLAMATION

WHEREAS, teachers play an essential role in the development of our society, and their tireless efforts contribute to the betterment of our future; and

WHEREAS, teachers dedicate their lives to educating, inspiring, and mentoring students, instilling in them a love of learning and the values of kindness, empathy, and respect; and

WHEREAS, teachers go above and beyond their duty, often working long hours, sacrificing personal time, and investing their own resources for the benefit of their students; and

WHEREAS, teachers are the backbone of our educational system, shaping the minds of future generations and providing the skills and knowledge necessary for success in life; and

WHEREAS, let it be proclaimed that we recognize and appreciate the immeasurable contribution of our teachers to the advancement of our society.

THEREFORE, LET US honor and acknowledge our teachers' commitment, passion, and dedication to education and their selfless service to our communities.

LET US celebrate and cherish our teachers and express our gratitude for the countless lives they have touched, the countless minds they have nurtured, and the countless futures they have shaped.

LET US pledge to support and uplift our teachers, providing them with the necessary resources, respect, and recognition they deserve.

NOW, THEREFORE, I, Joseph A. Backus, Mayor of the City of Scappoose, a municipal corporation in the County of Columbia, in the State of Oregon, do hereby proclaim MAY 5th through MAY 9th, 2025, to be TEACHER APPRECIATION WEEK in recognition of the invaluable service of our teachers, let this proclamation serve as a symbol of our enduring gratitude and admiration for all that they do.

IN WITNESS WHEREOF, I hereunto set my hand and cause the seal of the City of Scappoose, to be affixed this day of May, 2025.

CITY OF SCAPPOOSE, OREGON

Mayor Joseph A. Backus

Attest:

City Recorder Susan M. Reeves, MMC



Scappoose
Oregon

National Law Enforcement Week Proclamation

To recognize National Police Week 2025 and to honor the service and sacrifice of those law enforcement officers killed in the line of duty while protecting our communities and safeguarding our democracy.

WHEREAS, there are more than 800,000 law enforcement officers serving in communities across the United States, including the dedicated members of the Scappoose Police Department;

WHEREAS, since the first recorded death in 1786, there are currently 26,948 known law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty, including 194 officers in Oregon.

WHEREAS, the names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, D.C.;

WHEREAS, 345 new names of fallen heroes were added to the National Law Enforcement Officers Memorial this spring, including 148 officers killed in 2024 and 197 officers killed in previous years;

WHEREAS, May 15 is designated as Peace Officers Memorial Day, in honor of all fallen officers and their families;

THEREFORE, BE IT RESOLVED that City of Scappoose formally designates May 11-17, 2025, as Police Week in Scappoose, and publicly salutes the service of law enforcement officers in our community and in communities across the nation.

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 May, 2025.

CITY OF SCAPPOOSE, OREGON

Mayor Joseph A. Backus

Attest:

City Recorder Susan M Reeves, MMC



SCAPPOOSE
Oregon

National Public Works Week Proclamation

WHEREAS, public works services provided in our community are an integral part of our citizens' everyday lives; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewers, streets and highways, public buildings, and solid waste collection; and

WHEREAS, the health, safety, and comfort of this community greatly depends on these facilities and services; and

WHEREAS, the quality and effectiveness of these facilities, as well as their planning, design and construction, is vitally dependent upon the efforts and skill of public works officials; and

WHEREAS, the efficiency of the qualified and dedicated personnel who staff public works department is materially influenced by the people's attitude and understanding of the importance of the work they perform,

THEREFORE, BE IT RESOLVED that I, Joseph A. Backus, Mayor of the City of Scappoose, do hereby proclaim the week of May 18 - 24, 2025, as "National Public Works Week" in the City of Scappoose, and I call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions which public works officials make every day to our health, safety, comfort, and quality of life.

IN WITNESS WHEREOF, I hereunto set my hand and cause the seal of the City of Scappoose, to be affixed this _____ day of May, 2025.

CITY OF SCAPPOOSE, OREGON

Mayor Joseph A. Backus

Attest:

City Recorder Susan M. Reeves, MMC

City of Scappoose Council Action & Staff Report

Date Submitted: April 29, 2025

Agenda Date Requested: May 5, 2025

To: Scappoose City Council

From: Charlotte Baker, Contract Administrator

Subject: Contract Approval – On-Call Well Services

Type of Action Requested:

[]	Resolution	[]	Ordinance
[X]	Formal Action	[]	Report Only

Issue and Analysis:

The City of Scappoose currently has six wells in its inventory, with one being drilled. During the course of normal maintenance of these wells, the Water Treatment Department sometimes requires services that are beyond the scope or capability of in-house resources. When such services are required, the City must enter into small contracts for each individual project, an inefficient and time-consuming process that is sometimes impossible in emergency situations. In order to streamline the process of obtaining these services, City staff determined that it is in the City's best interest to procure the services of a well servicer for a multi-year period on an on-call basis. The City is currently engaged in several contracts of this type; for example, the City is under a multi-year contract with two electricians for on-call electrical services. City staff worked together to create a scope of work that would encompass all the City's needs. While staff felt that cost of services was the most important consideration when selecting a contractor, staff also wanted to ensure that the contractor had the experience, equipment and knowledge required to successfully meet the City's needs. Given these considerations, staff chose to publish a Request for Qualifications instead of an Invitation to Bid, which allows staff more leeway in determining the winning bidder. Under Oregon state law, Invitations to Bid must only be evaluated based on price. Requests for Proposals and Requests for Qualifications may be evaluated on a variety of metrics.

The RFQ for On-Call Well Services was advertised on March 25, 2025. Submissions were due April 24, 2025. Staff reached out to several firms to invite them to bid, as well as advertising in local publications as usual. Ultimately, only one firm bid on this project: Crow Water. City staff have worked with Crow on previous projects, and they have shown themselves to be capable of

handling the work the City has requested of them. Therefore, City staff feel confident moving forward with Crow Water, despite not receiving other bids.

Fiscal Impact:

The dollar value of these contracts will vary depending on the services provided.

Recommendation:

Staff recommends that Council authorize City Manager Benjamin Burgener to enter into a contract with Crow Water for the purpose of on-call well services.

Suggested Motion:

I move that Council authorize City Manager Benjamin Burgener to enter into a contract with Crow Water for the purpose of on-call well services.

CITY OF SCAPPOOSE

Council Action & Status Report

Date Submitted: April 29, 2025

Agenda Date Requested: May 5, 2025

To: Scappoose City Council

From: Dave Sukau, Public Works Director
Charlotte Baker, Contract Administrator

Subject: Contract Approval – Contract #2023-29

TYPE OF ACTION REQUESTED:

☐ Resolution

☐ Ordinance

☒ Formal Action

☐ Report Only

ISSUE: Contract authorization for additional Phase 2 well shaft and screen drilling services for the Miller Road Basalt Well project.

ANALYSIS: The City of Scappoose had multiple projects funded from the State of Oregon's ARPA allocation -- the engineering and construction of the Miller Road Basalt Well is one of those projects, with \$1.95 million dedicated for the completion of the Basalt Well. In 2023, City Council authorized then-City Manager Rains to enter into a contract with Carpenter Drilling for \$949,780.

While Carpenter made good headway initially, unforeseen circumstances, varying from equipment issues to geological formations not being as anticipated, caused delays later on. Having reached a level of approximately 580' without reaching the basalt layer, the drilling was halted to determine next steps. City staff, the City's hydrogeology firm GSI, and the Carpenter Drilling team decided that the best way forward was for Carpenter to submit a new bid for exploratory drilling services to determine if the originally-planned basalt well is feasible at this site.

In April 2025, Carpenter submitted a new bid for exploratory drilling. This additional work includes subcontracting to Yellow Jacket Drilling Services, a contractor with specialized equipment. Carpenter's bid encompasses two different scenarios that could arise as a result of the exploratory drilling: moving forward with drilling a basalt well or moving forward with drilling an alluvial well if a basalt well is not possible. Carpenter's bid for exploratory drilling then moving forward with a basalt well is \$893,486, and their bid for exploratory drilling then moving forward with an alluvial well is \$1,315,436. Both figures

Request for Council Action

are based on worst case scenarios, and it is likely that final billing would be significantly less than the figures provided in the bid. Because GSI, Carpenter and City staff all feel that a basalt well is still a possibility at this time, staff would like to move forward with the proposed \$893,486 basalt well drilling.

While these considerations were being made, Carpenter's original contract expired, necessitating the creation of an entirely new contract to cover the work moving forward. Under the original contract, the City paid Carpenter \$470,430 of the \$949,780 originally agreed upon. Any additional fees paid to Carpenter for work under the new contract will be in addition to the \$470,430 already paid, *not* the \$949,780 in the original agreement.

In the interest of moving forward with this project as quickly as possible and preventing future delays, City staff would request that Council authorize City Manager Burgener to amend the contract up to \$1,500,000 if needed in the future. This would allow staff to keep the project moving and make decisions that may increase the contract price, if necessary, without having to come before Council for additional approval.

FINANCIAL IMPACT:

This new contract will have a not to exceed value of **\$893,486**. Staff would request that City Manager Burgener be authorized to amend the contract up to \$1,500,000 in the case that a basalt well is not feasible and other changes need to be made.

This contract will be funded through ARPA funds distributed by Business Oregon, as well as a forgivable loan through Business Oregon for \$350,000.

RECOMMENDATION: Staff recommends that the Council authorize City Manager Burgener to enter the City into a contract with Carpenter Drilling to construct the Miller Road Basalt Well.

SUGGESTED MOTION: I move that Council authorize City Manager Burgener to enter the City into a contract with Carpenter Drilling to construct the Miller Road Basalt Well.

Request for Council Action

City of Scappoose Council Action & Staff Report

Date Submitted: April 29, 2025

Agenda Date Requested: May 5, 2025

To: Scappoose City Council

From: Charlotte Baker, Contract Administrator

Subject: Resolution 25-05 Authorizing Application for Local Government Grant Program

Type of Action Requested:

[x]	Resolution	[]	Ordinance
[]	Formal Action	[]	Report Only

Issue and Analysis:

The City is planning to apply for the Oregon State Parks and Recreation Department's Local Government Grant Program for the purpose of updating the Veterans Park play area to be fully accessible and in alignment with ADA standards. The City is requesting a grant of \$100,000 to procure the new play equipment. Part of the application process is the successful passage of a resolution by City Council authorizing the City Manager to submit the application for this grant.

Fiscal Impact

The City is required to provide a 40% match if selected for this grant.

Recommendation:

Staff recommends Council approve Resolution 25-05 and authorize the City Manager to submit an application for the Local Government Grant Program for the purpose of developing the Grabhorn Property.

Suggested Motion:

I move City Council approve Resolution 25-05 and authorize the City Manager to submit an application for the Local Government Grant Program for the purpose of developing the Grabhorn Property.

**RESOLUTION AUTHORIZING APPLICATION FOR LOCAL GOVERNMENT
GRANT PROGRAM**

RESOLUTION NO. 25-05

IN THE MATTER OF AUTHORIZING THE
CITY OF SCAPPOOSE TO APPLY FOR A LOCAL
GOVERNMENT GRANT FROM THE OREGON
PARKS AND RECREATION DEPARTMENT FOR
DEVELOPMENT OF A NEW PLAY STRUCTURE
AT VETERANS PARK AND DELEGATING AUTHORITY
TO THE CITY MANAGER TO SIGN THE APPLICATION.

WHEREAS, the Oregon Parks and Recreation Department is accepting applications for the Local Government Grant Program; and

WHEREAS, the City of Scappoose desires to participate in this grant program to the greatest extent possible as a means of providing needed park and recreation acquisitions, improvements and enhancements; and

WHEREAS, Scappoose City Council has identified playground improvements at Veterans Park as a high priority need in Scappoose; and

WHEREAS, the City desires to replace aging playground equipment currently on-site at Veterans Park with accessible, ADA-compliant equipment; and

WHEREAS, the City of Scappoose has available local matching funds to fulfill its share of obligation related to this grant application should the grant funds be awarded; and

WHEREAS, the City of Scappoose will provide adequate funding for on-going operations and maintenance of this park and recreation facility should the grant funds be awarded; and

NOW, THEREFORE, BE IT RESOLVED BY THE SCAPPOOSE CITY COUNCIL FOLLOWS:

- Section 1: The Scappoose City Council demonstrates its support for the submittal of a grant application to the Oregon Park and Recreation Department for development of a new play structure at Veterans Park.
- Section 2: This Resolution shall be effective following its adoption by the Scappoose City Council.

Passed by the Scappoose City Council this day of May, 2025.

ATTEST:

Joseph A. Backus, Mayor

Susan M. Reeves, City Recorder

CITY OF SCAPPOOSE

May 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3 Farmers Market 9am – 2pm
4	5 City Council 7pm	6	7	8	9	10 Farmers Market 9am – 2pm
11	12 Budget Committee meeting 5:30pm	13 Budget Committee meeting (if needed) 5:30pm	14	15 EDC, Noon	16	17 Farmers Market 9am – 2pm
18	19 Council work session 6pm Council meeting 7pm	20 50-Year Plan Stakeholder Advisory Committee 6pm	21 Budget Committee meeting (if needed) 5:30pm	22	23	24 Farmers Market 9am – 2pm
25	26 City Offices closed in observance of Memorial Day	27	28	29	30	31 Farmers Market 9am – 2pm Summer Outdoor Fun Festival 10am – 8pm

Verify meetings, get virtual meeting details, or for more meeting information on our website: <https://www.scappoose.gov> or call City Hall 503-543-7146. Thank you!