

**TUESDAY, FEBRUARY 21, 2017**  
**CITY COUNCIL MEETING**  
**Regular meeting 7:00 p.m.**  
**Scappoose Council Chambers**  
**33568 East Columbia Avenue**

**Call to Order**

Mayor Burge called the City Council meeting to order at 7:00 p.m.

**Pledge of Allegiance**

**Roll Call**

**City Council Members Present:**

Scott Burge	Mayor
Mark Reed	Council President
Barb Hayden	Councilor
Rich Riffle	Councilor
Megan Greisen	Councilor
Natalie Sanders	Councilor

**Staff Present:**

Michael Sykes	City Manager
Norm Miller	Police Chief
Susan M. Reeves	City Recorder
Kevin Turner	Treatment Plant Supervisor
Chris Negelspace	City Engineer
Ben Tolles	AmeriCorp RARE Student

Legal Counsel Shelby Rihala

Press: none present

**Excused:** Councilor Patrick Kessi

**Approval of the Agenda**

Councilor Hayden moved, and Council President Reed seconded the motion to approve the agenda. Motion passed (6-0). Mayor Burge, aye; Council President Reed, aye; Councilor Hayden, aye; Councilor Riffle, aye; Councilor Greisen, aye, and Councilor Sanders, aye.

**Public Comments**

Cindy Kriech, explained she is here with students Jintana and Lyla from the Scappoose Middle School, and they would like to show their appreciation for the donation the City gave them to help fund their Middle School Bazaar. Jintana and Lyla handed posters to the Council.

Cindy explained how the program works. She also handed out packets to Council and staff. She explained a lot of the students are so happy because through this program they are able to get their family members presents.

## **Consent Agenda ~ February 6, 2017 City Council Work Session minutes and February 6, 2017 City Council meeting minutes**

Councilor Hayden moved, and Council President Reed seconded the motion to approve the Consent Agenda ~ February 6, 2017 City Council Work Session minutes and February 6, 2017 City Council meeting minutes. Motion passed (6-0). Mayor Burge, aye; Council President Reed, aye; Councilor Hayden, aye; Councilor Riffle, aye; Councilor Greisen, aye, and Councilor Sanders, aye.

### **New Business**

#### **Development Agreement with Airpark Development LLC**

City Engineer Chris Negelspace went over the staff report. He explained the City of Scappoose has been working with Cascades Tissue since 2015 to assist the Company with a significant expansion project. The Company purchased 50 acres of privately owned industrial land adjacent to the Scappoose Industrial Park and within the City limits. They broke ground earlier this year on Phase I of their expansion project and expect to be operational by Spring 2017. As part of Cascades' approved development plans, the company is required to improve portions of West Lane Road to accommodate trucks entering the site. The improvements include widening of approximately 1,031 linear feet of West Lane Road between the S.E. corner of Crown Zellerbach Road and Wagner Court to accommodate a three lane collector (two travel lanes and a center turn lane) without parking, a 14-foot center turn lane, 12-foot northbound travel lane, 6-foot bike lane, curb and gutter, 6-foot sidewalk, storm drainage, street trees, lighting, paving and two commercial driveways. In order to assist Cascades Tissue with said improvements, and promote economic development through expansion of the project beyond Cascades' frontage to adjoining property owners including Airpark Development LLC, the City applied for two grants, the Immediate Opportunity Fund Grant from ODOT (IOF) and the Firm Business Commitment Grant from the Infrastructure Finance Authority (IFA). The City's application for both grants were authorized by City Council in Resolutions 16-22 and 16- 21. The City will use the monies from these two grants to complete additional frontage improvements on West Lane Road from the Jet Center's parcel north of Cascades to Airpark Development's parcel south of Cascades. In total, the expanded project will cover approximately 1,716 linear feet of West Lane Road. To satisfy the requirements of the IOF and IFA grant programs, the City must enter into a Development Agreement with Airpark Development LLC which outlines the details of the project and the respective responsibilities of each party, including financial obligations. To that end, the City has drafted said Development Agreement and will provide a copy to the Council for review (a Development Agreement with Cascades Tissue was also completed and brought before the Council for approval in December 2016). The Development Agreement with Airpark Development LLC will allow the City to secure the IOF and IFA funds needed to complete the expanded frontage improvements on West Lane Road. It will also finalize Airpark Development LLC's level of financial commitment to the frontage improvements project. The Agreement will not require any City funding. The City suggests Council authorize the City Manager to execute the Development Agreement with Airpark Development LLC.

City Manager Sykes stated as Council remembers the City already has an agreement with Cascade Tissue, basically this is the last component for us to move forward with this project.

Mayor Burge read into the record from the Development Agreement between the City and Airpark Development, LLC, the source of the funding, Sources of Funds and Budget, it's a \$1,895,000 project. The ODOT/Immediate Opportunity Fund Grant ("IOF Grant") is \$843,534. The Business Oregon Infrastructure Finance Authority Grant ("IFA Grant") is \$345,000. Cascades Contribution is \$325,000. Contribution from Airpark Development LLC is \$250,000.

City Recorder Reeves explained she will email the agreement to Council.

Mayor Burge stated that is zero City tax dollars.

Council President Reed asked if there is any thought to how these improvements might integrate into the potential improvement Crown Zellerbach Trail.

City Engineer Chris Negelspach explained this is principally West Lane improvements. He explained the alignment of Crown Zellerbach hasn't been secured yet, it is still a work in progress.

Councilor Hayden moved and Councilor Riffle seconded the motion that Council authorize the City Manager to execute the Development Agreement with Airpark Development LLC. Motion passed (6-0). Mayor Burge, aye; Council President Reed, aye; Councilor Hayden, aye; Councilor Riffle, aye; Councilor Greisen, aye, and Councilor Sanders, aye.

### **West Lane Frontage Improvements Design RFP**

City Engineer Chris Negelspach went over the staff report. City has prepared and advertised a qualification based Request for Proposal (RFP) to solicit proposals from engineers to design the road. The RFP was issued on January 13, 2017 and responses were received on February 3, 2017. A final recommendation from the Selection Committee was made on February 10, 2017, to enter into contract negotiations with Kittelson & Associates. Final award of the contract is tentatively taking place on March 6, 2017. The cost of engineering the frontage improvements on West Lane Road will be approximately \$190,000, or 10% of the total project cost of \$1.9 million. It will be funded in part with a financial award from the Special Public Works Fund, funded by Oregon State Lottery and administered through the Oregon Infrastructure Finance Authority and with funds from private owners along West Lane Road. It will not require any additional dedication of funds from the City. Request for Council Action - City Staff is requesting Council approve spending up to \$190,000 to complete engineering of the proposed frontage improvements on West Lane Road, subject to award of the IFA and IOF Grants and private contributions from Cascades Tissue and Airpark Development LLC.

Mayor Burge asked if Cascade Tissue and Airpark Development LLC agree to pay for this project.

City Manager Sykes replied that is what the Development Agreement does.

Councilor Greisen asked when will we find out if we received either of the two grants?

City Engineer Negelspach replied we have tentative approval on them now, it's just that they won't authorize the money until we have the agreements.

City Manager Sykes explained we were told by Melanie Olsen who is the IFA Rep for the State, that once we got the developers agreement signed they would authorize the funding.

Councilor Hayden moved, and Council President Reed seconded the motion that Council authorize City Manager Sykes to initiate the engineering phase of the West Lane Frontage Improvements Project and approve an engineering contract in an amount not to exceed \$190,000, subject to award of the IFA and IOF grants and private contributions from Cascades Tissue and Airpark Development LLC. Motion passed (6-0). Mayor Burge, aye; Council President Reed, aye; Councilor Hayden, aye; Councilor Riffle, aye; Councilor Greisen, aye, and Councilor Sanders, aye.

### **School Resource Officer Logo**

Chief Miller explained at the beginning of the school year he proposed to Councilor Riffle and Councilor Meshell about having students come up with a logo for the School Resource Car. He explained there are eight designs in front of Council for review. He explained staff would like Council to pick the design to go on the School Resource car.

Councilor Riffle voted for # 2

Councilor Greisen voted for # 2

Councilor Sanders voted for # 2

Mayor Burge voted for # 2

Councilor Hayden voted for # 6

Council President Reed voted for # 2

Chief Miller said # 2 received the majority of the votes. He explained they will look at the lighting, but it will have to be red and blue.

Councilor Greisen suggested maybe having just a little more push on promoting things in the future in order to receive more feedback.

### **Recap of 2017 Annual Town Meeting**

AmeriCorps RARE Member Ben Tolles went over the results of the Annual Town Meeting. He explained all the results are on the City's website. He explained they received a lot of great feedback in regards to the clickers that were used at the Annual Town Meeting. He explained by using the clickers they received immediate results.

Councilor Hayden stated one of the things she brought up in the past, but she thinks we need to change our development code and when there is a multi-family subdivision that they have to build a pocket park.

Councilor Greisen agrees.

AmeriCorps RARE Member Ben Tolles explained this has come up, and he thinks City Planner Oliver is insisting on the same thing.

Council thanked AmeriCorps RARE Member Ben Tolles for the information.

### **Facility Plan Update & Preliminary Design**

Treatment Plant Supervisor Kevin Turner went over the staff report. He explained the current draft facility plan documents identify an estimated \$43 million in capital improvement projects over the next 20 years. Staff contracted a review of the draft facility plan with Carollo Engineers. Their review identified several areas that could drastically change the draft plan and save the City millions of dollars in capital improvements over the 20 year period. The initial review focused on population projections and treatment processes. The draft facility plan outlines improvements throughout the collections and treatment systems through the year 2035 at a population of 13,188 with a peak instantaneous flow of 7.218 million gallons per day. The current PSU projections estimate a population of 9,974 for that same year with a peak instantaneous flow of 3.904 million gallons per day. The higher population and flow projection would require a near complete upgrade at the treatment facility as reflected in the draft capital improvement plan. Using the population estimate from PSU will allow the facility to utilize existing structures and treatment processes through the 2035 planning year. Carollo Engineers, Inc. will provide the following services related to the city's wastewater treatment plant with the goals of:

- 1) Providing the city with an amended planning document that identifies and details necessary WWTP capital improvements over the 20-year planning period.
- 2) Providing the City with a state-approvable facilities plan that satisfies all requirements for the City applying for State Revolving Fund financing for near term improvements.
- 3) Providing a predesign of the capital improvements that the City needs to complete in the near-term (first five years).

Carollo Engineers, Inc. have submitted a proposal that would include:

- Review and update the basis of planning
- Update the collections GIP
- Evaluate the treatment plant capacity
- Develop recommended improvements
- Implementation plan and GIP
- Predesign report

The proposed review and update of the facility plan is anticipated to greatly reduce the long term capital improvement plan and associated expenses. However, there are currently areas within the treatment facility and collections system that require immediate attention and are critical for the

treatment facility to properly serve the community. These items will be identified in the near term improvements (5 year plan). The proposed \$99,466 would be paid from fund 55 (SOC). He explained Staff budgeted \$200,000 for the completion of the facility plan and predesign of capital improvements. He explained staff recommends that Council authorize Carollo Engineers, Inc. to complete the facility plan and treatment plant predesign as proposed.

Councilor Hayden asked out of this \$200,000 that we budgeted for this how much did we pay the first company.

Kevin Turner replied part of that was paid out of last year's budget, but their total contract was approximately \$148,000.

Councilor Hayden asked Kevin Turner if he foresees anything else coming that will need to come out of that line item?

Kevin Turner replied no.

Councilor Hayden moved, and Councilor Greisen seconded the motion that Council approve the proposal from Carollo Engineers, Inc. to review and update the facility plan and treatment plant predesign for the amount of \$99,466. Motion passed (6-0). Mayor Burge, aye; Council President Reed, aye; Councilor Hayden, aye; Councilor Riffle, aye; Councilor Greisen, aye, and Councilor Sanders, aye.

### **Presentation to Councilor Barb Hayden**

Mayor Burge presented a plaque to Councilor Barb Hayden and thanked her for many years dedicated to the City of Scappoose.

Best wishes Councilor Barb Hayden ~ you will be missed!

Councilor Hayden stated thank you for the reception, she appreciated it.

### **Announcements ~ information only**

#### **Calendar**

Mayor Burge went over the calendar.

#### **City Manager**

City Manager Sykes stated thanks for all of your efforts on the Annual Town Meeting, he thinks it went very well. He stated it was really rewarding to know that people are getting their information from the City newsletter. He stated as a reminder the Council Goal Setting Session will be at the next meeting. He explained there will be a City/County Quarterly Dinner hosted by

the City of Vernonia on March 7, 2017. He wanted to let Council know Public Works Director Robyn Bassett is retiring, and we are sorry to see her leave. He explained we were able to find someone to take her spot and we've hired Dave Sukau. Dave has a lot of bidding, managing, project experience, paving, waterline, sewer line experience, and he thinks he will be a big asset to the City, and he is pleased to see him come aboard. He explained he has been checking into a Federal Summer Youth Program to assist with parks. He stated to Councilor Hayden it has been a pleasure to work with you.

### **Police Chief**

Police Chief Miller explained March 11, 2017, is Tip a Cop at Ixtapa, and all the money raised goes to Columbia County Special Olympics. He explained on April 26, 2017 the Citizens Academy starts, and it will be every Wednesday for ten weeks. He stated August 1 will be National Night Out. He thanked Councilor Hayden for all her dedication to the City.

### **Councilors & Mayor**

Councilor Riffle thanked Ben for his work on the Annual Town Meeting. He thanked Councilor Hayden for everything she taught him.

Councilor Greisen explained she runs a moms group and last week while walking the Crown Zellerbach Trail they decided to make it a kindness walk and they picked up garbage. She stated to Councilor Hayden she has heard great things about her, and she wishes her good luck.

Councilor Sanders thanked everyone for being here tonight. She thanked Ben for his work on the Annual Town Meeting. She stated the clickers were fantastic. She thanked Councilor Hayden for everything she has done for the City.

Councilor Hayden stated she has thoroughly enjoyed her time. She stated just remember when you are building to remember the livability that everybody wants in this town, keep it real. She thanked everybody.

Council President Reed thanked Ben for the Annual Town Meeting. He stated the clickers were fun. He thanked Councilor Hayden for all she has done.

Mayor Burge thanked Councilor Hayden for her service and said we will miss you.

Mayor Burge explained he was told today the City of St. Helens was discussing a dine out tax, and a soda tax, and was told they wanted to see if the City of Scappoose wants to do it with them. His stated his answer is no, he has no interest in this.

Mayor Burge read the statement for Executive Session, and went into Executive Session at 8:12 p.m.

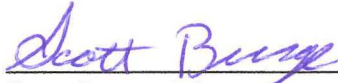
**Executive Session ~ ORS 192.660(2)(e) Real Property Transactions**

**Present:** Mayor Burge, Council President Reed, Councilor Hayden, Councilor Riffle, Councilor Greisen, Councilor Sanders, City Manager Sykes, Legal Counsel Shelby Rihala, and City Recorder Reeves.

Mayor Burge came out of Executive Session into open session at 8:20 p.m.

**Adjournment**

Mayor Burge adjourned the meeting at 8:20 p.m.

  
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Scott Burge, Mayor

Attest:

  
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Susan M. Reeves, MMC, City Recorder