

MONDAY, MARCH 6, 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
Rich Riffle	Councilor
Patrick Kessi	Councilor
Megan Greisen	Councilor
Natalie Sanders	Councilor

Staff Present:

Michael Sykes	City Manager
Norm Miller	Police Chief
Susan M. Reeves	City Recorder
Alexandra Rains	Program Analyst
Ben Tolles AmeriCorp	RARE Participant

Legal Counsel Shelby Rihala

Press: Courtney Vaughn, Spotlight

Approval of the Agenda

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

Public Comments

There were no public comments.

Consent Agenda ~ February 21, 2017 City Council Work Session minutes, February 21, 2017 City Council meeting minutes, and Appointment of Alternate Planning Commission Tim Connell to Full Member

Council President Reed moved, and Councilor Sanders seconded the motion to approve the Consent Agenda ~ February 21, 2017 City Council Work Session minutes, February 21, 2017 City Council meeting minutes, and Appointment of Alternate Planning Commission Tim Connell to Full Member. Motion passed (6-0). Mayor Burge, aye; Council President Reed, aye; Councilor Riffle, aye; Councilor Kessi, aye; Councilor Greisen, aye, and Councilor Sanders, aye.

New Business

Resolution No. 17-07: Declaring a Vacant Position on the City Council

City Manager Sykes explained as you all know last meeting was Councilor Hayden's last meeting and this resolution accepts her resignation and declares the position open. He explained we have advertised the position and it is open for applicants until March 15. The applicants will interview before the Council at the next Council meeting on March 20.

Councilor Riffle moved, and Council President Reed seconded the motion to approve Resolution No. 17-07: Declaring a Vacant Position on the City Council. Motion passed (6-0). Mayor Burge, aye; Council President Reed, aye; Councilor Riffle, aye; Councilor Kessi, aye; Councilor Greisen, aye, and Councilor Sanders, aye.

Resolution No. 17-08: OPRD Local Government Grant Application for Development of Seely Lane (Park)

Program Analyst Alexandra Rains went over the staff report. She explained the City of Scappoose draft Parks Master Plan has identified that Scappoose's current 3.13 acres of parkland for every 1,000 residents falls short of national and state standards by nearly half. With that in mind, the plan also identified certain vacant lots within the City limits that could be developed as parks in the future. One such property identified is located just off of Seely Lane and noted as "open space" draft Parks Master Plan, pg. 34). The City purchased this property in September 2016 with the intent of developing it as a neighborhood park. The Scappoose Parks Committee has endorsed the development of this site and provided significant assistance in preparing the conceptual design. In order to finance the development, the City is pursuing an Oregon Parks and Recreation Department (OPRD) Local Government Grant. The proposed development includes a natural play area, half basketball court, pavilion, restrooms, bicycle racks, parking for 24 vehicles (including 2 ADA spaces), a picnic area, paved and permeable walkways, landscaping, lighting, a footbridge over South Scappoose Creek and completion of a half street on Seely Lane. An existing oak tree on the property has been designated a Heritage Tree by the City Council and will remain an important part of the development. Once complete, this project will add much needed park acres to the Scappoose parks system as well as recreational opportunities for basketball. The OPRD Local Government Grant determines matching fund requirements by population size; in the case of Scappoose, a 40% match is required. To meet this requirement, the City will apply the purchase price of the property off of Seely Lane, tax lot 1300, which was appraised at \$300,000.

Councilor Riffle moved, and Councilor Sanders seconded the motion to approve Resolution No. 17-08: OPRD Local Government Grant Application for Development of Seely Lane (Park).

Councilor Kessi asked if any part of this property has wetlands?

Alexandra Rains replied there is a little bit of wetlands bordering the creek, on tax lot 1100, and the only significant development on that part is a permeable path.

Motion passed (6-0). Mayor Burge, aye; Council President Reed, aye; Councilor Riffle, aye; Councilor Kessi, aye; Councilor Greisen, aye, and Councilor Sanders, aye.

Resolution No. 17-09: Preserving Oregon Matching Grant for Watts House Front Porch Repairs

AmeriCorp RARE Participant Ben Tolles went over the staff report. He explained the City of Scappoose's 114-year old Historical Watts House Pioneer Museum's front porch was last repaired well over 40 years ago. Presently, the whole front porch is in need of repair due to significant settlement at the southwest corner of the foundation, rotting at multiple portions of the foundation and the creosote floor boards smell and ooze hazardous chemicals. The porch could also use a new coat of paint and repairs to the decorative border. On February 11, 2017 the City sent a letter of intent to the State of Oregon, Parks & Recreation Department for a maximum \$20,000 Preserving Oregon matching grant for the Watt's House front porch repairs. On February 27th, 2017, the State notified us to continue on to step two to apply for the full grant. Last year Akaan Architecture was contracted to draft a schematic of the front porch and listed the needed repairs. With that schematic we secured an informational bid from Barker Construction. The bid returned was for \$33,971 with a 15% contingency included to offset additional repairs, and extra time and materials that may be needed and could be discovered during the rehab phase. The grant requires a 50/50 match between the grant issuer and the City.

Councilor Kessi moved, and Council President Reed seconded the motion to approve Resolution No. 17-09: Preserving Oregon Matching Grant for Watts House Front Porch Repairs. Motion passed (6-0). Mayor Burge, aye; Council President Reed, aye; Councilor Riffle, aye; Councilor Kessi, aye; Councilor Greisen, aye, and Councilor Sanders, aye.

Select Auditor

City Manager Sykes went over the staff report. He explained at the direction of Council staff advertised for an auditor and we received six proposals. He explained Mayor Burge appointed a review committee, which include himself, Councilor Riffle, Councilor Sanders, and Finance Administrator Jill Herr. The committee conducted in person interviews with the top two scoring firms. In making a recommendation to Council, the committee relied on in person interviews and references that were given by the firm's current and previous clients. The audit review committee is recommending the City's auditing contract be awarded to Steve Tuscherer CPA. The annual auditing cost for the first year will be \$14,500 with slight increases over the next four years.

Mayor Burge explained the committee scored the RFP's and came up with the top two, and then interviewed them.

Council President Reed moved, and Councilor Greisen second the motion that Council award the auditing contract to Steve Tuchscherer CPA. Motion passed (6-0). Mayor Burge, aye; Council President Reed, aye; Councilor Riffle, aye; Councilor Kessi, aye; Councilor Greisen, aye, and Councilor Sanders, aye.

City Attorney Rates

City Manager Sykes went over the staff report. He explained Legal Services have been provided to the City of Scappoose by Jordan Ramis PC. The firm has charged the City a retainer rate of \$3,600/month for the past two years. Prior to that, the firm had not increased their rates since 2004. Jordan Ramis PC is requesting that their retainer rate be increased to \$4,200 per month, effective July 1, 2017. City staff has been very pleased with the quality of services we have received from Jordan Ramis PC. He explained our primary attorney has been Shelby Rihala and she has provided outstanding service to the Council and staff. He explained even with an annual increase of \$7,200, staff believes we are receiving excellent service at a very competitive price. Staff recommends Council approve the City Attorney Rates.

Councilor Riffle moved, and Councilor Sanders seconded the motion that Council approve the City Attorney rate increase from \$3,600 a month to \$4,200 a month.

Councilor Kessi asked Legal Counsel Rihala from 2004 to 2015 what were you charging a month.

Legal Counsel Rihala replied she believes it was \$3,000 or \$3,200.

Councilor Kessi stated from that amount to now it is not that big of a change. He stated from two years to now it seems like a bigger change, 16% or so, but the request sounds very reasonable.

Motion passed (6-0). Mayor Burge, aye; Council President Reed, aye; Councilor Riffle, aye; Councilor Kessi, aye; Councilor Greisen, aye, and Councilor Sanders, aye.

Announcements ~ information only

Calendar

Mayor Burge went over the calendar.

City Manager

City Manager Sykes explained Council has the department report in front of them. He explained staff had a meeting with the Columbia County Transportation Planning staff to talk about the proposed changes to the Transportation System Plan (TSP) for Columbia County that they have been working on for a couple of years, and to make sure there were some important projects for Scappoose that were on the list. He stated we were pleased to note that all of the ones that City staff felt were pretty important, that they have heard echoed by the Council, were included. He stated probably one of the most important things that they noted was the County identified developing an alternative route to the airport as one of their top priorities, and were going to pursue a grant to try and figure out what might be the best way to try and accomplish that. He explained there is also discussion about the value of adding a light at Wikstrom/West Lane and Highway 30 so that some of that traffic can come out of the north side of town as well. He

explained staff also had a meeting with the Governor's Community Solutions Team and that was to talk about all the projects going on with OMIC and Cascades, and get feedback on how it is best to proceed to address some of the needs that the City has and some of the new industry we might have. He stated that was a real positive meeting. He explained we received official notification that our \$345,000 request for IFA funds to help complete the West Lane Road project was approved. He explained he has a meeting next week with the Work Source Group to discuss hiring youth for the summer to work with the Public Works Department.

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 they raised \$2,600 last year, and this year they are hoping to raise \$3,000. He stated hopefully everyone can stop by.

Councilors & Mayor

Mayor Burge explained the Chamber's Celebration of Excellence & Awards Ceremony is on March 23, starting at 5:30 p.m. at the Scappoose Creek Inn.

Mayor Burge read the statement for Executive Session, and went into Executive Session at 7:31 p.m.

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

Present: Mayor Burge, Council President Reed, Councilor Riffle, Councilor Kessi, Councilor Greisen, Councilor Sanders, City Manager Sykes, Legal Counsel Rihala, City Recorder Reeves, and Courtney Vaughn with the Spotlight.

Mayor Burge came out of Executive Session into open session at 7:34 p.m.

Mayor Burge explained Council just discussed the Community Development Center lease and he is looking for a motion to approve the extension of the lease.

Council President Reed moved, and Councilor Riffle seconded the motion that Council approve the extension of the lease agreement for the Community Development Center as presented. Motion passed (6-0). Mayor Burge, aye; Council President Reed, aye; Councilor Riffle, aye; Councilor Kessi, aye; Councilor Greisen, aye, and Councilor Sanders, aye.

Adjournment ~ Mayor Burge adjourned the meeting at 7:35 p.m.


Scott Burge, Mayor

Attest:


Susan M. Reeves, MMC, City Recorder