



**MONDAY, MARCH 20, 2017
CITY COUNCIL INTERVIEWS ~ 6:00 PM**

CITY COUNCIL MEETING AGENDA

**Regular meeting 7:00 p.m.
Scappoose Council Chambers
33568 East Columbia Avenue**

ITEM	AGENDA TOPIC	Action
1.0	Call to Order	
2.0	Pledge of Allegiance	
3.0	Roll Call	
4.0	Approval of the Agenda	
5.0	Public Comments	
6.0	Consent Agenda	
	6.1 March 6, 2017 Council Goal Setting Session minutes	
	6.2 March 6, 2017 City Council meeting minutes	
7.0	Appointment of New Councilor	
8.0	Oath of Office for New Councilor administered by County Clerk Betty Huser	
9.0	New Business	
	9.1 City Motto	Approval
	Staff: AmeriCorps RARE Participant Ben Tolles	
	9.2 Review 2016 Council Goals	
	Staff: City Manager Michael Sykes	
	9.3 Council Goals & Objectives ~ 2017-2018	Approval
	Staff: City Manager Michael Sykes	
	9.4 Introduction of New Police Officer Kolten Edwards	
	Staff: Chief Norm Miller	
10.0	Announcements ~ information only	
	10.1 Calendar	
	10.2 City Manager, Police Chief, Councilors, and Mayor	
11.0	Executive Session ~ ORS 192.660(2)(e) Real Property Transactions	
12.0	Adjournment	

This meeting will be conducted in a handicap accessible room. If special accommodations are needed, please contact City Recorder, Susan Reeves at (503) 543-7146, ext 224 in advance.

TTY 1-503-378-5938

**MONDAY, MARCH 6, 2017
CITY OF SCAPPOOSE
COUNCIL GOAL SETTING SESSION AT 5:30 P.M.**

Mayor Burge called the Council Goal Setting Session to order at 5:30 p.m.

Present: Mayor Burge, Council President Reed, Councilor Riffle, Councilor Kessi, Councilor Greisen, Councilor Sanders, City Manager Sykes, Legal Counsel Rihala, City Recorder Reeves, Program Analyst Alexandra Rains, AmeriCorps RARE Participant Ben Tolles. Also present is Police Chief Miller and Public Work Director Dave Sukau.

City Manager Sykes explained after the Annual Town Meeting and hearing the comments about a variety of topics, and before we develop our budget for the year, staff finds it very useful to plug in the Council's goals. He explained tonight we are going to do a SWOT analysis, which is basically part of a strategic planning process. He explained by doing this it gives us a chance to look at our organization and see what is working and what is not working, what opportunities we should be pursuing, and what some of the challenges are that we will face. He explained after Council comes up with the Strengths, Weaknesses, Opportunities, and Threats he would like them to choose their top five for each category.

This is the list of SWOT items that Council came up with, along with the votes of how Council ranked them.

2017 City Council SWOT

Strengths

Dedicated staff 4
Good Police Department 4
Proximity to the metro region 4
Safe community 3
Good City Manager 2
Economic activity 2
Good City Planner & Engineer/CDC Department 2
Good school district 1
Recreational opportunities (ongoing) 1
Good communication/transparency 1
Long term planning (open to it)
Unified Council
Friendly community
Crown Zellerbach Trail
Desirable place to live
Highway 30

Weaknesses

Hwy 30/traffic 4
Lack of a community center 4
Aging infrastructure 4
Lack of sidewalks (Safety) 3
Lack of inviting downtown area 3
Lack of long term comprehensive vision 3
Housing availability 3
Lack of local jobs 2
No City identity 1
No community events 1
Railroad 1
Commuter town 1
Lack of buildable frontage on Hwy 30
No design standard for businesses
More community outreach/community board for items to be posted
No welcome sign on the south end of Scappoose
Enhance welcome sign on the north side
Lack of community groups
Lack of recreational opportunities for youth
Lack of parks (SW & SE corners)
Emergency preparedness planning
Limited City facilities

Opportunities

Promote economic opportunities 5
Opportunities to improve sidewalks & connectivity 5
Develop long term comprehensive plan 4
Build City owned facilities for City offices 4
Improve transportation 3
Strengthen community clubs 3
Brand and market the City 2
Community center 2
Promote parks/recreational opportunities 1
Modify development code to be more park friendly 1
Enhance existing parks
Finish park master plan
Finish master plans
New way finder signage
Connecting parks with trails
Alternate route to the airport
Emergency preparedness planning
High density residential/alternative housing

Be judicious with incentives

More in-house work/less contracting ~ Enhance skills/training

Threats

Funding 6

Traffic 6

Highway 30 4

Being reactive instead of proactive – no longer term vision 4

City debt 3

PERS 3

Rapid growth 2

Railroad 1

Cornelius Pass

State and Federal regulations

Media

City Manager Sykes explained City staff went through the same process for a SWOT analysis. He handed out staff's SWOT results.

Councilor Kessi stated he likes that the City staff considers itself as a strength, including team work. He stated it means they are competent, and like working together, and that is important.

Councilor Sanders stated she is sorry that they missed limited staff on weaknesses because she does agree as the City grows there is going to be need for more staff.

Mayor Burge stated he agrees, and he feels we need to make sure that we continue to have the staff to provide the services needed. He stated we want to continue to be efficient and effective.

Councilor Sanders stated we don't want to work the staff we have to death.

Councilor Riffle stated there is one staff member that can't take time off, or they are limited to time off because there is no one to cover for them.

Councilor Greisen asked how are we addressing the issue of making sure staff does feel appreciated, which is listed under weakness ~ lack of employee recognition. She just wants to make sure we are making staff feel appreciated.

City Manager Sykes replied we will look at ways to work on that.

Mayor Burge and Council President Reed both stated maybe there could be some kind of recognition on longevity.

City Manager Sykes stated an employee recognition program is something to consider. Mayor Burge explained he thinks we need to look at the top list and not have such a long list like last year.

City Manager Sykes explained what staff will do with the goals is put together an action plan and try to figure out how we can accomplish it. He stated staff probably accomplished at least 80% of the goals that Council set for staff last year.

Council came up with the following goals ~

GOALS

Complete Chapman Landing
Develop City Brand/Marketing
Long Term Comp plan
Promote economic development
Improving transportation ~ road, sidewalks, bike, etc.
Complete master plans
Enhance existing parks
Building facilities for City offices (possibly with a community center)
Emergency planning
Improve infrastructure
Promote community organizations
Pool property (sell) and any other surplus property

City Manager Sykes explained staff will take each one of these and develop an action plan which will identify all the steps that we are going to take to accomplish the goal. He explained if Council has any other goals they want to add to the list just send it to staff and we'll add it to the list.

Adjournment

Mayor Burge adjourned the Goal Setting Session at 6:57 p.m.

Scott Burge, Mayor

Attest:

Susan M. Reeves, MMC, City Recorder

**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

CITY OF SCAPPOOSE

Council Action & Status Report

Date Submitted: 3/16/2017
Agenda Date Requested: 3/20/2017
To: Scappoose City Council
From: Benjamin Tolles, RARE Participant
Subject: Scappoose Motto Choice

TYPE OF ACTION REQUESTED:

☒ **Resolution**

☐ **Ordinance**

☐ **Formal Action**

☐ **Report Only**

ANALYSIS: Choosing a City Motto was on the list of 2016 City Council Goals. We started to solicit motto ideas from the community at the end of 2016 through March 2017. We received 41 submissions from community members via email, and in person. Those 41 mottos were put on an online voting platform form where community members were asked to choose their top three choices. The following is a list of nine mottos that received the most votes, and the number of votes each submittal received:

1. Small Town, Big community: 58
2. Where the Forest Meets the River: 40
3. Gateway to Columbia County: 36
4. Big Dreams – Small Town Values: 27
5. Quality in Community: 19
6. Gateway to the Pacific: 18
7. Scappoose – A Special Place to Call Home: 17
8. Scappoose – We Love Where We Live: 14
9. City of Sunrises: 14

FISCAL IMPACT: There is no fiscal impact to the City.

RECOMMENDATION: We are asking that the Scappoose City Council make the final decision and select a Scappoose City Motto.

SUGGESTED MOTION: I move the Council to approve Resolution 17-10, hereby establishing an official Scappoose City Motto.

Request for Council Action

RESOLUTION NO. 17-10

A RESOLUTION ADOPTING AN OFFICIAL MOTTO FOR THE CITY OF SCAPPOOSE

WHEREAS, the City of Scappoose has been experiencing unprecedented growth and development in recent years and significant growth and development are anticipated in the future; and

WHEREAS, the City wishes to embrace change while preserving the best qualities of our community and improving the quality of life for all Scappoose residents; and

WHEREAS, the City Council sponsored an Annual Town Meeting to gain citizen input in the development of a Scappoose City Motto; and

WHEREAS, the City asked for community submissions for mottos via the City Newsletter and many other public outreach formats; and

WHEREAS, we received 41 motto submissions from community members and put those online for community members to vote on,

NOW THEREFORE BE IT RESOLVED, that the Scappoose City Council adopts

_____ as the official Scappoose City Motto.

PASSED AND ADOPTED by the City Council of Scappoose and signed by me, and the City Recorder in authentication of its passage this 20th day of March, 2017.

CITY OF SCAPPOOSE, OREGON

Attest:

Scott Burge, Mayor

Susan M Reeves, MMC
City Recorder

2016 City Council Goals

Develop bypass to airport

The County has included this project in their TSP.

This project is a top County priority and has been submitted for funding to the Area Commission on Transportation.

The County is pursuing a grant to explore different options for an alternative route to the airport.

Develop City motto

This event will be launched in the January newsletter.

It is planned that this project be discussed at the Annual Town Meeting.

Housing needs analysis/BLI (Buildable Lands Inventory)

The City has signed a contract with Econorthwest to perform the HNA/ BLI. We expect adoption of all related materials by July of 2017.

Sponsor 2nd Annual Town Meeting

Time, data and location for event are all identified.

February 11th, 2017 8:30-12 at the Scappoose Middle School

Topics most likely to be future park development and housing.

Save the date advertisement went out to the community in November water bills.

Agenda planning will start in December 2016.

Develop creekside trail

This project has been included in the Parks Master Plan.

Limit Class sizes in Scappoose (Resolution 20 students)

Discussed with School Superintendent.

Review Transportation SDC's & Park SDC's

The new Transportation System Plan is complete.

The City has hired Steve Donovan to examine our SDC rates and should receive results and recommendations by mid-April.

Established a schedule for the study.

The Parks Master Plan isn't complete and Parks SDC's can't be calculated until it is completed.

Update Ordinances and codes

By the end of 2016, the following chapters of the development code will have been updated.

17.26, 17.74, 17.106, 17.120, 17.150, 17.154, 17.160 and 17.162.

By the end of 2016 the following comp plan sections will be updated.

Transportation Goals and Policies

Finding & implementation of AE plan designation.

By the end of the fiscal year, the following chapters of the development code maybe updated based on HNA data.

- 17.44, 17.50, 17.54, 17.56, 17.68, 17.62, 17.80, 17.92, 17.94

We also adopted new ordinances which prohibit smoking in the parks and regulate alcohol use in the parks.

Develop future staffing plan (only received from CDC)

The 2008 adopted population forecast predicts a total population for Scappoose of 8,234 people by 2020. That is a roughly 18% increase in population based on our current population of 6,785. This does not take into account additional commercial and industrial development around and near the airport, which could generate a significant amount of work for the Planning Department over the 5 year horizon.

Planning Department: In addition to the City Planner, the Planning Department will need a part time assistant planner (20 hours per week) as well as a RARE member to keep up with daily tasks, long-range planning, short-range planning and special projects. The other option would be to have one additional full time planning assistant, rather than a part time person and a RARE member.

Engineering: In addition to the City Engineer, one full time assistant engineer/inspector will be needed.

Building Department: In addition to the Building Official, the building department will need one full time plans examiner/inspector.

Additional staff: The Community Development Center will continue to require an Office Administrator, as well as the assistance that Program Analyst Rains provides our department. Without Analyst Rains, our department would require additional help to keep up with coordination of meetings, grant writing, grant management, writing of RFP's, RFQ's, etc.

Completion of Master Plans for water, sewer, storm and parks, along with the recently completed transportation master plan will help determine the need for additional staffing.

Make improvements to existing parks

Heritage Park redevelopment project is nearing completion.

Seely Lane Park purchase

Irrigation system installed for dog park at Veterans Park

Parks Master Plan is 95% complete

Sell Surplus property

The rezone of the land will require a traffic study so City had to wait until the current TSP was updated. Now that new TSP is in effect staff will begin process of a Comp Plan Map Amendment and zone change.

Community Art (city statues ~ totem poles)

Met with artist and received a bid for the project.

Will schedule restoration for Spring/Summer of 2017.

Continue Emergency Preparedness Planning

This year we have done a table top exercise for an Active Shooter event for all department heads.

Snow events have been reviewed and more communication is taking place regarding an event.

Storm event in December 2015, where ICS was used and communication was going though ones person not several.

Hwy/downtown beautification committee

Held several meetings

Recommended trail along Highway 30/tracks

Met with ODOT Rail and P & W Railroad to discuss feasibility

Identified potential funding sources

Waiting for Railroad consent

Continuing to pursue other funding options

Scappoose forest park/trail development

Met with the insurance agency to discuss recreational liability

Discussed with the Parks and Rec committee their vision for the park

Written draft of partnership agreement with NW trail alliance

Will meet with local logging company to discuss thinning the property.

Develop five year budget forecast

Researched what format other Cities use in their forecasting document.

Researched what should be included in a five year budget forecast.

Developed a form based on my research.

Met with City Manager to discuss lack of five year CIP plans from Department Heads.

Mutually decided to hold off preparing document until five year CIP plans can be completed by Department Heads.

Work with County to improve County Streets within the City

The City and County are working together to improve County roads within the City. The City has agreed to accept a portion of West Lane Road from County after it is improved.

Support South County Visitor Center

The Visitor Center has the map and is using it, it is complete and successful.

The pamphlet has been completed and currently being used at the Visitor Center and by the City of Scappoose.

Peace Candle ~ work to preserve

Describe in detail accomplishment of the objective/project: I have searched the county records and found no recorded easement around the candle. I have spoken to the owner of the property that the candle sits on and his reply was that the family has not given much thought on an easement around the candle. They say that they might be interested in doing something if City wanted to pick up the maintenance and upkeep costs that are associated with the candle.

Develop small business incentive program

The website is complete and features support available to small businesses.

The Brochures are complete and being handed out to new prospective businesses.

The City has three incentives for small businesses: the enterprise zone, no business license fees and energy efficiency incentives from Columbia River PUD.

Advocate Cornelius Pass Road improvements

Met with Washington County Leaders and State Senator to promote improvements to this critical transportation route.

Develop Storm Water Master Plan

We will be soliciting RFP's in May.

Update Comp Plan

CP is codified, online and up to date with ordinances. Ben is currently reviewing the content and researching funding methods for future updates.

Update Webpage/explore City app

The website is up and running without any issues. We have received numerous compliments on the webpage from the public.

Increase height restriction, commercial zone

A City Council work session was held on 9/6/16 to discuss the issue. It was decided that we would poll the citizens who come to the ATM this February about their thoughts regarding increasing the max height to 60'. The polling illustrated community's support for increasing height and density.

Update AV in Council Chambers

Staff has ordered the wi-fi adapters, and is working on getting the wiring in place for the adapters to be installed in various City office locations. Staff is also working with Columbia Audio for the installation of the power point projector in the Council Chambers. We expect to have wi-fi and the new projector in place by June.

Explore user fees ~ Parks & Gas tax (options)

Research on the topic has been completed.

Update Public Works Design Standards

Staff is continuing to work on this but needs to complete master plans for important information.

National Night Out

Event was held on August 2, 2016, with a large community turnout. All Police Officers took part in the event as well as the Police Reserves, Chaplains and CERT Team. Community feedback was great and we're looking forward to next years event.

1. We estimated about 300 people came to the event.
2. gave away 250 hot dogs, which we BBQ
3. Dunk a Cop
4. Barlow bicycle safety
5. face painting
6. Handout program flyers

Create loan program/sidewalks

The City doesn't have financial resources to repair sidewalks.

New City building (explore options)

The City renewed lease for CDC building and will work to develop a facility masterplan this upcoming year.

City swag (lapel pin)

Ongoing projects

Develop Chapman Landing

Created the Chapman Landing Ad Hoc Committee.

Completed preliminary design.

Met with State Agencies (pre-permit meetings).

Looked into possible funding sources.

Acquired Bernet Property (nearly complete).

Met with Columbia County Commission, the Deputy Director of Oregon State Parks and the Director of the Marine Board.

The City is looking into the process of completing a Master Plan for the site.

Centennial Celebration 2021

Synchro lights

The City has met with ODOT several times. In the past six months ODOT has updated signals which has improved traffic flow through the City. Other improvements are being proposed for the future.

Complete Economic Development Strategic Plan/Market airport

• Strategic Action Items 1 & 2, Downtown Revitalization and HWY 30 Beautification

Beginning Wednesday, April 6th, the Downtown & Commercial Corridor Beautification & Enhancement Subcommittee was formed and began meeting monthly. Its members include Brian Rosenthal, Natalie Sanders and Carmen Kulp. The Sub-Committee is currently working on several items:

~ Development of Recommended Revisions to the Downtown Overlay. These will be passed on to the consultant completing the Buildable Lands Inventory.

~ Exploring the possibility of beautifying HWY 30 by widening and lengthening the existing sidewalk and adding a low, decorative fence or hedges, between the trees and railroad tracks.

~ Pursuing restoration of the Totem Pole by the "Welcome to Scappoose" sign

• Strategic Action Item 3, Marketing Plan/Web page

As of September 30th the City launched a new website featuring and marketing available industrial land in Scappoose and other economic development priorities. The City is also working towards completion of two marketing brochures and is assisting Chuck Daughtry from the Columbia County Economic Team with marketing the OMIC.

• Strategic Action Item 4, Develop Inventory of property in Scappoose

The available Light Industrial, Public Use Airport and Urban Growth Boundary sites in the NW and NE of town have been identified and listed on the website.

• Strategic Action Item 5, Identify Industrial Property and assess infrastructure needs to be "shovel ready"

~ A significant annexation process is underway for 358 acres of the UGB NE of the Airport. Once brought into the City limits, all of this acreage will be zoned Public Use Airport, which allows Light Industrial use. This process will identify infrastructure needs.

~ Although not currently in process, it is expected that Parker's Pit and the property just purchased by OIT will also be annexed into the City and infrastructure needs assessed at that time.

~ Frontage Improvements to West Lane Road are currently underway to serve Cascades Tissue and future industrial development. These improvements are being funded by contributions from the property owners along West Lane Road as well as ODOT's Immediate Opportunity Fund and IFA's Firm Business Commitment Grant.

~ The Cinnamon Tree property, zoned Light Industrial and located in NW Scappoose, is now off the market and occupied by Durham School Services.

• Strategic Action Item 6, Support Development of PCC Site in Scappoose

PCC has an option to purchase 40 acres east of the Airport and the City has received an annexation application from Ed Freeman to bring the parcel into the City limits. During the annexation process, infrastructure needs for the site will be identified and assessed.

• Strategic Action Item 7, Develop Chapman Landing

The Chapman Landing Ad Hoc Committee began meeting on a monthly basis starting February 12th, in order to pursue development of the site as a waterfront park. EDC Chair Len Waggoner serves on this Committee. Thus far, the Committee has developed a preliminary site design/concept with local architect Zach Hilleson based on a Site Design Wish List completed by the Committee. Additionally, a small contingency of the group has held pre-permit meetings with the Army Core of Engineers, Department of State Lands, Oregon Department of Fish and Wildlife and Oregon State Parks. The City has also taken a role in pursuing development of Chapman Landing, including the purchase of the Bernet property (the strip of land between Chapman Landing and Dike Rd.) and actively pursuing acquirement of Chapman Landing itself. In September, the City sent a letter to Commissioner Hyde requesting that the County convey the property to the City for Development and attended a County Commission Meeting on November 23rd to discuss the topic. The City held additional meetings in November with the Deputy Director of Oregon State Parks and the Director of the Marine Board for feedback, general information on process, partnership opportunities and possible funding sources. Future steps include:

~ Continue to communicate with Columbia County and determine whether development of Chapman Landing can be pursued primarily by the City or if they would prefer to partner on the project

~ Rezone Chapman Landing

~ Develop Master Plan for the Chapman Landing Site

~ Pursue Grant Funding

• Strategic Action Item 8, Identify Service Gaps

The Identification of Service Gaps Sub-Committee began meeting on a monthly basis starting April 14th, in order to identify and attempt to fill service gaps in the Community. Its members include George Hafeman, Brady Preheim and Christine Prockish. The Committee used the results of a Facebook survey, administered by Christine, to determine the types of businesses they hoped to contact about locating in Scappoose. The list of businesses contacted include, but is not limited to, Olive Garden, Denny's, Red Robin, Applebee's, Red Lobster, In & Out Burger and Chili's. Despite the Sub-Committee's best efforts, none of the businesses contacted thus far have been interested in opening locations in Scappoose. For this reason, they opted to begin meeting on a quarterly basis rather than monthly.

Welcome to Scappoose sign ~ South side

Sign designed with Clark Signs. We have completed to different drawing. One with an Airplane and Sailboat. One that is more like the North End sign which in my opinion is out dated.

Add water capacity

Refurbished Miller wells. Cleaned Dutch Canyon Dams, completing engineering design to add new well at Dutch Canyon well site. Established new well as condition of airport annexation.

Complete Sewer Master Plan

Collection system modeling: We will be able to add to the collection model by doing future flow testing.
Smoke testing: Smoke testing identified users that had storm drains connected to the sewer system. Updated CIP: Twenty year outlook on the capital improvement plan with phasing of important upgrades. Working with Carollo to complete master plan by July.

Continue to pursue grants

IPP Grant – awarded \$18,000.00 used for website.

HEAL Grant – awarded \$3,500.00 to be used for the addition of picnic tables and benches to Heritage Park.

Complete Parks Master Plan

Plan is almost done. Ben will finish the plan and present it to City Council in Spring 2017.

Complete Vision Statement

The vision statement was adopted by city council in 2016.

Update Master Plans

Water System Master Plan Update RFP issued January 20th, 2017.

City of Scappoose

2017-18 COUNCIL GOALS

Promote Economic Development Opportunities that create Local Jobs

Support development of OMIC/PCC
 Promote development of Way finder/ODOT signage
 Create a Marketing/Branding program
 Coordination/One Stop Meetings
 Explore possibilities/feasibility of an Urban Renewal District

Promote Transportation Improvements that Enhance community livability

Develop a Sidewalk Improvement program
 Traffic enforcement plan
 Update Public Works Design standards
 Facilitate/promote ODOT Coordination/signal timing
 Develop 5 year CIP, pavement management program
 Coordinate with County to explore alternate route to east side of airport
 Explore viability of Gas Tax
 Complete West Lane Road Improvement Project
 Support development of OMIC access road

Develop a Long Term Comprehensive Community Vision

Complete Housing needs analysis
 Finish Parks Master Plan
 Update Water Master Plan
 Complete Wastewater Master Plan
 Update Stormwater Master Plan
 Update SDC's/Fees
 Add Master Plan updates to Comp Plan
 Identify potential opportunities for future UGB expansion
 Develop City Facility Master Plan
 Review and update Emergency Operation Plan

Promote and Enhance Parks and Rec. opportunities

Complete Parks Master Plan
Develop funding strategy
Submit grant for Seely Lane
Complete Heritage Park improvements
Complete Chapman Landing acquisition
Examine/promote Vista Property Development opportunities
Develop a City Riparian Ordinance
Crown Zellerbach Trail Beautification
Begin to develop a South Scappoose Creek Trail Plan
Miller Park Improvements
Sell pool property/explore future pool options
Explore possibility of community center

Address Aging Infrastructure ~ now

Construct replacement Dutch Canyon Well
Capacity upgrade ~ Wastewater treatment and collections
High zone transfer line (replace)
EJ Smith Road Pump Station (address erosion issues)
Dutch Canyon raw water line (repair)
Dams ~ complete ongoing maintenance, identify location for excavated dirt
Stormwater infrastructure improvement/plan
Industrial pretreatment program
Address Inflow & Infiltration within distribution system

CITY OF SCAPPOOSE

April 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Mayor's Ball ~ Senior Center
2	3 City Council 7pm	4	5	6	7	8
9	10	11	12	13	14 Chapman Landing Ad hoc meeting 11am	15
16	17 City Council 7pm	18	19	20 Park & Rec meeting 6pm	21 EDC ~ noon	22
23/30	24 Joint City Council/Planning Commission Work Session to Discuss Housing Needs Analysis 5:30 p.m.	25	26	27	28	29