

**MONDAY, APRIL 3, 2017**  
**BUDGET COMMITTEE INTERVIEWS ~ 6:30 PM**

Present: Mayor Burge, Councilor Riffle, Councilor Kessi, Councilor Greisen, Councilor Sanders, Councilor Haugen, City Manager Sykes, Legal Counsel Rihala, Police Chief Miller, City Recorder Reeves, Treatment Plant Supervisor, Program Analyst Alexandra Rains, and Courtney Vaughn with the Spotlight.

Applicants: Michelle Brown and Ty Bailey.

Council interviewed Michelle and Ty for the vacant Budget Committee positions.

Mayor Burge adjourned the interviews at 6:46 p.m.

**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
Rich Riffle	Councilor
Patrick Kessi	Councilor
Megan Greisen	Councilor
Natalie Sanders	Councilor
Joel Haugen	Councilor

**Staff Present:**

Michael Sykes	City Manager
Norm Miller	Police Chief
Susan M. Reeves	City Recorder
Darryl Sykes	Treatment Plant Supervisor
Chris Negelspace	City Engineer
Alexandra Rains	Program Analyst

Legal Counsel Shelby Rihala

Press: Courtney Vaughn, Spotlight

**Excused:** Councilor President Mark Reed

**Approval of the Agenda**

Mayor Burge would like to include the two names of the candidates that Council interviewed ~ Michelle Brown and Ty Bailey for appointment to the Budget Committee.

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

### **Public Comments**

There were no public comments.

### **Consent Agenda ~ March 20, 2017 City Council meeting minutes and appointment of Michelle Brown and Ty Bailey to the Budget Committee**

Councilor Riffle moved, and Councilor Kessi seconded the motion to approve the Consent Agenda ~ March 20, 2017 City Council meeting minutes and appointment of Michelle Brown and Ty Bailey to the Budget Committee. Motion passed (6-0). Mayor Burge, aye; Councilor Riffle, aye; Councilor Kessi, aye; Councilor Greisen, aye; Councilor Sanders, aye and Councilor Haugen, aye.

### **National Child Abuse Prevention Month Proclamation**

Mayor Burge read the Proclamation.

### **New Business**

#### **Res No. 17-11 Dedication of Reserve Strips**

City Engineer Chris Negelspach explained as part of a subdivision approval, the City of Scappoose was granted a reserve strip between SE Rolling Hills Drive and SE Uhlman Loop on 9<sup>th</sup> Street, legally described as Tract F on the Columbia County Plat Book, for the purpose of controlling access. City Staff has determined that the reserve strip is no longer needed for that purpose and has determined it is in the public interest to dedicate it for use as right-of-way so that the public can legally access 9th Street from the Pioneer Crossing II Subdivision. City Staff is requesting Council approve the dedication of the reserve strip between SE Rolling Hills Drive and SE Uhlman Loop on 9<sup>th</sup> Street for use as right-of-way.

Councilor Riffle moved, and Councilor Greisen seconded the motion that Council adopt Res No. 17-11 A Resolution Approving the Dedication of the Seven Oaks Phase 2 Reserve Strip (Tract F of Columbia County Plat Book4, Pages 62 & 63, 209-A) to the Public For Right-of-Way Purposes, and Authorizing the City Manager to take all Necessary Actions to Complete the Dedication on Behalf of the City. Motion passed (6-0). Mayor Burge, aye; Councilor Riffle, aye; Councilor Kessi, aye; Councilor Greisen, aye; Councilor Sanders, aye and Councilor Haugen, aye.

#### **Resolution No. 17-12: A Resolution Adopting Public Contracting Rules and Procedures and Repealing Resolution No. 14-07**

City Manager Sykes explained this is a resolution that was drafted by staff in response to a request made by the Councilors, specifically Councilor Riffle, who felt like if we have items in our budget that have already been approved by the Budget Committee then there isn't a need to come back and request to spend the money again. He explained there was the thought that by increasing the City Managers spending limit it would expedite our meetings and our process if we raised the spending limit for the City Manager. He explained Resolution No. 17-12 simply modifies our model contract rules and procedures, only in Subsection B. Delegation (3) it changes the limit from \$10,000 to \$50,000.

Councilor Kessi asked when was the last time this was adjusted?

Mayor Burge replied he thinks it was 2001.

Councilor Haugen stated he thinks this is a sensible thing to do and it just makes things more efficient all the way around. He asked if in the biweekly department report if staff could specify, so Council is in the loop, what was purchased, just so they are aware of purchases.

Councilor Greisen asked if there are any situations that City Manager Sykes would find negative?

City Manager Sykes replied no, not at all. He thinks this is just more efficient.

Councilor Kessi asked how did we come up with the \$50,000? He thinks it is great to be more efficient and to have a higher number than \$10,000.

City Manager Sykes replied it was really just an arbitrary number. He stated if Council is inclined to change the amount, he is just pleased that Council is willing to move it up.

Councilor Kessi replied he was thinking of the \$25,000 to \$30,000 range, incrementally, rather than a big increase.

City Engineer Negelspach explained this is the same as BOLI limits, as well for contracts.

Mayor Burge replied BOLI limits are only for construction contracts, not for studies. He stated \$30,000 is what he was thinking.

Councilor Riffle stated when he was talking about this he was specifically looking at items that were presented during budget meetings and wondered why we are approving things twice.

Chief Miller said in regards to the Police Department, the patrol cars that they purchase are already in the budget so by increasing this amount it wouldn't have to come before Council again. He explained City Manager Sykes always asks staff if the item they are purchasing is in the budget.

Mayor Burge asked if we could split it and set capital purchases at \$50,000 and contracts at \$30,000.

Legal Counsel Shelby Rihala replied yes we could split it.

Councilor Kessi stated he likes the idea of just incrementally going up and not taking a big jump right now. He feels comfortable with \$30,000.

Councilor Riffle stated he's thinking if it is specifically stated in the budget then \$50,000 would be okay, but if it's not, than anything over \$30,000 comes before Council.

Councilor Haugen replied he agrees.

Legal Counsel Rihala proposed the language ~ All contracts for capital expenditures estimated to cost more than \$50,000 in a calendar year must be approved by City Council. All public contracts for capital expenditures estimated to cost \$50,000 or less in a calendar year may be entered into by the city manager or designee without Council approval. All public contracts for non-capital expenditures estimated to cost more than \$30,000 in a calendar year must be approved by City Council. All public contracts for non-capital expenditures estimated to cost \$30,000 or less in a calendar year may be entered into by the City Manager or designee without Council approval.

Councilor Riffle moved, and Councilor Sanders seconded the motion that Council adopt Resolution No. 17-12: A Resolution Adopting Public Contracting Rules and Procedures and Repealing Resolution No. 14-07, as amended. Motion passed (6-0). Mayor Burge, aye; Councilor Riffle, aye; Councilor Kessi, aye; Councilor Greisen, aye; Councilor Sanders, aye and Councilor Haugen, aye.

**Res No. 17-13 Adopting the City of Scappoose Financial Policies and Internal Controls Document ad Repealing Res No. 09-15**

City Manager Sykes replied this is also part of changing the limit for the City Manager.

Mayor Burge stated we will just replace the same language proposed in Res No. 17-12 ~ All contracts for capital expenditures estimated to cost more than \$50,000 in a calendar year must be approved by City Council. All public contracts for capital expenditures estimated to cost \$50,000 or less in a calendar year may be entered into by the city manager or designee without Council approval. All public contracts for non-capital expenditures estimated to cost more than \$30,000 in a calendar year must be approved by City Council. All public contracts for non-capital expenditures estimated to cost \$30,000 or less in a calendar year may be entered into by the City Manager or designee without Council approval.

Councilor Riffle moved, and Councilor Haugen seconded the motion that Council adopt Resolution No. 17-13 Adopting the City of Scappoose Financial Policies and Internal Controls Document ad Repealing Res No. 09-15, as amended. Motion passed (6-0). Mayor Burge, aye; Councilor Riffle, aye; Councilor Kessi, aye; Councilor Greisen, aye; Councilor Sanders, aye and Councilor Haugen, aye.

## **Water System Master Plan Request for Proposal**

Treatment Plant Supervisor Darryl Sykes went over the staff report. He explained the City's current Water Master Plan was completed in 1997. Although there have been some updates/studies completed since then, including the Water Master Plan Update from 2001, the Water Management and Conservation Plan from 2012 and the Sources of Long Term Ground Water Source Assessment Study completed in 2016, the Master Plan is now due for a comprehensive update. The maintenance of 20-year horizon planning documents is mandated by the state and failure to keep those documents current would negatively impact the City's ability to leverage state funding for future projects. He explained along with the master plan update, there were other updates requested in the RFP. He explained the first item is the need for an update of the City's current Water Management and Conservation Plan which is also a requirement of the Water Resources Department. He explained the Water Management Plan is typically a ten year plan and wasn't due for update until 2022 but an update was automatically triggered by the recent permit requests by the City to locate a new well at the Dutch Canyon site and also a future well near the airport. He explained the second item is the need for an update of hydraulic modeling of the City's water distribution system.

City Engineer Chris Negelspach stated the water system we currently have isn't set up so we can't actually flow test it. He explained this process would make sure we have sufficient water supply for future development.

Treatment Plant Supervisor Darryl Sykes explained on January 20th, 2017, the City began advertising for a qualification based Request for Proposal (RFP) to solicit proposals from consultants to complete the Water Master Plan. Responses to the RFP were received on February 10th, 2017. The City received proposals from the following consulting firms: Carollo, PACE, Civil West Engineering and BergerABAM. He explained the Selection Committee made a final recommendation to enter into contract negotiations with Carollo, based on the evaluation criteria set forth in the RFP, on February 17th, 2017. Final award of the contract is tentatively taking place on April 4th, 2017. Carollo has estimated the cost of the Water Master Plan update, with the addition of a Water Management and Conservation Plan and Hydraulic Modeling, at \$200,000. They have proposed a phased approach which would take place over the remainder of 2017 through the end of 2018. This would allow the City to budget for this project over two years. Additionally, the City is in the process of applying for a Technical Assistance Grant with the Infrastructure Finance Authority. If awarded, it would make \$20,000 available to the City to go towards the Water Master Plan, reducing the City's out of pocket costs to \$180,000. He explained City Staff is requesting Council approve spending up to \$200,000 to complete the Water System Master Plan Update.

Councilor Riffle asked if there is something in the budget for this this year?

Treatment Plant Supervisor Sykes explained staff did budget for the Master Plan Update. He explained this does qualify for System Development Charge (SDC) dollars, but unfortunately we have not received those System Development Charge (SDC) dollars. He explained there would be about \$30,000 out of this year's budget and the rest out of next year's budget. He explained if we want to build a future reservoir or do work in the system it is a requirement.

City Manager Sykes stated in the Conservation Plan if we don't finish that component of this they are not going to issue our permit.

City Engineer Negelspach explained the current Water Master Plan doesn't address the new Urban Growth Boundary.

City Manager Sykes explained the current Water Master Plan is a 20 year old document.

City Engineer Negelspach explained this helps set the System Development Charge (SDC) rates also.

Councilor Riffle stated to Darryl you mentioned about the City not getting the SDC's already, will those be in next year?

Treatment Plant Supervisor Sykes replied we might get those dollars this year yet, they are starting to pull permits.

Councilor Riffle moved, and Councilor Sanders seconded the motion that Council authorize City Manager Sykes to initiate the Water System Master Plan update and approve spending up to \$200,000 to complete the project.

Councilor Riffle asked does that include the hydraulic modeling?

Treatment Plant Supervisor Sykes replied yes.

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

#### **Res No. 17-14 Technical Assistance Grant from IFA**

Program Analyst Alexandra Rains went over the staff report. She explained the Infrastructure Finance Authority (IFA) manages the State's Special Public Works Fund (SPWF) which provides financing to local governments for municipally-owned infrastructure, such as streets, sidewalks, water and sewer, as well as other facilities that support economic and community development in Oregon. While the SPWF is primarily a loan program, it does offer Technical Assistance Grants of up to \$20,000 for municipalities with populations of less than 15,000 people to complete planning work for drinking water, wastewater or storm water systems, through its Water/Wastewater Financing Program. The process begins with a Project Notification and Intake Form. If the project meets the programmatic and eligibility requirements, then a municipality is invited to apply. Funds cannot be committed prior to receiving an award letter. The SPWF's Technical Assistance Grant, as it applies to Scappoose, would be put towards the City's Water Master Plan Project. At this time, the City has completed the Project Notification and Intake Form and is awaiting the formal invitation to apply. The City has already allocated funds for the Water Master Plan Project and the Technical Assistance Grant has no match requirement. Nothing additional is required.

Councilor Riffle moved, and Councilor Sanders seconded the motion that Council authorize passage of Resolution No.17-14 to grant authority to the City Manager to apply for the Technical Assistance Grant from IFA's Special Public Works Fund and delegate authority to the Mayor to sign the application. Motion passed (6-0). Mayor Burge, aye; Councilor Riffle, aye; Councilor Kessi, aye; Councilor Greisen, aye; Councilor Sanders, aye and Councilor Haugen, aye.

## **2017 Council Team Agreement**

City Manager Sykes explained before Council is the City Council Team Agreement. He explained typically this is reviewed during the Council Retreat, but this year it wasn't reviewed because there were so many other topics.

Mayor Burge explained he would like #15 "Council shall interview prospective committee members and advise the Mayor through a public process" to be changed. He stated it should read "appointments will be made by Council action", to read as the Charter does regarding appointments.

City Manager Sykes replied he feels one of the most important of the fifteen items is to speak with one voice.

Councilor Riffle stated #6 is vague and we rarely do that, and he just wants to make sure everybody understands that.

Councilor Haugen moved, and Councilor Kessi seconded the motion that Council approve the 2017 Council Team Agreement as amended. Motion passed (6-0). Mayor Burge, aye; Councilor Riffle, aye; Councilor Kessi, aye; Councilor Greisen, aye; Councilor Sanders, aye and Councilor Haugen, aye.

## **Announcements ~ information only**

### **Calendar**

Mayor Burge went over the calendar. He explained the next Park & Rec Committee meeting will be on April 19.

### **City Manager**

City Manager Sykes explained Council has a copy of his written department report. He explained staff is busy working on the budget. He explained good news today, they got a note that Ed Freeman and the person who appealed his annexation to the City have come to an agreement.

### **Police Chief**

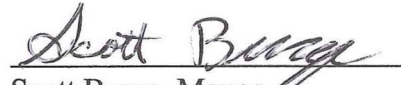
Police Chief Miller explained the Police Department is accepting applications for the Citizens Academy, which starts April 26. He explained Sweet Relief is now also recreational in addition to medical.

### **Councilors & Mayor**

Councilor Sanders thanked everyone for being present this evening.

### **Adjournment**

Mayor Burge adjourned the meeting at 7:52 p.m.

  
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Scott Burge, Mayor

Attest:   
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Susan M. Reeves, MMC, City Recorder