

**SCAPPOOSE CITY COUNCIL ORIENTATION**  
**JANUARY 21, 2017, 8:30 a.m.**

Mayor Burge called the orientation to order at 8:35 a.m.

**Introductions**

Councilor Patrick Kessi, Councilor Rich Riffle, Councilor Megan Greisen, City Manager Michael Sykes, Legal Counsel Shelby Rihala, Mayor Scott Burge, Councilor Natalie Sanders, Council President Mark Reed, City Recorder Susan Reeves, Finance Administrator Jill Herr, City Planner Laurie Oliver, Program Analyst Alexandra Rains, Public Works Director Robyn Bassett, Police Chief Norm Miller, Treatment Plant Supervisor Kevin Turner, Field Services Supervisor Doug Nassimbene, Treatment Plant Supervisor Darryl Sykes, Building Official Don Sallee and City Engineer Chris Negelspach.

Excused: Councilor Barb Hayden.

City Manager Sykes thanked everyone for taking time and showing up to participate in this. He gave an overview of the orientation. He stated hopefully by going through this process everybody has a better understanding of what everybody's role is. He stated at the end of the day if we are all working together as a team we are going to be very successful. He explained the orientation really kind of sets the tone for the whole year for the City Council.

**Review Charter**

City Manager Sykes went over the City Charter. He explained it outlines the details of how you manage the City.

**Review Public Meetings Laws ~ Legal Counsel Shelby Rihala**

Legal Counsel Shelby Rihala went over the handout. She also went over land use in regards to quasi-judicial and ex parte contact.

Councilor Riffle asked at what point do committees fall under the public meetings law?

Legal Counsel Rihala replied if the committee makes recommendations to City Council then that qualifies, and if committee recommendations go to staff that is not subject to public meeting laws.

**Orientation Guidelines**

City Manager Sykes went over the orientation guidelines.

## **Review Organization Chart**

City Manager Sykes went over the organization chart.

## **City Committees**

City Manager Sykes went over the City Committees.

Councilor Natalie Sanders explained she would like to remain on the EDC as a member.

Councilor Riffle gave an update on the Traffic Safety Committee.

## **Council Liaisons**

City Manager Sykes went over the Council Liaison list and role of the liaison.

Council President Reed talked about his role as the School Liaison and how he has participated with the School District in the past.

## **Review Role of Mayor**

City Manager Sykes went over the role of the Mayor.

## **Review Role of Council**

City Manager Sykes went over the role of the Council.

## **Review Role of City Manager**

City Manager Sykes went over the role of the City Manager.

## **Department Head's Duties/Pending Issues**

### **Finance, Police, Public Works, Community Development**

Police Chief Norm Miller gave an update of duties and pending issues.

City Manager Sykes thanked Norm and staff for all they do.

Councilor Riffle said Scappoose truly is a model for other agencies to follow. He thinks we all should be proud of Norm, and his entire staff.

Finance Administrator Jill Herr gave an update of duties and pending issues.

There was discussion on adding Councilor Natalie Sanders to the Municipal Court Ad hoc Committee.

Mayor Burge thinks Council needs to look at possibly upping the \$10,000 City Manager spending limit.

Public Works Director Robyn Bassett explained staff goes through the budget and discusses what they will be purchasing during the budget process so the Budget Committee/Council has already approved it.

Mayor Burge would like to have a work session on purchasing authority.

Councilor Riffle agrees that sometimes they have already approved the budget and wonders why it is coming back before Council.

Public Works Director Robyn Bassett, Treatment Plant Supervisor Kevin Turner, Field Services Supervisor Doug Nassimbene and Treatment Plant Supervisor Darry Sykes gave an update of duties and pending issues.

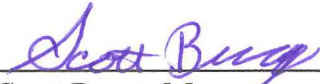
Program Analyst Alexandra Rains, Building Official Don Sallee, City Planner Laurie Oliver and City Engineer Chris Negelspach gave an update of duties and pending issues.

Councilor Riffle stated what he has seen is you have a bunch of departments and they all have the same problems which is money and staffing but they work together and do what's best for the City. He thinks that is just fantastic. He thanked staff for all they do.

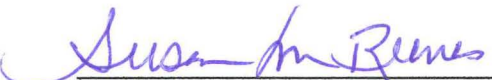
City Manager Sykes thanked Council for attending. He stated we have a great staff, and a really good Council and he thinks we make a good team. He stated this next year is going to be exciting. He stated staff is so busy dealing with the day to day and not just that but the future stuff, which has been challenging. He thinks it is going to be a real adventure this next year. He thanked Robyn for picking up breakfast.

There wasn't enough time to review the following three items, so they will be discussed in the future. **Vision Statement**                      **SWOT Analysis**                      **Review Team Agreement**

Council Orientation adjourned at 12:20 p.m.

  
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Scott Burge, Mayor

Attest:

  
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Susan M. Reeves, MMC, City Recorder