



**MONDAY, FEBRUARY 6, 2017**  
**CIS Webinar: Governing 101 at 6:00 P.M.**  
**Overview of Annual Town Meeting**

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

<b>ITEM</b>	<b>AGENDA TOPIC</b>	<b>Action</b>
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 January 3, 2017 City Council meeting minutes	
	6.2 January 21, 2017 City Council Orientation minutes	
	6.3 January 23, 2017 City Council meeting minutes	
7.0	New Business	
	7.1 Appointment of Alternate Planning Commissioner Mayor Scott Burge	Approval
	7.2 Res 17-05 Dedication of Heritage Farm Reserve Strips Staff: City Engineer Chris Negelspach	Approval
	7.3 Res 17-06 Transfer of Jurisdiction over Right-of-way on West Lane Road from Columbia County to the City of Scappoose Staff: Program Analyst Alexandra Rains	Approval
	7.4 Dewatering Screw Press Purchase Staff: Treatment Plant Supervisor Kevin Turner and Public Works Director Robyn Bassett	Approval
	7.5 Emergency Waterline Repair at Shoe Factory Lane Staff: Public Works Director Robyn Bassett	Approval
	7.6 Acceptance of Councilor Hayden's Resignation Staff: City Manager Michael Sykes	Approval
8.0	Announcements ~ information only	
	8.1 Calendar	
	8.2 City Manager, Police Chief, Councilors, and Mayor	
9.0	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

**TUESDAY, JANUARY 3, 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**

**Oath of Office for Mayor Burge ~ administered by County Clerk Betty Huser**

Congratulations Mayor Burge.

**Oath of Office for Councilor Kessi, Councilor Greisen, and Councilor Sanders ~  
administered by County Clerk Betty Huser**

Congratulations Councilor Kessi, Councilor Greisen, and Councilor Sanders.

**Election of Council President**

Councilor Hayden nominated Mark Reed for Council President.

Councilor Hayden believes he will make an excellent Council President.

Motion passed (7-0). Mayor Burge, aye; Councilor Reed, aye; Councilor Hayden, aye; Councilor Riffle, aye; Councilor Kessi, aye; Councilor Greisen, aye and Councilor Sanders, aye.

**Roll Call**

**City Council Members Present:**

Scott Burge	Mayor
Mark Reed	Council President
Barb Hayden	Councilor
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
Laurie Oliver	City Planner
Chris Negelspace	City Engineer

Legal Counsel Shelby Rihala

Press: none

## **Approval of the Agenda**

Councilor Hayden moved, and Councilor Rich seconded the motion to approve the agenda. Motion passed (7-0). Mayor Burge, aye; Council President Reed, aye; Councilor Hayden, aye; Councilor Riffle, aye; Councilor Kessi, aye; Councilor Greisen, aye, and Councilor Sanders, aye.

## **Public Comments**

Dick Trusky, Scappoose, explained he has lived here for about eight years, moved from Portland. He discussed his water bill and how high it is. He stated when he moved out here he was blown away by it. In 2014 he used 415 units of water and that cost him \$770. He explained in 2015 he used 421 units and that cost him \$876. This last year he used 259 units and it cost him \$959. He would like some justification for the increases. He wants to know who raises the rates, and is there some kind of system he can look at to explain what is going on here.

Mayor Burge replied his recommendation would be to sit down with City Manager Sykes to go over the bills so we can figure out what is going on. He explained he does know that we have done some water rate increases over the last couple of years.

City Manager Sykes explained if you compare our rates with any other City in Columbia County you will find that we have the cheapest water rates. He explained to provide water it is really a business and the City has to make sure we bring in enough revenue to pay the cost of improvements and if you look at our debt load in this City we had to spend three million dollars to build a new water treatment plant on Miller Road and we owe about six million dollars to pay for water infrastructure that is critical to have the ability to provide water services and we try to keep those rates reasonable but at the same time if we don't cover enough to pay our debt service then that doesn't do us any good either.

Dick Trusky replied he thinks the \$600,000 from the timber sales was supposed to go to the water bureau because of the deficit.

City Manager Sykes replied it is in there and actually we didn't spend that money because we have some other capital improvements that we are going to have to make over the next couple of years. He explained we set it aside to have the capital to pay for some of those improvements rather than having to raise rates. He explained if Mr. Trusky wants to come in and see him he would be happy to meet with him.

Dick Trusky stated every month he gets a different bill with a different number.

## **Consent Agenda ~ December 19, 2016 City Council Meeting Minutes**

Councilor Hayden moved, and Council President Reed seconded the motion to approve the Consent Agenda ~ December 19, 2016 Work Session/Interview and City Council Meeting Minutes. Motion passed (7-0). Mayor Burge, aye; Council President Reed, aye; Councilor Hayden, aye; Councilor Riffle, aye; Councilor Kessi, aye; Councilor Greisen, aye, and Councilor Sanders, aye.

## **Assign Council Liaisons ~ Mayor Burge**

### **2017 CITY COUNCIL LIAISON**

TRAILS/PARKS: Councilor Megan Greisen

COMMUNITY CLUB: Councilor Barb Hayden

ECONOMIC DEVELOPMENT: Mayor Scott Burge

HISTORICAL SOCIETY/WATTS HOUSE: Councilor Barb Hayden

SCHOOLS: Councilor Megan Greisen

POLICE ADVISORY: Council President Mark Reed and Councilor Rich Riffle

AIRPORT: Councilor Patrick H. Kessi

TRAFFIC SAFETY: Council President Mark Reed and Councilor Rich Riffle

CHAPMAN LANDING ADVISORY COMMITTEE: Councilor Rich Riffle and Councilor Natalie Sanders

FACILITY PLANNING: Councilor Patrick H. Kessi

Council President Reed moved, and Councilor Kessi seconded the motion to approve the 2017 Council Liaisons. Motion passed (7-0). Mayor Burge, aye; Councilor Reed, aye; Councilor Hayden, aye; Councilor Riffle, aye; Councilor Kessi, aye; Councilor Greisen, aye and Councilor Sanders, aye.

### **New Business**

**Ordinance No. 861: An Ordinance Relating to Land Use and Amending the Scappoose Municipal Code Chapter 17.74 (Airport Employment Overlay Zones) & Chapter 17.162 (Procedures for Decision Making- Quasi-Judicial) and the Scappoose Comprehensive Plan Text for the Airport Employment (AE) Plan Designation**

Mayor Burge read the opening statement and called the public hearing to order.

City Planner Laurie Oliver went over the staff report. She explained the City is the applicant. She explained this is part of what happened in 2011 with the Urban Growth Boundary expansion. It created the Airport Employment Comprehensive Plan Designation and it also created three overlay zones. Two of the zones which are on the west side of the airport and the other is on the east side of the airport. She explained the application of the overlay zones was deferred, because



we needed to wait until the Transportation System Plan (TSP) took into account the uses that would be allowed on those parcels within City limits. She explained the TSP is now completed so now is the time to actually apply those overlay zones to specific parcels. She stated again, this is just for properties currently in the City limits, not for properties that have yet to be annexed. She went over the changes that will happen with the Development Code as a result of this. She stated when you look at this all together the amendments are intended to implement the EOA's vision for employment growth in the City and it is really just an extension of what occurred in 2011. She stated staff is recommending that Council adopt the ordinance as presented. She explained the Planning Commission listened to the application last Thursday night and recommends approval.

Mayor Burge asked if there were any proponents, seeing none he ask if there were any opponents, seeing none he closed the public hearing at 7:28 p.m. for the Council to discuss.

Councilor Riffle moved, and Councilor Kessi seconded the motion that Council adopt Ordinance 861 as presented.

Mayor Burge read the title of Ordinance No. 861 for the first time.

**An Ordinance Approving Annexation of Property to the City of Scappoose and Amending the Zoning Map ~ Request by Airpark Development, LLC to annex approximately 358 acres of land east of the Scappoose Industrial Airpark**

Mayor Burge read the opening statement. He asked if any Council members wished to declare any ex parte contacts or conflicts of interest regarding this matter. There were none. He asked if any party wished to challenge any Councilors impartially or legal capacity to participate in this matter. There were none. He went over the order of the hearing. He called the public hearing to order at 7:29 a.m.

City Planner Laurie Oliver went over the staff report. She explained the subject site consists of eleven tax lots which total approximately 358 acres. She explained the land considered for annexation is within the City's recently expanded Urban Growth Boundary. She explained there were some property line adjustments that have taken place and been recorded. She explained the site is primarily utilized currently for agricultural uses. She explained a portion of the site at the southern end is within the 100 year floodplain, which is within the parcel that would be zoned Public Lands Recreation. She explained there are several identified wetlands in the southern portion of the annexation area as well. She explained there would be approximately 343 areas that would be zoned Public Use Airport, the majority of that acreage would then also receive the East Airport Employment Overlay. She explained the other 15 acres would be zoned Public Lands Recreation. She explained future development of the area would require the construction of a new collector road. She explained the Port of St. Helens did submit a comment saying that the FAA is now considering roads and multi-use trails as a potential hazard to navigation and that is in relation to the height of the vehicle traveling on the road so their comment at this time while preliminary was just to say as you are designing the roadway you need to work with the Port of St. Helens and they will vet that with the FAA. She explained when there is a proposal to amend the zoning map there is a requirement in the Oregon Administrative Rule 660-012-0060

Transportation Planning Rule. She read that section which states a Local Government may find that the amendment does not significantly affect an existing or planned transportation facility if a number of items are met. She explained ODOT did submit a letter finding that that condition was met and that the rule has been satisfied. She stated one thing to keep in mind in regards to the application is this is only looking at the annexation of land coming into the City, there is no development proposed with this application. She explained City water, storm drainage, sanitary sewer are not available at this time. She explained the City Engineer submitted a memo, and when we look at annexations you have to consider the full buildout of the annexation area. She explained it is no wonder that currently our facilities don't have that capacity so then we look at what is needed to serve that site and how do we assure that the infrastructure will be built. She explained staff and Legal Counsel identified findings and conditions that if adopted would provide reasonable assurances that development in the annexed area adequately addresses the facilities deficiencies. She explained any comments staff received are provided in the staff report. She explained the Planning Commission also made a motion to recommend approval of the application and adopt the staff responses included in Exhibits 21 & 22 as additional findings. She went over Council's approval criteria for annexations. She explained findings have been written and supplied for all four of those. She explained staff recommends Council approve the annexation and adopt the ordinance as presented.

Mike Ard, Lancaster Engineering and Glen Bolen, OTAK, applicants went over a power point.

## **East Airport Annexation Zoning Conceptual Masterplan**

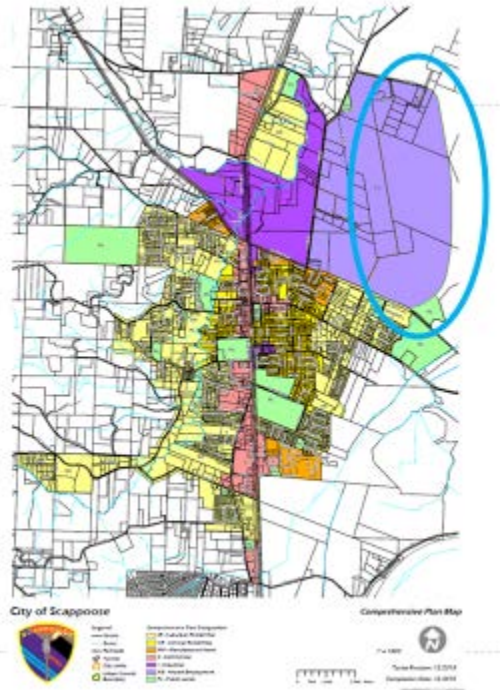
- ▶ 358 Acres
- ▶ 343: Public Use Airport  
EAE Overlay
- ▶ 15: Public Lands - Recreation
- ▶ 11 Properties
- ▶ Inside Urban Growth Boundary



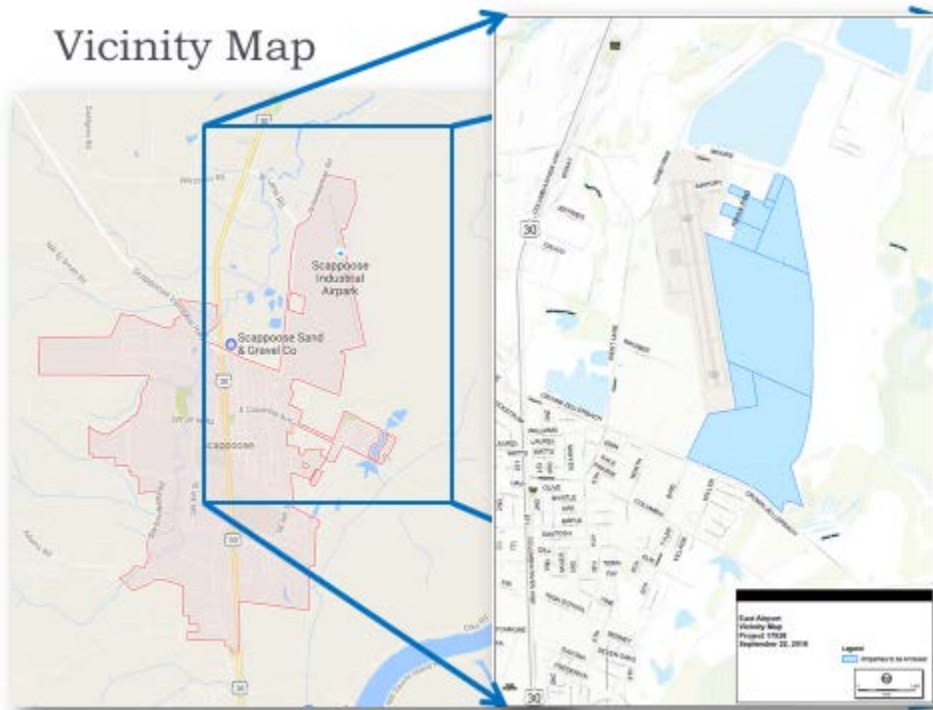
Comprehensive  
Plan

Airport  
Employment

Public Lands  
Recreation



Vicinity Map



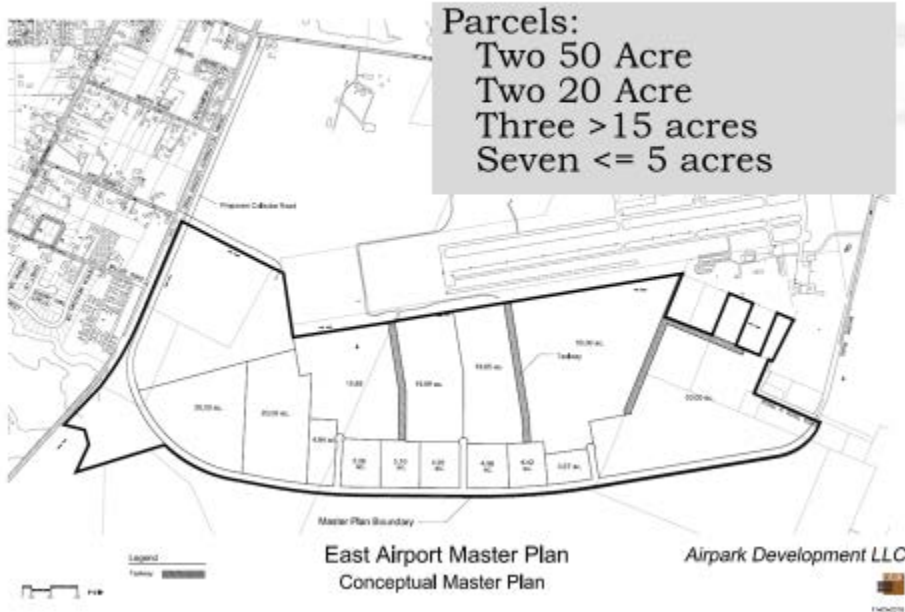
# Oregon Manufacturing Innovation Center



Oregon Manufacturing Innovation Center  
Conceptual Master Plan  
Scappoose, Oregon



## Conceptual Master Plan





## Conceptual Master Plan

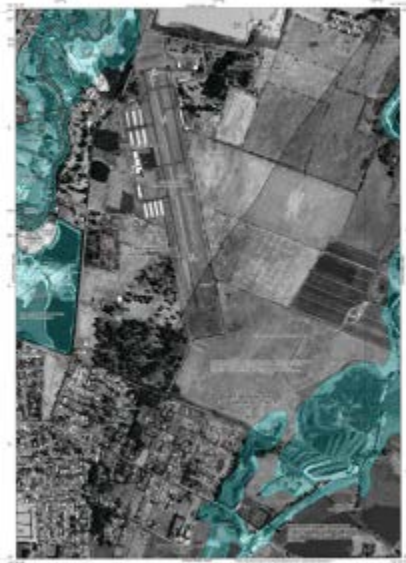


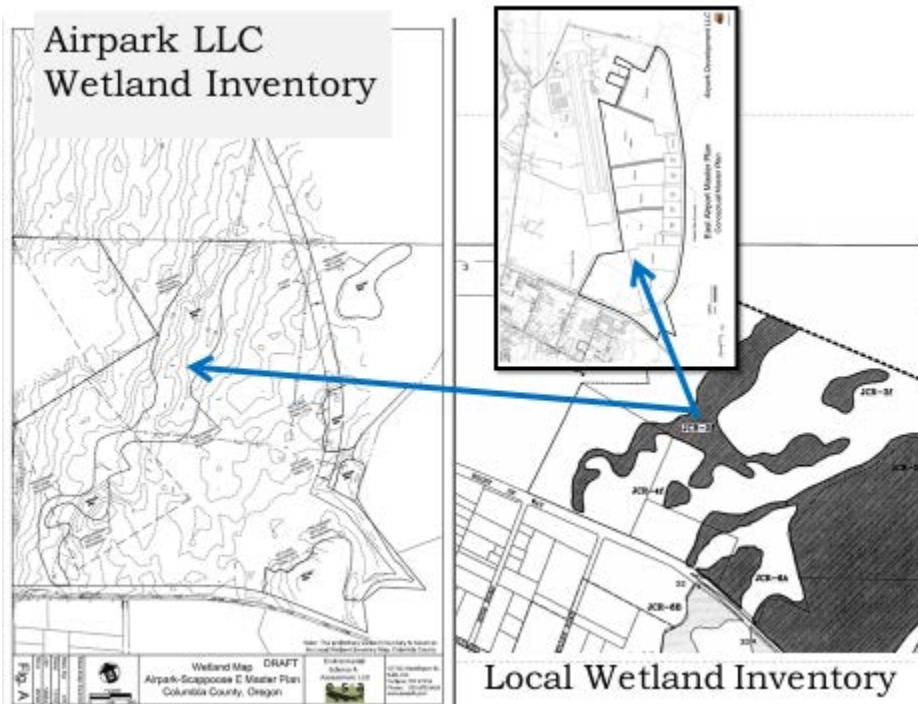
Scappoose Airpark  
Conceptual Master Plan  
Scappoose, Oregon



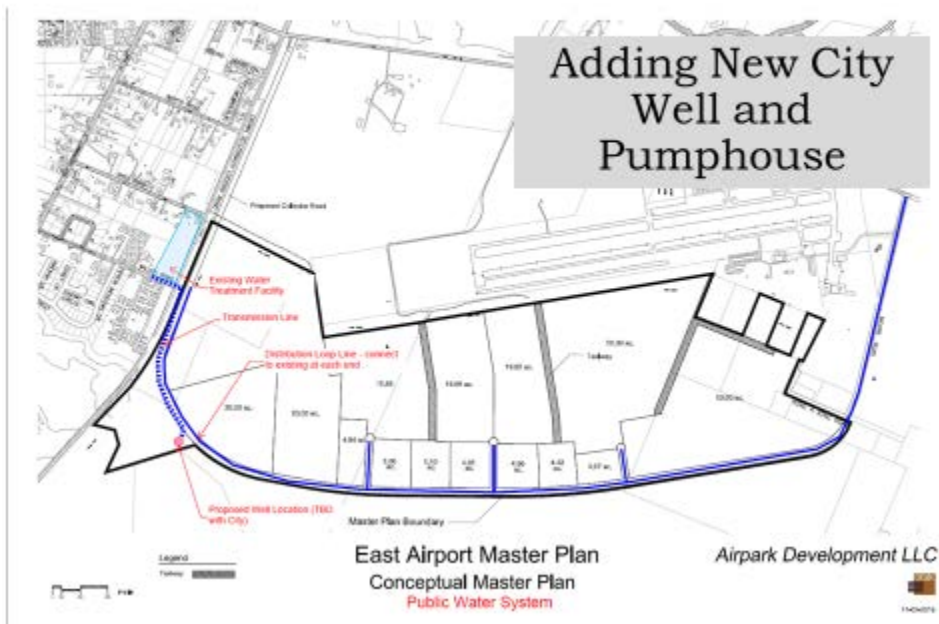
P 1.2

## Limited Floodplain at Southeast

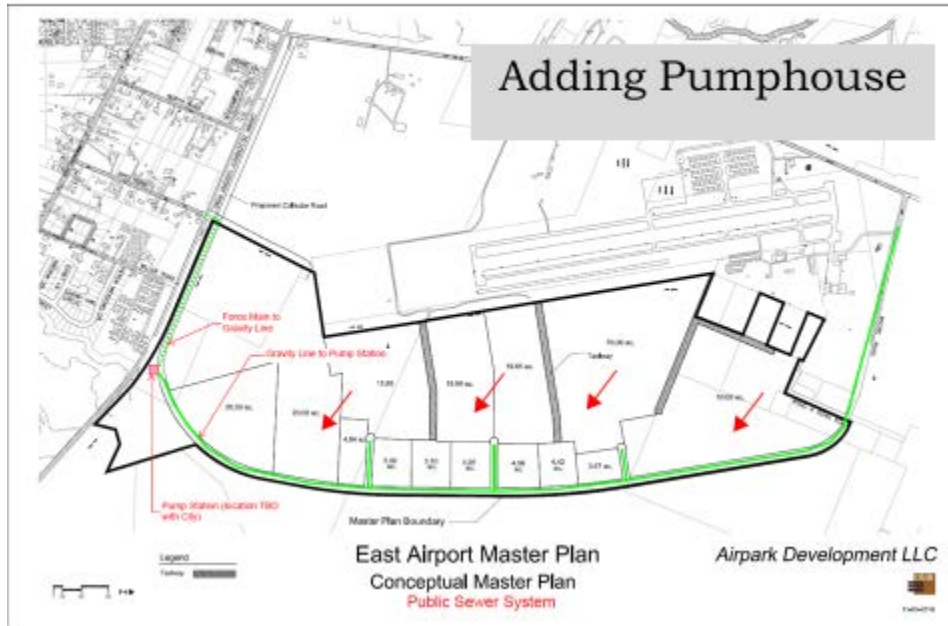




## Water System

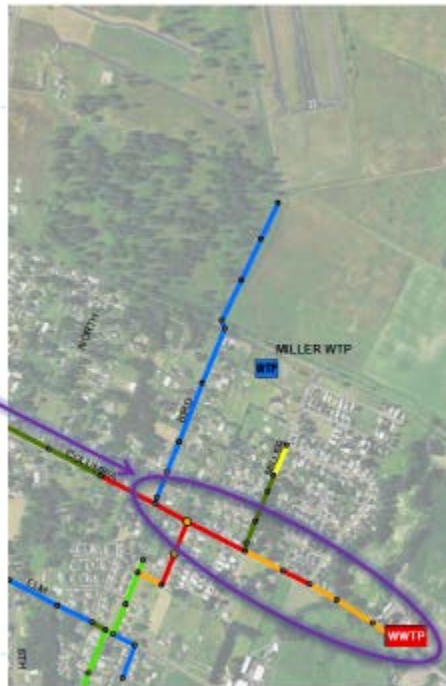


## Sewer System

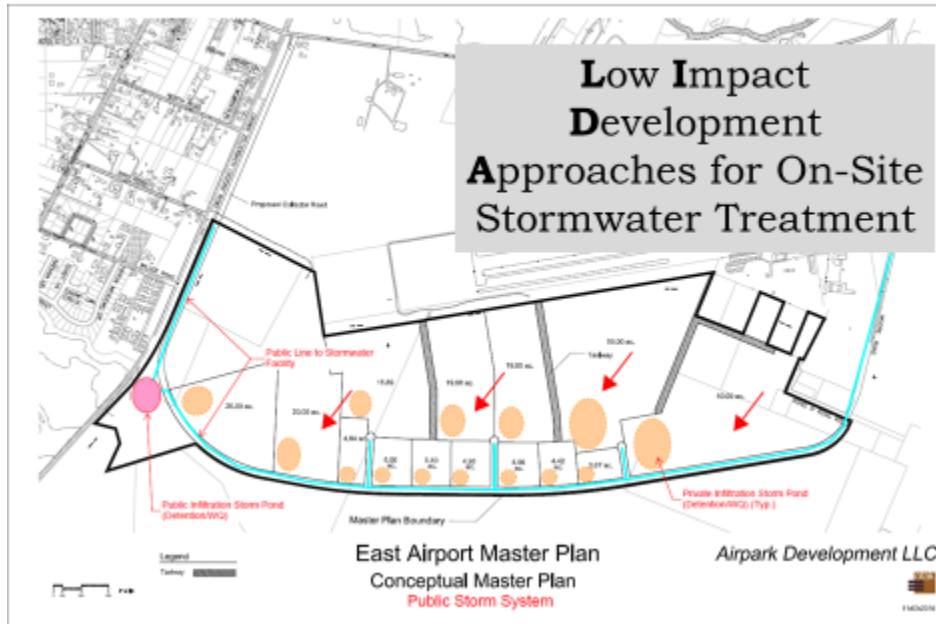


## Sewer System

**Replacing City  
Sewer Line in E.  
Columbia**



## Storm Water System



## Water Infiltration Testing Underway





\* Trips - slightly fewer than planned

**Figure 5: Scappoose Employment Growth (2013-2035)**



## Transportation

- TSP provides plan to address traffic citywide
- Includes list of projects
  - New roads
  - Upgrades
  - Signals
  - Costs
  - Priority



## Transportation

New Road from West Lane to Moore  
will be North of the CZ Trail



### Next Steps Pending Approval

- ▶ **Subdivision Application**
  - ▶ Archeological Screening (AAR)
  - ▶ Complete wetland mapping (ESA Inc.)
  - ▶ Design roadway north of CZ Trail
  - ▶ Traffic analysis to determine mitigation measures
- ▶ **Final Plat**
  - ▶ Construct Road
  - ▶ Construct Well, Pumps, and Replace City Sewer in E. Columbia
  - ▶ Construct stormwater facilities
- ▶ **Site Development Review**
  - ▶ Required for any building that gets proposed



Mike Ard explained as they did the study for the annexation and zone change the task he had was really to look at the City's Transportation Plan and see how what they were proposing to do specifically tonight fit within the context of that plan, and more specifically Oregon's Transportation Planning Rule ~ 660-012-0060 that was referenced earlier. He explained the question that was asked of him is, does this plan fit within the context of what the City included

in the Transportation System Plan, and the answer to that is it does fit within what was planned for in the Transportation System Plan.

Glen Bolen, OTAK, spoke in regards to the Crown Zellerbach Trail and explained their engineers are drawing out the future collector road which will be north of the Crown Zellerbach Trail so there is no disruption. He stated there is still some work to be done on the intersection design at West Lane Road.

Mayor Burge asked for proponents, seeing none he asked for opponents.

Carolyn Caswell Collie, Scappoose, explained she has lived along the Crown Zellerbach Trail for about 43 years. She explained her concern is the transportation. She stated nothing has been said here about the access to this property except for north of the Crown Zellerbach Trail. She doesn't know if they will use Miller Road or Bird Road somehow to access this property. She does know that Columbia Avenue will probably increase in traffic. Her concern is the amount of traffic on Columbia Avenue, as well as other roads where people walk where there are no sidewalks. She asked if there will be heavy truck traffic on Columbia Avenue, if so will that road be widened? She stated she is concerned about all of this and she would like Council to question those things as well and she would like to know what you are going to do as our City Council.

Len Waggoner, Scappoose, explained he went to the Planning Commission and talked about the transportation issue in a serious note. He stated the timing of the lights on both Columbia Avenue and Crown Zellerbach Road are basically eight seconds allowing left hand turns, south bound for every two minute period. He stated assuming that we have the typical growth here of employment probably 75% of the trips will be generated on site, which means there is going to be a significant impact on all of those corners. He stated the question is what do we do about it; we could add a lane for a double left hand turn lane at Columbia Avenue and Crown Zellerbach but that still is not going to resolve anything. He stated it is really a difficult thing to resolve. He stated the problem that he sees is if we pass this along we give it a green go light we could have nightmares in this City that we could never ever repair. He is asking Council to take some time to look at this. He stated he is not trying to stop this project, he is just trying to stop it from being a traffic generator that becomes monstrous. He explained he lives in Seven Oaks and 6th Street is now a bypass. He stated what we are going to have to do is have an analysis of where the transportation network is going to go and we have to have control of that via the development process. He stated we have to look at the whole network. He explained the public input of the TSP never included anything about the airport. He stated the most critical issue is the actual timing of the intersections. He stated we need to protect ourselves now and we need to make sure this gets done right, not just done because it is on a time schedule.

Mike Sheehan, Scappoose, stated just a couple of quick issues, and the first one is the traffic. He stated if you think about this, what a mess it is going to be between the six traffic signals and that is where the emergency vehicles go. He stated that development at the airport should not be allowed beyond the point where it really messes up the transportation going down the highway and until they can find some way to mitigate that there should be a limit on that development. He stated in the transportation plan there was going to be no interference with the Crown Zellerbach Trail. He stated what he is hearing is there is a proposal to swing from Chapman Landing on

Dike Road then bring it up the back of the Crown Zellerbach Trail therefore taking out a major section of the Crown Zellerbach Trail. He stated you might want to think about that. He stated Council might want to make conditions that the Crown Zellerbach Trail is preserved. He stated he looks at stuff like this and one of the things you have to do is look at the consequences in different areas of what is being proposed. He stated if utilities have to be put in it should be clear that it is the developer that has to pay for it. He stated it should be clear and there should be a provision in there that residents of the City are not subsidizing the development.

Lawrence Janke explained his primary concern is his beloved ducks. He has previously submitted written testimony as well as oral testimony to the Planning Commission. He talked about the pollutants that the vehicles will put in the air. He stated the effect on wildlife is going to be disastrous. He stated the last issue he has is the 15 acres proposed for public access. He asked who is going to build a fence. He stated there is going to have to be some way to control public access on private property. He asked why are we in such a hurry to do something when there are no plans. He stated obviously there are plans for development. He thinks Council should slow down and take a good look at it. He stated we don't have to do this tonight.

Mayor Burge asked if there were any other opponents, seeing none he asked if there was rebuttal by the applicant.

Glen Bolen replied they have met the criteria. He stated he can assure everyone that OTAK is known for water natural resource engineering, so they are concerned about runoff. He stated the money being invested here is the developers, not on the City's. He stated they have worked really hard to do what the City is asking. He stated they are very proud of what they are delivering here and he thinks they are bringing a wonderful place, job center to the City and South County. He stated hopefully they can be intercepting trips that would be going to Portland or other areas for those jobs that are more local as well.

Mike Ard spoke about what is in the Transportation System Plan because what he has heard in the public comments seems to indicate they don't have a good plan and they haven't figured out what needs to be done. He explained as he looks at the Transportation System Plan it not only covers what the transportation needs are and what the expenses are anticipated to be associated with required improvements, it also identifies who is going to pay for those improvements. He explained a lot of the road improvements will be paid for by development, ODOT would be responsible for some things on Highway 30. He stated this is part of a very large and robust plan that is City wide and they are really looking at it through the lens of the discussion tonight. He stated there has been a great deal of effort that has gone in to putting together your Transportation System Plan and these things have been considered by the City, have been adopted by the City and have been considered, reviewed and approved by ODOT both including the TSP and their analysis subsequent to that, that verified that this plan fits within the context of that.

Councilor Hayden asked what is the plan for Honeyman Road?

Mike Ard replied per the Transportation System Plan either a traffic signal or roundabout would be installed there, and that would be anticipated to be about a million dollar improvement.

Glen Bolen explained they are not looking at accessing the site from Miller or Bird Road.

Councilor Hayden asked if the applicant has been talking to ODOT in regards to a bypass.

Mike Ard replied ODOT doesn't like to use the term bypass. He stated this would be difficult to do and there isn't a specific route selected.

Councilor Hayden asked how does synchronizing the lights on Highway 30 work when you have roads coming in from the sides going onto Highway 30 that trip the lights?

Mike Ard replied specifically what he was talking about wasn't synchronizing the lights. He explained what he was referring to is the changes to the signal phasing.

Councilor Kessi stated sounds like the Transportation System Plan was just revised a few months ago, but before that when was the last time the City had a Transportation System Plan update?

City Planner Laurie Oliver replied 1997.

Councilor Kessi stated so this is a really recent study that you are making your findings based on. He asked if each potential development that would go into this site would have to do another traffic analysis?

Mike Ard replied ultimately what will be required will be determined by City staff.

Councilor Greisen stated if she is not mistaken aren't we already working with ODOT regarding getting the lights synchronized?

City Manager Sykes replied yes.

City Engineer Chris Negelspace explained ODOT is working on this and they are looking at a signal improvement project to try and scope the problem and hopefully implement something to help improve the flow.

Councilor Greisen asked if there is a timeline on that?

City Engineer Chris Negelspace replied he has not received any recent feedback from ODOT but he knows they have a team working on it.

City Manager Sykes replied there will be an ODOT Representative at the next Economic Development Committee to talk about traffic and ways we can expedite improvements.

Councilor Kessi asked with each different development do they have to do an environmental study as well?

Glen Bolen replied as part of what is called site development review any particular project is going to look at the data they have provided, so he wouldn't expect someone else to go remap wetlands but they will be drilling holes and those sort of things.

Ed Freeman, applicant, explained he wanted to give feedback on more emotional items brought up today. He explained they are supportive of triggers for traffic upgrades and improvements based on the actual development as they go through the development process. He stated they just feel that is the right way to go about it. He stated it doesn't make sense to build these improvements until you actually have the need and the demand for them. He stated all this traffic analysis we are talking about is based on a 20 year build out and in 20 years from now if they did nothing you could imagine how Highway 30 is going to be, so ODOT has to be involved and they have been involved all the way along. He stated they have been in the works with this for over 15 years, you still want to do it right. He explained they are not planning on taking traffic on Bird Road or Miller Road. He thinks by keeping folks in the community to work here it not only helps the traffic but it raises the quality of life. He stated he thinks it is important to think about the positive sides and not just react.

Betsy Johnson congratulated the new Councilors on their election, and she looks forward to working with them. She talked about the economic opportunity coming one step closer and she begs Council not to let the perfect get in the way of the good. She stated this buildout is going to take years. She stated while there is no applicant tonight for development with this annexation request, undoubtedly the first applicant that you will see is Portland Community College. She stated this fulfills a decade's long dream of having a physical presence of a community college in our community. She stated in working with PCC she can tell Council that they are dedicated environmentalists. She stated we already have a physical presence of OIT, a four year university, that is here to make the next generation of aerospace cleaner, greener, faster, lighter, and better. She stated we have the chance to do collaborative research with Portland State and Oregon State, and the University of Sheffield in hands across the ocean. She stated we have Boeing Airplane Company as a magnet for companies that want to be part of this ecosystem of technology that we are creating. She stated we have an opportunity to attract new businesses that are desirous of getting in Boeings supply chain and will create the kind of revenue that Mr. Sykes talked about that will help keep the City affordable. Cascades is putting in a seventy million dollar facility right now, and seventy one of our friends and neighbors will have jobs because of that investment. She stated on the west side we have another company, an international company, looking because of their proximity to the Boeing Manufacturing site out in Gresham. She stated if they build that site it will be their west coast presence in America. She stated we have a new aviation company that just announced that it is coming here. She stated she would submit that there is a rush, we will not have this consensus converge again. She would suggest that some of the transportation proposals out there have a lot of methodology attached to them. She stated there is an absolute commitment to the Crown Zellerbach Trail to keep it as a recreational opportunity. She stated with respect to what she anticipates the primary will be, their novel experiments in environmental protection she thinks end up as a boon to this area. She does not foresee a despoilment of our environment that we all treasure by the fact that we are going to have a college. She fully anticipates we will be sitting here some night listening to the application to have a physical presence of a college in this town. She explained she represents

two other communities that have community colleges and she can promise you that the presence of an institute of higher learning is transformational and how proud we would all be if that happens on our watch. She hopes Council gives this consideration because this is a once in a lifetime shot.

Mayor Burge asked staff if they have anything to add.

City Planner Laurie Oliver asked if Council has any additional questions of staff.

Seeing none, Mayor Burge closed the hearing at 8:50 p.m. for consideration by Council.

Councilor Riffle moved, and Councilor Greisen seconded the motion that Council approve the annexation application and adopt the findings in ANX1-16/ZZ2-16, revised staff report dated December 3, 2016.

Councilor Kessi stated that does include the six conditions?

City Planner Laurie Oliver replied yes it would because that is what is within the staff report.

Motion passed (7-0). Mayor Burge, aye; Council President Reed, aye; Councilor Hayden, aye; Councilor Riffle, aye; Councilor Kessi, aye; Councilor Greisen, aye, and Councilor Sanders, aye.

Councilor Riffle moved, and Councilor Sanders seconded the motion that Council adopt Ordinance No. 860 as presented.

Mayor Burge read the title of Ordinance No. 860 for the first time.

### **Announcements ~ information only**

#### **Calendar**

Mayor Burge went over the calendar.

#### **City Manager**

City Manager Sykes welcomed the new Councilmembers. He wanted to echo how important it is to come to the Committee Appreciation dinner event on January 10. He stated before Council is a copy of his written report.

#### **Police Chief**

Chief Miller welcomed Megan, Natalie, and Patrick to Council and stated he looks forward to working with them. He explained one of the things they have been working on with the Traffic Safety Committee is different issues in regards to traffic in Scappoose. He stated they have made some significant changes already. Crown Zellerbach and West Lane is a four way stop now.

They made changes on Old Portland Road and Dutch Canyon by OHSU. He also put in an application in regards to the speed limit on Old Portland Road and ODOT is doing a study right now in regards to that.

### **Councilors & Mayor**

Councilor Riffle welcomed the new Councilors and said he looks forward to working with them.

Councilor Greisen stated thank you for the welcoming and she is excited for the year, and years to come.

Councilor Sanders thanked everyone for being here tonight and to the voters, and she looks forward to working with everybody.

Councilor Hayden welcomed the new members. She thanked everyone for being here and voicing their opinions, she said it is greatly appreciated. She thanked Laurie and Chris for all of their work on the annexation process.

Councilor Reed thanked everyone for being here, it gives Council a lot to think about. He welcomed the new Council members. He stated it is really good to see that people have taken an interest in our City and he is looking forward to working with everyone.

Mayor Burge stated congratulations to Council who was sworn in tonight. He also congratulated Mark Reed for being Council President and he looks forward to having him in that role. He thanked everyone who came tonight.

### **Adjournment**

Mayor Burge adjourned the meeting at 8:57 p.m.

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Scott Burge, Mayor

Attest:

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Susan M. Reeves, MMC, City Recorder



**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 Negelspace 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.



\_\_\_\_\_  
Scott Burge, Mayor

Attest:

\_\_\_\_\_  
Susan M. Reeves, MMC, City Recorder

DRAFT

**MONDAY, JANUARY 23, 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
Darryl Sykes	Treatment Plant Supervisor
Laurie Oliver	City Planner
Chris Negelspace	City Engineer

Legal Counsel Shelby Rihala

Press: Courtney Vaughn, Spotlight

**Excused:** Councilor Barb Hayden

Also in audience Ben Tolles, RARE Americorp Member.

**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**

Craig Marquardo, Scappoose, spoke in regards to the plan for the City park on Seeley Lane. He explained there is a total of approximately 250 residences that abut the property, including residents in his apartments. He stated unlike most parks in the City either existing or proposed this park would be incredibly close to residences and will be separated from homeowners by only a fence. He stated with the exception of him forcing the issue the City has not in any way reached out to or included the stakeholders the park would impact. He stated this would create significant critical impacts on parking, traffic and noise to the area. He stated the current plan calls for a parking lot on Meersburg Street side of the park, and he would bet the contents of his

bank account that less than 10% of the City has ever heard of or could find Meersburg Street if they tried, instead they are far more likely to use JP West and 4<sup>th</sup> Street to access the park. He said on a Saturday in that area there are very few street spots. He would like to ask the Council to suspend the Seely Park planning for a brief moment and gather a citizen group of stakeholders in the affected area and include them in the planning process so they can be heard and not feel like this is being forced on them. He put together a list of residents, along with their phone numbers, who would be happy to participate in the planning of the park. He stated they love the idea of a park but the particular plan is troubling, there aren't enough accommodations made for the problems it is going to create. They just feel like there should be a bigger group involved because they make the decisions.

## **Old Business**

### **Ordinance No. 861: An Ordinance Relating to Land Use and Amending the Scappoose Municipal Code Chapter 17.74 (Airport Employment Overlay Zones) & Chapter 17.162 (Procedures for Decision Making- Quasi-Judicial) and the Scappoose Comprehensive Plan Text for the Airport Employment (AE) Plan Designation**

Mayor Burge read the title of Ordinance No. 861 for the second time.

City Planner Laurie Oliver explained this is on second reading tonight. She gave a brief overview.

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

### **An Ordinance Approving Annexation of Property to the City of Scappoose and Amending the Zoning Map ~ Request by Airpark Development, LLC to annex approximately 358 acres of land east of the Scappoose Industrial Airpark**

Mayor Burge read the title of Ordinance No. 860 for the second time.

City Planner Laurie Oliver explained this is on second reading tonight. She gave a brief overview.

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**

### **Res No. 17-01 Whistleblower Protection Policy**

City Manager Sykes went over the staff report. He explained the Oregon Legislature passed House Bill 4067 last session on February 29, 2016, and this House Bill changes the process for an employee to report improper or unlawful conduct and the City's responsibility to protect the



employee from retaliation. He explained City staff is in the process of updating our Policies and Procedures but we felt that given the potential liability with this it would be appropriate to go ahead and adopt this today.

Councilor Riffle moved, and Councilor Greisen seconded the motion that Council adopt Res No. 17-01 Whistleblower Protection Policy, Updating the Language in 106 in the Personnel Policy Manual. Motion passed (6-0). Mayor Burge, aye; Council President Reed, aye; Councilor Riffle, aye; Councilor Kessi, aye; Councilor Greisen, aye, and Councilor Sanders, aye.

#### **Res No. 17-02 Risk Management Program**

City Manager Sykes went over the staff report. He explained this is really some more housekeeping and it would allow us to adopt a process to better address our risk management. He stated this will also be included in the Policies and Procedures Manual.

Councilor Riffle moved, and Council President Reed seconded the motion that Council adopt Res No. 17-02 Establishing Risk Management Program. Motion passed (6-0). Mayor Burge, aye; Council President Reed, aye; Councilor Riffle, aye; Councilor Kessi, aye; Councilor Greisen, aye, and Councilor Sanders, aye.

#### **Res No. 17-03 Accident Reporting and Analysis Policy**

City Manager Sykes went over the staff report. He explained this is really another housekeeping matter that helps us formalize our accident reports and practices. He explained by adopting this policy it helps give us incentive points that helps to reduce the cost of our insurance.

Councilor Riffle moved, and Council President Reed seconded the motion that Council adopt Res No. 17-03 Establishing an Accident Reporting and Analysis Policy.

Council President Reed asked if our employees are under DOT or non DOT.

City Manager Sykes and Chief Miller replied both.

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

#### **Res No. 17-04 Extended Enterprise Zone Benefits for Cascade Tissue**

City Manager Sykes went over the staff report. He explained this is a resolution that was presented to us by Chuck Daugherty and this is part of the Cascade Tissue incentive program that was discussed with them when they came in. He explained they automatically get a three year incentive, however in order to qualify for a five year incentive they have to create a number of family waged jobs and they qualify for that.

Chuck Daughtry, Columbia County Economic Team Executive Director, explained how it came about that Cascade Tissue came to Scappoose. He explained they looked at other sites but some of them weren't adequate. He explained one of the tools they have is the enterprise zone which allows for a short duration property tax abatement for investment. He stated as part of the effort they told Cascade Tissue that they would request an extension of the standard enterprise zone from three years to five years. He explained with this it would require them to look locally first to hire qualified people in the area. He explained they have done everything they asked them to do. He explained the City has been great to work with. He stated we are really happy that we are able to do this. He explained a couple of years ago he started researching what other enterprise zones do and the one he saw that he liked the best was the Portland Development Commission and they have more enterprise applications than any other agency in the State and what they did is they financed their economic development efforts through the betterment of the enterprise zone. He explained in the past they were capturing less than 1% of the betterment which is a percentage of the taxes collected back from the company and used and invested locally. So based on that analysis they went to all the districts and asked to increase it to 10%. He explained so 10% of the tax will come back ~ 50% to the City, and 50% to CCET and hopefully he can get a staff person.

Program Analyst Alexandra Rains explained Scappoose will receive \$39,240 every year for five years.

Councilor Kessi stated it says in the resolution it could be delayed until 2018. He asked why would it be delayed?

Chuck Daughtry replied it has to do with the timing of when the taxes are assessed.

Mayor Burge thanked Chuck for his work on this.

Council President Reed Moved, and Councilor Kessi Seconded the Motion to Adopt Res No. 17-04: A Resolution of the Council of the City of Scappoose to Extend Enterprise Zone Benefits For a Fourth and Fifth Year to Cascades Tissue Group-Oregon Converting, A Division of Cascades Holding U.S. Inc (Cascades), Located In The South Columbia County Enterprise Zone. Motion Passed (6-0). Mayor Burge, Aye; Council President Reed, aye; Councilor Riffle, aye; Councilor Kessi, aye; Councilor Greisen, aye, and Councilor Sanders, aye.

### **Purchase of Chemical Feed Pumps**

Treatment Plant Darryl Sykes went over the staff report. He explained the caustic feed pumps at the Keys Road Water Treatment Plant need to be replaced due to regular wear and tear. The feed pumps are original equipment to the treatment plant and are almost 40 years old. Although the pumps have essentially been bulletproof, they have been obsolete for several years and staff has had a difficult time finding replacement parts to make necessary repairs. Based on these concerns, it is necessary to move forward with replacement of these pumps. The manufacturers quote for the purchase and installation of two replacement pumps is \$19,538.00. In an effort to limit inventory of spare parts, staff has standardized purchasing to the Blue White brand exclusively for all of the chemical feed pumps. These pumps are proprietary so there will be only



one quote. Staff recommends purchase and installation of new Blue White chemical feed pumps to the Keys Road Treatment Plant from TMG services in the amount of \$19,538.00. This purchase is included in the current 2016-2017 budget.

Mayor Burge asked if freight is included in that price?

Darryl Sykes replied he is not sure.

Mayor Burge stated when a motion is made please make sure freight is included in the motion.

Councilor Riffle moved, and Councilor Sanders seconded the motion to approve the purchase of replacement Chemical Feed Pumps, including installation and shipping for the Keys Road Treatment Plant from TMG Services for the amount of \$19,538, plus the shipping costs. Motion passed (6-0). Mayor Burge, aye; Council President Reed, aye; Councilor Riffle, aye; Councilor Kessi, aye; Councilor Greisen, aye, and Councilor Sanders, aye.

### **Preliminary Design for the Dutch Canyon Replacement Well Pump Station Improvements Project**

Treatment Plant Darryl Sykes went over the staff report. He explained the Dutch Canyon Well is 39 years old and is approaching its expected duration of reliable service (typically 40 to 50 years). There are issues with the existing well screen as noted by observed production of sand which has limited the City in taking advantage of the full water rights at this location. The primary benefits to drilling an additional well is the ability to ensure the City has a higher yield well that would allow the City to increase production at this site by as much as 250 to 300 gallons per minute. With new development and growing population occurring throughout the City, the increased yield is critical to the City's water production inventory. The City currently has \$380,000 budgeted for FY 16-17 for the engineering design, support and construction of the new well building and pump station improvements. City staff received three bids for the preliminary design of the replacement well pump station (attached) and staff is requesting Council authorize the City Manager enter into a contract with Carollo Engineering for \$10,000.

Councilor Greisen asked if we treat for iron?

Darryl Sykes replied yes we do.

Councilor Greisen asked what is the depth of the current well and is the replacement well going to be different?

Darryl Sykes replied the depth of the current well is 250 feet and the replacement well will be about the same.

Mayor Burge asked if the current well will be left there?

Darryl Sykes replied yes, and both wells might be used.

Council President Reed moved, and Councilor Greisen seconded the motion to authorize City Manager Sykes to enter into a contract with Carollo Engineering for the preliminary design of the replacement well pump station improvement project and approve an amount not to exceed \$10,000. Motion passed (6-0). Mayor Burge, aye; Council President Reed, aye; Councilor Riffle, aye; Councilor Kessi, aye; Councilor Greisen, aye, and Councilor Sanders, aye.

### **Appointment of Audit RFP Review Ad hoc Committee**

Mayor Burge explained we previously discussed this and as he recalls that the committee would be Councilor Riffle, Councilor Sanders, and himself.

Councilor Kessi moved, and Councilor Riffle seconded the motion to appoint Councilor Riffle, Councilor Sanders, and Mayor Burge to the Audit RFP Ad hoc Committee. Motion passed (6-0). Mayor Burge, aye; Council President Reed, aye; Councilor Riffle, aye; Councilor Kessi, aye; Councilor Greisen, aye, and Councilor Sanders, aye.

### **Appointment of County Commissioner Alex Tardif to the EDC**

Mayor Burge explained County Commissioner Alex Tardif would be replacing Tony Hyde's position.

Councilor Riffle moved, and Council President Reed seconded the motion to appointment of County Commissioner Alex Tardif to the EDC. 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 stated Council has a copy of his written report. He stated we have had some difficult weather to deal with the last couple of weeks, and City Staff has done a good job. He talked about the water break that occurred. He stated he is very proud of staff because they really went the extra mile to address that leak and he thanked staff who was involved in that. He explained on January 25, 2017, DLCD is coming to Scappoose and staff is going to give them an update on what is going on in Scappoose. He talked about the One Stop Shop meeting that will be held on January 31, at City Hall. He reminded everyone the Annual Town Meeting will be on February 11, at the Scappoose Middle School.



## **Police Chief**

Chief Miller explained he and Program Analyst Alex Rains have been working on a traffic complaint form for the website. He explained this form can be filled out online and sent directly to the Police Department, then it will be sent to the Traffic Safety Committee. He stated in review for 2016 they had hosted the Suicide Walk and they were able to donate \$10,000 to Columbia County for Suicide Prevention. He stated with all the Police events they received around \$16,000 that was donated back to the community. He wants to say thank you to the community for stepping up in the last two years.

## **Councilors & Mayor**

Councilor Kessi thanked City Manager Sykes for the Council Orientation on Saturday. It was a really thorough orientation. He stated it was a pleasure to meet all staff members. He stated to City Manager Sykes you have surrounded yourself with a group of "A" players. He thanked City Manager Sykes for putting that on.

Councilor Greisen seconded what Councilor Kessi said about the Orientation. She stated it was amazing and she walked away feeling like we are working with topnotch people here and she is really proud of where we live. She explained one of her opportunities on Council is to be the School & Park and Recs Liaison. She explained she has met with all of the Principals and toured all of the schools and made those connections with them. She stated hats off to our School Resource Officer. She heard lots of compliments on how he is working in the schools. She explained she got some background information on how the recreational fields are used.

Councilor Sanders agrees with what was said about the Council Orientation, it was very great and she appreciates it. She stated she appreciates all the work that the City employees do. She thanked Chief Miller for sharing the information about the money that has been donated by the community and she thanked him for their work on that.

Council President Reed also thanked staff for the Council Orientation. He explained Gary Liao and he took a tour of Heritage Park and he thinks it is really going to be neat. He stated he is glad to see that some of our infrastructure is being repaired or replaced, especially in water and water treatment.

Mayor Burge agrees that the Council orientation was great. He also talked about the staff responding quickly to get the water repair done because we had a quarter of our City that, had we not been able to get the pipes fixed as fast as we did, would have been running out of water, because the only water they had left was what was in the reservoirs up above them. He stated good job and it was good to see how the team worked together to get it done.

Darryl Sykes explained the system sensed a low level in the Bella Vista reservoir, and from the moment he took that call to a little over two hours or so later they were able to isolate that leak, we lost 2/3's of our inventory in the reservoir.

Mayor Burge stated it was really impressive to see staff working together and brainstorming.

Mayor Burge gave an overview of the first Scappoose Business network meeting.

**Adjournment**

Mayor Burge adjourned the meeting at 7:50 p.m.

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Scott Burge, Mayor

Attest:

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Susan M. Reeves, MMC, City Recorder

<b>CITY OF SCAPPOOSE</b>
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**Council Action & Status Report**

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**Date Submitted:** February 1<sup>st</sup>, 2017  
**Agenda Date Requested:** February 6<sup>th</sup>, 2017  
**To:** Scappoose City Council  
**From:** Chris Negelspach, City Engineer  
**Subject:** Dedication of Reserve Strips

**TYPE OF ACTION REQUESTED:**☒ **Resolution**☐ **Ordinance****ANALYSIS:**

As part of a subdivision approval, the City of Scappoose was granted reserve strips near Diess Way and Kale Street, legally described as Tracts B and C on the Columbia County Plat Book, for the purpose of controlling access. City Staff has determined that the reserve strips are no longer needed for that purpose and has determined it is in the public interest to dedicate them for use as right-of-way so that the public can legally access Kale Street from the Unger Subdivision.

**FISCAL IMPACT:**

There is no fiscal impact.

**RECOMMENDATION:**

City Staff is requesting Council approve the dedication of the reserve strips near Diess Way and Kale Street for use as right-of-way.

**SUGGESTED MOTION:**

Staff moves that the Council approve Resolution No. 17-05, dedicating the reserve strips near Diess Way and Kale Street for use as right-of-way and authorizing the City Manager to execute and record the dedication deed and take all other actions necessary to complete the dedication on behalf of the City.

**Request for Council Action**

## **Resolution No. 17-05**

**A RESOLUTION APPROVING THE DEDICATION OF THE HERITAGE FARM RESERVE STRIPS (TRACTS B AND C OF COLUMBIA COUNTY PLAT BOOK 7, PAGES 26-27) TO THE PUBLIC FOR RIGHT-OF-WAY PURPOSES, AND AUTHORIZING THE CITY MANAGER TO TAKE ALL NECESSARY ACTION TO COMPLETE THE DEDICATION ON BEHALF OF THE CITY**

**WHEREAS**, as part of a subdivision approval, the City of Scappoose was granted reserve strips near Diess Way and Kale Street, legally described as Tracts B and C on Columbia County Plat Book 7, pages 26-27 (“Tracts”);

**WHEREAS**, the Scappoose City Council has determined that the reserve strips are not necessary for the purpose of controlling access;

**WHEREAS**, the Scappoose City Council has determined it is in the public interest to dedicate the reserve strips to the public for use as right-of-way.

**NOW THEREFORE BE IT RESOLVED,**

**Section 1:** The Scappoose City Council approves the dedication of the Tracts to the public for right-of-way purposes, approves the terms of the dedication deed, attached and incorporated as Exhibit A.

**Section 2:** The Scappoose city Council authorizes the City Manager to execute and record the attached dedication deed, and take all other actions necessary to complete the dedication on behalf of the City.

**Section 2:** This Resolution shall become effective upon passage.

**PASSED AND ADOPTED** by the City Council this \_\_\_\_ day of \_\_\_\_\_, 2017 and signed by the Mayor and City Recorder in authentication of its passage.

**CITY OF SCAPPOOSE, OREGON**

\_\_\_\_\_  
Scott Burge, Mayor

Attest: \_\_\_\_\_  
Susan M Reeves, MMC, City Recorder

AFTER RECORDING RETURN TO:

City of Scappoose  
33568 E Columbia Ave  
Scappoose OR 97056

NO CHANGE IN TAX STATEMENT

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*This space is reserved for recorder's use.*

### **DEDICATION DEED**

City of Scappoose, an Oregon municipal corporation, as Grantor, owns certain real property located in Columbia County, Oregon, which property is described as Tracts B and C, on the Heritage Farm Plat recorded as Plat Book 7, Pages 26-27 (the "Property"). Grantor hereby dedicates Grantor's Property to the public, subject to all matters of record, for the use of the public as a public way for right-of-way purposes.

The true consideration for this dedication is \$0.00; however, the actual consideration consists of other property or value given and received, which is the whole thereof.

**BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND**

**195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007,  
SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2  
TO 7, CHAPTER 8, OREGON LAWS 2010.**

TO HAVE AND TO HOLD, the Property for the purposes hereinbefore set forth unto the  
public forever.

GRANTOR:

City of Scappoose

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

STATE OF OREGON            )  
  ) ss.  
County of \_\_\_\_\_)

This instrument was acknowledged before me on \_\_\_\_\_, 20\_\_, by  
\_\_\_\_\_ as \_\_\_\_\_ of \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC FOR OREGON  
My Commission Expires: \_\_\_\_\_



The foregoing dedication is hereby ACCEPTED:

The City of Scappoose

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF OREGON            )  
  ) ss.  
County of \_\_\_\_\_)

This instrument was acknowledged before me on \_\_\_\_\_, 20\_\_, by  
\_\_\_\_\_ as \_\_\_\_\_ of the City of Scappoose.

\_\_\_\_\_  
NOTARY PUBLIC FOR OREGON  
My Commission Expires: \_\_\_\_\_

<b>CITY OF SCAPPOOSE</b>
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## Council Action & Status Report

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**Date Submitted:** February 1<sup>st</sup>, 2017

**Agenda Date Requested:** February 6<sup>th</sup>, 2017

**To:** Scappoose City Council

**From:** City Manager Michael Sykes  
Program Analyst Alexandra Rains

**Subject:** Transfer of Jurisdiction over Right-of-Way on West Lane Road from Columbia County to the City of Scappoose

**TYPE OF ACTION REQUESTED:**

☒ Resolution

☐ Ordinance

☐ Formal Action

☐ Report Only

**WEST LANE FRONTAGE IMPROVEMENTS PROJECT SUMMARY:**

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 on West Lane Road, which is owned by Columbia County and within City Limits. As part of Cascades' approved development plans, the company was required to improve 1,031 linear feet of West Lane Road to City standards in order to accommodate trucks entering the site.

To assist Cascades Tissue with said improvement requirements, and promote economic development in general through expansion of the project beyond Cascades' frontage to adjoining property owners, the City secured grant funds from the IOF and IFA, as well as a contribution from Airpark Development LLC. The expanded project will include widening of approximately 2,000 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. Improvements shall begin from centerline east to include a 14-foot center turn lane, 12-foot northbound

**Request for Council Action**

travel lane, 6-foot bike lane, curb and gutter, 6-foot sidewalk, storm drainage, street trees, lighting, paving and two commercial driveways.

### **ROW TRANSFER OF JURISDICTION FOR WEST LANE ROAD:**

Although West Lane Road is owned by the County, the City recognizes that it is critical to local economic development, particularly for industrial use. This is why the City has made significant effort to raise funds to improve West Lane Road and now seeks to acquire jurisdiction from Columbia Ave to Wagner Court.

In the past, the City has not sought to acquire jurisdiction over County roads within City limits unless they were brought up to City Standards, however, the City recognizes that this is a unique situation for the following reasons:

- 1) Much of the improvements are already being funded by the City through the IOF and IFA grants and property owner contributions
- 2) The County, historically, has not had the funds to upgrade roads to City Standards and it is likely that will continue into the future
- 3) The unimproved west side of the road may never improve because of the presence of the gravel pit
- 4) The City can require improvement of the west side of the road upon further development of the area

### **SUGGESTED MOTION:**

The City suggests Council authorize passage of Resolution # 17-06 and hereby request that the Columbia County Board of Commissioners transfer jurisdiction to the portion of West Lane Road between Columbia Ave and Wagner Court to the City of Scappoose.

**RESOLUTION NO. 17-06**

A RESOLUTION OF THE COUNCIL OF THE CITY OF SCAPPOOSE REQUESTING COLUMBIA COUNTY TRANSFER JURISDICTION OF A PORTION OF WEST LANE ROAD INSIDE THE CITY LIMITS.

**Whereas,** the portion of West Lane Road from its intersection with Columbia Ave to Wagner Court is already inside the City limits; and

**Whereas,** a land use action on Cascades Tissue's property along West Lane Road has required frontage improvements consistent with the City of Scappoose Street Standards; and

**Whereas,** the City of Scappoose has secured state funding from the Immediate Opportunity Fund and the Infrastructure Finance Authority to assist Cascades Tissue with their improvements and expand those improvements to the adjacent property owners both to the north and south; and

**Whereas,** completing frontage improvements on West Lane Road will make it possible for Cascades Tissue to run their new manufacturing facility and make the adjacent properties more shovel ready; and

**Whereas,** West Lane Road is critical to economic development in the City of Scappoose; and

**Whereas,** ORS 373.270 authorizes the City to request Columbia County transfer jurisdiction of County Roads and provides a process for such transfer.

**Whereas,** the City wishes to initiate the process to have the County transfer the portion of West Lane Road currently within the City limits to the City. Upon completion of the process, Columbia County's jurisdiction over the portions of West Lane Road shall cease, and the full absolute jurisdiction shall, for all purposes of repair, construction, improvement and the levying and collection of assessments therefore, vest in the City.

**Now, therefore, be it resolved:**

Section 1: The Scappoose City Council hereby requests that the Columbia County Board of Commissioners transfer jurisdiction to the portion of West Lane Road between Columbia Avenue and Wagner Court, as described and depicted in Exhibit A, to the City of Scappoose.

Section 2: This resolution is effective immediately upon passage.

**PASSED AND ADOPTED** by the Scappoose City Council and signed by me, and the City Recorder, in authentication of its passage on this 6<sup>th</sup> day of February 2016.

**CITY OF SCAPPOOSE, OREGON**

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Scott Burge, Mayor

Attest:

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Susan M. Reeves, MMC  
City Recorder

## Exhibit A





<b>CITY OF SCAPPOOSE</b>
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**Council Action & Staff Report**

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**Date Submitted:** February 2, 2017

**Agenda Date Requested:** February 6, 2017

**To:** Scappoose City Council

**Through:** Michael Sykes, City Manager  
Robyn Basset, Public Works Director

**From:** Kevin Turner, Wastewater Treatment Supervisor

**Subject:** Dewatering Screw Press

**TYPE OF ACTION REQUESTED:**

☐ Resolution

☐ Ordinance

☒ Formal Action

☐ Report Only

**ISSUE:** The Scappoose Wastewater Treatment Plant has been dealing with biosolids storage issues for several years. The existing storage ponds no longer have the capacity to sufficiently store the annual production of liquid biosolids.

**ANALYSIS:** Staff has research and collaborated with different consultants for alternatives and direction for the biosolids process. Dewatering has been determined to be the best method for current and future biosolids processes.

Staff has done pilot testing on different units, visited other units in operation, and talked with plant operators about unit performance and maintenance.

Our top concerns with the units are percent solids discharged, maintenance, operator attention, and price.

Two manufactures (BDP Industries, and Huber Technology Inc.) responded to the

**Request for Council Action**

request for bids that was advertised in the Daily Journal of Commerce, Scappoose Spotlight, and the City website. The table below shows the results of the bid opening.

Vendor	Cost
<b>BDP Industries Greenwich, New York</b>	<b>\$357,500</b>
<b>Huber Technology, Inc. Huntsville, NC</b>	<b>\$482,372</b>

Both units are designed to meet the specifications required by the treatment plant staff. The top priority items are listed below.

Design Item	Requirement
<b>Process flow</b>	60 gallons per minute
<b>Final solids content</b>	20%
<b>Solids capture rate</b>	97%
<b>Daily Operation</b>	Unattended/minimal attention

The current product of biosolids sludge is 20,000 gallons per day which is 13.89 gallons per minute. There is adequate design capacity for years of operation. Once the stored solids are processed and the operational solids goal is reached the screw press will not require daily operation. The screw press will run batches to meet production and staffing levels.

#### **FISCAL IMPACT:**

The low bid of \$357,500 would be paid from the Utility Wastewater Fund 41 and the Wastewater SDC Fund 55. The screw press is sized for future capacity which allows for thirty-three percent (\$117,975) to be paid out of the SDC fund.

Payment Schedule		FY 16/17 Fund 41	FY 17/18 Fund 41	FY 17/18 Fund 55	Total
<b>Agreement</b>	20%	\$71,500			\$71,500
<b>Delivery</b>	75%		\$150,150	\$117,975	\$268,125
<b>Performance</b>	5%		\$17,875		\$17,875
					<b>\$357,500</b>

**RECOMMENDATION:** Staff recommends that council approve the purchase of the skid mounted dewatering screw press and accessories from BDP Industries Inc. for \$357,500.

#### **Request for Council Action**



**SUGGESTED MOTION:** I move that Council approve the purchase of the skid mounted DSP 3618 and accessories from BDP Industries Inc. for the amount of \$357,500.

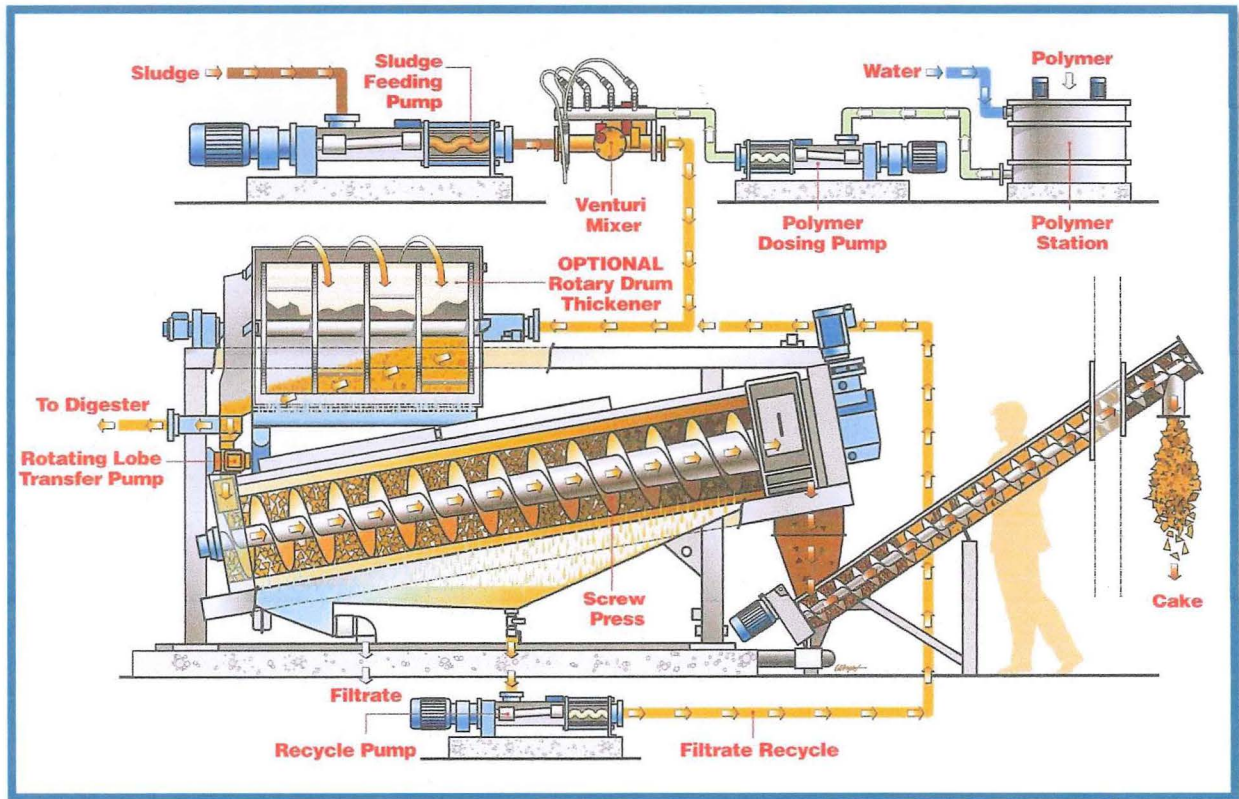


Figure 1 Operational diagram

**Request for Council Action**



*Figure 2 Actual equipment to be purchased*

**Request for Council Action**





*Figure 3 Similar equipment in operation*

**Request for Council Action**

<b>CITY OF SCAPPOOSE</b>
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## Council Action & Status Report

**Date Submitted:** February 2, 2017

**Agenda Date Requested:** February 6, 2017

**To:** Scappoose City Council

**Through:** City Manager Michael Sykes

**From:** Public Works Director Robyn Bassett

**Subject:** Emergency Waterline Repair at 52828 NW Shoe Factory Lane

**TYPE OF ACTION REQUESTED:**

☐ Resolution                      ☐ Ordinance

☒ Formal Action                      ☐ Report Only

**ISSUE:** At approximately 7:30 pm on January 18, 2017, a landslide occurred and severed a main transfer line to the Bella Vista Reservoirs in the vicinity of 52828 NW Shoe Factory Lane. Staff was able to isolate the problem and prevent draining the City's water supply; that evening approximately 20 customers were without water.

On the morning of January 19, 2017, water was restored to most customers with the exception of West Coast Shoe Company and two residential customers that live in the NW Eastview Ln. area. The location of the severed line was in a steep ravine and access to repair the line was limited. With the assistance of TFT Construction and City staff, water was restored to all customers by January 21, 2017.

**ANALYSIS:** A federal emergency declaration has been issued for the January 10-19, 2017 winter storm event and this emergency repair has been submitted to Columbia County Emergency Management for FEMA participation and reimbursement (75% FEMA and 25% City).

**FINANCIAL IMPACT:** To date, there is sufficient funding available in the Water Fund to pay the TFT invoice of \$18,319.89.

**RECOMMENDATION:** Staff recommends City Council approve the City Manager review and approve payment of the TFT invoice.

**SUGGESTED MOTION:** I move that Council approve the City Manager review and approve payment to TFT Construction for the not-to-exceed amount of \$18,319.89.

**Request for Council Action**



TFTConstruction, Inc  
53990 West LaneRoad  
Scappoose, Oregon 97056  
Office (503)543-7979  
Fax (503)543-7299  
CCB#104648

CUSTOMER #: CIS  
INVOICE #: 2254943  
INVOICE DATE: 01/31/17  
DUE DATE: 03/02/17

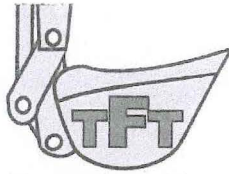
**BILL TO:**

City of Scappoose  
33568 E. Columbia Ave.  
Scappoose, OR 97056

**JOB:** 17006  
Scappoose Emergency Waterline  
Repair  
Scappoose, OR

DESCRIPTION	QUANTITY	PRICE	AMOUNT
See attached description of services			18,319.89
		<b>NET DUE:</b>	18,319.89

**Thank you for your business!**



53990 West Lane Road  
Scappoose, OR 97056

**TFT Construction, Inc.**

Office: (503) 543-7979  
Fax: (503) 543-7299

TO: City of Scappoose  
PROJECT: Emergency Repair  
DATE: February 1, 2017

**INVOICE FOR SERVICES**

**City of Scappoose Slide Repair**

1/19/2017	Mobilization of equipment		\$	150.00
	Labor	14hrs @ \$75.00	\$	1,050.00
	Foreman	4hrs @ \$95.00	\$	380.00
1/20/2017	Labor	32.5hrs @ \$75.00	\$	2,437.50
	Foreman	2hrs @ \$95.00	\$	190.00
	Excavator w/ operator	6hrs @ \$165.00	\$	990.00
	Diesel plate compactor	6hrs @ \$50.00	\$	300.00
	Conveyor trucks	16.75hrs @ \$145.00	\$	2,428.75
	Rock	197.14 tons @ \$10.75	\$	2,119.26
1/21/2017	Labor	21hrs @ \$75.00	\$	1,575.00
	Foreman	1.5hrs @ \$95.00	\$	142.50
	Excavator w/ operator	5hrs @ \$165.00	\$	825.00
	Diesel plate compactor	6hrs @ \$50.00	\$	300.00
	Conveyor trucks	14.25hrs @ \$145.00	\$	2,066.25
	Rock	214.71 tons @ \$10.75	\$	2,308.13
1/23/2017	Excavator w/ operator	5.5hrs @ \$165.00	\$	907.50
	De-Mobilization of equipment		\$	150.00

**TOTAL INVOICE: \$18,319.89**

7.6

**BARBARA HAYDEN**

33784 NE Kern Court  
Scappoose, Or. 97056

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January 25, 2017

Mr. Scott Burge  
Mr. Michael Sykes  
City of Scappoose  
33568 E Columbia Avenue  
Scappoose, OR 97056

RE: Council Position

Dear Scott and Michael:

I have sold my house and will be moving to Tigard, Oregon the end of February 2017.

I therefore will be resigning from my council position effective March 1, 2017.

My last council meeting will be February 20<sup>th</sup>.

I have enjoyed council. Scappoose is facing a tremendous change in the coming months and years. I only hope you all keep in mind the first thing our citizens want which is livability.

Thank you for all your support over the past years.

Sincerely,

Barbara Hayden

cc: Susan Reeves

# CITY OF SCAPPOOSE

## February 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 Council Work Session 6pm City Council 7pm	7	8	9 Planning Commission 7pm	10 Chapman Landing Ad hoc meeting 11am	11 Annual Town Meeting 8:30 am to Noon
12	13	14	15	16 EDC ~ noon  Park & Rec 6pm	17	18
19	20 President's Day  City offices closed	21 City Council 7pm	22	23	24	25
26	27	28				



# CITY OF SCAPPOOSE

## March 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 Council Goal Setting Session 5:30 p.m. City Council 7pm	7	8	9	10 Chapman Landing Ad hoc meeting 11am	11
12	13	14	15	16 EDC ~ noon  Park & Rec 6pm	17	18
19	20 City Council 7pm	21	22	23	24	25
26	27	28	29	30	31	