

TUESDAY, JANUARY 16, 2018

**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 7:13 p.m.

Pledge of Allegiance

Roll Call

City Council Members Present:

Scott Burge	Mayor
Patrick Kessi	Councilor
Megan Greisen	Councilor
Joel Haugen	Councilor

Staff Present:

Michael Sykes	City Manager
Norm Miller	Police Chief
Susan M. Reeves	City Recorder
Laurie Oliver	City Planner

Peter Watts Legal Counsel

Press: None

Excused: Council President Mark Reed, and Councilor Natalie Sanders

Also present in the audience Program Analyst Garrett Peterson.

Approval of the Agenda

Councilor Haugen moved, and Councilor Kessi seconded the motion to approve the agenda, as amended. Motion passed (4-0). Mayor Burge, aye; Councilor Kessi, aye; Councilor Greisen, aye and Councilor Haugen, aye.

Public Comments

There was no public comment.

Consent Agenda ~ January 2, 2018 Council Work Session and January 2, 2018 City Council meeting minutes, and re-appointment of Budget Committee Members Teresa Keller, and Rita Bernhard

Councilor Haugen moved, and Councilor Greisen seconded the motion to approve the Consent Agenda ~ January 2, 2018 Council Work Session and January 2, 2018 City Council meeting minutes, and re-appointment of Budget Committee Members Teresa Keller, and Rita Bernhard. Motion passed (4-0). Mayor Burge, aye; Councilor Kessi, aye; Councilor Greisen, aye and Councilor Haugen, aye.

Presentation of Audit by Steve Tuchscherer, CPA, PC

Steve Tuchscherer, Auditor, thanked everyone for having him here and for the opportunity to do the audit this year. He explained he appreciates Councils volunteerism, and without them this City wouldn't be here. He explained the audit went very well, and they found nothing of any significance that should be corrected or was a problem. He went over the audit, and the letter he submitted. He explained he did not encounter any difficulty in dealing with management, everybody was very friendly and agreeable in helping them get whatever they needed for the audit.

Councilor Haugen asked if the City of Scappoose is in good shape, or average shape?

Steve Tuchscherer replied the City of Scappoose is in good shape from the standpoint of the amount of cash you have compared to your total budget.

Councilor Kessi asked what types of things would you tell us to look out for in budgeting, what would you warn us about?

Steve Tuchscherer replied one thing is that you have to start the budgeting process pretty early in the year, so you are having to project out four or five months what your balances are going to be for the next year. He stated that method of projecting is an important thing to be careful about in that prediction of what you are going to have for beginning balances. He stated with cash basis it is a little easier but that is also very dependent on what projects you have coming up and how you budget for those from one year to the next. He stated it is always important to make sure you are careful with your beginning balances but also that you budget enough to cover unforeseen costs, or costs you expected you might pay for the year before and all of a sudden they roll into the next year. He stated not that you want to include a big cushion in your budget, but it is not a bad idea to leave a little bit of wiggle room in there.

Steve Tuchscherer talked about internal controls. He explained Scappoose has well developed procedures for what they call separation of duties. He explained Council is a part of internal control at the monitoring level.

Councilor Haugen asked about page 62, in regard to the uncollected balances. He asked is it at a County level?

Steve Tuchscherer replied yes.

Council thanked Steve Tuchscherer.

Steve Tuchscherer stated he salutes Council for volunteering

Old Business

Ordinance No 868 ~ An Ordinance Adopting the 2017 Housing Needs Analysis, and related Comprehensive Plan and Municipal Code Updates

Mayor Burge read the title for a second time ~ An Ordinance Adopting the 2017 Housing Needs Analysis; Amending the Inventories Section of the Scappoose Comprehensive Plan; Updating the Housing Goals And Policies and Land Use Goals And Policies of the Scappoose Comprehensive Plan; Updating Appendices C & I; Adding an Appendix L to the Scappoose Comprehensive Plan; Amending the Following Chapters of the Scappoose Municipal Code Chapters 17.26 (Definitions), 17.44 (R-1, Low Density Residential), 17.50 (R-4, Moderate Density Residential), 17.54 (MH, Manufactured Housing), 17.56 (A-1, High Density Residential), 17.62 (GC, General Commercial), 17.68 (EC, Expanded Commercial), 17.78 (Public Lands - Utility), 17.80 (Downtown Overlay), 17.81 (PD, Planned Development Overlay), 17.84 (Sensitive Lands – Flooding), 17.92 (ADU, Accessory Dwelling Units), 17.120 (Site Development Review); And Adding A New Chapter 17.58 (CHD, Cottage Housing Development)

Motion passed (4-0). Mayor Burge, aye; Councilor Kessi, aye; Councilor Greisen, aye and Councilor Haugen, aye.

Calendar

Mayor Burge went over the calendar.

City Manager, Police Chief, Councilors, and Mayor

City Manager Sykes explained Council has a copy of his department report. He explained if you want to add anything for the Annual Town Meeting let them know. He explained they have been meeting weekly for a while working on the planning of the ATM.

Garett Peterson stated he thinks the ATM planning is going well. He has reached out to local businesses that are willing to be sponsors.

City Manager Sykes explained we are going to have breakout sessions at the Annual Town Meeting, and we are hoping the City Council will help facilitate those groups.

Councilor Greisen asked if staff has contacted Ichabod's to see if the ATM information could be on their reader board.

Mayor Burge suggested also having information on the Grocery Outlet reader board.

City Manager Sykes explained March 3, 2018 is the Council Retreat, and there will also be a field trip. He explained staff has put together an agreement with Scappoose Little League regarding Veterans Park. He explained the pool property rezone will be going before the Planning Commission next month. He explained he attended the last Community Club meeting, along with four others from City Committees and all those folks joined the Community Club. He thinks there is going to be a push to try and grow that membership. He explained the Community Club has a really good structure, and a long history of doing great things in this community but

the group is tired, but the structure is perfect. He stated there is a real push to try and create more energy there.

Chief Miller explained the Scappoose Police Department is taking applications for the Citizens Academy.

Councilor Kessi explained they met with an urban planner towards the end of last year. He explained they met with City Manager Michael Sykes and City Planner Laure Oliver and they talked about looking at the City's Comprehensive Plan since it is 30 years old. He stated it may be a good time to look at that plan and plan the next fifty to a hundred years in Scappoose and what we want the City to look like.

Councilor Kessi asked about background checks on potential City Council members.

Legal Counsel Peter Watts explained it could expose the City to liability if you were to do a background check. He suggests that we don't do it.

Chief Miller replied in the past this has been discussed and reviewed, and the City decided not to do the background checks.

Councilor Greisen explained she is happy to hear about the connection with Community Club. She also was excited to hear about the Annual Town Meeting. She is excited to have an event kicking off the summer season with the fountain, and possibly adding in concerts. She asked if there is any way we can help educate the community on what to do in an emergency/emergency preparation.

Chief Miller replied he agrees. He is working on doing ICS training in the community with the School District and City Staff.

Mayor Burge would like a work session on what Council's role is during an emergency.

Councilor Haugen asked Legal Counsel Peter Watts if he had a chance to confer with Columbia County regarding Chapman Landing?

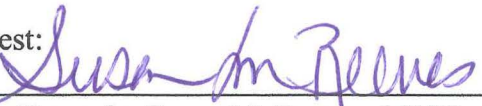
Legal Counsel Peter Watts replied he has not, but he will certainly call the County Council. He explained if you are doing amendments to your Comp Plan it is a good idea to get in touch with your DLCD Rep up front.

Adjournment ~ Mayor Burge adjourned the meeting at 8:06 p.m.



Mayor Scott Burge

Attest:



City Recorder Susan M. Reeves, MMC