

**MONDAY, FEBRUARY 5, 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 7:00 p.m.

**Pledge of Allegiance**

**Roll Call**

**City Council Members Present:**

Scott Burge	Mayor
Mark Reed	Council President
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
Laurie Oliver	City Planner
Garett Peterson	Program Analyst
Dave Sukau	Public Works Director
Darryl Sykes	Treatment Plant Supervisor

Peter Watts                      Legal Counsel

Press: Courtney Vaughn, Spotlight

**Approval of the Agenda**

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

**Public Comments**

There was no public comment.

**Consent Agenda ~ January 16, 2018 Council Work Session and January 16, 2018 City Council meeting minutes**

Councilor Haugen moved, and Councilor Sanders seconded the motion to approve the Consent Agenda ~ January 16, 2018 Council Work Session and January 16, 2018 City Council meeting minutes. Motion passed (6-0). Mayor Burge, aye; Councilor President Reed, aye; Councilor Kessi, aye; Councilor Greisen, aye; Councilor Sanders, aye and Councilor Haugen, aye.

### **Appointment of New Councilor**

Mayor Burge explained Council held interviews earlier. He asked Council to turn their ballot into him, so he could read each Councilmembers ballot.

Mayor Burge stated Councilor Greisen voted for Josh Poling, Councilor Sanders voted for Josh Poling, Council President Reed voted for Josh Poling, Mayor Burge voted for Josh Poling, Councilor Haugen voted for Josh Poling. He asked Josh to please step forward and said congratulations.

### **Oath of Office for New Councilor administered by City Recorder Susan Reeves**

Congratulation Councilor Josh Poling.

Mayor Burge thanked Kevin and Pavel for applying.

Councilor Josh Poling joined City Council at the dais.

### **Presentation by Cindy Kriek ~ Scappoose Middle School Feather Bazaar & Raffle**

Cindy Kriek explained this year's bazaar was phenomenal, and she would not be able to do this without the help of Gail Sykes, Laurie, and Laurie's daughter. She went over the power point presentation and read a few comments on feedback from some of the students.

## Scappoose Middle School Holiday Feather Bazaar

DECEMBER 2017

## Scappoose Middle School Holiday Feather Bazaar



## Supports PBIS

- ▶ What is PBIS?
- ▶ Positive Behavioral Intervention and Supports
- ▶ An all school program developed to introduce, model, and reinforce positive social behavior
- ▶ Teaching behavioral expectations and recognizing students for following them is a much more positive approach than waiting for misbehavior to occur before responding.



## How does the Bazaar support PBIS?

- ▶ During the month of December, students are recognized by all staff for meeting behavior expectations with special "feathers".
- ▶ Just before the holiday break, students can "shop" at the bazaar with the earned feathers to purchase gifts for friends and family.



## Preparing for the bazaar

- ▶ Gathering bazaar items begins after the current year's bazaar is over
- ▶ Donations and grants are solicited and secured
- ▶ Bazaar items are purchased, often at bargain prices, after the holiday season, and throughout the year
- ▶ PBIS team organizes a kickoff assembly to promote and reinforce expectations to earn special "feathers"



## Preparing for the bazaar

Volunteers sort,  
group and "price"  
bazaar items



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## Preparing for the bazaar

Volunteers sort, group and "price" bazaar items



## Preparing for the bazaar

Volunteers sort, group and "price" bazaar items



## Preparing for the bazaar

Over 160 volunteer hours were logged to put together this years bazaar!



## Shopping the Bazaar



## Shopping the Bazaar



Larger items are earned in a raffle system

## Shopping the Bazaar



Donations and purchases also include gift wrap

## Bazaar Accounting

To ensure fidelity:

- ▶ All purchases are tracked and logged
- ▶ Gift card recipients are accounted for



## Student Feedback

In an effort to improve the bazaar, students were surveyed. Student comments include:

- ▶ If it weren't for the bazaar, I would probably not be able to get Christmas presents for the people I love. Thank you so much.
- ▶ Thank you, you are extremely generous and I think that is what the holidays are truly about.
- ▶ There was so much cool stuff, it was hard to pick.
- ▶ You don't have to do it (donating) but I'm glad you did.
- ▶ The bazaar brought out the Christmas spirit.

## Thank you!

- ▶ Library specialist at SMS
- ▶ Volunteers
- ▶ SMS Staff
- ▶ Donors
- ▶ City of Scappoose



### **Ordinance No. 869: Adoption of the 2016 Scappoose Industrial Airpark Master Plan and Associated Development Code, and Comp Plan Amendments**

Mayor Burge read the opening statement and called the public hearing to order at 7:12 p.m.

Program Analyst/AmeriCorps RARE Participant Garrett Peterson went over the staff report. He explained an update to the Airport Master Plan for the Scappoose Industrial Airpark was completed by the Port of St. Helens (POSH) in March 2016, and replaces the previous Airport Master Plan dated September 2004. The purpose of the master plan was to identify necessary airport improvements to serve current and projected aviation demand, comply with Federal

Aviation Administration (FAA) design standards, and address airport sponsor, airport user, and other stakeholder issues identified as part of the planning process. The Federal Aviation Administration (FAA) recommends that airports periodically update their master plans as conditions affecting airport operations and development occur. The chapters of the Airport Master Plan were published in draft format for review and comment throughout the planning process. Once review comments were incorporated into all draft chapters, a comprehensive report was published. Throughout the planning and implementation process, there was active public involvement most notably the creation of a Planning Advisory committee which was a 12 member committee with representatives from the Oregon Department of Aviation (ODA), Federal Aviation Administration (FAA), and other community members. In addition, multiple open houses were held and a project website was created to inform the project on important project related details.

The Master Plan was written by the Port of St. Helens to be compliant with federal and state regulations regarding airport planning. The Oregon Department of Aviation and Federal Aviation Administration has already approved of the Master Plan. It is important to note that this proposal is not to amend the Airport Master Plan itself, but instead to adopt it in its entirety as an appendix in our Comprehensive Plan because the necessary stakeholders have already approved the contents of the Master Plan. He explained this staff report outlines the rationale used to support the approval and adoption of the proposed Comprehensive Plan Text Amendment, Development Code Text Amendments, TSP update and the 2016 Scappoose Industrial Airpark Master Plan.

### **Findings for Approval**

- The proposal to adopt the 2016 Scappoose Industrial Airpark Master Plan Update builds on the adoption of Ordinance 786 and 816. Ordinance 786 officially adopted the 2004 Airport Master Plan and amended Scappoose Municipal Ordinance 658 and the Scappoose Transportation System Plan to reflect the conditions in the Airport Master Plan. Ordinance 816 amended the Land Use Goals and Policies section of the Comprehensive Plan to include text related to "Airport Employment". Ordinance 816 also amended the Scappoose Municipal Code to include Chapter 17.74 "Airport Employment Overlay Zones". Both Ordinance 786 and 816 were written to be compliant with the state Aviation System Plan, OAR 660, Division 13 (Airport Planning) and ORS 836.000 through 836.630.
- Adopting the 2016 Scappoose Industrial Airpark Master Plan Update will aid in the application of the Scappoose Development Code regulations regarding allowable land uses and practices on and near the Scappoose Industrial Airpark.
- Adopting the 2016 Airport Master Plan will clearly demonstrate that the City has reviewed and accepted the Port of St. Helens' Master Plan for the ongoing operations of the airpark.
- The Comprehensive Plan and Development Code amendments reflect correct conditions based on the 2016 Airport Master Plan Update while also properly referencing the current Airport Master Plan.
- The TSP update adds a section regarding the airport to the transportation system plan and also adds the Airport Master Plan as an appendix.



Mayor Burge asked if there were any proponents, seeing none he asked if there were any opponents, seeing none he closed the hearing for consideration by the Council.

Councilor Sanders moved, and Councilor Greisen seconded the motion that the Council approve the application and adopt the findings in the CPTA1-17/DCTA1-17 Planning Commission staff report dated January 18, 2018. Motion passed (7-0). Mayor Burge, aye; Councilor President Reed, aye; Councilor Kessi, aye; Councilor Greisen, aye; Councilor Sanders, aye; Councilor Haugen, aye, and Councilor Poling, aye.

Councilor Sanders moved, and Councilor Kessi seconded the motion that the Council adopt Ordinance No. 869 as presented.

Mayor Burge read the title of Ordinance No. 869, for the first time ~ An Ordinance Adopting the 2016 Scappoose Industrial Airpark Master Plan Update; Amending the Inventories Section of the Scappoose Comprehensive Plan; Replacing Appendix H of the Scappoose Comprehensive Plan; Amending the Following Chapters of the Scappoose Municipal Code Chapters 17.69 (Public Use Airport), 17.73 (Airport Related), and 17.88 (Public Use Airport Safety and Compatibility Overlay)); and Updating the TSP to Include the 2016 Scappoose Industrial Airpark Master Plan Update as Section O of Volume 2.

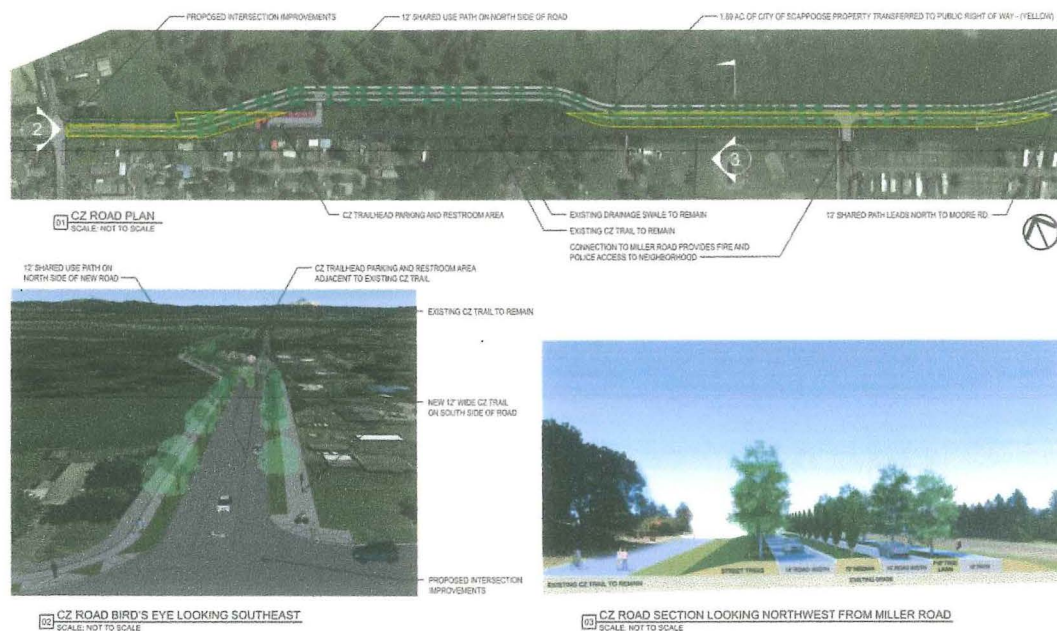
**WORK SESSION ~ Discuss resolution to dedicate a portion of the City owned Crown Zellerbach Trail Property as Public Right-of-way**

City Planner Laurie Oliver went over the staff report. She explained on October 12, 2017 the City of Scappoose Planning Commission approved a 334 acre Subdivision Tentative Plan application SB1-17 (Columbia Airpark East Industrial Subdivision) to be developed in four phases, including 16 lots within the Public Use Airport (PUA) zone and one lot within the Public Lands Recreation (PL-R) zone. This approval authorized the eastern extension of Crown Zellerbach Road from the Crown Zellerbach and West Lane Road intersection east to the UGB boundary, then north to its eventual connection with Moore Road. The adopted 2016 Transportation System Plan (TSP) shows this eastern extension of Crown Zellerbach Road, which is listed as project 13 and 01. It is acknowledged that the Crown Zellerbach and West Lane Road intersection will encompass the entirety of the City owned parcel containing the Crown Zellerbach trail in order to facilitate proper alignment of the intersection, however, the approved subdivision plan does require a 12' shared use path south of the new collector road where the trail is impacted. The applicant has also been conditioned to provide a trailhead parking lot, to include; 20 standard stalls, 2 ADA stalls, 2 ADA compatible restrooms, landscaping, and lighting. The applicant expressed an interest in having the City dedicate up to 50' of the City's 100' wide parcel to be used as right-of-way for the new collector road. This would allow the road to be located up to 50' further south than if it were all located within Airpark Developments property. A concern that was raised during the approval process for the subdivision is the consideration that the new collector road would impact a portion of the runway protection zone (RPZ) and that by moving the road further south, the impacts to the RPZ would be less. Even with the location of the new right-of-way moving 50' south into the City owned parcel, there would still be roughly 30' between the northern edge of the existing paved Crown Zellerbach trail and the edge of the new right-of-way, where there would then be a planter area

with street trees, then the new roadway (Please see attached exhibit). While the recording of the subdivision plat will legally accomplish the dedication of right-of-way, legal counsel advised staff to include a condition of approval requiring the applicant to petition Council to pass a resolution to allow the City Manager to sign the plat dedicating the City owned parcel as right-of-way for public use. The dedication would total approximately 1.89 acres of City owned land. The applicant plans to return during the February 20, 2018 Council meeting to formally request that Council pass the resolution allowing up to 50' of the City owned parcel to be dedicated as right-of-way for the new collector road.

City Planner Laurie Oliver explained Glen Bolen with OTAK is here this evening and he is going to run Council through quite a bit of details of the subdivision application.

Glen Bolen, OTAK, thanked Council for having him here this evening. He explained this has been well over a year of meetings and planning and engineering, and they are still going forward. He went over a power point presentation.



CZ ROAD EXTENSION | CITY COUNCIL WORK SESSION  
| FEBRUARY 5, 2018 | PROJECT 18026 |



Glen Bolen explained this is in four phases, and one and two may happen at the same time. He explained the way this was designed with the conditions of approval is there are numerous conditions on each phase that dictate what infrastructure goes in at which time. He explained the project we are talking about is in the adopted Transportation System Plan as D1. He talked about proposed parking and restrooms that would end up belonging to the City. He explained there are three different pieces of land, of the City's, that would be going into right-of-way. He explained they are trying to maintain a separation or a buffer between the trail and the new road. He went over the rendering of what that would look like.

Councilor Haugen asked about the ditch and if it is going to be filled in.

City Engineer Chris Negelspach explained it is used to accommodate storm water needs from Wagner Court.

Councilor Haugen would like to suggest a condition of approval that dedicates the fourteen acres to park space.

Glen Bolen replied that has not been discussed yet, and he will let the owners know.

Councilor Kessi asked who would maintain the parking and restroom's?

Glen Bolen replied the parking and restrooms would be the responsibility of the City of Scappoose.

Mayor Burge stated as we are moving that road a little closer to the trail he feels we need to show the public that we are trying to have some sort of tradeoff such as the park.

Councilor Greisen asked if there is a time line for each phase?

Glen Bolen replied it is within zero to seven years with permitting application timing.

Mayor Burge thanked Glen Bolen.

Glen Bolen explained this is just an informative work session, with no decisions tonight.

City Manager Sykes explained one of the things that staff wants to show Council on March 3 is this particular piece of property.

### **WORK SESSION ~ Dutch Canyon Well Progress Update**

Public Works Dave Sukau, Treatment Plant Supervisor Darryl Sykes and Jason Melady, GSI, went over the power point.





## WELL DESIGN

IN 2016 THE CITY CONTRACTED WITH GSI

- SELECT WELL SITE
- WELL DESIGN, SPECS. AND CONTRACTOR SELECTION
- OVERSEE WELL CONSTRUCTION, DEVELOPMENT AND TESTING
- DOCUMENTATION

TOTAL BID \$54,800.00

## WELL CONSTRUCTION

IN JUNE OF 2017 THE CITY WENT TO BID FOR THE DRILLING OF THE WELL AND RECEIVED THE BIDS AS FOLLOWS

- |                      |              |
|----------------------|--------------|
| - HOLT SERVICES INC. | \$205,100.00 |
| - SCHNEIDER          | \$227,560.00 |
| - CARPENTER DRILLING | \$263,060.00 |

IN JULY OF 2017 THE CITY CONTRACTED WITH HOLT SERVICES FOR THEIR ESTIMATED AMOUNT

## THE BAD NEWS

- HOLT INSTALLED THE WELL SHAFT BY EARLY AUGUST AND BEGAN DEVELOPMENT
- IN EARLY SEPTEMBER, THE CITY WAS NOTIFIED THAT HOLT WAS ENCOUNTERING A LARGE AMOUNT OF SAND AND WOULD NEED TO PERFORM ADDITIONAL DEVELOPMENT ABOVE THE ESTIMATED AMOUNT.
- IN OCTOBER, AN ADDITIONAL 50 HOURS +/- OF DEVELOPMENT WERE PERFORMED AND THE WELL IS STILL PRODUCING SAND AT HIGHER FLOW VOLUMES BUT HAS BEEN IMPROVING.



## MECHANICAL PROBLEMS

- IN NOVEMBER, GSI AND HOLT FELT THAT THEY COULD COMPLETE THE DEVELOPMENT BY BEGINNING TO PERFORM THE FLOW TESTING AND FLUSH THE REMAINING SAND AT THE SAME TIME.
- WHEN HOLT BEGAN TO PERFORM THE TEST, THE PUMP THEY WERE USING FAILED.
- THE CITY WAS NOTIFIED BY GSI THAT THIS HAD HAPPENED AND THAT HOLT FELT THAT THE CITY SHOULD PAY FOR THE REPLACEMENT OF THEIR EQUIPMENT AND THE FEES TO INSTALL A NEW PUMP

## TOUGH DECISION

- IN NOVEMBER, THE CITY WAS TOLD THAT THE REPAIR COSTS COULD EXCEED \$35,000.00
- CITY STAFF MET AND FELT THAT THE CITY WAS NOT RESPONSIBLE FOR THE EQUIPMENT'S FAILURE AND SHOULD NOT AGREE TO PAY IT. THEREFORE, THE CITY DECIDED TO HAVE HOLT WRAP UP SOME REMAINING WORK AND CLOSE THEIR CONTRACT.
- THE CITY STAFF IS CURRENTLY WORKING WITH GSI TO WRITE A SCOPE OF WORK TO COMPLETE THE WELL DEVELOPMENT WITH A NEW CONTRACTOR.
- THIS PLAN IS ESTIMATED TO SAVE THE CITY APPROXIMATELY \$30,000.00

## FINANCIAL ISSUES TO ADDRESS

- WHEN BUILDING THE 2017-18 BUDGET, THE CITY USED ENGINEER'S ESTIMATES TO PLAN FOR THE COST OF THIS PROJECT.
- THE CITY CONTRACTED WITH CAROLLO ENGINEERS TO DO A PREDESIGN OF THE WELL (PUMP SYSTEM)
- IN FEBRUARY OF 2017, CAROLLO'S ORIGINAL ESTIMATE FOR DESIGN WAS \$40,000.00 AND CONSTRUCTION WAS \$200,000.00
- IN AUGUST OF 2017, CAROLLO ASSIGNED A NEW ENGINEER TO OUR PROJECT. THIS ENGINEER FELT THAT A MISTAKE HAD BEEN MADE AND THE COST FOR DESIGN AND CONSTRUCTION WOULD LIKELY BE CLOSER TO \$420,000.00
- SENIOR ENGINEERS AT CAROLLO HAVE REVIEWED THE PROJECT AND AGREE.

## PLAN FOR COMPLETION

- WORK WITH GSI TO ASSIST THE CITY IN HIRING A NEW WELL CONTRACTOR TO COMPLETE THE DEVELOPMENT
- HIRE A DRILLER TO COMPLETE DEVELOPMENT AND TESTING
- CONTRACT WITH A NEW ENGINEER TO COMPLETE THE DESIGN OF THE PUMP SYSTEM
- BID AND HIRE A CONTRACTOR TO CONSTRUCT THE PUMP SYSTEM IN THE 2018-19 BUDGET

## PROJECT COSTS

### Well Shaft Work to Date (Phase 1)

Task	2016-17 Budget	2017-18 Budget	Contracted Amount	Actual to Date	Contract Over run	Total Cost
Well Site, Design and Development	\$47,500.00	\$12,300.00	\$54,800.00	\$65,808.43	\$11,008.43	\$65,808.43
Well Drilling	\$0	\$150,000.00	\$205,100.00	\$242,521.75	\$37,421.75	\$242,521.75
Totals	\$47,500	\$162,300.00	\$259,900.00	\$308,330.18	\$48,430.18	\$308,330.18

### Well Shaft Work to Complete (Phase 2)

Task	2017-18 Budget	2018-19 Budget	Contracted Amount	Actual to Date	Estimated Cost to Complete	Total Cost
Development and Testing Engineering	\$13,700	\$0.00	*(1) \$13,700.00	\$0.00	\$13,700.00	N/A
Development and Testing Contractor	\$30,000 +/-	\$0.00	\$0.00	\$0.00	\$30,000.00	N/A
Totals	\$43,700 +/-	\$0.00	\$13,700.00	\$0.00	\$43,700 +/-	N/A

### Well Pumps (Phase 3)

Task	2017-18 Budget	2018-19 Budget	Contracted Amount	Actual to Date	Estimated Cost to Complete	Total Cost
Well Pump Design	\$40,000	\$0.00	*(2) \$75,000.00 +/-	\$0	\$75,000 +/-	\$0.00
Well Pump Construction	\$200,000	*(3) \$350,000.00	\$0	\$0	*(3) \$350,000.00 +/-	\$0.00
Totals	\$240,000.00	\$350,000.00	\$0	\$0	\$425,000.00 +/-	\$0.00

\*(1) - Per GSI / City to Contract

\*(2) - Per Murray Smith Quote / City to Contract

\*(3) - Per Carlisle

Original Budget \$449,500.00

Projected Total Cost \$777,030.18

Difference \$327,530.18

Councilor Haugen asked what is the probability of success here?

Jason Melady replied he thinks the probability of finishing the well off and completing the development is high. He stated the question is going to be what the productivity of the well is going to be, and we won't know that really until the next phase of the well is completed.

Mayor Burge wants to make sure Council is aware of cost overruns.

Public Works Dave Sukau explained we will get it finished one way or another, but we just wanted to let Council know where we are at because it is posing challenges.

Council thanked Dave, Darryl and Jason.

## **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 wanted to thank all those Councilmembers who were able to make it to the Boards and Commissions appreciation dinner. He thinks it turned out very good. He explained staff has put a lot of hard work into the Annual Town Meeting and all of Council will be facilitators at the tables, so we are counting on you to help us out there. He explained we received information back on the ODOT analysis for the pool property that the City is in the midst of selling and it came back, with what he thinks is a positive outcome and so hopefully that project is moving forward. He stated welcome aboard Josh.

Chief Miller explained Tip a Cop will be at Ixtapa on March 24, from 5-9 pm.

Councilor Greisen stated unfortunately she won't be at the Annual Town Meeting.

Councilor Sanders welcomed Councilor Poling aboard.

Council President Reed explained he will not be present at the Annual Town Meeting or the next Council meeting. He stated the dinner was great at Ixtapa.

Councilor Haugen stated good to have you Josh. He explained he also will be gone for the next meeting.

Mayor Burge stated since there will not be a full Council on February 20, how about doing City Manager's review on March 5.

Mayor Burge welcomed aboard Councilor Poling. He stated the appreciation dinner went very well. He thanked Michael and Susan for putting it together.


Legal Counsel Peter Watts explained he is scheduled to talk to County Council regarding Chapman Landing tomorrow.

## **Adjournment**

Mayor Burge adjourned the meeting at 8:27 p.m.

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

Attest:

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