

**MONDAY, MARCH 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
Josh Poling	Councilor

Staff Present:

Michael Sykes	City Manager
Norm Miller	Police Chief
Susan M. Reeves	City Recorder
Laurie Oliver	City Planner
Alexandra Rains	Assistant to City Manager
Dave Sukau	Public Works Director

Peter Watts Legal Counsel

Press: Courtney Vaughn, Spotlight

Approval of the Agenda

Mayor Burge explained agenda item 3. Discussion Regarding Dedication of City Owned Property will be moved to the next Council meeting on March 26, 2018 under Executive Session.

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

Public Comments

There were no public comments.

Consent Agenda ~ February 5, 2018 City Council Work Session, February 5, 2018 City Council meeting minutes, February 26, 2018 Special City Council meeting minutes and Appointment of Chris Holden to the Economic Development Committee

Councilor Greisen moved, and Councilor Kessi seconded the motion to approve the Consent Agenda ~ February 5, 2018 City Council Work Session, February 5, 2018 City Council meeting minutes, February 26, 2018 Special City Council meeting minutes and Appointment of Chris Holden to the Economic Development Committee. Motion passed (7-0). Mayor Burge, aye; Council President Reed, aye; Councilor Kessi, aye; Councilor Greisen, aye; Councilor Sanders, aye; Councilor Haugen, aye, and Councilor Poling, aye.

Old Business

Ord No. 869: Airport Master Plan Adoption

Mayor Burge read the title for a second time ~ Ordinance No. 869: 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.

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

New Business

Ord No. 870: An Ordinance Relating to Land Use and Amending the Scappoose Comprehensive Plan Map and Zoning Map

Mayor Burge read the opening statement, and then opened the public hearing at 7:03 p.m.

City Planner Oliver went over the staff report. She explained the City of Scappoose proposes to amend the Comprehensive Plan Map and Zoning Map affecting the City owned property on SE 2nd Street near SE Havlik Drive to enlarge the area designated for commercial use. The Planning Commission recommends approval of the application. An ordinance to approve the application is attached for Council's consideration. The City is proposing to convert 2.53 acres of land from the Public Lands plan designation (PL) to a Commercial plan designation (C). The City purchased this property in 2010 and its intended use was to be the site for a public pool. Due to the inadequate size of the parcel, the facility and maintenance costs to operate a public pool and no viable funding mechanisms to support those costs, the City never constructed a pool and the parcel has remained vacant. The parcel is fully surrounded by commercial development along SE 2nd Street and with the City's recent purchase of a nearly identical size parcel of land at 33568 NW Seely Lane to be used as a public park, the City is requesting to rezone this parcel to allow for commercial uses. Amending the Comprehensive Plan Map and rezoning the parcel to Expanded Commercial will allow for the subject site to be sold for further commercial development and would be a logical extension of the Expanded Commercial zone. ODOT has indicated that the application could avoid having a significant effect on the Havlik Drive/Highway 30 intersection if a limit were imposed on the number of allowable trips from the eventual development of this parcel with commercial uses. The proposed ordinance would limit traffic to 1,000 daily trips from the site. The City's traffic engineer at DKS submitted comments to support the trip cap as the most desirable option for the City since the other mitigations identified as Alternatives 1 & 2 in the Transportation Planning Rule Analysis would be very costly and would take significant additional analysis and conceptual design in order to persuade ODOT that they were viable options that would contribute a significant improvement to the operations at the intersection of Hwy 30 and Havlik Drive. City staff has concurred that the trip cap is acceptable since it would still allow for a wide variety of commercial uses as identified in the DKS memo attached as Exhibit 7 of the Planning Commission staff report. The Planning

Commission held a public hearing regarding this request on February 8, 2018. The Commission voted to forward a recommendation of approval to the City Council. An ordinance to approve the map amendments is attached for the Council's review.

Mayor Burge asked if there were any proponents, seeing none he asked if there were any opponents, seeing none he closed the hearing at 7:12 p.m. for consideration by the Council.

Mayor Burge asked about the trip generation.

City Planner Laurie Oliver explained how the trip generation works and that it is based on what is proposed. She explained they are aware of the trip cap and why it is there and what it means.

Councilor Kessi asked where is the closest park to this site?

City Planner Oliver replied the closest park would be on the opposite side of Highway 30.

City Manager Sykes explained the City has identified the Dutch Canyon well site as a potential small pocket park. He explained we really struggle to find other available property within that area.

Councilor Kessi replied that would be something to look into if we do change the zone on this site.

Councilor Sanders moved, and Councilor Poling seconded the motion that Council approve the Comprehensive Plan Map and Zone Change application and adopt the findings in the CPA1-18/ZC1-18 staff report dated February 1, 2018. Motion passed (7-0). Mayor Burge, aye; Council President Reed, aye; Councilor Kessi, aye; Councilor Greisen, aye; Councilor Sanders, aye; Councilor Haugen, aye, and Councilor Poling, aye.

Councilor Sanders moved, and Councilor Haugen seconded the motion that Council adopt Ordinance No. 870 as presented.

Mayor Burge read the title of Ordinance No. 870 for the first time ~ Ordinance No. 870: An Ordinance Relating to Land Use and Amending the Scappoose Comprehensive Plan Map and Zoning Map.

Ord No. 871: An Ordinance Approving Annexation of Property to the City of Scappoose and Amending the Comprehensive Plan Map and Zoning Map

Mayor Burge read the opening statement and opened the public hearing at 7:18 p.m.

Mayor Burge explained he visited the site this morning, as he walked the trail.

City Planner Oliver went over the staff report. She explained the City of Scappoose is proposing to annex a total of 5 tax lots under City ownership totaling approximately 63.6 acres, to include; the Miller Road Water Treatment Plant and a portion of the Miller Road right-of-way, the Wastewater Treatment Plant and Public Works shop and offices, and the portion of the Crown Zellerbach trail property within the Urban Growth Boundary. The City of Scappoose is requesting to annex the City's Water and Wastewater Treatment Plants which are designated as

Public Lands on the Comp Plan Map and would automatically receive Public Lands Utility (PL-U) zoning upon annexation. The City also requests to annex the Crown Zellerbach trail property which is currently designated as Manufactured Housing for the western portion of the parcel and Suburban Residential for the eastern portion. The City is proposing to amend the Comp Plan designation for the entire parcel to Public Lands, with a corresponding Zone Change to Public Lands Recreation (PL-R). While property outside of City limits is generally not served by City utilities, due to the unique nature of the uses currently on the parcels to be annexed (the Water and Wastewater Treatment Plants), water service, on site storm drainage, and sanitary sewer service are already servicing the sites to be annexed. The applicable findings for approval can be found within the Planning Commission staff report, dated February 1, 2018. The Planning Commission held a public hearing on this application on February 8, 2018, during which time the Commissioners unanimously voted to forward a recommendation of approval to the City Council. An ordinance to approve the annexation, comp plan map amendment, and zone change is attached for the Council's review. Approval of the ordinance would constitute a final decision since an election is not required for annexation in the City of Scappoose.

City Manager Sykes explained when the water treatment plant was built the City put a proposal before the voters to annex that and it failed.

Mayor Burge asked if there were any proponents, seeing none he asked if there were any opponents, seeing none he closed the hearing at 7:27 p.m. for consideration by the Council.

Councilor Haugen moved, and Councilor Sanders seconded the motion that Council approve the annexation, Comprehensive Plan Map amendment, and Zone Change application and adopt the findings in the ANX1-18/CPA2-18/ZC2-18 staff report dated February 1, 2018. Motion passed (7-0). Mayor Burge, aye; Council 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 Council adopt Ordinance No. 871 as presented.

Mayor Burge read the title of Ordinance No. 871 for the first time ~ Ordinance No. 871: An Ordinance Approving Annexation of Property to the City of Scappoose and Amending the Comprehensive Plan Map and Zoning Map.

Council Goals

City Manager Sykes explained we discussed goals at the Council Retreat this weekend, and also had a work session prior to this meeting. He explained Council has a copy of the list in front of them, and it looks like a great list. He would support Council moving forward with adoption.

Councilor Sanders asked about Goal 1 ~ create a marketing/branding program, do we think that will encompass tourism?

City Manager Sykes replied you will see it in about a month.

Mayor Burge replied it might have been one of those things he forgot to bring up.

Legal Counsel Peter Watts explained what the tourism group will normally do is assist with branding the region and then there will be a sub-brand for the different municipalities. He explained if Council included that in their goals there may be a chance to get some grant funds from Travel Oregon for that.

City Manager Sykes asked Council if they want to add it to that sentence ~ to create a marketing/branding program to promote tourism?

Mayor Burge replied he would just add 1J. Promote and support County wide and local tourism.

Councilor Poling moved, and Councilor Kessi seconded the motion to approve the 2018-2019 Council Goals with the addition of 1J. Promote and support County wide and local tourism. Motion passed (7-0). Mayor Burge, aye; Council President Reed, aye; Councilor Kessi, aye; Councilor Greisen, aye; Councilor Sanders, aye; Councilor Haugen, aye, and Councilor Poling, aye.

Restroom for Seely Lane Park Project

Assistant to City Manager Alexandra Rains went over the staff report. She explained after receiving feedback from Council, City Staff reexamined our existing bids, collected new pricing information and gathered additional data, to inform the purchase of a prefabricated restroom, or the custom design and construction of a restroom, for the Seely Lane Park Project. During this process, Staff continued to look for two stall restrooms, constructed from hardy building materials, preferably split faced block or concrete. Staff removed all three quotes that included wood frame options from this staff report (that were presented at the last meeting) due to concerns over the longevity of those structures. An overview of the City's additional research and quotes are as follows:

1) The Public Restroom Company: \$125,000 ~ See Exhibits A & B of the staff report. The Public Restroom Company offers a prefabricated, two stall/room restroom constructed of split face concrete block, delivered fully constructed to the park. Staff feels that this option has a very good chance of standing the test of time, holding its aesthetic appeal and being resistant to vandalism.

2) CXT: \$91,000 - \$100,000 ~ See Exhibits C & D of the staff report. CXT offers two restroom models that would meet the City's needs, the Cortez and the Denali. Both of these options are prefabricated, two stall/room restrooms constructed of pre-cast concrete, delivered fully constructed to the park. The Cortez is priced at \$91,000 and the Denali is priced at \$100,000. The differences in cost can be attributed to some variations in aesthetics. Staff views these two options as also having a very good chance of standing the test of time, holding their aesthetic appeal and being resistant to vandalism.

3) Custom Engineering and Construction by General Contractor:
City staff approached Brian Varricchione with Mackenzie to inquire as to whether or not they might be able to design a custom restroom and have the general contractor build it, for less than the cost of a prefabricated structure. After Brian had a chance to review some of the quotes and designs collected by Staff and conferred with a couple of architects at the firm, he said it's very unlikely that a custom design and build would cost less than a prefabricated structure. Additionally, an engineer from the State of Oregon, Cliff Serres, reinforced this conclusion by informing Staff that for small, 2 stall restrooms, the State prefers to purchase prefabricated

buildings, even though they retain the inhouse capacity to engineer their own, because the smaller prefabricated units are so cost efficient. Staff also attempted to contact the local Architect Zach Hilleson, at the suggestion of Councilor Haugen, but did not receive a response.

Assistant to City Manager Alexandra Rains explained in addition to the information provided above, the City also sought out data on which restroom manufacturers are used often in the Metro area by other municipalities and by the State. The Public Restroom Company came up frequently, and is used by the following local governments:

- City of Canby
- City of Sherwood
- Clackamas County
- West Linn
- City of Tigard
- City of Milwaukie

Assistant to City Manager Alexandra Rains explained Exhibit E in the staff report includes details on the type of restroom, total cost and year they were purchased. She explained the State of Oregon purchases prefabricated restrooms from CXT for their smaller restrooms (similar in size to the unit the City is looking to purchase). As noted above, Exhibits C and D provide information on CXT's restroom options. Since it was raised at the last meeting, Staff reviewed the cost to construct the combined restroom and concession stand at Veteran's Park in 2009. This amenity cost a total of \$276,795. After careful consideration of all of the options explored, staff identified The Public Restroom Company and CXT as offering the best value in terms of the materials used, durability and aesthetics. As noted above, Exhibits A, B, C and D provide an approximation of the look, size and layout of these restrooms. The cost of purchasing the restroom, whether it's through the Public Restroom Company or CXT, will not exceed \$125,000 and will be paid for with grant funds from the City's Local Government Grant of \$450,000. She explained staff recommends Council select a restroom at tonight's meeting and authorize the City Manager to expend funds as there is a considerable amount of lead time, 3-5 months, associated with the purchase and delivery of a finished product to the project site. Staff also recommends Council make their selection from one of the three following choices:

1. CXT Cortez- \$91,000
2. CXT Denali - \$100,000
3. Public Restroom Company- \$125,000

Public Works Director Dave Sukau stated in regards to the siding on Exhibit C there are other options available, you don't have to go with the look that is shown in the staff report.

Mayor Burge replied he likes the aesthetic appeal.

Councilor Haugen stated he appreciates staff's effort on this. He stated he really likes the CXT Denali.

Councilor Greisen stated she likes the windows in the Denali option.

Councilor Kessi asked if either the Cortez or Denali option have the drinking fountain option?

Public Works Director Dave Sukau replied it is not an option that they saw.

Councilor Kessi explained he looked at the master plan budget and the restroom budget is \$30,000 and the pavilion was \$45,000, so between the two items we are over the budget for both line items, and also including our contingency, we are over that too. He just wants everyone to be aware of that when we develop the park on Seely Lane.

City Manager Sykes replied staff is aware of it, and one thing you probably won't see a lot of is landscaping and there probably won't be a lot of picnic tables. He explained staff's opinion is we would rather do the restroom and pavilion right the first time rather than do something that isn't going to attract people to that park. He explained we think with the \$450,000 grant we have we will be able to do the parking area, restrooms and pavilion, and some of the landscaping. He explained staff will be able to do some sidewalk and paving ourselves, which will help shave some of those costs. He explained another thing is the City is creating a Friends of Scappoose Parks, and we are hoping we can get folks to step up and do fundraising for benches like in Heritage Park.

Councilor Sanders moved, and Councilor Haugen seconded the motion that Council approve the CXT Denali restroom purchase.

Councilor Kessi stated he would like to see staff try to overall keep within the \$640,000 budget for that park.

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

WORK SESSION ~ Municipal Court Subcommittee's findings and recommendations

Mayor Burge explained he and Councilor Haugen are on the City's Municipal Court Subcommittee. He explained the subcommittee spent quite a few meetings with staff looking into the municipal courts.

Chief Miller explained last year during the Budget Committee meetings it was brought up how much is being spent in regards to the court system. He explained Council put together a subcommittee and they started looking into how the court runs, how things are done, how things are reviewed. He went over the subcommittee's recommendations for the Scappoose Municipal Court ~

- Develop a community service program that focuses on working locally with a priority given to City projects.
- The court adopt the Circuit Courts criteria/forms
- Develop Teen Court
- Explore a Violations Bureau
- Streamline cases when utilizing court appointed attorneys
- Evaluate Judge & Attorney Annually
- Renew contracts with prosecuting attorney and judge
- Utilize computers for completion of forms
- Adhere to professional standards (don't eat food in the courtroom)

- Schedule court two times a month

Chief Miller explained the subcommittee had great meetings, and everyone on the subcommittee learned a lot about the courts and how we can make things better. He explained this has never been reviewed, it has just been the same. He explained the subcommittee met with the court clerk, the Judge and the City Prosecutor and listened to what they had to say - pros and cons.

City Manager Sykes stated our thought was where do we go from here? If Council is okay with the subcommittee's proposal, then we will begin the work of putting together a contract for the judge and prosecuting attorney.

Councilor Haugen explained his take away is that this is going to significantly improve the judicial system and make it more efficient.

Mayor Burge explained the subcommittee talked about streamlining the cases because it will make it more efficient. He also talked about utilizing computers for completion of the forms, so you don't have to worry about anyone's handwriting. He would like to have this on the next agenda to move forward on these.

Chief Miller explained in regards to the Violations Bureau, the subcommittee would like to wait a year and review it again, before coming back and implementing this due to the fact that we want to see how it helps budgetary wise with streamlining everything.

Mayor Burge replied the recommendation just says explore Violations Bureau. He explained the evaluation of the judge and attorney is something Council should be doing.

Legal Counsel Peter Watts replied some of these things are going to take a little bit of time for staff. He stated instead of bringing it back at the next meeting, he would suggest directing staff to begin implementing these things. He explained some of the items will take a resolution and some of them staff can just begin to do.

Mayor Burge replied his thought was for staff to bring back a resolution which states Council would like you to begin moving forward with working on these items, a formal direction.

Announcements ~ information only

Calendar

Mayor Burge went over the calendar.

City Manager, Police Chief, Councilors, and Mayor

City Manager Sykes explained before Council is a copy of the written department report. He explained he enjoyed the Council Retreat this weekend and appreciates Council's participation. He explained the City was contacted by Waste Management and they are going to want to come

talk about their recycling activities and how they are losing money on it and are concerned about it. He explained we are about complete with the Forest Management Plan for the Gourlay Creek Property and Vista Ridge property. He explained he did get a response back from Tim Ramis, lead attorney for Jordon Ramis, and they have extended the City's contract until April 15, 2018. He explained it would be staff's recommendation that we go out for an RFP.

Councilor Haugen moved, and Council President Reed seconded the motion to direction staff to go out for an Attorney RFP. Motion passed (7-0). Mayor Burge, aye; Council President Reed, aye; Councilor Kessi, aye; Councilor Greisen, aye; Councilor Sanders, aye; Councilor Haugen, aye, and Councilor Poling, aye.

Chief Miller explained March 24 is Scappoose Police "Tip a Cop" at Ixtapa, please come back if you can. He explained each Scappoose Police Sergeant has to do four surveys a week for calls. He explained basically anybody that had contact with the police department are randomly picked, then the Sergeants call and talk to them and fill out a one-page survey. He explained in the back-parking lot tonight is the new police car.

Councilor Kessi stated if we are rezoning the City's property, which is the right thing to do, he would like to see a park identified on the southeast side of town.

Councilor Greisen thanked staff for the prep and ongoing work that they put together for the Council Retreat. She also thanked Laurie for her hard work on the detailed information that was in the packet.


Councilor Sanders also thanked staff for their hard work during the Council retreat. She also thanked Alex for her work extra work on the park restrooms.

Council President Reed stated he is sorry he didn't make the Council Retreat.

City Manager Sykes stated if anyone wasn't able to make the tour of the watershed to let him know and staff will take them.

Mayor Burge explained the Columbia County Economic Team Board of Directors meeting was last week and it was a good meeting. He explained there are a lot of things still going on in the Scappoose area. He explained the Chamber is working with NW Antique Air Club and Highway 30 Cruisers to do a single event instead of separate events. He explained about the tourism meeting that will be next week. He thinks it is time for Columbia County and the City to show up and start marketing our community for outdoor activities. He saw City crews working hard on Crown Zellerbach today clearing the trail, which will help open it up.

Adjournment ~ Mayor Burge adjourned the meeting at 8:09 p.m.


Mayor Scott Burge

Attest:


City Recorder Susan M. Reeves, MMC