

**MONDAY, APRIL 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 meeting to order at 7:04 p.m.

Roll Call

City Council Members Present:

Scott Burge	Mayor
Mark Reed	Council President
Patrick Kessi	Councilor
Megan Greisen	Councilor
Natalie Sanders	Councilor
Josh Poling	Councilor

Staff Present:

Michael Sykes	City Manager
Norm Miller	Police Chief
Susan M. Reeves	City Recorder
Alexandra Rains	Assistant to City Manager
Dave Sukau	Public Works Director
Chris Negelspace	City Engineer

Legal Counsel: Dan Olsen

Press: none

Excused: Councilor Joel Haugen

Approval of the Agenda

Councilor Greisen moved, and Councilor Sanders seconded the motion to approve the agenda. Mayor Burge, aye; Council President Reed, aye; Councilor Kessi, aye, Councilor Greisen, aye; Councilor Sanders, aye; and Councilor Poling, aye.

Public Comments

There were no public comments.

Consent Agenda ~ April 2, 2018 City Council Work Session and April 2, 2018 City Council meeting minutes

Council President Reed moved, and Councilor Kessi seconded the motion to approve the Consent Agenda ~ April 2, 2018 City Council Work Session and April 2, 2018 City Council meeting minutes. Mayor Burge, aye; Council President Reed, aye; Councilor Kessi, aye, Councilor Greisen, aye; Councilor Sanders, aye; and Councilor Poling, aye.

If I Were Mayor Contest

Mayor Burge explained this year, the first year in many years, we didn't receive any entries.

Proclamation ~ National Small Business Month

Mayor Burge read the National Small Business Month Proclamation.

New Business

Res No. 18-05 Forest Management Plan Adoption

Assistant to City Manager Alexandra Rains explained the City's existing Forest Management Plan, completed in November 2001, is no longer current and in need of an update. In April 2018, Trout Mountain Forestry completed the draft of a new Forest Management Plan and presented this document to City Council during a work session on April 2nd for their review. This plan includes the Management Objectives of "protection and enhancement of water quality and quantity, the generation of income from timber harvesting on a sustainable basis, providing for diverse forest and riparian habitats for fish and wildlife and providing recreation opportunities for the citizens of Scappoose when compatible". Staff supports the objectives and management zones identified in the 2018 Forest Management Plan and recommends Council pass Resolution No. 18-05, adopting the Forest Management Plan.

Councilor Greisen thanked Barry for the detail and making it clear and easy to understand.

Mayor Burge would like on the record the primary reason why we are doing the thinning on the Vista property on the top of the hill.

Barry Sims, Trout Mountain Forestry, explained the main reason for the thinning and salvage project is to clean up some dead and down timber some of which blew down during a couple of different wind storms and it is mainly a public safety and fire risk reduction project.

Council President Reed moved, and Councilor Kessi seconded the motion that Council pass Resolution No. 18-05, herby adopting the Forest Management Plan, dated April 2018. Mayor Burge, aye; Council President Reed, aye; Councilor Kessi, aye, Councilor Greisen, aye; Councilor Sanders, aye; and Councilor Poling, aye.

Res No. 18-06 Regional Infrastructure Fund Grant

Assistant to City Manager Alexandra Rains went over the staff report. She explained the Regional Solutions Program of Business Oregon is currently offering a Regional Infrastructure Fund (RIF) Grant in order to promote economic development. The City would like to take advantage of this opportunity to fund the Wagner Court Wastewater Line Upsizing Project, which will increase the capacity of the City's infrastructure to support new industrial development, such as OMIC, in the NE section of the City. The project will upsize 995 ft of pipe line (380 ft running east/west along Wagner Court and the remaining 612 ft running north/south contiguous to Wagner Court). She explained this grant does not require matching funds. Staff recommends Council authorize the City Manager to apply for a Regional Infrastructure Fund Grant and delegate authority to the Mayor to sign the application by passing Resolution No. 18-

06. Additionally, Staff also recommends Council authorize the Mayor to sign a letter of support on the Council's behalf.

Council President Reed moved, and Councilor Sanders seconded the motion that Council authorize the City Manager to apply for a Regional Infrastructure Fund Grant and delegate authority to the Mayor to sign the application by passing Resolution No. 18-06 and to sign a letter of support for the grant on the Council's behalf. Mayor Burge, aye; Council President Reed, aye; Councilor Kessi, aye, Councilor Greisen, aye; Councilor Sanders, aye; and Councilor Poling, aye.

Municipal Court Subcommittee Recommendations

City Manager Michael Sykes explained staff spoke with Council a little bit about this Committee and the work they have been involved with. He explained the Committee really took their time and took a hard look at things.

The Scappoose Municipal Court Subcommittee met several times over the last year. In reviewing the municipal court, the committee came up with the following recommendations:

- Develop a community service program that focuses on working locally with a priority of locations approved by the City with a designated coordinator.
- The court should 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
- Law Enforcement Assessment Fee and all Court Fees

Chief Norm Miller explained what they found during this process was a lot of the community service that was offered was done in other cities, and it wasn't being monitored. He explained one of the other things that was added to the list of recommendations that wasn't a part of the last discussion staff had with Council was the Law Enforcement Assessment Fee and all Court Fees. He explained we found that there is a discrepancy that this isn't always being tacked on to tickets, so we want to make sure it is being done. He explained the other big thing that came out of this is evaluations. He feels if we keep this Committee going, the Committee can do the evaluations and bring them to Council.

Councilor Greisen stated she fully supports this. She feels things have fallen through the cracks over the years.

Council President Reed explained there was teen court years ago, but not within the purview of the City

Chief Miller explained the City has partnered with the Scappoose School District for teen court, Judge Wood would like to be part of it, along with our School Resource Officer who will be assigned to teen court, so we can keep it here and move it forward. The Scappoose School District is trying to develop a J Term, which will be great.

Councilor Kessi stated if we are evaluating the judge and attorney annually we should look at the City Insurance Services to make sure we know the best practices to do that.

Councilor Greisen asked if we have enough people on the committee?

Chief Norm Miller replied we need another member.

Mayor Burge stated if someone is interested let him know.

Councilor Poling is willing to be on the committee.

Councilor Kessi moved, and Councilor Poling seconded the motion that Council adopt recommendations of the Municipal Court Subcommittee and direct staff to move forward with implementation. Mayor Burge, aye; Council President Reed, aye; Councilor Kessi, aye, Councilor Greisen, aye; Councilor Sanders, aye; and Councilor Poling, aye.

Res No. 18-07 Transportation SDC rate increase

City Engineer Chris Negelspace went over the staff report. He explained the City of Scappoose conducts periodic updates to its Comprehensive Plan and its various Public Facility Plans to provide orderly and sustainable growth of local roads, water, sewer, stormwater, and parks. A key component to funding these public facilities is the system development charge (SDC) program. SDCs are one-time charges for new development—designed to recover the costs of infrastructure capacity needed to serve new development. The city's current transportation SDCs were last updated in July of 2005. In September 2016, the City completed the task of updating the capital improvement plan (CIP) for the transportation system. With the preparation and adoption of the new transportation CIP and Transportation System Plan (TSP), the City commissioned an update of the transportation methodology and to get the SDC rates current. The rates are comprised of cost of Reimbursements and roadway Improvements. The Reimbursement portion are those buy-in costs associated with the value of the existing system for roadways paid for by the City which provide excess capacity in the system, i.e. Crown Zellerbach road which was built with City funds to ultimate capacity (20-year planning horizon). The Improvement portion of the fee consists of the cost of planned future roadway facilities that expand the system's capacity to accommodate growth or increase its level of performance (projects identified for the next 20-year planning horizon which are not deemed "aspirational"). Overall, the rate method chosen is intended to promote equity between new and existing customers by recovering a proportionate share of the cost of existing and planned/future capital facilities that serve the developing property. Scappoose Municipal Code (SMC) Ch. 13.24 further provides the framework for the development and imposition of SDCs and states that SDC

funds collected through development may only be used for capital improvements and/or related debt service, i.e., Crown Zellerbach Road.

Based on this analysis Donovan Enterprises, Inc. prepared the attached Exhibit A "Transportation System Development Charge Update Final Report" dated June 2017 with the updated methodology and rates. For additional background information, the report further details these methods and provides numerical support for the fees. Staff recommends that Council adopt Resolution No. 18-07, as presented, to adopt the methodology outlined in the attached Exhibit "A" and update the transportation SDC fees as described in the attached Exhibit "B".

Mayor Burge opened the Public Hearing at 7:28 p.m. and closed since no one wanted to speak on this matter.

Mayor Burge asked Council if they had any questions.

Mayor Burge asked on the proposal residential went down?

City Engineer Chris Negelspach replied yes.

Mayor Burge asked if we are removing the 50% reduction?

City Engineer Chris Negelspach replied we would eliminate the 50% reduction, and go with the rates Consultant Steve Donovan recommended.

Councilor Sanders moved, and Councilor Greisen seconded the motion that Council Adopt Resolution No. 18-07: A Resolution amending the City of Scappoose System Development Charges for Transportation Services (SDC's). Mayor Burge, aye; Council President Reed, aye; Councilor Kessi, aye, Councilor Greisen, aye; Councilor Sanders, aye; and Councilor Poling, aye.

Attorney Services Contract

Assistant to City Manager Alexandra Rains went over the staff report. She explained following an increase of the hourly rate charged by the City's current Legal Counsel, City Council thought it would be prudent to issue a Request for Proposal (RFP) for Attorney Services. The RFP was issued on March 8, 2018 and responses were received on April 4, 2018. The Selection Committee, appointed by Mayor Burge at the City Council's meeting on March 26, 2018 reviewed the proposals on April 5, 2018 and held interviews on April 9 and April 11, 2018. A final recommendation was made by the Committee on April 11, 2018 to enter into a contractual agreement with Beery Elsner & Hammond. Final award of the contract will take place following the approval of Council and expiration of the protest period on April 24, 2018. The fee structure proposed by Beery Elsner & Hammond included a top billing rate of \$235 per hour, with the flexibility for the City to negotiate a monthly retainer agreement. The Selection Committee and

Staff recommends Council authorize the City Manager to negotiate a monthly retainer agreement and execute a contract with Beery Elsner & Hammond for City Attorney Services.

Councilor Kessi stated he thinks it is really important to get that monthly retainer because he feels it is really important for budgeting purposes.

Councilor Greisen moved, and Council President Reed seconded the motion that Council authorize the City Manager to negotiate a monthly retainer agreement and execute a contract with Beery Elsner & Hammond for City Attorney Services. Mayor Burge, aye; Council President Reed, aye; Councilor Kessi, aye, Councilor Greisen, aye; Councilor Sanders, aye; and Councilor Poling, aye.

Purchase of Street Sweeper

Public Works Director Dave Sukau went over the staff report. He explained in the 2016-2017 Budget, the City budgeted for and was approved to purchase a new street sweeper. Near that time, the City hired Robyn Bassett as the new Public Works Director who preferred to continue with contracting those services. It is believed that her intention was to monitor the need to purchase. In February of 2017, the City hired Dave Sukau as the Public Works Director who was uncertain of the need for a sweeper as well. After monitoring the situation for a year, the new Director and City Manager have agreed that there is certainly a need for the City to own its own sweeper. Current budget restraints only permit the City to sweep approximately 24 days per year. This only allows the curbed streets to be swept 10-12 times annually. He explained with the purchase of a sweeper, the City will be able to do the following:

- 1.) Sweep the streets more often than the current Budget allows
- 2.) Provide better leaf removal
- 3.) Retrieve sanding material immediately after snow events
- 4.) Clean catch basins
- 5.) Hydro excavate emergency utility breaks
- 6.) Relieve some use of the aging Vactor Truck to extend its service life

Public Works Director Dave Sukau explained over the last few weeks, the Public Works Department has operated three new demo sweepers of different brands. These brands include Schwarze, Elgin and Tymco. All three units provide the same basic abilities. Staff also looked into used equipment. All three manufacturers discouraged the City from buying an older used model due to elevated maintenance costs and potential breakdowns. It was recommended not to purchase a sweeper with more than 3,000 hours.

Findings:

New

- | | |
|-------------------------|-------------------|
| 1.) Tymco Model 600 | \$234,000 (lease) |
| 2.) Schwarze A7 Tornado | \$245,000 (lease) |
| 3.) Elgin Crosswind | \$254,264 (lease) |

Used

- | | |
|---------------------------------------|------------------------------|
| 1.) Tymco Model 600 – 2016 w/ 499 hrs | \$182,000 (lease) |
| 2.) Elgin – 2015 w/3,010 hrs | \$187,000 (lump sum payment) |
| 3.) Schwarze - 2010 w/ 5,493 hrs | \$125,000 (lump sum payment) |

Public Works Director Dave Sukau explained staff has inquired about a lease/purchase of qualifying models and estimates an annual payment of \$45,000 to \$65,000 depending upon the model selected. Older models would likely not qualify for financing through Ford Motor Credit. This purchase would be made from the Storm Drainage Fund. A supplemental budget adjustment will be needed to purchase the sweeper. The payment amount will be moved from contingency to debt service to make the first payment this budget year.

Councilor Kessi asked about the price/payments.

Public Works Director Dave Sukau replied the cost of the sweeper will be \$182,00 and paid in four payments, in addition to interest which staff is still working on.

Councilor Sanders moved, and Council President Reed seconded the motion that City Council authorize purchase of the used Tymco Model 600 and move to allocate money from Storm Drainage Fund contingency to Storm Drainage Fund debt service.

Councilor Kessi thanked staff for going away from the direction of buying a brand-new street sweeper. He appreciates staff doing the research and coming up with something that is doable.

Mayor Burge, aye; Council President Reed, aye; Councilor Kessi, aye, Councilor Greisen, aye; Councilor Sanders, aye; and Councilor Poling, aye.

Announcements ~ information only

Calendar

Mayor Burge went over the calendar.

City Manager, Police Chief, Councilors, and Mayor

City Manager Sykes explained Council has a copy of the Department Report. He talked about housing being down. He explained we haven't heard back from Columbia County in regards to Chapman Landing. He explained City Staff submitted a RARE Application. He explained based on Councils decision tonight we will be moving forward with Legal Counsel.

Chief Miller explained he is working with the D.O.G. group because they are wanting to have an event at Veterans Park in September. He explained the School District is working on their budget and one of the things in there is the \$50,000 for the School Resource Officer. He explained he is working with CC Rider and they are proposing a stop on Havlik. He explained the area proposed

is not a safe area, and what he recommends is if they want to make a stop close to this area they talk to one of the local businesses, not on Havlik where they are proposing.

Chief Miller explained Council has been issued their iPads. He stated if you have any issues, comments, or problems get ahold of him.

Chief Miller thanked Legal Counsel Dan Olsen for their hard work over the years.

Councilor Poling explained he is also working on the School Budget as well. He explained one of the big issues they are having is a drop in students, and he thinks it is because of the lack of affordable housing in Scappoose.

Councilor Kessi stated the auction at Grant Watts is April 28. He thought the attorney process went well. He also wanted to thank the Jordan Ramis firm.

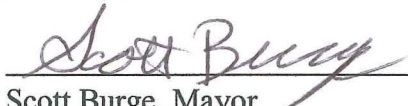
Councilor Greisen talked about the weeds and lights at the back of the City Hall building, and how she knows Public Works has a lot to do, and so with that said she is supportive of community service with those types of things.

Council President Reed explained how nice it was that Tim Ramis recognized him in downtown Portland. He stated that the Jordan Ramis firm will be missed.

Mayor Burge explained the Chamber of Commerce hired Simon Date as the new Director. He explained he is working on county wide tourism development and working on getting some contracts together. He wants to make sure the Council is on board by saying we think that CCET is the right organization to at least start this.

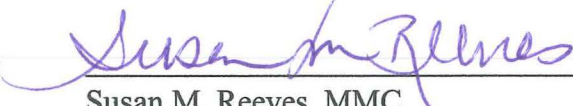
Councilor Sanders moved, and Council President Reed seconded the motion that Council supports CCET work on moving forward on county wide tourism promotion. Mayor Burge, aye; Council President Reed, aye; Councilor Kessi, aye, Councilor Greisen, aye; Councilor Sanders, aye; and Councilor Poling, aye.

Adjournment ~ Mayor Burge adjourned the meeting at 8:05 pm.



Scott Burge, Mayor

Attest:



Susan M. Reeves, MMC
City Recorder