



**MONDAY, MAY 7, 2018
CITY COUNCIL MEETING AGENDA**

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

ITEM AGENDA TOPIC	Action
Call to Order	
Pledge of Allegiance	
Roll Call	
Approval of the Agenda	
Public Comments	
1. Consent Agenda ~ April 16, 2018 City Council Work Session and April 16, 2018 City Council meeting minutes	
2. Introduction of Scappoose Police Staff	
Police Officer Hailey Holm	
Police Office Administrator Timmi Sue Hald	
<u>3. Proclamations</u>	
VFW Buddy Poppies	
National Law Enforcement Week	
National Public Works Week	
<u>New Business</u>	
4. Charles T. Parker Way Project – Construction Contract	Approval
Staff: Public Works Director Dave Sukau & Assistant to City Manager Alexandra Rains	
5. Park Naming Update for Seely Lane	Information only
Staff: Assistant to City Manager Alexandra Rains	
6. Resolution No. 18-08: A Resolution Revising Building Department Rates and Clarifying Language to Prepare for the State e-permitting program.	
Staff: Building Official Don VanDomelen	Public Hearing/Approval
Announcements ~ information only	
7. Calendar	
City Manager, Police Chief, Councilors, and Mayor	
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

MONDAY, APRIL 16, 2018
Scappoose Council Chambers
33568 East Columbia Avenue

WORK SESSION ~ MARKETING & BRANDING, 6:00 P.M.

Mayor Burge called the Work Session to order at 6:02 p.m.

Present: Mayor Scott Burge, Council Mark President Reed, Councilor Megan Greisen, Councilor Natalie Sanders, Councilor Josh Poling, City Manager Michael Sykes, Police Chief Norm Miller, City Recorder Susan Reeves, Assistant to City Manager Alexandra Rains, Public Works Director Dave Sukau, City Engineer Chris Negelspach, and AmeriCorps RARE Participant Garrett Peterson. Also present in the audience Steve Donovan.

AmeriCorps RARE Participant Garrett Peterson went over the staff report. He explained Scappoose City Council recently released the 2018-2019 City Council Goals & Objectives that included Goal 1C: Create a Marketing/Branding Program. The purpose of this work session is to discuss the purpose, goals, and desired deliverables the City Council envisioned for the program and to decide the next course of action to reach these objectives. He stated in order to create an action plan to meet this goal, we first need to clarify the definition of "Marketing & Branding" because these terms can be interpreted in multiple ways. Generally, a marketing & branding program can be either interior or exterior facing. For this work session, it is assumed that the City Council intended the marketing/branding program to be exterior facing meaning the purpose of the program would be to market the City to people who live outside the City limits. Generally, this type of marketing/branding focuses on promoting tourism and business opportunities and also attracting new residents to live in the area. Based on research, once you decide on the general focus of the marketing/ branding program it is important to identify the assets of the community that are unique and therefore marketable as attractions for visitors. These assets are called Unique Value Propositions and they are what sets Scappoose apart from any other city in the area. This is probably the most important factor of an exterior marketing/branding plan because it allows you to focus on the most marketable asset the City has to offer. Examples of unique assets in Scappoose include Heritage Park Fountain, OMIC, Crown Zellerbach Trail, and potentially Chapman Landing. When developing a marketing/branding program based on a chosen unique asset, it is important to remember that the worst thing a City can do is overpromise something that they are unable to deliver because this will cause visitors to leave disappointed and less likely to return. Just like a new restaurant, it is important that the restaurant is prepared to deliver quality food and service because if they mess up their first week, they may lose the goodwill of the community and future customers. A bad opening usually means the restaurant will fail. After researching marketing/branding programs and discussing the findings with City Staff, we believe the City should partner with the surrounding communities in Columbia County to create a regional marketing plan given that many of the City's assets are regional (CZ Trail) or not fully developed (OMIC, Chapman Landing, Seely Park). Currently, Mayor Scott Burge is working diligently to include Scappoose in a Columbia County regional plan sponsored by Travel Oregon. We believe that the City should participate in these types of regional plans and marketing plans while the City works towards developing our own marketing

plan for the future when our assets are fully developed. In the meantime, the City can begin to pursue smaller projects and initiatives to ensure that the City is ready for larger projects when the marketing campaign goes online. The City needs to work towards addressing critical deficiencies in our community, such as the lack of parking at the CZ trail and wayfinding to community attractions, before we can begin to aggressively advertise. Essentially, we think the City should focus on developing projects that highlight and compliment the City's unique assets before we begin to market the City on our own. To help meet the marketing and branding goals, we recommend the City pursue joining a program called Oregon Main Street that is funded through the Oregon Parks and Recreation Department. Oregon Main Street is a state supported program that helps communities develop comprehensive, incremental revitalization strategies based on a community's unique assets, character, and heritage. Oregon Main Street helps lead a powerful, grassroots network consisting of over 40 Coordinating Programs and over 1,200 neighborhoods and communities across the country committed to creating high-quality places and to building stronger communities through preservation-based economic development. Services through the Oregon Main Street include training and technical assistance. The goal of the program is to build high quality, livable, and sustainable communities that will grow Oregon's economy while maintaining a sense of place. The Main Street program could help the City identify, implement, and fund projects that would enhance the City's unique assets and downtown area. Possible projects for the Main Street program include helping businesses pay for facade improvements, purchasing flower planters and banners for light poles in the downtown area, and planning community events. Some of these activities may overlap other Council Goals, such as establishing art in the parks and improve wayfinding. He stated we believe the Main Street program offers a great opportunity for the City to gain information and assistance in meeting the goal of developing our unique assets. We believe that the Main Street program could act as a catalyst for future development and marketing/branding campaign. He explained staff would like to schedule a follow up work session in May to further discuss implementing a Main Street program. He explained he can email Council the Oregon Main Street Handbook.

Mayor Burge explained there is a County wide organization that puts out opportunities for tourism. He stated there is the question of how we market the Crown Zellerbach Trail. He asked who would run the main street program?

Garett Peterson replied the City would run their own main street program and they would get assistance from Oregon Main Street.

Mayor Burge explained the Chamber hired a new executive manager.

Garett Peterson talked about grant opportunities. He explained you can be really creative with your main street, and they actually encourage that, because they want your city to be unique. He explained some of the ideas that staff thought of was on 1st Street you could assist with painting improvement projects. He thinks projects like that will go a long way. He explained when the City is really booming in a few years after OMIC is up and running, and Chapman Landing gets developed and the other parts are developed, and there is a really high interest in Scappoose, he thinks if we do the other small projects which bring up the overall quality of some of the other areas it will be a lot easier to really market it when the entire quality of the town has risen.

Mayor Burge explained the Community Club had done a kiosk and he thinks a really cool project would be to upgrade that and add more information about the community.

Garett Peterson replied that is a really good idea and he thinks through the main street program that is something that could be funded. He explained there is a program handbook that goes into more detail and he can email that out to Council.

Council President Reed explained we need to improve the look and feel of Scappoose.

Garett Peterson explained it is unfortunate that the City is divided by the railroad tracks.

Mayor Burge handed out a post card to Council and staff with a photo of the fountain on the front that says Scappoose, Oregon, and on the back is information regarding the fountain, along with the City's website information and the South County Chambers website information.

City Manager Sykes explained one thing we like about looking at the main street program is our Economic Development Committee has a subcommittee that looked into what we can do to try and encourage people to visit downtown.

Councilor Greisen stated she agrees a little goes a long way, and we just have a little bit of work to do to make a big difference.

Garett Peterson explained in the Oregon Main Street program there are different tiers for participation levels. He explained most likely we would apply to the lowest tier, which is the affiliate level. He explained the affiliate level is the first phase, which allows access to resources, access to go to workshops and conferences. He explained the City would be assigned to implement the work and the main street would be just more of a resource to get assistance, and also to apply for grants. He explained if Scappoose gets a RARE placement next year, maybe this is something they can work on. He explained you have to be in that lower level for one year because they want to make sure you have the foundation for success and you are not just jumping in and then end up quitting.

Council thanked Garrett.

Garett Peterson explained he will go ahead and talk to the main street representative and try to plan a time when they can come out to talk to Council. He will email out the main street handout.

WORK SESSION ~ TRANSPORTATION SDC RATE DISCUSSION, 6:30 P.M.

Mayor Burge called the Work Session to order at 6:35 p.m.

Present: Mayor Scott Burge, Council Mark President Reed, Councilor Megan Greisen, Councilor Natalie Sanders, Councilor Josh Poling, City Manager Michael Sykes, Police Chief Norm Miller, City Recorder Susan Reeves, Assistant to City Manager Alexandra Rains, Public Works Director Dave Sukau, City Engineer Chris Negelsbach, and Consultant Steve Donovan. Also present in the audience AmeriCorps RARE Participant Garrett Peterson, and Legal Counsel Dan Olsen. Councilor Patrick Kessi arrived at 6:49 p.m.

City Engineer Chris Negelspach gave an overview. He explained on August 7, 2017 there was a Council Work Session regarding Transportation System Development Charges. He explained after that work session they felt it would be better to wait to implement the Transportation System Development Charges at a later date. He explained they thought it would be a good idea to revisit that presentation to give Council an update.

Consultant Steve Donovan went over the power point.



Tonight's Agenda

- Reason for updating the transportation SDCs
- Review of the 2016 Transportation System Plan (TSP) Capital Improvement Plan
- Reimbursement and Improvement fees
- Proposed schedule of transportation SDCs by ITE code
- Transportation SDCs in neighboring communities – as of July 1, 2017

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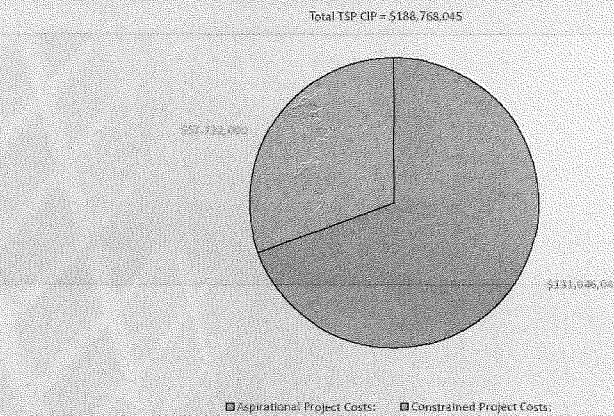
Reason for SDC Updates

- The City has recently completed a four (4) year planning process that has culminated in the 2016 TSP
 - ✓ The Plan has a tightly crafted CIP that only envisions the funding of "constrained" projects; "aspirational" projects will not be funded or built
 - ✓ The Plan also lays out a funding plan for constrained capital projects that relies heavily on SDCs
- Transportation SDCs last reviewed in 2005; Residential implemented as proposed, commercial & industrial reduced by 50% per City Council direction

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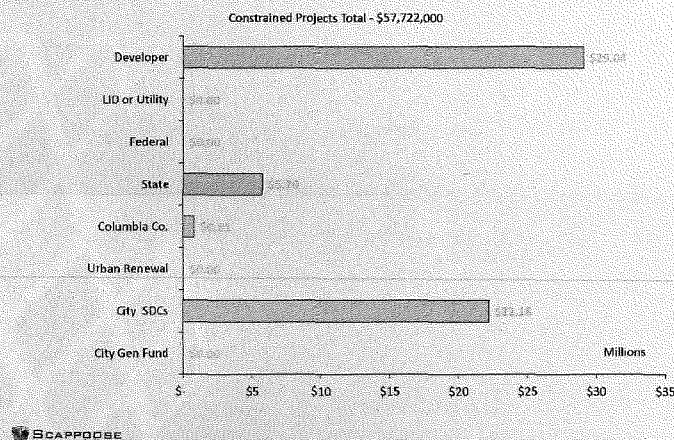
Review of the 2016 TSP CIP



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Review of the 2016 TSP CIP - Continued



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Reimbursement Fee per PMPHVT	
Crown Zellerbach Road Improvements original cost:	
Preliminary engineering	\$ 260,045
Right of way acquisition	101,237
Construction	<u>1,983,695</u>
Total	\$ 2,344,977
Eliminating entries:	
Oregon Transportation Improvement Act (OTIA) contributions	\$ 1,572,308
Principal outstanding on long term debt used to finance the project	<u>130,248</u>
Total eliminating entries	\$ 1,702,556
Net basis in Crown Zellerbach Road project available to serve future customers	\$ 642,421
Estimated future pm peak hour vehicle trips	11,974
Transportation reimbursement fee per PM peak hour vehicle trip	<u>\$ 54</u>

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Improvement Fee per PMPHVT			
	Estimated Cost of Improvements in 2015 Dollars	SDC Eligible Project Costs	Project Costs to be Funded From Other Sources
Transit Projects:	\$ 1,615,000	\$ -	\$ 1,615,000
Intersection Projects:	3,644,000	999,000	2,645,000
Driving Projects:	34,770,000	6,685,000	28,085,000
Walking Projects:	11,345,000	8,240,000	3,105,000
Bicycle Projects:	6,348,000	6,255,000	93,000
Shared Use Path Projects:	-	-	-
Total	\$ 57,722,000	\$ 22,179,000	\$ 35,543,000
Total SDC eligible project costs		\$ 22,179,000	
less: streets SDC fund balance at 6-30-2016		<u>542,296</u>	
Adjusted total SDC eligible project costs		\$ 21,636,704	
Future PMPHVTs created by growth		11,974	
Transportation improvement fee per PMPHVT		<u>\$ 1,807</u>	

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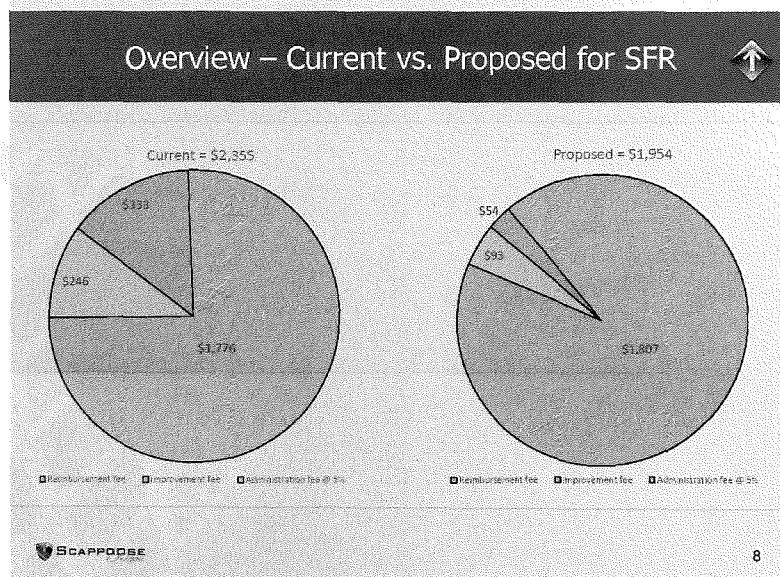
Steve Donovan explained the current SDC fee for a single family residential house is \$2,355. He explained they are proposing to reduce that. He explained the commercial and industrial side will see a significant jump because they were reduced by 50%.

City Engineer Chris Negelspach went over the Transportation SDC History. He explained in 2005 the rate was \$3,197 that would have been implemented for general office building based on the rate study from the 1997 TSP. He explained the City did not do a rate study in 1997 they waited until 2005. He explained starting in 2006 you can see the rate that was reduced by Council. He explained based on the new SDC eligible projects and what Steve just went through the current SDC for would be \$3,030, which is less than the unit cost from 2005.

Transportation SDC History

		Impr. Fee Per Unit	Reimb. Fee Per Unit	Compl. Cost Per Unit	TOTAL SDC Per Unit	Reduction	Council Resolution	Notes
	<u>ITE LAND USE CODE/CATEGORY</u>							
2005	710 General Office Building	\$2,649	\$315	\$233	\$3,197	0%	100% of SDC rate	
2006	710 General Office Building	\$546	\$325	\$240	\$1,111	20%	Resolution 05-11	
2007	710 General Office Building	\$835	\$331	\$245	\$1,411	30%	Resolution 05-11	
2008	710 General Office Building	\$1,121	\$333	\$247	\$1,701	40%	Resolution 05-11	
2009	710 General Office Building	\$1,398	\$333	\$246	\$1,977	50%	Per Resolution 09-04 & 09-10	
2010	710 General Office Building	\$890	\$333	\$247	\$1,470	50%	Per Resolution 10-14	
2011	710 General Office Building	\$897	\$336	\$249	\$1,482	50%	Per Resolution 11-14	
2012	710 General Office Building	\$930	\$348	\$258	\$1,536	50%	Per Resolution 12-08	Reduced by 6 proj.
2013	710 General Office Building	\$1,007	\$377	\$279	\$1,663	50%		
2014	710 General Office Building	\$1,041	\$390	\$289	\$1,720	50%		
2015	710 General Office Building	\$1,065	\$399	\$295	\$1,759	50%		
2016	710 General Office Building	\$1,083	\$406	\$300	\$1,789	50%		
2017	710 General Office Building	\$1,125	\$421	\$312	\$1,858	50%	Per Resolution 17-17 Adjust to CCI 20-City Ave	
2018	710 General Office Building	\$2,797	\$84	\$150	\$3,030	0%	Per Resolution 18-XX	

Steve Donovan continued to go over the power point.



Overview – Current vs. Proposed Other Land Uses

	Current	Proposed	Difference	Unit of Demand
Industrial				
110 General light industrial	1,133	1,895	762	1,000 square feet of gross floor area
130 Industrial park	1,131	1,661	530	1,000 square feet of gross floor area
140 Manufacturing	621	1,426	805	1,000 square feet of gross floor area
151 Mini-warehouse	406	508	102	1,000 square feet of gross floor area
Residential				
210 Single family detached housing	2,355	1,954	(401)	Dwelling unit
220 Apartment	1,854	1,212	(642)	Dwelling unit
230 Residential condominium/townhouse	1,442	1,016	(426)	Dwelling unit
240 Mobile home park	1,228	1,153	(75)	Occupied dwelling unit
Lodging				
310 Hotel	1,703	1,172	(531)	Room
320 Motel	1,703	918	(785)	Room
Recreational				
444 Movie theater with matinee - Friday pm peak hour	84,292	89,710	5,418	Movie screen
452 Health/fitness club	5,585	5,898	313	1,000 square feet of gross floor area
Institutional				
550 Church	1,048	1,075	27	1,000 square feet of gross floor area
540 Library	4,363	14,265	10,902	1,000 square feet of gross floor area
Medical				
610 Hospital	1,919	1,817	(102)	1,000 square feet of gross floor area
620 Nursing home	385	1,416	1,031	1,000 square feet of gross floor area
Office				
710 General office building	1,789	2,912	1,123	1,000 square feet of gross floor area
720 Medical-dental office building	5,871	5,976	105	1,000 square feet of gross floor area
730 Office park - pm peak hour	1,856	2,892	1,036	1,000 square feet of gross floor area
750 Research and development center - pm peak hour	1,318	2,051	733	1,000 square feet of gross floor area
770 Business park - pm peak hour	2,073	2,462	389	1,000 square feet of gross floor area

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Overview – Current vs. Proposed Other Land Uses

	Current	Proposed	Difference	Unit of Demand
Retail				
812 Building materials and lumber store	1,037	8,774	5,737	1,000 square feet of gross floor area
813 Free standing discount supermarket	4,574	6,120	1,546	1,000 square feet of gross floor area
815 Free standing discount store	6,014	4,617	(1,397)	1,000 square feet of gross floor area
816 Hardware/paint store	4,909	4,709	(200)	1,000 square feet of gross floor area
817 Nursery/garden center	3,080	13,561	10,481	1,000 square feet of gross floor area
820 Shopping center	3,686	3,635	(51)	1,000 square feet of gross floor area
841 Automobile sales	2,846	5,120	2,274	1,000 square feet of gross floor area
843 Automobile parts sales	4,584	5,141	557	1,000 square feet of gross floor area
850 Supermarket	8,468	7,178	(1,290)	1,000 square feet of gross floor area
851 Convenience market (open 24 hours)	18,656	23,311	4,655	1,000 square feet of gross floor area
853 Convenience market with gasoline pumps	11,958	15,119	3,161	1,000 square feet of gross floor area
854 Discount supermarket	8,015	8,768	753	1,000 square feet of gross floor area
862 Home improvement/superstore	2,001	2,003	2	1,000 square feet of gross floor area
880 Pharmacy/drugstore without drive-through	5,475	6,989	1,514	1,000 square feet of gross floor area
881 Pharmacy/drugstore with drive-through	5,815	7,359	1,544	1,000 square feet of gross floor area
890 Furniture store	388	372	(16)	1,000 square feet of gross floor area
Services				
911 Walk-in bank	16,798	23,769	6,971	1,000 square feet of gross floor area
912 Drive-in bank	16,897	12,979	(3,918)	1,000 square feet of gross floor area
931 Quality restaurant	7,738	6,220	(1,518)	1,000 square feet of gross floor area
932 High turnover (sit down) restaurant	5,556	7,651	2,095	1,000 square feet of gross floor area
933 Fast food restaurant without drive-through	27,443	20,312	(7,131)	1,000 square feet of gross floor area
934 Fast food restaurant with drive-through	19,015	26,122	7,107	1,000 square feet of gross floor area
936 Coffee/donut shop without drive-through	4,346	31,652	27,306	1,000 square feet of gross floor area
944 Gasoline/service station	6,117	9,486	3,369	Vehicle fueling position
945 Gasoline/service station with convenience market	5,542	8,371	2,829	Vehicle fueling position
946 Gasoline/service station with car wash	4,249	6,410	2,161	Vehicle fueling position

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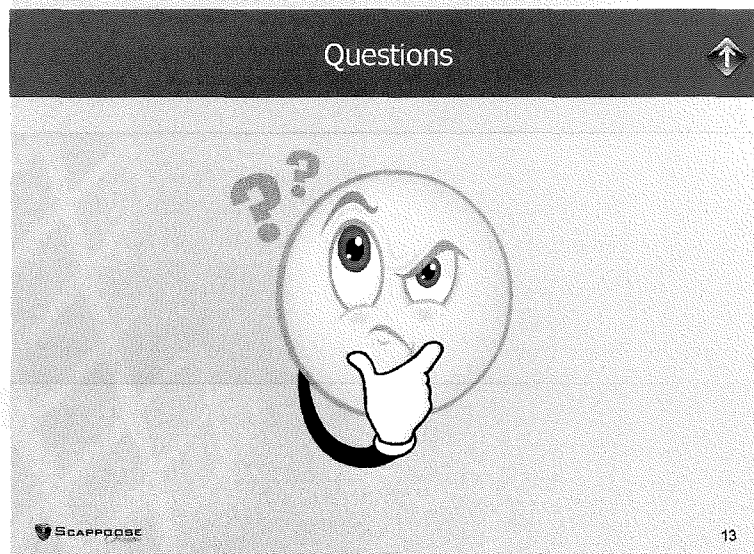
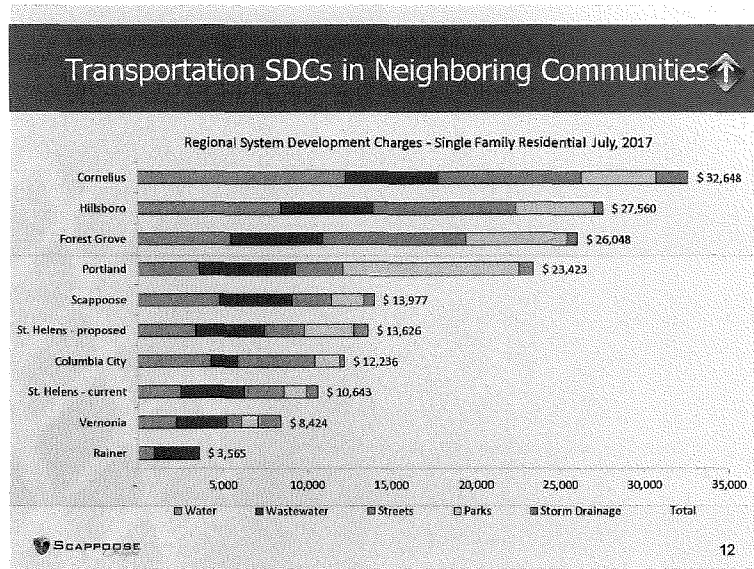
Steve Donovan explained as far as Transportation SDC's in neighboring communities Scappoose is kind of in the middle of the road. He thanked Council and said we appreciate your time. He stated now it is on your agenda and we would appreciate Council to consider passing this.

Transportation SDCs in Neighboring Communities

Jurisdiction	Water	Wastewater	Streets	Parks	Storm Drainage	Total
Rainier	920	2,645	-	-	-	\$ 3,565
Vernonia	2,269	2,957	858	1,000	1,340	\$ 8,424
St. Helens - current	2,511	3,738	2,383	1,362	650	\$ 10,643
Columbia City	4,282	1,823	4,575	1,496	250	\$ 12,236
St. Helens - proposed	3,361	4,117	2,383	2,944	821	\$ 13,626
Scappoose	4,831	4,276	2,355	1,933	583	\$ 13,977
Portland	3,599	5,712	2,814	10,381	917	\$ 23,423
Forest Grove	5,478	5,500	8,458	6,010	602	\$ 26,048
Hillsboro	8,445	5,500	8,458	4,647	510	\$ 27,560
Cornelius	12,329	5,500	8,458	4,471	1,890	\$ 32,648

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Steve Donovan explained this is the maximum price you can charge for the SDC based on the statute, it doesn't say you have to charge that, and as the Council has proven in the past, they have discounted that.

City Engineer Chris Negelsbach explained one of the number one priority projects we have in the system right now is the 6th & Elm Street intersection. He explained the City would give the developer credits where we could.

Steve Donovan read some of the exception policies in the Municipal Code. He stated your hands are pretty well tied giving it away.

Council thanked Steve and Chris.

Adjournment

Mayor Burge adjourned the Work Session at 7:03 p.m.

Scott Burge, Mayor

Attest:

Susan M. Reeves, MMC, City Recorder

DRAFT

**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 Negelspach 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 Vector 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

City of Scappoose
VFW Buddy Poppies
Proclamation

WHEREAS, the annual distribution of Buddy Poppies by the Veterans of Foreign Wars of the United States has been officially recognized and endorsed by governmental leaders since 1922; and

WHEREAS, VFW Buddy Poppies are assembled by disabled veterans, and the proceeds of this worthy fund-raising campaign are used exclusively for the benefit of disabled and needy veterans, and the widows and orphans of deceased veterans; and

WHEREAS, the basic purpose of the annual distribution of Buddy Poppies by the Veterans of Foreign Wars is eloquently reflected in the desire to "Honor the Dead by Helping the Living"; and

WHEREAS, leadership within the City of Scappoose is built upon the philosophy that daily decisions and actions must incorporate individual accountability and ethical character qualities such as honesty, dedication, personal integrity, courage, compassion, love and respect for all people.

NOW, THEREFORE BE IT RESOLVED, I, Scott Burge, Mayor of the City of Scappoose do hereby urge the citizens of this community to recognize the merits of this cause by contributing generously to its support through your donations for Buddy Poppies on May 18th and 19th, 2018, for the distribution of these symbols of appreciation for the sacrifices of our honored dead.

FURTHER, I urge all patriotic citizens to wear a Buddy Poppy as mute evidence of our gratitude to the men and women of this country who have risked their lives in defense of the freedoms which we continue to enjoy as American citizens

IN WITNESS WHEREOF, I hereunto set my hand and cause the seal of the City of Scappoose, to be affixed. Done at City Hall in the City of Scappoose, Oregon, on this 7th day of May, 2018.

CITY OF SCAPPOOSE, OREGON

Scott Burge, Mayor

Attest: _____
Susan M. Reeves, MMC, City Recorder

CITY OF SCAPPOOSE PROCLAMATION

National Law Enforcement Week

To recognize National Police Week 2018 and to honor the service and sacrifice of those law enforcement officers killed in the line of duty while protecting our communities and safeguarding our democracy.

WHEREAS, there are approximately 950,000 law enforcement officers serving in communities across the United States, including the dedicated members of the Scappoose Police Department;

WHEREAS, some 60,000 assaults against law enforcement officers are reported each year, resulting in approximately 16,000 injuries;

WHEREAS, since the first recorded death in 1791, over 22,481 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty, including 181 officers in Oregon;

WHEREAS, the names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, D.C.;

WHEREAS, new names of fallen heroes are being added to the National Law Enforcement Officers Memorial this spring, this includes 129 officers killed in 2017.

WHEREAS, May 15 is designated as Peace Officers Memorial Day, in honor of all fallen officers and their families;

THEREFORE, BE IT RESOLVED that City of Scappoose formally designates May 13-19, 2018, as Police Week in Scappoose, and publicly salutes the service of law enforcement officers in our community and in communities across the nation.

IN WITNESS WHEREOF, I hereunto set my hand and cause the seal of the City of Scappoose, to be affixed. Done at City Hall in the City of Scappoose, Oregon, on this 7th day of May, 2018.

CITY OF SCAPPOOSE, OREGON

Scott Burge, Mayor

Attest: _____
Susan M Reeves, MMC, City Recorder

CITY OF SCAPPOOSE PROCLAMATION

National Public Works Week

WHEREAS, public works services provided in our community are an integral part of our citizens' everyday lives; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewers, streets and highways, public buildings, and solid waste collection; and

WHEREAS, the health, safety, and comfort of this community greatly depends on these facilities and services; and

WHEREAS, the quality and effectiveness of these facilities, as well as their planning, design and construction, is vitally dependent upon the efforts and skill of public works officials; and

WHEREAS, the efficiency of the qualified and dedicated personnel who staff public works department is materially influenced by the people's attitude and understanding of the importance of the work they perform,

THEREFORE, BE IT RESOLVED that I, Scott Burge, Mayor of the City of Scappoose, do hereby proclaim the week of May 20-26, 2018, as "National Public Works Week" in the City of Scappoose, and I call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions which public works officials make every day to our health, safety, comfort, and quality of life.

IN WITNESS WHEREOF, I hereunto set my hand and cause the seal of the City of Scappoose, to be affixed this 7th day of May, 2018.

CITY OF SCAPPOOSE, OREGON

Scott Burge, Mayor

Attest:

Susan M. Reeves, MMC
City Recorder

CITY OF SCAPPOOSE

Council Action & Status Report

Date Submitted: May 2, 2018

Agenda Date Requested: May 7, 2018

To: Scappoose City Council

From: Dave Sukau, Public Works
Director
Alexandra Rains, Assistant to City
Manager

Subject: Charles T. Parker Way Project –
Construction Contract

TYPE OF ACTION REQUESTED:

☐ Resolution

☐ Ordinance

☒ Formal Action

☐ Report Only

ANALYSIS: On March 22, 2018, Kittelson & Associates completed engineering on the Charles T. Parker Way Project and delivered bid ready construction documents to the City. The City then advertised a Request for Bid (RFB) to solicit bids from contractors to complete construction of the project. The RFB was issued on April 9, 2018 and the following bids were received on May 2, 2018:

1) Corpac Construction	\$2,612,504.00
2) Westech Construction	\$1,952,091.40
3) TFT Construction	\$1,685,206.00

A final recommendation was made by staff on May 2, 2018 to enter into a contractual agreement with TFT Construction to complete construction of Charles T. Parker Way. Final award of the contract is scheduled to take place following Council's approval, the expiration of the challenge period and receipt of funds from Oregon Technical Institute.

FISCAL IMPACT: The cost of construction for the Charles T. Parker Way Project is \$1,685,206.00. It will be funded from multiple sources including a loan from Business

Request for Council Action

Oregon of \$1,090,000 (to be repaid with funds from a bond sale at the state level in Spring of 2019) and by Oregon Technical Institute. It will not require any additional dedication of funds from the City.

RECOMMENDATION: Staff recommends Council approve spending up to \$1,685,206.00 to complete construction of Charles T. Parker Way and enter into a contractual agreement with TFT Construction, pending expiration of the challenge period and the receipt of funds from Oregon Technical Institute.

SUGGESTED MOTION: I move Council authorize City Manager Sykes to initiate construction of the Charles T. Parker Way Project and approved a construction contract in an amount not to exceed \$1,685,206.00, with TFT Construction, pending expiration of the challenge period and the receipt of funds from Oregon Technical Institute.

CITY OF SCAPPOOSE

Council Action & Status Report

Date Submitted:	May 2 nd , 2018
Agenda Date Requested:	May 7 th , 2018
To:	Scappoose City Council
From:	Michael Sykes, City Manager Alexandra Rains, Assistant to City Manager
Subject:	Park Naming Update

TYPE OF ACTION REQUESTED:

☐ Resolution

☐ Ordinance

☐ Formal Action

☒ Report Only

ANALYSIS: Following the Council's naming of the property located off of Seely Lane as Tomee Park, staff completed research on Tomee in order to draft language for an informational plaque to be featured at the Park. Karen Holmberg, of the Scappoose Historical Society and Duke Smith, of the Columbia County Historical Society generously provided time and historical materials to aid in this research. The results of this process revealed a significant amount of conflicting information; all sources, with the exception of James Loring Watts' *History of Scappoose* where she is referred to as Tomee, either spell her name Timmee or have omitted her name entirely, citing a lack of proof that her name was Tomee, Timmee or any variation thereof.

FISCAL IMPACT: None.

RECOMMENDATION: Staff recommends Council consider this new information and have a discussion as to what, if any, changes should be made to the name that was originally selected for the Park. The entire list of park names submitted during the naming contest has been included below should there be any interest in selecting a new name. Staff will return to Council at the meeting on the 21st with a Resolution reflecting whatever changes are identified this evening.

All Park Name Entries:

1. Fire Stick Park
2. Pe-chuck Park (meaning Green Park)
3. Tipso Park (meaning Leaf or Leaves Park)
4. Klahnee Park (meaning Outside or Outdoor Park)
5. Klip Sun Park (meaning Sunset Park)
6. Skookum Park (meaning City Park)
7. Capps Creek Park (Scappoose Creek was referred to as "Capps Creek" by the Native Chinook People)
8. Tillicum Illahee Park (meaning Family Land Park)
9. Tillicum Park (meaning Family Park)
10. Hiyu Park (meaning Party Park)
11. Canku Ota Park (meaning Many Paths Park)
12. Chinook Park
13. Chinook-Salmon Park
14. Clatsop-Kathlamet Park (the Clatsops and Kathlamets are two Chinook Tribes)
15. Tomee Park (Tomee was the Princess Daughter of Chinook Chief Concomley, she married Thomas McKay, stepson of John McClaughlin of the Hudson Bay Company)
16. Ten'as Park (meaning Young Children Park)
17. Wau'wau Park (meaning To Talk Park)
18. Oak Park
19. Great Oak Park
20. Koale Koa Park (meaning Princess Raven, she was the daughter of Chinook Chief Concomely)
21. Ho'-hu-melh Park (meaning To Gather Park)
22. White Oak Park
23. Apple Blossom Park
24. Trout Run Park
25. Steelhead Park
26. Chief Concomley Park

Annual Town Meeting/Survey Park Naming Contest Top Selections:

1. Capps Park
2. Great Oak Park
3. Chinook Park
4. Tomee Park
5. White Oak Park
6. Tillicum Park
7. Chief Concomley Park
8. Oak Park
9. Klahnee Park
10. Skookum Park

Parks and Recreation Committee Parking Naming Contest Top Choices:

1. Tomee Park
2. Skookum Park
3. Chief Concomley Park / Great Oak Park

6.

CITY OF SCAPPOOSE
Council Action & Status Report

Date Submitted: May 4, 2018

Agenda Date Requested: May 7, 2018

To: Scappoose City Council

Through: City Manager Michael Sykes

From: Building Official Don Van Domelen

Subject: Building fee adjustments and language clarification
for e-permitting process

TYPE OF ACTION REQUESTED:

☒ **Resolution**
☐ **Formal Action**

☐ **Ordinance**
☐ **Report Only**

ISSUE: Building Department fee adjustments are required to follow the Oregon Revised Statutes (ORS) Chapter 918 for implementation of the State of Oregon e-permitting program.

ANALYSIS: With the City Council making Economic Development their top priority and the Building Department implementing the e-permitting program through the State of Oregon; our Building Department fees require updating. The proposed adjustments to the Building Department fees ensures that we are following the State of Oregon ORS Chapter 918 language while remaining in line with fees of our neighboring communities. The Building Department continues to work closely with Columbia County which recently implemented the e-permitting program, as most jurisdictions have done around the state. The new e-permitting program will make it more convenient for our building community and our staff. Our projected go-live date is June 4th. The proposed language clarification within the fee adjustment is required to participate with the State of Oregon's e-permitting program.

OPTIONS:

1. Approve the fee adjustments and language clarifications as presented.
2. Modify only the fee adjustments amounts, not the required ORS language clarification and adopt the modified fees.
3. Do not adopt the fee adjustments and therefore do not participate in e-permitting

FINANCIAL IMPACT: Fee adjustments for Phased Construction increased and some of the Mechanical item fees changed to reflect one consistent fee.

RECOMMENDATION: Staff recommends approving the fee adjustments and language clarifications.

SUGGESTED MOTION: I move that Council approve Resolution No.18-08: A Resolution revising Building Department rates and clarifying language to prepare for the state e-permitting program.

Request for Council Action

RESOLUTION NO. 18-08

**A RESOLUTION REVISING BUILDING DEPARTMENT RATES AND CLARIFYING
LANGUAGE TO PREPARE FOR THE STATE E-PERMITTING PROGRAM.**

WHEREAS, the City of Scappoose Building Department is a fee-based enterprise fund, which needs to ensure that sufficient monies are available to cover the operating cost necessary to provide a responsive level of service to the building community as well as the residents of Scappoose; and

WHEREAS, the City of Scappoose Building Department provides building inspections and plan review services in compliance with the State of Oregon Building Codes; and

WHEREAS, the Oregon Revised Statutes (ORS) 918-050-0000 provides the framework for a uniform fee methodology for building permits and inspection fees; and

WHEREAS, the City of Scappoose Building Department desires to revise Building Department fees and clarify language to prepare for the State of Oregon e-permitting services; and

WHEREAS, the Scappoose City Council held a public hearing related to Building Department fees on May 7, 2018 and has determined the fees and the language clarification hereinafter are just, reasonable, and necessary.

NOW THEREFORE BE IT RESOLVED, the Building Department fees attached as Exhibit A are adopted, effective immediately.

PASSED AND ADOPTED by the City Council this ____ day of May, 2018 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

CITY OF SCAPPOOSE 2018 BUILDING DEPT. FEES ~ update 4/30/18			
I. STRUCTURAL PERMIT FEES	FEE	Rules/Statutes	CHANGES
A. PERMIT FEE BASED ON TOTAL VALUATION OF IMPROVEMENT: The valuation of building construction shall be the total construction cost for all classes of work. Includes architectural, structural, roofing, electrical, plumbing, heating and ventilation devices & equipment to also <u>include</u> contractors profit.		OAR 918-050-0100 ORS 455 Building Codes	clarifying language
\$1.00 to \$6,000.00	\$96.39		
\$6,001.00 to \$25,000.00	\$96.39 for the first \$6,000.00, plus \$10.14 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00.		
\$25,001.00 to \$50,000.00	\$288.20 for the first \$25,000.00, plus \$7.60 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00.		
\$50,001.00 to \$100,000.00	\$478.20 for the first \$50,000.00, plus \$5.97 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00.		
\$100,001 and up	\$731.70 for the first \$100,000.00, plus \$4.20 for each additional \$1,000.00 or fraction thereof.		
B. MANUFACTURED DWELLING PLACEMENT- Residential			
1. Installation fee; includes setup, concrete slab, runners/foundation & first 30' utility/plumbing connections WHEN they comply with the prescriptive requirements of the Oregon Manufactured Dwelling & Park Specialty Code (OMD&PSC); no add'l plan review fee. Any alterations/additions to structural, mechanical & plumbing will require separate permits with applicable plan review. A- RESIDENTIAL:	\$214.20	ORS 918-050-0130	clarifying language
2. State of Oregon Code Development Fee This amount is set by State; it's in addition to all other fees and charges, to be added to all manufactured dwelling and cabana installations permits only.	Amount is set by the State; currently \$30	OAR 918-500-0105	clarifying language
3. Additional structural permits required for decks, accessory structures, foundations & garages if they do <u>not</u> comply with the prescriptive requirements of the OMD&PSC; plus plan review. Additional Permits are required for decks, garage, pole buildings, & plumbing/mechanical changes per current codes.	Use above Structural Fee calculation (I.A.)	OAR 918-050-130	clarifying language
C. MODULAR/PRE-FAB STRUCTURE- Commercial (not a dwelling)			
1. Installation fee per setting; plus plan/site review fee. \ MOVEABLE COMMERCIAL INSTALLATION	\$204.29	OAR 918-050-130	clarifying language
2. Runners & Concrete Slabs, or structural alterations/additions require additional permit based on construction/install value, in addition to the installation fee; plus plan review fees. (Not for Manufactured Dwellings)	Use above Structural Fee calculation (I.A.)	OAR 918-600-0030 918-650-0030	clarifying language
3. Additional permits required for plumbing/utility connections or mechanical additions/alterations; plus plan review if required. (Not for Manufactured Dwellings)	See Plumbing & Mechanical Fees	OAR 918-050-130	clarifying language

cont. I. STRUCTURAL PERMIT FEES;	FEE	Rules/Statutes	CHANGES
D. AREA DEVELOPMENT PERMITS (ADP) FOR MANUFACTURED DWELLING PARKS, MOBILE HOME PARKS & RECREATIONAL RV PARKS -			
1. Fees to follow Oregon Administrative Rules 918-600-0030 fee tables based on park class A, B or C listed in the OAR.	See 918-600-030 fee table based on Class.	OAR 918-600-0030 918-650-0030	new language
E. FIRE SUPPRESSION SYSTEMS-			
1. Residential 13-R stand-alone systems are structural, based on square footage; includes plan review. (Residential Fire Suppression fees for 13-D multi-purpose/continuous loop are plumbing permits based on same sq. ft. fee.)	0-2000 sq. ft. \$364.14 2001-3600 sq. ft. \$393.06 3601-7200 sq. ft. \$435.90 7201 sq. ft. and up \$494.80	OAR 918-050-0141	clarifying language
2. All Commercial systems are based on value; plus plan review fees. (Residential 13-R stand-alone systems & 13-D multi-purpose/continuous loop are plumbing permits based on square footage of building.)	Use above Structural Fee calculation (I.A.)	OAR 918-050-0140	clarifying language
F. PHASED CONSTRUCTION-			
1. All types; Residential or Commercial. Phased Project Fee is in addition to project plan review fee based on the total project value. Fee not to exceed \$1,500 for each phase.)	\$200 phasing fee plus 10% of total project permit fee for plan review. \$102-Commercial / \$51-Residential	ORS 918-050-0160	clarifying language and new fee
G. DEFERRED SUBMITTALS-			
1. All types; Residential & Commercial fee charged for processing and reviewing shall be 65% of the building permit fee calculated using the value of the particular deferred portion(s) of the project. (Minimum fee is \$250; This fee is in addition to the project plan review fee based on the total project value.)	65% of the of the deferred portion(s). Minimum fee \$250.	ORS 918-050-0170 OAR 918-460-0070 OAR 918-480-0030	clarifying language
H. SOLAR STRUCTURAL INSTALLATIONS-			
1. Flat fee for installations that comply with the prescriptive path described in section 305.4 of the Oregon Solar Installation Specialty Code (pg. 30). This includes 1-plan review & 1-inspection. (Requires electrical permits @ Columbia County)	\$160.60	OAR 918-050-0180	clarifying language
2. All other installations, Per 305.4 OSISC, shall be based on valuation of structural elements for the solar panels, including racking, mounting, rails & cost of labor (Excluding value of solar electrical equipment, collector panels, & inverters). This does not include plan review fees and required electrical permits.	Use above Structural Fee calculation (I.A.)	OAR 918-050-0180	clarifying language
I. DEMOLITION PERMITS- Complete Demolitions Only not partial, soft, or structural alterations.			
1. Residential: Flat fee (exempt from State Surcharge). If applicable; plumbing permit with state surcharge.	\$96.39		clarifying language
2. Commercial: Based on job value (exempt from State Surcharge). If applicable; plumbing permit with state surcharge.	Use above Structural Fee calculation (I.A.)		clarifying language
J. ELECTRICAL PERMITS- All electrical permits are issued by Columbia County Land Development.			no change

II. PLUMBING FEE	FEE	Rules/Statutes	NOTES
A. 1 & 2 FAMILY DWELLINGS: New construction bathroom fees includes one kitchen, first 100' of site utilities, hose bibbs, icemakers, underfloor low-point drains and rain drain package which includes piping, gutters, downspouts & perimeter system.		OAR 918-050-0100	
1 bathroom	\$374.85		
2 bathroom	\$487.31		
3 bathroom	\$645.81		
Add'l Bathroom or Kitchen (not counted above)	\$89.96		
Water service; first 100 feet (new construction excluded)	\$42.84		
Sanitary sewer & Storm water service; first 100 feet (new construction excluded)	\$42.84		
Add'l 100' or part thereof; water, sanitary, & storm sewer (no charge for 1st 100' of new construction)	\$33.20		
Minor installation (per fixture including additions/remodels, alterations, repairs including demolition caps.)	\$22.49		
Irrigation/Backflow Device (if not counted as a minor install; minimum permit fee applies)	\$22.49		
Special equipment or DWV alteration	\$59.98		
B. MANUFACTURED DWELLINGS & PREFABRICATED STRUCTURES:		918-050-0130	add ORS
Any New Manufactured/PreFab connection to existing drain, sewer, storm & water (Exclude 1st 30' of initial manufactured dwelling installation which is included in dwelling placement plus any connections for dwellings that complies with the prescriptive requirements of the Oregon Manufactured Dwelling & Park Specialty Code.)	\$96.39		
Add'l 30' or part thereof (water, sanitary & storm sewer)	\$34.22		
C. RV and MANUFACTURED DWELLING PARKS:		918-600-0030	add ORS
Base fee (includes 5 or less spaces)	\$285.96		
6-19 spaces (base fee plus cost per spaces)	\$49.27		
20 or more spaces (base fee plus cost per spaces)	\$27.09		
Structures & storm sewer systems (per fixture)	\$22.49		
D. COMMERCIAL, INDUSTRIAL & DWELLINGS OTHER THAN 1 & 2 FAMILY:		918-050-0100	
Minor installation (per fixture fee not range of fixture counts for additions/remodels, alterations & repairs.)	\$22.49		clarifying language
3 or less fixtures	\$87.82		Omit per ORS
Base fee (includes 4 to 10 fixtures)	\$185.28		
11 or more fixtures (base fee plus cost per fixture)	\$22.49		
Water service (first 100 feet)	\$59.98		
Sanitary sewer (first 100 feet)	\$59.98		
Storm sewer (first 100 feet)	\$59.98		
Add'l 100' or part thereof (water or sewer)	\$33.20		
E. FIRE SUPPRESSION - RESIDENTIAL:			
Only Stand-alone and Multipurpose Fire Suppression System (Fire 13-D) fees shall each be calculated as separate flat fees based on the square footage of the structure for dwellings, this includes plan review fees. Backflow permit is not included.		918-050-0140	clarifying language
0-2000 square feet	\$364.14		
2001-3600 square feet	\$393.06		
3601-7200 square feet	\$435.90		
7201 and greater	\$494.80		
F. MEDICAL GAS:			
Fee for installation of a medical gas system shall be determined based on the value of the installation costs, system equipment including inlets, outlets, fixtures and appliances. This does NOT include plan review fees.	Use Structural Fee calculation (I.A.)	918-050-0150	clarifying language

III. MECHANICAL PERMIT FEES	FEE	Rules/Statutes	NOTES
A. RESIDENTIAL: Unless otherwise noted, fees apply to both gas & electric appliances for insllation, repairs, alterations and related equipment including piping.		OAR 918-050-0100	adding items regulated by code & clarifying language
Air Conditioning	\$10.44		All residential mechanical items to be \$10.44 each item.
Air Handler	\$10.44		
Apppliance piece of equipment but not classified in other categories	\$10.44		
Cadet Heaters;	electrical permit only		
Chimney/liner/flue/vent	\$10.44		
Dryer; gas (if electric then no mechanical permit required)	\$10.44 \$7.71		
Dryer Vent	\$10.44 \$5.52		
Evaporative cooler other than portable	\$10.44		
Fans; bath/laundry/attic	\$10.44 \$5.52		
Fireplace (all types)	\$10.44		
Furnace/burner including duct work vent/liner	\$10.44		
	\$10.44		
Gas line for any including BBQ	\$10.44		
Gas Test, each	\$10.44 \$3.86 for 1-4 outlet and \$1.34 for each add'l		
Generators, oil tank/gas diesel	\$10.44		
Heat Pump (electric)	\$10.44		
Heater, suspended, in recessed wall or floor mount	\$10.44		
Hood & ducts served by mechanical exhaust	\$10.44		
Incinerator, domestic	\$10.44		
Mini-split	\$10.44		
Pool/spa heater, kiln	\$10.44		
Propane Insert	\$10.44		
Radon Mitigation	\$10.44		
Range/Cook Top; gas (if electric then no mechanical permit required)	\$10.44		
Range Hood/Vent	\$10.44 \$7.71		
Ventilation systems	\$10.44		
Water Heater; gas/hydronic (Plumbing permit also required for all types.)	\$10.44 \$7.71		
Wood/Pellet Stove	\$10.44		
Misc. heating/cooling, fuel appliances, exhaust/ventilation not listed above but regulated by code.	\$10.44		
B. COMMERCIAL, INDUSTRIAL & DWELLINGS OTHER THAN 1 & 2 FAMILY:		OAR 918-050-0100	
Mechanical fee shall be calculated based on the value of the equipment and installation costs, including contractor's profit.	Use Structural Fee calculation (I.A.)		clarifying language

IV. MISC. BUILDING FEES	FEE	Rules/Statutes	NOTES
A. PLAN REVIEW FEE:			
Plan Review Fee	65% of structural fee		
Plan Review additionally required by changes, alternatives or revision to approved plans (minimum 1 hr. charge) (minimum 1/2 hr.)	\$96.39/hr.		clarifying language
Fire-Life-Safety Plan Review; (Commercial only, if required)	40% of structural fee		
Phased Project Plan Review. All types; Residential or Commercial. Phased Project Plan Review fee is in addition to project plan review fee based on the total project value.	\$200 phased project application fee plus 10% of total project permit fee for plan review. (Fee not to exceed \$1,500 for each phase) \$102 Commercial / \$51 Residential		clarifying language and minimum fee increased listed under structural
Planning & Engineering Review fees could apply.	(see Planning/Eng. Fees)		
B. INSPECTION FEES & MISC. FEES:			
Permit Fee minimum, all types	\$96.39		
Permit Extension Fee; Extension request must be sent to the Building Official prior to permit expiring and subject to Building Official approval. (exempt from State Surcharge)	1st extension request no fee, 2nd extension 50% of original permit fee. Each extension granted will be for 180 days.		clarifying language
Permit Re-instatement Processing Fee for expired permits, if not expired for greater than 1-year.	50% of original permit fee subject to State Surcharge		new language
Inspections required outside normal business hours (min. 2 hr. charge)	\$96.39/hr.		
Inspections, specially requested or any inspection not otherwise indicated. (1 hr. min.)	\$96.39/hr.		
Investigation Fee for work commencing prior to permit issuance	fee equal to actual permit fee		new language
Records Request Fee	see current Fee Resolution for Public Recorded Request; usually staff time & materials		
Refund Policy; must be greater than \$75	\$75 fee		
Reinspection Fee (after 2 same-type failed inspections)	\$96.39/each		
State Surcharge, subject to State increases.	(current % x structural fee)		
Temporary Certificate of Occupancy; per each 30-day period or fraction of	\$139.23		clarifying language
School Construction Excise Tax (CET)- Imposed on improvements to real property that result in a new structure or additional square footage in an existing structure. See exemptions in ORS 320.173	Residential; \$1.26per sq. ft. Commercial; \$0.63 per sq. ft. (not to exceed \$29,900 per permit or structure)		

CITY OF SCAPPOOSE

May 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 Council Work City Council 7pm	8	9	10	11	12
13	14	15	16	17 Economic Development Committee noon Parks & Rec. Committee 6pm	18	19 Scappoose Farmers Market 9am – 2pm
20	21 Council Work Session 6:00 pm City Council 7pm	22 Budget Committee meeting 6pm	23	24 Planning Commission 7pm	25	26 Scappoose Farmers Market 9am – 2pm
27	28 City Offices Closed ~ Memorial Day	29 Budget Committee meeting 6pm (If needed)	30 Budget Committee meeting 6pm (If needed)	31		

CITY OF SCAPPOOSE

June 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2 Scappoose Farmers Market 9 am - 2pm
3	4 Council Work Session (nothing scheduled yet) City Council 7pm	5	6	7	8	9 Scappoose Farmers Market 9 am - 2pm
10	11	12	13	14	15	16 Scappoose Farmers Market 9 am - 2pm
17	18 Council Work Session 6pm City Council 7pm	19	20	21 Economic Development Committee noon Parks & Rec. Committee 6pm	22	23 Scappoose Farmers Market 9 am - 2pm
24	25	26	27	28 Planning Commission 7pm	29	30 Scappoose Farmers Market 9 am - 2pm