

MONDAY, MAY 7, 2018
CITY COUNCIL MEETING AGENDA
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.

Pledge of Allegiance

Roll Call

City Council Members Present:

Scott Burge	Mayor
Mark Reed (arrived at 7:02pm)	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
Alexandra Rains	Assistant to City Manager
Dave Sukau	Public Works Director
Don Van Domelen	Building Official

Legal Counsel: none

Press: none

Approval of the Agenda

Councilor Sanders moved, and Councilor Kessi seconded the motion to approve the agenda. (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

Laura Wood, Scappoose, explained she wanted to talk to the City regarding getting approval for a daycare facility in Scappoose. She explained she has had someone email conversations with Mayor Burge and Councilor Kessi. She explained there is a big need for a daycare facility in the City of Scappoose, and after looking at all the traffic studies costs, \$26,000 per 1,000 square foot to start a daycare facility is not something that this community can sustain. She explained she has been working with Monkey Tree in St. Helens, and the owner/director of that facility has been trying to open a daycare facility in Scappoose and gets turned away consistently because she can't rent, because she doesn't have the \$26,000 to put into a 1,000 square foot facility. She explained what the owner is looking for at this time is to open an 850 square foot facility for newborns to two years old, and she can't do it because the cost is so high. She is just here to talk to the Council and see what we can do to get this going. She explained currently Monkey Tree in St. Helens has fifteen kids on their waiting list because they are so full. She explained because she goes to St. Helens for daycare she is spending money in St. Helens shopping and that is money that is being taken out of our community, as a whole. She would like to get this

conversation going and see what we can do to quickly move through this process of getting something approved for a small fifteen kid facility here in Scappoose.

Mayor Burge stated he had responded in an email, and he thinks they are going to definitely look into it. He explained this is a part of the City ordinances, so it would take a public hearing process to go through, possibly the Planning Department and Commissions as well. He thinks there are some ideas that have already been put out there that could work, and conversations, especially supporting small businesses, and he thinks that is what we want to do.

Laura Wood explained the owner is not looking to build anything new, it is not going to be some massive facility, she is just looking to rent something here.

Councilor Greisen explained this is a huge issue for parents who live in Scappoose, having to find daycare outside of our City. She explained Laura is very lucky that her children are in Columbia County, because a lot of parents are getting their children up early and driving them in the car to commute with them in to Portland, and the cost of daycare in Portland is astronomical, and the waiting lists are even worse. She explained a couple of years ago she was contacted by a local doctor at the OHSU clinic trying to think of something for the community because it is an issue for their employees. The doctor that contacted her was trying to figure out a way that the City could work with them to get resources here in Scappoose.

Laura Wood explained the Monkey Tree staff was also recently contacted by OHSU to try to bring daycare to Scappoose because they keep losing employees.

Councilor Sanders explained Monkey Tree is a State Certified daycare provider so if anyone has childcare benefits through the State can use them as well. She feels it would be awesome to help bring them to Scappoose.

Laura Wood explained she is available if there are any questions.

Mayor Burge explained he has had a conversation with Brian who is on the Economic Development Committee. He thinks Councilor Kessi would be a great resource on transportation fees, especially when you are going into an already built location, and what we should do, and how best the City can support small businesses. He explained we will need to look at different ideas on how we can suppress that fee, or should that fee go on forever from the day that building is built or should there be a limit like after ten years, it is just what it is.

City Manager Sykes replied this is the first he has heard of it, but what we said we would do is take a look at where is the \$25,000 coming from. He doesn't have a lot of facts, but it is an issue we need to look into and see if there are other opportunities. He explained all new businesses pay the SDC, and it's based on trips, but then he thinks this is more of a reuse of an existing building, and should that be the same fee. He thinks there should be some discussion on how to proceed. He explained staff will come back at a future Council meeting with more information.

Mayor Burge stated again if we have to change City ordinances, it will take at least two meetings.

Laura Wood explained property is coming available that would work in a good location, but then they hit road blocks.

Mayor Burge explained this fits nicely in the Councils Goals of supporting small businesses.

Laura Wood stated she appreciates Councils time.

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

Councilor Poling moved, and Councilor Haugen seconded the motion to approve the Consent Agenda ~ April 16, 2018 City Council Work Session and April 16, 2018 City Council meeting minutes. (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.

Introduction of Scappoose Police Staff ~ Police Officer Hailey Holm & Police Office Administrator Timmi Sue Hald

Chief Norm Miller explained we have had some good changes in the Police Department over the last couple of weeks. He explained Hailey Holm has been with the City for a long time, she has been his second in command basically. He explained Hailey has been someone who does a lot of work for him up front, answering the phones, taking care of records, and does a lot of community events with him. He explained Hailey has planned and organized the Out of the Darkness event, which has been very successful, but now she has been moved to patrol, something she has wanted to do. He explained Hailey set forward and accomplished this herself, it was not given to her in any way, she had to earn it, just like anybody. He explained Hailey was sworn in two weeks ago and is currently working with her Field Training Officer Travis. She will be going to the academy next month and will be on the road solo by December.

Chief Norm Miller explained the Police Department hired someone new to take over records, and the community events, and he got very lucky. He explained he hired someone who came from the Sheriffs Office, who had been there many years, and who worked upfront doing records, the control room. He explained when hiring Timmi Sue Hald he hired someone with a lot of knowledge to come in and take over where Hailey left off. He explained Timmi Sue has done a fabulous job already. He explained it is coming full circle with the Police Department that we are getting people that want to stay and we are able to promote within, along with people who want to come work for us.

Chief Norm Miller stated congratulations to Hailey and Timmie Sue. He stated they make him look good as a Chief, because if you surround yourself with good people, you are very successful.

Council congratulated Hailey and Timmi Sue.

Proclamations

VFW Buddy Poppies

Mayor Burge read the VFW Buddy Poppies Proclamation.

Local VFW Post 4362 Members Frank Weber, David Sleightam, and Roger Antonich handed out Buddy Poppies to all in attendance.

National Law Enforcement Week

Mayor Burge read the National Law Enforcement Week Proclamation.

Council thanked Police Chief Norm Miller, and all the Officers in attendance.

National Public Works Week

Mayor Burge read the National Public Works Week Proclamation.

Council thanked Public Works Director Dave Sukau.

Paavo H, Scappoose, presented a basket to Chief Miller and thanked the Scappoose Police Department for all that they do in protecting our community and everyone that lives in it.

New Business

Charles T. Parker Way Project – Construction Contract

Assistant to City Manager Alexandra Rains went over the staff report. She explained 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

Assistant to City Manager Alexandra Rains explained 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. 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 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. She explained 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.

City Manager Sykes stated Council recognizes that it is critical that this project is completed this summer and we were fortunate that we were able to receive a solid bid. He explained this will provide OMIC with city services, along with providing access to OSG.

Assistant to City Manager Alexandra Rains stated this will open up all of the property that Mr. Parker is looking to develop.

City Manager Sykes stated it isn't costing the City anything, other than staff time, which is a lot.

Councilor Haugen moved, and Council President Reed seconded the motion that 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. (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.

Park Naming Update for Seely Lane

Assistant to City Manager Alexandra Rains went over the staff report. She explained 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. She explained 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 or the first meeting in June, with a Resolution reflecting whatever changes are identified this evening.

Mayor Burge stated it is up to Council which way we want to go on this.

Councilor Haugen stated if we can't nail down at least the spelling on that, then we move to number two on the list ~ Skookum.

Councilor Greisen replied she has to admit, she has not been able to get Skookum out of her head since they made the choice, and she is for Skookum too.

Mayor Burge stated he would go with Chief Concomley Park.

Assistant to City Manager Alexandra Rains replied there is significantly more information available on Chief Concomley.

Councilor Poling stated he likes the idea of having history for the park, so he would go with Chief Concomley.

Assistant to City Manager Alexandra Rains explained if Council would like to go with Chief Concomley Park she will bring a resolution to Council just amending the name.

City Manager Sykes asked if that was the general consensus of Council to rename the park Chief Concomley?

Council replied yes.

Resolution No. 18-08: A Resolution Revising Building Department Rates and Clarifying Language to Prepare for the State e-permitting program

Building Official Don Van Domelen went over the staff report. He explained the 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. 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. He explained fee adjustments for Phased Construction increased and some of the Mechanical item fees changed to reflect one consistent fee. He explained staff recommends approving the fee adjustments and language clarifications.

Councilor Sanders moved, and Councilor seconded the motion that Council approve Resolution No.18-08: A Resolution revising Building Department rates and clarifying language to prepare for the state e-permitting program. (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.

Announcements ~ information only

Calendar

Mayor Burge went over the calendar.

City Manager, Police Chief, Councilors, and Mayor

City Manager Sykes explained staff is pleased to get some solid bids for the Charles T. Parker Way project. He explained that it is going to be critical to finish the project this summer so that

we can start attracting some industries out near OMIC. He explained the City signed an agreement with the new attorneys. He explained we have a retainer with them, and will be paying a very reasonable price, at \$230 an hour. He explained staff is pretty pleased with the service so far. He explained staff has submitted an infrastructure grant to the State for \$350,000.

Councilor Kessi asked how much is the retainer a month for our attorney?

Assistant to City Manager Alexandra Rains replied it will be \$5,750, which is based on twenty-five hours a month at \$230 an hour.

Councilor Kessi asked how much were we paying with the previous attorney?

Assistant to City Manager Alexandra Rains replied she believes it was very low because of a special rate that was given to the City, so it wasn't really comparable. She explained the offer from Jordan Ramis was going up to \$350 an hour.

Councilor Kessi asked if the attorney is planning on attending every meeting?

City Manager Sykes replied we will have them come when we need them. He explained the plan is after a year look at the hours and adjust them accordingly.

City Manager Sykes mentioned there is a City/County meeting coming up on May 29. Let Susan know if you would like to go, she will sign you up. He explained the street sweeper has been out sweeping the streets ~ we have some of the cleanest streets in Columbia County now.

Councilor Kessi asked about the City/County meeting being on May 29, which is the same date as the budget meeting.

There was discussion that sometimes the budget meeting gets done in one night.

Councilor Kessi explained he was thinking that maybe if another budget meeting is needed it could be on May 30.

City Manager Sykes replied we could just have the budget meetings on May 22 and May 30.

City Manager Sykes explained the Community Club is meeting on May 9, if anyone is interested. He explained the Community Club is having an event on June 16 ~ Party in the Park, which they are working on with Cycle Columbia County.

City Manager Sykes explained staff is busy with the budget.

Chief Miller explained he took the question of having a CC Rider bus stop on Havlik Drive to the Traffic Safety Committee. The committee discussed it and recommended that CC Rider pull into the existing area, like the cinema area, and not use Havlik. He explained CC Rider does not want to pull into the existing area, because they say their bus is too big to pull in there. He

wanted to let Council know that he was going to call CC Rider and let them know the City has denied them having a bus stop on Havlik Drive.

Mayor Burge explained CC Rider came before Council in the past regarding a stop on Havlik and Council told them no because the Police Department, Planner, and Engineer told the Council that is not a safe place to have a stop.

Councilor Kessi stated if Havlik Drive isn't the right stop, try to be accommodating, because commuting to Portland, the less cars on the road the better. He stated public transportation is a great way to accommodate our traffic needs in some ways.

Chief Miller replied they are working with CC Rider and trying to come up with different ideas for a bus stop.

Chief Miller explained in the Department Report you will see under the Police Department information they are randomly doing surveys from the calls they go on. He explained they have been doing the surveys for the last couple of months. He explained they are going to have the survey's available on their website.

Public Works Director Dave Sukau explained this summer is going to be extremely busy with the creek restoration project at Veterans, potentially putting the fill at Miller Park, and construction at Seely Park. He appreciates Council spreading the word that there are going to be pretty big impacts at those parks, and they will be slightly challenging to use but they will barrier off the construction activities from the public as best they can.

Councilor Greisen asked if there are any updates on the well testing?

Public Works Director Dave Sukau replied actually they are working on that right at the moment. They are in the process of flushing, and are starting to get the sand under control, and we are just about ready to wrap that up.

Mayor Burge asked if there are any extra picnic tables that could be placed near the fountain?

Public Works Director Dave Sukau replied not at this time, but there are some budgeted for next fiscal year.

Councilor Poling explained the Scappoose School District just finished up their budget process. He explained during the process they did not have any funds for the School Resource Office (SRO) in their budget, but he did bring it up to make sure it was put in there, so it is in there. He stated they do have \$50,000 set aside for the SRO.

Councilor Kessi explained the Grant Watts Auction went really well, and it was very well attended. He explained he is looking forward to the budget process.

Councilor Greisen explained she hopes we can navigate to try and figure out safe routes to schools.

Chief Miller explained the Traffic Safety Committee is doing a study of the school zones.

Mayor Burge replied that is one of Councils Goals.

Council President Reed stated he might have conflicts with the May 29 and May 30 budget meetings. He stated if we could review the budget in a day that would work for him.

Councilor Haugen stated in regards to the budget he would be happy to go until we finish, just get it done in one day.

City Manager Sykes replied we will be starting the budget meeting at 6pm.

Councilor Haugen stated if anybody sitting here would like to volunteer for a four-hour shift for the stations for the Columbia Century Challenge on June 16 please let him know.

Mayor Burge explained he met the new Executive Director for OMIC, Mr. Campbell. He explained he attended the Governor's Conference on Tourism. He explained he spent a lot of time with Casey Garrett, Columbia County Parks Representative. He explained he and Casey had a conversation about the City's 80 acres on top of the hill, maybe just start it out with pedestrian trails, and work with the County on focusing and supporting the development of mountain bike trails on the BLM land above Scapponia Park because there are hundreds of acres up there. He explained he and Casey talked about a lot of concepts on marketing for the City and the community, as well as talking to tour guides and different options. He stated it was a very successful trip, and both he and Casey came away from it very optimistic about opportunities that we have that we just haven't taken advantage of yet.

Adjournment

Mayor Burge adjourned the meeting at 8:02 pm.



Scott Burge, Mayor

Attest:



Susan M. Reeves, MMC
City Recorder