



SCAPPOOSE *Oregon*

MONDAY, AUGUST 20, 2018

CITY COUNCIL

Scappoose Creek Project Tour, 6:00 p.m.

(meet at Veterans Park, in parking lot, 52590 NW Captain Roger Kucera Way)

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 ~ June 25, 2018 Special City Council meeting minutes, July 16, 2018 City Council Work Session, July 16, 2018 City Council meeting minutes, appointment of the Park and Recreation Committee members (staggering terms), appointment of Simon Date, South Columbia County Chamber and Paul Peterson Scappoose School District as Economic Development Committee Liaisons, and appointment to the Economic Development Committee (staggering terms)

**2. Swearing in of Municipal Court Judge ~ Cynthia Phillips
Mayor Burge**

**3. Presentation to Scappoose Police Officer
Staff: Police Chief Norm Miller**

4. Interviews for Scappoose Planning Commission Vacancies

**WORK SESSION ~ Water Master Plan ~ System Analysis Part 2
Staff: Treatment Plant Supervisor Darryl Sykes**

Announcements ~ information only

5. 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

**SPECIAL CITY COUNCIL MEETING
MONDAY, JUNE 25, 2018, 6:00 p.m.
Scappoose Council Chambers
33568 East Columbia Avenue**

Call to Order

Mayor Burge called the Special meeting to order at 6:01 p.m.

Pledge of Allegiance

Roll Call

City Council Members Present:

Scott Burge	Mayor
Megan Greisen	Councilor
Joel Haugen	Councilor
Josh Poling	Councilor

Staff Present:

Michael Sykes	City Manager
Susan M. Reeves	City Recorder
Alexandra Rains	Assistant to City Manager

Excused: Council President Mark Reed, Councilor Patrick Kessi, and Councilor Natalie Sanders.

New Business

Chief Concomly Park Project Invitation to Bid

Assistant to City Manager Alexandra Rains went over the staff report. She explained on May 10, 2018, Mackenzie completed engineering of the Chief Concomly Park Project and delivered bid ready construction documents to the City. The City then advertised an Invitation to Bid (ITB) to solicit bids from contractors to complete construction of the project. The ITB was issued on May 14, 2018, and a single bid for \$772,200 was received on June 12, 2018 submitted by Tapani Inc. The bid was higher than the engineer's estimate, prompting staff to contact Tapani and request an opportunity to negotiate a reduced price. Tapani expressed a willingness to work with the City and, after concluding negotiations, a final recommendation was made by staff on June 21, 2018 to execute an agreement with Tapani to complete construction of Chief Concomly Park for \$705,750. Final award of the contract is scheduled to take place on July 3rd, 2018 following expiration of the challenge period. The cost of constructing Chief Concomly Park is \$705,750. It will be funded by a grant of \$442,680.00 from the Oregon Parks and Recreation Department's Local Government Grant Program and funds from the City's Parks and Parks SDCs Budgets. Staff recommends Council approve spending up to \$705,750 to complete construction of Chief Concomly Park and enter into a contractual agreement with Tapani Inc.

City Manager Sykes stated basically this would allow us to pretty much finish the park itself, except for playground equipment, which staff will come back to Council later regarding that. He explained staff is pleased with the amount because after negotiations they were able to reduce it

by \$70,000, and also the big piece of that was giving the contractor until next March to finish the project, which is really worth 10% of the bid for them.

Councilor Greisen asked about the designs to guide the building of the park.

Assistant to City Manager Alexandra Rains explained the contractor is going to use the design that was completed by the City's Engineering Firm.

Councilor Poling asked how much was the original budget amount for the park?

Assistant to City Manager Alexandra Rains replied staff had hoped that the construction contract wouldn't be more than about \$550,000. She stated she thinks part of the issue is contractors are really busy, and with only receiving one bid, at the preproposal walk through they actually had three contractors there, but she has a feeling when Tapani mentioned they had other business in the area it may have affected the other bidders. She gave an overview of the proposed basketball court.

Mayor Burge explained maybe we can do a HEAL Oregon Grant for some of the workout stations in the park.

Assistant to City Manager Alexandra Rains explained staff has ordered signs to help identify things off the highway to help identify parks, the Community Development Center, and other things like that.

Councilor Haugen moved, and Councilor Poling seconded the motion that Council authorize City Manager Sykes to initiate construction of Chief Concomly Park and approve a construction contract in the amount of \$705,750, with Tapani Inc. Mayor Burge, aye, Councilor Greisen, aye, Councilor Haugen, aye, and Councilor Poling, aye.

Adjournment

Mayor Burge adjourned the Special meeting at 6:11 p.m.

Mayor Scott Burge

Attest:

City Recorder Susan M. Reeves, MMC

**MONDAY, JULY 16, 2018
CITY COUNCIL WORK SESSION**

WATER MANAGEMENT & CONSERVATION PLAN, 6:00PM - 6:45PM

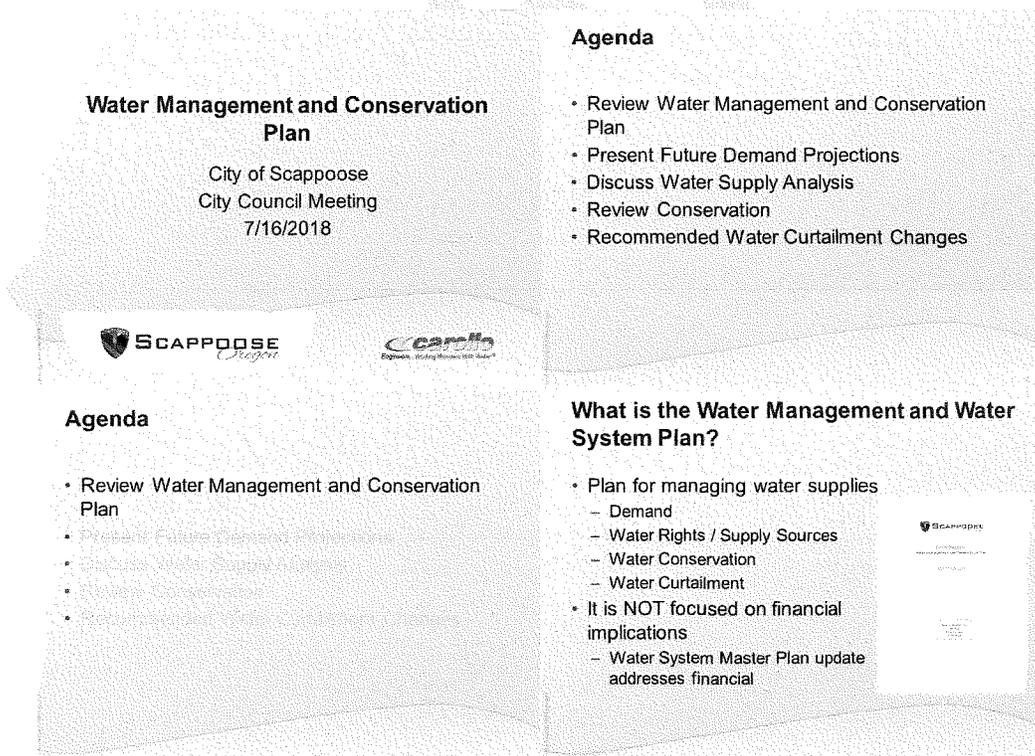
Mayor Burge called the Work Session to order at 6:00 p.m.

Present: Mayor Scott Burge, Councilor Patrick Kessi, Councilor Megan Greisen, Councilor Natalie Sanders, Councilor Joel Haugen, Councilor Josh Poling, City Manager Michael Sykes, Treatment Plant Supervisor Darryl Sykes, City Recorder Susan Reeves, Legal Counsel Peter Watts, and Consultant Dan Reisinger with Carollo Engineers.

Also present: City Engineer Chris Negelspach, City Planner Laurie Oliver, and Chamber Executive Director Simon Date.

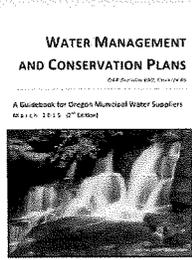
City Manager Sykes explained we are in the midst of updating our Water Master Plan and as part of that we developed the Water Management and Conservation Plan which we would like to share with you tonight. He stated as you well know water is one of our big issues.

Consultant Dan Reisinger explained we are going to go over this plan, and really this is a regulatory required plan. He went over his power point presentation.

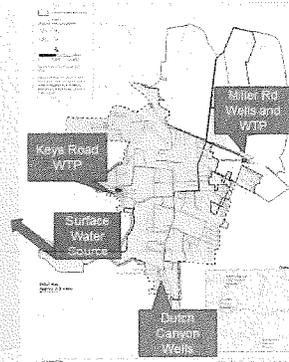


Why are we updating the WMCP?

- Update required as a condition of the Dutch Canyon Well #2 water right
- Required by OAR 690-086 (administered by OWRD) every 10 years.



Water System Overview

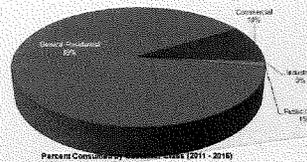


Agenda

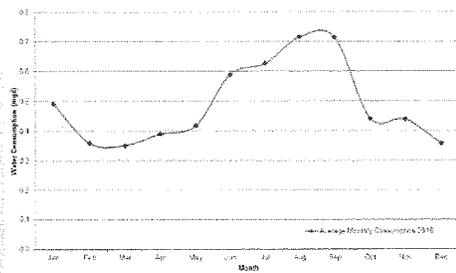
- Review Water Management and Conservation Plans
- Present Future Demand Projections
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-
-

Who uses water in the City?

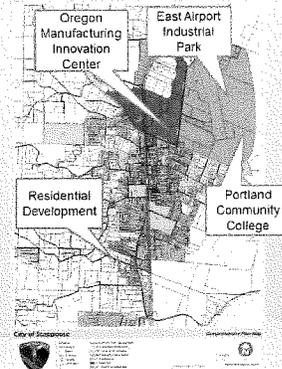
Historical Water use from 2011 to 2016



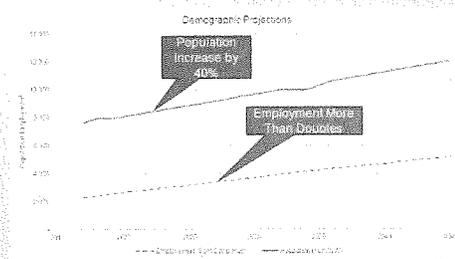
Summer use is nearly double of winter use



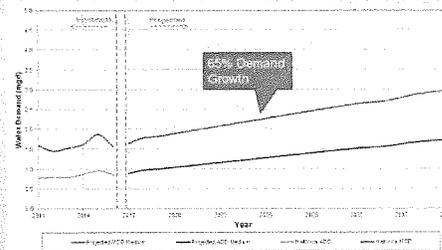
How will the water system grow in the next 20 years?



Strong population and employment growth in next 20 years



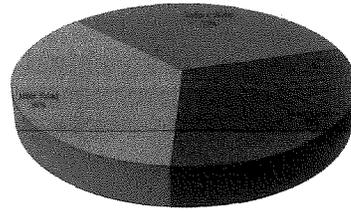
Water use and demographic growth were used to project future demands



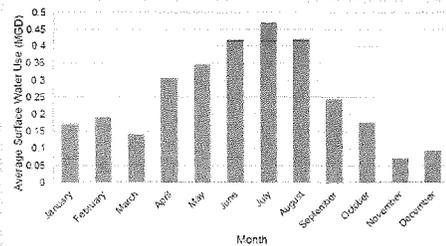
Agenda

- Review Water Management Plan
- Discuss Water Supply Analysis
-
-

Water is supplied evenly between three sources

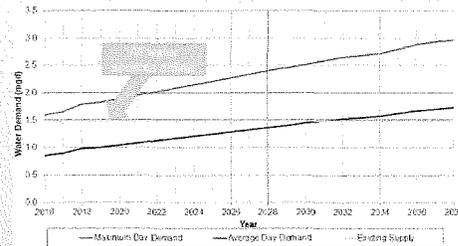


Surface water is used for summer peaking when stream flows are lowest

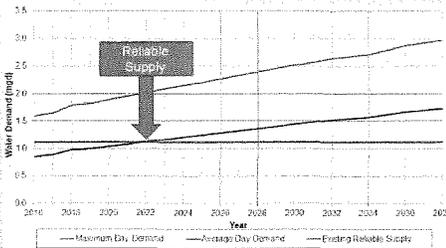


DRAFT

More supplies are needed to meet summer demand

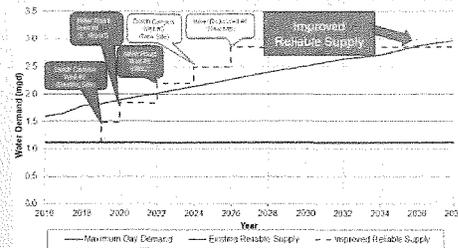


Summer demands cannot be met without the surface water source (reliability)

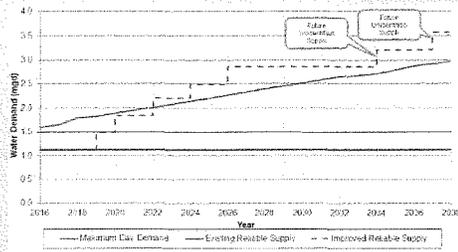


* Assumes Surface Water Treatment Offline

Two additional wells maximize the use of existing City treatment plants



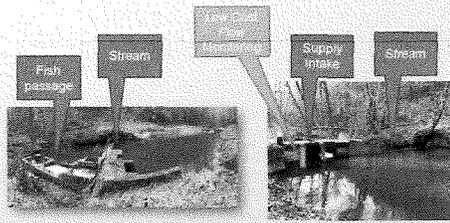
Cost-effective investigation is needed to better understand future supplies



Long-term supplies

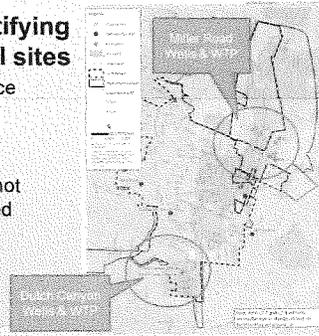
- Increased Surface Water Use
 - Streamflow monitoring (2018/2019)
 - Investigate condition of raw water line
- New Miller Road Wells
 - Drill test wells (2019/2020)
 - Acquire property, if needed
- New Dutch Canyon well
 - Acquire property, if needed

Quantify available streamflow at surface water intakes



Staff identifying future well sites

- ¼-mile surface water buffer very limiting (tan areas)
- Historically, not all wells drilled were usable (red dots)



Councilor Kessi asked is there a way to use the surface supply for industrial uses, and the well supply for drinking/residential use, is there a way to divide that?

Darry Sykes replied the water is all combined.

Councilor Kessi asked if staff has looked at the Chapman Landing supply at all?

Consultant Dan Reisinger replied we did as part of the Water System Master Plan and it was definitely a potential.

Darryl Sykes replied the difficulty with that is we would have to do a feasibility study and then pilot work to determine if it would work, and none of that is cheap.

Agenda

- Review Water Management and Conservation Plan
- Estimate Future Demand
- Review Conservation

City accomplishes all required Water Conservation Measures

Water Conservation Measures	Status
Annual Water Audit	2017 Complete
Full Metering of the System	Complete
Meter testing and maintenance program	Complete, as needed
Conservation Rate Structure	Complete
Leak Detection	Complete
Public Education	Complete

Enhanced Conservation Measures are now needed due to population growth

Water Conservation Measures	Status
Reduce Water Loss to 10%	Staff Focus – Calculated water loss >25%
Technical and Financial Assistance Program	Complete
Retrofit/Replacement of Inefficient Fixtures	Faucet aerators and toilet leak detection tabs to be available
Rate Structure / Billing Practices for Conservation	Complete
Leak Detection	Complete
Reuse, Recycling, Non-potable	None planned. City reuses water in plants to extent possible
Other Measures	Not pursued

Agenda

- Review Water Management Plan
- Review Water Conservation Measures
- Review Water Curtailment Policy
- Recommended Water Curtailment Changes

Water loss is a combination of real losses and measurement error

- | | |
|---|---|
| Real Losses <ul style="list-style-type: none"> • Aging Distribution System <ul style="list-style-type: none"> – Ongoing leak detection and repair • Non-billable water tracking <ul style="list-style-type: none"> – Working with fire department to track water use • Water theft <ul style="list-style-type: none"> – City requires hydrant meters for construction | Measurement Error <ul style="list-style-type: none"> • Meter Accuracy <ul style="list-style-type: none"> – Ongoing Meter Replacement Program – Plant Meter Maintenance |
|---|---|

Four tier water curtailment is recommended to replace existing policy

Tier	Reduction Goal
Voluntary	5%
Tier 1 - Mild	10%
Tier 2 - Moderate	15%
Tier 3 - Critical	20%

Voluntary Tier is general; allows staff to prioritize customers for voluntary curtailment

Curtailment Tier	Trigger	Usage Reduction Goal	Reduction Measures
Voluntary	Projected supply limitations	Awareness and 5 percent reduction in daily demand	<ul style="list-style-type: none"> • Implement Curtailment Plan • Public notification and awareness • Personal water conservation measure education • Voluntary irrigation reduction Prioritized Notification Methods: <ul style="list-style-type: none"> • Bill staffers/Webpage/Social Media

Tier 1-Mild has mandatory reductions that largely impact the City

Curtailment Tier	Trigger	Usage Reduction Goal	Reduction Measures
Tier 1 Mild	Use reaches 85 percent of capacity of three consecutive days and/or state through declaration affecting service area	10 percent reduction in demand	<ul style="list-style-type: none"> • Continue all Voluntary measures • Stop system flushing except for essential needs • Reduce municipal irrigation and aesthetic uses and post information regarding reduction • Prohibit landscape watering to evening hours • Enforce payment penalties to comply with health • Prohibit commercial vehicle washing • Prohibit building cleaning Prioritized Notification Methods: <ul style="list-style-type: none"> • Posters/Door hangers/Posters/Handwritten/Website

Tier 2-Moderate restricts customer irrigation and prohibits non-essential outdoor water use

Curtailment Tier	Trigger	Usage Reduction Goal	Reduction Measures
Tier 2 Moderate	Use reaches 90 percent of capacity for two consecutive days	15 percent reduction in demand	<ul style="list-style-type: none"> • Continue all Tier 1 measures • Prohibit landscape watering between 7 am-11pm • Prohibit landscape watering to every 4th day on an alternating schedule • Cease municipal water uses such as street cleaning, flushing (unless health related), and one landscape irrigation • Prohibit vehicle washing outside of commercial facilities • Prohibit non-irrigation outdoor water use except when required for public health • Request businesses reduce demand by 20% Prioritized Notification Methods: <ul style="list-style-type: none"> • Mailings/Door hangers/Posters/Handwritten/Website

Tier 3-Critical prohibits irrigation and vehicle washing

Curtailment Tier	Trigger	Usage Reduction Goal	Reduction Measures
Tier 3 Critical	Use reaches 95 percent of capacity for one day	20 percent reduction in demand	<ul style="list-style-type: none"> • Continue Tier 2 measures • Prohibit landscape watering except for hand watering of new trees and shrubs • Prohibit vehicle washing with City supplied water Prioritized Notification Methods: <ul style="list-style-type: none"> • Mailings/Door hangers/Posters/Handwritten/Website

Next Steps

- Staff and Engineering is creating a Agency Review Draft
- Agency Review Draft will be sent to Council for approval to send to regulatory review
- Regulatory review
- Council to approve plan after regulatory review

QUESTIONS

Councilor Kessi stated he is wondering if there is a way to reuse water for industrial use versus drinkable water. He asked is there a way to do that when we are planning industrial growth, so we can conserve our water?

Consultant Dan Reisinger replied there is, but he can't actually speak to that.

Council thanked Dan and Darryl.

Mayor Burge adjourned the Work Session at 6:49 p.m.

INTERVIEW FOR ECONOMIC DEVELOPMENT COMMITTEE

Present: Mayor Scott Burge, Councilor Patrick Kessi, Councilor Megan Greisen, Councilor Natalie Sanders, Councilor Joel Haugen, Councilor Josh Poling, City Manager Michael Sykes, Police Chief Norm Miller, City Recorder Susan Reeves, and Legal Counsel Peter Watts.

Also present: Treatment Plant Supervisor Darryl Sykes, City Engineer Chris Negelspach, City Planner Laurie Oliver, RARE AmeriCorps Participant Garrett Peterson, Chamber Executive Director Simon Date, and Courtney Vaughn with the Spotlight.

Mayor Burge explained Council will be interviewing for an Economic Development Committee member.

Susie Wilson introduced herself to Council, and then Council interviewed her.

Council thanked Susie.

Interview adjourned at 6:59 pm.

Mayor Scott Burge

Attest:

City Recorder Susan M. Reeves, MMC

MONDAY, JULY 16, 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
Patrick Kessi	Councilor
Megan Greisen	Councilor
Natalie Sanders	Councilor
Joel Haugen	Councilor
Josh Poling	Councilor

Staff Present:

Michael Sykes	City Manager
Norm Miller	Police Chief
Susan M. Reeves	City Recorder
Laurie Oliver	City Planner
Garett Peterson	AmeriCorps RARE Participant

Peter Watts Legal Counsel

Press: Courtney Vaughn, Spotlight

In the audience: Treatment Plant Supervisor Darryl Sykes and City Engineer Chris Negelspach

Approval of the Agenda

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

Public Comments

There were no public comments.

Consent Agenda ~ June 18, 2018 City Council Work Session minutes, June 18, 2018 City Council meeting minutes, and appointment of the Park and Recreation Committee members

Mayor Burge amended the consent agenda to remove the appointment of the Park and Recreation Committee members, and add the appointment of Susie Wilson to the Economic Development Committee.

Councilor Haugen moved, and Councilor Poling seconded the motion to approve the Consent Agenda ~ June 18, 2018 City Council Work Session minutes, June 18, 2018 City Council meeting minutes, and appointment of the Susie Wilson to the Economic Development

Committee. (Motion passed 6-0). Mayor Burge, aye; Councilor Kessi, aye; Councilor Greisen, aye; Councilor Sanders, aye; Councilor Haugen, aye, and Councilor Poling, aye.

South Columbia County Chamber of Commerce Update

Simon Date, Executive Director, gave Council and staff a handout, and then gave an update of the Chamber.

INTRO ~ Simon Date, Executive Director

HISTORY ~ Brief chamber history, and specifically over the last few years (lack of action) Adversarial with other groups occasionally.

MEMBERSHIP

- What it entails, how it works, benefits
- Not your grandparents Chamber anymore
- Vernonia ~ recently took over the chamber in Vernonia

INITIATIVES & GOALS

- Getting the Chamber back online
- Closer relationship with the cities we represent
- Digital Magazine & Website
- Museum Move
- Partnering with schools (young workforce)
- Columbia County Leadership Program

Committees:

- Women Business Owners
- Latino/Hispanic Owners
- Business Owners Under 35

THANK YOU ~ Thank you for the \$3,637 check for Wings & Wheels as part of the Community Enhancement Initiative Fund.

QUESTIONS?

****end of handout****

Simon Date explained they lost about 70 members out of 200. He explained he would really like to start updating the City and having a closer relationship and a little bit more open and honest dialog for what works in the City, so we can get less businesses closing down. He stated that is where he needs help. He explained the fee to join is \$120, but currently they are redoing the membership tier.

Council thanked Simon and his son Jack.

New Business

Update on Friends of Scappoose Parks

AmeriCorps RARE Participant Garrett Peterson gave an update on the Friends of Scappoose Parks. He explained they have had two meetings, and the third meeting will be held on July 19, after the Park & Recreation Committee meeting. He explained there has been a pretty good turnout for the meetings so far. He explained it has been a round table discussion format to see what people's passions are, and what type of projects they want to focus on.

Councilor Greisen explained she told Public Works Director Dave Sukau how nice it was to have extra trash cans at Miller Park, and he replied they received feedback from the Friends of Scappoose Parks meeting that there weren't enough trash cans at the parks, so he put another one out there.

Mayor Burge explained one thing to think about adding is recycling in the City parks.

Garrett Peterson replied he will bring recycling up at the next meeting. He explained he spoke with Dave Sukau and they are working on having more trash cans along the Crown Zellerbach trail, because that was also brought up.

Councilor Sanders stated she knows the Friends of Scappoose Parks meeting gets advertised in the newsletter, but she wondered if there has been any discussion on putting up signs along Highway 30 a couple of days before the Friends of Scappoose Parks meeting to help draw people in?

Garrett Peterson replied they haven't talked about that idea specifically, but he can bring it up. He explained in addition to the newsletter, they have had it in the newspaper and on the City's website and Facebook pages. He does agree that more marketing is needed.

Councilor Haugen thanked Garrett for his efforts this past year, he has done a wonderful job.

Municipal Court Subcommittee update ~ Municipal Court Judge

Mayor Burge explained the Municipal Court Subcommittee interviewed three candidates and they chose one, and she is in the audience. He asked if she would like to come up and introduce herself.

Cindy Phillips, explained currently she is the Judge in Rainier, Columbia City, and for a couple more weeks, in St. Helens. She explained she used to work with Jordan Ramis.

Mayor Burge explained on the Subcommittee Joel, Josh and himself served, and they interviewed three candidates and they are recommending Cindy Phillips to be the City's new judge. He explained Council will need to have a motion to terminate Judge Wood's contract. He explained Judge Wood decided not to reapply.

Councilor Haugen moved, Councilor Poling seconded the motion to appoint Cindy Phillips as the Scappoose Municipal Court Judge, and direct City Manager Sykes to negotiate an agreement with Cindy Phillips.

City Manager Sykes said there were three very good candidates for this position.

(Motion passed 6-0). Mayor Burge, aye; Councilor Kessi, aye; Councilor Greisen, aye; Councilor Sanders, aye; Councilor Haugen, aye, and Councilor Poling, aye.

Mayor Burge stated welcome aboard Judge Phillips.

Councilor Sanders moved, Councilor Kessi seconded the motion to provide the 30-day written notice to terminate participation in the current municipal judge agreement with Judge Wood. (Motion passed 6-0). Mayor Burge, aye; Councilor Kessi, aye; Councilor Greisen, aye; Councilor Sanders, aye; Councilor Haugen, aye, and Councilor Poling, aye.

League of Oregon Cities ~ 2018 Legislative Agenda

City Manager Michael Sykes explained for the past three months, eight policy committees have been working to identify and propose specific actions as part of the League's effort to develop a pro-active legislative agenda for the 2019 session. They have identified legislative objectives as set forth in the enclosed ballot and legislative recommendation materials. He explained LOC is asking Cities to choose their top four. He explained Council voted and came up with the following:

Infrastructure Financing and Resilience
Mental Health Investment
Safe Routes to School Match

City Manager Sykes asked Council to choose the final one out of the three that were tied ~ PERS Reform, Property Tax Reform, and Waste Water Technical Assistance Program.

Council's consensus was the Waste Water Technical Assistance Program.

Councilor Kessi moved, and Councilor Poling seconded the motion to approve the top four City recommendations to forward to the League of Oregon Cities ~ Infrastructure Financing and Resilience, Mental Health Investment, Safe Routes to School Match, and Waste Water Technical Assistance Program.

Mayor Burge would like to make Senator Betsy Johnson and Representative Brad Witt aware of the City's recommendation to the League of Oregon Cities.

(Motion passed 6-0). Mayor Burge, aye; Councilor Kessi, aye; Councilor Greisen, aye; Councilor Sanders, aye; Councilor Haugen, aye, and Councilor Poling, aye.

Cancel the August 6 City Council meeting

Mayor Burge stated let's just cancel the August 6 Council meeting.

Work Session ~ Food Cart Ordinance

AmeriCorps RARE Participant Garrett Peterson explained he and City Planner Laurie Oliver are here this evening to discuss bringing food carts to Scappoose. He went over the handout, which was included in the Council packet.



SCAPPOOSE FOOD CARTS

WHAT ARE FOOD CARTS?

Definition

A food cart is any vehicle that is self-propelled, or can be pulled or pushed down a sidewalk, street, highway or waterway. Food may be prepared or processed on this vehicle, and the vehicle is used to sell and dispense food to the ultimate consumer.

Types

- Mobile Temporary Units
- Stationary Permanent Units (Pods)

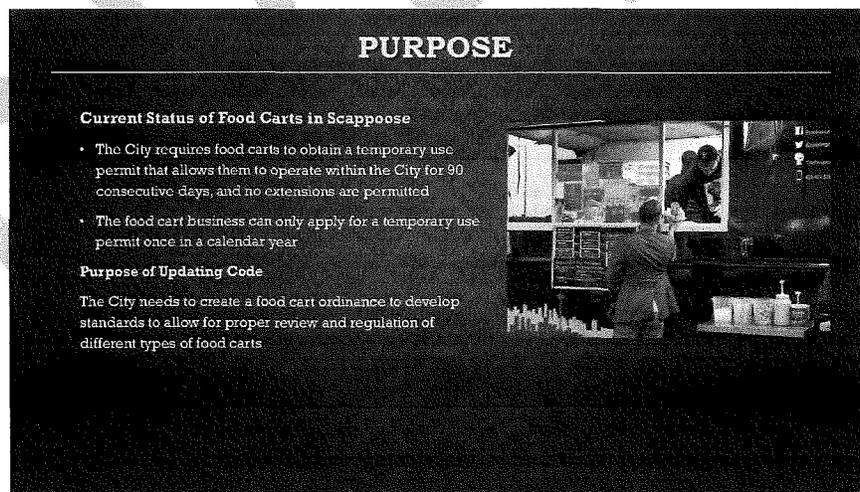
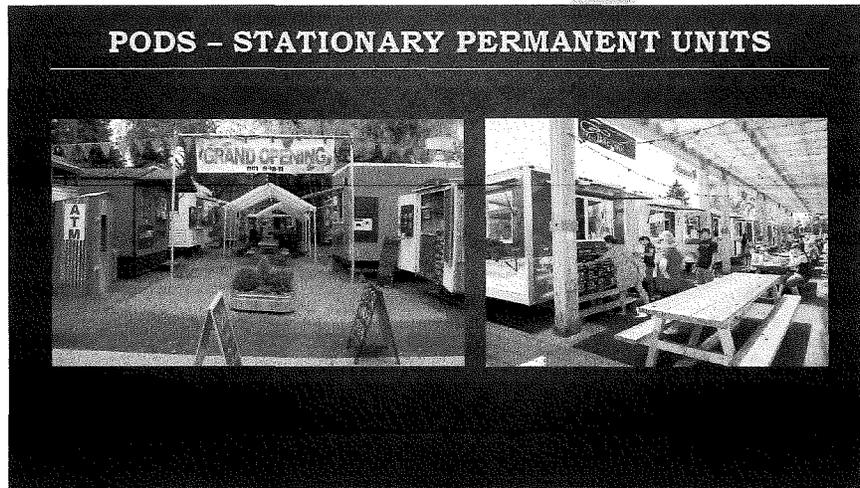
FOOD CARTS – MOBILE TEMPORARY UNITS



Mayor Burge explained in past discussions that the City has had when this was brought up, there was push back from property owners and/or restaurant owners about when a brick and mortar restaurant comes in and pays all the fees associated with it then food carts come in and don't have to pay the fees, no standards whatsoever. He stated the previous Council liked the pods idea as a design setup.

City Planner Laurie Oliver explained staff is looking to put something on the books in order to start permitting these with standards in place.

Garett Peterson stated there is also a pretty big need in the community. He stated it would be good for the City of Scappoose to actually formulate something.



Garett Peterson continued to go over the handout.

PORTLAND STUDY ON FOOD CARTS

Pedestrian Access

- 85% of customers indicated that they walk to food carts.
- 76% of sites are located on streets where the speed limit is less than 30 MPH.

Neighboring Business Perceptions of Carts

- Overall, 66% of surrounding businesses surveyed reported a positive or very positive perception of food carts.
- 69% of restaurants and 94% of other businesses ranked their overall impression of food carts as positive or very positive.
- Only 35% of businesses would prefer parking over food carts.



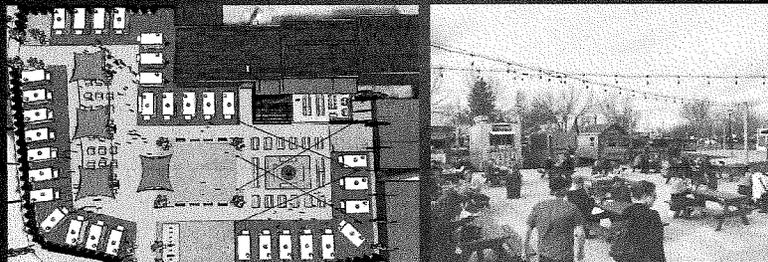
PORTLAND STUDY ON FOOD CARTS

Financial Success

- 83% of vendors agreed or strongly agreed that operating a food cart has allowed them to support themselves and their family.
- 49% of the vendors report owning their own home.
- 19% of respondents reported having an additional year-round job and another 13% have seasonal jobs in addition to the cart.
- Push carts and food carts offer a range of start-up costs that require incrementally smaller investments than a small business.



BEAVERTON'S POD – OPENED IN 2018



BG Food Cartel is Beaverton's first food cart pod. Their pod includes 31 food carts with a wide variety of food and beverage options to choose from. The pod offers a space to showcase local vendors in the heart of the Creekside District – across from City Hall. In addition to the carts, the pod includes a speakeasy bar with indoor/outdoor seating and a rotating tap of alcoholic and non-alcoholic beverages alike. The pod also offers an event venue large enough for 150 guests.

Garett Peterson stated it would be neat if Scappoose could have a food cart pod area. He stated each city kind of tailors their food cart ordinance to meet their needs.

Mayor Burge stated one thing he recalled from a previous request is they didn't want the food carts set up so that they looked like a bunch of carts that were put in a parking lot and just kind of there. He stated after seeing what other cities have done, he thinks that is more what they are looking for, and that is why he likes to see all these different options that have come out.

City Planner Laurie Oliver explained she wouldn't want to put so many restrictions that a food pod never comes. She was hoping the City could do two different types, where one is much easier to permit and regulate so there is low start up cost. She stated there are a number of ways to go about it. She explained she was contacted today regarding a food cart.

Mayor Burge stated our current code is not for food carts, and if anyone inquires we just need to let them know that we are working on it.

BEAVERTON FOOD CART POD REGULATIONS

Site Design

- Carts and amenities must be located on hard surfaces like asphalt or concrete.
- Carts cannot block any required parking, landscaping, or walkways.
- Carts must be six feet away from the street. Other setbacks are based on the property's zone, with more restrictive setbacks next to residential properties.
- Carts must be spaced six feet apart.
- No tripping hazards shall be created (i.e. hoses, cords, pipes, etc.).

Required Amenities

- If seating is provided in the food cart pod, restrooms with handwashing facilities must also be provided.
- Waste and recycling facilities must be provided and screened from view of the street and residential properties.
- Small structures for storage or weather protection are permitted.

BEAVERTON FOOD CART POD REGULATIONS

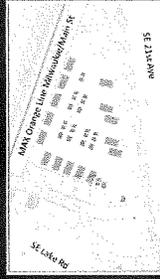
Individual Cart Standards

- The wheels and tongue must remain on the cart.
- Carts must be kept in good repair.
- Carts shall not be longer than 26 feet, nor taller than 15 feet.
- Cart operators must maintain a City of Beaverton Business License and all required licenses by State and Local agencies.

Parking & Utilities

- Food cart pods in Commercial and Industrial zones must provide one parking space per cart. No parking is required for pods in Multiple Use zones.
- Food carts shall connect to sanitary sewer lines and utilize a grease interceptor OR connect to a DEQ compliant above ground wastewater tank.
- Food carts shall connect to a permanent water source OR connect to an above ground potable water tank.
- Food carts shall connect to a permanent power source. Generators are not permitted in a food cart pod.

MILWAUKIE'S POD



LOCATION

Conveniently located at the Orange Line Main St. Station in downtown Milwaukie, adjacent to Milwaukie High School at 11301 SE 21st Ave. It is also served by the 34 bus line and on-street parking is available.



AMENITIES

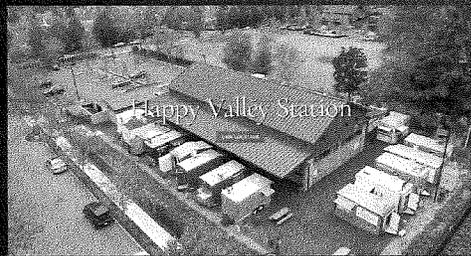
- Picnic tables with umbrellas
- Covered area for shade and rain protection
- Restrooms
- Hand washing stations
- Nearby on-street parking
- Seating for approximately 60

MILWAUKIE FOOD CART REGULATIONS

APPROVAL CRITERIA

- Carts must be totally self-contained.
- Carts must remain mobile and have wheels attached at all times.
- Carts must meet the eating establishment definition and must be located on property that allows eating establishments as a permitted, limited, or accessory use.
- If the cart locates in a required parking space for another existing use, that space will be removed from the parking count and will need to be replaced per MMC Chapter 19.600 Off-Street Parking and Loading (shared or on-site)
- Carts with wheels are considered vehicles, not structures, and are, therefore, not subject to development standards and downtown design review.
- Carts without wheels are Food cart pods in Commercial and Industrial zones must provide one parking space per cart. No parking is required for pods in Multiple Use zones.

HAPPY VALLEY'S POD



HAPPY VALLEY FOOD CART POD REGULATIONS

Exemptions to Food Cart Regulations:

- Locations where mobile food units stop for less than two hours in any twenty-four (24) hour period.
- Locations where mobile food units are stored when not in operation
- Mobile food units that are operated as part of an approved farmer's market.

Permit Procedures:

- Type I - Up to two carts on one site with no accessory structures other than trashcans and portable accessory items, such as picnic tables
- Type II - Up to four carts on one site and/or new accessory structures (administrative).
- Type III - Five or more carts on one site and/or improvements or new accessory structures other than those permitted through Type I or Type II approval requires design review approval (quasi-judicial).

HAPPY VALLEY FOOD CART POD REGULATIONS

Mobile Food Unit Site Standards. The following standards apply to mobile food unit sites.

- Zoning - Mobile food unit sites are not permitted in residential zones, but are permitted, as restricted, within the commercial and industrial district use tables found within this title.

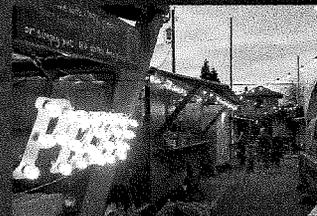
With Type II approval, new accessory structures may be constructed, as follows:

- A maximum of two restroom structures, provided that the combined square footage does not exceed two hundred (200);
- A maximum of two storage buildings, provided that the combined square footage does not exceed two hundred (200);
- One trash enclosure; and
- Outdoor seating areas, which may have roofs, floors, and railings, but no walls (e.g., decks, picnic shelters), provided that the square footage does not exceed two hundred (200) square feet per mobile vending unit and that no single structure exceeds two hundred (200) square feet

CONCLUSION

Next Steps

- Research other food cart ordinances
- Consult with other City Departments (Engineering, Public Works, etc.)
- Draft a food cart ordinance that matches the needs of Seapooose
- Present proposed food cart ordinance to City Council and Planning Commission to gain feedback
- Present final food cart ordinance to City council for adoption



QUESTIONS?

Legal Counsel Peter Watts replied the City's current code is really set up for a farm stand. He explained you have examples in front of you, but there are some cities that have said no. He stated it is going to happen, and the City staff has done an excellent job at getting ahead of the curve. He stated there is nothing wrong with doing this process incrementally. He stated every community does it a little bit different.

Mayor Burge explained he has concerns about sanitary condition requirements and he has serious concerns about temporary permitting.

Garett Peterson explained staff feels the Happy Valley ordinance is very thorough and pretty much touches on everything you need to specify about the food carts and thinks this is a really good starting point. He handed out a copy of the Happy Valley municipal code.

Laurie Oliver asked Council if there is anything they want to see, or don't want to see because that will help guide her.

Mayor Burge explained for him parking is a big one, along with utilities. He stated administrative permit procedure is probably the minimum. He thinks any site should have some sort of site design standards.

Councilor Kessi stated he thinks this a great idea for small businesses and also affordable commercial. He stated this is a great way for people to start a restaurant, or dream of starting a restaurant.

Councilor Poling stated this fits along with Councils goals.

Mayor Burge stated by allowing food carts it gives the community more options.

Council thanked Garett and Laurie.

Announcements ~ information only

Calendar

Mayor Burge went over the calendar. He gave the dates of the movies that will be held in Heritage Park, put on by the Scappoose Library.

City Manager, Police Chief, Councilors, and Mayor

City Manager Sykes explained Council has a copy of his written report. He explained Crow Water came in and helped with the pump at Dutch Canyon, and we are back on line. He explained Nick Sund has already started his efforts to help with where the South Scappoose Creek is going to go. He explained we have lot of projects going on. He explained we are losing Garett and he is really sorry to see him go, he has been a great asset, and we are going to miss him.

Police Chief Miller stated great job Garett. He explained the Scappoose Police Department was lucky enough to participate in the Special Olympics torch run. He explained there were five Police Department staff members that ran with the Special Olympic participants, and that was fun. He explained this year they received their 2015 and 2016 honor roll plaques for the donations they have made. He talked about National Night Out, which will be held on Tuesday, August 7, from 5:00 p.m. to 8:00 p.m.

Councilor Poling thanked Garrett for all his hard work.

Councilor Kessi explained he spoke with an architect who does urban planning around the World, and they met with us about a year ago, and they are interested in meeting with us again regarding our long-term plan. He stated it is kind of exciting that they are still willing to work with us.

Councilor Greisen explained a couple of weeks ago she was present when Chief Miller presented to the School District, and they were very receptive to Chief Miller's comments and feedback. She thinks it is just another example of our willingness to work alongside the District in any capacity. She explained she met with the School Superintendent today.

City Manager Sykes explained when he met with the School Superintendent he gave him a copy of the Councils goals.

Councilor Sanders thanked Garrett, wished him all the best.

Councilor Haugen explained he will miss the next meeting.

Mayor Burge explained the Chamber and the City are working on doing some tourism work. He explained this is the foundation for the next step.

Adjournment

Mayor Burge adjourned the meeting at 8:38 p.m.

Scott Burge, Mayor

Attest:

Susan M. Reeves, MMC
City Recorder

PARK AND RECREATION COMMITTEE

ROSTER

David Powers ~ Term expires 08/19

Peter McHugh ~ Term expires 08/21

Jeannine Duehren ~ Term expires 08/21

Cara Heinze ~ Term expires 08/19

Jolene Jonas ~ Term expires 08/20

Alyse Lansing ~ Term expires 08/19

Kristen Persons ~ Term expires 08/20

Dana Pricher ~ Term expires 08/21

Bryan Hammond ~ Term expires 08/20

Lindsey Goodwick ~ Alternate

Beth Zelfer ~ Alternate

Megan Greisen, City Council Liaison

Alexandra Rains, City Staff

Economic Development Committee

Roster

Len Waggoner ~ Term expires 08/20

Brady Preheim ~ Term expires 08/20

Brian Rosenthal ~ Term expires 08/19

Phil Griffin ~ Term expires 08/19

Chris Holden ~ Term expires 08/21

George Hafeman ~ Term expires 08/20

Christine Prockish ~ Term expires 08/19

Susan Wilson ~ Term expires 08/21

Unfilled position (Carmen Kulp's vacated position) – 3 years

System Analysis City Council Presentation

August 20, 2018

City of Scappoose City Council Chambers

WATER
OUR FOCUS
OUR BUSINESS
OUR PASSION

 **carollo**
Engineers...Working Wonders With Water®

Water System Analyses

- Capacity Analyses
- Condition Evaluation
- Supply Decisions
- Next Steps

Water System Analyses

- Capacity Analyses
 - Storage
 - Distribution System
- Condition Evaluation
- Supply Decisions
- Next Steps

Storage analysis considers normal and emergency operations

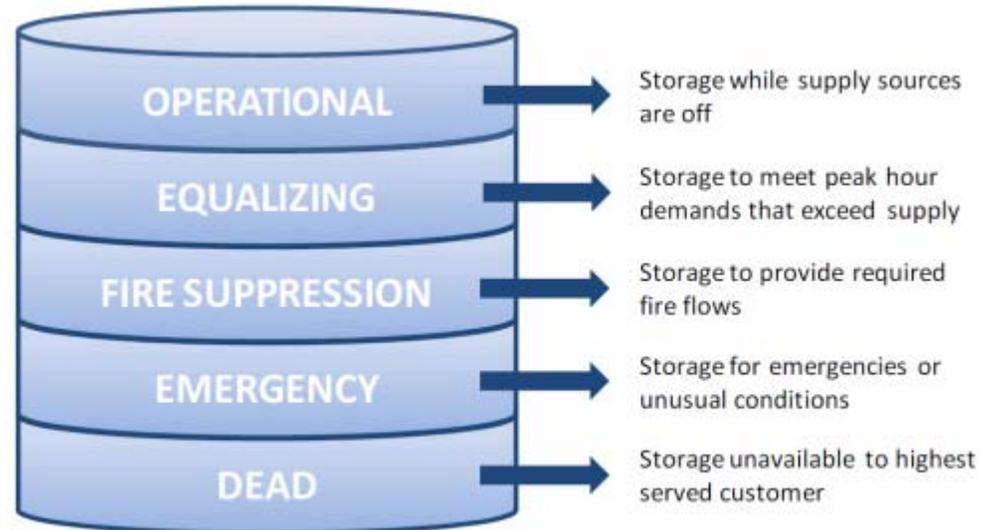
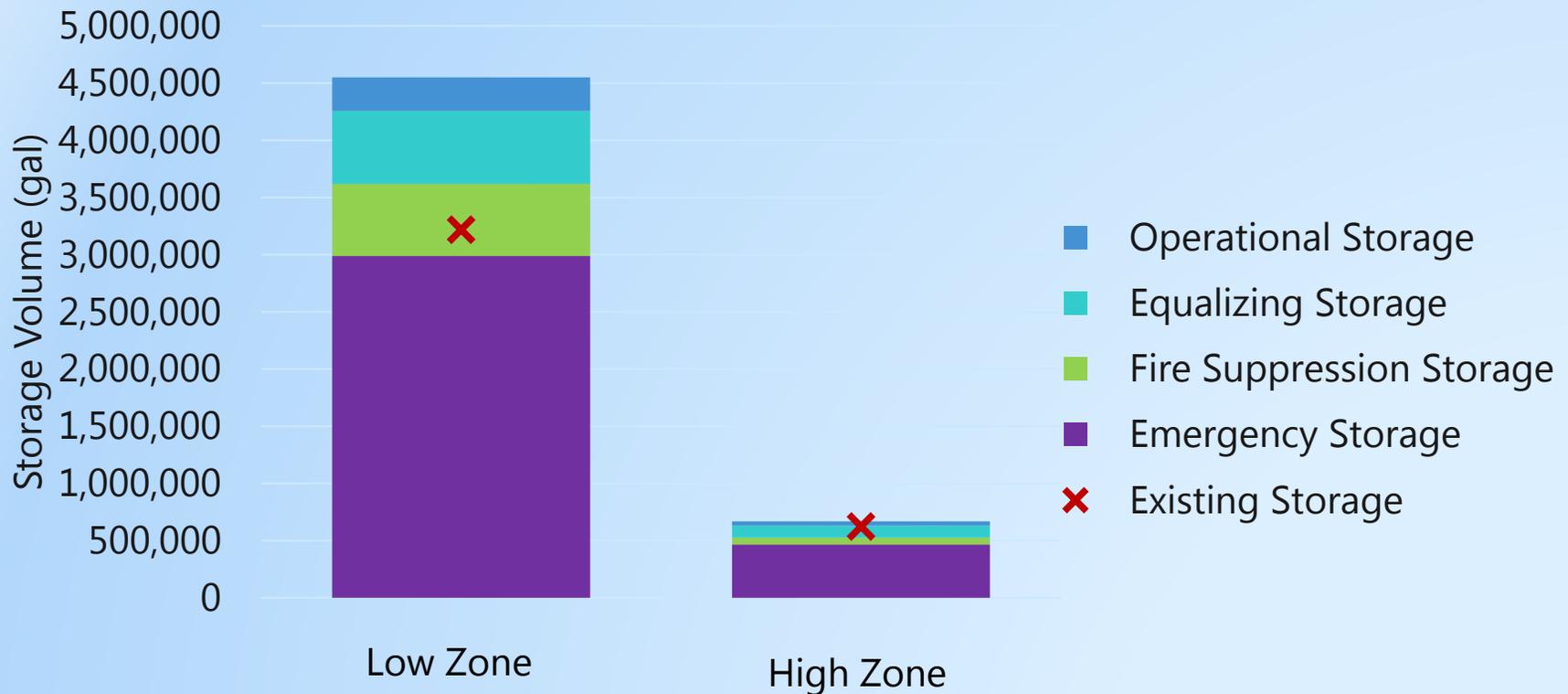


Figure 6.1 Storage Components

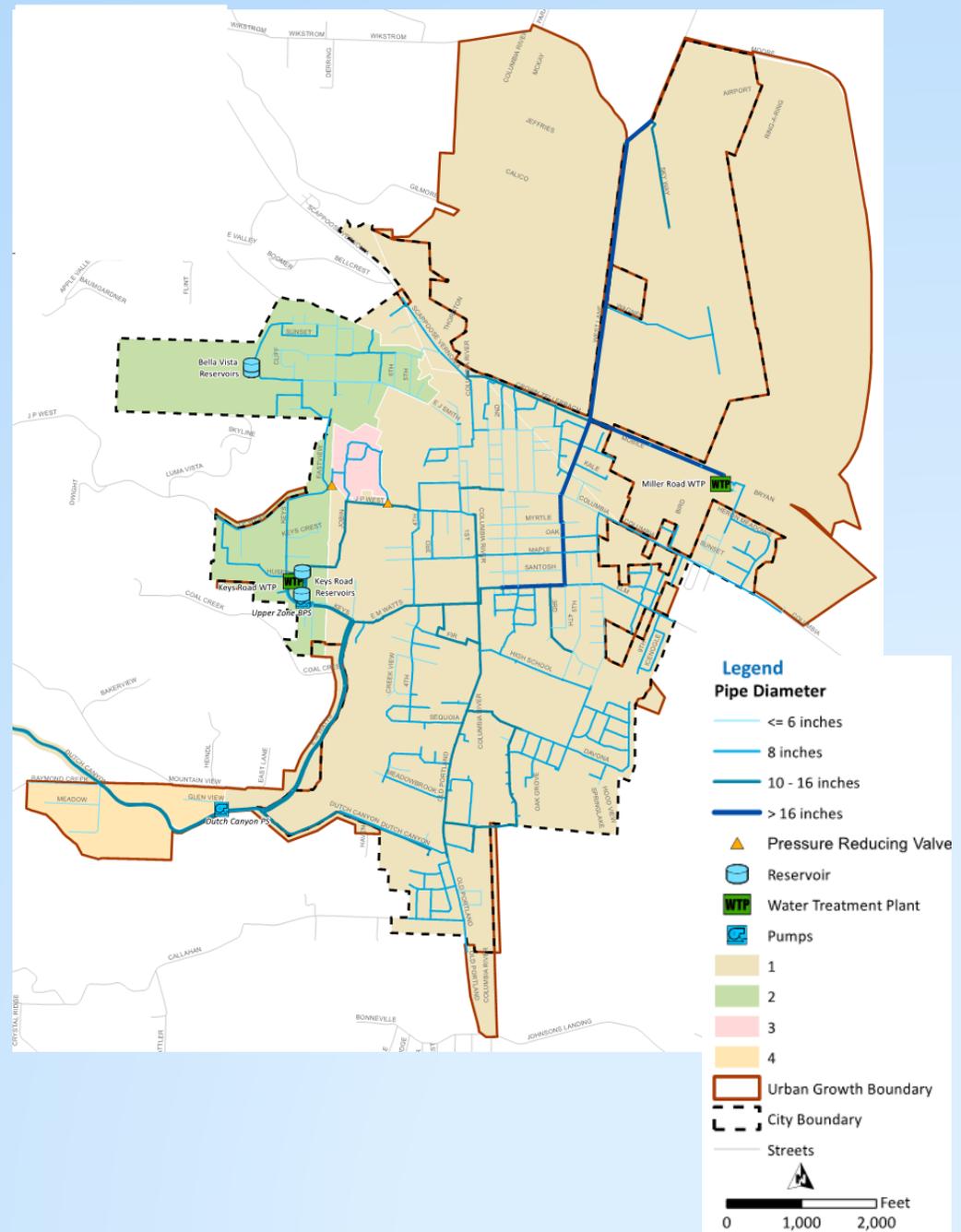
New Storage needed at Keys Road; Belle Vista Reservoirs are sized for future

Projected Storage Volume Needs (2038)

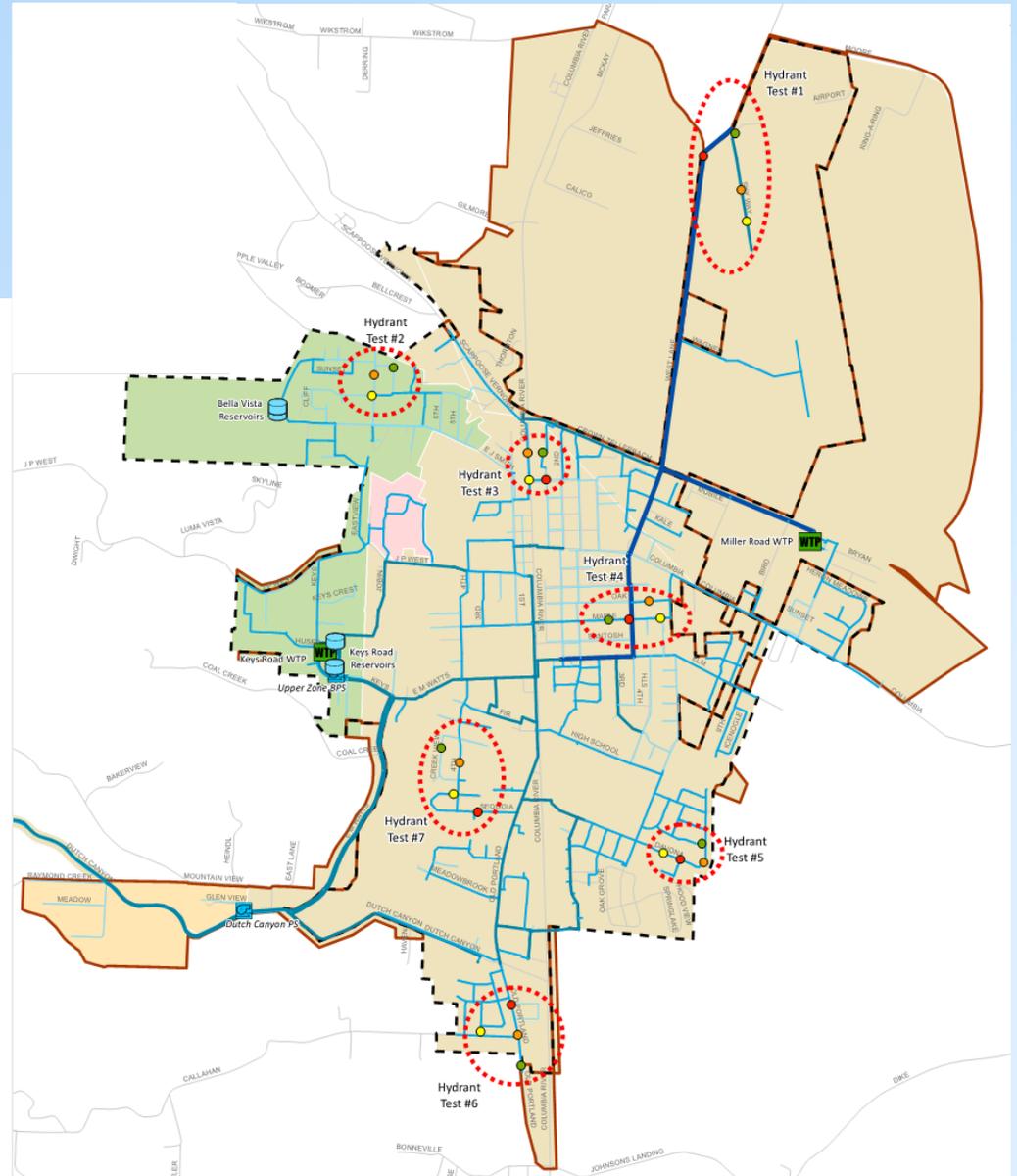
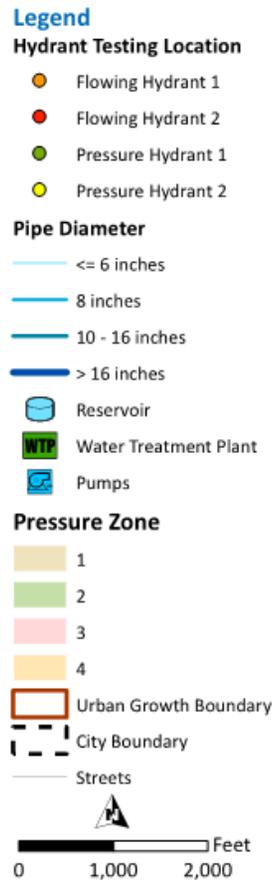


Hydraulic Model simulates water system under “what if” scenarios

- Min. and Max. Pressure
- Fire Flow
- System Expansion
- O&M Activities
- Energy Efficiency

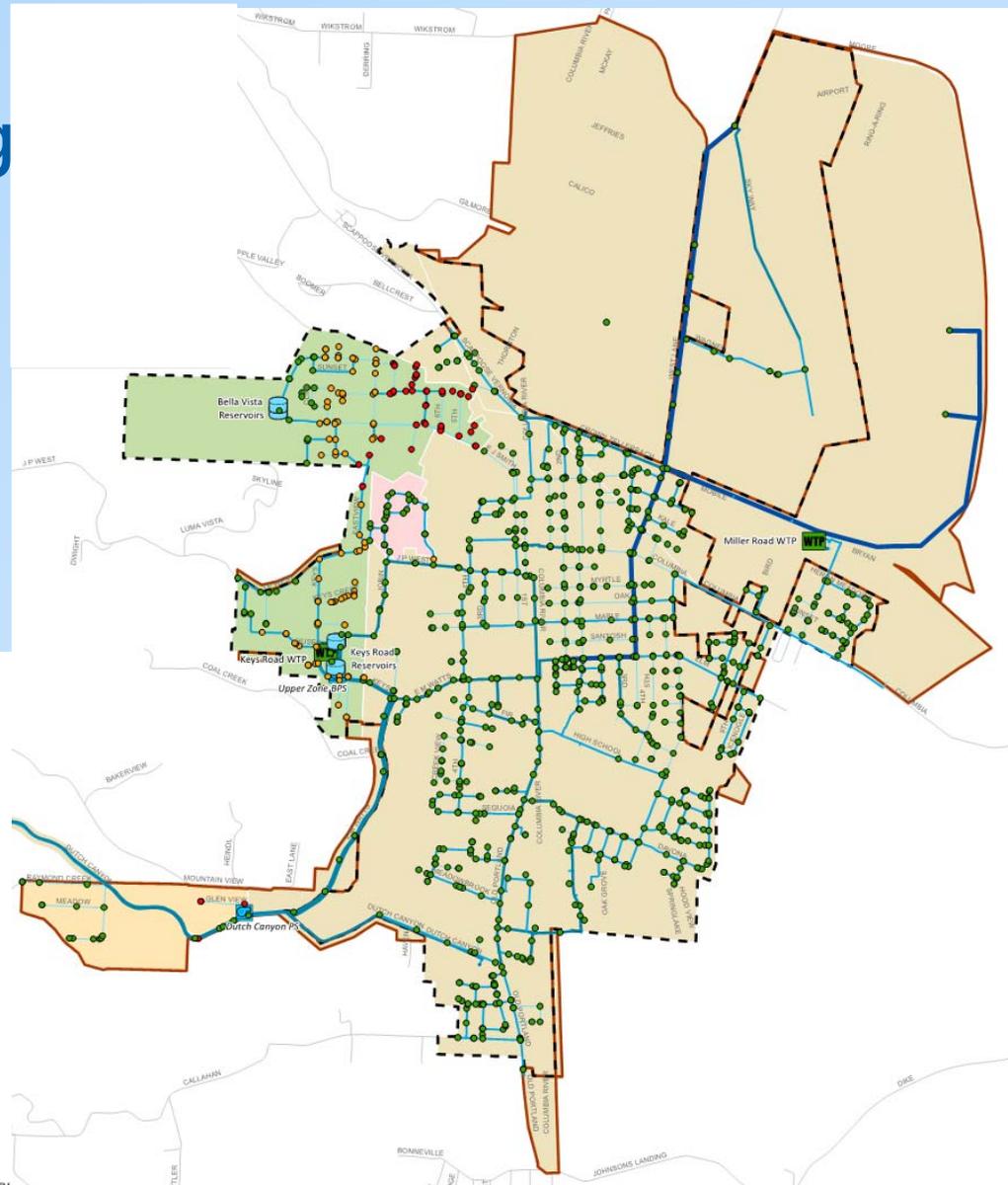


Model calibrated to match actual system performance under "stress"



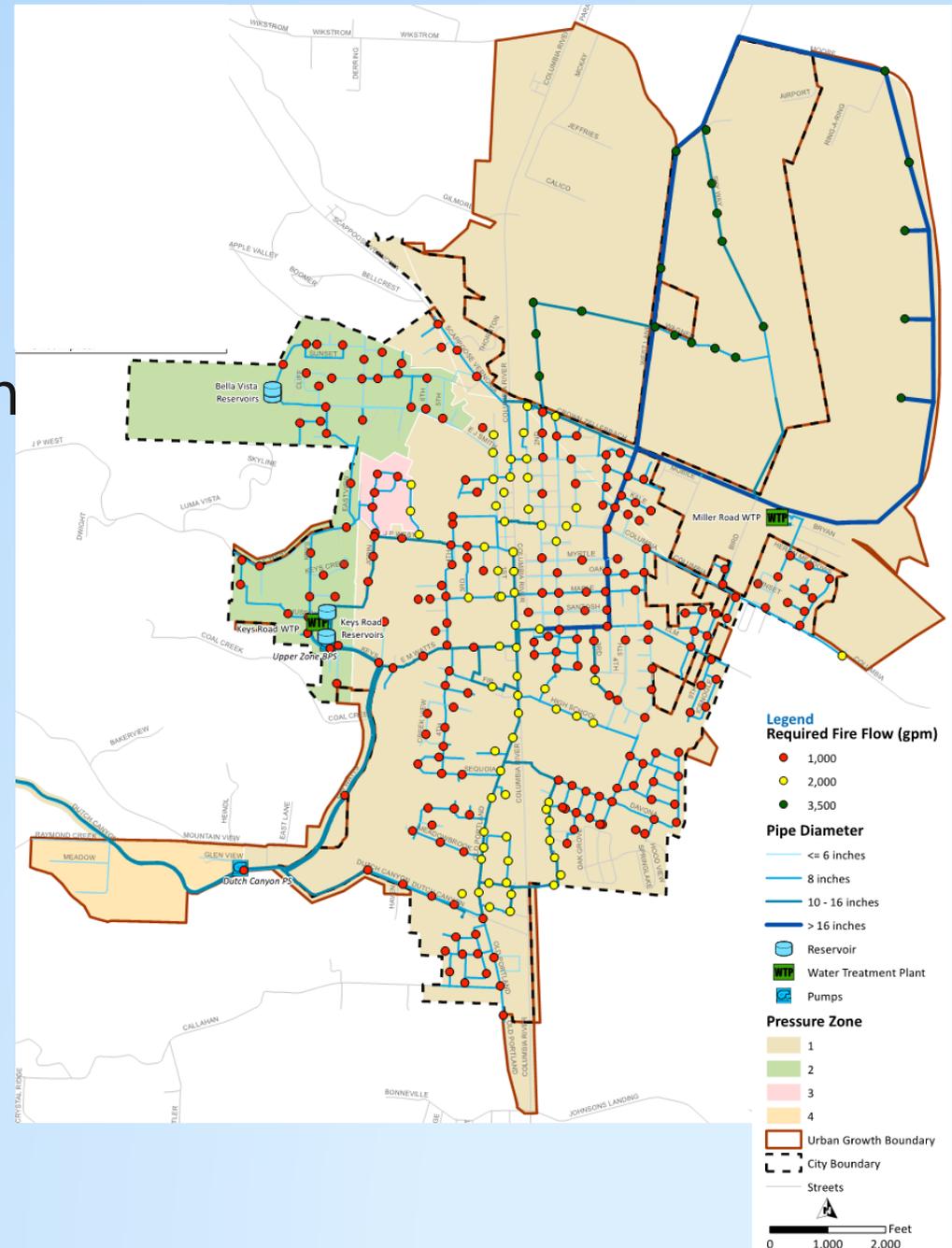
Low Zone (tan) has good pressures during normal operations;

High Zone (green) tends to have higher pressures due to topography



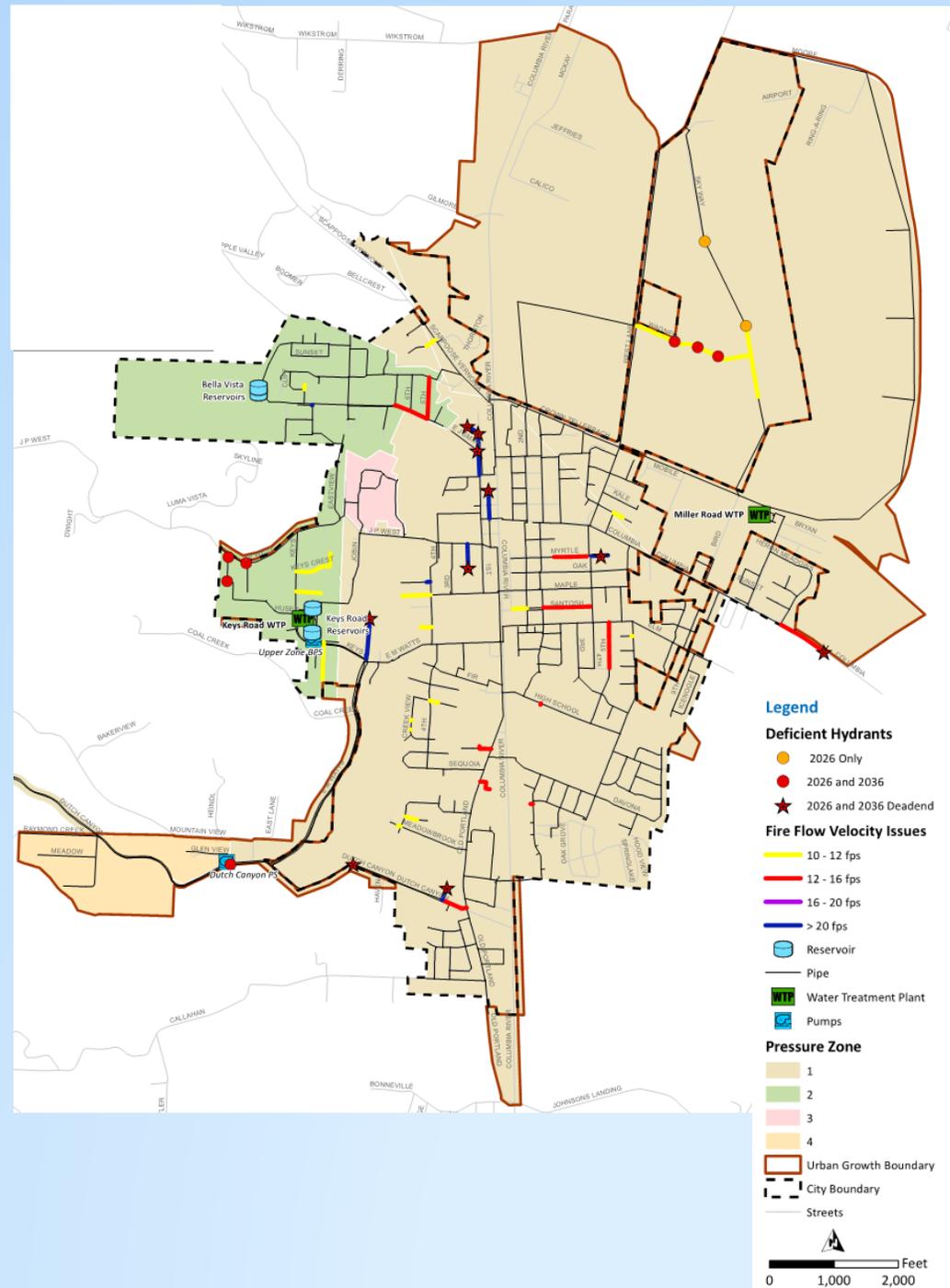
Fire flow requirements set by land use

- Residential: 1,000 gpm
- Commercial: 2,000 gpm
- Industrial: 3,000 gpm
- Fire flow requirement can exceed existing building need

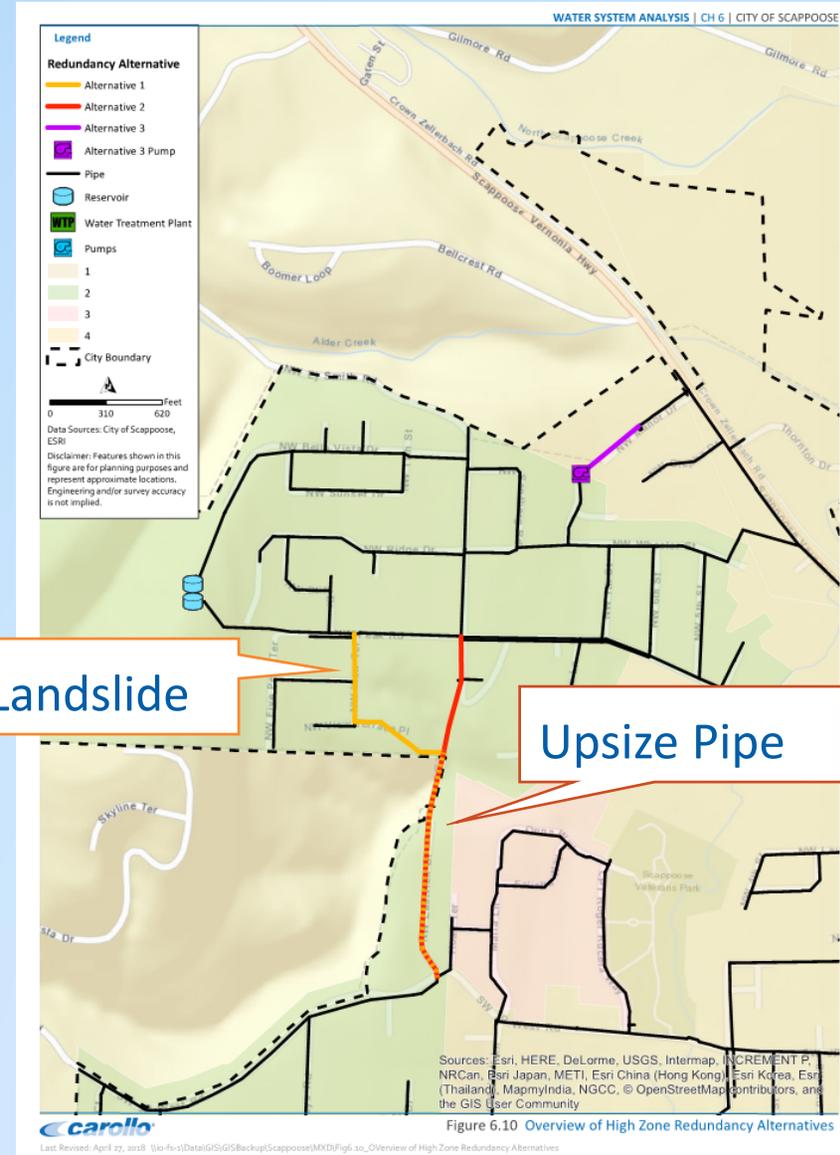
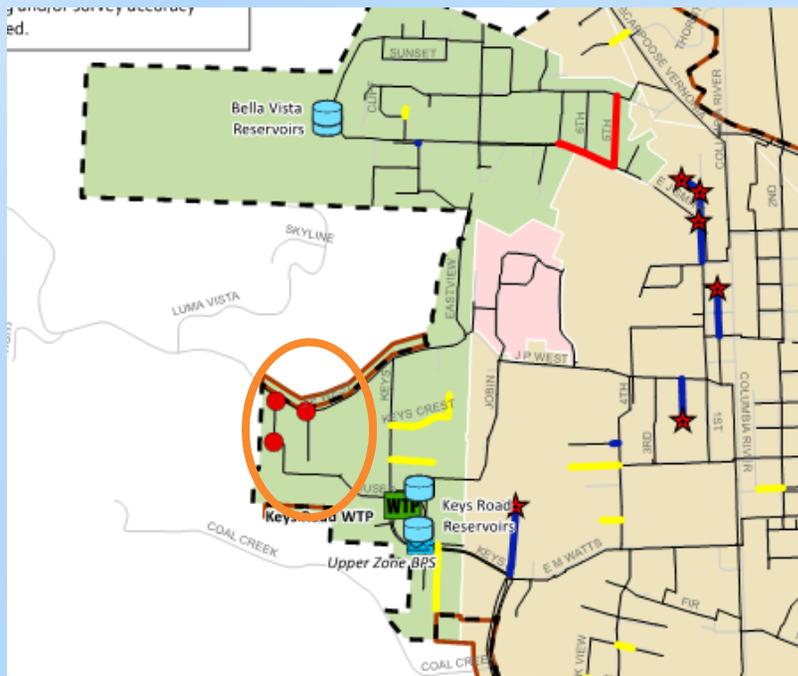


System generally provides required fire flows

- Only deficient areas are marked
- Colored pipes have increased risk of maintenance



JP West deficiencies resolved by upsizing Eastview Dr.



Water System Analyses

- Capacity Analyses
- Condition Evaluation
 - WTP
 - Pipelines
- Supply Decisions
- Next Steps

Rehabilitation of existing infrastructure determined through high-level condition assessment

- Site Tour
 - Surface water intakes
 - Keys Road WTP
 - Miller Road WTP
- GIS Based Analysis
 - Pipeline Remaining Useful Life

Water treatment plant rated from positive (Green) to negative (Red)

Table 5.7 Facility Evaluation Criteria

Assessment Category	Positive 	Neutral 	Negative 
Seismic/Life-Safety Condition	Structurally sound; no noted/historical failure in mechanical equipment; facility is in great condition relative to its age.	Structural condition is moderate; mechanical components serviceable, but they consistently require maintenance; facility is in moderate condition relative to its age; no signs of failure in structures or mechanical equipment.	Visible structural or imminent mechanical failure; facility is in poor condition relative to its age.
Capacity	Has historically met demands; can meet true design capacity.	Has historically met demands; likely unable to meet true design capacity/future plant demands.	Limited capacity that has historically not met demands or is unable to meet true design capacity/future demands.
Plant Performance Optimization	Has historically met performance goals.	Has historically met performance goals with increased operational/maintenance attention.	Has had significant historical performance issues; unable to meet performance goals.
Reliability/Redundancy	Has sufficient redundancy/firm capacity; both structural and mechanical elements are proven reliable; likely able to handle anticipated future emergency/failure events.	Has limited redundancy; structures or mechanical equipment have not proven to always be reliable, but likelihood of emergency/failure is moderate.	Has limited or no redundancy; structures or mechanical parts have history of failure; low likelihood of handling a future emergency/failure event.

Miller Road WTP provides the system long-term Iron and Manganese treatment

Table 5.9 Miller Road Water Treatment Plant Assessment Summary

Facility	Condition	Capacity	Plant Performance Optimization	Reliability/Redundancy
Groundwater Wells	Green	Green	Green	Green
Chemical Systems	Yellow	Green	Green	Yellow
Filters No. 1 & 2	Green	Green	Green	Green
Backwash Basin	Yellow	Green	Green	Yellow
Booster Pump Station	Green	Green	Green	Yellow
Power Supply	Green	Green	Yellow	Green
Laboratory	Green	N/A	Yellow	Green

Keys Road Treatment Plant aging and in need of rehabilitation

Table 5.13 Keys Road Water Treatment Plant Assessment Summary

Facility	Condition	Capacity	Plant Performance Optimization	Reliability/Redundancy
Surface Water Intake	Yellow	TBD	Yellow	Green
Surface Water Transmission	Yellow	Red	Red	Red
Groundwater Wells	Green	Yellow	Yellow	Green
Chemical Systems	Red	Green	Green	Yellow
Direct Filtration Plant	Yellow	Yellow	Red	Yellow
Greensand Filter	Yellow	Green	Yellow	Red
Booster Pump Station	Green	Yellow	Yellow	Green
Backwash Pump Station	Green	Green	Green	Green
Finished Water Reservoirs	Green	Green	Yellow	TBD
Power Supply	Green	Green	Green	Green
Admin and Operations	Green	N/A	Green	Green
Laboratory	Green	N/A	Yellow	Green

Plan provides recommendations to aid in implementing Keys Road WTP rehabilitation

Table 5.14 Keys Road Water Treatment Plant Recommended Improvement Alternatives Summary

Items	Recommendations
Surface Water Intake	<ul style="list-style-type: none"> • Implement seismic improvements to accommodate a future emergency/failure event. • Implement a flow monitoring program to evaluate system capacity.
Surface Water Transmission	<ul style="list-style-type: none"> • Replace/upsized the pipe when it reaches the end of its usable life. • Optimize the operations of preliminary sedimentation to improve system performance.
Groundwater Wells	<ul style="list-style-type: none"> • Continue developing the new well.
Chemical Systems	<ul style="list-style-type: none"> • Replace the caustic soda tank to address corrosion control issues. • Incorporate spill containment to address safety challenges for plant staff. • Identify and procure critical spare parts and provide chemical storage to improve redundancy/reliability.
Direct Filtration	<ul style="list-style-type: none"> • Conduct a performance optimization study. • Determine whether the plant is part of long-term strategy.
Greensand Filter	<ul style="list-style-type: none"> • Provide cover to improve the facility's condition. • Conduct filter optimization study to further evaluate performance.
Booster Pump Station	<ul style="list-style-type: none"> • Optimize pump station operations based on demand forecast. • Potentially replace fire pump to improve performance.
Finished Water Reservoirs	<ul style="list-style-type: none"> • Install air vacuum/air release valve at high point in pipe to resolve monitoring issues.
Laboratory	<ul style="list-style-type: none"> • Consider testing both raw and finished water manganese. • Consider adding an ORP sensor to the plant effluent to monitor permanganate.

Pipeline replacement planned based on remaining useful life

Table 7.3 Useful Life of Pipes

Pipe Material	Useful Life (years)
Cast Iron (CI)	75
Ductile Iron (DI)	85
Galvanized Iron (GIP)	50
HDPE	100
PVC	75
Steel	70
Unknown	50

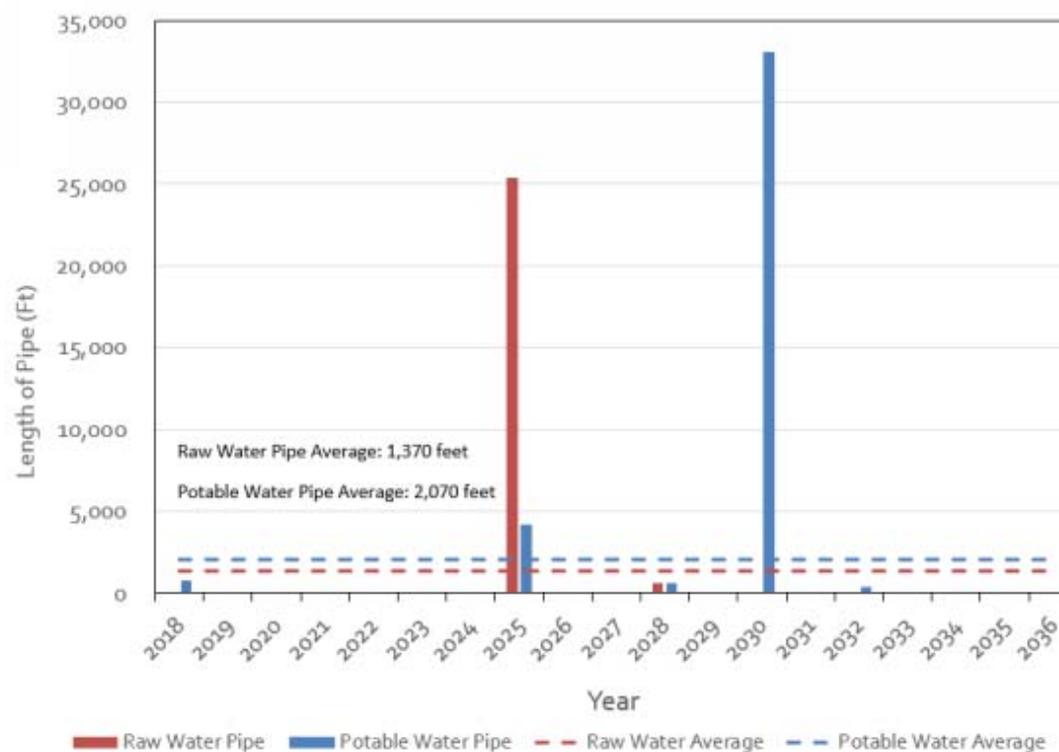
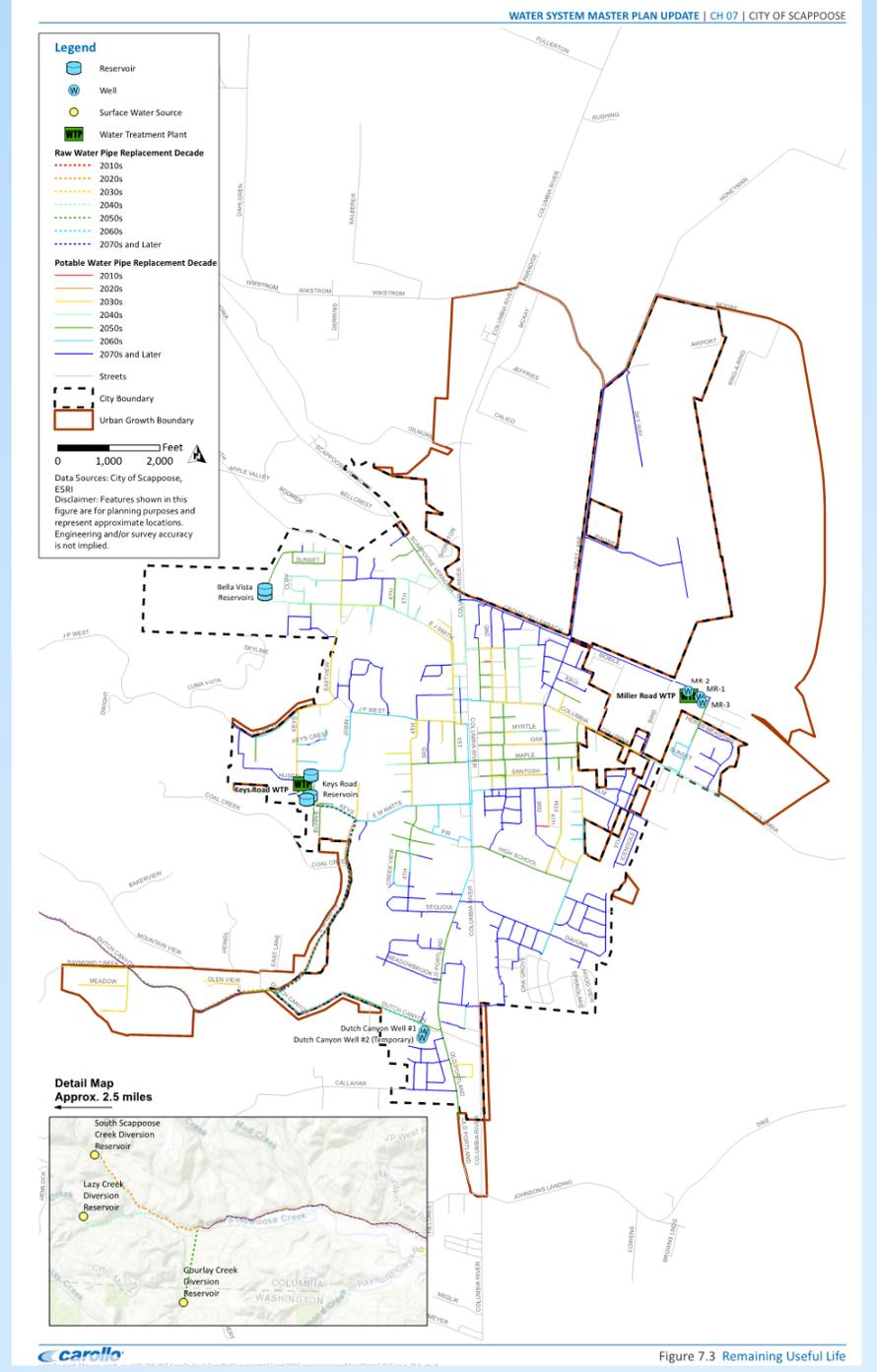


Figure 7.4 Length of Pipe Replacement by Year (2018-2036)

Replacement activities focused in older City center and surface water raw water main



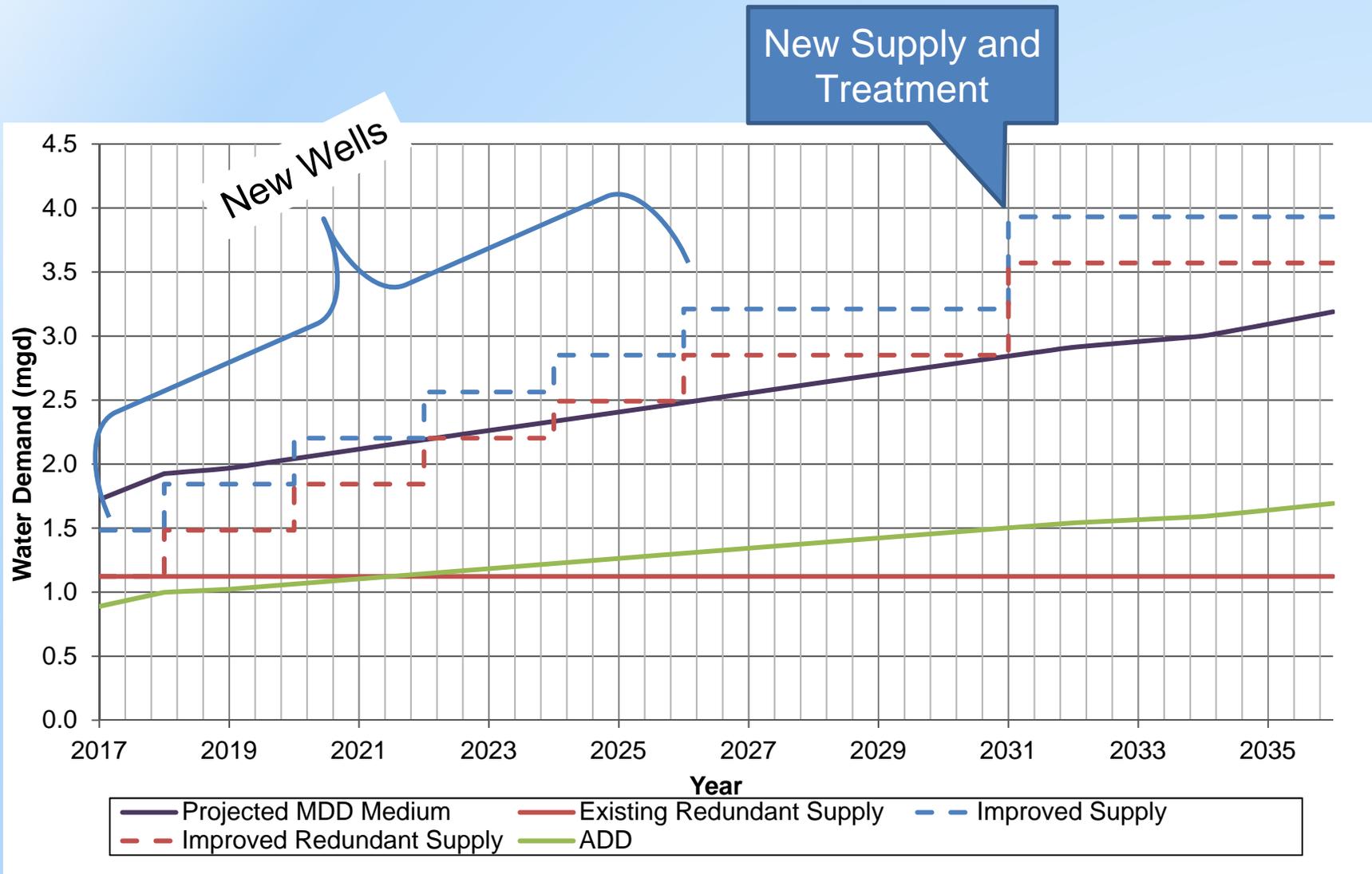
Surface raw water main replacement costs, combined with Keys Road WTP condition, warrant careful consideration of future use



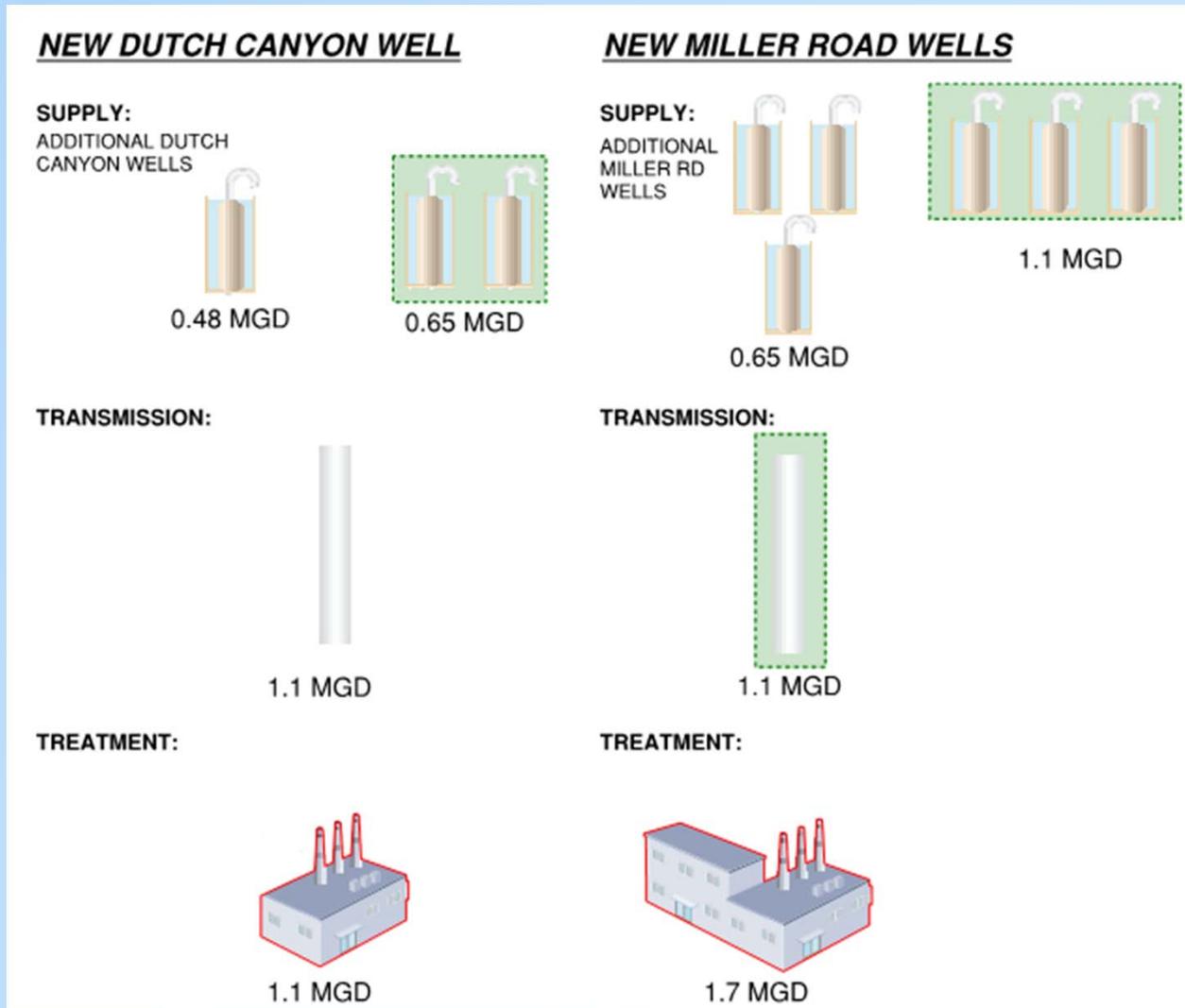
Water System Analyses

- Capacity Analyses
- Condition Evaluation
- Supply Decisions
 - Short-term
 - Long-term
- Next Steps

New water supplies needed in 2031

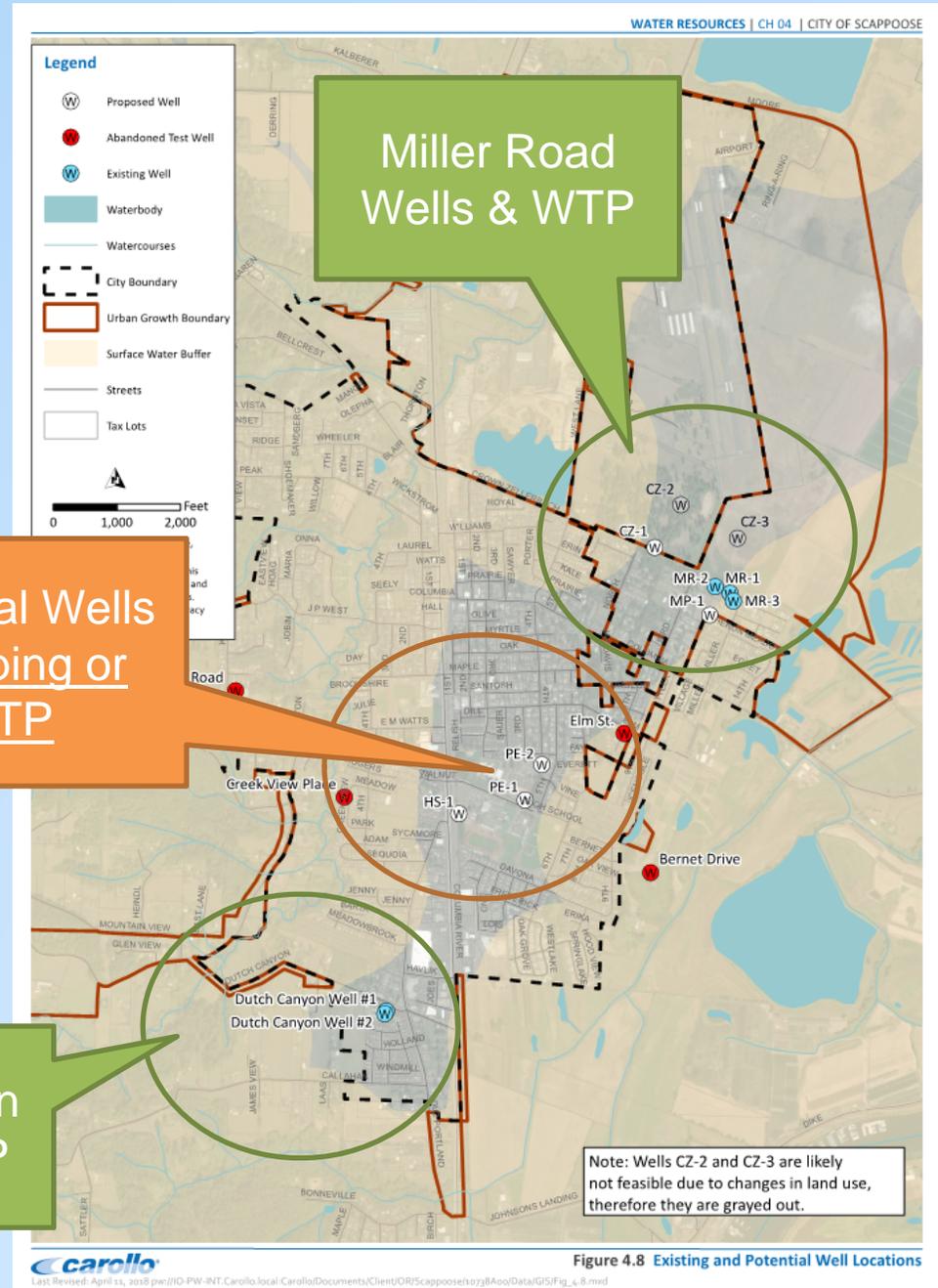


New wells make best use of existing infrastructure



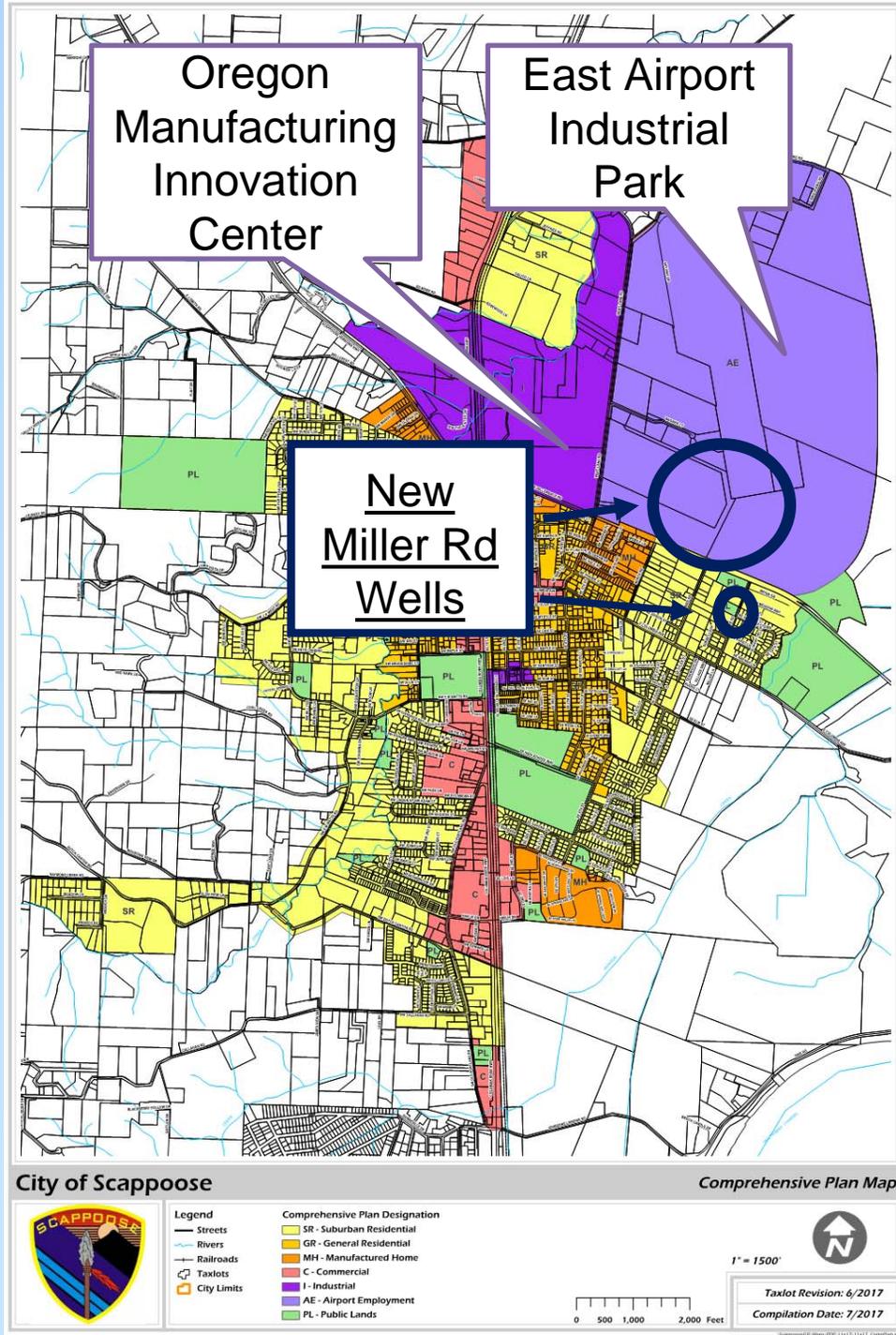
Where should the new wells go?

- ¼ mi surface water buffer very limiting
- Iron & Manganese treatment is required



Three new Miller Road Wells needed in next 10 years

- East Airport Developer will provide land for two wells
- Potential to Place Well near Miller Park
- Wellhead protection should be considered



Third Dutch Canyon Wellfield expansion will require new land



Figure 4.4 Dutch Canyon Wells and Surrounding Area

What are future major supply sources?

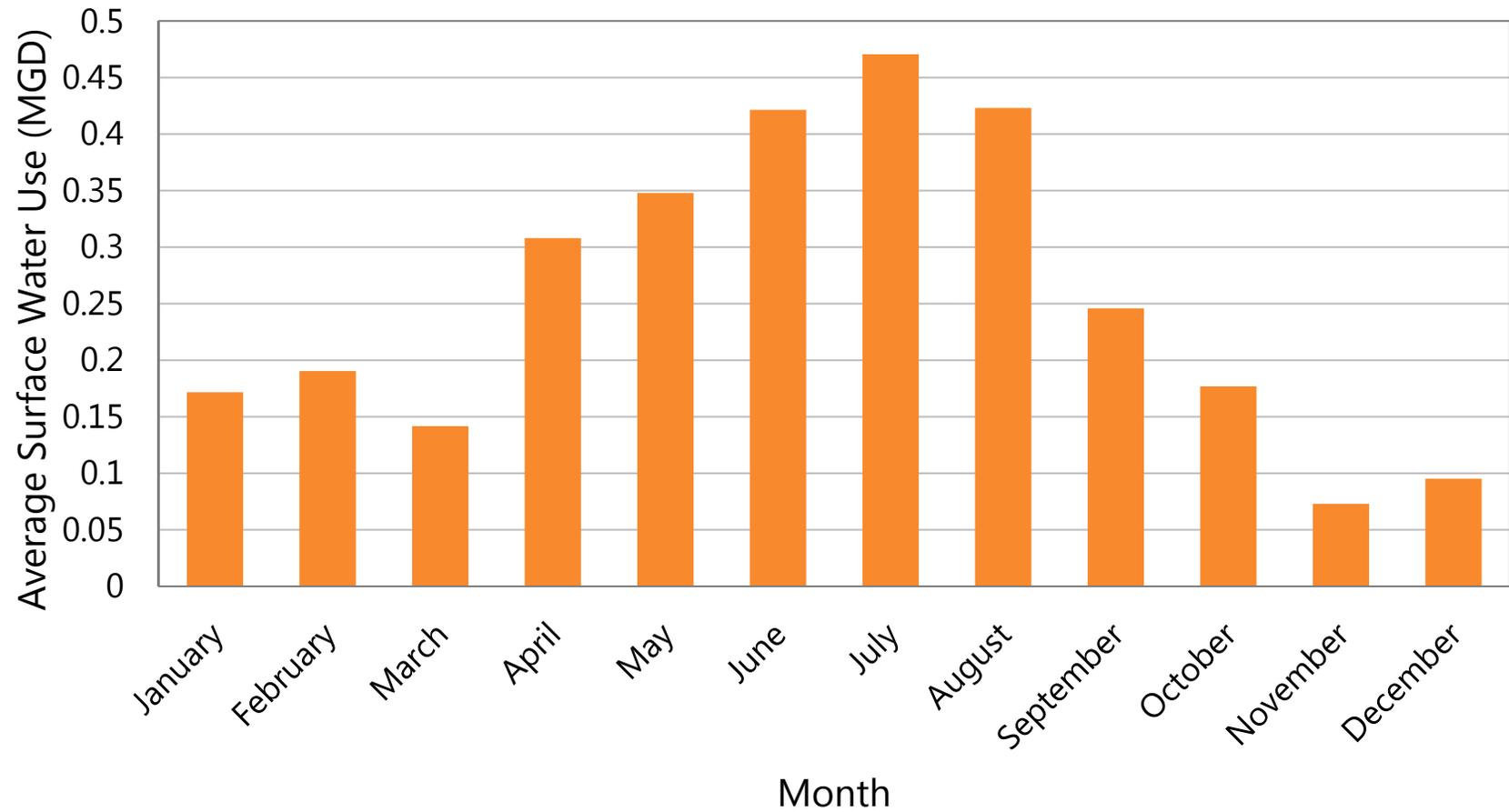


What are future major supply sources?

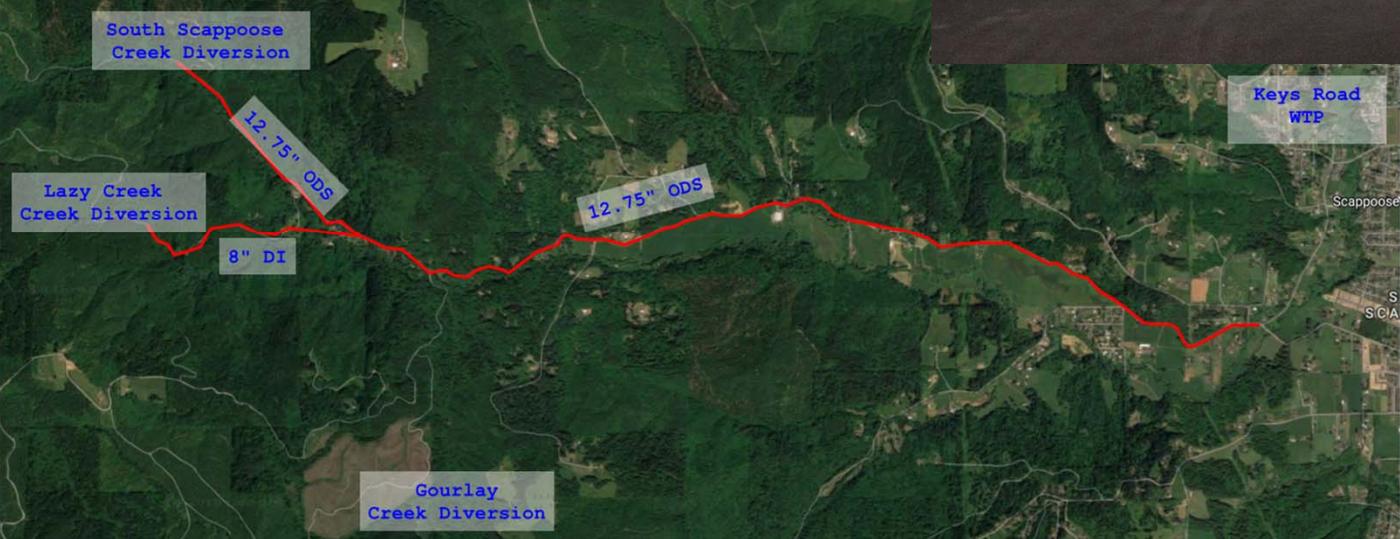


Interconnection with St. Helens
(8 miles north)

Limited new supply during critical summer period



Existing surface water infrastructure needs rehabilitation



What are future major supply sources?



Interconnection with St. Helens
(8 miles north)

Other well locations require long conveyance

- Limited Redundancy
- Unknown water quality
- Red dots are locations of previously abandoned wells

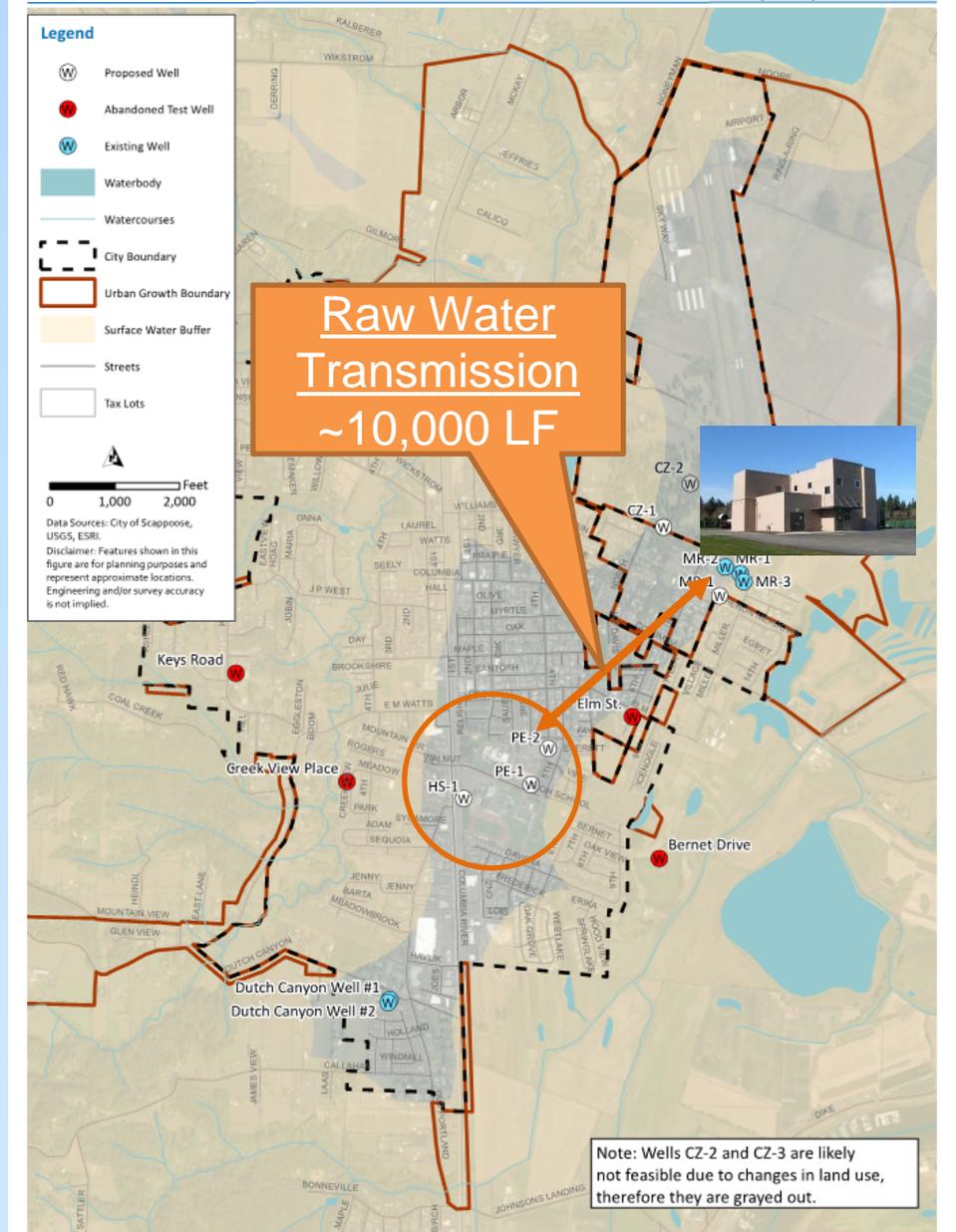


Figure 4.8 Existing and Potential Well Locations

Last Revised: April 13, 2018 pwr/HO-PW-INT-Carollo-local-Carollo\Documents\Client\OR\Scappoose\2738400\Data\GIS\Fig_4_8.mxd

Collect additional information as City completes new wells

- Highly sensitive to the location and yield of groundwater wells

– Existing Well Yields = 5 new wells 

OR

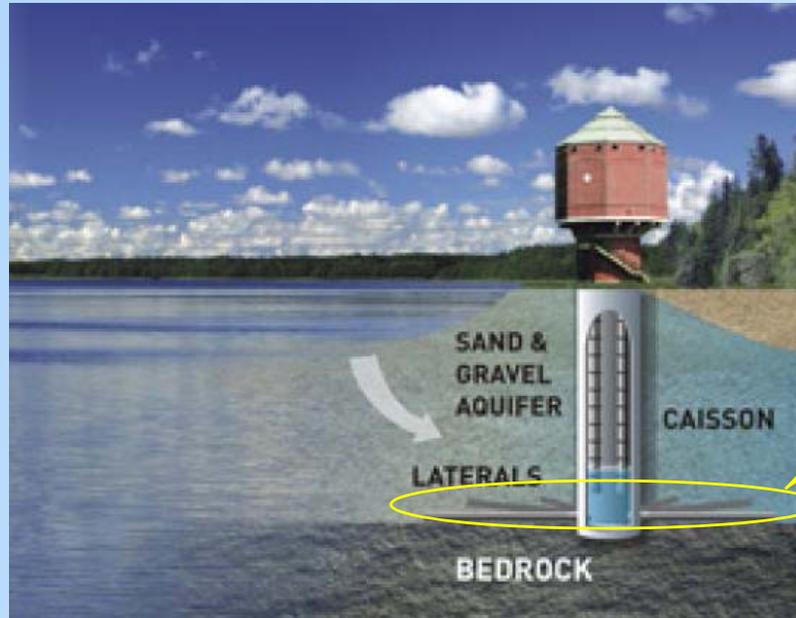
– 40% greater yield = 3 new wells 

What are future major supply sources?



Interconnection with St. Helens
(8 miles north)

Ranney Well collects water from shallow aquifers near rivers



Collection
Laterals

<https://www.ci.st-helens.or.us/dwff/page/what-ranney-collector-well>

Ranney well is a balance of available supply and water quality

South Scappoose Creek

✘ Limited Supply

↑ Good Water Quality



Multnomah Channel

↑ Available Supply

↓ Unknown Water Quality



John Prazan, 2016

What are future major supply sources?



Interconnection with St. Helens
(8 miles north)



Long transmission length makes St. Helens interconnection less compelling

Benefits

- Proven Supply
- Shared O&M

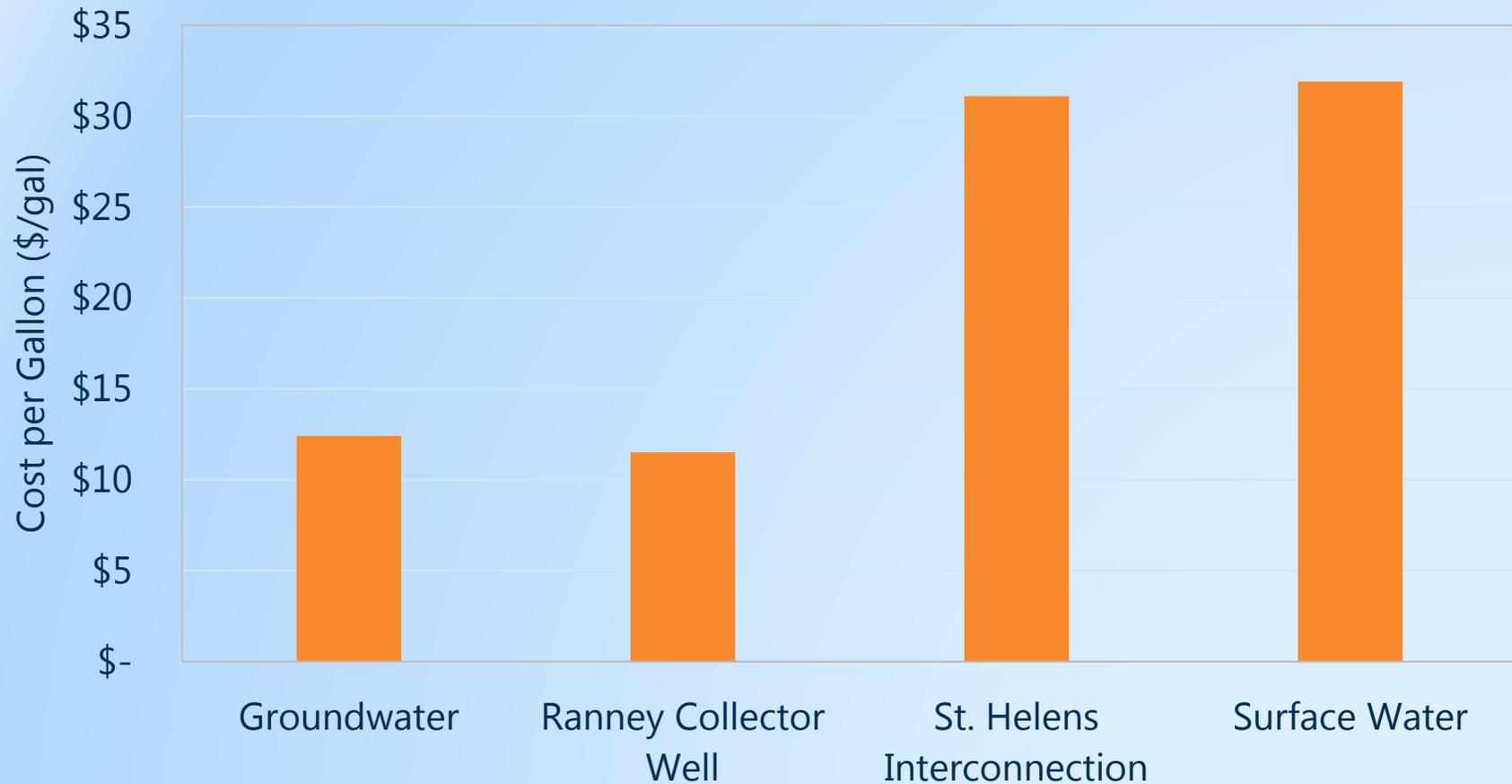
Challenges

- Single Line
 - Limited redundancy
- Water age
- Cost of transmission



New groundwater wells or a Ranney well have the least cost per gallon

Long-Term Supply Costs



Action Items defined for City to investigate future supplies

Table 4.22 Summary of Action Items for Developing Future Supplies

Supply Option	0 – 2 Years	2 – 5 Years
Existing Surface Water Supplies	Measure streamflow at existing diversion structures.	<ul style="list-style-type: none"> Perform leak detection on raw water transmission mains. Install pigging ports for sediment removal. Perform life-safety and other rehab improvements to existing Keys Road surface water facility.
New Miller Road Wells	Drill test well at MP-1 site.	<ul style="list-style-type: none"> Acquire property and drill test well for CZ-1 well. Drill test well for high school/elementary school wells. Perform life-safety, seismic, and other repair improvements to the existing Miller Road WTP.
New Dutch Canyon Well	Finalize combined production capacity from existing Dutch Canyon wells.	<ul style="list-style-type: none"> Acquire property for third well site. Perform life-safety, seismic, and other repair improvements to the existing Keys Road groundwater treatment. Investigate construction of a high-rate iron and manganese treatment system at Dutch Canyon site.
New Ranney Collector Well		<ul style="list-style-type: none"> Drill a test well to determine hydrogeological feasibility. Perform water quality sampling for test well and in Multnomah Channel.
Interconnection with St. Helens		<ul style="list-style-type: none"> Determine buy-in and other costs associated with the existing St. Johns Ranney Well. Work with NW Natural to identify transmission project costs and right-of-way. Determine buy-in and other costs associated with water treatment.

Water System Analyses

- Capacity Analyses
- Condition Evaluation
- Supply Decisions
- Next Steps

Next Steps

- Complete financial analysis of Water System Plan Capital Improvements
- Present Financial Analysis to the City Council
- City Council to approve sending Agency Draft Plan to Regulator review
- Regulatory review and comment

CITY OF SCAPPOOSE

August 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 Movie in Heritage Park. Movie starts at dusk & pre-show entertainment starts at 7:00 pm. Bring your blanket and stadium chair.	4 Scappoose Farmers Market 9 am - 2pm
5	6 City Council 7pm (might be cancelled)	7 Scappoose Police presents ~ National Night out in Heritage Park 5pm to 8pm	8	9	10 Movie in Heritage Park. Movie starts at dusk & pre-show entertainment starts at 7:00 pm.	11 Scappoose Farmers Market 9 am - 2pm
12	13	14	15	16	17 Movie in Heritage Park. Movie starts at dusk & pre-show entertainment starts at 7:00 pm.	18 Wings & Wheels Event Scappoose Farmers Market 9 am - 2pm
19	20 Tour of Scappoose Creek Project 6:00 p.m. City Council 7pm	21	22	23 Planning Commission 7pm	24 Movie in Heritage Park. Movie starts at dusk & pre-show entertainment starts at 7:00 pm.	25 Scappoose Farmers Market 9 am - 2pm
26	27	28	29	30	31 Movie in Heritage Park. Movie starts at dusk & pre-show entertainment starts at 7:00 pm. Bring your blanket and stadium chair.	Also on August 25 ~ Watts House Historical Harvest Luncheon at noon. For more information call Elaine at 503-543-2234.

CITY OF SCAPPOOSE

September 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Scappoose Farmers Market 9 am - 2pm
2	3 City Offices closed ~Labor Day	4 Work Session 6:00 pm ~ nothing scheduled yet City Council 7pm	5	6	7	8 Scappoose Farmers Market 9 am - 2pm
9	10	11	12	13 Planning Commission 7pm	14	15 Scappoose Farmers Market 9 am - 2pm
16	17 Work Session 6:15 pm City Council 7pm	18	19	20 EDC ~ noon Park & Rec Comm. meeting ~ 6pm Friends of Park meeting 7pm	21	22 Farmers Market 9 am - 2pm
23/30	24	25	26	27 Planning Commission 7pm	28	29 Farmers Market 9 am - 2pm