

**MONDAY, OCTOBER 1, 2018
CITY COUNCIL MEETING
Regular meeting 7:00 p.m.
Scappoose Council Chambers
33568 East Columbia Avenue**

Call to Order

Mayor Burge called the City Council meeting to order at 7:05 p.m.

Pledge of Allegiance

Roll Call

Scott Burge	Mayor	Michael Sykes	City Manager
Mark Reed	Council President	Norm Miller	Police Chief
Patrick Kessi	Councilor	Susan M. Reeves	City Recorder
Megan Greisen	Councilor	Laurie Oliver	City Planner
Natalie Sanders	Councilor	Alexandra Rains	Assistant to City Manager
Joel Haugen	Councilor	Kim Mann	Office Administrator
Josh Poling	Councilor		

Peter Watts Legal Counsel

Press: Courtney Vaughn, Spotlight

Approval of the Agenda

Councilor Sanders moved, and Council President Reed 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

There were no public comments.

Consent Agenda ~ September 17, 2018 Work Session minutes and September 17, 2018 City Council meeting minutes

Councilor Haugen moved, and Councilor Polling seconded the motion to approve the Consent Agenda ~ September 17, 2018 City Council Work Session and September 17, 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.

Proclamation ~ Manufacturing Day

Mayor Burge read the Manufacturing Month Proclamation.

New Business

Resolution No. 18-22 Economic Development Committee Bylaws and Resolution No. 18-23 Park and Recreation Committee Bylaws

Assistant to City Manager Alexandra Rains went over the staff report. She explained there was a thorough review of the establishing Resolutions and Bylaws of the Economic Development and Parks and Recreation Committees which revealed a need for updated language. All updates are specified in detail below, changes to Membership ensure that all language is consistent with SMC 2.04.080 and changes to Amending the By-laws were recommended by the City's attorney in order to provide City Council greater authority over City Committees.

For the Economic Development Committee, the recommended changes are as follows:

~~Resolution, Section 3. Membership. Membership of the Scappoose EDC shall consist of a maximum of nine (9) voting members appointed by the Scappoose City Council. A majority of SEDC members shall be from the private sector. Members shall live or work or have significant interest in economic development in the City of Scappoose. Membership shall represent the private for profit, not for profit and public sectors.~~

Membership of the Scappoose EDC shall consist of a maximum of nine (9) voting members appointed by the Mayor and with the consent of the City Council in accordance with Scappoose Municipal Code 2.04.080. A majority of SEDC members shall be from the private sector. Members shall live or work or have significant interest in Economic Development in the City of Scappoose. Membership shall represent the private-for-profit, not-for-profit, and public sectors.

~~Bylaws, Section 1 Membership. Membership of the EDC shall consist of a maximum of nine (9) voting members appointed by the Scappoose City Council. A majority of SEDC members shall be from the private sector.~~

Membership of the Scappoose EDC shall consist of a maximum of nine (9) voting members appointed by the Mayor with the consent of the City Council in accordance with Scappoose Municipal Code 2.040.080. A majority of SEDC members shall be from the private sector.

~~Article VII – Amending By-Laws. Amendments to these bylaws may be recommended at a regular membership meeting or at a special meeting of the SEDC called for that purpose, provided that written notice has been sent to each member at least fourteen (14) days before the meeting. The notice shall state the amendments that are proposed to be made in the bylaws. Only the changes that have been specified in the notice shall become effective upon the affirmative vote of a majority of SEDC board members and is subject to the approval by City Council.~~

Amendments to these bylaws may be made by the City Council or may be proposed by the Economic Development Committee to the City Council. City Council will consider all amendments proposed by a majority of the Economic Development Committee.

For the Parks and Recreation Committee, recommended changes are as follows:

Bylaws, Section 1, Membership. ~~Membership of the Scappoose Parks and Recreation Committee shall consist of a maximum of nine (9) voting members appointed by the Scappoose City Council. A majority of SPRC members shall be from the private sector.~~

Membership of the Scappoose Park and Recreation Committee shall consist of a maximum of nine (9) voting members appointed by the Mayor and with the consent of the City Council in accordance with Scappoose Municipal Code 2.040.080. A majority of SPRC members shall be from the private sector.

Article VII – Amending By-Laws. ~~Amendments to these bylaws may be recommended at a regular membership meeting or at a special meeting of the SPRC called for that purpose, provided that written notice has been sent to each member at least fourteen (14) days before the meeting. The notice shall state the amendments that are proposed to be made in the bylaws. Only the changes that have been specified in the notice shall become effective upon the affirmative vote of a majority of SPRC board members and is subject to the approval by City Council.~~

Amendments to these bylaws may be made by the City Council or may be proposed by the Parks and Recreation Committee to the City Council. City Council will consider all amendments proposed by a majority of the Parks and Recreation Committee.

Assistant to City Manager Alexandra Rains explained staff recommends Council approve Resolutions 18-22 and 18-23, thereby approving updated language to the establishing Resolutions and Bylaws of the Economic Development Committee and Parks and Recreation Committee.

Councilor Kessi moved, Councilor Greisen seconded the motion that Council approve Resolutions 18-22 and 18-23, thereby approving updated language to the establishing Resolutions and Bylaws of the Economic Development Committee and Parks and Recreation Committee. Motion passed (7-0). Mayor Burge, aye; Council President Reed, aye; Councilor Kessi, aye; Councilor Greisen, aye; Councilor Sanders, aye; Councilor Haugen, aye, and Councilor Poling, aye.

Advance Finance Reimbursement District

Mayor Burge opened the public hearing at 7:05 pm and read the hearing statement. He stated the City of Scappoose has submitted an application to the Public Works Department, per Scappoose Municipal Code 3.20.030 and 3.20.040, to establish an Advanced Finance Reimbursement District to include Tax Lot 3S2W01D001600, located near the intersection of West Lane Road and Wagner Court. This District would have no immediate impact on the property, but it could trigger future costs when the property develops. The City is holding an Informational Public Hearing this evening on the Proposed Advanced Finance Reimbursement District, per Scappoose Municipal Code 3.20.050. All affected parties and the general public shall be given the opportunity to express their views pertaining to the proposed Advanced Finance Public Improvement. City Council has the sole discretion after the Public Hearing to decide whether an Advance Financing Resolution shall be adopted.

Assistant to City Manager Alexandra Rains explained this is just an informational public hearing.

Mayor Burge closed the public hearing at 7:07 pm due to no one wanting to speak on the matter.

Res No. 18-24: A Resolution for Inclusion Under the State of Oregon Deferred Compensation Plan

City Manager Michael Sykes went over the staff report. He explained the 457 Deferred Compensation Plan is a supplemental retirement savings program that allows employees to make contributions on a pre-tax basis. Each calendar year, employees can choose to contribute to the Plan up to an amount established by the Internal Revenue Code Section 457, plus at age 50 Catch-Up and Special Section 457 Catch up Limitation, if applicable. The City does not contribute any funds on the employee's behalf. Currently the City offers two 457b plan options to City employees through ICMA and Nationwide. The City is looking to add Oregon Savings Growth Plan as one additional 457B provider. Contributions to the plan come from employee's pre-tax earnings. All fees are borne by City employees. He explained staff recommends Council authorize the City Manager to enter into a contractual agreement with Oregon Savings Growth Plan and approve the attached resolution.

Councilor Poling moved, Council President Reed seconded the motion that Council authorize City Manager Sykes to enter into a contractual agreement with Oregon Savings Growth Plan and adopted Resolution No. 18-24 titled "A Resolution for Inclusion Under the State of Oregon Deferred Compensation Plan". 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.

Ord. No. 874: An Ordinance Amending the Transportation, Police and Fire Services Inventory Section of the Scappoose Comprehensive Plan Update

Mayor Burge read the opening statement and public hearing at 7:09 pm.

City Planner Laurie Oliver went over the staff report. She explained in March 2018, the Scappoose City Council released their Goals & Objectives for the 2018-2019 fiscal year which included Goal 3G: *Add Master Plan updates to the Comprehensive Plan*. The City completed an updated Transportation System Plan (TSP) in 2016 which has already been incorporated into the Comprehensive Plan by updating the goals and policies for transportation, but it did not address the Transportation Inventory section of the Comprehensive Plan. While updating the Transportation Inventory, staff chose to update the Fire and Police Inventory sections as well. The Transportation, Fire and Police Inventory sections of the Comprehensive Plan have not been updated since 1991 and do not accurately represent the current conditions of the City's transportation, fire and police services. Amending the Transportation section based on information from the current TSP will provide an accurate inventory of transportation infrastructure within the City. Staff requested updated data from the Scappoose Fire District and the Scappoose Police Department to reflect the current conditions of those services within the City as well. The Planning Commission held a public hearing regarding this proposal on September 13, 2018. The Commission unanimously recommended approval by the City Council based on the findings of fact contained in the updated Planning Commission staff report dated

September 13, 2018. She explained the options: 1. Adopt proposed Ordinance 874, thereby accepting the findings in the CPTA 1-18 Planning Commission staff report dated September 13, 2018. 2. Adopt findings demonstrating that the application does not comply with the Scappoose Municipal Code and deny the application. Staff recommends that the Council adopt the Ordinance as presented.

Councilor Haugen asked what is the basis of taking out the carpool?

City Planner Laurie Oliver stated we do have a section about carpooling under Public Transportation, right above Pedestrian Transportation; what we did was during the TSP process – we included a provision to encourage carpooling by allowing a parking reduction if you provide van carpooling spaces.

Mayor Burge closed the public hearing at 7:12 pm.

Councilor Haugen moved, Councilor Sanders seconded the motion that Council adopt Ordinance 874 as presented.

Mayor Burge read the Ordinance title for the first time ~ Ordinance No. 874: An Ordinance Amending the Transportation, Police and Fire Services Inventory Section of the Scappoose Comprehensive Plan Update.

Ord. No. 875: An Ordinance Amending Chapters 13.28 and 17.104 of the Municipal Code and Rescinding Appendix A of the Urban Forestry Management Plan

Mayor Burge read the opening statement and the public hearing at 7:15 pm.

City Planner Laurie Oliver went over the staff report. She explained the City of Scappoose proposes to amend Municipal Code Chapters 13.28-Public Tree Standards and Chapter 17 .104- Standards for Street Trees to refer to a new approved street tree list. The current approved street tree list was established by Ordinance 659 in 1997 and is in Appendix A of the Urban Forestry Management Plan. The Planning Commission held a public hearing regarding this proposal on September 13, 2018, and unanimously recommended approval by the City Council based on the findings of fact contained in the Planning Commission staff report dated September 13, 2018. The proposed amendment to Municipal Code Chapter 13.28 would specify that the Planning Department, with advice from the Parks and Recreation Committee, shall maintain a list of approved varieties of trees that may be planted on any street within the City. By rescinding Appendix A of the Urban Forestry Management Plan and instead having the approved street tree list 'on file with the Planning Department' (as opposed to an adopted document), it allows for much more flexibility to update the list, and a greater ability to respond quickly to remove or replace trees on the list when known conflicts (e.g. disease susceptibility, incompatible growth characteristics, etc.) arise. This would allow for the possibility of future edits without the lengthy timeline to accommodate public land use hearings or notice to the Oregon Department of Land Conservation and Development. The Parks and Recreation Committee members began discussions regarding updates to the City's approved street tree list in March of 2018. One member, who is a certified Landscape Designer, took on the majority of the work in researching and developing an updated street tree list, which City staff then vetted for appropriateness, taking into consideration growth characteristics, disease susceptibility, mature

height, and drought tolerance. The resulting street tree list is a compilation of tree species from the City's current list, as well as trees from the City of Portland, Tigard, and Beaverton's approved street tree lists. Additionally, the following sources were consulted prior to finalizing the list:

- Oregon Association of Nurseries (to verify local availability)
- Oregon State University Landscape Plants Database
- Great Plant Picks Database
- Encyclopedia of Northwest Native Plants for Gardens and Landscapes

City Planner Laurie Oliver explained City staff also included a small photo for each tree species on the list to assist home owners and developers visualize what the mature trees will look like.

Options:

1. Adopt proposed Ordinance 875, thereby accepting the findings in the OCTA 1-18 Planning Commission staff report dated September 13, 2018.
2. Adopt findings demonstrating that the application does not comply with the Scappoose Municipal Code and deny the application. Recommendation: Staff recommends that the Council adopt the Ordinance as presented.

Councilor Kessi asked if this makes it clear what someone can do with their property relative to trees?

City Planner Laurie Oliver replied yes, she is not changing anything about the public tree standards, when they are required, or anything like that. She explained the only thing that is being changed is the list of trees they can choose from. She explained street trees are still always required with new development, including residential. She explained it's just a different list of trees to pick from.

Councilor Greisen commented that she thinks the current list is very outdated. She thinks they realized after the trees had grown that they produced really annoying things that fell, and the list hadn't been updated in a while.

City Planner Laurie Oliver replied that the problem is if we did want to change the list then she would have to go through this really lengthy process to remove just one tree from the list.

Councilor Kessi replied that is what he was getting at. He asked if it is faster to approve the process?

City Planner Laurie Oliver replied yes, it is faster for us to change or remove trees from the list or add trees to the list.

Councilor Haugen commented that he was at the LOC Conference and he happened to have a conversation about the street trees with the Department of Forestry and it doesn't look like they have taken a look at this list specifically, but they'd be happy to.

City Planner Laurie Oliver replied Oregon Department of Forestry is actually looking at the list right now. She explained her plan is to go ahead and let this go through the process and then with their recommendation she could update it.

Mayor Burge asked if there are any other proponents, then he asked for any opponents, seeing none he closed the public hearing at 7:22 pm.

Council President Reed moved, Councilor Kessi seconded the motion that Council adopt Ordinance 875 as presented.

Mayor Burge read the Ordinance title for the first time ~ Ordinance No. 875: An Ordinance Amending Chapters 13.28 and 17.104 of the Municipal Code and Rescinding Appendix A of the Urban Forestry Management Plan.

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 his written Department Report. He explained last week he attended the League of Oregon Cities conference. He stated the restroom at Concomly Park is now installed and looks very nice. He stated that everybody recognized that the County finally paved EM Watts Road and Dutch Canyon Road, which is a wonderful improvement, so we're thrilled that they were able to do that. He explained we have finally completed the thinning of Vista Park, which he went and took a look at and it looks very good. He stated that Dave is going to clean up some of the debris that was left. He thinks it was a very positive project and it turned out really good, and thinks the neighbors are going to be happy with the end result. He explained we plan to put the City survey in the next newsletter which will go out October 25.

Police Chief Norm Miller explained the body cameras and the in-car cameras that were approved, are being deployed. He showed Council and staff how the body cameras will work. He explained Scappoose is the first agency in Oregon to have this new technology, and Washington County is on board to be next. He explained the Suicide Walk went very well. He explained they had over 170 walkers, as well as Mayor Burge and Councilor Haugen. They raised over \$11,000, and he says it was a great event. He explained at the Scappoose High School Homecoming game members of the Scappoose Police Department, School Resource Officer Troy Gainer, and Timmi Sue, gave away 3,000 donuts for free, and it was a huge success, and Scappoose won the game. He explained Hailey graduates on Friday, October 5th so she'll be coming back, and she still has field training to complete before she's released to sole status. He explained Halloween night is coming up, and the Police Department always does their free hot chocolate night, which will be at Scappoose Middle School, and they will be out doing safety. He explained Troy Gainer the School Resource Officer has been working very well with

the school district. He explained they have done a lot of safety things already, right now they are doing walk-throughs of the things they've done with their report, as they've done quite a bit already. He explained they will be meeting soon about the school's communication plan in regard to using radios so all the schools can talk to each other, and they're being proactive and it's working very well. He explained School Resource Office Troy Gainer will be giving a Halloween safety talk to Otto Petersen, Warren School, and Grant Watts just before Halloween and we'll be giving away free bags with glow sticks and coloring stuff.

Councilor Poling explained he thought he would mention all the work he is seeing around town that the City is doing, and he is very impressed with how things are getting done. He was at the LOC Conference last Thursday which went really well, and he was glad to be a part of it.

Councilor Kessing explained he attended the Scappoose Homecoming game, and he was happy to see the all police officers that were present. He explained because of their renewed rivalry and being in the same classification, same league, the Krispy Kreme donuts were a good gift as well to make it a safe night for everyone, and a celebration, so it worked out great.

Councilor Greisen explained she also has noticed all the work being done around town by the City. She asked if we're allowed to do street sweeping on Highway 30? She says the side streets look amazing but she's curious about the main Highway.

City Manager Sykes replied typically that is the responsibility of ODOT, but we can ask them about ramping up that schedule.

Councilor Greisen asked if an inventory has been recently done on sidewalk painting, especially around schools, like the "Parking / NO Parking" where the paint has faded. She explained there have been some concerns around the Scappoose Middle School where people are parking in the way of crosswalks and intersections. She stated cars shouldn't be parking there but the paint is faded so she was wondering if the inventory had been done recently.

City Manager Sykes replied we just recently did an inventory of every sidewalk in the City and rated them, but he can pass this on to Dave. He explained he knows we try to do that every year.

Council President Reed spoke about attending the LOC Conference. He explained he concentrated on trying to understand the property tax system. He stated it hasn't changed in years, and it is not going to change. He explained one thing he did learn is, out of 50 States, all of the other States except for Oregon, not one of the other States is looking to Oregon to replicate our system of public finance. He also attended the PERS presentation and learned the insolvency of PERS seems to be dependent upon the fact that all of us Tier 1 employees are here, and what they are waiting for is persons like himself to pass on, basically at which point it will become solvent again. He explained at the CIS awards presentation, the City of Scappoose was awarded the Gold Star Award for no injuries during the 2017-2018 fiscal year, as we have zero injuries for a City of our size.

Councilor Haugen talked about the LOC Conference as well, and about how much he enjoyed the public art programs.

Mayor Burge spoke about the Scappoose Football game and how he enjoyed the camaraderie between himself and the Mayor of St. Helens. He explained the LOC Conference was good. He explained the Mayor's round table is always good, and educational. He explained at the round table they talked about when or if a Mayor has any issues or questions, all they have to do is talk to other Mayors from other cities and someone will usually have the answer because they have probably faced that same issue. He explained at the LOC Conference he attended a session on homelessness.

Council President Reed explained he also attended the session on homelessness, and they had a computer simulation on how a person spirals into homelessness and the cycles of how you spiral downward and it actually made you feel like you had no place to turn, and the only decisions you had were bad. He explained it made him understand how people get into those situations.

Adjournment

Mayor Burge adjourned the meeting at 7:43 p.m.



Mayor Scott Burge

Attest:



Office Administrator, Kimberly Mann