

MONDAY, OCTOBER 15, 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 7:00 p.m.

Pledge of Allegiance

Roll Call

| | | | |
|-----------------|-------------------|-------------------|---------------------------|
| Scott Burge | Mayor | Michael Sykes | City Manager |
| Mark Reed | Council President | Alexandra Rains | Assistant to City Manager |
| Patrick Kessi | Councilor | Laurie Oliver | City Planner |
| Megan Greisen | Councilor | Elizabeth Happala | CDC Administrator |
| Natalie Sanders | Councilor | Kim Mann | Office Administrator |
| Joel Haugen | Councilor | | |
| Josh Poling | Councilor | | |

Ashley Driscoll Legal Counsel Press: Courtney Vaughn, Spotlight

Excused: Chief Norm Miller

Approval of the Agenda

Councilor Greisen moved, and Councilor Haugen 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

Scappoose High School students Sarah Farrell, Ashley Benson, Jade O'Meara, and Evie Feigert spoke about the play that their school is putting on at 7pm on October 25th and 26th, and two showings on Saturday, October 27th at 2pm and 7pm. The play will take place at the Scappoose High School Auditorium. Cost is \$8 for adults and \$5 for students and seniors. The play is called The Diviners and is a story about a struggling young man with an unusual fear of water and his friendship with a disenchanted creature. They asked if they could put up flyers in our lobby and they gave us coupons for the play, good for buy one ticket get one free.

Councilor Haugen asked who did the artwork?

Ashley Benson replied that their theatre director did the artwork for their posters.

Hal Ritz was told to come to a City Council meeting to see if there was anything we could do about the bus stops in Scappoose. Hal contacted the City Councilors last year via email

regarding bus stops for senior citizens via CC Rider. He says there is no coverage in many spots and it is very cold; thank goodness it isn't raining. He asks what can be done about getting better facilities for seniors who don't currently have any form of transportation. He's been talking with Todd Wood of CC Rider and Mr. Wood told Hal that they have covered seating available but it rests with the City councilors in regards to how we can get it into play. It would be very helpful for the senior citizens if something could be done to help them.

City Manager Sykes responded that we can reach out to the director of CC Rider and talk to him about their routes here. The new director has only been here for a couple of months but now would be a good time to talk to him.

Mayor Burge thanked Mr. Ritz for coming in and assured him that we will get the ball rolling on this.

Consent Agenda ~ October 1, 2018 Work Session minutes and October 1, 2018 City Council meeting minutes

Councilor Haugen moved, and Councilor Sanders seconded the motion to approve the Consent Agenda ~ October 1, 2018 City Council Work Session and October 1, 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.

Old Business

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

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.

Mayor Burge stated this is a second reading, there is a motion and a second on the floor which was read at the last Council meeting, and asked if there is any further discussion, which there was none.

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.

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

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

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.

Mayor Burge stated this is a second reading, there is a motion on the floor which was read at the last Council meeting, and asked if there is any further discussion, which there was none.

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.

Mayor Burge read 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.

New Business

Ordinance No. 876: An Ordinance Amending Chapter 2.04 of the Municipal Code and Declaring an Emergency Public Hearing / First Reading / Second Reading / Approval

Mayor Burge opened the Public Hearing at 7:09 pm

City Manager Sykes stated that Susan, the City Recorder, is in Germany right now and is not here to attest to city Ordinances or Resolutions after they're updated so this emergency hearing is to change the signature from Susan Reeves, City Recorder, to City Manager Michael Sykes. This Ordinance is really for efficiency.

Council President Reed asked what is Susan doing in Germany?

City Manager Sykes replied she's on vacation, having fun.

Councilor Greisen commented that she deserves it. Councilor Sanders agreed.

Mayor Burge stated that her signature is just an attestation, there's no notary that she's doing.

Councilor Kessi asked attorney Ashley Driscoll if there are any risks in us doing this?

Attorney Ashley Driscoll replied no, it's pretty straight forward.

Mayor Burge stated the City Recorders signature can be changed to the City Managers signature; he can pull an example. He read a copy of the minutes that had "Kimberly Mann, Office Administrator" signature on it and stated that we will have to change this because she is not authorized to attest to this, only the City Recorder is so we will have to change this. That attestation by our code can only be signed by the City Recorder or the Mayor. He stated it's always best to have two people in case one is gone and in the Mayor's case if he's gone and not able to it goes to the Council President who does that role. He explained we will be taking a vote and the vote has to be unanimous in order to move to second reading for Ordinance No. 876.

Mayor Burge read the second Reading on Ordinance No. 876. First reading passed, second reading passed, with no discussion. Motion carries.

Councilor Poling moved, Council President Reed seconded the motion that Ordinance No. 876, An Ordinance Amending Chapter 2.04 of the Municipal Code and Declaring an Emergency Public Hearing, be approved. 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.

Resolution No. 18-25: Advance Finance Reimbursement District

Assistant to City Manager Alexandra Rains went over the staff report. At the conclusion of the Advance Finance Reimbursement (AFR) Public Hearing, held on October 1, 2018, Council opted to move forward with establishment of an AFR District to include a single property owned by the Jet Center, tax lot 3S2W01D001600. The total AFR allocation to the Jet Center property is \$111,704.54. Those funds will be due to the City once the property owner applies for a building permit for any project that would utilize the AFR improvements. She explained staff recommends Council approve Resolution No. 18-25, thus establishing an AFR District, in the amount of \$111,704.54, over the Jet Center parcel located off of West Lane Road.

Councilor Sanders moved, Councilor Haugen and Council President Reed seconded the motion that Resolution No. 18-25, Advance Finance Reimbursement District be passed. 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.

Work Session ~ Urban Renewal Plan

Assistant to City Manager Alexandra Rains went over the Urban Renewal Work Session. At the request of City Council, Staff released a Request for Quote (RFQ) for an Urban Renewal Plan during the Summer of 2018 to four Urban Renewal Consultants: Pacific NW Consultants, Leland Consulting, ECONW and Elaine Howard Consulting. The City received one quote for completion of an Urban Renewal Plan from ECONW for \$70,090. This would cover Project Kickoff, the Outreach Program, Development of Key Components of the Plan, the Draft of the Urban Renewal Plan and Report, the Final Urban Renewal Plan and Report, Adoption Process Support and any necessary Cost Estimating. ECONW's quote also included an optional project component they referred to as an Urban Design Process, where urban designers from ZGF would "identify and/or refine key projects for the Urban Renewal Plan's Implementation? (page 7, ECONW Scope of Work). This component would cost an additional \$45,000, above the \$70,090 identified for the Urban Renewal Plan, for a total of \$115,090. Shortly after receipt of their quote, staff conducted a conference call with ECONW to gain a better understanding of the optional Urban Design Framework component. During the call, they provided the following explanation of an Urban Design Framework: *"Developing an Urban Design Framework as part of developing the Urban Renewal Plan will enable the team to better understand the opportunities and constraints for the nascent downtown and more specifically identify the projects needed to support growth in that area. For example, in identifying a need for streetscape improvements, an Urban Renewal Plan prepared without the benefit of an Urban Design Framework might need to stay general and assume a certain length and cost of street improvements without identifying specifically where those would occur. With the benefit of an Urban Design Framework, we would have a greater understanding of, and more public buy in, on where the most important blocks would be to focus streetscape improvements. As another example, an Urban Renewal plan prepared on its own might identify a need for a public gathering place, and put in a project with an estimated cost to acquire land and create a public space, but it likely would not indicate where that might go, how it would relate geographically to other improvements, or what the character of that public space should be. An Urban Design Framework plan would help to answer those questions. Having greater specificity about the*

projects and a shared vision for the downtown would help to build support for the Urban Renewal Plan, since people would better understand what they would get from it, and have a greater sense of how urban renewal would help achieve the vision. It would also provide an outlet and a process for people to engage in a more place-specific discussion of potential projects and needs, making what could be a fairly technical urban renewal process more engaging and meaningful to the community.” Based on the information provided above, Staff has identified two options for the Council’s consideration: Complete both the Urban Renewal Plan and Urban Design Framework concurrently. Fiscal implications of this option: the total project would cost \$115,090. Funds would be drawn from the Economic Development Fund over two fiscal years, \$70,090 from FY 2018-2019 and \$45,000 from FY 2019-2020. Schedule: both the Urban Renewal Plan and Urban Design Framework would be completed one year from the start date of the project. Complete the Urban Renewal Plan only and add the Urban Design Framework to the Urban Renewal District’s project list. Fiscal implications of this option: the total project would cost \$70,090. Funds would be drawn from the Economic Development Fund over FY’s 2018-2019 and 2019-2020. The Urban Design Framework would be added to the Urban Renewal District’s project list and be paid for by the District. It’s likely that the cost of the Urban Design Framework would increase once decoupled from the Urban Renewal Plan, although an exact quote is not available at this time. Schedule: The Urban Renewal Plan would be completed one year from the start date of the project. It’s not possible to know what the exact schedule would be for the Urban Design Framework, however, it’s likely that the project start date would be approximately one year after establishment of the Urban Renewal District (or two years from the initiation of the Urban Renewal Plan Project).

City Manager Sykes explained he really likes the second component because the Urban Renewal Plan gives us a real vision.

Assistant to City Manager Alexandra Rains commented that they put together a really good team.

Councilor Kessi said he likes the idea of doing it together, the urban design plan, because it will help craft the vision of the downtown area with the overall idea of the urban renewal district and he likes that a lot because we can plan on the projects and the urban district will have the urban design plan done in conjunction with the firm ZGF. He thinks we’re really lucky to have them as part of the team, so he likes the idea of doing them together, if we can fit that in our budget.

Mayor Burge asks on the budget it shows that \$70,090 comes from this fiscal year and the other \$45,000 comes from next fiscal year?

Alexandra Rains and Michael Sykes both replied yes.

Mayor Burge replied so we’re able to break it out so it’s less than a one-year impact on us.

Alexandra Rains says she is going to work it out with ECONW so if we move forward there’s a tentative schedule in the next packet. She told them no matter what, we can’t spend more than \$70,090 before July and they said that wouldn’t be a problem. They should be able to structure it, so it could work.

Councilor Greisen commented that she agrees with Councilor Kessi that receiving the entire package in one hit and coming to the table with all our ducks in a row and being able to see the big picture is a smart way of doing business. She'd rather be most informed as possible.

Mayor Burge commented that a couple years down the road who knows how much it would cost.

Alexandra Rains stated that it would likely cost more to do them separately because there are efficiencies in doing both together.

Councilor Greisen agreed; it puts us ahead in our time frame as well, we just get it all at one time instead of putting it in that first line item.

Councilor Haugen commented that he is very much in favor of the Urban Renewal Plan. The down side is not including the design parameters concurrently. Is that going to reasonably change things if you wait and include that as option two?

Alexandra Rains replied it could be a couple years before we complete it if we make it one of the projects of the district and it could cost more. The other added benefit is it gives the urban renewal plan more detail; the urban renewal plan might identify that you want to put in sidewalks or some item in a general dollar amount but the framework plan actually tells you where exactly it should go and it's kind-of a vision for what the downtown would look like so the two kind-of marry together and complement one another.

Councilor Haugen asked if that facilitates it?

Alexandra Rains replied yes, exactly. That's why even though that wasn't something we initially asked for, ECONW, based on conversations they had both with Council and Committees, thought it was a really great complimentary thing to put in there that we might want.

Councilor Greisen replied she appreciates them listening.

Alexandra Rains replied she does too, she thinks they did a really great job.

Councilor Kessi replied that it'll help the main street program too; where we want to spend that money. If we have an idea of the vision of the downtown area, Councilor Sanders and Poling said we love the energy downtown, and this is a great way of figuring out where we want things to go, and we'll have the money to support the vision.

Urban Renewal Plan

Assistant to City Manager Alexandra Rains went over the Urban Renewal Plan staff report.

Mayor Burge asked if we can, in the motion, break it down to say \$70,090 and \$45,000 for the fiscal year?

Alexandra Rains replied yes, we can. We can say \$70,090 for this fiscal year and \$45,000 for next fiscal year.

Mayor Burge replied that he just likes the clarity of when the money is being spent and what budget it's coming out of.

Mayor Burge asked if there is any more discussion.

Councilor Kessi wanted to clarify that this is for the Urban Renewal Plan and for the Design Framework Project.

Mayor Burge replied yes, it is for both.

Councilor Sanders moved, Council President Reed seconded the motion that the Urban Renewal Plan pass. 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 spoke about the first phase of Chief Comcomly park; that it's exciting to see. Surveys will be in this month's newsletter, have your family and friends fill them out.

Councilor Greisen spoke about getting multiple emails and phone calls regarding traffic lights. She is curious where the county or state is on this; does ODOT have a transportation plan? Where are we seeing our highway corridor and what will it look like in 5-10-20 years? Does anyone have an answer?

City Planner Laurie Oliver replied that we have an adopted transportation system plan that looks out 20 years that does show increased congestion based on all of the employment growth east of the airport, so, it's going to get worse.

City Manager Sykes replied that you are correct on a regional scale, the problem is that the I-5 grid is congested, it's worse in Washington and worse for people coming this way.

Councilor Greisen responded that there are people that have lived here for decades, if they have to wait three minutes to turn left in certain congested areas then...

Councilor Sanders commented that in the last few years it has gotten worse.

Councilor Kessi asked if there is a bypass?

Councilor Greisen replied that was what she was getting at without saying it.

Mayor Burge replied the biggest problem with the traffic on the highway isn't 100% about growth in Scappoose, it's people that commute through town. We don't have any control over the highway, it's under ODOT jurisdiction.

Councilor Greisen asked if we have any control? By putting in a bypass or by having a turn lane on Johnson Landing, are these sorts of things that we do have control over?

Mayor Burge said that we can influence, that's the best we can do is influence.

Councilor Greisen asked if we get to have more of an influence? How much of an influence?

Councilor Greisen asked about intern Huell White's update, when they spoke about identifying topics for the Annual Town Meeting, it says one other topic of public importance, is that on the survey or are we still undecided?

City Planner Laurie Oliver replied she thinks it was related to the Urban Renewal Plan, and he didn't want to specify that exactly until we knew if Council would approve the plan or not.

Alexandra Rains said ECONW had intentionally moved their schedule and the idea was that the public meeting component would possibly be at the Annual Town Meeting.

Councilor Sanders just got back from the Oregon Housing Conference. There's a group that works with developers that builds affordable housing, she thinks it'd be great for the city to reach out and maybe someone here will want to build some affordable housing.

City Planner Laurie Oliver said DLCD released some grant funding which we were awarded to put together an affordable housing strategy, which was identified in the housing needs analysis as a next step so it's great that they funded that. They assigned ECONW to work with us, which is great because they have all of the background data on the City now.

Councilor Kessi said that he would like to be a part of that project if they need anyone.

City Planner Laurie Oliver said yes, she was going to ask for help.

Councilor Sanders stated that there's a Christmas Gift Drive for the TANF program, which is a program through DHS that helps families in need. Last year their gift drive focused on St. Helens and was very successful and this year DHS wants to expand into Scappoose. Sanders asked if we would be willing to host a tree with tags, if we have any ideas, or if we know of any local businesses that would like to help with this?

Council President Reed stated that he agrees with Councilor Greisen about the transportation problem. He says it took him over 15 minutes to get to City Hall from the St. Johns Bridge. He mentions there is a concert on October 27th at 6pm at the Veteran's Park Gazebo. He knows the

band, Big River Band, which plays music from the World War II era, and he will be playing with them, so he invites us to come down and watch.

Councilor Haugen spoke about being proactive and creative with the DHS Christmas Gift Drive; he thinks maybe doing an auction? He also talked about Scappoose getting a new Microbrewery, which he is very happy about.

Mayor Burge spoke about attending the OMIC Manufacturing Day event, it was a good event. It was exciting to see the number of new businesses that are involved with OMIC. The Tourism meeting went well, he forwarded some homework to City Manager Sykes and Alexandra Rains, to put together a list of assets and brochures about the City of Scappoose and tourism. He also went to Cascade Tissue; 71 people as of today work there. If you go to Walmart and buy their "Great Value" toilet paper and you see the "J2" stamp, the J means it came from Scappoose and the number 2 means it came off their #2 line. So, if you buy that Great Value toilet paper at Walmart then you're supporting the 71 people who work here at this plant. We always talk about shop local, this is a different twist because you're buying a product that's not only made by them, you're also directing that money into the local economy. It's exciting to know that they're producing for the West Coast, the whole region, and they have toilet paper contracts with Walmart. They are looking at expansion in the next year, he says it's good to see that happen because once they expand they're going to double their production ability because they'll have a warehouse. Half of the facility is full of boxes of hand towels and toilet paper just waiting to be shipped out and on order. They are busy, busy.

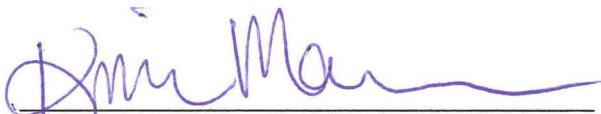
Adjournment

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



Mayor Scott Burge

Attest:



Office Administrator, Kimberly Mann