

**CITY OF SCAPPOOSE  
CITY COUNCIL MEETING  
AUGUST 6, 2007  
AT 7:00 P.M.  
SCAPPOOSE, OREGON**

**Flag Salute**

**Call to Order**

Mayor Burge called the meeting to order at 7:00 p.m.

**Roll Call**

The meeting of the City of Scappoose was held at 7:00 p.m. in the Council Chambers; 33568 East Columbia Avenue; Scappoose, Oregon with the following present:

**City Council Members:**

<b>Scott Burge</b>	Mayor
<b>Donna Gedlich</b>	Councilor
<b>Lisa Smith</b>	Councilor
<b>Larry Meres</b>	Councilor

**Staff:**

<b>Jon Hanken</b>	City Manager
<b>Doug Greisen</b>	Police Chief
<b>Susan Pentecost</b>	City Recorder
<b>Don Sallee</b>	Building Official
<b>Brian Varricchione</b>	City Planner

**Excused:** Council President Ingham, Councilor Bernhard, Councilor Judd and Legal Counsel.

**Approval of Agenda**

Councilor Smith moved and Councilor Gedlich seconded the motion to approve the agenda. Motion passed (4-0). Mayor Burge, aye; Councilor Gedlich, aye; Councilor Smith, aye and Councilor Meres, aye.

**Public Comments**

None

**Mayor Announcement**

Mayor Burge explained this is the first year Scappoose participated in the Oregon Mayor Association Contest. He announced Kyle Sallee won the State "If I were Mayor" Poster Contest out of the middle school students who submitted posters. Congratulation Kyle!

**Consent Agenda**

Councilor Smith moved and Councilor Gedlich seconded the motion to approve the minutes from the July 16, 2007 Council meeting. Motion passed (4-0). Mayor Burge, aye; Councilor Gedlich, aye; Councilor Smith, aye and Councilor Meres, aye.

## **Old Business**

Councilor Smith stepped down to speak to Council as the Community Club President. She explained she is going to abstain from anything related to the Scappoose Community Club.

### **Scappoose Community Club Sauerkraut Festival 2007 Special Event Permit**

Lisa Smith, Scappoose Community Club President, explained the Community Club received a notice in the mail for two special events that were requested by the club. She explained it is interesting to note for two other special event permits, which were also requested by the club, they did not receive the same letter, nor has this body been requested to approve permits for Summer Daze. She explained she is not sure what the criteria that triggers this process is but she is sure staff will address it and explain it. She explained out of respect for the system Scappoose Community Club did in fact send notice to all the neighbors within 200 feet inviting them to this Council meeting if they wish to come and discuss approval. She explained the Community Club has received, under her coordination efforts, which has occurred for the last 5 years, approval of a special event permit every year. She stated the City does in fact have on file the Community Clubs insurance paper, which they pay \$40.00 every year to provide the City of Scappoose with a copy of as well as adjacent property owners whose property the Community Club utilizes for the Sauerkraut Festival. She explained there is in the City ordinances a requirement for Council approval for a noise permit, there is in fact a requirement for Council approval on street closures. She stated she would assume that because City Park is property owned by the Council it would at least be courteous to ask the property owner for the use of the property. She explained in regards to the noise permit that appears to be applicable from 10:00 p.m. until 7:00 or 9:00 a.m. depending on the day of the week, not applicable to an event that occurs from 10:00 a.m. until 6:00 p.m. one day. She explained the street closures were approved by the City Council back in November, as was use of the City Park and staff support and all the things that are in the standard request. She explained the reason that is important is because she would not presume to coordinate or begin the lengthy process of staging the Sauerkraut Festival without such an approval. She explained that would be very awkward for her to do so. She thinks if Council can agree, in its limited body this evening, that staff does in fact have the authority to approve whatever needs to be approved as they have done in previous years with the same special event permit, the same form and the same ordinances. Then we could move on past this and perhaps at another meeting consider actually implementing regulations on special event permits.

City Manager Hanken explained this is on the agenda tonight to allow the public the opportunity to make any comments that they deem necessary.

Mayor Burge explained he doesn't recall what the motion was that was made back in November. He explained he feels if a motion has already been made this shouldn't be coming back and Council shouldn't be readdressing an issue that has been taken care of. City Manager Hanken replied this is how it was done last year. City Recorder Pentecost read over the motion. The motion read: Councilor Judd moved and Council President Burge seconded the motion that Council grants the Scappoose Community Club's request for street closures for the Sauer Kraut Festival. Grant person for the Community Club to use Heritage Park and also permission for City Staff to assist where need for the Festival. Motion passed (7-0). (Mayor Dorschler, aye; Council President Burge, aye; Councilor Gedlich, aye; Councilor Ingham, aye; Councilor Bernhard, aye; Councilor Smith, aye; and Councilor Judd, aye).

Mayor Burge stated as far as he is concerned it has already been approved. He stated he doesn't understand why this is coming back before Council. Lisa Smith explained she feels staff was concerned and wanted there to be an opportunity for the public to address any concerns they may have.

City Manager Hanken replied this went before Council 10 months in advance of the event and so staff wanted to address any issues that may have come up since it was approved.

### **Scappoose Community Club Holiday Lighting 2007 Special Event Permit**

Lisa Smith asked if there has to be a hearing for the Holiday Lighting as well. She is thinking if Council can agree that staff has the ability to issue these permits where they don't violate or infringe on the things that are specific given to the Council for authorization it would be most appreciated.

Councilor Gedlich doesn't have a problem with staff approving the special event that has been happening for 20 some years. She feels it is staffs responsibility. Mayor Burge agrees that staff should be able to approve the special event permit.

Councilor Meres stated he is confused regarding the special events and the approval process. He finds the special event permits are not very clear. He was under the assumption that Council was going to work on the special event permits to make them really clear and not get involved. City Manager Hanken replied the workshop is coming up.

Mayor Burge explained the City needs a system where people fill out a form to request use of the parks.

### **New Business**

#### **Lease of Office Space**

City Manager Hanken went over the staff report. He explained realistically the City needs to separate out the professional business end from the public works actives. Staff feels bringing the Building and Planning Departments up to the "Old Town" area is a good move.

Councilor Gedlich asked what happens in two or three years when there might be not as many homes built. City Planner Brian Varricchione explained one option certainly would be to carry over some of the \$100,000.00 to at least get us through a roughly three year period in the mean time then start allocating that in to future budgets. He explained the 70 homes that were put in to the budget was a pretty conservative estimate. City Manager Hanken replied just to give you an idea of how conservative, the budget anticipated 70 homes during the year, during the month of July there were 98 new home permits taken out. Building Official Don Saltee explained the building department is on dedicated funds, with this growth there is also money in reserve, so that would offset the bad years.

Councilor Gedlich asked about additional staff. She asked is that clerical staff and is it a part time position or full time position. City Manager Hanken replied his guess is there would be one full time position shared between building and planning.

Councilor Gedlich asked if the City Attorney would review the lease agreement. City Manager Hanken replied the City Attorney would have to review it.

Councilor Smith asked if it would limit the City Manager's ability to negotiate the lease if Council were to approve the actual lease agreement. City Manager Hanken replied he doesn't see that as a limiting factor. Councilor Smith asked City Manager Hanken if he has a specific time frame in mind for the agreement. City Manager Hanken explained he would like to see a 5 year lease agreement at the minimum. He explained ultimately the goal would be to have City Hall and planning in one building. He explained he

would like to have in the lease the City's first right to purchase the building in case Mr. Rosenthal ever decides to sell.

Councilor Smith is very supportive of this proposal for a variety of reasons. She feels this is an immediate problem.

Councilor Smith moved that Council Gedlich authorize the City Manager to enter into a lease agreement for office space in the Old Town III building owned by Brian Rosenthal subject to Council approval on the actual contract and for a period not to exceed 5 years. Motion passed (4-0). Mayor Burge, aye; Councilor Gedlich, aye; Councilor Smith, aye and Councilor Meres, aye.

### **Announcements**

Mayor Burge went over the Calendar. The next meeting will be on August 20, 2007. He explained there will be a Council meeting on September 4<sup>th</sup> with a workshop prior at 6:00 p.m.

### **City Manager**

City Manager Hanken reminded Council of the LOC Conference. He explained if you are planning on attending please give the information to staff as soon as possible.

### **Chief Greisen**

Chief Greisen explained he won't be at the Aug 20<sup>th</sup> Council meeting.

### **Councilors**

Councilor Gedlich recognized Comcast for awarding 51 \$1,000.00 High school scholarships for students in Oregon and SW Washington. She explained Saturday she went to the ground breaking ceremony for the new theater.

Councilor Meres stated he was sad to hear we lost another Scappoose resident due to a recent motor vehicle accident.

Councilor Smith explained she attend the ground breaking event as well.

Mayor Burge he as well was at the ground breaking. He explained it was very informational.

Mayor Burge explained he attended the Oregon Mayors Association Conference. He explained there was a workshop on public/private partnerships. He explained he had a discussion with Mayor Potter. They followed up on a meeting that City Manager Hanken and the Mayor Burge had with some members with the Portland Police Department. Mayor Potter told Mayor Burge on August 15, 2007 there will be a business plan coming out that will include a regional police training facility which they are looking at placing out here on the Meir Site.

Mayor Burge explained he had a request from someone who uses Miller Park for a dog scoop bag dispenser and possibly placing a sign about cleaning up after ones pets. Councilor Gedlich feels it should be in every park. City Manager Hanken replied it is an issue on all City owned property.

Mayor Burge discussed the issue of a drinking fountain needed at Heritage Park. He also discussed the issue of having a locking mechanism on watering system at Watts house.

Councilor Gedlich explained the vegetation along the back of the building at City Hall needs to be trimmed. Councilor Smith would like to have the bushes trimmed along the sidewalks also.

**Adjournment**

Mayor Burge adjourned the meeting at 7:39 p.m.

**City of Scappoose, Oregon**

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Scott Burge, Mayor

Attest: \_\_\_\_\_  
Susan M Pentecost, City Recorder