



AGENDA
SCAPPOOSE CITY COUNCIL
COUNCIL CHAMBERS
33568 E. COLUMBIA AVE
SCAPPOOSE, OREGON 97056
MONDAY, APRIL 21, 2008
CITY OF SCAPPOOSE



WORKSHOP TO DISCUSS CITY MANAGER EVALUATION FORMS
AT 6:00 P.M.
REGULAR COUNCIL MEETING
AT 7:00 P.M.

ITEM	AGENDA TOPIC	
1.0	Call to Order	
2.0	Pledge of Allegiance	
3.0	Roll Call	
4.0	Approval of the Agenda	
5.0	Public Comments	
6.0	Approval of the Consent Agendas	
6.1	April 7, 2008 City Council Meeting Minutes	Action
7.0	Old Business	
7.1	An Ordinance to rename the portion of NW 5th Street within Scappoose Veterans Park to Captain Roger Kucera Way Staff: Hanken	Public Hearing 2nd Reading Action
7.2	Farmers Market Request for use of parking lot Staff: Hanken	Action
8.0	New Business	
8.1	Intergovernmental Agreement with the City of St. Helens Staff: Sallee	Action
8.2	Joint Resolution Declaring of Intergovernmental Cooperation between the Scappoose School District and the City of Scappoose Staff: Hanken	Action
8.3	Portland/Western Fact Finding Mission Staff: Hanken	Action
8.4	Drainage District Issue Staff: Hanken	Action
8.5	Ordinance Relating to Cross Connection and Backflow Prevention Staff: Andrews	Public Hearing 1st Reading
9.0	Announcements	
9.1	Calendar	
9.2	Police Chief, City Manager, Councilors, and Mayor	
10.0	Executive Session	
10.1	ORS 192.660 (1) (h) Litigation Likely to Occur	
11.0	Adjournment	TTY 1-503-378-5938

This meeting will be conducted in a handicap accessible room. If special accommodations are needed, please contact City Recorder, Susan Pentecost, at (503) 543-7146 ext 224 in advance.

AGENDA
SCAPPOOSE CITY COUNCIL
COUNCIL CHAMBERS
33568 E. COLUMBIA AVE
SCAPPOOSE, OREGON 97056

CITY OF SCAPPOOSE

APRIL 21, 2008

6:00 P.M.

WORKSHOP TO DISCUSS CITY MANAGER EVALUATION FORMS

In attendance: Mayor Burge, Council President Ingham, Councilor Gedlich, Councilor Bernhard, Councilor Meres, Councilor Heerwagen, Councilor Judd, Legal Counsel Ron Guerra and City Recorder Pentecost.

Mayor Burge explained what Council is trying to do is find a better form then the current one the City has for city manager reviews. He explained the current form doesn't seemed to be able to capture Councils ability to evaluate the city manager appropriately because of the form of government and Council doesn't have all the information on how the city manger is interacting with some of the employees so it seems like a waste. Council is looking at a way to evaluate the city manager where they can give a very good evaluation without stepping on any toes.

Council President Ingham explained all the evaluation forms seem to be consistent and they all ask how the city manger relates with staff and what influences and involvement the city manager has with staff. She explained in the Council rules can not interact with staff regarding this issue, so their hands are tied. She explained that is her issue because she can not answer that part of the evaluation form and that part of the evaluation form is keyed to her in learning how the city manger interacts and works with the city staff and if the staff respects him.

Councilor Bernhard explained he doesn't feel Legal Counsel Ron Guerra is here to talk about what Council can do to start talking with the employees. He feels he would rather see the form be adjusted to areas that Council can talk to the city manager about. He explained that he would like to be able to talk to the staff but isn't that a charter change or something like that, beyond the scope of the evaluation form.

Councilor Gedlich explained she goes along with Council President Ingham to a point. She sees where she is coming from because of the frustration. She explained if you see a city employee and they make mention of a city issues basically the only thing Council can say is go to your supervisor. She explained she believes because of the way the City Charter is written up that it is fair. She explained you get 7 individuals trying to either micro-manage 29 people or 4 department heads or how ever there happens to be and the next thing you know you have chaos and nobody knows who to go to, what the procedure is, what the policies are and she thinks with our city being so some and the staff level at 30 she thinks it is kind of a hard issue to discuss. She goes along with Councilor Bernhard that either we need review the City Charter and makes some changes and or change the evaluation form itself and just eliminate that portion because of the way the City Charter reads. She explained it is unfair to Council over the years because she has had several employees come to her about some real serious issues and what do you tell these people to make them feel comfortable. She is always very upfront and tell them the process and what they have to do and or if you don't like that maybe you better look for another job. She likes Albany's form the best.

Councilor Meres kind of agrees with her and Councilor Bernhard that there should be an avenue where the employees can discuss things because right now it stops at Jon. He explained if it stops at Jon and it can't go any further then Council doesn't know about it. He feels Council should look at the Charter and change that. He has to say he likes Jacksonville's form.

Councilor Gedlich is not sure how we can change the charter if it goes beyond Mr. Hanken. She explained then Council is getting into personnel issues that they are not qualified to get in to.

Mayor Burge explained Councilor Bernhard spoke about a 360 evaluation process: where Council evaluates the city manger, the staff below the city manager evaluates him and he evaluates himself. He explained then Council would be able to get a good picture of how things are going.

Ron Guerra stated the question becomes what is it Council really wants to evaluate. He asked from your perspective as a Council what is the most important criteria for your city manager, what is it you want to track him doing.

Councilor Gedlich feel she wants to track financial issues, working with other agencies, communicating in a timely matter with the Council, relating well with the citizens, keeping the media informed of issues, grant writing.

Mayor Burge achievement of goals that the City set out, communication with Council, interaction with department heads that Council is able to see, finances and communication.

Councilor Bernhard stated everything he likes is on The Dalles evaluation. He is concerned with the relationship between the City Manager and staff. He stated that relationship is important to him.

Councilor Heerwagen feels if Council opens it up where staff can visit with Council you are going to get every little gripe that comes their way. Mayor Burge explained maybe the level that you talk to staff at in some sort of form is with the heads of the unions.

Mayor Burge explained maybe it is time for a charter review.

Councilor Heerwagen and Councilor Bernhard stated if they have a good city manager why couldn't the Council just ask him how are your relationships with your staff. He stated if we trust and believe in him we should just listen to him.

Ron Guerra will check in to the issue of Council not being able to talk to staff and get back to Council in two days.

Council President Ingham likes the cover letter on the Albany review. Mayor Burge feels Council should use The Dalles form right now with the Albany cover sheet. Then after hearing back from Ron Guerra the Council can sit down with the city manager and explain the next evaluation will include the information from Ron Guerra.

Ron Guerra explained he is going to review the Charter, the ordinances and the employee handbook in regards to this issue to make sure the there is a consistent process in place to achieve the goals the Council wants to.

Mayor Burge explained the city manager's review will be at the next City Council meeting. Councilor Heerwagen feels he should be excused from evaluating City Manager Hanken this year.

Mayor Burge adjourned the workshop at 6:47 p.m.

**REGULAR CITY COUNCIL MEETING
AT 7:00 P.M.
SCAPPOOSE, OREGON**

Call to Order

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

Flag Salute

Roll Call

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

City Council Members:

Scott Burge	Mayor
Judie Ingham	Council President
Donna Gedlich	Councilor
Jeff Bernhard	Councilor
Charles Judd	Councilor
Larry P. Meres	Councilor
Art Heerwagen	Councilor

Staff:

Jon Hanken	City Manager
Doug Greisen	Police Chief
Susan Pentecost	City Recorder
Don Sallee	Building Official
Terry Andrews	Field Services Supervisor

Press:

Cecilia Haack Spotlight
Matthew Nash The Chronicle

Ron Guerra Legal Counsel

Also in attendance: Budget Committee member Teresa Keller

Approval of Agenda

Mayor Burge amended the agenda to move 7.2 Farmers Market Request for use of parking lot to the consent agenda.

Council President Ingham moved and Councilor Bernhard seconded the motion to approve the agenda as amended. Motion passed (7-0). Mayor Burge, aye; Council President Ingham, aye; Councilor Bernhard, aye; Councilor Gedlich, aye; Councilor Judd, aye; Councilor Meres, aye and Councilor Heerwagen, aye.

Public Comments

Jean Lewis explained she has been working on the youth programs. She explained she spoke with Councilor Gedlich on the phone and she asked Jean if she could get the forms all done so that would be a step that was done. She handed out the forms to Council. She explained they are on the internet.

City Manager Hanken explained what Jean is talking about is the Mayors Youth Advisory Committee and Jean has been kind of heading that and moving it forward. He explained Mayor Burge, the Mayor from St. Helens, Chad Olson and himself will be meeting to talk about forming a joint Youth Advisory Committee with Scappoose and St. Helens. Mayor Burge stated Jean has done a wonderful job. Jean Lewis explained with school being out soon she would really like to get the applications to the school, get the news papers to do a write up and to contact people.

Consent Agenda

Council President Ingham moved and Councilor Heerwagen seconded the motion to approve the April 7, 2008 City Council Meeting Minutes and approval of Farmers Market request for use of parking lot. Motion passed (7-0). Mayor Burge, aye; Council President Ingham, aye; Councilor Bernhard, aye; Councilor Gedlich; aye, Councilor Judd, aye; Councilor Meres, aye and Councilor Heerwagen, aye.

Old Business

An Ordinance to rename the portion of NW 5th Street within Scappoose Veterans Park to Captain Roger Kucera Way

Mayor Burge opened and closed the public hearing at 7:06 p.m.

Mayor Burge read the title for the second time.

Motion passed (7-0). Mayor Burge, aye; Council President Ingham, aye; Councilor Bernhard, aye; Councilor Gedlich; aye, Councilor Judd, aye; Councilor Meres, aye and Councilor Heerwagen, aye.

New Business

Intergovernmental Agreement with the City of St. Helens

Building Official Don Sallee explained the building inspections and planning review services have been happening between Scappoose and St. Helens. He explained there really hasn't been any formal agreement so they feel it time to do this to make things official.

Councilor Gedlich moved and Councilor Heerwagen seconded the motion that City Council authorizes the Mayor to sign the attached Intergovernmental Agreement for building inspection and plan review services. Motion passed (7-0). Mayor Burge, aye; Council President Ingham, aye; Councilor Bernhard, aye; Councilor Gedlich; aye, Councilor Judd, aye; Councilor Meres, aye and Councilor Heerwagen, aye.

Joint Resolution Declaring of Intergovernmental Cooperation between the Scappoose School District and the City of Scappoose

City Manager Hanken explained the City needs to approve a joint resolution for intergovernmental cooperation between the Scappoose School District and the City of Scappoose.

Mayor Burge explained he and Paul Peterson, Scappoose School Superintendent, have been meeting and they discussed the need to really start working together and showing cooperation especially now that the City is going to have parks and the School District has space that has been used for recreation. He explained the discussion is about looking forward and how you best schedule that or how do you cooperate in other areas. He explained there is the sidewalk issues, new schools that could be coming on board, kind of making the statement that we are going to work together on these issues. He explained at the last meeting he asked Mr. Peterson to draft a declaration that the City and the School Board could make that states we are going to work together on issues that are important to both the City and the Schools because while we are separate governments we cross a lot of paths and we need to be able to work together.

Paul Peterson replied precisely what Mayor Burge said. He explained we have to find ways that we can maximize every dollar that both of our governments have and make sure that we are providing the best dollar that we can for our community.

Sarah Havlik explained she feels it is essential, building on both what Mayor Burge and Paul Peterson have said. She stated she feels smart government and our mission to put kids first and build a strong educational system requires us to work together and that is essential. She feels it is nice to have something formalized in this way. She looks forward to meeting with Council and working with them on things that we can do that make sense for our community members, we are all bidding for the same dollar. She explained they pledge to communicate. She explained she feels a closer working relationship will benefit everyone in the City of Scappoose.

Joe Lewis feels what Sarah Havlik stated is a very important point. He feels it is very important that the two entities work together. He is reminded by Don Sallee, City Building Official that in fact we have been working together for a number of years. He stated that their hope is that those kinds of efforts and like similar efforts can continue in the future to help our community be as strong as it can be. He explained to minimize the duplication of effort and maximize the benefit for the future of our community which are our students as well as those of us who have lived here for while. This is a very good thing. He thanked City Council.

Mayor Burge explained the City and the School District has been sharing the school resource officer for many years. He explained he doesn't know if people know that we are working together but this declaration helps them know that we are working together and we are going to continue to work together and we are going to look for more avenues to come together. He feels it is important for people to know we are not out there on two separate islands ignoring each other that we are consciously looking at what each side is doing.

Paul Peterson explained the relationship with the Police Department has been extraordinary and they are a better school system due to that relationship.

Councilor Gedlich feels this is great.

Councilor Gedlich moved and Councilor Heerwagen seconded the motion that the Scappoose City Council adopt a joint Resolution declaring an Intergovernmental Cooperation between the Scappoose School District and the City of Scappoose.

Councilor Bernhard applauded both Paul Peterson and Mayor Burge for taking this extra step. He feels the impression unfortunately has been that our agencies have not been working together even though they have been. Council President Ingham agrees and also feels this is a great step.

Motion passed (7-0). Mayor Burge, aye; Council President Ingham, aye; Councilor Bernhard, aye; Councilor Gedlich, aye; Councilor Judd, aye; Councilor Meres, aye and Councilor Heerwagen, aye.

Portland/Western Fact Finding Mission

City Manager Hanken went over the staff report. He explained part of the reason this is coming before Council is this is a new requirement due to the Ethic State Laws. He explained staff believes this is an important activity that all Council members, if available, could go.

Council President Ingham moved and Councilor Gedlich seconded the motion that Council sanction the proposed Portland Western Fact-Finding Trip as necessary mission to better understand the potential impacts of the unit trains on the City of Scappoose. Motion passed (7-0). Mayor Burge, aye; Council President Ingham, aye; Councilor Bernhard, aye; Councilor Gedlich, aye; Councilor Judd, aye; Councilor Meres, aye and Councilor Heerwagen, aye.

Ordinance Relating to Cross Connection and Backflow Prevention

City Manager Hanken went over the staff report.

Field Services Supervisor Terry Andrews also went over the staff report. He explained the biggest issue the City is facing is if the customer fails to comply staff has no real solid way to make them comply. He explained what staff would like to add in this ordinance is the ability to terminate water service.

City Manager Hanken explained this requirement in the Oregon Administrative Rules however it is not clearly spelled out in our ordinances. He explained the reason why backflow devices are tested on an annual basis it to ensure that the City's water system and water supply is safe. The backflow device prevents water that may be contaminated from coming back in to the system.

Mayor Burge opened and closed the public hearing 7:26 p.m.

Councilor Bernhard asked Terry Andrews what is the cost of testing a backflow device? Terry Andrews replied it ranges by the tester and it is generally from \$35.00 to \$55.00.

Councilor Bernhard asked what if the customer says they have turned off their system and it no longer works. Terry Andrews replied there are some City employees who are certified as cross connection control specialist. He explained staff will have to go out and physical inspect the separation.

Council President Ingham moved and Councilor Heerwagen seconded the motion that Council adopt Ordinance 798 an Ordinance relating to Cross Connection Control, and Backflow Prevention and amending Scappoose Code Section 13.04.110.

Mayor Burge read the title for the first time.

Mayor Burge recessed for a break at 7:36 p.m. and reconvened at 7:43 p.m.

Drainage District Issue

City Manager Hanken went over the staff report. He explained this is a request by the drainage district to help pay for the cost of reassessing the levee. He explained he spoke with Columbia County to see if they were going to provide assistance to the Drainage District in terms of paying for assessment and they informed him they were not. He explained he has recommended that the City not provide funding.

Geoff Wenker, President of Scappoose Drainage Improvement Company, gave a hand out to Council and staff. He went over that handout. He explained FEMA sent out a letter to the County on April 26, 2007 saying they are in the process of updating the flood insurance map, the rate map. FEMA also explained the appropriate documentation to recertify is required by July 26, 2009. He explained at that point if you don't have your area certified then the flood plain definitions and elevation would ignore the Dike. He explained so the protection provided by the Dike wouldn't count. He explained then the flood area would be determined by the hydrology of the Columbia River, Willamette River, and the Scappoose Creek, everything around. He explained most of the City storm water goes pretty quickly in to the ground but it gets pumped out by the District.

Councilor Heerwagen asked City Manager Hanken if Council decided to give the Drainage District "X" amount of dollars to accomplish their goals where would the money come from. City Manager Hanken replied he would find the money in the budget.

City Manager Hanken explained FEMA is requiring a lot of things. He just got something from FEMA and the City is going to have to do a mitigation plan for properties within the flood plain or any type of danger. He explained that is probably a \$70,000.00 study that the City is going to have to undertake. He explained as part of being a Government entity you take surprises like this. He explained \$30,000.00 one time assessment per acre is \$5.35 and he doesn't think that is an out of line number especially when there are 12 properties that own 80% of the land within the district. Geoff Wenker explained if you took the value of the houses and structures that are being protected he thinks it would probably dwarf the value of the farm land.

Councilor Judd asked this would be an additional amount from what we already pay? City Manager Hanken replied yes.

Council President Ingham would like to see the Scappoose Drainage District and City Manager Hanken get together and try to come up with a fair amount that would be acceptable with to the Drainage District and to this Council as far as the City partnering with the Drainage District and helping them with this issue. Councilor Bernhard concurs because he sees the fiscal input that this could cause if the proper study isn't completed in a timely manner.

The Scappoose Drainage Districts next meeting is May 9th at 1:00 p.m.

Councilor Gedlich addressed the issue of the budget process starting next week. City Manager Hanken replied he is not too worried finding the amount the Council may come up with.

Councilor Judd moved and Council President Ingham seconded the motion that Council directs City Manager Hanken to work with the Scappoose Drainage District and come up with an equitable range of numbers. Motion passed (7-0). Mayor Burge, aye; Council President Ingham, aye; Councilor Bernhard, aye; Councilor Gedlich, aye; Councilor Judd, aye; Councilor Meres, aye and Councilor Heerwagen, aye.

Announcements

Mayor Burge went over the calendar.

City Manager

City Manager Hanken reminded everyone about the upcoming budget meetings. He explained we are continually moving forward with the improvements at City Hall.

Councilors

Councilor Gedlich thanked City Manager Hanken for all of his information and input.

Councilor Meres asked City Manager Hanken regarding the sidewalk issue they had previously discussed. City Manager Hanken replied the school district and he are talking about how they are going to address the issue.

Councilor Bernhard will be out of town on April 28. He asked City Manager Hanken for an update on the park. City Manager Hanken replied he is waiting to hear back from Little League on engineering for the ball fields. He explained he told Little League he wants the project out to bid by at the end of April.

Councilor Judd explained it was nice to see members from the School District here this evening. He explained he has never really noticed tension between the School District and the City. He feels they all work together anyway.

Councilor Heerwagen explained Cecelia Haack is now a member at the Spotlight. Matthew Nash was present from The Chronicle.

Mayor Burge reminded everyone the Mayor's Ball is this Saturday April 26, 2008 supporting the Scappoose Senior Center. He explained we are going to be moving forward on the "If I were Mayor" contest.

Mayor Burge went in to executive session at 8:40 p.m.

Executive Session

ORS 192.660 (1) (h) Litigation Likely to Occur

In attendance: Mayor Burge, Council President Ingham, Councilor Gedlich, Councilor Bernhard, Councilor Meres, Councilor Heerwagen, Councilor Judd, City Manager Hanken City Counsel Ron Guerra and City Recorder Pentecost.

Adjournment_

Mayor Burge came out of executive session and adjourned the meeting at 8:45 p.m.

City of Scappoose, Oregon

Scott Burge, Mayor

Attest: _____
Susan M Pentecost, City Recorder