

City of St. Helens

CITY COUNCIL

Work Session Minutes

November 4, 2015

Members Present: Randy Peterson, Mayor
Doug Morten, Council President
Susan Conn, Councilor
Ginny Carlson, Councilor

Members Absent: Keith Locke, Councilor

Staff Present: John Walsh, City Administrator
Kathy Payne, City Recorder
Margaret Jeffries, Library Director
Terry Moss, Police Chief
Sue Nelson, Public Works Engineering Director

Others: Robert Kern Blair Walter Max Stahl, Centerlogic
Denise Chausee Bill Hoadley Sam Chapman
Tiffany Smith

Mayor Randy Peterson called the meeting to order at 1 p.m.



Visitor Comments

No visitor comments received.

Protest on Sewer Lateral Replacement – 184 N. Vernonia Road

Background: On September 2, 2015 the Council approved a resolution to declare certain properties within the city to be in violation of sections of the Municipal Code in regards to deficient sewer laterals and that a nuisance exists on such properties. On September 8, 2015 a letter was sent to each of the affected property owners advising them of the nuisance determination. In accordance with the Code, property owners have 10 days to provide a written protest of the notice. On September 18, a protest was submitted by the owner of 184 N. Vernonia Road. The packet includes a timeline of activity for this property with regards to the sewer lateral. Also included in the packet are letters, inspection reports and notices.

Robert Kern was in attendance to protest his sewer lateral replacement. A copy of his letter of protest is included in the archive meeting packet. He uncovered the pipe and discovered it was not Orangeburg and did not to be replaced. The City then told him another area of pipe needed to be replaced. He believes that was damaged during pressure buildup from a clog in the City's mainline and is not his responsibility to repair.

Public Works Engineering Director Sue Nelson confirmed that a second video was done. The contractor did misidentify a section of pipe as Orangeburg. A second video was done to see the end of the line. That video found deficiencies. Nelson spoke to the crew members that were at Robert's property and none of them mentioned pressure buildup. None of the other houses experienced issues with their system. There were no backups or debris in the mainline.

Robert believes this was a blatant error. He was there and knows what he saw and what the maintenance people told him. He was told by Tim that there was enough pressure to cause damage to his pipe.

Mayor Peterson asked him for time to look into and they would get back with him.

Semi-Annual Report from IT Consultant Centerlogic

Max Stahl was in attendance to give their semi-annual report.

- Reviewing the phone RFP responses.
- Three of five new credit card machines have been installed.
- The website has been migrated to a new host server. They are still working out some kinks in WordPress.
- The City's backup is now on the cloud.
- The squad car camera project is complete. They will upload their videos to the server when they return.
- The Public Works telemetry project is complete. It is integrated between Water Filtration and Public Works.
- The new server was installed at the Library.

Council President Morten still receives complaints about the volume of Comcast channel 29. It is still very, very low. Max will contact CompView and Comcast again. He thought it was fixed.

Continued Discussion on Community Impact Agreement

City Administrator Walsh said the Community Impact Agreement is part of the marijuana business license. He handed out an amended agreement that changes two sections. Section 6, establishes a first year rate, provides an annual review and establishes a rate cap. Section 9, adds a severability option, should the City decide not to do impact agreements in the future.

Council discussed the percentage options and the earliest it may take effect.

Comments

♦Denise Chausse and Bill Hoadley. Denise read a letter into the record. A copy is included in the archive meeting packet. They are partners in the Columbia Craft Cannabis Grow in St. Helens. It is a small, local company. They are concerned about the proposed impact fee. The 15% impact fee will establish a significant disadvantage by having a built-in 15% higher production cost than a non-St. Helens grower. As a grower, they are not dependent on the local St. Helens market for the sale of their product. They travel to their customers throughout the state. To avoid the impact fee, Denise proposes to not sell any product within 10 miles of St. Helens. That would mitigate any impacts on the City. The State will compensate cities. She suggests the City address the issue directly with the legislature if they feel they have been treated unfairly. She is concerned that the impact fee will discourage people from entering the business and make it profitable for only the rich. This is a great opportunity for entrepreneurs. Community impact fees are not assessed on the distillery businesses in town. There is evidence that the police are involved in more events caused by alcohol than cannabis. She does not feel they should be treated differently. Denise respectfully requests the Council reconsider the position.

Council President Morten asked if Denise is opposed to any impact fee; such as 1%, 2% or 3%. Denise explained that they are not open to the public. The impact to the City if they only sell their product 10 miles outside city limits would be null. They would pay their property taxes and employ a few people. Morten pointed out that a retailer came to an earlier meeting and

said they would be fine with a 25% tax. Now they are hearing from others the hardship it would cause. Denise pointed out that is a retailer. She is a grower. The State take their percentages differently.

♦Sam Chapman. He resides in Portland now but graduated from St. Helens High School. He has been working professionally as a consultant in the cannabis industry for about eight years. After graduating from the University of Oregon, he and another gentleman wrote House Bill 3460, which is the law that has legalized and regulated medical marijuana dispensaries. He passed out an excerpt from House Bill 3400. He is not sure that a community impact agreement is legal but he's not an attorney. He gave an article to Mayor Peterson dispelling a 185-page document regarding the impacts of marijuana in Colorado.

Councilor Carlson asked what can be done about the smell that permeates neighborhoods. Her family has respiratory issues and is affected by not being able to walk down the street. How do you preserve the quality of life for everyone? Sam hears that question often. Cities can require a charcoal ventilation system to mitigate the nuisance smell.

Mayor Peterson suggested that this be tabled again to discuss further information with the City Attorney. The Council was in concurrence. Discussion was tabled until November 18.

Review Ordinance to Repeal Tourism Committee

City Administrator Walsh reported that the repeal takes away the Tourism Committee and allows the Council to form ad-hoc committees for specific events, such as Spirit of Hallweentown. There is currently a committee that meets regularly and reports to Council.

*Blair Walters. He represented the Chamber of Commerce on the Tourism Committee for a year and a half. He hopes to see the new program be more active with tourism-related activities. He was happy to see the Spirit of Halloweentown email announcing upcoming planning meetings. He hopes the City continues to involve the community in planning.

Review Proposal for Visitor Center

*Tiffany Smith. She is representing the Chamber of Commerce. She is here to talk to the Council about helping fund the Visitor Center. They have an executive director who works about 20 hours a week, as well as operating the Visitor Center. They have asked the City of Scappoose and will be asking the City of Columbia City to do the same. Scappoose has agreed to grant \$4,000 for a staff person and \$2,000 for marketing, contingent upon the buy-in of St. Helens. Tiffany is asking St. Helens for \$8,000 for a staff person and \$4,000 for marketing. The budget is for December 1, 2015 – June 30, 2016. This would pay for a Visitor Center staff person to work 24 hours a week. A copy of their proposal is included in the archive meeting packet. They would really like to have a couple outside kiosks to guide people when the Visitor Center is not open. She hopes the staff person will eventually take on more tourism activities.

Mayor Peterson asked what happens June 30. Tiffany will report back to the Council to discuss how things are going. They'll discuss the budget at that time.

Councilor Carlson talked about the volunteers downtown during Spirit of Halloweentown activities. They distributed stacks of SHEDCO maps. Having an advocate for the community is important.

Councilor Conn thanked Tiffany for bringing the proposal to the Council. She sees potential.

Council President Morten asked if the businesses listed on the map are only for Chamber

members. Tiffany clarified that the Visitor Center represents Columbia City, St. Helens and Scappoose and all businesses located there.

Mayor Peterson talked about the meeting between the Chamber, SHEDCO and St. Helens Community Foundation. They had hoped to pull all those groups together but it didn't seem to work out. Tiffany confirmed that they are still in communication but have not been meeting on a regular basis. She is here specifically asking to keep the Visitor Center open. She has an Executive Director who needs to spend time working for the Chamber members.

Mayor Peterson asked how they determine the dollar amount requested. Tiffany explained that they based it on a \$10/hour job, added 10% for administrative expenses and a marketing budget to get started. The requested amounts from cities is based on population.

Councilor Carlson talked about how good it is to see all of the Chamber of Commerce's in Columbia County working collaboratively on the Buy Local campaign.

Mayor Peterson talked about how the Visitor Center is only one piece of what is needed as they move forward. He would like to see collaboration with the Chamber, SHEDCO, St. Helens Community Foundation and Visitor Center improve as was discussed during previous restructuring meetings.

Discussion about the need to have volunteers assisting in the Visitor Center as well.

Motion: Upon Carlson's motion and Conn's second, the Council unanimously approved granting funds from the Transient Room Tax to help fund a part-time Visitor Center position per the proposal, not to exceed \$12,012.

Councilor Carlson would be happy to volunteer on a Saturday to help train other volunteers.

Blair talked about the collaboration that has already been happening.

1st Quarter Financial Report

City Administrator John Walsh reviewed the report. A copy is included in the archive meeting packet.

Introduction of New Building Official

City Administrator Walsh introduced Bob Johnston as our new full-time Building Official.

Deliberations – Requests for Staffing Additions/Modifications (continued from 10/21)

Council reviewed and discussed the options listed in the proposal, which is included in the archive meeting packet. Council was in favor of having Jon Ellis's replacement on board prior to his retirement or requesting he be available for training.

Motion: Upon Carlson's motion and Conn's second, the Council unanimously approved option two as proposed.

Department Reports

Police Chief Moss reported...

- POW flags were recently donated to the City. A flag raising ceremony will be held at the police station on Friday, November 6 at 9:45 a.m. The Council and community is invited. Students from Lewis and Clark will be attending as well.

Public Works Engineering Director Nelson reported...

- The Oregon Health Division Drinking Water Program recently performed a physical inspection of our water facilities, treatment facilities, and staffing certifications. We received their highest certification. Kudos to Public Works staff.
- Reviewed a summary of projects. A copy is included in the archive meeting packet.

Library Director Jeffries reported...

- Today is an early release school day. A Lego play is scheduled in the early afternoon. A teen game night is scheduled in the late afternoon.
- She, three Library Board members, and one of the Friends of the Library recently attended an all-day workshop at the Tigard Library. They came away with a clearer focus on their rolls and how to work together. The Friends and Board members are going to meet in the auditorium Monday afternoon. They will get to know each other and start to talk about rolls, advocacy and public awareness. They need to align with the Library goals as well.
- The Friends of the Library has started hosting a quarterly art show in the Library.
- The Oregon Humanities Conversation Project: Talking about Dying is tomorrow at 7 p.m. in the Library.

City Recorder Payne reported...

- Nothing to report.

City Administrator Walsh reported...

- We received five proposals in response to the phone RFP. The proposals are being closely reviewed.
- We are now moving forward with the Christmas tree lighting and Christmas ship programs. We learned from Spirit of Halloweentown that people love photo opportunities. He proposes to increase props and lighting in the Plaza. Council was in support.

Council Reports

Mayor Peterson reported...

- A public forum will be held tonight for utility rates.
- Earlier today we had a gentleman talk about his sewer lateral. He asked for Council President Morten to work with staff to get more information.

Councilor Conn reported...

- The Arts & Cultural Commission has two openings. They interviewed three people and really liked all three. They may be talking about increasing the size of the commission or retaining the list for future open positions.

Council President Morten reported...

- Kudos to Councilor Locke and Councilor Carlson for their work with the Youth Council. He had an opportunity to sit in on a Youth Council meeting. He was impressed with the discipline and focus.
- Sand Island has doubled in size. The south and east ends have increased a substantial amount. He understands that the north end is going to get some help as well from the Corps of Engineers.
- Camping on Sand Island has been discussed in the past. The Parks Commission recommended that we have a study conducted of camping potential on the island.

Councilor Carlson reported...

- Planning Commission has been quiet.
- She has spoken with people about the activities that occurred throughout the month of

October. They engaged in nonprofit activities and brought in new money to the community. They weren't here just to visit the Plaza. The haunted dinner at Deer Island Manor went very well. Tickets sold out. It was a benefit for United Way.

- Youth Council has gone through some growing pains. She is very proud of them.
- Her son's teacher is being given the Educator of Week award on Friday on K103.

Executive Session

ORS 192.660(2)(e) Real Property Transactions

No need for an executive session.

Other Business

No other business.

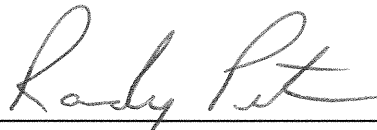


There being no further business, the meeting was adjourned at 3:22 p.m.

ATTEST:



Kathy Payne, City Recorder



Randy Peterson, Mayor