

City of St. Helens CITY COUNCIL

Work Session Minutes

December 19, 2012

Members Present: Randy Peterson, Mayor (*arriving at 2:40 p.m.*)
Doug Morten, Council President
Keith Locke, Councilor
Susan Conn, Councilor

Staff Present: John Walsh, City Administrator
Jon Ellis, Finance Director
Kathy Payne, City Recorder
Margaret Jeffries, Library Director
Steve Salle', Police Chief
Neal Sheppeard, Interim Public Works Co-Director
Sue Nelson, Interim Public Works Co-Director

Others: Katie Wilson

Council President Morten called the meeting to order at 1:00 p.m.

This meeting is contained in audio file 121912CCWS.MP3 on file at City Hall.



Visitor Comments

No visitors present.

Government Finance Officers Assn. Distinguished Budget Presentation Award

Thanks to the efforts of Finance Director Jon Ellis, the City of St. Helens has received the **Distinguished Budget Presentation Award** from the Government Finance Officers Assn. of the United States and Canada. This is the highest form of recognition in governmental budgeting and represents a significant achievement by our organization. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting.

In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- a policy document
- a financial plan
- an operations guide
- a communications device

Budget documents must be rated "proficient" in all four categories, and the fourteen mandatory criteria within those categories, to receive the award. Award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America.

When a Distinguished Budget Presentation Award is granted to an entity, a **Certificate of Recognition for Budget Presentation** is also presented to the individual or department designated as being primarily responsible for its having achieved the award.

I would like to present this Certificate to Finance Director Jon Ellis for his tireless work in achieving this success. Congratulations!

Temporary Staffing Extension for Public Works

In September 2012, Council approved a temporary position at Public Works at the Utility I level to assist with I&I warranty inspections. This position was to be a three month term limited position and was internally advertised and filled. Shortly after this extension was approved, one of the long-time staff at Public Works retired, effectively leaving an open Utility I regular full-time position in the Public Works Department.

Before this open position is filled permanently, some additional analysis of existing staffing in all divisions of Public Works needs to be completed. However, until this analysis can be done and a permanent recommendation made, it is requested that the existing term limited position be extended for an additional three months so that current staffing levels can be maintained. This will ensure that there will not be any impact to services at this time.

By consensus the Council authorized Public Works to extend an existing term limited position for an additional three months.

Discuss MOU for Community Garden Art Fence

On December 12th, City Administrator Walsh forwarded an email to the Council from the City Attorney that expressed concerns over the language in the MOU, the Arts & Cultural Commission's duty to review art and possible first amendment conflicts. This item is on the agenda for discussion.

The Council was in support of the MOU as it has been amended by the City Attorney.

Auditor Interview Committee Selection

The City received six proposals for municipal audit services. An Audit Services Interview Committee made up of Councilors Locke and Conn, City Administrator Walsh and Finance Director Ellis, selected three candidates to interview. Interviews were held on Monday, December 10th.

Councilor Conn said that they had extensive discussion about the interviews and ranked each. Finance Director Walsh said Council can interview their top choice on January 3rd if they concur. It will be on tonight's agenda for full Council action.

Reflection

Council President Morten reflected on the passing of City Councilor Pat Martyn and all of his contributions to our City, the Fire District and the community at large. He is very much going to be missed. Councilor Conn and Locke also reflected on the loss of a very respected and genuine person. Morten thanked staff for the memorial done in honor of Martyn.

Dog License Late Fee Policy Proposal

Given the tough economic times in our community City Administrator Walsh proposes an alternative to those citizens having challenges paying the fees associated with dog licensing. Dog license fees are currently \$12 per year (\$1 per month) for altered dogs and \$30 per year for unaltered. If the license renewal is not paid in a timely manner the City assesses a \$5 per month late fee capped at a \$25 annual maximum. The \$5 late fee penalty encourages most dog owners to promptly renew their licenses when due and the policy has been largely effective. As with all City services there are those that struggle to pay on time and a multi-year, multi-dog license renewal can amount in the hundreds of dollars.

A citizen's discovery of the late fee during the license renewal process is often aggravating and the frustration sometimes gets elevated creating a negative experience at City Hall. I would like to

propose an alternative to allow more flexibility for citizens to meet their late fee obligation and support animal shelter operations in our community. In the event citizens are unable to pay late fees they could volunteer at the shelter and/or make a donation of equal value food or other needed supplies. The Humane Society staff would certify the value of the credit provided which would offset the late penalty.

In discussion with CC Humane Society representatives, the shelter has ongoing need for supplies and volunteer assistance. This policy would provide flexibility to struggling citizens and create a connection to the community.

Councilor Locke said that there is a large percentage of people who do not license their dog. At least those that come in are trying to do the right thing. Maybe we could drop the fee to \$1.00 per month. Maybe we could do some press releases on this so that more people would license their dogs.

Councilor Conn would like to see an alternative and likes the idea of them doing something direct for the Humane Society.

The Council was in support of Walsh's proposal. Staff will do a press release.

Review of 2012 Concession Agreement Revenues

Included in the Council's work session packet is a summary of the concession agreements for 2012 and of the revenue we received per each concession agreement. The total revenue was \$2,541.05. When making the final payments for the Community Foundation, Councilor Locke suggested that the Council might be willing to use concessions revenue to pay the Foundation's annual insurance.

• Columbia River BMX	\$ 97.17
• SHCF – 13 Nights Concerts	\$ 1,655.79
• Maritime Heritage Festival	\$ 94.50
• River Street Hot Dogs	\$ 594.69
• SHCF – 14th Night Concert	\$ 98.90

The Council said to put this on a future work session agenda for discussion. They need to determine if they want to hold concession agreements with food vendors during events, such as 13 Nights on the River and the Pirate Festival. And also whether to charge the ice cream truck that sells in City parks.

State Revenue Sharing

Following Council direction, City Administrator Walsh contacted the top recipients of State Revenue Sharing Funds from the previous 2011-12 budget. The top recipients were Columbia County Rider, Columbia Pacific Food Bank, the Senior Center SNAPP (Senior Nutrition and Pleasure Program) also including an award to the Saint Helens Community Foundation. Upon contact with each organization, he emphasized the City's desire to support these important community programs within the offsetting fiscal limitations. In 2011 the City funded \$29,523 of \$66,560 in requests. The 2012-13 budget includes \$25,000 for Revenue Sharing and although there is no specific requirement to share these revenues the City has traditionally supported at least some community programs with these resources.

In communication with these past recipients, Walsh attempted to ascertain the leveraging benefits of each award. Many State and Federal Grants have a local match requirement and Revenue Sharing funds can be leveraged to provide a greater community benefit. For example, CC Rider leverages revenue sharing funds at a ratio of \$1 of local funds to \$5-9 of Federal funds (depending on the grant program). The Food Bank similarly uses local funds to purchase food on special

contracts at a beneficial ratio of \$1 local funds providing 5.5 pounds of food. The leveraging benefits with the Senior SNAPP program are less clear though there is a strong connection with the Food Bank. The SH Community Foundation uses the funds to assist in providing nonprofits event insurance which a less tangible metric but there are clearly community benefits.

Not surprising, all these organizations expressed interest in receiving the funding award offered last year. The 2012 budget allocated \$4,523 less than last year's awards. In determining the 2012 distribution staff recommends placing emphasis on leveraging benefits and supporting programs where the City's local dollars develop maximum community benefit. It is evident that CC Rider and the Food Bank meet this standard. The SH Community Foundation award leverages resources to support important economic development and community building efforts. The SNAPP program is supported from Federal (\$.61 per meal), Food Bank, community based programs (Thrift Store, fundraisers...) and City Revenue Sharing Funds.

In order to keep within the City's \$25,000 staff recommends \$10,000 to CC Rider, \$10,500 to the Food Bank (which also supports SNAPP), and \$4,500 to the SH Community Foundation.

Councilor Conn feels that is a fair assessment and provides a lot of community support.

Councilor Locke said it sounds like a fair assessment.

Council President Morten said it looks like it is divided appropriately.

The Council was in consensus to accept the staff's recommendation.

Setting Schedule for Reports to Council

City Recorder Payne is going to pre-schedule quarterly, bi-annual and annual in-person reports to the Council. This will give her the ability to notify everyone when they are scheduled on the Council's agenda to give a report and give them time to prepare their materials.

Payne is asking for guidance from the Council as to whom they would like to hear a report from and how often. Here are some ideas from past practice and some suggestions:

Quarterly (4 times per year)	Bi-Annual (2 times per year)	Annual (1 time per year)	Special (As needed)
Communications Officer	IT Consultant - Evosus	City Forester – MB&G	13 Nights on the River
Finance Director	Tourism Director	CAT for CDBG Revolving Loan Fund Program	Maritime Heritage Festival
Judge	Senior Center	Auditor	Portland Pirate Festival
Municipal Court Clerk	Columbia County Economic Team	City Attorney	
Main Street Program	Boards & Commissions: Arts & Cultural Comm. Bicycle & Pedestrian Library Board Parks Comm. Planning Comm./Historic Landmarks Comm. Tourism Committee	St. Helens Community Foundation (SHCF)	

Councilor Locke would like SHCF to be invited anytime 13 Nights on the River reports. The same

would be applied to any other groups under the SHCF umbrella.

Library Director Jeffries was concerned about Boards & Commissions going from no reports during the year now to twice a year proposed. Payne explained that this is a way to keep the Council informed of projects. That is currently a responsibility of the staff liaison. It was the consensus of the Council to stagger the Boards & Commissions to report once per year.

Discussion on 7th Street Properties

Council President Morten said that the Parks Commission is interested in developing the property and would like the Council to declare that it is Park property.

Councilor Locke recalls discussion that the properties were purchased as an investment. It would be sold in the future with the proceeds being used for park projects. There is great need for parks on the northwest side of town. He is not in favor of having playground equipment on the 7th Street properties. That would create a safety issue with kids playing on both sides of the street. As far as parking, that can be remedied other ways.

Council President Morten requested City Recorder Payne summarize discussion from the Executive Sessions leading up to the purchase of the property. Payne said there were suggestions for parking by moving the fence into the park more. The bottom line was that the property was an investment for the parks but not necessarily to become a park.

Council President Morten said that he would like to see a proposal from the Parks Commission that includes costs.

Discussion on Dalton Lake Development

City Administrator Walsh reported that the Dalton Lake project grant is due January 17th. A letter of intent was submitted in November to the Oregon Parks Association. The grant is an 80% matching grant for \$150,000. The full Dalton Lake Trails project is the top priority in the Waterfront Development Plan. There were 95 letters of intent submitted for \$1.5 million of funds. They highly recommend scaling your project to distribute it more evenly. That triggered staff to re-look at it and take it to the Parks Commission for review. The Parks Commission's consensus was to work on the waterfront main stem of the trail.

Councilor Locke asked where the matching funds would come from? Walsh said their matching funds are liberal; it could be force account, in-kind labor, etc.

Council President Morten is very excited with the project.

Department Reports

Police Chief Salle' reported...

- Donut Day went great! They exceeded the money collection. Pictures with Santa was very successful.

Interim Public Works Co-Director Nelson reported...

- They are ramping down on this phase of the I&I project. They are still trying to eliminate the I&I into the middle trunk line. The contractor has agreed to work past this project to focus on an area that is consistently overflowing.

Interim Public Works Co-Director Sheppard reported...

- It's winter time and the department is all ready for snow and winter weather if it comes.

Library Director Jeffries reported...

- We are coming up on our 6th Community Reads event. We have partnered with all the libraries in Columbia County. Our theme is "The Holocaust" because we were approached by a St. Helens High School teacher that received a scholarship to attend the National Holocaust Center. Part of her activity required her to do a reading event in the community. They will be hosting Holocaust survivors. Jeffries recently visited the Holocaust exhibit in Houston and gained ideas. We know this is a difficult topic. It is important that we talk about it because there aren't very many survivors left. The events will be announced in January.
- In February, right between the Golden Globes and the Oscars, the Library will be hosting Council President Morten to conduct a classic film study at the Library. The first night we will watch the movie with limited interruptions. The second night will be an in-depth examination of important scenes.
- We received eleven submissions for the Gateway Sculpture proposal. We will be reviewing them at the Arts & Cultural Commission meeting tomorrow night. There will a public hearing on January 9th.
- To help fund the Gateway Sculpture project, the Arts & Cultural Commission is going to be putting on a Sweetheart Ball February 9th in the Pythian Ballroom. It will be an elegant evening of music, comedy act, nice dinner and auction. Save the date!
- The Toy n' Joy book donation was new this year. The response was wonderful. We will continue this into the future.

Finance Director Ellis reported...

- Reviewed his memo dated December 19, 2012 regarding requests to modify Kavanagh LID loan agreements. The Council was in consensus with staff's recommendation: 1) Hughes – interest only payments with a balloon payment of 2019 for the principal amount; 2) Pack & Kelley – total deferment and balloon payment in 2019 or when the property exchanges hands and titles.

City Recorder Payne reported...

- Administrative Assistant Lisa Scholl has put together New City Councilor Packet binders that will be distributed to all the Councilors. It has a lot of information for current and new members.

City Administrator Walsh reported...

- Received five letters of intent from vendors for the phone RFP. The deadline for proposals is January 8th.
- Talked to ODOT Rail about the entrance sign. He understands there was a committee that went through a selection process and chose a design proposed to be on site. When it was presented to ODOT Rail they thought it was too cluttered and were not in favor of it. Walsh asked them for clarification of what would be okay there. They support anything that is speed appropriate and does not invite public. How would the Council like to proceed? Council President Morten acknowledged the committee's hard work and great selection, although he understands ODOT Rail's position. That design would be great in another location. He recommends the Community Development Director, which falls under Walsh's duties, manage the project.

2:40 p.m. Mayor Peterson arrived.

Council Reports

Mayor Peterson reported...

- The service for Pat will be Friday, December 28th at 2:00 p.m. at Columbia Funeral Home. He is going to suggest closing city offices early that day so that employees who want to attend can. The Council was in consensus.
- The Council was in consensus to cancel the January 2nd meetings and to have the first Council meetings of 2013 be on January 16th.

Council President Morten reported...

- Thanked department heads and Councilors for returning performance evaluations. Thank you Payne for arranging the schedule.
- Congratulated City Administrator Walsh on the successful Festival of Lights. There was a great turnout.

Councilor Locke reported...

- The Christmas Ships dinner was great. The Eagle Scout did an excellent job with the life jackets program. He thanked Jeffries for bringing the Madrigal Singers into the Council Chambers for the Captains. They really enjoyed it.

Councilor Conn reported...

- This was the best Christmas Tree lighting yet.
- Contact her for tickets to the Sweetheart Ball.

Executive Session

ORS 192.660(2)(e) Real Property Transactions

Motion: At 2:53 p.m., upon Locke's motion and Conn's second, the Council unanimously voted to move into executive session under ORS 192.660(2)(e).

Motion: At 3:12 p.m., upon completion of the executive session, Morten moved to go back into work session, seconded by Locke, and unanimously approved.



There being no further business, the meeting was adjourned at 3:12 p.m.

ATTEST:


Kathy Payne, City Recorder


Randy Peterson, Mayor