

City of St. Helens

CITY COUNCIL

Work Session Minutes

June 3, 2015

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

Staff Present: John Walsh, City Administrator
Kathy Payne, City Recorder
Margaret Jeffries, Library Director
Neal Sheppard, Interim Public Works Co-Director
Sue Nelson, Interim Public Works Co-Director
Jacob Graichen, City Planner
Jenny Dimsho, Assistant Planner

Others:	Sally McLaughlin	Beverly Danner	Chuck Daughtry
	John Brewington	Stan Chiotti	Laurel Morris
	Ernie Martin	Ashley Baggett	Anita Goodwin
	Herb B.		

Mayor Randy Peterson called the meeting to order at 1:00 p.m.



Visitor Comments

Audio recording not working.

♦Laurel Morris. She owns a home at 114 N. 21st Street. At the time of her purchasing it, she was told by her realtor that it was in a residential/commercial zone and they could operate a business or live there. She is no longer able to live there because of the stairs. She has had multiple offers to purchase the home but buyers are not able to get financing because it is zoned commercial.

City Planner Jacob Graichen recalled when the Houlton Business District rules were adopted in 2009. Those rules were modeled after the Olde Towne St. Helens District rules, which does not allow for residential uses on the first floor. The difference between the two is that there are more homes in the Houlton District. An exception was made for historic homes and the Council allowed for the addition of a conforming use, in which as long as the house was being lived in without a gap of time more than six months, the use could continue. However, utilities have been shut off longer than that time frame. This has been discussed at the Planning Commission level and has come up with the public many times.

Laurel added that the County Assessor's records list the house as residential.

Audio began working again at 1:10 p.m.

Mayor Peterson believes the intent of the Council at the time was not to lose conforming status if the residential use was vacant for a period of time, but only if it was actually changed to a

commercial use.

The Council instructed staff to work on a zone amendment to allow the residential use to be continued.

♦Ashley Baggett, Tobacco Prevention Coordinator at The Public Health Foundation of Columbia County. Questions came up at the last meeting Council meeting about Rainier's tobacco-free parks policy and smoke-free parks. A fact sheet was distributed. Seventy-percent of people who smoke want to quit. Ashley spoke with the Rainier City Administrator about their policy and she confirmed it is going well.

Semi-Annual Report from Columbia County Economic Team

CCET Executive Director Chuck Daughtry was in attendance to give his report. He handed his report out to the Council, a copy of which is included in the archive packet for this meeting. The report is not all encompassing but it is the majority of projects:

- Working with the Port of St. Helens to site spec buildings at the McNulty Creek location. A potential tenant has been identified.
- Rightline in Rainier employees 119 people. They make forklift modification parts. Rightline has submitted an Enterprise Zone application for \$1.1 million for a 20,000 sq. ft. building and is also reviewing engineering for a 250,000 sq. ft. building.
- DynoNobel submitted an application for a new building and modifications to an existing building. They have an investment of \$50 million. It would add seven jobs.
- Working with the Ford Family Foundation and SHEDCO on the Buy Local campaign. A large percentage of residents commute out of town for work and shopping. This campaign will help draw that money back into the community. The first public meeting will be held June 15.
- There is an opportunity to get grant money for an Invest Local campaign. It is a kick starter campaign through Hatch Oregon. Individuals can invest up to \$2,500 in any business. It can be tied into the Buy Local campaign.
- Still working on the St. Helens Organic Recycling project at the Boise property. They conducted public outreach and are continuing to work with DEQ on additional outreach.
- Cascade Tissue exceeded the investment of Phase I by \$7 million. That will be factored into the Enterprise Zone as taxable property. They are talking about the Phase II packaging facility, which could double the number of jobs.
- Custom Fab purchased Clear Water Manufacturing. They have assumed the Enterprise Zone investment and making an additional investment.
- This was the second year of the golf scramble. It was a great event with a good turnout.
- Continually working with the A Street Committee in Rainier for economic development opportunities. Also working with a potential investor to build a grocery store in Rainier.
- Secured a grant from Travel Oregon for a bike studio workshop in Vernonia. Economic development is tough in Vernonia. Tourism and bicycling is an area of focus.
- Composites Universal is a Port tenant in Scappoose. They are planning to expand and may move to the McNulty Industrial Park.
- Working with Kuy's to help her with packaging and marketing her sauces. It's a great restaurant and family.
- PCC is continuing their work to locate a campus here. The education component is critical for economic development.
- It's working out really well be located in the Columbia Center.

Council President Morten appreciates the work Chuck has put into helping local businesses succeed.

City Administrator Walsh spoke of the financial requests from the Amani Center and the Chamber of Commerce for the Wings and Wheels event. He asked if Chuck would like to address the Chamber's request. Chuck believes it is admirable to support an event in Scappoose. It's the only local airport and is an important part of economic development. CCET will be supporting the event as well.

Annual Report from Community Action Team for CDBG Revolving Loan Program

Sally McLaughlin and Bev Danner from CAT were in attendance to give a report.

They are here today to talk about housing rehabilitation. They did not receive new funding this year for the program. CDBG funding has diminished over the last year. Since they did not have a lot of funding, they looked for new resources for families to make repairs in their home. They have the Lend a Hand program. It provides small repairs for seniors, disabled families and veterans. They work with volunteers to stretch those funds. About 30 of those projects were done over the last year in the community.

They also have a Healthy Homes program. It helps families with asthma or other disorders to make their homes safe to live in. In terms of the actual rehab program, they are relying on paybacks from previous homeowners. Unfortunately, there have not been a lot of paybacks.

There is also a program to move families into vacant homes. The Self-Help Acquisition Rehabilitation Program (SHARP) assists low to very low income families who currently do not own a home. This is a pilot program through USDA. There are seven active projects with three of those in Columbia County. This is a great program to get people in foreclosed homes.

Semi-Annual Report from Senior Center

This item has been postponed until July 8.

Annual Report from Parks Commission

Parks Commission member John Brewington was in attendance to give the annual report. Stan Chiotti was also in attendance. Some of their activities over the last year and coming up are:

- An 18-hole disc golf course was built in McCormick Park. The world championship will be held there August 9-16.
- New restrooms were installed on Sand Island.
- A Memorial Day service was held at McCormick Park.
- Continued improvements in Nob Hill Nature Park.
- The Friends of Dalton Lake group was formed.
- Jenny Dimsho has been instrumental in working with the Parks Commission to update the Parks & Trails Master Plan. She did a great job!
- 13 Nights on the River continues in Columbia View Park.
- Plan to restructure the Commission and add subcommittees to focus on specific parks.
- Considering combining the Bicycle & Pedestrian Commission and Parks Commission.
- Looking at consistent parks signage throughout all parks.
- Possible collaboration with the Greater St. Helens Parks & Recreation District for potential improvements to Civic Pride Park.
- Collaborate with the high school on senior projects.
- Requests support from the Council for the following:
 - The restructuring process.
 - Adopt the Parks & Trails Master Plan.
 - Develop funding strategies for high priority park improvements identified in the Plan.

Solid Waste Fees Increase Request from Hudson Garbage

Ernie Martin from Hudson was in attendance to answer any questions. Herb Bailey, Operations Manager, was also in attendance.

Columbia County is increasing the Transfer Station fees by 1.1%. Ernie is requesting that increase be passed on to customers.

There were no concerns from the Council. A resolution will be on the June 17 regular session agenda.

Annual Report from Planning Commission

City Planner Jacob Graichen presented the Commission's annual report. This report covers Planning Commission activities from June 2014 through May 2015.

- Number of meetings: 10
- Number of public hearings (a continued hearing is counted separately): 10
- Acceptance Agenda Items: 5
 - For administrative land use actions that are more significant (e.g., Site Design Review) the Commission motions to formally accept the decisions or otherwise. This is a check and balance of sorts.
- Planning Director Decisions: 51
 - For lesser administrative land use actions (e.g., Home Occupations, Sign Permits, Temporary Use Permits), the items from the last month are included on the agenda to facilitate discussion and query usually for clarification purposes or to address concerns.
- Discussion Items/Workshops: 21
 - Items included (in no particular order): parks/trails master plan; corridor master plan; merging the Planning Commission and Historic Landmarks Commission; Planning Commission vacancies/interviews; temporary parklets; system development charges; marijuana and land use; CLG grant; residential lot coverage; chair/vice chair selection; street vacation recommendations to the City Council; support of SB 565 Historic Rehabilitation fund; right-of-way recommendations to the City Council; year-end summary (calendar year); annual report to the Council.
- County Referral: 1
 - The Commission has the opportunity to comment on certain land use actions outside city limits, but inside the St. Helens Urban Growth Boundary.
- Architectural review: 1
 - Certain proposals within the Riverfront District require architectural review.
- Projects in process: The City's third Historic Preservation Rehabilitation Grant (funded by CLG funds) is just starting.
- Future projects/plans: The Commission is largely reactionary in that it reviews things as they come.
- Continuing to amend the code is likely. There may also be historic preservation matters that arise too.
- What can the Council do to support the Commission? At their May 12, 2015 meeting, the Commission discussed the following:
 - Several years ago, the League of Oregon Cities held its land use planning basics class in St. Helens. Some current members attended that including myself. They expressed interest in having a class like that locally again.

- In regards to the waterfront development planning, the Commission desires to have joint City Council – Planning Commission meetings for discussion, collaboration and understanding. They suggested that such meetings could be included in future scopes of work for the waterfront planning.

Council President Morten recalls a former joint meeting that was not very pleasant. He is in favor of meeting together but wants there to be a joint agreement of respect. He is also very much in favor of opportunities to bring education to our boards and commissions.

Graichen and Councilor Carlson both took from the Planning Commission that they want to be on the same page as Council. They want to open the lines of communication.

Planning Fees Schedule Update

The Planning Department Fee Schedule was updated extensively in 2011 with increases and some revisions in 2013 and 2014. The current revision is simply to increase the variance application fee (currently \$306) to \$459 given Ordinance No. 3189, which in part, moves variances that would normally be administrative to requiring Planning Commission review.

Note that since 2012, staff has referred all variances to the Commission and the fee schedule already includes a base fee of \$306 plus a Commission referral fee of \$153, the sum of which is \$459. Thus, this change won't really be "felt" by the public.

In addition, a fee to cover document recording costs with the County Clerk is being added as well. The fee is the same as that of the County Clerk.

If the Council concurs with the updates, staff requests that they adopt the resolution which is on the regular session agenda tonight.

There were no objections from the Council.

Discussion on Court Contracts

Request:

Shall the City renew Cindy Phillips' (Municipal Court Judge) and Laurie Selden's (City Prosecutor) Personal Services Agreements for an additional two years?

Background:

The two year Personal Services Agreements for the Municipal Court Judge and City Prosecutor are expiring on June 30, 2015. Cindy Phillips and Laurie Selden first entered into contracts for these services on July 1, 2012 for a one year term and the City subsequently renewed these contracts for an additional two year term in July 2013.

The amended agreements for extensions meet the approved budget for Fiscal Year 2015-16 which reflects no increase in stipulated contract costs, but instead reduces court hours by approximately 2.9% over the year by eliminating the court makeup days for Monday holidays.

While both the contracts are for two year terms, they allow flexibility to further modify Court operations (days/hours), prorate contract costs associated with changes, and allow termination of services upon 60 day notice.

Recommendation:

Staff recommends Council direct staff to complete the contract renewal process and bring forward to the Council meeting of June 17, 2015 the final contracts for formal approval.

Mayor Peterson feels they are doing a great job.

Councilor Conn is concerned that they are working at a deficit. We are in the process of adding a \$40,000 software upgrade. She would like to look at alternatives. Having a Municipal Court right across the street from Circuit Court may be perceived as a duplication of public services. Does current practice really service the public in the best way? Mayor Peterson said that concern has been discussed for many years. The District Court and District Attorney have consistently told us we can send them all over there but they'll probably never be taken care of because of lack of staff and time. That's why we have always made the decision for the City to provide the service. Councilor Locke suggested we talk to them about costs to contract the services to them.

Further research will be done prior to the June 17 meeting.

Habitat Designations for Natural Areas

Councilor Carlson was surprised to find that there are no habitat designations for local natural areas. It would entail signage explaining the use of native plants. Council President Morten suggested this be presented at the next Parks Commission meeting.

Extension of Repayment Agreement with American Equities

Request: Shall the City extend the Repayment Agreement with American Equities to May 31, 2017?

Background: In June 2009, the City over-reimbursed American Equities System Development Charges totaling \$42,992.00. Subsequently, American Equities applied a \$15,000 deposit being held by the City towards the overpayment, leaving a principal balance of \$27,992.00 to be covered by an agreement with the City to repay over a period of time based on construction and/or sale of each lot remaining in their Ridgcrest Development (at the time 17 lots). The outstanding principal accrues simple interest at 9% until fully paid back to the City. Please note that the agreement is a recorded lien on all applicable parcels in the Ridgcrest Development.

Effective January 1, 2015, American Equities were to make a final payment of the total outstanding balance. From the time of this agreement through December 31, 2014, American Equities have constructed and/or sold 11 of the 17 lots resulting in a repayment of \$18,112.47 in principal and \$7,446.19 in interest. As of December 31, 2014 the outstanding balance of the loan agreement totaled \$14,844.17 (Principal of \$9,879.52 and accrued interest of \$4,964.65).

The City has just received correspondence requesting that the agreement be extended to May 31, 2017.

Recommendation: Staff recommends Council direct staff to modify the Repayment Covenant to reflect the requested extension, and once the agreement has been modified, direct the Mayor to execute.

Motion: Upon Conn's motion and Morten's second, the Council unanimously directed staff to modify the Repayment Covenant to reflect the requested extension, and once the agreement has been modified, direct the Mayor to execute.

Department Reports

Interim Public Works Co-Director Nelson reported...

- Nothing to report.

Interim Public Works Co-Director Sheppard reported...

- We have an MTC worker with us now and on the list to receive one or two more.
- Hopefully, we'll have our summer workers hired in the next couple of weeks.

Library Director Jeffries reported...

- She wanted to bring the Council's attention to a program being held on Tuesday at 7 p.m. in the Library. The education director from the Fair Housing Council of Oregon will be speaking about Oregon's history of housing discrimination. A traveling exhibit will be on display through June 17.

City Recorder Payne reported...

- Nothing to report.

City Administrator Walsh reported...

- Tonight's agenda includes an IGA with the Port of St. Helens for a \$20,000 award for an economic analysis of the waterfront connection to Highway 30.
- Jon Ellis will be out tonight, so he will be presenting the budget hearing. Ellis has requested to extend the hearing to June 17 and continue deliberations, in case of last minute changes.
- An Open House for the waterfront project will be held June 23 in the Muckle Building.
- He has been invited to speak about the waterfront project at the Oregon Mayor's Conference in Cottage Grove. Mayor Peterson will be attending the conference as well.
- We were not successful in the EPA Community-Wide Planning grant for \$400,000. They received the Area-Wide grant for \$200,000. It was a good application but was based on a matter of timing.

Council Reports

Mayor Peterson reported...

- Tonight we have two public hearings; one at 6 p.m. and one at 6:30 p.m. and the regular session starts at 7 p.m.

Councilor Conn reported...

- Attended the Youth Council meeting Monday night. She was impressed by their thoughts and comments. They have an interesting and valid perspective.

Council President Morten reported...

- Nothing to report.

Councilor Carlson reported...

- She gave the splash pad jet parts to Sheppard today.
- Chuck spoke about the Buy Local project earlier. That was a result of a collaborative effort of three cohorts of the Ford Family Foundation.

Councilor Locke reported...

- Asked for prayers for Chief Moss and his family. His father has experienced secondary issues with his cancer.
- Tomorrow is the first 13 Nights on the River.

Executive Session

ORS 192.660(2)(e) Real Property Transactions

Motion: At 2:53 p.m., upon Conn's motion and Locke's second, the Council unanimously voted

to move into executive session under ORS 192.660(2)(e) Real Property Transactions.

Motion: At 3:13 p.m., upon completion of the executive session, Conn moved to go back into work session, seconded by Morten, and unanimously approved.

Other Business

No other business.



There being no further business, the meeting was adjourned at 3:14 p.m.

ATTEST:



Kathy Payne, City Recorder



Randy Peterson, Mayor