

City of St. Helens

CITY COUNCIL

Work Session Minutes

July 20, 2016

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

Staff Present: John Walsh, City Administrator
Matt Brown, Finance Director
Lisa Scholl, Deputy City Recorder
Margaret Jeffries, Library Director
Terry Moss, Police Chief
Neal Sheppard, Public Works Operations Director
Jacob Graichen, City Planner
Crystal Farnsworth, Communications Officer
Anya Moucha, Mainstreet Program Coordinator
Diane Barbee, Library Technician II

Others:	Chris Iverson	John Brewington	Stephanie Patterson
	Gretchen Williams	Nicole Thill	Jerry Belcher
	Tina Curry	Bryan Vaerewyck	

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



Visitor Comments

None

Annual Report from Insurance Agent of Record

Chris Iverson, the City's insurance broker, was in attendance to give his annual report. He reviewed a summary. A copy is included in the archive meeting packet. The increase is a result of the City growing; such as the Boise site, new equipment, etc.

Annual Report from Parks Commission

Parks Commission members John Brewington, Jerry Belcher and Howard Blumenthal were in attendance to give the Parks Commission's annual report. A copy is included in the archive meeting packet. John reviewed City parks property and projects. Jerry talked about the need to have more parks maintenance staff.

Request from Chamber and Spirit of Halloweentown Update

Stephanie Patterson and Gretchen Williams were in attendance to make their request. Gretchen talked about the Spirit of Halloweentown kick-off parade on October 1. It is a collaboration between the Chamber of Commerce, Visitors Center and Stephanie Patterson. They are going to follow the same parade route as the June Kiwanis parade. The Spirit of Halloweentown parade is in addition to the Little Spooks Parade. Costumed walkers, street performers, musicians, vehicles, etc. are welcome to join the parade. She is encouraging

businesses to design a float to promote their businesses. Parade applications will be available soon. They are anticipating a minimum of 1,500 – 2,000 spectators. They are hoping for at least 150 entries. She will be working with CERT to perform traffic control. She is requesting parade fees be waived.

Stephanie talked about the community spirit coming together with Spirit of Halloweentown. She thanked the Council for being supportive.

4th Quarter Communications Report

Crystal Farnsworth, Communications Officer, was in attendance to give her 4th quarter report. A copy is included in the archive meeting packet.

Councilor Carlson talked to Crystal about featuring some of her photos on the City's website. Crystal plans to feature her photos on the new website being released in August.

Central Waterfront Update

Ted Wall of Maul Foster Alongi was in attendance to give an update on the Central Waterfront project. He reviewed a PowerPoint presentation. A copy is included in the archive meeting packet.

Council President Morten questioned the time line. Ted responded that the Portland Harbor work is proposed to begin in 2022. The EPA is claiming a six-year period. The maintenance dredging has not been happening because of the uncertainty of the Portland Harbor. Most likely, the project would not begin for 10-12 years. The next steps are to pursue a permit, which will be very extensive.

Mayor Peterson asked how we can guaranty the funding. Ted explained how this site is very valuable to the State of Oregon, particularly this region. The City will need to make that argument when finding partners.

City Administrator Walsh brought up the matter of timeliness and the Portland Harbor EPA's comment period for the cleanup plan. Ted explained the City's participation in the Portland Harbor Super Fund Cleanup program. The public comment period is through September 8. The City will be working on a comment to submit as part of the record. Councilor Carlson asked who the burden is on for public comment. Ted responded that he is working with City Administrator Walsh and his team. It would come from the City.

Council President Morten asked how the public will know what safeguards are in place and feel reassured that this is safe. Ted responded that it is primarily through education. Hazardous waste will not come here. It is soil, sand and sediment that is not clean enough to leave in the river.

♦Jerry Belcher. He thinks this is a great idea. Ted mentioned that the City is responsible for the design and development. Is the City also responsible for the crew running the project?

Mayor Peterson responded that it depends on the scenario chosen. They could either hire someone to oversee the project or partner with someone. Ted added that the cost for operations is yet to be established.

Mayor Peterson explained that the Council has been reviewing this for over a year. They are at the point now of releasing information to the public.

Council President Morten asked about DEQ's responsibility. He is concerned about the liability. Ted believes the burden would be on the operator. It's hard to speculate at this time.

Councilor Locke asked Ted to talk about the liabilities between what it is now and the proposal. Ted explained that the sediment there now would be exhumed, the liner would go down and then put back into the landfill. There is a partial liner out there now. The new liner would be across the entire site. The strength is more solid with soil than water.

Year-End Mainstreet Program Report

Mainstreet Program Coordinator Anya Moucha reviewed her PowerPoint presentation. A copy is included in the archive meeting packet.

Council thanked Anya for all of her work and enthusiasm.

Presentation of Plaque to Diane Barbee, Retiring Library Technician II

Councilor Conn thanked Diane for her 28 years of service and presented her with a plaque in appreciation of her service.

Library Director Jeffries talked about the impact Diane has had and changes she has seen throughout her 28 years.

Discuss Rate Plan Agreement with CenturyLink

City Administrator Walsh reported that this relates to the new phone system. It will significantly reduce the cost of phone service. It will pay for the phones in a short amount of time.

There were no concerns from Council.

Discuss Request from Greater St. Helens Parks & Recreation District

Council President Morten reviewed their request. A copy is included in the archive meeting packet. The District would like to enter into a 99-year lease to manage and maintain Civic Pride Park. They would like it to become a park that fits well with Eisenschmidt Pool.

Councilor Carlson was not sure at first but thought about all the kids in the area that would benefit from improved park features.

Councilor Conn spoke about her concerns. They are the Greater St. Helens Parks & Recreation District but have not been involved in any recreation other than the swimming pool. Assistant Planner Jenny Dimsho addressed Councilor Conn's concern. This is one step towards additional recreation. She suggests posting a sign that indicates that the park is maintained by the District.

Council would like to talk with the District about lease options and a partnership. Mayor Peterson directed City Administrator Walsh to contact them.

Request from Shoestring Community Players to Waive SUP & Concession Fees

Bryan Vaerewyck was in attendance to review their request. They would like to perform haunted tours, haunted clock tower tours and scarecrow tours. Henry Heimuller has granted them permission to lead a tour up to the clock tower and into the courthouse. The scarecrow tours would be on the Waterfront property, along the walkway, where some of the scarecrows would come alive.

He is requesting permission to place his ticket booth in the Plaza and project from there onto

the wall. They are partnering with the Chamber to be down here on the weekends to help direct people and sell tickets and concessions. He is also requesting fees be waived.

City Administrator Walsh is happy to see the Shoestring Community Players back again this year. He informed Bryan that he will need to work with Event Coordinator Tina Curry about the location and logistics. Bryan confirmed that he is meeting with her tomorrow.

Event Coordinator Tina Curry talked about Spirit of Halloweentown. She is coordinating vendors to make sure we don't have duplicates. There is a lot going on right now that she is not able to discuss, as per contract.

The requests for the ticket booth and fee waivers is on hold.

Review LOC Legislative Priorities Survey

After much discussion, the Council chose their four top priorities:

- 1) A. Community Development – Needed Housing Assistance Program
- 2) H. & I. Finance and Taxation – Property Tax Reform – Market Value/Local Control and Fairness and Equity
- 3) L. Finance and Tax - Property Tax Reform - Marijuana and Vaping Tax
- 4) Z. Transportation – Comprehensive, Multi-modal Transportation Funding and Policy Package

Review Public Sewer Easement Encroachment License

City Planner Graichen reviewed his memo and draft license agreement. A copy is included in the archive meeting packet.

Councilor Conn asked what would happen if the sewer had to be repaired under a building. Graichen explained that it would be the burden of the owner. The agreement states that the owner is responsible for all associated costs.

Councilor Carlson asked if Graichen is comfortable with the agreement. Graichen explained that it has been approved by the Planning Commission and reviewed by legal counsel. Carlson is concerned about lack of parking with new development going into that area.

The license will be on tonight's agenda for approval.

Review Proposed Ordinance Regarding Camping on Public ROWS and Property

City Planner Graichen reviewed his memo and draft code amendment. A copy is included in the archive meeting packet.

Council President Morten was concerned that camping was too specific. He would like it broadened to include occupying. Chief Moss chose not to use the word "occupy" because of the occasional person that might stop for a brief time to take a nap in their car.

Councilor Conn struggles with this because we don't have anywhere to send them. We need to find a place for the homeless. Graichen explained that this will address some of the recent problems we have been having with homeless. Moss agreed.

The Ordinance will be on tonight's agenda for first reading.

Discuss Participation in the Columbia Alert Network (CAN)

City Administrator Walsh reviewed their request. A copy is included in the archive meeting

packet. The Police Department has participated in the program for a number of years. C-Com is requesting the City increase our cost sharing to benefit additional departments, such as Public Works utilizing it in the case of a boil water alert.

Public Works Operations Director Sheppard supports Public Works assisting in financing the program. They have used it in the past.

Council supports the participation.

Request from Relay for Life Team City Slickers

Deputy City Recorder reviewed the team's request for funding and a donation for the silent auction. A copy of the request is included in the archive meeting packet.

Motion: Upon Carlson's motion and Morten's second, the Council unanimously granted \$150 for team supplies and luminarias and up to \$200 for a City utility bill credit; coming from Council discretionary funds.

Year End Municipal Court Report

Finance Director Brown reviewed the Municipal Court report. A copy is included in the archive meeting packet.

Department Reports

Police Chief Moss reported...

- Referring to the criminal cases Brown reported on, we have fewer officers now than we had in 2008 and anticipate more criminal cases. Police staff is working hard.
- They received 54 applications for the Code Enforcement Officer position. The successful candidate will report directly to the Police Department.
- Their new Police Officer Evin Eustice and new Reserve Officer Abbie Hanson will be sworn in tonight. Evin will begin full-time employment on August 2.
- Tonight's agenda includes an MOU with CCMH for the CIT position. The candidate is in the background phase right now.

Public Works Operations Director Sheppard reported...

- The Parks Commission discussed and recommends putting in pay showers at McCormick Park and Columbia View Park. The Marine Board has given their okay. They are getting a lot of complaints about people tying up the showers for long periods of time. Council agreed to proceed. Councilor Conn suggested self-flushing toilets as well.
- Public Works Engineering Director Nelson applied for and received a Marine Board grant to repair the docks. Approval is on tonight's agenda.
- The stormwater project by the marina should begin by the end of the month.

Library Director Jeffries reported...

- Acknowledged Diane Barbee's 28 years of service. We are fortunate to retain her part-time assistance.
- This year's budget included a significant increase in the Professional Development line item. Three support staff were able to attend a conference last week. They really appreciated the opportunity.
- Tonight's agenda includes a contract for a library consultant.
- Reviewed upcoming summer reading activities.

Finance Director Brown reported...

- Hired a full-time Utility Billing Specialist. She comes from Bank of the West. She is learning

fast and will be a valuable part of the team. She was one of over 80 applicants.

- The Office Assistant position has been increased to full-time. She will work on catching up on Utility Billing backlog. She will be available to help with other departments in the future.
- In August, there will be a proposed court fee increase.
- He has a draft RFP for IT services and is looking for Council direction. Council directed Brown to move forward on the RFP. He would also like to investigate hiring an IT person and then share with surrounding cities. Councilor Locke does not feel that we should hire on-site. The duties have become broad. Brown will email the RFP to Council for review.

Deputy City Recorder Scholl reported...

- There is a need to have a larger canopy for Relay for Life. After discussion, it was decided to borrow the Police Department canopy. Scholl will research costs to purchase a larger tent for the future.

City Administrator Walsh reported...

- Jon Ellis' retirement and send off was very nice.
- 4th of July was very successful. It was some of the best fireworks ever and the nonprofit vendors seemed to do well in sales. The CERT Team was an asset to the tailgate parking. The City would like to donate half of the proceeds from tailgate ticket sales to CERT to help with training costs. Council concurred.
- The Waterfront Open House was very successful. The presentation was fed live on Facebook.
- The new website will go live next month.
- There is a street lighting proposal agreement on tonight's agenda.
- There is an agreement with Spyglass for telecommunications on tonight's agenda.

Council Reports

Continued to tonight's meeting.

Executive Session

ORS 192.660(2)(e) Real Property Transactions

Motion: At 4:12 p.m., upon Locke's motion and Carlson's second, the Council unanimously voted to move into executive session under ORS 192.660(2)(e) Real Property Transactions.

Motion: At 5:31 p.m., upon completion of the executive session, Carlson moved to go back into work session, seconded by Locke, and unanimously approved.

Other Business

No other business.




There being no further business, the meeting was adjourned at 5:31 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:



Lisa Scholl, Deputy City Recorder



Randy Peterson, Mayor