

City of St. Helens

CITY COUNCIL

Work Session Minutes

June 15, 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
Lisa Scholl, Deputy City Recorder
Margaret Jeffries, Library Director
Terry Moss, Police Chief
Neal Sheppard, Public Works Operations Director
Sue Nelson, Public Works Engineering Director

Others: Casey Wheeler Mardy Putney Seth Otto
Charla Skaggs Gretchen Williams

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



Visitor Comments

None visitor comments.

Columbia Pacific Food Bank Request

Casey Wheeler, Executive Director, from Columbia Pacific Food Bank was in attendance to submit the request. They are the regional food bank for Columbia County. They also operate the Barbara Bullis Food Pantry and the Brown Bag program. They distribute a little over eight tons of food per week to Columbia County. Food banks are moving towards more fresh and frozen food. The Food Bank needs to expand their facility. To build a new warehouse they need to obtain a piece of property. They would like the property to include garden space and teaching space. He requested the Council consider the Food Bank as they develop the Millard Road property.

Mayor Peterson asked what their time frame is. Casey responded that it is a 5-year goal. They are looking at other alternatives as well.

Council Present Morten asked what kind of traffic they have. Casey explained that they receive 30 families per day. At least 10 walk-in or bicycle-in. The increase in minimum wage will only eliminate the single individuals who work 40 hours a week. The Food Bank is strong supporters of family wage jobs.

Councilor Locke asked if they would be willing to keep what they have and add a storage unit? Casey would like to sell what they have. It's not friendly to seniors and anyone with a disability.

Councilor Conn asked if the City could help him find a piece of property closer to town. Casey said that would work.

Council President Morten asked how food is brought in. Casey said there is a semi-truck that brings food in once a week. It currently parks on the street to unload. They need at least a 10,000 sq. ft. facility. They are seeking partnership with the City and would like to explore a Community Development Block Grant. It would meet the majority of the cost.

Executive Session

ORS 192.660(2)(e) Real Property Transactions

Motion: At 1:17 p.m., upon Morten'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 2:28 p.m., upon completion of the executive session, Locke moved to go back into work session, seconded by Morten, and unanimously approved.

Annual Report Municipal Court

City Administrator Walsh reviewed the Municipal Court Report. A copy is included in the archive packet for this meeting.

Review Request from Wings & Wheels 2016

Wings & Wheels 2016 is requesting \$1,000 sponsorship for this year's event. A copy of the request is included in the archive meeting packet.

Councilor Conn reminded the Council that they partnered with them last year. She would like to use this as an opportunity to get information out to the community.

Council President Morten pointed out that we do not go to Scappoose asking for financial support when we hold events in St. Helens. The Council further discussed the request.

Motion: Conn moved to partner with the Chamber of Commerce for Wings and Wheels 2016, using \$1,000 of Council discretionary funds. Carlson seconded.

Discussion of current sponsors. Morten is voting no because the person who drafted the letter is not here.

Vote: Locke, Conn and Carlson in favor; Peterson and Morten opposed; motion carries.

Discuss Forest Management Contract

City Administrator Walsh reported that the contract extensions have reached their limit. Does the Council want to open a new contract with them or go out for an RFP? Staff has been very happy with them.

It was the consensus of the Council to continue their contract.

Discussion of Alcohol/Smoking on City Property (i.e. 4th of July Tailgating on Veneer Property)

City Administrator Walsh talked about tailgating on the Veneer property on 4th of July. Rules do not allow alcohol or smoking on City property.

Tina Curry explained that tailgaters will receive bracelets. Designated drivers will have a different bracelet. There will be no wine, alcohol or beer sold during the event. An OLCC permit would not be required. No one will be allowed through the gate unless they have a

bracelet.

There was discussion about having a smoking area on the pavement, away from the dry grass.

Chief Moss said they will not have the resources available to staff the property. He understands that there will be a security officer in the area but is concerned that people could still wander into the park and around town with open containers. There needs to be people at the gates to monitor that.

Tina recommends hiring two alcohol monitors for the event. We have money in the budget for it. There was further discussion about allowing alcohol on the waterfront property. Moss suggested having a designated family area that would not allow alcohol.

Council directed staff to suspend the rules on prohibiting alcohol on the Veneer property for this event, July 4.

Tina reported that fundraising has been very good. They will be distributing fireworks donation containers this week. The fireworks will be shot from the furthest point of the trail. Councilor Carlson thanked Tina for her creative ideas.

Tina has been working with the Chamber and SHEDCO to fundraise throughout the year.

Discussion of Camping/Living in City Right of Ways

City Administrator Walsh received a couple ideas from the City Attorney.

- 1) The City of Portland limits camping in your car.
- 2) Limit parking in a city right of way.

Councilor Conn would like to include all local agencies in this discussion. If we tell them they can't be here, we need to tell them where they can be. Chief Moss understands but the Police Department needs rules to enforce when they receive complaints about people camping on private property or on sidewalks in front of businesses.

Council President Morten received a request to close McCormick Park to camping because it's becoming a safety concern. The Parks staff is not comfortable confronting the people living there without a permit. Families are not taking their kids there anymore because they are afraid of the people living there. Public Works Operations Director Sheppard agreed. Only homeless are camping there now. They are not desirable people there. The McCormick Park Caretaker, Pete Lim, does conduct checks of the park and contacts the Police Department when campers are not compliant.

Moss suggests not allowing camping in parks or right of ways. It would prohibit people from living in their car for several days in a row. There are resources when people really want help.

It was the consensus of the Council to not allow camping in McCormick the rest of this year and not allow camping in City right of ways or on public property. Walsh will return with an amended Ordinance.

Agreement to Use Right of Way for CCMH Project at 58464 McNulty Way

City Planner Jacob Graichen was in attendance to review the agreement. It's an exceptionally wide ROW. CCMH wants to expand and move their bus stop closer to the street. The agreement protects the City from liability, as well as the ability to use it in the future.

Motion: Upon Conn's motion and Carlson's second; the Council unanimously authorized the Mayor to sign the agreement.

Review Budget Information for FY16-17

City Administrator Walsh reviewed the memo to Council.

Request:

Staff request the City Council further amend the Approved FY 2016-17 Budget to reflect carryforward appropriations for the telephone system replacement project of \$24,000 (offset by increased beginning fund balance).

Background:

The City appropriated funds totaling \$50,000 in FY 2015-16 for the replacement of the antiquated telephone system. Due to unanticipated delays in acquiring telecommunication bids (infrastructure for new phone system), the project will not be completed until Mid-August. The remaining project budget at June 30, 2016 is \$24,000.

Proposed to Adopt
June 15, 2016 City Council Meeting

Budget Items	Uses				Sources		
	Appropriations	Contingencies	Ending FB	Total	Beginning FB	Revenues	Total
Proposed Budget	22,564,040	2,938,343	9,775,429	35,277,812	14,780,778	20,497,034	35,277,812
Total adjustments to proposed budget made 5-5-16	1,354,610	-	(533,610)	821,000	21,000	800,000	821,000
Total adjustments to proposed budget made 5-18-16	305,720	-	(5,380)	300,340	291,200	9,140	300,340
Errors to approved calculations - Posted to LB -1							
Over allocated for seasonal PT	780		(780)	-			-
				-			-
Approved Budget as of 5-18-2016	24,225,150	2,938,343	9,235,659	36,399,152	15,092,978	21,306,174	36,399,152
Adjustment for Overallocating For Seasonal PT	(780)	-	780	-	-	-	-
Modified on June 1, 2016	24,224,370	2,938,343	9,236,439	36,399,152	15,092,978	21,306,174	36,399,152
Resquested Carryforward of Phone Project 6-15-16	24,000	-	-	24,000	24,000	-	24,000
Proposed Adopted June 15, 2016	24,248,370	2,938,343	9,236,439	36,423,152	15,116,978	21,306,174	36,423,152

There were no concerns from Council.

Review Pretreatment Specialist Job Description

Public Works Engineering Director Nelson reviewed the job description. It is a temporary term-limited position. Part of the City NPDES program requires this. DEQ conducted an audit and found we need to increase administrative reporting. The approval is included on tonight's regular session agenda.

Department Reports

Police Chief Moss reported...

- Police Officer interviews were conducted last week. They offered employment to one and the background review is underway.
- Scott Williams is not continuing as the Code Enforcement Officer. Moss is disappointed to lose him. He did an exceptional job. Moss requested to begin the recruitment process to fill that position. Council agreed to proceed and directed staff to work together on changes to fund the position, since it will no longer be under Public Works.

Public Works Engineering Director Nelson reported...

- Crack sealing will begin next week.

Public Works Operations Director Sheppard reported...

- Met with the Lewis and Clark Elementary School Vice Principal last week. They put together

a street striping plan to help the school with traffic flow.

Library Director Jeffries reported...

- Summer reading begins Monday.
- Registration for adult art classes begins Monday.
- Move Like a Mammoth program on July 14.
- Camping in the Library on August 3.
- Border Collie International Performing K-9 Team on August 9.
- Teen Gaming Night tournaments will take place this summer.
- The Vice Chair of the Jail Operating Citizens Advisory Committee distributed a report. Copies are available at the Library and will be on the County's website.

Deputy City Recorder Scholl reported...

- Jon Ellis' retirement party is in here on June 30, 12-2 p.m.

City Administrator Walsh reported...

- The first reading for the 3% marijuana city tax will be held tonight. If passed, it will go to voters in November.
- Reviewed the resolutions on tonight's agenda.
- Request from Hudson for a rate increase as part of an increase by the County. It will be heard July 20.
- Working on the insurance for the Boise White Paper property. He requested the docks be fully insured. Council concurred.
- LOC distributed a ballot for legislative priorities. He will distribute them electronically for the Council to review.
- The Kickstarter closes before the next meeting. He asked the Council to authorize using the funds pledged to the Arts & Cultural Commission to fill in the amount that does not get raised. Council concurred.
- Working with Tina Curry on a draft expense report. She found a taxicab that is similar to the one from Halloweentown. Corwin Beverage has one that is \$7,500.

Tina approached the podium. The taxi cab would be used as a photo prop. She proposes to use it as a fundraiser for charities. It would be sponsored by a different charity each weekend. She expects it would raise between \$3,000 – 4,000 in October. Council authorized staff to move forward with purchasing the car. Tina went on talk about Spirit of Halloweentown activities.

Tina reported that she has raised about \$16,000 for 4th of July with support from local companies and community members. She anticipates another \$25,000 – 30,000.

Council Reports

Councilor Conn reported...

- The Gateway Sculpture Kickstarter is halfway through. Donations can be made online.
- She sent a text asking Kelly Marks how much Scappoose has donated to Wings and Wheels. Kelly believes they have donated more than \$1,000.

Council President Morten reported...

- He would like Water Plant Operator/Supervisor Howie Burton to report on KOHI's City Talk in July after the community has had time to review the water report. In the meantime, he will have Jenny Dimsho, Anya Moucha and Kannikar Petersen talk about the Gateway project and the Arts & Cultural Commission on Friday, June 17 at 10 a.m.
- He asked for staff to meet and discuss how the Code Enforcement Officer position will work.

He would like them to report back to Council via email.

Councilor Carlson reported...

- There have been a lot of Planning Commission hearings. She is thankful for good experience on the Planning Commission and appreciates their efforts.
- She recently walked across the new bridge at McCormick Park. It is very nice.
- This is Gay Pride month and week. This Sunday is the parade in Portland. Her thoughts and prayers go out to the families affected by the Orlando tragedy.

Councilor Locke reported...

- St. Helens River Festival is this weekend. The carnival runs Thursday through Saturday. The main reason was to bring back the Port of Fun and bring the community organizations in to help.
- He asked if the bike lane on Gable Road and Highway 30 could be made into a regular lane. Public Works Engineering Director Nelson responded that we need to talk to ODOT about it. She has been in contact with them about it in the past. Someone said they would take care of it and then that person retired. She will make contact with the new representative.

Mayor Peterson reported...

- Regular Session at 7 p.m. tonight.

Other Business

There was no other business.



There being no further business, the meeting was adjourned at 4:18 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:



Lisa Scholl, Deputy City Recorder



Randy Peterson, Mayor