

City of St. Helens

CITY COUNCIL

Work Session Minutes

June 1, 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
Jon Ellis, Finance Director
Kathy Payne, City Recorder
Margaret Jeffries, Library Director
Terry Moss, Police Chief
Neal Sheppard, Public Works Operations Director
Sue Nelson, Public Works Engineering Director
Jacob Graichen, City Planner
Jenny Dimsho, Assistant Planner
Anya Moucha, Mainstreet Program Coordinator

Others: Chuck Daughtry Marsha Caton Sally McLaughlin
Nicole Thill Al Petersen

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



Visitor Comments

No visitor comments.

Semi-Annual Report from Columbia County Economic Team

CCET Executive Director Chuck Daughtry was in attendance to give a report.

- Cascades Tissue
 - Adding a state of the art paper converting facility.
 - Purchased a 50-acre parcel next to the Scappoose Industrial Airpark.
 - Plan to invest \$63 million into phase one and phase two developments. Some of that money will be invested in the St. Helens facility.
 - There will be two buildings, totaling 600,000 sq. ft.
 - The paper rolls will be manufactured at the St. Helens plants and be converted into consumer products at the Scappoose plant.
 - The investment will create 70 new jobs and preserve 96 jobs at the St. Helens plant.
 - The efforts of Senator Betsy Johnson and County Commissioner Tony Hyde were instrumental in helping close this complicated and competitive deal. There were other sites being looked at.
 - It is scheduled for Site Development Review with the Scappoose Planning Commission on June 16.
 - Construction is expected to begin in July this year.
- Oregon Manufacturing Innovation Center (OMIC)

- The list of stakeholders is impressive.
 - Portland Community College (PCC)
 - Oregon Institute of Technology (OIT)
 - Portland State University (PSU)
 - Oregon State University (OSU)
 - Boeing
 - University of Sheffield, England
 - Business Oregon
 - CCET
 - COLPAC
 - City of Scappoose
 - Greater Portland, Inc.
- Project one – Research and Development Facility (R&D)
 - OMIC has earnest money deposit on a 35,000 sq. ft. building owned by John Jersey. The building is located at the Scappoose Sand & Gravel site. It was built in 2008.
 - Purchased for \$4.2 million. \$2.5 million came from the State and \$1.7 million from OIT.
 - OIT will be the landlord and will lease space to PSU and OSU. They will provide R&D staff, which will be graduate students and doctoral candidates in Engineering.
- Will enter into contracts with Boeing and others to perform applied research.
 - Boeing has 25 years of fixed price contracts in place. If you ordered a plane today, Boeing wouldn't begin to manufacture it for 15 years.
- They hope to close the sale in early September. There are conditions to be met.
- They need to secure more members to join OMIC.
- Training Facility
 - PCC is in negotiations with Joe Weston to purchase a 20 acre parcel with the option of an additional 20 acre parcel east of Scappoose Industrial Airpark.
 - The facility will center around applied research apprenticeship program.
 - Estimate 120 pre-engineering students will cycle through the three-year program.
 - PCC proposes to construct a 25,000 sq. ft. campus beginning in 2017.
 - Funding includes \$9 million from existing bond proceeds and \$5 million in legislative appropriations.
- McNulty Creek Industrial Park
 - Listed as a top priority for pre-certification.
 - Port has budgeted funds for new buildings.
- Port of St. Helens has invested in properties on:
 - Railroad Avenue
 - Milton Creek
 - Multnomah building
- Keep it Local Columbia County Campaign www.keepitlocalcc.com
 - Hired Natasha Parvey to direct program.
 - Received \$15,000 federal grant.
 - Have an active business directory on website.
- NW Innovation Works
 - Project for methanol facility at Port Westward is still active.
 - Port of Tacoma has withdrawn their interest. Kalama is moving ahead.
 - Working with PGE on an airshed study. The results will dictate whether or not PGE will release additional land to allow this project.

- Working with Custom Metal Fab to relocate.
- Photosolutions project is moving ahead.
- The CCET meeting will be June 21 at the John Jersey building.

City Recorder Payne asked if there are plans to alleviate traffic in Scappoose once OMIC is operating. Chuck said the City is beginning to look at alternative routes and intersection upgrades. They are looking at a potential \$3 million EDA grant to work on Crown Zellerbach Road improvements. There is about a mile of new road that needs to be built south of the airport that would connect the training facility back to West Lane.

Council President Morten is happy to hear that the Port is moving forward with industrial space investments. Chuck agreed.

Annual Report from Parks Commission

Postponed to a later meeting.

Annual Report from Planning Commission/Historic Landmarks Commission

City Planner Jacob Graichen was in attendance to give the Commission's report. A copy is included in the archive packet for this meeting.

Planning Commissioner Al Petersen was in attendance to report to the Council as well. The Council reversed one of their decisions related to marijuana grow operations. The Planning Commission felt they based their decision on the Comprehensive Plan. The Commission would like the Council to provide clarification on the rules since they reversed the decision. He has spoken with SHEDCO and retired long-time business owners who also have concerns about marijuana related businesses. Some of those concerns are:

- The role of a Mainstreet is to provide retail, shopping, entertainment and businesses that are family friendly. If you have a business on Mainstreet that cannot have anything on the windows and could potentially be marijuana related, it does not create a friendly shopping environment.
- Some of these marijuana facilities are moving into the area because our commercial rental prices are low. They are moving out here because we are cheap and since we don't have any rules, they can put them where they want.

Al has a Certificate of Historic Preservation in his Architectural Degree. He conducted a summer project during school documenting a historic home in Texas just before it was cut into three pieces and moved to a ranch outside of town. The National Parks Service has a program to document historic buildings. Before the building is demolished or moved, they document it with architectural drawings. It becomes part of our architectural history at the national archives. The demolition rules for our historic district are very lax. The rules basically say the property will allow the historic museum to come and document. However, that organization barely has enough money to function. He proposes adding language that historic buildings be documented prior to destruction or significant remodeling. He explained the documentation process. It would cost approximately \$1,000 to have it done by a professional.

Al also talked about the need for streetscape and landscape improvements when building improvements are made. Portland requires 10% of the improvement cost be put into outside improvements. He would like St. Helens to consider adding a requirement similar to that.

Al was glad to see Chuck here today. He is happy to see OIT and the universities involvement. The traffic issue can be resolved. Traffic will actually be traveling in the opposite directions from what it is now.

Annual Report from Library Board

Board member Marsha Caton was in attendance to give the Board's report, a copy of which is included in the archive packet for this meeting.

- Development Planning Workshop
 - Board members and some of the Library staff attended a conference hosted by the Oregon Library Association.
 - It helped develop priorities.
- Strategic Planning
 - What does the community want from the Library?
 - Resources.
 - Vision.
 - Long-range planning.
 - Encourage public support and use.
 - Waiting for a technical assistance grant.
 - Selected a consultant.
 - Listing community stakeholders.
- Standards Review
 - Strengths
 - Staff
 - Services and programs
 - Facilities
 - Technology
 - Materials and Collections
 - Weaknesses
 - Assessment/Planning
 - Diversity and Community Engagement
 - Staff Development – lack of time and budget.
- Other
 - Filled six board positions this year.
 - Reviewed Library Board bylaws.
 - Assisted with Youth Librarian interviews and selection.
 - Researching the Oregon Library Passport program.

Annual Report from CAT for CDBG Revolving Loan Fund Program

Sally McLaughlin from Community Action Team (CAT) was in attendance to give a report on the Community Development Block Grant (CDBG) Revolving Loan Fund Program. The City of St. Helens revolving funds continue to be used for rehab projects. There are at least 30 loans outstanding. Sally talked about a family they were able to help repair sanitary facilities after not having a working bathroom for over two years.

The County received new CDBG money in the amount of \$300,000. It is in the review stage now and they expect to begin spending it in September or October. The funds will be shared between Columbia, Clatsop and Tillamook counties. The money will be given as grants, rather than loans. They are hoping to award no more than \$7,500 for each property. There will be a matching program with CAT's weatherization program that will stretch CDBG funds.

June is home ownership month. Beginning in 2010, they have offered mortgage payment assistance programs. This year it begins August 3. If qualified, applicants will have 12 months of their mortgage payment paid up to \$20,000. Applicants have to show that they have lost at least 10% of their income.

The Self Help Acquisition Rehabilitation Program (SHARP) continues. It will be ending in November. It is for low to very low income families to provide home ownership. Unfortunately, the market is really hurting the program right now. It's truly a sellers' market.

CAT is venturing into foreclosed properties. They are in negotiations on their first one. They are USDA abandoned foreclosures that will be repaired and transitioned into VA transitional housing and homeless transitional housing.

Deliberations on Sewer Lateral Abatement Protests

Public Works Engineering Director Nelson reviewed her memo and attachments. A copy is included in the archive meeting packet.

475 S. 14th Street was foreclosed and vacant. The City capped the line, not knowing how long it would remain vacant to protect our system. There were concerns from the Council that the buyer would not have known there was a \$2,400 fee owed when it was purchased. Mayor Peterson thinks capping the system should be covered by the City.

Motion: Upon Carlson's motion and Locke's second, the Council unanimously waived the fee for 475 S. 14th Street based on the timing issue.

The owner of 135 N. 4th Street owes \$2,520. That is less than what the City invested in time, materials and the contractor. The owner was informed that he could review the bill but he never came to City Hall to do so.

Motion: Upon Conn's motion and Morten's second, the Council unanimously denied the protest on 135 N. 4th Street.

Review Resolution to Scrap Metal on Boise Property

City Administrator Walsh said that there is a resolution on tonight's agenda to declare scrap metal on the Boise property surplus. Surplus funds go to the General Fund. They will work with Cascades to make sure it does not interfere with them.

Review Proposal for Columbia View Park Gazebo Replacement

City Administrator Walsh explained that this proposal folds into the Area-Wide Planning Grant process. Walker|Macy's proposal keeps in mind future development of the property. A copy is included in the archive meeting packet for this meeting. Council President Morten suggests a portable stage that could be moved based on the event.

Approval of the contract with Walker|Macy is on tonight's regular session agenda.

Request to Hire 0.5 FTE Part-time Building Inspector

City Administrator Walsh reported that a 0.5 FTE Building inspector is included in next years' budget. The Building Department is now providing plan review and inspection services for Columbia City and some services for Columbia County as well. He is requesting to hire the part-time Building Inspector prior to July 1.

The Council was in concurrence to hire a 0.5 FTE part-time Building Inspector prior to July 1.

Department Reports

Police Chief Moss reported...

- Police Officer interviews will be conducted on Monday.
- Tonight's agenda includes a Memorandum of Understanding for Columbia Enforcement

Narcotics Team (CENT). CENT was formed over 25 years ago between all the law enforcement agencies in the County. The team will branch out into other areas of crime enforcement, in addition to drug enforcement.

- There has been a lot of feedback from the community about the ongoing homelessness issue and vagrancy issues in our downtown area. He has been in conversations with City Planner Jacob Graichen about City codes and what can be enforced. Moss is requesting help to redefine or draft codes that will make it easier to deal with these issues. He would like to discuss this further, after some research has been done, at a future work session meeting. Council President Morten completely agrees.

Public Works Engineering Director Nelson reported...

- Nothing to report.

Public Works Operations Director Sheppard reported...

- Nothing to report.

Library Director Jeffries reported...

- Next Tuesday, June 7, at 7pm in the auditorium, the Library is hosting New York Times bestselling author, Ruth Wariner. Her book, *The Sound of Gravel*, recounts her childhood growing up in Mexico and California as the 39th child in a polygamist family of 43 children. She eventually escaped at the age of 15 and went on to get her GED, her undergrad and graduate degrees. Today, she is a school teacher in Portland.
- The Library is hosting another babysitting class just before school is out for the summer. It's good timing because many of them are wanting to babysit through the summer.
- The summer reading program begins Monday, June 20.

Finance Director Ellis reported...

- The Budget public hearing is tonight at 6:30 p.m.

City Recorder Payne reported...

- Back in July 2013, the City implemented a Short Term Disability Policy but the Council never officially adopted the policy. A resolution is on tonight's agenda for official adoption.
- A street closure request will be added to tonight's agenda for the Kiwanis Community parade and carnival.
- Gazette articles are due Friday.
- The Council normally cancels the first meeting in July and August. Do they want to do that again? Council concurred.

City Administrator Walsh reported...

- Today is day one of the Kickstarter campaign for the Gateway Sculpture Phase II. The first 10 days is very important. He encourages support of the project.
- He visited the McCormick Park bridge. It will be nice.
- There are taxation issues with the Boise White Paper property. They are working on paperwork now and should be ready to separate the tax lots soon.
- There will be a second open house for the Area-Wide Planning Grant in July.
- He received a request of support from Wings and Wheels. He does not believe it is time-sensitive.

Council Reports

Mayor Peterson reported...

- Nothing to report.

Councilor Conn reported...

- Donate to the Kickstarter at www.salmontreecycle.com.
- There is a free emergency preparedness fair on Saturday, 10 a.m. – 2 p.m., at Columbia River Foursquare.
- This Thursday is the first night of 13 Nights on the River Concert Series and Hit Machine will be performing.
- She has received a couple of complaints from merchants on code enforcement issues. One is a car that is always parked in the same location and another is a new tenant living in a commercial building.

Council President Morten reported...

- Thanked Anya Moucha and Tina Curry for being on City Talk last Friday. Tina talked about upcoming 4th of July events. It will be a fun day!
- He went to Sand Island on Memorial day. There was no trash anywhere and the cans were relatively empty. People are getting the idea of packing it out.

Councilor Carlson reported...

- Thanks to Chief Moss and the Rotary Club for the swing set at Campbell Park. Lots of kids are enjoying it.
- Thanks to Judy Thompson for all of her work and diligence on the planters around town. Council President Morten acknowledged other people who have taken on planting and maintaining in other areas and parks. He would like to show appreciation by posting an "Adopted by..." sign.
- She would like to have City stationery to write thank you notes to people making a difference in the community.

Councilor Locke reported...

- The Youth Council will be running the cotton candy booth for 13 Nights during the month of June. They will also be taking care of the cans and garbage during 13 Nights for the whole summer.

Mayor Peterson suggested the Council consider a resolution acknowledging Ed Lokken's work towards 4th of July for 20-25 years. He directed City Recorder Payne to work with Diane Dillard on the wording.

Executive Session

ORS 192.660(2)(e) Real Property Transactions

Motion: At 3:15 p.m., upon Locke's motion and Morten's second, the Council unanimously voted to move into executive session under ORS 192.660(2)(e) Real Property Transactions.

Motion: At 3:36 p.m., upon completion of the executive session, Morten moved to go back into work session, seconded by Conn, and unanimously approved.

Other Business

Mayor Peterson reminded everyone that there is a public hearing tonight at 6:30 p.m.

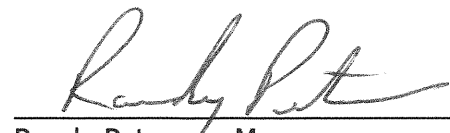


There being no further business, the meeting was adjourned at 3:37 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:


Kathy Payne, City Recorder


Randy Peterson, Mayor