

City of St. Helens

CITY COUNCIL

Work Session Minutes

April 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
Jon Ellis, Finance Director
Kathy Payne, City Recorder
Margaret Jeffries, Library Director
Aaron Kunders, WWTP Superintendent
Crystal Farnsworth, Communications Officer

Others:	Nicole Thill	Janet Wright	Bill & Claudia Eagle
	Sharon Evinger	Genelle Grow	Tina Curry
	Bob Salisbury	Christina Sullivan	Bill Blank
	Stacy Hicks	Max Stahl	Stephanie Patterson

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



Visitor Comments

♦ Sharon Evinger. She is here on behalf of the measure for CCRider to become a special district and operational funding. They are asking for the Council's support. The rate is .23 per 1,000. This will help build Columbia County. Most of the busses do not have enough riders to be self-supporting.

Councilor Conn considers transportation to be a necessary part of our infrastructure and part of our economic development.

Discuss Measure 5-251 Special Transit District

Janet Wright from CCRider was in attendance to discuss the measure. She handed out a hard copy of a PowerPoint presentation which is on file in the archive packet for this meeting.

Bill Eagle spoke in favor of the measure.

Council was in support of the measure. Tonight's agenda will include a resolution in support.

Semi-Annual Report from IT Consultant Centerlogic

Max Stahl was in attendance to give a report.

- Working on the phone project.
- The network has been slow. They just received new equipment that will resolve that issue.
- Comcast has been on site several times working on the low volume issue. They found hardware that they think will resolve it. We should receive it soon.

- The Library received a new server.
- The Leightronix recording equipment has been repaired.
- They were attacked by a big virus a few months ago that was received through an email. That took a lot of time to repair.

Mayor Peterson asked how efficient our virus protection is. Max explained the multiple layers in place.

Councilor Locke asked if we need a vent in the server room. Max agreed that would help. It gets really hot in there during the summer. The Police Department server room needs additional venting as well.

Council President Morten has not been able to receive emails from the State. Max suggested he check his McAfee Spam list. He will take a look.

Request from St. Helens Community Foundation

Bob Salisbury was in attendance. He reviewed his request. A copy is included the archive meeting packet. They are requesting the City pay the Foundation's insurance and waive the permit fees and concession fees. The insurance will cost approximately \$3,000. He would also like to discuss the partnership between the Foundation and the City. In 2015, the Foundation organized the 4th of July event using volunteers. They lost over \$6,000. That has put them in a difficult position. The fundraising efforts for this year are considerably down. He is concerned that the fundraising being done by the City's event coordinator for fireworks may reduce the sponsorships 13 Nights receives. 13 Nights is incredibly successful for the community. He would hate to see it lost.

Christina Sullivan introduced some of the other 13 Nights volunteers. She reviewed some of the things that volunteers do:

- Months, weeks, days and hours go into the event before it begins.
- Weekly prep making sure that bands and sound are ready.
- Responding to numerous emails from sponsors, vendors and the general public.
- Answering complaints and questions.
- Listening to ideas from the community.
- Over 22 hours of prepping coolers.
- Lifting heavy kegs.
- Loading and unloading beer, ice and snacks.
- Hanging banners.
- Lifting and setting up tables, chairs, fencing, equipment and all advertising that needs to be set up.
- Running around to different businesses distributing schedules and posters, making sure that no details get missed.
- Cleaning up all the trash around the park.
- Emptying heavy trash cans.
- Changing toilet paper.
- Cleaning up messes and unclogging toilets in the bathroom.
- Cleaning up after 100's and 1000's of people attending.
- 7 a.m. set-up calls.
- All day preparation.
- 11 p.m. clean-ups.
- Late night Taco Bell runs because the volunteers forgot to eat; all for the love of our community.
- Listening to complaints about the sound, vendors, teenagers, not enough of

something, too much of something, politely turning our heads when social media allows the public to negatively tear down our volunteers and their families and politely dealing with people who had too much to drink.

- We have been spit on, called names and sometimes pushed; all for the love of our community.
- The volunteers do not asked to be paid for their time.
- They willingly give up their summers, time with their family and relaxation time to put on one of the greatest events in St. Helens.
- Took on 4th of July last year to make sure it would happen.
 - Two people plus Tina worked diligently full-time hours, even though they both have full-time jobs, making sure that every detail was in place.
 - Gave up their holiday with their families to spend the day with other's families.
 - Worked from 5 a.m. until 2 a.m. the next day to make sure everything was in place, all the vendors had what they needed, the fireworks were handled, the band was set and all the equipment was ready.
 - They worked hard to get the community involved.
 - They worked hard against others tearing them down and negatively discussing their actions.
 - 13 Nights fundraisers ended up covering the cost of the 4th July events.

Christina went on to ask the City for financial assistance. The have worked hard to make 13 Nights what it is today.

Bob thanked Christina for all that she has done. He would like to work with the City on fundraising options. He does not think it's fair to ask 13 Nights to fundraise all year, on top of what they already do.

Council President Morten looks forward to the fundraiser discussion. He asked if Bob had any ideas of groups who would be willing to step up and lead fundraising. Bob suggested the group that was formed between the Chamber, SHEDCO and the City.

Request from Cycle Columbia County

Bill Blank was in attendance to present their request. The ride will take place on June 18. It begins and ends in Columbia View Park. There are two ride options; 100 miles and 72 miles. They are requesting \$2,500 to help pay for supplies. They are expecting approximately 100 participants. Cities and sponsors will be promoted throughout the event. They are hoping the funds generated will help improve bicycle safety, bicycle routes and bicycle signage throughout the County. The parking situation still needs to be worked out.

3rd Quarter Communications Report

Communications Officer Crystal Farnsworth was in attendance to give her report.

Technical Advisory Committee Recommendation

Each March, the Biochemical Oxygen Demand (BOD) loading rate from Cascades is reviewed and compared with the reserve allocation from the previous year per the terms of the Operation and Use Agreement. As anticipated, the loading from the mill has increased from the 2014-2015 figures because of the addition of a second paper machine and maintenance issues with Cascades' clarifier. Last year the reserve was set at 52.9%. Data for the past year shows that the actual loading increased to an average of 66% (see table).

2015-16

	BE BOD Ave lbs/day	PE BOD Ave lbs/day	Total Ave lbs/day	BE %	PE %
Mar-15	1600	2223	3823	41.85	58.15
Apr-15	1667	1971	3638	45.82	54.18
May-15	2795	1774	4569	61.17	38.83
Jun-15	2288	1497	3785	60.45	39.55
Jul-15	1673	1508	3181	52.59	47.41
Aug-15	3647	1313	4960	73.53	26.47
Sep-15	3596	1179	4775	75.31	24.69
Oct-15	3363	1436	4799	70.08	29.92
Nov-15	3542	1920	5462	64.85	35.15
Dec-15	7793	2704	10497	74.24	25.76
Jan-16	5775	2141	7916	72.95	27.05
Feb-16	6175	2077	8252	74.83	25.17
Totals	43914	21743	60494		
Averages	3659.50	1811.92	5041.17	66.0	34.0

Recommendation:

Adjust Cascades' reserve to 66% per the terms of the Operation and Use Agreement. This number is based on the average loading from Cascades compared to the loading from the City's Primary lagoon as outlined in section 9.2.3 in the Agreement. Per the agreement, Cascades pays either the reserve minimum or for actual loading, whichever is higher.

There were no concerns expressed by the Council.

Review IGA with Columbia City for Building Department Services

City Administrator Walsh reviewed the IGA which is included in the archive packet for this meeting. It is on tonight's agenda for approval.

Review Proposed Fleet Safety Program Policy

City Recorder Payne reviewed the proposed policy which is included in the archive packet for this meeting. This came as a result of a recommendation from CIS to the Executive Risk Management Team. Tonight's agenda includes a resolution for approval.

Review Summary of Attorney Expenses

Finance Director Ellis reviewed the summary which is included in the archive packet for this meeting.

Discuss Potential Urban Renewal District

City Administrator Walsh talked about the changes to Urban Renewal Districts. We would need to start the process over, from what was done in the past. It was the consensus of the Council to move forward.

Update on Community Events

Tina Curry was in attendance to give an update.

4th of July

- Fireworks will shoot from this side of the river instead of Sand Island.

- We will be selling 200 parking spaces on the Waterfront for tailgating, between 11 a.m. – 11 p.m. for \$10 each.
- Sgt. Baker will lead the flag raising at 11 a.m.
- Jacob Graichen will sing the National Anthem at 11 a.m.
- The trash can painting begins that morning.
- There will be a Year of Health Celebration at 11:10 a.m. It will include Zumba and Hip Pop. It is free and open to the public.
- Wish Upon a Pony rides will be held 11 a.m. – 1 p.m. There is a suggested donation of \$3/person.
- The Elks will be the only food vendor that day. It will be one of their biggest fundraisers for veterans.
- SHEDCO will be selling frozen treats and some other snacks.
- She will need help with the power.
- A "Touch the Trucks" photo-op will be held on the Waterfront property from 1 – 3 p.m. They are working on having a helicopter fly in and hold a drawing for a group of four to take a helicopter ride over to Mt. St. Helens.
- There will be an ice cream eating contest and pie eating contest at 1 p.m.
- There will be bell ringing at 1 p.m.
- Twisted balloons will be here from 2 – 6 p.m.
- Face painting will be at 3 p.m.
- Music with Dawn of the Decades begins at 3 p.m.
- There is a proposed bonfire, weather permitting.
- Hit Machine will perform 8 – 10 p.m.
- Fireworks will be begin at 10 p.m. The fireworks budget is less than last year. However, they are able to add more because they don't have to travel to Sand Island.
- Does not think shuttles are necessary.
- She anticipates the normal number of attendees.
- She plans to rent six port-a-potties and will place them in front of the fence line, close to Columbia View Park and the Waterfront property.
- Cleanup will take place on Tuesday morning when it's light. Council President Morten suggested utilizing community service workers for cleanup.
- She has been working on sponsorships. She has ideas on how to bring in big money for 13 Nights but it is dependent on the new stage.

Council President Morten's main concern is having adequate traffic control for egress. Councilor Carlson agreed and added the need for lighting as it gets later.

Councilor Carlson asked if anyone is handling volunteer sign-ups. Tina said that she has asked for volunteers through Facebook and has not received any response.

Spirit of Halloweentown

- Already receiving calls and contacts for people wanting to travel here and looking for a schedule.
- Working on an event schedule now.
- Meeting with agents in Portland to bring someone in that will draw visitors.
- Met with a person who builds tiny homes. He is interested in bringing in 50 tiny homes to the Waterfront property to rent during the month of October. Are there water lines on site? Could he run a septic line above the ground?

Council President Morten asked what type of revenue that would bring in? Tina responded that they would receive transient room tax for each unit. They would also be an event sponsor. Mayor Peterson agreed that it's a good idea but a lot of questions

would need to be answered. He is sure the Building Official will want to weigh in. Council President Morten added the need for a Concession Agreement as well. Councilor Locke would like to hear feedback from the community as well. He does not want it to interfere with the trail. Morten does not see how it would work to have 50 units brought in and have adequate utilities available. He suggested the tiny homes be placed on the Boise property, near the creek. Tina will talk to Public Works Operations Director Sheppard about the facilities on site.

Department Reports

Library Director Jeffries reported...

- This Saturday, the Arts & Cultural Commission is hosting an arts and craft workshop for children. One of the Commissioner's will lead children in an activity to decorate cardboard outlines of salmon. They will be hung in businesses along Columbia Blvd.
- A conversation project will be held tomorrow night at 7 p.m. The theme is Good Food, Bad Food.
- A Library volunteer recognition event will be held Monday night.
- Two interesting authors are coming, one in May and one in June.
- Youth activities are beginning to take off again with the new Youth Librarian.
- The Friends of the Library book sale and Garden Club plant sale were both successful.

Finance Director Ellis reported...

- Five Finance Director candidates will be here April 28 for interviews. There are three panels – department heads, staff and technical.
- The third quarter report will be presented on May 4.
- He learned at the City/County Quarterly Dinner last night that the County will no longer be taking furlough days beginning July 1. They will be open five days a week.
- The new Oregon State Economic Development Director will be touring the County in May.
- He will be bringing back more information about alternative revenue sources for Parks and Police to the next Budget Committee meeting. Something else they may want to consider rolling in is a possible police grant to fund one position. Council would like more information about the grant.

City Recorder Payne reported...

- Received a street closure request this morning for the Amani Center's Race Against Child Abuse on April 30. She will be adding it to tonight's agenda.

City Administrator Walsh reported...

- Measure 91, legalizing marijuana, included a provision allowing cities to adopt a local tax on marijuana. The state collects 20% and this would give cities 3% of that. In order to collect, it has to be put on a ballot. It would be on the November ballot. Council concurred.
- The Waterfront Redevelopment Open House will be held April 27 at Meriwether Place.
- OpenGov will present a 7-10 minute presentation at the May 5 Budget Committee meeting.
- Ameresco is working on the LED street lighting project. They will present their findings at the May 4 Council meeting.

Council Reports

Mayor Peterson reported...

- Nothing to report.

Councilor Conn reported...

- She gave a presentation about the CIT program at the City/County Quarterly meeting last night. She appreciates having that opportunity.

Council President Morten reported...

- He appreciates Crystal's Communications report. This Friday, the Parks Department will be featured on KOHI. He, Parks Commissioner Stan Chiotti and Parks Field Supervisor Thad Houk will be participating.
- The Parks Commission discussed funding sources. They talked about having a separate fee for parks. They would also like to see more camping available. We are in desperate need of additional staff to maintain the parks.
- The Parks Commission has recommended Council and staff move forward with annexing Dalton Lake into the City. It cannot be designated as a park until it is annexed into the City. He asked City Planner Jacob Graichen to elaborate on the process to annex the property.

Graichen reported that Dalton Lake is largely outside City limits. It is within our Urban Growth Boundary. We have an agreement with ODOT to use it for passive public recreational purposes. We will need ODOT's cooperation to annex it. The property was initially used by ODOT as wetland mitigation during the highway widening project. The Comprehensive Plan designates that land as Open Space. When annexed, it would be zoned as Open Space; however, that zoning district does not exist. We would either need to change the designation or create the zoning district.

Council directed City Administrator Walsh to contact ODOT and talk to them about their intentions for the property.

Councilor Carlson reported...

- Nothing to report.

Councilor Locke reported...

- Nothing to report.

Mayor Peterson reminded the Council about the requests from the St. Helens Community Foundation and Cycle Columbia County.

Motion: Upon Carlson's motion and Conn's second, the Council unanimously granted the request to waive all fees, including concession fees for 2015 and 2016, for 13 Nights on the River and pay for insurance for the St. Helens Community Foundation.

Motion: Upon Carlson's motion and Morten's second, the Council unanimously granted \$2,500 to Cycle Columbia County for the Columbia Century Challenge, with the stipulation that any profits be reserved for future bike events.

Executive Session

ORS 192.660(2)(e) Real Property Transactions

Motion: At 3:45 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 4:03 p.m., upon completion of the executive session, Conn 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 4:04 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:


Kathy Payne, City Recorder


Randy Peterson, Mayor