

school's assistance, it will be a community effort. Engineering has been donated. He is asking the Council to waive building permit fees.

Mayor Peterson asked about cost. Bill believes the project would value at \$10,000. Building Official Bob Johnston said it will cost about \$500 for permits.

Motion: Upon Conn's motion and Carlson's second, the Council unanimously waived building permit fees.

♦Steve Topaz. The Waterfront Framework Plan will be discussed by Assistant Planner Jenny Dimsho. He thinks the whole thing should be thrown out. The value of the waterfront property is going to zero. He has spoken with people about liners. Over time they leak and have to be repaired. The edge of the river is unsettled soil and will give way. It's going to be toxic waste next to living space.

Annual Report from St. Helens Community Foundation

Bob Salisbury presented a report from St. Helens Community Foundation. He thanked Council and staff for their support. His office is across from Dockside and he has seen a lot of good things happening. The lights in the plaza are beautiful. There were people here constantly in October. We're moving in a positive direction.

13 Nights update:

- Had a great 2016 lineup. The weather hurt them with three or four rainy nights and a couple really hot nights. If people don't come out, they don't make money from the beer garden to cover costs.
- Reduction in sponsorship dollars.
- Looking for a change. Want to talk about different ideas and more collaboration.
- One idea – six nights on Thursday and more on 4th of July and during Spirit of Halloweentown.

Foundation update:

- Strong board. Need to recruit for a couple open positions.
- Provides insurance for non-profit events. It's a great resource for the community. Need to be notified at least 60 days in advance. Suggested advertising in the City newsletter.

Tina Curry has been working with Christina Sullivan and Bob on collaborating events and broadening sponsorship dollars. She would like to utilize the waterfront property more.

Bob talked about Christina's efforts with 13 Nights over the last five years. He does not want to ask her to seek sponsorships during the winter when she works all summer on the event. Council President Morten asked Bob to work directly with the Community Development Director.

Tina has been asked if the waterfront property can be used for parking during the Christmas tree lighting and Christmas ships. After discussion about hazards on the property, the Council decided it can only be used if people are directing drivers.

Request from Gregg Smith for Stormwater Fee Refund

Public Works Engineering Director Nelson reviewed the request. A copy is included in the archive meeting packet.

Gregg Smith was in attendance to talk about the request. He worked hard to upgrade the building and maintain it. He mostly catered to seniors and disabled. The diagram shows the

building and the area around it. Most of the property was used for RV storage by the property owner. It was unfair that he had to pay the stormwater for property he didn't own or use. He is asking to be refunded for what he did not use.

Council President Morten said that this was the first time this has been brought up to Council. He would like to review his situation and amend the Ordinance.

Finance Director Brown said that \$4,700 was sent to collections. It was over \$5,000 by the time he was made aware of it. Staff is unable to authorize the refund. He told Gregg he would need to come to Council. Brown called the collections agency and cancelled the debt.

Mayor Peterson asked if the amount owed would be billed to the property owner? Nelson said that is not in the Ordinance. It would be best to go through the process. Peterson would like staff to do some research.

City Planner Graichen added that the owner has residents in the building without water service.

Mayor Peterson asked if the storm drain fee was discussed when he leased the building. Gregg said no. He was shocked when he got his first bill. There was no adjustment in the rent to pay the owner's portion of the stormwater.

Request from CCMH for the Donation of an Abandoned Office Structure

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

Council directed staff to prepare a resolution declaring it surplus and donating it based on community need.

Municipal Court Proposed Fee Revision – Probation Violation Assessment

Finance Director Brown reviewed the proposed fee revisions. A copy is included in the archive meeting packet. No concerns from Council.

Discuss Resolution for Planning Fee Increases

City Planner Jacob Graichen reviewed the proposed Planning fee increases. A copy is included in the archive meeting packet. No concerns from Council.

Discuss Resolution for Waterfront Framework Plan

Assistant City Planner Jenny Dimsho reviewed the proposed plan. A copy is included in the archive meeting packet. City Administrator Walsh explained that the City is not accepting toxic waste. He is proud of this document.

Dimsho is excited to be able to present this. Ever since she began with the City in 2013, waterfront redevelopment has been a part of her role. The plan memorializes and legitimizes all the public outreach they have done over the past four years in planning for what goes on the waterfront. The entire document can be reviewed on the website. She strongly suggests reading chapter five.

Council President Morten asked about the flexibility with planning, building and land uses; such as height restrictions. Dimsho explained that the framework only lays out a plan. It's the development code that Graichen will review that touches upon that.

Councilor Locke pointed out the public open space on the waterfront. It calls for 100-200 feet

of open space. Discussion about not wanting to reduce open space. It will remain flexible.

Discuss Proposed Development Code Changes

City Planner Graichen reviewed the proposed Development Code changes. A copy is included in the archive meeting packet.

Mayor Peterson agreed that it makes sense to expand the riverfront district and add the sub districts. He agrees with Graichen's proposed changes.

City Administrator Walsh asked Graichen to explain the difference with the architectural design guidelines. Graichen explained that you can either leave it up to the developer or have restrictions to meet similar appearance standards. Council President Morten mentioned the groups that have come and talked about appearances that would match the courthouse. He has gone before the Historic Landmarks Commission and had to meet their requirements, as impractical as some of them were.

Councilor Conn would like to see the guidelines followed. Mayor Peterson suggested that a different group be considered to review the development. The Historic Landmarks Commission is narrow-minded and look at historic buildings. This is new development. Walsh talked about the City being the owner and having the final say in the development and look.

Review Nuisance Abatements

Building Official Bob Johnston reviewed nuisance abatements that he and Code Enforcement Officer Jamin Coy have been working on. A copy is included in the archive meeting packet. He proposes to post these buildings as nuisances. They would have 30 days to clean them up.

Council agreed to move forward with a resolution.

Discuss and Set a Date for the January Council Retreat

City Administrator Walsh reviewed the upcoming retreat. Council President Morten suggested that it be in place of a work session. After discussion, it was the consensus of the Council to schedule it during the first couple weeks of January.

Department Reports

Police Chief Moss reported...

- Donut Day is on Saturday, December 10, 7 a.m. until all the donuts are gone.
- Met with CERT volunteers last week. In 2016, 59 people volunteered a total of 1,923 hours. That did not include the Reindeer Run and Donut Day this month. Those events will put us over 2,000 hours for the year. He thanked them and appreciates what they do.
- Interviewed candidates for the open police officer position on Monday. He will be following up with one candidate. There are still two positions to fill. He thanked Deputy City Recorder Scholl for help with the recruitment process.
- Distributed and reviewed a public safety response to Spirit of Halloweentown 2016. Efforts were primarily based around the pumpkin lighting on October 8. 51 full-time employees worked 313 regular hours and 320 overtime hours; 52 volunteers put in 407 hours for a total of over 1,000 hours on that day. \$14,000 in regular wages were spent and over \$17,000 in overtime. This was a significant expense to public safety partners. No one asked for reimbursement except for ODOT. He extended the City's appreciation.

Public Works Engineering Director Nelson reported...

- The repairs at Sand Island are complete.
- Tonight's agenda includes a contract amendment for the 2MG Reservoir Rehabilitation

project. This will not cause them to go into contingencies.

- The contractor has completed the Godfrey Park storm construction work. They will return in the spring to do native plantings and restoration.

Public Works Operations Director Sheppard reported...

- Public Works accrued about \$19,740 in regular and \$5,423 in overtime wages during Spirit of Halloweentown.
- Crews are ready for tomorrow's snow.

Library Director Jeffries reported...

- Tonight's agenda includes a Library grant agreement.

Finance Director Brown reported...

- The Shoretel phones should go live on December 15.
- Working with auditors next week. Will have a presentation for Council in January or February.
- Moving forward with Wells Fargo for banking services. Will be complete by January or February.
- Reviewed collection RFP's. Western Collections Bureau was the clear one to move forward.
- A letter from Sunset Park Community Church was distributed to Council at the beginning of the meeting. They are requesting a leak adjustment of \$1,900, which is higher than the code allows staff to approve. Council requested staff bring back additional information.
- GFOA awarded the Budgetary Award to the City. That was for Jon Ellis's last budget cycle with the City.

Deputy City Recorder Scholl reported...

- Nothing to report.

City Administrator Walsh reported...

- The Waterfront Redevelopment Framework Plan was a lot of work and included a lot of community involvement. He really appreciates Dimsho's work on it. Her title is Assistant Planner. He proposes to change her title to Associate Planner. No objection from Council.
- When Halloweentown was filmed here, they offered to sell set pieces to us but we did not accept it. The City has been offered set pieces from another movie set. They can look at it and decide what is wanted. It can be stored at the Boise property. Council agreed to move forward.
- Tina's contract ends in January. He is looking for Council's direction on how to move forward. Council agreed to move forward on an RFP. Walsh will bring a draft RFP back to Council.
- The Policies and Procedures Manual was last adopted in 2006. Longevity pay was removed in 2006 because of an additional nonrep pay. That pay was discontinued in 2011. The manual is in the process of being updated and puts the nonrep pay back in. After discussion, Mayor Peterson asked Brown to come back with numbers of what it would be if managers received longevity or if they had the option to sell back their admin leave.
- Christmas Tree lighting is on Saturday.

Council Reports

Councilor Conn reported...

- Santa will arrive at 5:45 p.m. on Saturday.
- Attended the Oregon Leadership Summit on Monday. It was depressing because of how much debt the State is in. She talked about the sessions she attended.
- Thanked Moss for the Spirit of Halloweentown report. She was impressed with the

collaboration. She recognized and demonstrated appreciation to the assisting organizations.

Council President Morten reported...

- Had a mini-retreat with Public Works department heads. They came up with an evaluation process. He reviewed it and distributed copies to Council and staff.

Councilor Carlson reported...

- Elf on the Shelf is done. She received confirmation that it has been distributed electronically to the schools. She visited 25 businesses and did not receive any negative feedback.
- Thank you to Tina and Walsh for their coordination of the Spirit of Halloweentown events. She appreciates everyone who contributed.

Councilor Locke reported...

- Asked staff to make sure there is an article in the newspaper about the finance award. Brown will work with Communications Officer Farnsworth on a press release.
- He has organized a Christmas Ship dinner for the captains in the Council Chambers on Saturday. Council and staff are welcome to come and help.

Mayor Peterson reported...

- Nothing to report.

Executive Session

ORS 192.660(2)(d) Labor Negotiations

ORS 192.660(2)(e) Real Property Transactions

Motion: At 3:52 p.m., upon Conn's motion and Locke's second, the Council unanimously voted to move into executive session under ORS 192.660(2)(d) Labor Negotiations and (e) Real Property Transactions.

Motion: At 4:26 p.m., upon completion of the executive session, Morten moved to go back into work session, seconded by Conn, and unanimously approved.

Other Business

Public Hearing at 6:45 p.m. tonight.




There being no further business, the meeting was adjourned at 4:27 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:



Lisa Scholl, Deputy City Recorder



Randy Peterson, Mayor