

City of St. Helens

CITY COUNCIL

Work Session Minutes

February 1, 2017

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

Staff Present: John Walsh, City Administrator
Matt Brown, 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
Bob Johnston, Building Official
Jamin Coy, Code Enforcement Officer
Jacob Graichen, City Planner
Jenny Dimsho, Assistant Planner
Jasmine Jordan, Main Street Program Coordinator

Others:	Al Petersen	Viva Mullins	Agnes Petersen
	Amanda Normine	Gretchen Williams	Cody Mann
	Nicole Thill	Scott Mann	Scott Jensen
	Patrick Trapp	Kenny Allen	Ernie Martin

Mayor Rick Scholl called the meeting to order at 1:00 p.m.



Visitor Comments

♦ **Al Petersen.** He has a couple items to share:

- 1) A section of sidewalk was recently repaired by Columbia Tavern. The City should consider implementing the Corridor Master Plan in pieces, such as when they repair sidewalks. It should not be left on the shelf until a grant becomes available.
- 2) Over a year ago, he presented a well put-together presentation to spur economic development. He proposed mapping out areas of the City to adjust system development charges (SDCs). He recommends adjusting them along the Mainstreet Corridor. He encouraged the Council to discuss his proposal.

PROTEST HEARING: Notice of Nuisance Abatement – 364 N. 1st Street (Mullins)

Agnes Petersen, attorney for the property owner, is in attendance, with the property owner asking the Council to remove the declaration of a nuisance. She has made an effort to clean the property.

Building Official Johnston opposed the removal of the nuisance declaration because the yard is still full of junk. He showed Agnes pictures that were taken on January 17. Agnes argued that most of the junk has already been cleaned up.

♦Scott Mann. He lives in the motor home. He pointed out what has been cleaned up. All the materials remaining on the property are usable.

Council President Morten asked if Scott's motor home is connected to utilities. Agnes instructed Scott not to respond. Johnston said that the motor home in the front yard is a violation of code. He understands that there is a recommendation to amend code to allow care providers to live in a motor home on the property for hardship cases. Agnes suggested Council move forward with the ordinance amendments.

♦Viva Mullins. She has resided in her home for 47 years. When they moved there, the whole back yard was nothing but debris and trees. They worked hard to take care of it. She feels that she has been treated unfairly by the Code Enforcement Officer. He was harassing her children. If it wasn't for Scott and Jana living in her motor home, she would be alone. She has equilibrium problems and needs their help. She can't afford to pay \$500 to have everything hauled off. Her property should not be the only one picked on for this.

Agnes asked Viva if she would like the City to adopt an ordinance to allow elderly people to have caretakers in their home. Viva would love that.

Discussion about what was left on the property. Johnston explained that building materials and stacks of lumber are considered junk in the code. The remedy is to put up a fence, so it's no longer a public nuisance.

Scott asked if he could just put up a portable garage. City Planner Graichen asked Scott to talk to him about it. The Development Code regulates buildings and structures. He will be taking draft code amendments, which includes hardship cases, to the Planning Commission next week.

Viva has until February 27 to have it cleaned up. If she needs more time, she needs to come back to Council.

Annual Report from City Auditor for FY Ending 6/30/16

Kenny Allen from Pauly, Rogers, and Co., PC was in attendance to review the annual report. A copy is included in the archive meeting packet.

City Administrator Walsh reported that the City received the Distinguished Budget Award from Government Finance Officers Association (GFOA).

Presentation from SHEDCO Regarding Inspiration in the Rain Project

Amanda Normine from SHEDCO gave a PowerPoint presentation; a copy of which is in the archive packet for this meeting.

- Proposed to launch this spring.
- Gives people something to look forward to in the rain and brings customers to businesses.
- Proposed along Mainstreet.
- The temporary art and writing will only be visible when the sidewalks are wet.
- The paint lasts two to four months.
- Proposed to be applied the week of April 23, following Earth Day when the sidewalks will be cleaned.
- Once it becomes damaged by time or vandalism, SHEDCO will use wire brushes and dish soap to remove the material.
- Will cost approximately \$1,000.
- Includes clues to a lock box uncovering a voucher for a prize.
- Environmentally friendly.

- Will submit a proposal to the City with locations.

The Council was in concurrence to allow SHEDCO to proceed with the project as long as Public Works does not object. If they object, it will be brought back to the next Council meeting for further review.

Presentation from Port of St. Helens Regarding McNulty Way Industrial Park Development Proposal

Port Planner Scott Jensen was in attendance to give his presentation. He distributed a handout, a copy of which is included in the archive meeting packet. There is not a lot of developed industrial space available now. He reviewed the Port's proposal to expand McNulty Industrial Park. It is a multi-phase project.

♦Al Petersen. He thinks this approach should be in the form of a development agreement. The concept should be presented to the Planning Commission for approval. That way they don't have to come back to the Planning Commission for additional phases if the approval deadline has passed.

♦Patrick Trapp. Just to reiterate what Scott has said:

1. This is to keep the City informed of industrial needs.
2. They have a considerable amount of industrial property but it's not site-ready.
3. The State approached the Port with the need.
4. Will be vocal if there is something that needs to be addressed.

Council President Morten has received questions about the Pope and Talbot site. Is the entire parcel contaminated and unusable? Patrick explained that it is a 100+ acre site. It includes 20 acres that have been approved by the State as clean and developable. It also includes 19 acres that requires further cleanup.

2nd Quarter Main Street Program Report

Main Street Program Coordinator Jasmine Jordan gave a verbal report to the Council.

- Assisting SHEDCO with administration tasks.
- Creating an action plan workshop.
- Working on a volunteer recruitment database.
- Updating the vacancy report.
- Working with Jenny Dimsho on the Wayfinding project.
- Submitted a grant request for the Salmon Tree Cycle.
- SHIPO recently released grant guidelines to upgrade buildings. The deadline to submit is March 17.

Mayor Peterson asked who owns the building next to the feed store. He suggested that building be considered for upgrades. Al Petersen said it is owned by Adam Fortier. He will suggest that to Adam.

Review Lease Agreement for Parking Lot

City Administrator Walsh reported that the lease agreement for the public parking lot has expired. There is a request for a new lease agreement. Finance Director Brown reviewed a couple concerns he has. The lease agreement begins at \$600/month with a 5% proposed annual increase. By the end of year 10, that's \$977. That's a big commitment when you don't know what could happen in the next 10 years. Public Works Engineering Director Nelson reviewed the ownership of the current spaces on the GIS map.

It was the consensus of the Council to negotiate the percentage at 3% or the current CPI.

2nd Quarter Financial Report

Finance Director Brown reviewed his 2nd quarter financial report; a copy of which is in the archive packet for this meeting.

Discussion of marijuana tax. Approximately \$37,000 is expected from the State. Only a portion of that is restricted to public safety.

Review City Investment Summary

Finance Director Brown briefly reviewed his memo dated February 1, 2017.

Review Draft of Solid Waste Franchise Agreement

City Administrator Walsh reviewed the proposed changes. One way to increase revenue is by increasing the franchise fee from 5% to 7%. A public hearing will need to be scheduled if they propose a fee increase. It would help pay for code enforcement.

Ernie Martin, Site Manager for Hudson's Garbage Service, was in attendance to answer questions.

There was discussion on whether the City should require that all property owners subscribe to garbage/recycling service. Council asked Ernie to report back to Walsh with how many subscribers are inside City limits.

Discussion Regarding Utility Rates

Finance Director Brown would like to know what the Council's feeling is on utility rate increases.

After discussion, it was the consensus of the Council to perform a rate analysis study. Brown will return to the next meeting with a proposal.

Review Proposed Library Strategic Plan

Library Director Jeffries reviewed the proposed Strategic plan. A copy is included in the archive meeting packet. It is on tonight's agenda for approval.

Review Agreement with ECONorthwest for Site Development Consulting Services

City Administrator Walsh reviewed the agreement. A copy is included in the archive meeting packet. It would allow ECONorthwest to recruit a site developer for the Veneer property through an RFQ process. The total budget is \$13,000. It is on tonight's agenda for approval.

Discussion on Affordable Housing

City Administrator Walsh reminded the Council about Carl Coffman's presentation. There is a great need for affordable housing in the community. Council discussed community partners collaborating. Council directed Walsh to: 1) send a letter to Community Action Team (CAT) asking them to take the lead to involve community partners and, 2) notify Carl that the City is reviewing his proposal further.

Department Reports

Police Chief Moss reported...

- Yesterday, he sent the Council an email that included a letter from the lieutenant to police chief in 1980, advocating for the restoration of one position. It would put them at the same staff levels as 1977, which is basically the same staffing levels the Police Department is functioning with today.
- The psychological and medical evaluations were completed for one police officer candidate

yesterday. If there are no concerns, he hopes to have him on board by late February.

- Another candidate is in the process of a background investigation. He hopes to have him on board by mid-March.
- On Monday, February 13, they will interview more candidates to fill the other two positions.
- He would like to speak with Brown and the Budget Committee about the marijuana tax and how it can help fund additional police officers.

Public Works Engineering Director Nelson reported...

- The LED light project is moving forward. They expect to be done by the end of next week, depending on weather. Columbia River PUD expects to begin their portion the third week of February.
- They are down to one leak in the water reservoir. They hope to find it and have the liner installed within the next week.
- She will not be at the next work session.

Library Director Jeffries reported...

- Tonight's agenda includes an ordinance to increase the size of the Library Board.
- The recent Conversation Project was the most successful and had the highest attendance.
- Everyone at the Library is very pleased that Roger was named Employee of the Year.

Finance Director Brown reported...

- There is a new Comcast representative. She plans to attend tonight's meeting to introduce herself. She is also doing some research about PEG funds.
- Will be bringing an updated estimate to Council from Azimuth for AV equipment.
- The utility billing window was broken last night. The suspect was caught and hit about 20 other businesses. Thanks to Public Works for boarding it up quickly. It will be fixed soon.
- The union has agreed to the utility billing job description changes. They will meet in mid-February to discuss salary changes and then Brown will bring it back to Council.
- The Costs of Services Analysis (COSA) RFP is being reviewed by staff. He hopes to bring it back to the next Council meeting for review. Do any Council members want to sit on the review board?
- The informational Budget Committee meeting will be held on February 16 at 6 p.m.
- The new fund structure will include an equipment fund for replacement of vehicle fleet and equipment costing over \$5,000. He requested to purchase a new car. Council concurred and emphasized their desire to purchase local.

City Recorder Payne reported...

- Thanked everyone who attended the Annual Employee Recognition Banquet on Friday night. Thank you to Chief Moss and Rotary for having Casino Night again. A big congratulations to Roger Stauffer for receiving the 2016 Employee of the Year Award. It is well deserved. We raised \$446 for Rotary through raffle ticket sales and sales of additional chips for gaming.

City Administrator Walsh reported...

- He received a letter from the St. Helens Community Foundation and distributed copies to Council and staff. They are requesting assistance with insurance. Council directed Walsh to contact Bob Salisbury for more information and report back to the next Council meeting.
- The next Urban Renewal Advisory Committee meeting is February 7.
- Wayfinding and Branding kicks off on February 8.
- Submitted a proposal to the Masters of Urban Regional Planning at Portland State University (PSU) to do a capstone master's project for design of Columbia View Park. They have accepted the proposal.
- The Council retreat went very well. An additional meeting needs to be scheduled to continue

reviewing Council goals. It was the consensus of the Council to meet 3-6 p.m. on a date TBD.

Council Reports

Council reports were postponed until this evening's meeting.

Executive Session

ORS 192.660(2)(e) Real Property Transactions

Council was in concurrence to hold the Executive Session at tonight's meeting.

Other Business

No other business.



There being no further business, the meeting was adjourned at 5:05 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:



Kathy Payne, City Recorder



Rick Scholl, Mayor