

City of St. Helens

CITY COUNCIL

Work Session Minutes

August 16, 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
Terry Moss, Police Chief
Neal Sheppard, Public Works Operations Director
Sue Nelson, Public Works Engineering Director
Bob Johnston, Building Official
Jacob Graichen, City Planner
Jenny Dimsho, Associate Planner

Others:	Steve Topaz	Brady Preheim	Jennifer Anderson
	Bill Blank	Agnes Petersen	Paul Joe
	Nicole Thill	Cheryl Young	Natasha Parvey
	Roger Finger	Julie Thompson	

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



Visitor Comments

♦ Agnes Petersen. 1) She complimented Council on Code Enforcement Officer Hartless. He is very professional and very accommodating. He's the kind of representative that puts a good face on the City of St. Helens. 2) She reiterated her support to continue Municipal Court. She hopes the Council is working towards that. 3) Bing's plans to make a short presentation. As a citizen and a friend of Bing's, she hopes the Council will consider what they have to say.

♦ Paul Joe. He owns Bing's Restaurant. He distributed documents to the Council. A copy is included in the archive meeting packet. He would like to have a meeting with the City Council, Bing's, the City's attorney, and Bing's attorney to resolve the dispute.

Mayor Scholl asked Finance Director Brown to report on the status for the City. Brown explained that the City's attorney has responded to Bing's attorney. The City stated in writing that they are not ready to agree with Paul that there is a leak caused by the City.

Paul believes the rates are not being calculated correctly. The rate should be adjusted now that the leak has been repaired.

It was the consensus of the Council to schedule a meeting with two Council members, staff, and Bing's representatives. Mayor Scholl will be in contact with Paul.

♦Natasha Parvey and Brady Preheim, representing Keep It Local Columbia County. Natasha reviewed the program and website. They requested \$5,000 from the City Council to support Keep It Local Columbia County.

Council expressed their appreciation of the program. It will be added to a future work session agenda for further consideration.

♦Steve Topaz. There is talk about putting a marijuana grow operation in St. Helens that proposes to create 1,000 jobs. He talked about the needs for that type of business. He doesn't believe that many people can fit in the area proposed. Money for the renewal area has to be borrowed from banks. We know that banks can't take money from marijuana grow facilities. Since the City is renting the space, are we really in the marijuana business? Will banks lend to us knowing we are in the marijuana business? Will the federal government continue to grant us money? If the City takes cash for rent, are we in the money laundering business? Steve recalled when the renewal project was first discussed that the mill, waterfront, and Nob Hill Nature Park were all included in the proposed area. Now they've lost part of the area. Is it fraud when we show the bank an area that we're not going to include?

Mayor Scholl interjected and said the agreement was drawn up by attorneys. It is 9.58 acres. The proposal is for medical marijuana and the federal government is not going to touch that. The potential is up to 1,000 employees. There will be no smell. Scholl has been clean and sober for over a decade. He works with a lot of people. It was a smart business decision.

Steve is worried about how the banks will see it. Mayor Scholl responded that Wauna Federal Credit Union is now accepting marijuana money. [*Secretary's note: At the time of the meeting, Wauna was/is not accepting marijuana money.*]

Steve is worried that the City will get halfway into this and then be sued.

Employee Length of Service Award

We have one employee who has reached a milestone in their employment with the City of St. Helens. The following individual will receive a certificate and pin at the August 16 Council work session.

John Walsh came to work for the City in July of 2012. He was hired as the City Administrator and also has the duty of being the Community Development Director. John has been a tremendous asset to the City, especially in recent years where he has been instrumental in acquiring the Boise properties and working on plans for future development. He has pursued and been successful at getting grants for the City.

Congratulations, John, and thank you for your service!

Semi-Annual Report from Senior Center

Cheryl Young, Senior Center Manager, was in attendance to give a report. She distributed and read a copy of her report to the Council, a copy of which is also available in the archive meeting packet. The Senior Center usually has a pretty good working relationship with the City and she doesn't want to take away from that. She has tried for years to get help with the building conditions during hot weather. It has been very harsh for them to work in that hot environment. She wants the Council to know how passionate she is and will remain passionate until the City pays attention to the seniors. She has asked TCMS for proposals and apparently they are sent to the City but they are never acted upon. She is very mad about this. The Senior Center just added a fifth Meals on Wheels route. They need better working conditions.

Council President Morten asked who TCMS is. Cheryl responded that they are the contractor who maintains the City's heating and cooling systems.

It was the consensus of the Council for Cheryl to have three contractors come out to assess what needs to be done and send proposals to her and the City.

Cheryl understands the City is having financial problems but they need help. The Senior Center will go out of business if they don't get financial help. They need \$60,000 to operate the meal program.

Discuss Live-Feed Camera System for Website

Roger Finger from Watch Point Video was in attendance. He came out about 6-8 weeks ago to survey the area. He proposes two camera locations. The County Courthouse bell tower is the best location. It will be visible but not subtract from the historical appearance. He described what viewers will see from the website.

Council President Morten believes that the camera locations leave out the City's icons, such as the bell tower. He suggested mounting it on top of the Muckle building, since the park and waterfront will be growing that direction. Roger agreed that the courthouse is the iconic view of downtown but it's not where the people are. People are in the parks. However, he would be happy to place the camera anywhere the Council would like. Councilor Carlson agreed with Morten and the importance of the County Courthouse remaining visible.

Roger reviewed the proposal:

- Three cameras.
- Under \$4,000.
- Additional cameras would cost about \$1,000 each.
- Web services provided by someone else for approximately \$1,500.

Discussion of the cameras being sponsored. Roger is able to add an overlay of the business logo.

Mayor Scholl is in favor of recording the footage for short-term review in case something happens.

Finance Director Brown will work with Roger to bring back more information and cost estimates.

Habitat for Humanity Request

Habitat for Humanity Executive Director Jennifer Anderson and Community Outreach and Development Director Bill Blank were in attendance to make their request. A copy of the request is included in the archive meeting packet. Habitat for Humanity provides low interest or zero interest mortgage loans. They are requesting the system development fees be waived for the proposed home on N. 12th Street.

The Council was in consensus to waive 100% of the system development charges for their next house.

Discuss Increasing 0.5FTE Building Inspector Position to 1.0FTE

Tabled until the next Council meeting.

Update on Activity Going on at Old Boise Mill Site

City Administrator Walsh reported that the City has been working with Mark Comfort to clean the site. He's made really good progress. The new industrial tenant has also been helping remove materials off the site.

Councilor Locke added that it's pretty clean now. Everything from the new tenant's building has been moved to one of the City's buildings. He is working with Cascades to remove their stuff from one of the City's buildings. The new tenant has done some demo and cleanup. They are in the process of acquiring permits.

Councilor Carlson asked if the new development will undergo a Site Development Review or go before the Planning Commission for review. City Planner Graichen explained that it's a new use and a permitted use because it's heavy industrial. It is an administrative review. He will come to the Council when new buildings are proposed since it is City-owned property.

Discuss Amending City Codes to Include Parks in Proposed Subdivisions

City Planner Graichen and Associate Planner Dimsho were in attendance to discuss this matter with the Council. Graichen explained that it would require an amendment to the Subdivision Ordinance, a change to the Development Code. Staff would send a proposal to the Planning Commission and then they would make a recommendation to City Council. The simplest solution would be for the developer to designate one lot as open space tract. It gets more complicated when you move lot lines. Graichen talked about other code amendments that need to be made. This could be included at the same time.

Council President Morten suggested that it be a donation to the City from the developer. That way they can write it off. Mayor Scholl agreed.

To be considered:

- Public versus private.
 - If the park is made public, the citizens in the subdivision are not paying for it but it does become the City's maintenance obligation and liability.
 - If the park is made private, dues paid to a Homeowners Association will pay for it.
- What size of subdivisions should be required to have a park.
- Charge a fee in lieu of when the subdivision is within a certain distance of an existing park.
- Mandatory versus incentives.

Direct Access Franchise Fees

City Administrator Walsh said that the City is not currently collecting direct access franchise fees but we could be.

The Council was in support of pursuing any franchise fees they can.

Department Reports

Police Chief Moss reported...

- Two new police officers attended the academy. One was not successful and was let go.
- Police officer interviews were conducted on Monday. They have two successful candidates. He gave a background packet to one of them this morning. He hopes to have him on board October 1st.
- Questions have come up about the canon. The ATF has signed the paperwork allowing the City to keep the canon for official use only. Heller Enterprises altered it back to the way it was prior to being stolen. It needs to be painted and then will be placed back in the park. Council President Morten added that a location in McCormick Park Veterans Plaza has been designated for the Howitzer to sit securely on a pedestal.
- Code Enforcement Officer Adam Hartless is a great guy. People appreciate his effort. He will pass on the earlier compliment.

- He encouraged the Council to download the Police Department's new mobile app on their phone's. Notifications are released immediately through the app.
- The Emergency Management group for Spirit of Halloweentown met last week. It was the consensus of the group to not change the route from Highway 30 to downtown. Tina is working with the business community to encourage visitors to go uptown. Mayor Scholl emphasized the need for traffic to travel down Columbia Blvd. as well.

Public Works Engineering Director Nelson reported...

- Thanked Mayor Scholl for Citizens Day in the Park. It went really well. It was nice to see so many local businesses donate to the event.
- The Council awarded the contract for the 2017 paving project to TFT Construction at the last Council meeting. Paving begins next week, including several gravel streets and overlays. First Street, between Columbia Blvd. and Cowlitz Street, is included.
- The County released the RFQ for consulting services for the Gable Road project. They received three proposals yesterday. She will be reviewing those tomorrow with the County.

Finance Director Brown reported...

- A gentleman came to the last meeting to talk about the cost associated with distributing the Water Quality report. We spend about \$1,100 to have them printed at Bemis, about two hours of staff time folding and labeling them, and about \$2,100 to mail them. He contacted Metro Presort, who prints and mails our utility bills, to get an estimate. To keep printing them at Bemis and include them in the Metro Presort mailings would cost about \$455. The gentleman who came to the meeting would charge about \$1,002. Mayor Scholl agreed that it makes sense for Metro Presort to take over the distribution.
- He is still working with Communication Action Team (CAT) on the utility assistance program. To begin the process, the City has to sign a vendor agreement. There were no concerns from the City attorney. It was the consensus of the Council for the City Administrator or Mayor to sign the agreement.
- The aesthetics of the room has greatly improved. There is still some work to be done.
- There was discussion at the last meeting about streaming on Comcast. The Comcast streaming box no longer works. It's approximately \$14,000 to replace it. It was the consensus of the Council for Brown to return with a quote and more information. They emphasized the importance of maintaining transparency.
- He is working with Walsh on a process for funding requests that come to Council.
- Huge strides have been made in Court.
 - Over 250 cases were closed in July that were sitting on the books.
 - Last July, Court brought in about \$16,000.
 - This July, Court brought in about \$22,000.
 - Changing the contract staff to an hourly pay has also saved money.
- SDC admin fees are proposed to be changed from 1.34% to 5%. That 1.34% is still sitting in the SDC funds, which should have been transferred to the appropriate fund. From 2011-2017, that total is about \$24,129. He requested those funds be transferred into the General Fund facility maintenance. Council concurred.
- He heard back from our attorney about donating land for a park in a subdivision. If it's donated for public use, it could be used as a donation but they need to confirm it with their own tax attorney. If it's donated for private use, it's not part of the City and not seen as a donation.
- Thinking into the future, he has been working with staff on plans to renovate the Annex building and make better use of it. Another idea is combining City Hall, Court, and the Police Department. It was the consensus of the Council for Brown to continue discussions with staff and bring back a proposal to Council.

City Recorder Payne reported...

- Commended Mayor Scholl for a successful Citizens Day in the Park. It came out so much better than she expected. She created a list to make it even better next year. Contact her if anyone has anything to add.
- Voting delegates need to be designated for the Annual Membership Meeting at the LOC Conference. Council President Morten volunteered to vote and Councilor Conn volunteered to be the alternate.

City Administrator Walsh reported...

- Kudos to Citizens Day in the Park.
- He appreciates the five-year recognition. It is a pleasure to serve.
- Spirit of Halloweentown has officially launched. Marnie and her movie family will be in attendance.
- Discussion of Eclipse. There were no concerns from Council to close City buildings during the time of the Eclipse.

Council Reports**Councilor Locke** reported...

- The Bicycle & Pedestrian Commission is low in numbers. Council needs to aggressively recruit new members.
- Kudos to Code Enforcement Officer Hartless and all the new officers. We have a great force.
- A streetscape was done for First Street. He would like to review that proposal again.

Councilor Carlson reported...

- She suggested having an open house in October. It would give the committees an opportunity to showcase their projects and recruit for new members.
- We are very lucky to have Chief Moss as our Police Chief. He is making a difference in our community and her daughter's life.
- Police Officer Coy will begin attending Youth Council meetings.
- She is sorry to have missed Citizens Day.

Council President Morten reported...

- Thanked the City for being the hub of Relay for Life. He is very proud of staff for being involved.
- Parks Commission recommendations:
 - Requests staff to evaluate the Boise parking lot behind FARA building for RV parking. Council concurred.
 - Redefine the day use park on the Boise property. Council concurred.
 - Trail connectivity from the RV parking area to the proposed park and possibly to the waterfront area by way of the old railroad track and trestle. Council concurred.
 - Encouraged the passage of the proposed SDCs and the proportions for the Parks.
 - A 1% soda tax, which was a split vote.
- Nob Hill Nature Park has a new parking area on S. 4th Street.
- Received several calls about the nuisance abatement on the 2nd Street property. There are still issues and it is not moving forward.
- Downtown merchants had a meeting and want to get involved with Spirit of Halloweentown events.
- Great news for Public Works paving gravel streets!
- He is happy to report that staff is testing the water for more than what the State requires.

Councilor Conn reported...

- Thanked Mayor Scholl and staff for their work on Citizens Day in the Park. It was good to see

- a broader demographic participating.
- The Arts & Cultural Commission is close to the installation of the salmon tree sculpture and ribbon cutting ceremony.
- The Library Board is continuing to facilitate the Strategic Planning implementation.

Mayor Scholl reported...

- Thanked everyone for help with Citizens Day in the Park. He will be distributing letters of appreciation to the participating businesses. And thanks to the Council for financially supporting the event.

Executive Session

ORS 192.660(2)(e) Real Property Transactions

ORS 192.660(2)(h) Consult with Counsel

Motion: At 4:07 p.m., upon Conn's motion and Carlson's second, the Council unanimously voted to move into executive session under ORS 192.660(2)(e) Real Property Transactions and (h) Consult with Counsel.

There were technical difficulties with the recording system. A recess was held to fix the system.

Motion: At 4:30 p.m., upon completion of the executive session, Conn moved to go back into work session, seconded by Carlson, and unanimously approved.



There being no further business, the meeting was adjourned at 4:30 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:


Kathy Payne, City Recorder


Rick Scholl, Mayor