

# City of St. Helens CITY COUNCIL

Regular Session Minutes

January 6, 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  
Neal Sheppard, Public Works Operations Director  
Sue Nelson, Public Works Engineering Director  
Jacob Graichen, City Planner

**Others:** Paula Miranda      Scott Jensen      Terry Luttrell  
Craig      Tim Johansson      Amanda Renner  
Nicole Thille      Nancy Bowers      Austin A.  
Eric Torres      Kevin Christenson



**7:11PM – Call Regular Session to Order – Mayor Peterson**

**Pledge of Allegiance – Mayor Peterson**

**Invitation to Citizens for Public Comment**

No visitor comments were received.

**Deliberations from Public Hearing**

**Applicant/Owner:** Port of St. Helens

**Subject:** Appeal of a Site Design Review (SDR.5.15)

**Location:** 200 Port Avenue, St. Helens

A public hearing was held earlier in the evening.

Mayor Peterson agrees with City Planner Graichen about the Council being in favor of street improvements for the last 10-12 years. If you don't require the improvements, you will be left with gravel streets, no curb, gutter and storm drains like we have in some areas now. It's more costly to do it later. As improvements come in, we have been requiring them. However, there are some we have deferred. When it came time for the improvements to be done, we had to fight with them. Although, he does not have the same concern about the Port. How long are we willing to defer it?

Councilor Locke asked if they could build sidewalks across the street instead. Riverside is right down the street and they often go on walks. Mayor Peterson referred back to the Code that curb and sidewalk are required on both sides of the street. In this case, we have an opportunity to get one piece of that. He understands that it looks ridiculous to have a sidewalk

that goes nowhere but eventually those will be connected. Councilor Carlson pointed out the number of people walking between there and McCormick Park. Sidewalks are important.

Graichen has never seen sidewalks built across the street rather than on your property. However, there is room to be creative. City Administrator Walsh has seen it done. A lot of it is contingent on the developer's willingness to make an off-site investment.

Mayor Peterson asked what was done for the other developments that deferred frontage improvements. Graichen explained that they were modeled after the ones in the storage unit case on the highway. It required the improvements to be done by a certain date. If not, the City would conduct the improvements and lien the property for that cost.

Discussion of a written agreement for frontage improvements. A condition could be added that the improvements must be made by a certain date. The time of year and weather should be considered as well.

**Motion:** Locke moved to approve the site design review as presented originally with an additional condition that the street improvements be done within a three year period. Conn second. Locke, Conn, Morten and Peterson in favor; Carlson abstained; none opposed. Motion carries.

#### **Request for a Fee Waiver or Reduction**

Applicant: Port of St. Helens  
Appeal of Site Design Review \$250

Discussion of request. The cost included staff time, mailing costs and legal notice publication.

Council President Morten thinks we should split the cost.

Mayor Peterson does not believe the City was in error by requiring sidewalks. He is opposed to the waiver and reduction. Locke agreed.

Councilor Conn finds it difficult because they are a partner agency. Mayor Peterson pointed out that they cannot be held to a different standard. Conn agreed. The costs are real.

**Motion:** Locke moved to not waive or reduce the fee. Conn seconded. Locke, Conn and Peterson in favor; Carlson abstained; Morten opposed. Motion carries.

#### **Ordinances – Final Readings**

A. **Ordinance No. 3194:** An Ordinance Amending St. Helens Municipal Code Section 10.04.150(1)(K) Regarding Parking on a Sidewalk on the East Side of South 1<sup>st</sup> Street  
Mayor Peterson read Ordinance No. 3194 by title for the final time. **Motion:** Upon Locke's motion and Conn's second, the Council unanimously adopted Ordinance No. 3194. [Ayes: Locke, Carlson, Conn, Morten, Peterson; Nays: None]

#### **Resolutions**

A. **Resolution No. 1729:** A Resolution Determining that a Nuisance Exists Upon Property Located at 109 MacArthur Street within the City of St. Helens and Directing that Notice to Abate the Nuisance be Posted on Said Premises  
Mayor Peterson read Resolution No. 1729 by title. **Motion:** Upon Conn's motion and Carlson's second, the Council unanimously adopted Resolution No. 1729. [Ayes: Locke, Carlson, Conn, Morten, Peterson; Nays: None]

### **Approve and/or Authorize for Signature**

- A. Amendment to Sublease Agreement ML-42848 with St. Helens Marina, LLC
- B. Amendment to Sublease Agreement ML-42849 with St. Helens Marina, LLC
- C. Amendment to Sublease Agreement ML-42849 with Dillard's Moorage, LLC
- D. Third Amendment to North Point Technology, LLC Contract for SCADA System Upgrade
- E. First Amendment to Landis & Landis Construction LLC Contract for Pump Station No. 7 Upgrade
- F. Contract Payments

**Motion:** Upon Locke's motion and Carlson's second, the Council unanimously approved 'A' through 'F' above.

### **Appointments to City Boards/Commissions**

No appointments.

### **Consent Agenda for Acceptance**

- A. Parks Commission Minutes dated October 19, 2015
- B. Accounts Payable Bill List

**Motion:** Upon Conn's motion and Locke's second, the Council unanimously accepted 'A' through 'B' above.

### **Consent Agenda for Approval**

- A. Council Work Session and Regular Session Minutes dated December 16, 2015
- B. Declare Surplus Property – Police Department Unclaimed Personal Property
- C. New Public Works Building Maintenance Utility Worker Job Description
- D. Amended Accounting Assistant Job Description
- E. Amended Office Assistant Job Description
- F. Accounts Payable Bill List

**Motion:** Upon Carlson's motion and Locke's second, the Council unanimously approved 'A' through 'F' above.

### **Council Reports**

**Mayor Peterson** reported...

- Nothing to report.

**Councilor Conn** reported...

- Nothing to report.

**Council President Morten** reported...

- Nothing to report.

**Councilor Carlson** reported...

- Kudos to Public Works crews for their hard work. They did a fantastic job keeping people safe.

**Councilor Locke** reported...

- Nothing to report.

### **Department Reports**

**Finance Director Ellis** reported...

- Nothing to report.

**Public Works Engineering Director Nelson** reported...

- She received a preliminary quote from one surveyor for the S. First Street parking. It will cost approximately \$3,500. She will get more quotes.

**Public Works Operations Director Sheppard** reported...

- Nothing to report.

**Library Director Jeffries** reported...

- Nothing to report.

**City Recorder Payne** reported...

- The employee banquet is January 29. Please RSVP soon. The last two years, the employee of the year was judged by the management team. This year they would like the Council to be the judges. She will distribute packets.

**City Administrator Walsh** reported...

- Keith Forsythe, Stan's Refrigeration and Steve Topaz would like to donate the North Pole to the City to add to our Christmas collection. Council concurred and asked Walsh to verify if there is a process to accept it.
- The office of Emergency Management and FEMA will be in the City next week to talk to people about their damage. Property owners should contact him if they received significant damage.

**Adjourn** - There being no further business, the meeting adjourned at 7:39 p.m.



ATTEST:

  
Kathy Payne, City Recorder

  
Randy Peterson, Mayor