

City of St. Helens

City Council

Work Session Minutes

June 6, 2018

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

Members Absent: Councilor Ginny Carlson

Staff Present: John Walsh, City Administrator
Kathy Payne, City Recorder
Matt Brown, Finance Director
Sue Nelson, Public Works Engineering Director
Neal Sheppard, Public Works Operations Director
Jacob Graichen, City Planner
Terry Moss, Police Chief
Mike De Roia, Building Official
Jenny Dimsho, Associate Planner
Tina Curry, Event Manager

Others:	Ben Pray	Nancy Whitney	Les Watters
	Nina Reed	Chuck Daughtry	Bill Blank
	Jennifer Anderson	Casey Mitchell	Robert Shadley
	Mary Hubbard	Lesley Everett	Andrew Niemi
	Brad Hendrickson	Ken Forcier	Julie Thompson
	Steve Topaz	Nicole Thill	

- 1) **Call Work Session to Order - 1:00 p.m.**
- 2) **Visitor Comments - Limited to five (5) minutes per speaker**
 - ◆ Nancy Whitney. She has a difference of opinion with the City. She distributed a handout and asked the Council to review. A copy is included in the archive meeting packet.
 - ◆ Les Watters, representing the Columbia County Museum Association. He distributed information about an upcoming project. It's a walking tour of the historic downtown that is lead through your smartphone. He hopes to see it grow as more information is added. It's a free program. Discussion ensued about historical data.
 - ◆ Robert Shadley. He asked who gives permission to surveyors to cross private land. He found a surveyor on his property twice.

Public Works Engineering Director Nelson explained that State law allows surveyors to go onto private property without requesting permission. It's regulated by the State.

◆ Steve Topaz.

1. Will we have fireworks on the 4th of July?
2. How much public access will be eliminated if a hotel is constructed on the Waterfront?
3. Is the City still planning on using our lagoon as a dump site for the Portland harbor?
4. Is anyone familiar with the tale of William Tell? Jimmy Dillard used to have cans all over the town to collect money for the fireworks. It involved everyone in fundraising and made a way for everyone to know what was happening.

Introduction of new Building Official Mike De Roia

Mayor Scholl introduced the new building official. Welcome, Mike!

3) Discussion Topics

3.A Semi-Annual Columbia County Economic Team (CCET) Report - Chuck Daughtry

Chuck Daughtry reviewed his report:

- Re-authorization of the South Columbia Enterprise Zone is on tonight's agenda for approval. Explained how enterprise zones function.
- Three enterprise zone applications will be submitted to the City tomorrow.
- Identified a potential purchaser for the Armstrong site. It's a sad situation but Armstrong has done a great job transitioning their employees.
- The Calloway building on Port Avenue is being marketed.
- Planning for the St. Helens Industrial site.
- Suggests there be an industrial economic development committee working for the City to identify and research potential properties.
- Planning to retire in May 2019. Brian Little will be assisting.
- Working on the Regional Cooperative Tourism Program. It's a County-wide tourism program. They'll be working with local communities and private vendor operators.
- Updated the Council on OMIC. It's moving forward and is the largest project he has ever participated in.

Mayor Scholl expressed his desire for industry in St. Helens and the appearance that Scappoose is receiving all the benefit of enterprise zones.

3.B Request to Waive SDCs for Columbia County Self-Help Housing Project - Nina Reed

Nina Reed is the President of Self-Help Inc. She is partnered with Community Action Team (CAT) to help low-income families and homeless. The City has been a fantastic partner to create transitional housing. They are putting in 16 housing units and one office building on 18th Street. She is requesting the SDC fees be waived. A copy of her request is included in the archive meeting packet.

Public Works Engineering Director Nelson pointed out that the SDC fees have not been thoroughly reviewed by staff. After initial review, they will likely be more than what is included on the worksheets. City Administrator Walsh added that the fees are still paid from somewhere in-house. They don't go away.

Councilor Locke excused himself from the discussion because he is on the CAT Board.

Councilor Conn is in favor of waiving the fees.

It was the consensus of the Council to discuss it further at tonight's regular session when Councilor Carlson is in attendance.

3.C Request to Waive SDCs for Next Habitat for Humanity Home - Jennifer Anderson

Jennifer Anderson is the Executive Director and Bill Blank is the Development Director of Habitat for Humanity. They are requesting SDC fees be waived for the new home on N. 7th Street. A copy of the request is included in the archive meeting packet. Jennifer talked about the need for affordable housing, overcrowding, and unsafe living conditions. Bill added that local contractors are used for building. The money is going back into the community.

Mayor Scholl agreed with the need for affordable housing.

It was the consensus of the Council to discuss it further at tonight's regular session when Councilor Carlson is in attendance.

3.D Discussion Regarding Sand Island Camping Plan - Brad Hendrickson & Andrew Niemi

Brad and Andrew distributed proposed lease agreement conditions. A copy is included in the archive meeting packet. Updated the Council on their recent findings:

- Proposing to begin with the existing 37 campsites.
- They are proposing to add eight parking spaces between the most recent RV expansion and Dillard's Moorage.
- Shuttle to access the island.

Council President Morten asked if Public Works Operations Director Sheppard had any concerns about the maintenance. Sheppard expressed the relief that having someone else maintain the island will have on the Parks Division. Sheppard added that the City's barge is not in great working order, it will be as-is.

Mayor Scholl suggested a day be designated for the Recreation Program.

Discussion ensued about the proposed lease agreement conditions. Brad and Andrew will work with staff on a lease agreement and bring it back to Council for review.

3.E Discuss Parking Around Strand Street and S. First Street

Public Works Engineering Director Nelson reviewed one option. For a temporary use, they could likely block in an area at the end of Strand Street using the ecology blocks. Vehicles would access it from Strand Street. Pedestrians would also have access to the Waterfront property and S. First Street. She approximates it would cost about \$15,000 to develop.

Council President Morten talked about some of the parking issues; such as vehicles that are parked and don't move for months. Nelson explained that as long as the vehicle is operational, has current tags, and is not parked in a limit duration space, they can't ticket it or tow. However; boats, trailers, and RV's are limited to five days in the public right-of-way.

Discussed ensued about parking. No decision was made.

3.F Discuss Configuration of Recreation Program – Matt
Finance Director Brown will report on this during Department Reports.

3.G Annual Planning/Historic Landmarks Commission Report – Jacob
City Planner Graichen reviewed his report. A copy is included in the archive meeting packet.

3.H Discuss Property Line Adjustment & Purchase Request of City-Owned
Property off Deer Island Road - Jacob
City Planner Graichen reviewed the request and various scenarios. A copy is included in the archive meeting packet.

Leslie Everett reviewed their proposal to build affordable housing in that area.

Discussion ensued. It was the consensus of the Council for an appraisal of the property to be done. They want to know what the property is worth before making a decision.

3.I Review Matzen Subdivision SDC Credit Agreement - Jacob
City Planner Graichen reviewed the memo, map, and proposed agreement. Copies are included in the archive meeting packet.

Discussion ensued. Council recommended distributing the SDC credits evenly across all the lots.

Graichen requested City Recorder Payne remove the proposed agreement from tonight's agenda.

3.J Review Public ROW Dedications from St. Helens School District - Jacob
City Planner Graichen reviewed his memo. A copy is included in the archive meeting packet.

Discussion ensued. Council concurred with Graichen's recommendation. The dedication deed will be on tonight's agenda for signature authorization.

3.K Review Access Easements for Middle School Project - Jacob
City Planner Graichen reviewed his memo. A copy is included in the archive meeting packet.

Discussion ensued. Council concurred with Graichen's recommendation. The easement agreement will be on tonight's agenda for signature authorization.

3.L Review Final Plat for Matzen Subdivision - Jacob
City Planner Graichen reviewed his memo. A copy is included in the archive meeting packet.

Discussion ensued. The final plat will be on tonight's agenda for signature authorization.

3.M Update on Status of Canoe Schedule
Discussion ensued. City Recorder Payne confirmed that the canoe has been added to the City's insurance. The City's insurance provider expressed concerns about some of the existing language in the waiver.

Ken Forcier reported that this will be the 11th year the canoe has gone out without mishap. The waiver is the same as past years. He does plan to perform routine maintenance and make some repairs before it's used. Ken discussed the schedule with Council.

City Recorder Payne will be sending the waiver and recommended language from the insurance provider to the City's attorney for review.

4) **Department Reports**

4.A Administration/Community Development Department Report

Chief Moss reported...

- Tonight's agenda includes a resolution for the residential incentive program. There has been interest over the last few days. He's looking forward to its approval.

Public Works Engineering Director Nelson reported...

- Received a \$135,000 grant from the Regional Disaster Preparedness Organization for a portable water filtration facility. They won't have the trailer for about 18 months.

Public Works Operations Director Sheppeard reported...

- There was a water leak on N. 7th Street on Saturday. Crews spent about four hours repairing it. A nice young girl sent a card thanking them for their work.

Finance Director Brown reported...

- Judge Phillips will be retiring at the end of June. Interviews were conducted. They would like to move forward on a contract with Amy Lindgren. Interviews were also conducted for the prosecuting attorney position. They would like to move forward on a contract with Sam Erskine. It was the consensus of the Council to enter into one-year contracts with longer extensions, based on the annual report.
- Have reached out to the National Center for State Courts in Denver, Colorado to find out what it would take for them to review Municipal Court and make recommendations for improvements. It will cost about \$13,000. Amy recommended waiting to do the study until she and Sam start working. Amy has already come across some improvements that could be made.
- Based on the incentive program Chief Moss spoke about, one officer has already submitted a letter of interest to participate.
- They have had some very successful Recreation Program events. He clarified that the program falls under the Administration Department. It is completely separate from the Parks Division, other than using Parks facilities.
- The FARA building has been discussed in the past. One idea that he and Shanna have discussed is using it as a recreation facility. The partnership with St. Helens School District allows for use of their facilities but it may be more limited when school resumes. He requested permission to tour the facility and come back with a proposal. Council concurred.

City Recorder Payne reported...

- She referred to the earlier requests for waving the SDC fees. What does the Council want to do tonight? Council would like to see a breakdown of the SDC fees and also have Councilor Carlson participate in the discussion. Nelson will work on it after this meeting.

Event Manager Tina Curry reported...

- Went to every downtown business to find out how many employees are parking on the street. She believes there is a simple solution but would like Councilor Carlson in attendance during discussion.
- She is almost done with the map being co-sponsored by Cascadia Home Loans.
- 4th of July
 - Fireworks
 - Bell ringing
 - Music
 - Activities
 - Cake
 - Raising funds for Fireworks
- There are nonprofit and for profit groups who want to have access to the 13 Nights on the River audience. Some nonprofit groups pay to be there. She suggests making a policy on how to handle those.

City Administrator Walsh reported...

- Very happy to have the new Building Official on board. He seems to be very solution orientated.
- The Build America Federal Grant is very extensive. Alta Planning and Design will be helping with it. They have a good success rate in attaining these grants.
- Talked about the dock regulations earlier. The current maximum stay is five days in a 30 day period. Is there a desire to change that? Discussion ensued. No recommendation was made.

5) **Council Reports**

Postponed until tonight's meeting.

6) **Other Business**

7) **Adjourn – 4:27 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:


Kathy Payne, City Recorder


Rick Scholl, Mayor